CSV Guidelines
Special Education Records

The YellowFolder system can work directly with your existing electronic management system to automate the tedious tasks of creating special education folders and managing retention.

For the YellowFolder system to handle these functions, the school district must provide YellowFolder with a Comma Separated Value (CSV) spreadsheet of the district's current special education student information.

The YellowFolder system cannot function at full capacity without this CSV file, as it provides the most current organizational foundation for each

current and previous special education students to have an on-line folder. Once the district sends CSV file to the SFTP provided by YellowFolder, it will be updated within one business day allowing for uploaded documents to automatically be filed in the correct special education student's folder.

It's important to have the CSV file routinely provided to us to keep information current for accurate filing of documents. We recommend sending it automatically, daily or weekly at a minimum. The system's accuracy can only be as good as the last CSV file received.

CSV Formatting for SPED Records

Please ensure your special education CSV contains the following fields exactly as indicated to ensure your data can be updated directly into YellowFolder without manipulation or delays in filing your records.

Template
Use this CSV as a guide.

NOTE: YellowFolder cannot change your data, therefore if your CSV doesn't match these guidelines, please send a sample export of your data including available headers. Please map your headers to those listed below. You will only need to do this once.

(NOTE: SR CSV can be used for SPED as long as SPED Status field is provided in SR CSV)

Column Order	YF Fields *(* Required)*	Field Format	Definition
1	FirstName*	text[1]	
2	LastName*	text[1]	
3	MiddleName	text[1]	
4	Suffix	text[1]	Can be used for Jr, III, etc.
5	Alias	text[1]	Can be used for other names like nicknames.
6	DateofBirth*	date	Student Date of Birth (YYYY-MM-DD)
7	IdentificationNumber*	alphanumeric	Identification Number that the ISD will use
8	Campus	text[1]	Current Campus (Name not number code) ex. ABC Elementary
9	GraduationDate	date	Required if Student is Archive (YYYY-MM-DD)
10	WithdrawalDate	date	Required if Student is Archive (YYYY-MM-DD)
11	Grade	alphanumeric	Current Grade Level (4, 4th, 4A, 4-A) acceptable
12	Status	text	Value expected is Active or Archive (if blank, treated as Active)

[1]Permitted special characters are '-_ (apostrophe, hyphen and underscore)

YellowFolder SFTP for sending CSV for SPED Records

Export Your Data

Systems like eStar and SPEDTrack have reporting capabilities. Those reports can then be exported using methods like SFTP or saving to a local machine or server.

Use SFTP Client to Send Your Data

If exporting to a local machine or server, then using free software like WinSCP or FileZilla can be used to schedule a task to SFTP the CSV file to YellowFolder.

SFTP Credentials

YellowFolder will create an account and password on a YellowFolder SFTP server to receive the CSV file. For security reasons, you will receive your password in a seperate email from your username. One connection per school system is created, therefore every Record Series in your district (Student Records, Employee Records, SPED Records, Administrative Records) will share the same location.

SFTP Information

Host	YFSFTP.yellowfolder.com or 40.129.178.107
Port	22
Username	*Provided by Support*
Password	*Provided by Support*

YellowFolder is happy to provide examples and templates to help make this process easier for you. Feel free to contact our Customer Service for assistance with setting up your CSV correctly:
support@yellowfolder.com or **844-YELLOW-9 Option 2**