

Data Requirements for Import

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Please read the main [Import Your Data](#) page first.

If you are currently using another software program, [contact us](#), and if we have exporting steps we will send them to you, and then STOP HERE as you may not need to do this page. **Otherwise**, follow the instructions on this page. You may send us your own custom spreadsheet, OR, you may use our Jackrabbit Importer spreadsheet by going to the *Gear (icon) > Set Up > Import Data* > click the link to download the Jackrabbit Importer Spreadsheet and follow the instructions on the *Instructions* tab in the file.

For the Free Basic Import, we require your data to be in a spreadsheet format (rows and columns such as Excel). We can **not** work with Word documents or scans of forms.



*You are responsible for the accuracy of the data in any files that you send to us. Below are several examples of what is considered "clean" data. Please review your file carefully, ensuring your data is **clean and complete**, BEFORE sending it to us.*

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All**

- 📄 [Importing Family and Student Data](#)
 - 📄 [Importing Class Data \(optional\)](#)
 - 📄 [Importing Enrollment Data \(optional\)](#)
 - 📄 [Importing Items and Vendors \(optional\)](#)
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