

Missouri Translation Guide for Educator Portal Uploads

ROSTER TEMPLATE REQUIRED FIELDS

Column Heading		Description
A	Roster Name	The district can choose to name the roster with something that will have meaning to the district. This is a district decision
B	State Subject Area Code	Mathematics or English Language Arts (spell exactly like this)
C	Course	Leave this column blank
D	School Identifier	This is the 10 digit county district code with leading zeros and no hyphens, followed by the four digit building code, i.e. 2012011040.
E	Current School Year	2015
F	State Student Identifier	MOSIS ID
G	Local Student Identifier	MOSIS ID
H	Student Legal First Name	Required
I	Student Legal Last Name	Required
J	Educator Identifier	MUST be educator's official school e-mail address
K	Educator First Name	Required
L	Educator Last Name	Required
M	Remove From Roster	<p>This column is used only when a student who was already uploaded on a previous roster associated with one educator but now needs to be changed to a new educator in the same district and building. When this circumstance occurs, enter the previous educator's information on one row, type the word Remove (spelled exactly like this) in this column. Then on the next row, enter the student with the new educator.</p> <p>If the student is moving to a new building or district, use the Test, Exit, and Clear (TEC) File upload.</p>

Each student must be entered twice. On one line in column B enter English Language Arts. On the second line for the student in column B enter Mathematics.

Roster updates can be made manually in Educator Portal