

DLM - Upload Enrollment Template



Students who have already been uploaded with a TASC or TEST upload to KAP on Educator Portal will need to be moved to the DLM using the DLM upload enrollment template.

On Educator Portal (DLM), Click **Settings** then **Students**.

1. If student is showing up on KAP and should be in DLM, then go to KAP in Educator Portal and download the Current Enrollment extract from reports-data extracts. Copy columns H-AC for the student that needs to be enrolled in the DLM.
2. Switch to the DLM on Educator Portal. Go to settings then students and select **Upload Enrollment** Click on ? next to **File** to download the template.

Upload Enrollment: Select Criteria

STATE: * Kansas x DISTRICT: Select

Please use the current version of the [Enrollment Upload Template.](#)

File: ? *

3. Paste columns copied from the KAP Current Enrollment extract into the DLM upload enrollment template. Paste into column C-Z of the DLM upload enrollment template. Column A and B will be blank unless the student is accountable to a different district and school. Verify that all **required fields** are complete.

OR

Use information from the Data Management Manual included below to fill out template.

Column A and B – leave blank unless student is accountable to a different district and school.

Column C - Attendance District Identifier (D0XXX)

Column D - Attendance School Identifier (4-digit building code)

Column E – School year (4-digit)

Column F – 10-digit SSID

Column G – Local Student Identifier (not required)

Column H – Student Legal First Name

Column I – Student Legal Middle Name (not required)

Column J – Student Legal Last Name

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Column K – Generation Code (not required)

Column L – Gender (0=Female, 1=Male)

Column M – Date of Birth (must change format to MM/DD/YYYY)

Column N – Current grade Level (e.g., 3 is grade 3)

Column O – School Entry Date (must change format to MM/DD/YYYY)

Column P – District Entry Date (not required)

Column Q – State Entry Date (not required)

Column R – Comprehensive Race

Entry	Definition
1	White
1	African American
4	Asian
5	American Indian
6	Alaska Native
7	Two or more races
8	Native Hawaiian or Pacific Islander
10	Middle Eastern or North African

Column S – Primary Disability Code

Entry	Definition
AM	Autism
DB	Deaf/blindness
DD	Developmentally delayed (ages 3-9 only)
ED	Emotional disturbance
HI	Hearing impairment
ID	Intellectual disability
LD	Specific learning disability
MD	Multiple disabilities
OH	Other health impairment
OI	Orthopedic impairment
SL	Speech or language impairment
TB	Traumatic brain injury
VI	Visual impairment

Column T – **Must leave blank.**

Column U – Hispanic Ethnicity (Yes or No)

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Column V – First Language (not required) Refer to Table 25 in the Data Management Manual

Column W – ESOL Participation

Entry	Definition
0	Neither an ESOL- eligible student nor an ESOL-monitored student
1	Title III funded
2	State ESOL/bilingual funded
3	Both Title III and state ESOL/bilingual funded
4	Monitored ESOL student
5	Eligible for ESOL program based on an English language proficiency test but not currently receiving ESOL program services, (e.g., a child's parents or guardians have waived them out of ESOL services, but the district is still obligated to provide ESOL support.)
6	Receives ESOL services and not funded with Title III and/or state ESOL funding

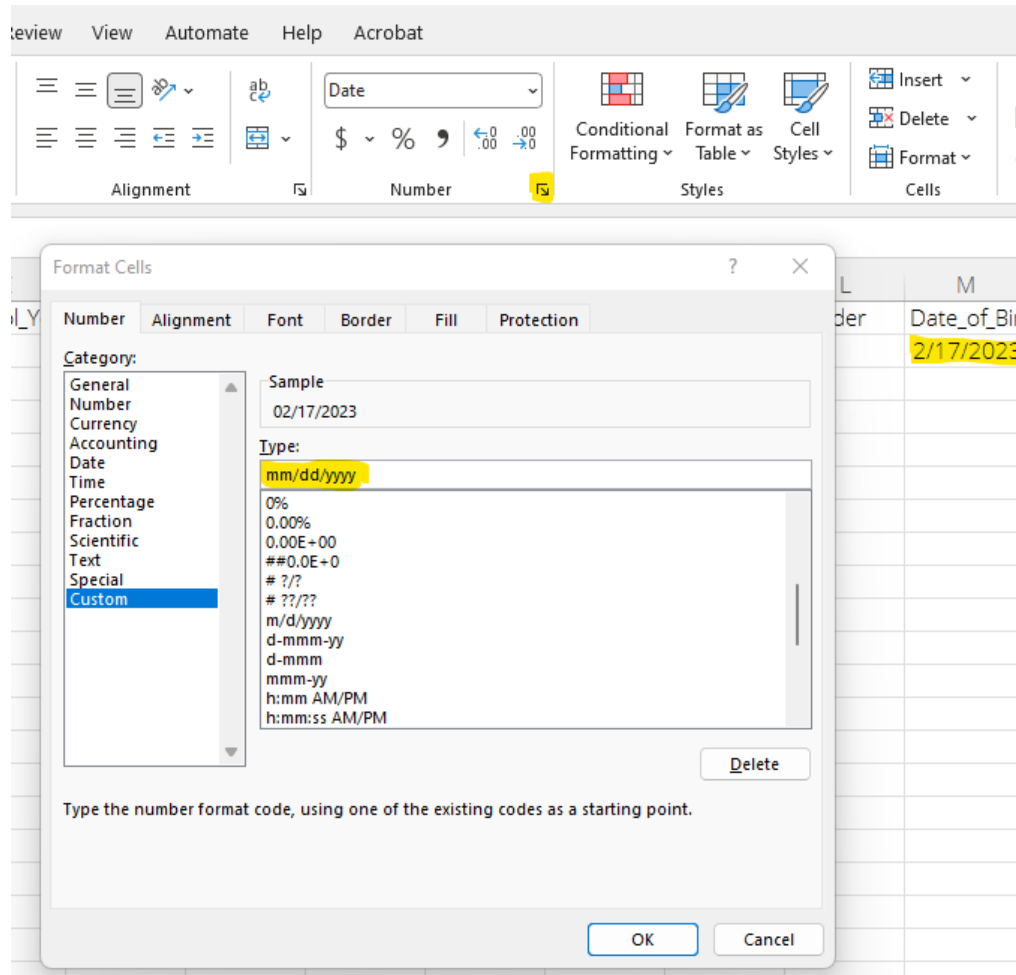
Column X – Assessment Program 1 (DLM)

Column Y – **Must leave blank.**

Column Z – **Must leave blank.**

4. Make sure all dates are in MM/DD/YYYY format.
 - a. Select date on template, click on the down arrow in the number section of the tool bar. In the pop-up make sure **custom** is selected, then under **type** correct the field so that it is **mm/dd/yyyy** and click ok. Do this for all dates that are not in the correct format.

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5. Save template to computer.
6. Go back to Kite (Settings, Students, Upload Enrollment). Select file from your computer and **Upload**.

File: ? *

Select File

Upload

7. Check upload status. If file is rejected or there are alerts, open the file for more details and make any needed changes if file was rejected.

Uploaded	Status	Created/Updated	Rejected	Alerts	File	
Wednesday, February 15, 2023 1:48:21 PM	COMPLETED	1	0	1		▲
Wednesday, February 08, 2023 10:39:00 AM	COMPLETED	1	0	0		▼

8. Make sure to roster the student to tested subjects. Refer to [Creating a Roster Manually \(PDF\)](#)

For more information, contact:

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