



**PUPIL TRACKING**  
The online pupil tracking solution for secondary schools

## Electronic Data Transfer Guide

### Importing Existing Data to Pupil Tracking

Any data to be held on Pupil Tracking may be imported through the web interface at anytime. Pupil Tracking will provide complete support during this process until such time when the user feels they no longer require support with importing data.

The first field to agree on is a primary key. This uniquely identifies each pupil in the database and is used by Pupil Tracking to bind data to pupils when information is being updated and imported.

The primary key can either be your pupils' UPN (Unique Pupil Number) issued by the DFES, or the unique identifier used by your existing school administration system e.g. SIMS.

It is highly recommended that you use the UPN as your primary key. This will allow for simple data transfer between the LEA, your school and Pupil Tracking.

Primary Key	Forename	Surname
Q885291792038	Benjamin	O'Neill
Z885291692072	Richard	Stewart
Y885291692081	Jenny	Smith
J885291792005	Daniel	Nolan
B885291692025	Zara	Miller
T885291792051	Adam	Mathieson

Example of Primary Key

Once a primary key has been established, data can be exported from your existing system in Excel, CSV (Comma Separated Values) or TEXT (Tab Separated Values) file format. Likewise, you can also import data from Pupil Tracking back into your existing system using this primary key.

Pupil Tracking refers to this Primary Key as an Adm\_No (Administration Number).

For existing data that does not include the chosen primary key please call Pupil Tracking to discuss how your data may be matched. Where we can, we will do our best to help.

### Mandatory Fields

Below are the mandatory fields of data that must be populated in order for Pupil Tracking to run with full functionality.

1. Adm\_No (Primary Key)
2. Forename
3. Surname
4. Year
5. Form
6. Date of Birth (DOB)
7. Gender
8. Sets (for each department/subject)

The above fields are the foundation on which the system is built and are not customisable.

#### Adm\_No (Administration number)

Maximum of 14 alphanumeric characters. E.g. UPN

#### Forename

Maximum 20 alphabetic characters.

#### Surname

Maximum 20 alphabetic characters.

#### Year

Maximum 2 numeric characters

#### Form/Tutor Group

Maximum 3 alphanumeric characters

#### DOB

Maximum 10 alphanumeric characters. E.g. 15/01/2003

#### Gender

Maximum 1 alphabetic character. E.g. 'M' for male, 'F' for female

Example of ideal file format:

Adm_No	Surname	Forename	Year	Form	DOB	Gender
H356207096012	Ardern	Vincenzo	10	C	02.04.1991	M
H356300697020	Barlow	Brenden	10	C	25.05.1991	M
A356210697003	Bird	Damien	10	C	10.04.1991	M
B356300197010	Clare	Danielle	10	C	09.10.1990	F
M356300197007	Cooper	Luke	10	C	13.10.1990	M
A356210696002	Dinsdale	Ashley	10	C	20.10.1990	M

### Sets

Maximum 12 alphanumeric characters. Sets may not contain the ampersand '&' character.

Example of sets file format.

Adm_No	Citizenship_Set	English_Set	French_Set	History_Set	ICT_Set	Maths_Set
M357206497002	10E/Cz	10B/E1	10G/F1	10Y/H1	10B/It5	10B/M2
Z356210697012	10E/Cz	10B/E1	10G/F1		10B/It6	10B/M1
Y356206997056	10E/Cz		10G/F1	10X/H1		10B/M1
J356208297033	10E/Cz	10B/E4	10G/F1	10X/H1	10B/It6	10B/M3
C356403304001	10H/Cz	10B/E1	10G/F1	10X/H1	10B/It3	10B/M1
R352205897009	10H/Cz	10B/E1	10G/F1		10B/It4	10B/M1

Pupil Tracking requires a separate sets column for each subject taken by pupils at your school. More often than not you can easily export sets from your existing MIS or timetable program.

For example, to export SET data from SIMS using NOVA T:

Click Report >

General Student Lists >

Columns > Select UPN, Surname, Forename, Year, Form DOB etc...

Data Type > Classes > Insert > Select the subjects/sets for export.

Sets may be exported in a similar way from many other MIS systems.

### Shared and General Data

Shared and General data that you or your LEA currently store for your pupils can also be transferred electronically to Pupil Tracking providing that the chosen primary key is included with the existing data.

### File Formats

All files should be in CSV or TEXT file format, remembering to include the Adm\_No (Primary Key), and ensuring that all fields of data are in separate columns.

For further help with importing data see the Flash movie tutorials here:

[http://www.pupiltracking.com/product\\_info/index.php?obj=tutorials](http://www.pupiltracking.com/product_info/index.php?obj=tutorials)

and the help documentation here:

<https://secure.pupiltracking.com/help>