



Istation - How to Upload Exempt Status Demographic

OVERVIEW

Welcome! This guide is here to help you easily add your Exempt Status demographic information to the Istation reporting platform. The Exempt status demographic is now available as of October 4th, 2024. We've created a simple process using the Istation demographic file or manually using the reporting website. Just follow these straightforward steps to ensure a smooth and successful update.

TABLE OF CONTENTS

- Options for Adding Exempt demographic
- Manually Adding this demographic to students
- Introduction to the demographic File Format
- Required Fields for the demographic File
- Importing the demographic file
- Helpful Resources

Options for Adding Exempt demographic

- **Manually updating demographics per student:** This route involves visiting the students on the reporting website individually and updating their demographic information. It is ideal if there are a handful of students or if you want the teachers to take ownership.
- **Import through Istation Website:** This route involves uploading a demographic file, which allows you to add the Exempt demographic to the students listed on the file. It is ideal if there are more than 20 students to update.

Manually Adding this demographic to students.

Would you prefer to add this demographic to the students individually using the website? No problem! Follow the scribe below:

[Scribe link here](#)

Introduction to the demographic File Format

We've simplified rostering this new demographic with a demographic file similar to Istation's 1file format, focusing on updates for students under statute 33-16-18. Only minimal data is required to add Exempt Status information.

Required Fields for the demographic file

To keep everything running smoothly, please ensure the following fields are included in the Demographic file:

- **Student ID**
 - **Expected value:** The student's ID used in Istation
 - **Example:** 96655
- **Grade**
 - **Expected values:** -1 through 12; PK can be substituted for -1, and KG can be substituted for 0
 - **Example:** KG
- **Birthdate**
 - **Expected values:** MM-DD-YYYY
 - **Example:** 10/03/2000
- **Exempt Status**
 - **Expected values:**
 - exempt - Marks the student exempt ****case sensitive****
 - Opt-out - Marks the student as Opt-out ******
 - Leave blank if it doesn't apply to the student.

Importing the demographic file

Would you prefer to add this demographic to the students individually using the website? No problem! Follow the scribe below:

[Scribe link here](#)

What reports allow me to filter using this demographic?

- ISIP Summary
- Skill Growth
- Tier Movement

Helpful Resources:

We've put together some resources to guide you through the process:

- [Import Job Types and Data Dictionary](#)
- [Manually Importing Managers, Teachers, Student Rosters, and Demographics - More In-Depth](#)
- [SFTP/FTP Imports](#)

We're Here to Help!

We want to make this as easy as possible for you. If you have any questions or need a hand with anything, please don't hesitate to contact us at support@istation.com. We're always here to help!