

Please extract the following bits of information for each student, preferably in the order listed below. Items listed in **RED** are required. Items underlined are required only in specific instances as explained.

Please email the excel spreadsheet or tab-delimited/comma-delimited data file to Kendra at kendraswope@hotmail.com or coloradonexu@hotmail.com

1. **Student ID Number** –may be a library card number, lunch number, name, social security number, etc. Must be UNIQUE, no duplicates. Ideally, this number is the same Username/Barcode as is in your AG patron file.
2. **First Name**
3. Middle Name or Initial –optional
4. **Last Name**
5. Address 1 –street or pobox
6. City
7. State
8. Zip
9. Country
10. Email –required ONLY if you want your patrons to be able to retrieve their forgotten passwords themselves. Otherwise, optional.
11. Phone
12. Fax
13. **Grade Level** –such as 6 or 6th
14. **Home Room Teacher**
15. SSN
16. Mobile/Cell Phone
17. Work Phone
18. **Expiration Date** –(required for schools, optional for publics) This could be the date they graduate from your school, the date they leave the district, or the last day of school this coming year.
19. Comment
20. Notes
21. DOB
22. Gender
23. **Graduation Year**
24. Alternate ID
25. Internet
26. **Home room or Period you want to hand out overdues** –Often 1st hour or home room, but some of you have opted for 5th hour as well.