

Student Import Tips

- If the [Student Import File Template](#) was used, remove the header row from the file before saving as a Text-Tab Delimited file (.txt). The first row in the file should be the first row with student data in it. Save the excel version of the file for future imports or changes to student information.
- If you save a file in Text-Tab Delimited format (.txt), make sure that any quotations that appear have been removed before importing. Please see the document titled [How to Save a file in CSV or TXT format](#) for instructions.
- Review the [Student Import File Format](#) document to ensure you have the correct formatting for fields.

Local Site Code

- Ensure that the local site codes in your student import file match what is listed in SNACS. You can find your site codes in SNACS under the Admin tab>Management>Student Import Codes.

The screenshot shows the SNACS Admin interface. The top navigation bar includes 'Dashboard', 'Eligibility Certification', 'Student Management', 'Reviews', 'Counting and Claiming', and 'Admin'. The 'Admin' tab is selected. On the left, a sidebar menu shows 'Management' expanded with options like 'Reimbursement Rates', 'Eligibility Guidelines', 'Student Import Codes', and 'System Settings'. The main content area is titled 'Student Import Codes' and contains the following information:

SFA Import Code

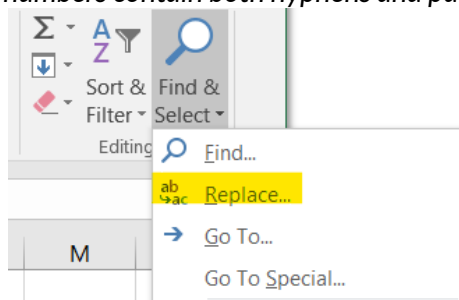
SFA: Albany School District
 AGENCY CODE: 230063
 Student Import SFA Code:

Site Details

Site	Code	Student Import Site Code
Albany El	20	<input type="text" value="20"/>
Albany Mid	60	<input type="text" value="60"/>
Albany Hi	40	<input type="text" value="40"/>

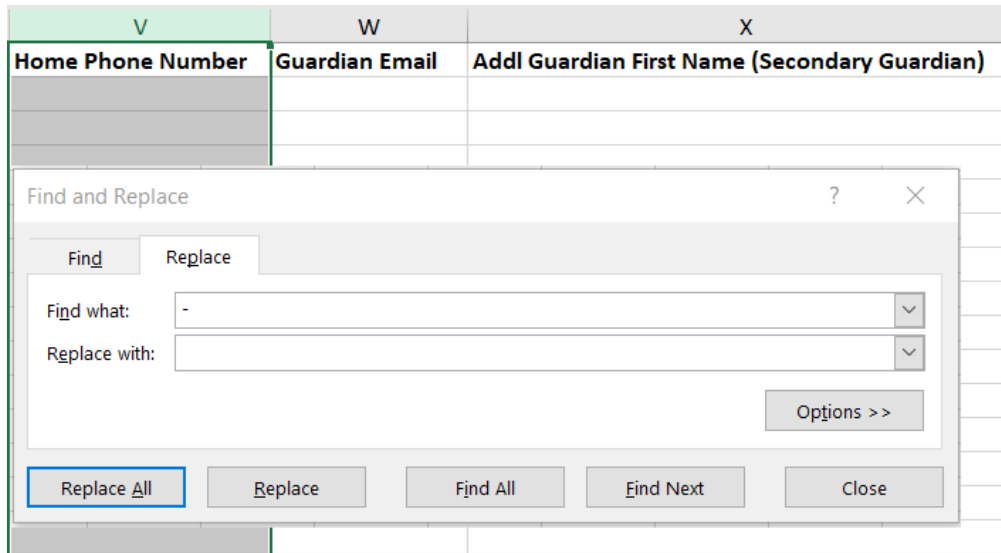
Phone Numbers

- All phone numbers should be numeric only, meaning no hyphens or parentheses. To quickly reformat phone numbers in your file, highlight the column you wish to format, click "Find & Select," and choose replace (*note: this may need to be done multiple times if phone numbers contain both hyphens and parentheses*).



- To remove hyphens: Find: -, Replace with: (leave blank)
- To remove open parentheses: Find: (, Replace with: (leave blank)
- To remove close parentheses: Find:), Replace with: (leave blank)

Click Replace All



Withdrawal date

- This is the last column in the import file, and without a placeholder, the software sometimes has difficulty discerning where the file ends. Therefore, it is recommended that a "?" is used rather than leaving the column blank for any students without a withdrawal date.

Annual Update

- Prior to the beginning of each school year, there is some student information that must be updated. This can be done manually for each student, or the previously used Student Import File can be updated and imported again. **Please note that this cannot be done until your School Nutrition Contract for the new school year has been approved.**
- The information in the file that must be updated on an annually basis includes:
 - Grade
 - Local Site Code
 - Enrollment Date
 - Withdrawal Date
- There are a few things to keep in mind when updating your Student Import File for the new school year:
 - Updates to students enrolled in the previous school year should be made in the spreadsheet *before* adding any new students as their grades will not need to be changed at this point.
 - When using a method below to update grades, graduating students may accidentally get mixed into the current 12th graders OR have their grade changed to 13, which is not recognized by SNACS. Two possible options to avoid issues with this include:

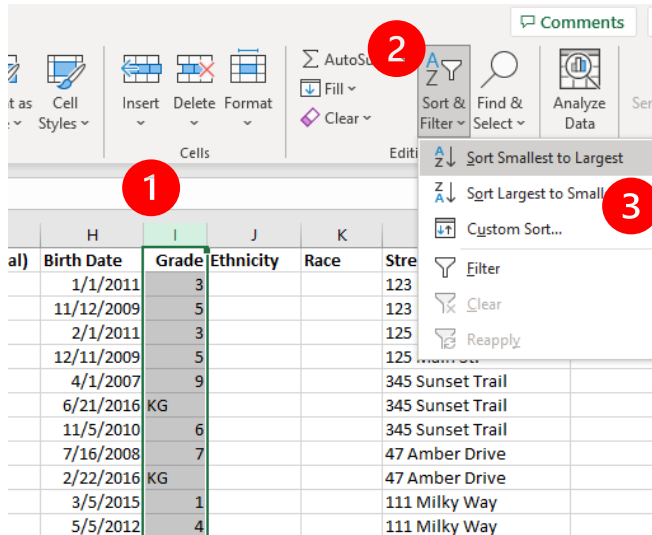
1. Maintaining two separate Student Import Files, one for active students and one for students inactive students (withdrawn/moved/graduated). If using this option, you would cut and paste all students who are no longer enrolled in the district to a new spreadsheet and fill in their withdrawal date. Then you would upload both student import files in SNACS.
2. Allow the graduating students grade to be changed to 13 to keep track of them. After entering their withdrawal date, go back and change their grade to 12.

GRADE

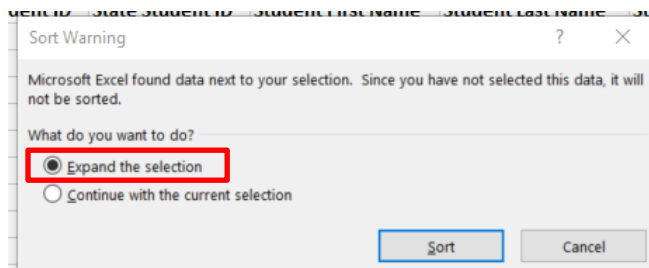
Two different methods for updating student grades are outlined below:

OPTION A

1. Sort the spreadsheet by grade
 - a. Highlight Column I
 - b. Click “Sort & Filter” from the Editing group in the Home tab
 - c. Select “Sort A to Z”



2. If a “Sort Warning” pops up, always select “Expand the selection” before clicking “Sort”.



- Once your grades are sorted, you should be able to go through and change the grades. After changing the first entry for a grade, click on the updated cell and then drag the box in the lower right corner down for all students in that grade. Repeat for each grade.

H	I
Birth Date	Grade
3/5/2015	1
1/1/2011	3
2/1/2011	3
5/5/2011	3
11/12/2011	3
12/11/2009	5
11/5/2010	6
7/16/2008	7
4/1/2007	9
6/21/2016	KG
2/22/2016	KG

H	I
Birth Date	Grade
3/5/2015	1
1/1/2011	4
2/1/2011	3
5/5/2011	3
11/12/2011	3
12/11/2009	5
11/5/2010	6
7/16/2008	7
4/1/2007	9
6/21/2016	KG
2/22/2016	KG

H	I
Birth Date	Grade
3/5/2015	1
1/1/2011	4
2/1/2011	3
5/5/2011	3
11/12/2011	3
12/11/2009	5
11/5/2010	6
7/16/2008	7
4/1/2007	9
6/21/2016	KG
2/22/2016	KG

H	I
Birth Date	Grade
3/5/2015	1
1/1/2011	4
2/1/2011	4
5/5/2011	4
11/12/2011	4
12/11/2009	5
11/5/2010	6
7/16/2008	7
4/1/2007	9
6/21/2016	KG
2/22/2016	KG

OPTION B:

- Type a "1" in any empty cell

H	I	J
Birth Date	Grade	Ethnicity
1/1/2011	3	
11/12/2009	5	
2/1/2011	3	
12/11/2009	5	
4/1/2007	9	
6/21/2016	KG	
11/5/2010	6	
7/16/2008	7	
2/22/2016	KG	
3/5/2015	1	
5/5/2012	4	
		1

- Right click on the cell with the "1" that was entered and select Copy (or with the cell selected, press Ctrl+c).

H	I	J	K
Birth Date	Grade	Ethnicity	Race
1/1/2011	3		123 Mai
11/12/2009	5		123 Mai
2/1/2011	3		125 Mai
12/11/2009	5		125 Mai
4/1/2007	9		345 Sun
6/21/2016	KG		345 Sun
11/5/2010	6		345 Sun
7/16/2008	7		47 Amb
2/22/2016	KG		
3/5/2015	1		
5/5/2012	4		

- Highlight the cells in the grade column that you want to apply this action to in order to change the student's grade.

H	I	J
Birth Date	Grade	Ethnicity
1/1/2011	3	
11/12/2009	5	
2/1/2011	3	
12/11/2009	5	
4/1/2007	9	
6/21/2016	KG	
11/5/2010	6	
7/16/2008	7	
2/22/2016	KG	
3/5/2015	1	
5/5/2012	4	

- Right click within those highlighted cells and select "Paste Special"

H	I	J	K	
Birth Date	Grade	Ethnicity	Race	Street A
1/1/2011	3			123 Mair
11/12/2009	5			123 Mair
2/1/2011	3			125 Mair
12/11/2009				
4/1/2007				
6/21/2016	KG			
11/5/2010				
7/16/2008				
2/22/2016	KG			
3/5/2015				
5/5/2012				

- Change the operation to Add and then click Ok

Paste Special ? X

Paste

All
 Formulas
 Values
 Formats
 Comments and Notes
 Validation

All using Source theme
 All except borders
 Column widths
 Formulas and number formats
 Values and number formats
 All merging conditional formats

Operation

None
 Add
 Subtract

Multiply
 Divide

Skip blanks
 Transpose

Paste Link OK Cancel

- Your numerical grades will now each be increased by 1. You can delete the 1 that you entered in the random cell.

H	I	J
Birth Date	Grade	Ethnicity
1/1/2011	4	
11/12/2009	6	
2/1/2011	4	
12/11/2009	6	
4/1/2007	10	
6/21/2016	KG	
11/5/2010	7	
7/16/2008	8	
2/22/2016	KG	
3/5/2015	2	
5/5/2012	5	

- You will need to follow Option A or use the Find and Replace function (Ctrl+h) to change any grades that contain letters such as PK, K3, K4, KG, etc.

For example, Find what: KG, Replace with: 1, then select "Replace All."

	H	I	J	K	L
e (or Initial)	Birth Date	Grade	Ethnicity	Race	Street Address Line 1
	1/1/2011	4			123 Main St.
	11/12/2009	6			123 Main St.
	2/1/2011	4			125 Main St.
	12/11/2009	6			125 Main St.
	4/1/2007	10			345 Sunset Trail
	6/21/2016	KG			345 Sunset Trail
	11/5/2010	7			345 Sunset Trail

Find and Replace

Find what: KG

Replace with: 1

Options >>

Replace All Replace Find All Find Next Close

H	I
Birth Date	Grade
1/1/2011	4
11/12/2009	6
2/1/2011	4
12/11/2009	6
4/1/2007	10
6/21/2016	1
11/5/2010	7
7/16/2008	8
2/22/2016	1
3/5/2015	2
5/5/2012	5

LOCAL SITE CODE

This will need to be updated for any students that have moved buildings. For example, if students entering 6th grade move from the Elementary school to the Middle school, the local site code for all 6th graders will need to be changed. This should be done after grades have been updated, and having the spreadsheet sorted by grade will expedite the process. Using OPTION A from the Grade section above is recommended.

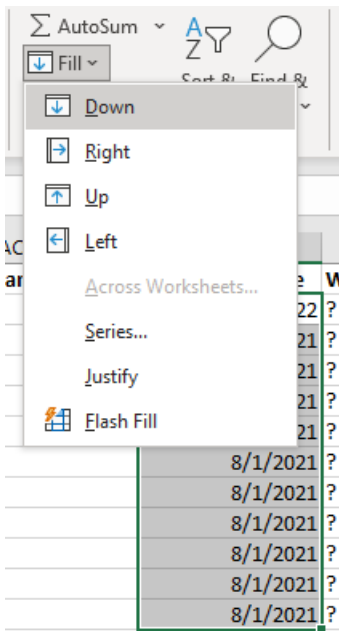
ENROLLMENT DATE

IMPORTANT - The enrollment date in your Student Import File must be from the **current** school year (i.e., for SY 22-23 you could use July 15, 2022). **DO NOT USE** the actual first day of school for the enrollment date. The date used should be **before** you process any DC files or free/reduced meal applications.

1. To update the enrollment date, change the date for the first student and then highlight all cells that you want to apply the change to. You either click and drag to highlight OR click in the first cell under the enrollment date header and press Shift+Ctrl+↓.

AD	AE
Enrollment Date	Withdrawal Date
7/15/2022	?
8/1/2021	?
8/1/2021	?
8/1/2021	?
8/1/2021	?
8/1/2021	?
8/1/2021	?
8/1/2021	?
8/1/2021	?
8/1/2021	?
8/1/2021	?
8/1/2021	?
8/1/2021	?
8/1/2021	?

2. Select “Fill” from the Editing group in the Home Tab and choose “down.”



Note: if you click and drag, it will make a series of dates rather than making them all the same. If you have this little box, you can change that by clicking on the drop down arrow and selecting “copy cells.”

AD	AE	AF	
Enrollment Date	Withdrawal Date		
7/15/2022	?		
7/16/2022	?		
7/17/2022	?		
7/18/2022	?		
7/19/2022	?		
7/20/2022	?		
7/21/2022	?		
7/22/2022	?		
7/23/2022	?		
7/24/2022	?		
7/25/2022	?		

- Copy Cells
- Fill Series
- Fill Formatting Only
- Fill Without Formatting
- Fill Days
- Fill Weekdays
- Fill Months
- Fill Years
- Flash Fill

WITHDRAWAL DATE

Any students who have graduated or left the district should have a withdrawal date entered. This will change them to “inactive” in SNACS when the file is uploaded. To easily add a withdrawal date for all graduating seniors, start with your spreadsheet sorted by grade and follow the steps for the enrollment date update above.