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# Chapter 8: CSV File Upload Messages

During the process of uploading CSV files, you will encounter messages when an upload is successful and when errors occur. Many of the error messages contain suggestions on how to format your data to correct the errors, but if you need additional assistance, contact the Service Desk.

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## User CSV Upload Messages

This section includes a list of the messages associated with uploading a user using a CSV file. The table below indicates which column heading (field) is generating the message and the most common correction associated with the message. If the provided solution does not solve the issue, contact the Service Desk.

**Hint:** The brackets ([ ]) indicate that information specific to your upload, testing program, or state will be displayed in the message.

**Note:** Messages are continually reviewed and updated, so some variation from the messages listed below should be expected.

**Hint:** The table is ordered alphabetically by the Column to Correct column. Note that this is not the order columns appear on the template.

Message	Column to Correct	Common Corrections
Completed: Records Created/Updated: [value] Rejected: [value] Alerts: [value]	n/a	This message indicates that the upload completed. If any records rejected or had alerts, click on the CSV icon under File to see the associated error.
File Format not correct.	n/a	Check the CSV file to ensure that you are using the template and that the file is being saved as a CSV file.
The record is rejected because Educator Identifier with value [value] is not valid.	Educator_Identifier	Check that the associated field matches the approved format (i.e. Alphanumeric).
The record is rejected because Email with value [value] is not valid.	Email	Check that the associated field matches the approved format (i.e. Alphanumeric).
The record is rejected because First Name with value [value] is not valid.	Legal_First_Name	Check that the associated field matches the approved format (i.e. Alphanumeric).
The record is rejected because First Name with value is not valid.	Legal_First_Name	Fill in the associated field.
The record is rejected because Last Name with value [value] is not valid.	Legal_Last_Name	Check that the associated field matches the approved format (i.e. Alphanumeric).
The record is rejected because Last Name with value is not valid.	Legal_Last_Name	Fill in the associated field.

Message	Column to Correct	Common Corrections
The record is rejected because Display Identifier with value [value] is not valid.	Organization	Check that the associated field matches the approved format (i.e. Alphanumeric).
The record is rejected because Display Identifier with value [value] is not found.	Organization	The associated field must match a value in Educator Portal. Check associated field against program information.
The record is rejected because Display Identifier with value is not valid.	Organization	Fill in the associated field.
The record is rejected because Organization Type Code with value is not valid.	Organization_Level	Fill in the associated field.
The record is rejected because Organization Type Code with value [value] is not found.	Organization_Level	The associated field must match a value in Educator Portal. Check associated field against program information.
Primary Role is required.	Primary_Role	Fill in the associated field.
The record is rejected because Primary_Role with value [value] is not valid.	Primary_Role	Check that the associated field matches the approved format.  <b>Note: All codes can be found in Chapter 3: Users.</b>

## Enrollment CSV Upload Messages

This section includes a list of the messages associated with uploading a student enrollment using a CSV file. The table below indicates which column heading (field) is generating the message and the most common correction associated with the message. If the provided solution does not solve the issue, contact the Service Desk.

**Hint:** The brackets ([ ]) indicate that information specific to your upload, testing program, or state will be displayed in the message.

**Note:** Messages are continually reviewed and updated, so some variation from the messages listed below should be expected.

**Hint:** The table is ordered alphabetically by the Column to Correct column. Note that this is not the order columns appear on the template.

Message	Column to Correct	Common Corrections
Completed: Records Created/Updated: [value] Rejected: [value] Alerts: [value]	n/a	This message indicates that the upload completed. If any records rejected or had alerts, click on the CSV icon under File to see the associated error.
File Format not correct.	n/a	Check the CSV file to ensure that you are using the template and that the file is being saved as a CSV file.
The record is rejected because Heading validation failed as file contains more than expected columns. Column [value] is not valid for this upload type.	n/a	Check that the newest version of the template is being used. Check all headings against newest template.
The record is rejected because Attendance School with a Value [value] is not found.	Attendance_School_Program_Identifier	The associated field must match a value in Educator Portal. Check associated field against program information.
Attendance School Program Identifier field is longer than the maximum length of 30.	Attendance_School_Program_Identifier	The associated field must match a value in Educator Portal. Check associated field against program information.
The Attendance School Program Identifier is required.	Attendance_School_Program_Identifier	Fill in the associated field.
AYP School Identifier is longer than the maximum length of 10.	AYP_School_Identifier	The associated field must match a value in Educator Portal. Check associated field against program information.

Message	Column to Correct	Common Corrections
Comprehensive Race does not match the acceptable values.	Comprehensive_Race	Check that the associated field matches the approved format (i.e., 1, 2, 4-8). <hr/> <b>Note: All codes can be found in Chapter 4: Students.</b> <hr/>
Comprehensive Race field is longer than the maximum length.	Comprehensive_Race	Check that the associated field matches the approved format (i.e., 1, 2, 4-8). <hr/> <b>Note: All codes can be found in Chapter 4: Students.</b> <hr/>
Comprehensive Race must contain a single digit number to represent the race.	Comprehensive_Race	Check that the associated field matches the approved format (i.e., 1, 2, 4-8). <hr/> <b>Note: All codes can be found in Chapter 4: Students.</b> <hr/>
Current Grade Level must contain values of 1-12 not [value].	Current_Grade_Level	Check that the associated field matches the approved format (i.e. 1-12).
The Current Grade Level does not match the required numeric format 1-12.	Current_Grade_Level	Check that the associated field matches the approved format (i.e. 1-12).
The Current Grade Level is a required field and blank.	Current_Grade_Level	Fill in the associated field.
The Current Grade Level submitted is longer than the maximum length of 2.	Current_Grade_Level	Check that the associated field matches the approved format (i.e. 1-12).
Current School Year field is longer than the maximum length of [number].	Current_School_Year	Check that the associated field contains the four-digit ending year of the current school year.
Current School Year must contain a four-digit year.	Current_School_Year	Check that the associated field contains the four-digit ending year of the current school year.
The Current School Year does not match your state's School Year of [value].	Current_School_Year	Check that the associated field contains the four-digit ending year of the current school year.
The Current School Year is required.	Current_School_Year	Fill in the associated field.
The Current School Year must be later than 2000.	Current_School_Year	Check that the associated field contains the four-digit ending year of the current school year.

Message	Column to Correct	Common Corrections
Date of Birth field is longer than the maximum length.	Date_of_Birth	Check that the associated field matches the approved format (i.e. MM/DD/YYYY)
Date of Birth is required.	Date_of_Birth	Fill in the associated field.
The Date of Birth does not match the required date format of MM/DD/YYYY.	Date_of_Birth	Check that the associated field matches the approved format (i.e. MM/DD/YYYY).
District Entry Date field is longer than the maximum length of 10.	District_Entry_Date	Check that the associated field matches the approved format (i.e. MM/DD/YYYY)
The District Entry Date does not match the required date format of MM/DD/YYYY.	District_Entry_Date	Check that the associated field matches the approved format (i.e. MM/DD/YYYY).
First Language Code [value] is longer than the maximum length of 2.	First_Language	Check that the associated field matches the approved format (i.e. 1-45) <hr/> <b>Note: All codes can be found in Chapter 4: Students.</b> <hr/>
The record is rejected because First Language code [value] is not valid.	First_Language	Check that the associated field matches the approved format (i.e. 1-45) <hr/> <b>Note: All codes can be found in Chapter 4: Students.</b> <hr/>
Gender value is longer than the maximum length of 1.	Gender	Check that the associated field matches the approved format (i.e. 0 or 1) <hr/> <b>Note: 0 = Female 1 = Male</b> <hr/>
Gender is a required field.	Gender	Fill in the associated field.
The gender code is not a valid code.	Gender	Check that the associated field matches the approved format (i.e. 0 or 1) <hr/> <b>Note: 0 = Female 1 = Male</b> <hr/>
Generation_Code field is longer than the maximum length of [number].	Generation_Code	Check that the associated field matches the approved format (i.e. Jr., Jr, Sr., Sr, II, III, IV, V).
The generation code is not a valid code.	Generation_Code	Check that the associated field matches the approved format (i.e. Jr., Jr, Sr., Sr, II, III, IV, V).
A value of [value] was uploaded for Hispanic and is not a valid value.	Hispanic_Ethnicity	Check that the associated field matches the approved format (i.e. YES or NO).

Message	Column to Correct	Common Corrections
Hispanic Ethnicity field is longer than the maximum length of 3.	Hispanic_Ethnicity	Check that the associated field matches the approved format (i.e. YES or NO)
Local Student Identifier must contain 0000000000 – 9999999999.	Local_Student_Identifier	Check that the associated field matches the approved format (i.e. Alphanumeric)
Local Student Identifier field is longer than the maximum length of 10.	Local_Student_Identifier	Check the length of the associated field.
Primary Disability Code [value] is longer than the maximum length of 2.	Primary_Disability_Code	Check that the associated field matches the approved format. <hr/> <b>Note: All codes can be found in Chapter 4: Students.</b> <hr/>
The record is rejected because Primary Disability Code [value] is not valid.	Primary_Disability_Code	Check that the associated field matches the approved format. <hr/> <b>Note: All codes can be found in Chapter 4: Students.</b> <hr/>
Residence District Identifier is longer than the maximum length of 10.	Residence_District_Identifier	The associated field must match a value in Educator Portal. Check associated field against program information.
Residence District Identifier is required.	Residence_District_Identifier	Fill in the associated field.
School_Entry_Date field is longer than the maximum length of [number].	School_Entry_Date	Check that the associated field matches the approved format (i.e. MM/DD/YYYY).
The record is rejected because School Entry Date with [value] has matching issues.	School_Entry_Date	Check that the value in the associated field is before the current date (i.e. in the past).
The School Entry Date does not match the required date format of MM/DD/YYYY.	School_Entry_Date	Check that the associated field matches the approved format (i.e. MM/DD/YYYY)
The School_Entry_Date is required.	School_Entry_Date	Fill in the associated field.
State Entry Date field is longer than the maximum length of 10.	State_Entry_Date	Check that the associated field matches the approved format (i.e. MM/DD/YYYY)

Message	Column to Correct	Common Corrections
The State Entry Date does not match the required date format of MM/DD/YYYY.	State_Entry_Date	Check that the associated field matches the approved format (i.e. MM/DD/YYYY).
A student already exists for this record in the state using this State Identifier and a different date of birth.	State_Student_Identifier	Review the student's information under the Students tab.
State Student Identifier field is longer than the maximum length of 10.	State_Student_Identifier	Check the length of the associated field.
State Student Identifier must contain 0000000000 – 9999999999.	State_Student_Identifier	Check that the associated field matches the approved format (i.e. Numeric).
The State Student Identifier is required and is blank.	State_Student_Identifier	Fill in the associated field.
Student First Last Name must contain the value A-Z, a-z, ., -, ' or blank.	Student_Legal_First_Name	Check that the associated field matches the approved format (i.e. Alphanumeric).
Student Legal First Name field is longer than the maximum length of [number].	Student_Legal_First_Name	Check the length of the associated field.
Student Legal First Name is a required field.	Student_Legal_First_Name	Fill in the associated field.
Student Legal Last Name field is longer than the maximum length of [number].	Student_Legal_Last_Name	Check the length of the associated field.
Student Legal Last Name is a required field.	Student_Legal_Last_Name	Fill in the associated field.
Student Legal Last Name must contain the value A-Z, a-z, ., -, ' or blank.	Student_Legal_Last_Name	Check that the associated field matches the approved format (i.e. Alphanumeric)
Student Legal Middle Name field is longer than the maximum length of [number].	Student_Legal_Middle_Name	Check the length of the associated field.
Student Middle Last Name must contain the value A-Z, a-z, ., -, ' or blank.	Student_Legal_Middle_Name	Check that the associated field matches the approved format (i.e. Alphanumeric).



## TEC CSV Upload Messages

This section includes a list of the messages associated with uploading a TEC file using a CSV file. The table below indicates which column heading (field) is generating the message and the most common correction associated with the message. If the provided solution does not solve the issue, contact the Service Desk.

**Hint:** The brackets ([ ]) indicate that information specific to your upload, testing program, or state will be displayed in the message.

**Note:** Messages are continually reviewed and updated, so some variation from the messages listed below should be expected.

**Hint:** The table is ordered alphabetically by the Column to Correct column. Note that this is not the order columns appear on the template.

Message	Column to Correct	Common Corrections
Completed: Records Created/Updated: [value] Rejected: [value] Alerts: [value]	n/a	This message indicates that the upload completed. If any records rejected or had alerts, click on the CSV icon under File to see the associated error.
File Format not correct.	n/a	Check the CSV file to ensure that you are using the template and that the file is being saved as a CSV file.
The record is rejected because Attendance School with a Value [value] is not found.	Attendance School Program Identifier	The associated field must match a value in Educator Portal. Check associated field against program information.
The Attendance School Program Identifier is required.	Attendance School Program Identifier	Fill in the associated field.
The Attendance School Program Identifier field value is longer than the maximum length of 30.	Attendance School Program Identifier	The associated field must match a value in Educator Portal. Check associated field against program information.
Exit Date field is longer than the maximum length of [number].	Exit Date	Check that the associated field matches the approved format (i.e. MM/DD/YYYY).
The Exit Date is blank and is required when the record type is set to Exit.	Exit Date	Fill in the associated field when the record type is Exit.

<b>Message</b>	<b>Column to Correct</b>	<b>Common Corrections</b>
The record is rejected because Exit Date with Value [submitted value] has matching issues.	Exit Date	Check that the associated field matches the approved format (i.e. MM/DD/YYYY).
The record is rejected because School Entry Date with Value [value] has matching issues.	Exit Date	Check that the Exit Date is after the School_Entry_Date entered during enrollment.
The Exit Reason is blank and is required when the record type is set to Exit.	Exit Reason	Fill in the associated field when the record type is Exit.
The Exit Reason value of 99 is invalid as no prior exit has been received.	Exit Reason	The value of 99 cannot be used if no prior exit was received.
The Record Type is not a valid value of Exit, Test or Clear.	Record Type	Check that the associated field matches the approved format (i.e. Exit, Test, Clear).
The Record Type is required and is blank.	Record Type	Fill in the associated field.
School Year field is longer than the maximum length of [number].	School Year	Check that the associated field contains the four-digit ending year of the current school year.
The School Year is required.	School Year	Fill in the associated field.
State Student Identifier field is longer than the maximum length of [number].	State Student Identifier	Check the length of the associated field.
State Student Identifier must contain 0000000000 – 9999999999.	State Student Identifier	Check that the associated field matches the approved format (i.e. Numerical)
The State Student Identifier, School Year, and Attendance School Program Identifier with value(s) [value], [value], and [value] did not match an existing record in the state. Please process the enrollment record first.	State Student Identifier School Year Attendance School Program Identifier	Review the student's information under the Students tab.
The State Student Identifier is required and is blank.	State Student Identifier	Fill in the associated field.

Message	Column to Correct	Common Corrections
The record is rejected because Subject with a Value [value] is not found.	Subject	Check that the associated field matches the approved format. <hr/> <b>Note: All codes can be found in Chapter 4: Students.</b> <hr/>
Subject field is longer than the maximum length of [number].	Subject	Check associated field against program information.
The Subject is blank and is required when the record type is set to Test.	Subject	Fill in the associated field.
The Test Type is blank and is required when the record type is set to Test.	Test Type	Fill in the associated field.
The Test Type with value [value] is not found as a valid test type for subject [value].	Test Type	Check associated field against program information.

## Roster CSV Upload Messages

This section includes a list of the messages associated with uploading a roster using a CSV file. The table below indicates which column heading (field) is generating the message and the most common correction associated with the message. If the provided solution does not solve the issue, contact the Service Desk.

**Hint:** The brackets ([ ]) indicate that information specific to your upload, testing program, or state will be displayed in the message.

**Note:** Messages are continually reviewed and updated, so some variation from the messages listed below should be expected.

**Hint:** The table is ordered alphabetically by the Column to Correct column. Note that this is not the order columns appear on the template.

Message	Column to Correct	Common Corrections
Completed: Records Created/Updated: [value] Rejected: [value] Alerts: [value]	n/a	This message indicates that the upload completed. If any records rejected or had alerts, click on the CSV icon under File to see the associated error.
File Format not correct.	n/a	Check the CSV file to ensure that you are using the template and that the file is being saved as a CSV file.
Course field is longer than the maximum length of [number].	Course	Check that the associated field matches the approved format.  <b>Note: All codes can be found in Chapter 5: Rosters.</b>
Course is not valid for Subject provided.	Course Subject	The course selected does not match the subject selected. Review both columns.
Educator First Name field is longer than the maximum length of [number].	Educator First Name	Check the length of the associated field.
Educator First Name must contain the value A-Z, a-z, ., - , ' or blank.	Educator First Name	Check that the associated field matches the approved format (i.e. Alphanumeric).
Educator ID is not associated with school.	Educator Identifier	Before you can upload a roster for an educator, that educator must be a teacher in Educator Portal. Review the teacher's information under the Users tab.

<b>Message</b>	<b>Column to Correct</b>	<b>Common Corrections</b>
Educator Identifier field is longer than the maximum length of [number].	Educator Identifier	Check the length of the associated field.
The Educator Identifier is required.	Educator Identifier	Fill in the associated field.
Educator Last Name field is longer than the maximum length of [number].	Educator Last Name	Check the length of the associated field.
Educator Last Name must contain the value A-Z, a-z, ., -, ', or blank.	Educator Last Name	Check that the associated field matches the approved format (i.e. Alphanumeric)
Local Student Identifier field is longer than the maximum length of [number].	Local Student Identifier	Check the length of the associated field.
Remove from roster must contain Remove or blank.	Remove from roster	Check that the associated field matches the approved format (i.e. Remove or the field be left blank).
To remove from roster, record must match school ID, student state ID, subject and course.	Remove from roster	Review the student's information under the Students tab.
Roster name field is longer than the maximum length of [number].	Roster name	Check the length of the associated field.
Roster name is required.	Roster name	Fill in the associated field.
School Identifier field is longer than the maximum length of [number].	School Identifier	The associated field must match a value in Educator Portal. Check associated field against program information.
School Identifier is not found in the system. This record will not be created.	School Identifier	The associated field must match a value in Educator Portal. Check associated field against program information.
The School Identifier is required.	School Identifier	Fill in the associated field.
Current school year [value] does not match current year for state [value] which is [value].	School Year	Check that the associated field contains the four-digit ending year of the current school year.
School Year field is longer than the maximum length of 4.	School Year	Check that the associated field contains the four-digit ending year of the current school year.

<b>Message</b>	<b>Column to Correct</b>	<b>Common Corrections</b>
School Year must contain YYYY.	School Year	Check that the associated field contains the four-digit ending year of the current school year.
The School Year is required.	School Year	Fill in the associated field.
State Student Identifier field is longer than the maximum length of [number].	State Student Identifier	Check that the associated field matches the approved format (i.e. numeric).
State Student Identifier is not enrolled in school [value] for school year [value].	State Student Identifier	Before you can upload a roster for a student, that student must be enrolled in Educator Portal. Review the student's information under the Students tab.
State Student Identifier must contain digits.	State Student Identifier	Check that the associated field matches the approved format (i.e. Numeric).
The State Student Identifier is required.	State Student Identifier	Fill in the associated field.
Student Legal First Name field is longer than the maximum length of [number].	Student Legal First Name	Check the length of the associated field.
Student Legal First Name must contain the value A-Z, a-z, ., -, ' or blank.	Student Legal First Name	Check that the associated field matches the approved format (i.e. Alphanumeric)
Student Legal Last Name field is longer than the maximum length of [number].	Student Legal Last Name	Check the length of the associated field.
Student Legal Last Name must contain the value A-Z, a-z, ., -, ' or blank.	Student Legal Last Name	Check that the associated field matches the approved format (i.e. Alphanumeric)
Must be a valid Subject.	Subject	Check that the associated field matches the approved format (i.e. ELA, M, SCI, SS).
Subject field is longer than the maximum length of [number].	Subject	Check that the associated field matches the approved format (i.e. ELA, M, SCI, SS)
Subject is not valid.	Subject	Check that the associated field matches the approved format (i.e. ELA, M, SCI, SS)
The Subject is required.	Subject	Fill in the associated field.

## Projected Testing CSV Upload Messages

This section includes a list of the messages associated with uploading projected testing using a CSV file. The table below indicates which column heading (field) is generating the message and the most common correction associated with the message. If the provided solution does not solve the issue, contact the Service Desk.

**Hint:** The brackets ([ ]) indicate that information specific to your upload, testing program, or state will be displayed in the message.

**Note:** Messages are continually reviewed and updated, so some variation from the messages listed below should be expected.

**Hint:** The table is ordered alphabetically by the Column to Correct column. Note that this is not the order columns appear on the template.

Message	Column to Correct	Common Corrections
Completed: Records Created/Updated: [value] Rejected: [value] Alerts: [value]	n/a	This message indicates that the upload completed. If any records rejected or had alerts, click on the CSV icon under File to see the associated error.
File Format not correct.	n/a	Check the CSV file to ensure that you are using the template and that the file is being saved as a CSV file.
The record is rejected because the Assessment Program with value(s) [value] was not same with signed in Assessment Program.	Assessment Program	The associated field must match the user's role in Educator Portal.
The record is rejected because the State with value(s) [value] is not valid.	State	The associated field must match a value in Educator Portal. Check associated field against program information.
The record is rejected because the district with value(s) [value] is not valid.	DistrictID	The associated field must match a value in Educator Portal. Check associated field against program information.
The record is rejected because the school with value(s) [value] is not valid.	SchoolID	The associated field must match a value in Educator Portal. Check associated field against program information.
The record is rejected because the school with value(s) [value] is not a valid school for district: [value] and [value].	SchoolID DistrictID	The associated field must match a value in Educator Portal. Check associated field against program information.

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<b>Message</b>	<b>Column to Correct</b>	<b>Common Corrections</b>
The record is rejected because the date [value] with month [value] is an invalid date.	29, 30, or 31	Remove entry from invalid date (e.g., remove data from Feb 30).



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## Changes to the Chapter

The following table lists the changes made to this chapter since the last major release of the documentation.

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**Note: The Page column indicates the page number of the current manual where the change appears.**

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Change Logged	Page	Description of Change
03/02/2018	N/A	No significant changes since the last release.