

Bulk Upload Students/Children Guide

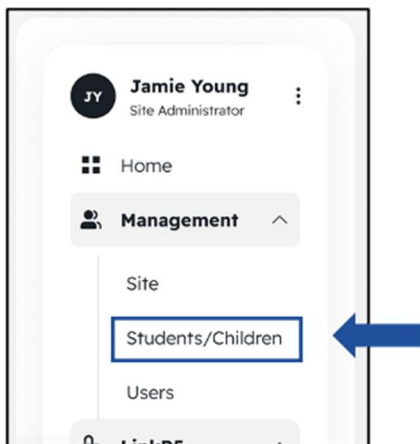
For VALLSS Division Representative, VKRP Division Contact, Division Role, Primary Site Administrator, and Site Administrator

Please note that your left-hand navigation and ability to manage Students/Children depends on your role and permissions. For LinkB5 specific guidance on completing your VQB5 Student/Child list, please see LinkB5 resources at resources.linkb5.virginia.edu.

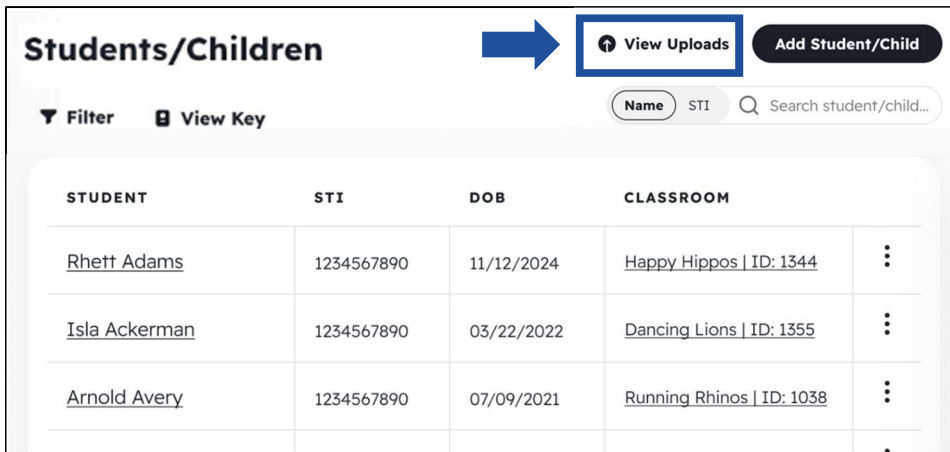
Bulk Upload allows users to add or update many Students/Children at the same time using a CSV file that contains one Student/Child per row. After uploading a CSV file, VAConnects will first search to see if the Students/Children already exist in the VAConnects system.

- If a Student/Child already exists, the Student/Child will be updated using the information provided in the CSV
- If a Student/Child does not yet exist, the Student/Child will be created in VAConnects
- If a Student/Child with similar information already exists in VAConnects, an Administrator will review the Student/Child within 48 hours. You will be notified if the Student/Child is denied (not created). If the Student/Child is created, they will automatically appear and will be added to the classroom identified in the CSV file.

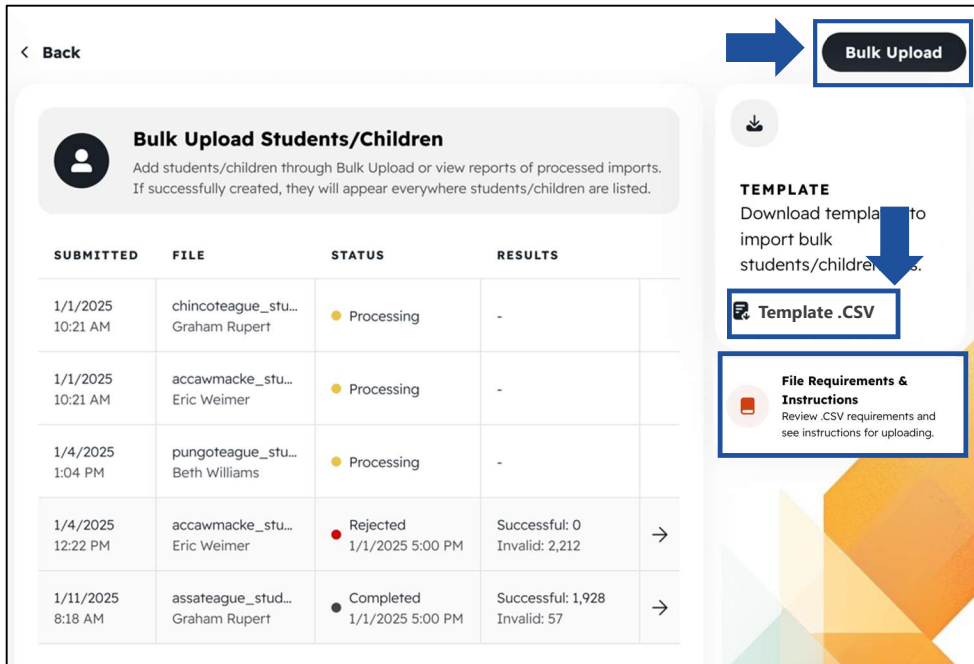
1. Select “**Management**”.
2. Select “**Students/Children**”.



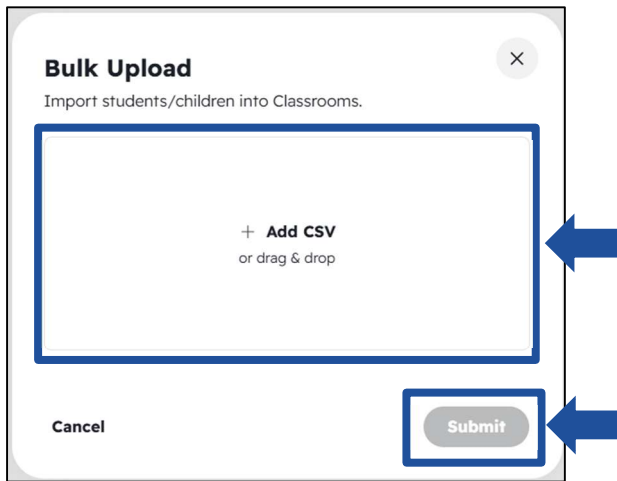
3. Select “View Uploads” to access the **Bulk Upload Students/Children** page.



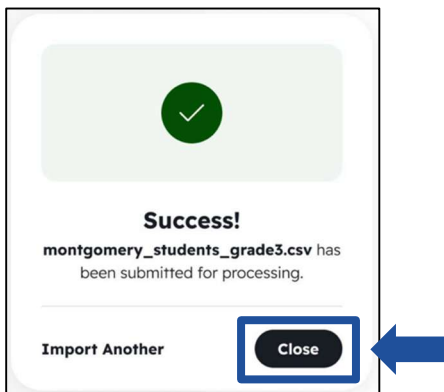
4. Click the **template name** to download the CSV template.
5. Complete the template following the file requirements and instructions in the “**File Requirements**” section of this guide and save the completed file.
6. Select “**Bulk Upload.**”



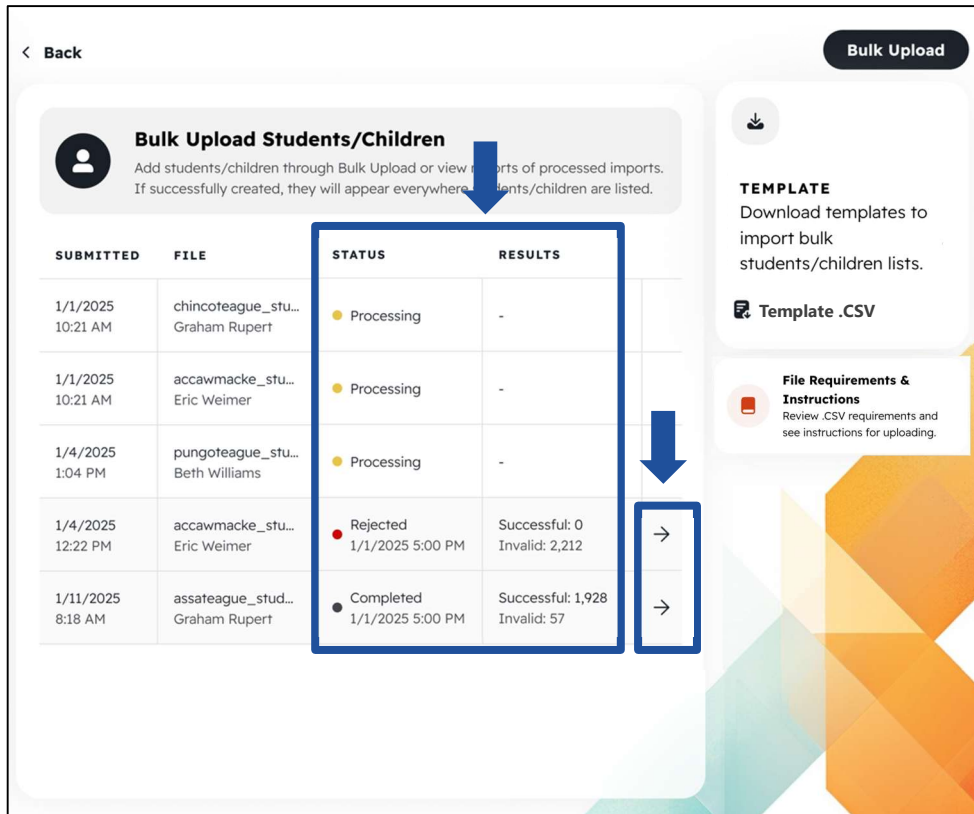
7. Add the file by selecting “+ Add CSV” or you can drag and drop the file in box.
8. Select “Submit”.



9. Select “Close” to finish bulk uploading Students/Children or “Import Another” to upload another CSV file.



10. From the **Bulk Upload Students/Children** page, view progress on the **Status** and **Results** column. Bulk Upload files are processed in the order they are received across all users.
11. Once processed, review upload results by clicking the arrow next to the upload results.



Bulk Upload Students/Children

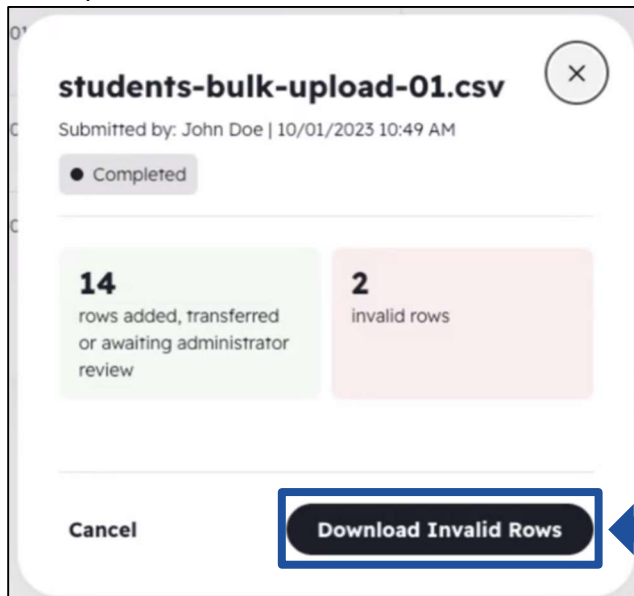
Add students/children through Bulk Upload or view reports of processed imports. If successfully created, they will appear everywhere students/children are listed.

SUBMITTED	FILE	STATUS	RESULTS
1/1/2025 10:21 AM	chincoteague_stu... Graham Rupert	● Processing	-
1/1/2025 10:21 AM	accawmacke_stu... Eric Weimer	● Processing	-
1/4/2025 1:04 PM	pungoteague_stu... Beth Williams	● Processing	-
1/4/2025 12:22 PM	accawmacke_stu... Eric Weimer	● Rejected 1/1/2025 5:00 PM	Successful: 0 Invalid: 2,212
1/11/2025 8:18 AM	assateague_stud... Graham Rupert	● Completed 1/1/2025 5:00 PM	Successful: 1,928 Invalid: 57

TEMPLATE
Download templates to import bulk students/children lists.
[Template .CSV](#)

File Requirements & Instructions
Review .CSV requirements and see instructions for uploading.

12. Review the upload results.
 - a. **“rows added, transferred or awaiting administrator review”** are Students/Children who were successfully created, updated, or who require review by a VAConnects administrator as described in the introduction of this guide.
 - b. **“Invalid rows”** are rows in the CSV template that did not follow the template requirements or VAConnects had a problem processing the data. The Student/Child represented by that row was not created.
13. Select **“Download Invalid Rows”** to download a CSV with rows that did not successfully bulk upload into VAConnects.



14. Fill out a new CSV template with ONLY the Students/Children represented by failed rows, carefully reviewing the template requirements found in this document and save the new file.
15. Upload the new file following steps 4 – 12 in this guide.

File Requirements

VAConnects will automatically show the template that is applicable to your role and initiative access. The maximum number of rows per file is 20,000. VAConnects will only accept CSV files. If an optional field is not applicable, leave the field blank. For example, if the Student/Child does not have a middle name, leave the field blank. Do NOT use N/A or none.

Template for Sites participating in VALLSS, VKRP, or all three initiatives

Template file name: "StudentChild Bulk Upload Template"

Roles with access to this template: VALLSS Division Representative, VKRP Division Contact, and/or Division Role

Column Name	Required or Optional	Instructions
<i>FirstName</i>	Required	Maximum of 36 characters
<i>MiddleName</i>	Optional	Maximum of 36 characters
<i>LastName</i>	Required	Maximum of 36 characters
<i>PreferredName</i>	Optional	Maximum of 36 characters
<i>DateOfBirth</i>	Required	Fill with the Student/Child's date of birth following the format YYYY-MM-DDZ. All dates must use a Z at the end for processing purposes.
<i>Sex</i>	Required	Fill with one of the following options: Male Female Other
<i>AmericanIndian</i>	Required	Fill with one of the following options: TRUE FALSE
<i>Asian</i>	Required	Fill with one of the following options: TRUE FALSE
<i>Black</i>	Required	Fill with one of the following options: TRUE FALSE
<i>PacificIslanderOrNativeHawaiian</i>	Required	Fill with one of the following options: TRUE FALSE
<i>White</i>	Required	Fill with one of the following options: TRUE FALSE

Column Name	Required or Optional	Instructions
<i>HispanicOrLatino</i>	Required	Fill with one of the following options: TRUE FALSE
<i>StateTestingIdentifier</i>	Required	State Testing Identifiers, or STIs, are 10 digits long and start with either 101 or 102.
<i>SchoolYearID</i>		Fill with the first year of the school year. For example, if Fall 2025-2026, enter 2025. If Mid-Year 2025-2026, enter 2025.
<i>TermID</i>		Fill with F, M, or S, using the key below: F – Fall M – Mid-Year S - Spring
<i>GradeID</i>		Fill with one of the following options: PK K 1 2 3 4 5 6 7 8
	When any of these three have a value, all three are required	
<i>EducatorEmail</i>	Required	Enter an educator’s division email address to place them in the classroom.
<i>MultipleClassrooms</i>	Optional	Only use when the educator has multiple classrooms, entering B for the second classroom and C for their 3rd classroom. If no entry, the Student/Child will be placed in the educator’s primary/first classroom.
<i>VDOESiteNumber</i>	Required	This is the School Number assigned by VDOE.
<i>VDOEDivisionNumber</i>	Required	This is the Division Number assigned by VDOE.
<i>AdministrationMethodVALLSS</i>	Optional	This field will be removed shortly. Do not populate anything in this column, leave blank.

Column Name	Required or Optional	Instructions
<i>PrimaryFundingSource</i>	Required	Fill with one of the following numbers, using the key below: 0, 1, 3, 5, 7, 8, 10, 12, 13, 14, 17, 19, 20, 21, 22, 23 For K-8 Students/Children: 23 – Grade K-8 Students/Children For Pre-K Students/Children: 0 – Unassigned/None 1 – Head Start 3 – VPI Four Year Old 5 – Special Education Preschool 7 – Title I 8 – Local VPI Replacement 10 – Local Funding Public Preschool 12 – VPI Three Year Old 13 – Mixed Delivery Grant 14 – Special Education VPI Replacement 17 – Early Head Start 19 – Scholarship 20 – VA Childcare Subsidy 21 – Military Childcare Subsidy 22 – Private
<i>SecondaryFundingSource</i>	Required	Fill with one of the following numbers, using the key above: 0, 1, 3, 5, 7, 8, 10, 12, 13, 14, 17, 19, 20, 21, 22, 23
<i>AttendedPreschool</i>	Optional	Fill with one of the following options: TRUE – if the Student/Child currently attends or attended Pre-K FALSE – if the Student/Child did not attend Pre-K
<i>DualLanguage</i>	Optional	Fill with one of the following options: TRUE - only if the Student/Child is currently enrolled in a program where students consistently receive instruction in academic content in two languages. FALSE - if the student only receives ESL or related service or a student is occasionally exposed to a lesson in another language (e.g., Spanish lesson)
<i>PrimaryHomeLanguage</i>	Optional	Fill in the primary language spoken at home

Template for Sites only participating in LinkB5

Template file name: “StudentChild Bulk Upload Template – LinkB5 Only”

Roles with access to this template: Primary Site Administrators (PSA) or Site Administrators (SA).

If you are a PSA or SA and have a VALLSS Division Representative, VKRP Division Contact, and/or Division Role, see instructions for the previous template.

Column Name	Required or Optional	Instructions
<i>FirstName</i>	Required	Maximum of 36 characters
<i>MiddleName</i>	Optional	Maximum of 36 characters
<i>LastName</i>	Required	Maximum of 36 characters
<i>DateOfBirth</i>	Required	Fill with the Student/Child’s date of birth following the format YYYY-MM-DDZ. All dates must use a Z at the end for processing purposes.
<i>Sex</i>	Required	Fill with one of the following options: Male Female Other
<i>StateTestingIdentifier</i>	Optional	State Testing Identifiers, or STIs, are 10 digits long and start with either 101 or 102. If the Student/Child does not have an STI, skip this field and leave it blank.
<i>ClassroomId</i>	Required	The ID of the Student/Child’s classroom. See LinkB5 resources at resources.linkb5.virginia.edu for a guide on how to find your classroom IDs.
<i>PrimaryFundingSource</i>	Required	Fill with one of the following numbers, using the key below: 0, 1, 3, 5, 7, 8, 10, 12, 13, 14, 17, 19, 20, 21, 22 0 – Unassigned/None 1 – Head Start 3 – VPI Four Year Old 5 – Special Education Preschool 7 – Title I 8 – Local VPI Replacement 10 – Local Funding Public Preschool 12 – VPI Three Year Old 13 – Mixed Delivery Grant 14 – Special Education VPI Replacement 17 – Early Head Start 19 – Scholarship 20 – VA Childcare Subsidy 21 – Military Childcare Subsidy 22 – Private
<i>SecondaryFundingSource</i>	Required	Fill with one of the following numbers, using the same key as above: 0, 1, 3, 5, 7, 8, 10, 12, 13, 14, 17, 19, 20, 21, 22

Example CSV for “StudentChild Bulk Upload Template – LinkB5 Only”

	A	B	C	D	E	F	G	H	I
1	<i>FirstName</i>	<i>MiddleName</i>	<i>LastName</i>	<i>DateOfBirth</i>	<i>Sex</i>	<i>StateTestingIdentifier</i>	<i>ClassroomId</i>	<i>PrimaryFundingSource</i>	<i>SecondaryFundingSource</i>
2	Jonny		Schmidt	2022-02-08Z	Male		757577	13	
3	Linda	Kristen	Johnson	2021-10-30Z	Female	1015555555	513223	10	19

Need Technical Help? Contact the VAConnects Support Team

- **Live Chat:** Available on the [VAConnects website](#)
- **Phone:** (833) 505-5979
- **Email:** vaconnects@virginia.edu

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