School Roster File Import

1. Complete the School Roster File with student information
2. Save as .csv file
3. Login into OSIIS
4. Click on Reports on the left side of the screen
5. Select School Roster File Import under School Nurse
6. Click "Add New Upload File"
7. Select District/School – begin typing the name of the district/school and select from the choices
8. Checkmark "File Includes Header on First Row"
9. Click "Choose File"
10. Navigate to file saved with roster information
11. Click Open
12. Enter File Description; "Roster 2022-2023"
13. Click Create
14. Job will run overnight
15. Next day:
    a. Navigate to School Roster File Import Report
    b. Click Search
    c. Under Uploads you will see the processed job with the # of processed records and total errors
    d. Students not found will list as an error
    e. Click View
    f. Select either View Processed or View Error Messages to see information displayed

Students found in OSIIS will be placed on the school roster and reports will now show their information for the school. Addresses, emails, phones will be updated in OSIIS. Enrollment Date will be listed as the date the file is uploaded. Students can be enrolled at multiple schools. There is no process for mass unenrollment. As students leave the school unenrollment should be completed in OSIIS student by student. Parent/Guardian information will be added to the Contact section of OSIIS but will not be marked as Primary Contact.