STUDENT INFORMATION SYSTEM EXTRACTS

School Cash Management uses student data for itemizing deposits and attaching items to specific students. Providing this information to KEV Group allows the end user to attach by Grade, Course, Homeroom, Group, and Individually.

To initiate this setup, we will provide you with a username and password for our FTP site (ftp.schoolcash.net).
Our server runs SFTP. If you want to connect to it manually, you can use an FTP Client such as Filezilla and set it to use SFTP (Port 54321).

Please follow these steps to help keep your district's timeline on track:

1. Using the specification documents (pages 2 and 3) as an outline, please extract the criteria in tab-delimited txt format. For fields that are not mandatory (not marked with *) that you are not able to include, please insert a tab/placeholder for alignment.

2. Before you provide the data, use this tool to validate that the data format aligns to the specification. https://www.kevclientsuccess.com/sisvalidator

3. Upload a Student Registration file to the Student ftp folder and a Student Scheduling file to the Scheduling ftp folder. If you wish to send staff data (optional) please upload an additional file to the Student ftp folder, delaying the upload time to allow for the mass file to land first.

    File naming convention for those sending all active records with each import:
    - Mass_*YourDistrictName*_Students.txt
    - Mass_*YourDistrictName*_Scheduling.txt
    - Staff_*YourDistrictName*_Students.txt (Optional)

    If you are unable to extract scheduling files at the district level and will be sending individual school files, please use: Mass_*SchoolName_YourDistrictName*_Scheduling.txt

4. Once your files have passed Quality Assurance testing, we will request that you automate the upload process to run daily (after business hours is preferred). Please let us know if you require assistance.

    Please note: If your student information system is capable of extracting only records that have been updated since the previous extraction (we call this a change file), please let us know as we have additional instructions.

5. Lastly, we will configure our system to retrieve and import your files daily from your designated FTP folders on our secure ftp site.

    Contact Information:
    Email: implementation@kevgroup.com (during implementation)
    helpdesk@kevgroup.com (post-launch)

SIS Extract for School Cash - USA

Files should be tab delimited (→) with each line of text separated by a "return" (i.e. Each student should be on its own line). If a field is not to be included/recorded from the fields listed below, leave a tab/placeholder (→) in place.

NOTE: All Date formats must be mm/dd/yyyy Example: 12/30/2018

File naming convention: Mass_*YourDistrictName*_Students.txt and Mass_*YourDistrictName*_Scheduling.txt

File 1: **Student Registration Information** The fields in order are:	File 1: Max # characters	File 2: **Student Scheduling Information** The fields in order are:	File 2: Max # characters
Student_School_Name✳	100	Student_School_Number✳	50
Student_School_Number✳	20	Course_Code✳	50
Student_First_Name✳	50	Course_Name✳	100
Student_Middle_Name	50	Course_Description	50
Student_Last_Name✳	50	Course_Code_Section✳	50
Student_Number✳	50	Course_Semester✳	50
Student_Address	200	Semester_Start_Date✳	mm/dd/yyyy
Student_City	100	Semester_End_Date✳	mm/dd/yyyy
Student_State	100	Course_Term **NR**	50
Student_Zip_Code	50	Course_Term_Start_Date **NR**	mm/dd/yyyy
Student_Phone	50	Course_Term_End_Date **NR**	mm/dd/yyyy
Student_Email	100	Course_School_Year✳	50
Student_Classroom/Homeroom**SR**	50	Course_Teacher_ID_Number**SR**	50
Student_Grade✳	50	Course_Teacher_Prefix	50
Student_Parent/Guardian1_First_Name**SR**	50	Course_Teacher_Last_Name **SR**	50
Student_Parent/Guardian1_Last_Name**SR**	50	Course_Teacher_First_Name **SR**	50
Student_Parent/Guardian2_First_Name	50	Student_Number✳	50
Student_Parent/Guardian2_Last_Name	50	*Please note:* *We now accept multiple Parent/Guardian email addresses. They must be separated by a semicolon and the individual email address character limit is 320 characters.*	
Student_DOB✳	mm/dd/yyyy		
Student_Gender	100		
Student_Parent/Guardian_Email✳	1000		
Student_Preferred_First_Name	100		
Student_Preferred_Last_Name	100		

✳Indicates required field
SR Indicates strongly recommended fields
NR Indicates not recommended fields

Sample Student Registration File:

Brownsville→540→Sara→Joan→McNicoll→44440001→366 Detroit Ave→Detroit→MI→48044→810 555-1212 →→
Rm09→9→Tom→McNicoll→Martha→McNicoll→03/20/2000→M→tmcnicoll99@yahoo.com→Sara→McNicoll¶
Brownsville→540→Steven→Matthew→Alessio→44440002→8997 Their Crescent→Detroit→MI→48044→810 555-0988→→
Rm10→9→Tom→Alessio→Karen→Alessio→01/20/1999→M→→Steve→Alessio¶
Brownsville→540→Vanessa→→Barbieri→44440003→346 Your Way→Detroit→MI→48044→810 555-1234→→
Rm14→9→Sarah→Barbieri→Dan→Barbieri→04/20/1998→F→→Vanessa→Barbieri¶
Brownsville→540→Vanessa→Josephine→Barone→44440004→1238 My Street→Detroit→MI→48044→810 555-4576→→
Rm08→9→Marine→Barone→Jack→Barone→05/20/1997→F→→Vanessa→Barone¶
Brownsville→540→Chelsea→Alexandra→Boduris→44440005→1234 Any Street→Detroit→MI→48044→810 555-8899→→
Rm07→9→Mary→Hastings→John→Hastings→06/20/1996→F→mhastings@rogers.com;jhastings@gmail.com→Chelsea→Boduris¶

Sample Student Scheduling File:

540→CGC1D1→USA GEOGRAPHY→Geography→2→S1→09/02/2008→01/30/2009→→→→2008→20→Mr.→
Bastone→Hank→44440001¶
540→CGC1D1→USA GEOGRAPHY→Geography→2→S1→09/02/2008→01/30/2009→→→→2008→20→Mr.→
Bastone→Hank→44440002¶
540→CGC1D1→USA GEOGRAPHY→→2→S1→09/02/2008→01/30/2009→→→→2008→20→Mr.→Bastone→
Hank→44440003¶
540→MPM1D1→MATH-PRINCIP→→9→S1→09/02/2008→01/30/2009→→→→2008→50→Mr.→Costan→
George→44440001¶
540→MPM1D1→MATH-PRINCIP→→9→S1→09/02/2008→01/30/2009→→→→2008→50→Mr.→Costan→
George→44440002¶

Staff Data Extract for School Cash – USA *(Optional)*

File should be tab delimited (→) with each line of text separated by a "return" (i.e. Each staff member should be on its own line). If a field is not to be included/recorded from the fields listed below, leave a tab/placeholder (→) in place. This file should be automated to run <u>after</u> the daily mass file and should NOT include the "Mass_" prefix in the file name.

NOTE: All Date formats must be mm/dd/yyyy For example: 12/30/2018

File naming convention: Staff_ *YourDistrictName*_Students.txt

File 3: **Staff Registration Information** The fields in order are:	*File 3:* Max # characters	*File 3:* Data to include
Staff_School_Name✶	100	Actual
Staff_School_Number✶	20	Actual
Staff_First_Name✶	50	Actual
Staff_Middle_Name	50	
Staff_Last_Name✶	50	Actual
Staff_Number✶	50	Employee # **(see FAQ)**
Staff_Address	200	
Staff_City	100	
Staff_State	100	
Staff_Zip_Code	50	
Staff_Phone	50	
Staff_Fax_Number	100	
Staff_Classroom/Homeroom	50	
Staff_Grade✶	50	staff
Staff_Parent/Guardian1_First_Name	50	
Staff_Parent/Guardian1_Last_Name	50	
Staff_Parent/Guardian2_First_Name	50	
Staff_Parent/Guardian2_Last_Name	50	
Staff_DOB✶	mm/dd/yyyy	01/01/2001
Staff_Gender	100	
Staff_Email✶	320	
Staff_Preferred_First_Name	100	
Staff_Preferred_Last_Name	100	

✶Indicates required field
SR Indicates strongly recommended fields

Sample Staff Registration File:

ABC·School → 1230 → Jane → → Cunning → 4012598 → → → → →
→ → → staff → → → → → 01/01/2001 → → → → ¶

ABC·School → 1230 → Coleen → → Doerre → 4012599 → → → → → →
→ → staff → → → → → 01/01/2001 → → → → ¶

SIS EXTRACT FREQUENTLY ASKED QUESTIONS

1. **What is the Scheduling file used for?**

The course information provided in the scheduling file is used as an attachment type.
(ie: the school secretary will be able to attach a field trip item to all students enrolled in a specific course)

2. **Can we include temporary student IDs?**

The student number is our main identifier and must not be changed. If for some reason the student number needs to be changed for the whole school district, please reach out to your Customer Success Manager for a quote as KEV will need to make these changes by updating the existing records. ***Sending new student numbers without notifying KEV will result in duplicated data and payment history will be disconnected.***

3. **Can we include a header in the files?**

Yes, we understand that headers are helpful for data alignment. While the header record will fail, it will not cause the entire file to fail.

4. **Where do I find a list of failed records?**

The failed records will appear on our ftp site in a Failed subfolder.

5. **How do I receive notification of failed SIS imports?**

Send an email to implementation@kevgroup.com and provide an email address where you would like to receive SIS notification emails.

6. **What if we don't want to include the Date of Birth?**

While the Date of Birth is a mandatory field, you may use a generic date in your file, for all records. ***Please notify your staff and parents if using a generic date of birth for online registration purposes.***

7. **What happens when a school location code changes?**

The school may need to be remapped on our end. Please create a support ticket with KEV.

8. **How is staff data handled in School Cash?**

Staff data is imported to the student database and allows staff members to make purchases online. Staff data must have a **unique** 'Staff_Number' so as not to duplicate any existing 'Student_Number'. We suggest adding an identifier such as a letter to ensure there is no interference with student data (i.e: s524638). This data must have a 'staff' grade as well. Please note that items attached by the 'ALL' attachment type will also auto-attach to staff records. When attaching by the 'Grade' attachment type the staff grade can be excluded.

9. **Can we send multiple student records for a student if they attend another school for specific courses?**

Yes, we refer to these as concurrent student records. We would expect to receive separate records for the student identifying each school. If you aren't able to send these records in the regular mass student file, they can be sent in a separate student file. This file would follow the same specifications as the regular mass student file, except that it wouldn't have the 'Mass_' prefix in the filename
(ie: *YourDistrictName*_Students.txt).
The concurrent student file must be uploaded to the Student folder on our ftp site <u>after</u> the mass student file.

10. **Can multiple school codes be uploaded for a single location in School Cash?**

We can accept a maximum of two school codes for a single location in School Cash Management. Please notify implementation@kevgroup.com of the school codes that need to be combined and we'll map it on our end. If this occurs after implementation is complete, please contact helpdesk@kevgroup.com to update.