

RTIB Guidelines for submitting STAFF Roster Data

File Layout...

DistrictIdentifier	LastName	FirstName	Email	Action	SchoolCode
Text(20) Required – unique ID assigned by district	Text(100) Required	Text(100) Required	Text(250) Required: Valid email address	Text(2) Ignore: No longer Used	Text(4) Req: 4-digit FL code w/leading zeros

1. The data file should be in a *tab-delimited text* file (.txt) format
2. COLUMN HEADINGS:
 - a. First row in data file
 - b. Named exactly and in the left-to-right order as illustrated above in file layout
 - c. Not enclosed in quotes (double or single)
3. DATA VALUES:
 - a. Alphanumeric TEXT
 - b. See file layout above for details on allowable type, sizes, content, defaults, etc.
 - c. Not enclosed in quotes (double or single)