

# Data Import

## Manual upload

Your step by step guide to get your MIS school data into SchoolsBuddy

### 1. Manual Import Template

Along with this document you will have received our manual import template spreadsheet. You simply need to use this to produce a csv file of all your relevant school data.

### 2. Using the Student Template

Having extracted the data from your school MIS/SIS there are a few key points to be aware of:

- Date of Birth format must be dd/mm/yyyy
- Gender format must be M or F
- If there are any blank fields for MIS ID, these should be left blank
- Class/Years/Grades must be written the same e.g. not Grade1 and Grade 1
- All emails must be valid, leave field blank if no email
- All students should ideally have at least one parent on the template (max number of parent contacts per student = 2)

### 3. Staff Data

Staff can be added manually as and when you need. However if you wish to import a group of staff this can done using the Staff data template we have - we can send this to you on request. Basic data required will be first name, last name, gender and email address.

### 4. Sending us your Data

Once you have completed the spreadsheet(s) please send it/them to us by attaching them to the form link sent to you via email.

### 5. Data Import

Once we have received your csv(s) we will carry out a manual import. If there are any issues we will contact you to resolve them.