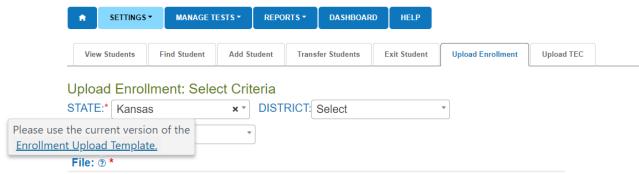# DLM- Upload Enrollment Template

Students who have already been uploaded with a TASC or TEST upload to KAP on Educator Portal will need to be moved to the DLM using the DLM upload enrollment template.

On Educator Portal (DLM), Click **Settings** then **Students**.

1. If student is showing up on KAP and should be in DLM, then go to KAP in Educator Portal and download the Current Enrollment extract from reports-data extracts. Copy columns H-AC for the student that needs to be enrolled in the DLM.

2. Switch to the DLM on Educator Portal. Go to settings then students and select **Upload Enrollment** Click on **?** next to **File** to download the template.

3. Paste columns copied from the KAP Current Enrollment extract into the DLM upload enrollment template. Paste into column C-Z of the DLM upload enrollment template. Column A and B will be blank unless the student is accountable to a different district and school. Verify that all **required fields** are complete.

   OR

   Use information from the Data Management Manual included below to fill out template.

   > Column A and B – leave blank unless student is accountable to a different district and school.
   > **Column C - Attendance District Identifier (D0XXX)**
   > **Column D - Attendance School Identifier (4-digit building code)**
   > **Column E – School year (4-digit)**
   > **Column F – 10-digit SSID**
   > Column G – Local Student Identifier (not required)
   > **Column H – Student Legal First Name**
   > **Column I – Student Legal Last Name**
   > Column J – Student Legal Middle Name (not required)

Column K – Generation Code (not required)

Column L – Gender (0=Female, 1=Male)

Column M – Date of Birth (must change format to MM/DD/YYYY)

Column N – Current grade Level (e.g., 3 is grade 3)

Column O – School Entry Date (must change format to MM/DD/YYYY)

Column P – District Entry Date (not required)

Column Q – State Entry Date (not required)

Column R – Comprehensive Race

Comprehensive Race

Entry	Definition
1	White
2	African American
4	Asian
5	American Indian
6	Alaska Native
7	Two or more races
8	Native Hawaiian or Pacific Islander

Column S – Primary Disability Code

Primary Disability Code

Entry	Definition
AM	Autism
DB	Deaf/blindness
DD	Developmentally delayed (ages 3-9 only)
ED	Emotional disturbance
HI	Hearing impairment
ID	Intellectual disability
LD	Specific learning disability
MD	Multiple disabilities
EI	Eligible individual
DA	Decline to answer
ND	No disability
OH	Other health impairment
OI	Orthopedic impairment
SL	Speech or language impairment
TB	Traumatic brain injury
VI	Visual impairment
WD	Documented disability

Column T – Must leave blank.

Column U – Hispanic Ethnicity (Yes or No)

DLM- Upload Enrollment Template

Column V – First Language (not required)

First Language

Entry	Definition		Entry	Definition
0	English		25	Urdu
1	Chinese (Mandarin or Cantonese)		26	Swahili
			27	Nepali
2	Dinka (Sudanese)		28	American Sign Language (ASL)
3	French		29	Serb
4	High German		30	Croatian
5	Hmong		31	Turkish
6	Khmer (Cambodian)		32	Karen languages (e.g., Burma, Myanmar)
7	Korean			
8	Lao		33	Haitian/Haitian Creole
10	Filipino or Tagalog (Philippines)		34	Gujarati
11	Russian		35	Punjabi
13	Spanish		36	Pashto
14	Vietnamese		37	Dari
15	Arabic		38	Quiche
16	Other		39	Mam
17	Somali		40	Ilokano
18	Thai		41	Visayan
19	Portuguese		42	Low German
20	Farsi (Iranian)		43	Other signed language
21	Chuukese (e.g., Marshall Island, Micronesian)		44	English—with other language background
22	Bosnian		45	Native American languages
23	Burmese		46	Japanese
24	Hindi		47	Amharic

Column W – ESOL Participation

ESOL Participation Code Column

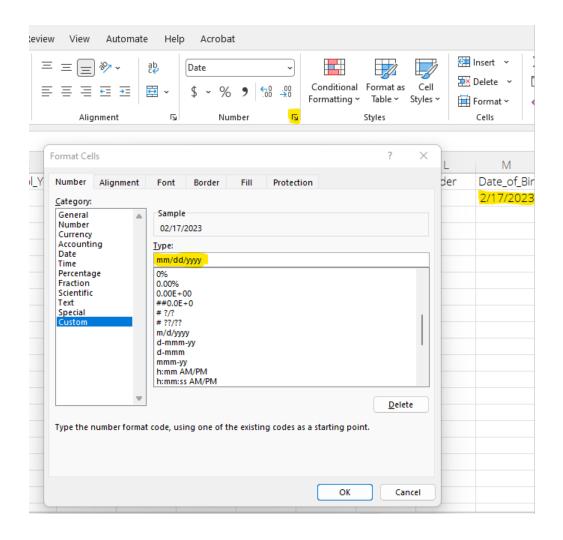| Entry	Definition
0	Neither an ESOL-eligible student nor an ESOL-monitored student
1	Title III Funded
2	State ESOL/bilingual funded
3	Both Title III and state ESOL/bilingual funded
4	Monitored ESOL student
5	Eligible for ESOL program based on an English language proficiency test but not currently receiving ESOL program services. Example: A child's parents/guardians have waived them out of ESOL services, but the district is still obligated to provide ESOL support.
6	Receives ESOL services and not funded with Title III and/or state ESOL funding

DLM- Upload Enrollment Template

Colum X – Assessment Program 1 (DLM)

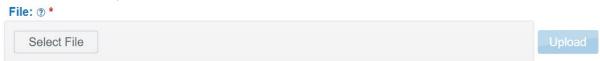Column Y – **Must leave blank.**

Column Z – **Must leave blank.**

4. Make sure all dates are in MM/DD/YYYY format.

   a. Select date on template, click on the down arrow in the number section of the tool bar. In the pop-up make sure **custom** is selected, then under **type** correct the field so that it is **mm/dd/yyyy** and click ok. Do this for all dates that are not in the correct format.

5. Save template to computer.
6. Go back to Kite (Settings, Students, Upload Enrollment). Select file from your computer and **Upload.**

File: ⑦ *

| Select File | Upload |

7. Check upload status. If file is rejected or there are alerts, open the file for more details and make any needed changes if file was rejected.

Uploaded	Status	Created/Updated	Rejected	Alerts	File
Wednesday, February 15, 2023 1:48:21 PM	COMPLETED	1	0	1	📄
Wednesday, February 08, 2023 10:39:00 AM	COMPLETED	1	0	0	

8. Make sure to roster the student to tested subjects. Refer to Creating a Roster Manually (PDF)

For more information, contact:

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