

Fitnessgram 9 State Server Import Templates

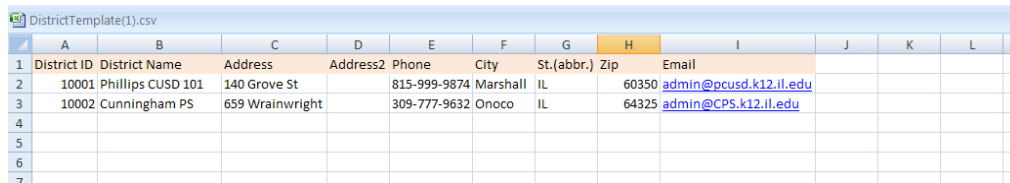
Getting Ready

Here are some tips for the files.

- *Commas:* There can be no commas in the data fields that you are importing. Please remove all commas.
- *IDs:* District and school IDs are all crucial within the Fitnessgram 9 program. These IDs are designated by your state or district and will be used for all import options within the program. They need to be unique and consistent across the years and throughout the state.
- *Format:* The files need to be comma-delimited files (.csv extensions). Do not use quotation marks to indicate alphanumeric fields.

Districts

- The file must be named DistrictTemplate.csv and the information must be in the format shown.
- District ID must be unique to each District being imported and throughout the state.
- There must be data in all fields except for Address2 or the file will not import.
- After entering the necessary data, you need to remove the header row, which is highlighted in pink.
- Import the data into the state server.



	A	B	C	D	E	F	G	H	I	J	K	L
1	District ID	District Name	Address	Address2	Phone	City	St.(abbr.)	Zip	Email			
2	10001	Phillips CUSD 101	140 Grove St		815-999-9874	Marshall	IL	60350	admin@pcusd.k12.il.edu			
3	10002	Cunningham PS	659 Wrainwright		309-777-9632	Onoco	IL	64325	admin@CPS.k12.il.edu			
4												
5												
6												
7												

Schools

- The file must be named SchoolTemplate.csv and the information must be in the format shown.
- District ID must be unique to each district throughout the state.
- School ID must be unique to each school within each district being imported and throughout the state.
- After entering the necessary data, you need to remove the header row, which is highlighted in green.
- There must be data in all fields except for Address2 or the file will not import.
- Import the data into the state server.

