

Missouri Translation Guide for Educator Portal Uploads

ROSTER TEMPLATE REQUIRED FIELDS

Column Heading		Description
A	Residence District Identifier	This is the 6 digit county district code with leading zeros and no hyphens, i.e. 201201
B	Student Legal Last Name	Required
C	Student Legal First Name	Required
E	State Student Identifier	MOSIS ID
F	Current School Year	2015
G	Attendance School Program Identifier	County District Code followed by 4 digit Building Number including leading zeros and no hyphen, i.e. 2012019001
H	State Subject Area Code	Mathematics or English Language Arts
I	State Course Identifier	Mathematics or English Language Arts
J	Course Section	Mathematics or English Language Arts
K	Educator Identifier	Teacher's official school e-mail address
M	Educator Last Name	Required
N	Educator First Name	Required
O	DLM Status	TRUE (Column F is case sensitive. Must be capitalized.)

Each student must be entered twice. On one line in columns H, I, & J enter English Language Arts

On the second line for the student in columns, H, I, & J enter Mathematics