

Each line in the file is a set of comma separated, quoted values. There are no escape characters. This disallows the use of '"' and ',' in the field data.

Each line has the information to completely specify information about one student's enrollment in a class. The format causes much of the information in the file to be duplicated from line to line, but it makes the format easier to understand and to parse.

This is the format of each line:

"district\_external\_id","district\_title","school\_external\_id","school\_title","course\_external\_id","course\_title","class\_external\_id","class\_title","student\_e

- "district\_external\_id" - This is the district's unique identifier. It should be unique within the system.
  - For Utah, the state district would be a good choice.
- "district\_title" - This is the text display name of the district.
- "school\_external\_id" - This is the school's unique identifier. It should be unique within the system.
  - For Utah, the state school id would be a good choice.
- "school\_title" - This is the text display name of the school.
- "course\_external\_id" - This is the course's unique identifier. It should be unique within the school.
- "course\_title" - This is the text display name of the course.
- "class\_external\_id" - This is the class' unique identifier. It should be unique within the school.
- "class\_title" - This is the text display name of the class.
- "student\_external\_id" - This is the student's unique identifier. It should be unique within the school.
- "student\_last\_name" - This is the text display last name of the student.
- "student\_first\_name" - This is the text display first name of the student.
- "teacher\_external\_id" - This is the teacher's unique identifier. It should be unique within the school.
  - For Utah, the teacher's catcus id would be a good choice.
- "teacher\_last\_name" - This is the text display last name of the teacher.
- "teacher\_first\_name" - This is the text display first name of the teacher.
- "term\_external\_id" - This is the term's unique identifier. It should be unique within the district.
- "term\_title" - This is the text display name of the term.

For Utah, most of these fields are available in the Clearing House file format. The missing fields are district\_title, school\_title, teacher\_last\_name, and teacher\_first\_name.

A Perl utility is available to translate a Utah Clearing House file into the district import file format. If the information for the missing data is available, this utility can insert the data correctly.