

Missouri Translation Guide for Educator Portal Uploads

USER TEMPLATE REQUIRED FIELDS		
COLUMN Heading		Description
A	Legal First Name	Required
B	Legal Last Name	Required
C	Educator Identifier	Teacher's official school e-mail address. (This column is what links the teacher's name to the student(s) on his/her roster.) See note below.
D	E-mail	Teacher's official school e-mail address
E	Organization	<ul style="list-style-type: none"> • If the person listed in column A and B needs district level access, then enter 6 digit county district code, including leading zeros and no hyphen, i.e. 201201. Column F should then say DT for this person. Example: District Test Coordinator or Special Education Director, • If the person in column A and B needs building level access, then enter the 6 digit county district code followed by the 4 digit building number including leading zeros and no hyphen, i.e. 2012019001. Column C must be left blank, and Column F should then say SCH for this person. Example: building administrator, process coordinator, or lead teacher. • If the person in column A and B is a teacher and only needs access to the students on his or her roster, then enter the 6 digit county district code followed by the 4 digit building number including leading zeros and no hyphen, i.e. 2012019001. Column C must include the Educator Identifier, and Column F should then say SCH for this person.
F	Organization Level	DT or SCH depending on what is entered in column E. (Column F is case sensitive. Must be capitalized.)

NOTE:

Column E. For an individual who needs to see the reports for all of the students in one particular building in a district, but not the entire district, leave column C blank and put SCH in column F.