



WORKING IN PARTNERSHIP

ENGAGE Arkansas - Student Contact Info - File Format

Instructions

Graduation Alliance (GA) prefers to receive comma-delimited CSV files uploaded to our secure file sharing site as a starting point for new partners.

Actual volume over time and each party's technical capabilities will determine whether API or web service integration will be performed (note this may require additional expense)

Please contact your GA account representative for access to our secure file sharing site. We can create as many login accounts as necessary.

Our secure file sharing site also supports most popular [FTP clients](#).

Our data specification requires **one row per student, each designated by the student's unique State ID. The UID may be** in any alphanumeric format which is convenient for you.

While GA will make commercially-reasonable efforts to validate phone numbers and email addresses against Do Not Contact (DNC) databases, please do not include records which are known to your organization to be designated DNC.

Standard Student/Recruit Enrollment File

From CUSTOMER (mandatory fields in blue bold***)	Column	Example Data	Type	Definition
State Student ID	A	634625	Identity	Unique State Student ID - Mandatory field
District Student ID	B	A100234567	Identity	A secondary unique ID (one used in the district, for example) is allowed, but is not mandatory
Last Name	C	Merlast	Identity	
First Name	D	Alexander	Identity	
Home Language Preference	E	Spanish	Demographic	Text field—blank values are assumed to be "English"
Birthdate	F	8/1/2005	Demographic	
Current Grade	G	9	Demographic	
Primary Phone	H	2223334444	Contact	Do Not Call/Contact numbers are not allowed
2nd Phone	I	2223334444	Contact	Do Not Call/Contact numbers are not allowed
Personal Email Address	J	alexmerl78@something.com	Contact	Do Not Contact/Unsubscribed emails are not allowed
Institution or Other Email Address	K	amerlast@somethingelse.com	Contact	Do Not Contact/Unsubscribed emails are not allowed
Mailing Street 1	L	5801 Wentzel Rd	Contact	
Mailing Street 2	M	Apt 205	Contact	
Mailing City	N	Whoville	Contact	
Mailing State	O	NM	Contact	
Mailing Zip Code	P	11111-7890	Contact	ZIP+4 format is preferred, however ZIP is acceptable
Parent/Guardian Name	Q	John Smith	Contact	
Parent/Guardian Primary Phone	R	2223334444	Contact	
Parent/Guardian Email Address	S	jsmith@somethingelse.com	Contact	
Emergency Contact Name	T	Samantha Smith	Contact	
Emergency Contact Primary Phone	U	2223334444	Contact	
Emergency Contact Email Address	V	samsmith@anotherthing.com	Contact	
Student Last Attendance Date	W	9/1/2020	Academic	
Student Current Courses and Current Grades	X	English 9: B+, Algebra: C, US History: A	Academic	Format can be in any way that is easiest for the district to provide the data - we use this as a way to shape and create meaningful discussions
Student Credits Earned this Academic Year	Y	0	Academic	The number of credits earned by the student this academic year
Student Credits Attempted this Academic Year	Z	3	Academic	Number of credits attempted by Student this academic year
Student Credits Remaining to Graduate	AA	14	Academic	Number of credits Student has remaining to graduate
Student Current Cumulative GPA	AB	2.6	Academic	

***please do not change column order and do not delete columns - if data is not available leave fields blank