MiChoice Technology Import File Formats

For: FarApps Free and Reduced Application Processing Software
Coms-Pro Central Office Management Software

District Enrollment, Direct Certified/Head Start/Foster/Run Away/Migrant Worker Child/Homeless Import File Format

MiChoice Technology software will import data from the district student information system and data from other agencies; direct certified, head start, homeless, migrant worker children and foster children provided the data is in the following format(s). The purpose of importing this information is so that the data entry can be sped up and the information can be automatically updated without manually making the changes to the appropriate programs. Our software requires this file to be a _FIXED LENGTH text file_ or a _Tab-Separated file_ in the format described below. You will find a description of each field below the file format heading.

MiChoice Technologies requires a sample export file from the district's student information system database be furnished to our technical support department for validation before user training can be scheduled.

If the mandatory file format cannot be supplied by the IT department MiChoice will submit a **Quote for Creating the Required File Format** based on the sample export file submitted to MiChoice by the school district for validation.

FarApps Free & Reduced Software: Direct Certified, and Head Start Import File Format.

Fixed Length Format

    School Number: Position 1-3
    Last Name: Position 4-19
    First Name: Position 20-35
    Middle Initial: Position 36-38
    Student ID: Position 39-53
    Account Number Position 54-62
    Grade: Position 63-64
    Home Room: Position 64-74
    Address: Position 75-124
    City: Position 125-144
    State: Position 145-146
    Zip: Position 147-156
    Birthday: Position 157-166

Coms-Pro Central Office Software: District Enrollment

Fixed Length Format

    School Number: Position 1-3
    Last Name: Position 4-19
    First Name: Position 20-35
    Middle Initial: Position 36-38
    Student ID: Position 39-53
    Account Number Position 54-62
    Grade: Position 63-64
    Home Room: Position 64-74
    Address: Position 75-124
    City: Position 125-144
    State: Position 145-146
    Zip: Position 147-156
    Birthday: Position 157-166
    Phone Number: Position 167-178

Tab-Separated Import Format

	Length Accepted
School Number	3
Last Name	16
First Name	16
Middle Initial	3
Student ID	15
F.S. Number	9
Grade	2
Homeroom	10
Address	50
City	20
State	2
Zip	10
Birthday (format-"mm/dd/yyyy")	10
Phone (Format- xxx-xxx-xxxx)	12
Alert/Medical Note	90

Tab-Plus-Separated Import Format

	Length Accepted
School Number	3
Last Name	16

First Name	16
Middle Initial	3
Student ID	15
F.S. Number	9
Grade	2
Homeroom	10
Address	50
City	20
State	2
Zip	10
Birthday (format-"mm/dd/yyyy")	10
Phone (Format- xxx-xxx-xxxx)	12
Alert/Medical Note	254
Parent First Name	16
Parent Last Name	16
Email Address	254

To create an automated process it will be the school district IT department responsibility to furnish MiChoice Technologies an extract from the districts enrollment database containing the data listed above.

If there any questions or if more explanation is required, MiChoice Technologies Support staff are ready to assist and are only a toll free (1.866.334.8257) phone call away.