NSW Department of Education

Community Languages Schools Program Portal

Add Multiple Students

Guide to CSV file preparation

- If your organisation chooses the option to upload multiple student details to the Community Languages Schools Program Portal using a spreadsheet, please be aware there are specific data formatting rules which typically require an intermediate level of experience in working with data spreadsheets,
- When a CSV file contains formatting errors such as blank rows, missing columns or column headers - it won't successfully upload to the portal.

How to access the CSV template

- A formatted CSV file can be downloaded from the portal by clicking on the **Download a list of last year's approved students (CSV file)** within the Add multiple student details workflow. Please refer the [Add Multiple Student user guide](#).

> **All student data needs to be correctly formatted. Remember, clean data means fewer manual corrections a t a later stage.**

The CSV file contains the following columns:

Column	Formatting rules
First Name **Last Name**	Enter English names of students. Use a capital for the first letter of each name.
Date of Birth	Enter as DD/MM/YYYY format only. Date of Birth should not be a future date. Students must turn 5 on or before 31 July that year.
Gender	Gender of a student should be provided out of these three values only – Male / Female / Prefer not to say. Please note that these values are case sensitive.
Parent/Carer Phone	Parent/Carer Phone should be in number format only and should have 10 digits including 0 at the front.

Column	Formatting rules
	For example- 04XXXXXXXX or 02XXXXXXXX If you are unable to add 0 at the start of the number, please provide 9-digit number ignoring 0 at the front. For example- 4XXXXXXXX or 2XXXXXXXX
Mainstream School	Mainstream Schools should be the official name of the public or non-government school the students attend. For example – Parramatta High School. To search for official school names, use the NSW Public School Finder or the NESA list of registered non-government schools.
Mainstream Year Level	Mainstream Year Level should be entered as follows: Kindergarten, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6, Year 7, Year 8, Year 9, Year 10, Year 11, Year 12
Term 1 Attendance	Term 1 Attendance should have a value of the following: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
New Student **Existing Student**	If a student has been part of any previous year grant application since 2022 and you have already provided details of this student to us (since 2022), please mark the student as an Existing Student. Type the word Existing only or copy and paste. If a student does not meet the above criteria, the student should be marked as New Student. Type the word New only or copy and paste. Note – Matching rule for Students is based on exact match of First Name, Last Name and Date of Birth.

Formatting Tips:

- Avoid leaving any blank rows in data.
- Avoid entering duplicate data. Check for duplicates and remove.
- There should not be extra or less columns. Do not remove or add any columns.
- The data entered in each column should match Column Headers.
- Complete all data columns for all records.
- There should be no extra lines or spaces in any cell.

File preparation steps:

- Check data for duplicated records and remove any duplicates
  - If duplicate records are identified within the data provided, the system will mark the status as **Duplicate**. Please remove the unwanted records and the system will automatically update the correct status.
- Complete all data columns for all records
  - If any records are Incomplete, please click on edit and enter all mandatory details for the student.

- Validate data

  If all records are listed as **Complete** the data can be validated by clicking **Validate all Students' data**.

Potential error messages

- The system will then run a set of technical validations and is the are any errors in the data the Status of student records will show one of the following error messages:

If Status error shows as:

- *Already added for a different location* – This means that the student has already been added to a different school location within your organisation.
  To fix this error, check the correct student school location and remove this student from the incorrect location.

- *Student record already exists* – This applies to a student record which you have entered as **New Student** but a matching data as an existing student is found.
  To fix this error, mark this student as **Existing**.

- *Student record not found* – This applies to a student record which you have marked as **Existing Student** but there is no matching data as an existing student.
  To fix this error, mark this student as **New** or remove this student and add as an individual student.

Once all records show a status as – *Validated*, you can proceed to *Confirm & Save*. This is the last step for saving student records. You will now be able to review in the Student List for this school.

If there are multiple errors showing, it may be easier to remove the file and clear the list. Fix any errors on the CSV file and re-upload the updated