

# Creating Your First FastBridge Student Roster

The FastBridge Data Services team will process and upload your first student roster during the implementation process. When your roster is ready, email your .csv file to us at [implementation@fastbridge.org](mailto:implementation@fastbridge.org).

## Roster Basics

- Rosters must be .csv formatted to meet FastBridge and SIF compliant standards.
- All headers need to be titled exactly as the template lists them, remain in the correct order, and be included in the roster even if you are not including data for the optional fields and the columns are empty.
- Use the sample template and delete the mock data. Ensure the sample data is not included in the file you send.
- The titles used for your District and School names on the roster must match the names in your FastBridge site.
- FastBridge supports multiple student enrollments. A student can be linked to more than one Classroom Teacher, and a Classroom teacher can be associated with more than one course, section or grade level.
- The Grade, Course and Section values are used to create the Classroom Teacher's class list.
- The MAA and DMs can upload subsequent roster files. We recommend downloading the current roster, Student Info > View Student Roster and clicking Download Roster. Use this file to add and delete students, then upload the file, Student Info > Upload Student Roster as a Full upload.

## Roster Directions

1. Open the sample roster template
  - Use your Student Information System (SIS) to query the information needed for the student roster.
  - See tables for **required** and **optional** data.
2. Delete all text except for the column headings.  
OR  
Copy and paste only the headings to a new spreadsheet.
3. Format your FAST student roster keeping in mind the following:
  - Copied information from your SIS may have formulas rather than a value. All formulas must be overwritten with the actual information before it can be uploaded to FastBridge.
  - When pasting information into the FastBridge roster, use "Paste Special" option (vs. "Paste"). Select the "Values" option from the dialogue box. Only visible contents of the cell—not formulas—will be copied.
4. Save the spreadsheet as a .csv (comma delimited) file.
5. Send the file to [implementation@fastbridge.org](mailto:implementation@fastbridge.org).

## Field Information in Column Order

<b>Column A</b>	<b>State</b> 2-digit state code AZ, CA, MN, NY, RI, SC, etc. Use FOREIGN if outside the U.S.
<b>Column B</b>	<b>SchoolDistrict</b>
<b>Column C</b>	<b>School</b>
<b>Column D</b>	<b>Grade</b> Supported grade codes are <b>PK, KG</b> , and <b>1–12</b> ; <b>PK</b> is the only supported code for all Pre-Kindergarten, <b>KG</b> is the only supported code for Kindergarten
<b>Column E</b>	<b>Course</b> Name of a specific course (e.g. Math, Reading, Course name from your SIS) or generic. (e.g. Homeroom, Teacher's Last Name). This field supports an alphanumeric value.
<b>Column F</b>	<b>Section</b> Alphanumeric value used to split a Course into multiple sections, e.g. AM, Period 1, S1
<b>Column G</b>	<b>StudentID</b> Unique ID within each district that links the FastBridge scores and data to the student. Should remain the same throughout the student's enrollment in the district.
<b>Column H</b>	<b>StudentStateID</b> <b>optional</b>
<b>Column I</b>	<b>StudentFirstName</b>
<b>Column J</b>	<b>StudentLastName</b>
<b>Column K</b>	<b>TeacherID</b> A unique identifier for each teacher, can be alphanumeric.
<b>Column L</b>	<b>TeacherFirstName</b>
<b>Column M</b>	<b>TeacherLastName</b>
<b>Column N</b>	<b>TeacherEmail</b> Classroom Teacher's email address is used by FastBridge to create the User ID login.

### Remaining Roster Columns — Optional

Demographic columns after TeacherEmail are **not required**. Your district may use some or all to collect student demographic details for reporting purposes. Reminder: even if you will not be including the data, the column headers **must** remain, and in the same order as the template.

Column O	StudentGender	M or F
Column P	StudentBirthDate	Use the(SIF) convention yyyy-mm-dd e.g. 2005-05-07 is the correct format for May 7, 2005
Column Q	StudentRace	See tables below for abbreviations
Column R	MealStatus	Free Lunch = <b>FL</b> Reduced Lunch = <b>RL</b> None = <b>NO</b>
Column S	EnglishProficiency	See tables below for abbreviations
Column T	NativeLanguage	Defined by SIF specification language codes: <a href="http://specification.sifassociation.org/Implementation/US/2.7M/html/ExternalCodeSets.html">http://specification.sifassociation.org/Implementation/US/2.7M/html/ExternalCodeSets.html</a>
Column U	ServiceCode	General Ed = <b>GE</b> Special Ed = <b>SE</b> TITLE 1 = <b>T1</b>
Column V	PrimaryDisabilityType	See tables below for abbreviations
Column W	IEPReading	Y or N has an Individualized Education Plan for reading
Column X	IEPMath	Y or N has an Individualized Education Plan for math
Column Y	IEPBehavior	Y or N has an Individualized Education Plan for behavior
Column Z	GiftedAndTalented	Y or N is in a Gifted or Talented program
Column AA	Section504	Y or N has a Section 504 plan to accommodate a disability
Column AB	Mobility	Y or N enrolled in district after beginning of the current school year

## Common Values and Codes for Optional Fields

Student Race	
Code	Description
AA	Black or African American
AI	American Indian or Alaskan Native
AS	Asian
HI	Hispanic or Latino
MT	Multi Racial
NH	Native Hawaiian or Pacific Islander
OT	Other or not identified
WH	White or Caucasian

Meal Status	
Code	Description
FL	Free lunch
RL	Reduced lunch
No	None

English Proficiency	
Code	Description
EP	Re-designated as English Proficient
ES	Native English Speaker
FE	Fluent English Speaker
LE	Limited English Proficient-English Language Learner
NE	Non-English Speaking
UK	Unknown

Native Language	
<b>SIF specification language codes:</b> <a href="http://specification.sifassociation.org/Implementation/US/2.7M/html/ExternalCodeSets.html">http://specification.sifassociation.org/Implementation/US/2.7M/html/ExternalCodeSets.html</a>	
Common Values	
eng	English
spa	Spanish
fre	French
chi	Chinese
hmn	Hmong

Service Code	
Code	Description
GE	General Education
SE	Special Education
T1	Title I

Primary Disability Type	
Code	Description
AA	Autism
DB	Deaf, Blind
DD	Developmental Delay
DF	Deaf
ED	Emotional Disturbance
HI	Hearing Impairment
ID	Intellectual Disability
MD	Multiple Disabilities
OH	Other Health Impairment
SD	Specific Learning Disability
SL	Speech or Language Impairment
TB	Traumatic Brain Impairment
VI	Visual Impairment