CSV Upload Instructions for GoKid Connect School Admin Portal

When populating the family CSV file, data must be entered exactly according to the template provided by GoKid. Incorrect or incomplete data will result in delays. If in doubt about any fields, please ask!

Who To Include
- All family members who a school deems should be included on the school carpooling platform must be listed in the CSV file *from the start*.
- Parents cannot add other parents/guardians or children to the school platform. This is for security reasons, so that individuals who should not be on the private, closed school platform are not able to get on. Again, for security reasons, we partner with school administrators to take a top-down approach to who is included on the platform.

Column Headings
- Kindly do not change or rename the column headings in any way; otherwise the upload will not work. If you need to work with different headings, that is fine, but please ensure that before uploading, you change the headings back to matching our example template.

Parents/Guardians
- Both parents/guardians should be included from the start, unless there is a reason to leave off the second parent/guardian. If a parent/guardian is left off, they cannot be easily added after the fact.
- For an example of how to enter both parents, see rows 2 and 3 in the CSV template. Each parent should be entered in a separate row, but with the same children, same address (or different if they don't live together), but unique email addresses and mobile numbers.
- If a school does not have a record of the second parent's unique email address and mobile number, the second parent can not be included in the CSV. Using the same email and mobile for both parents will cause errors - neither parent will be able to sign up because the system will see that their email is "in use" by another person (the other parent).

For support questions please contact support@gokid.mobi

- If family members have different surnames, that's OK. Just enter the correct surnames, and on the platform they will automatically be listed by both names. Ex. Jane Doe and Bob Smith will be listed as the "Doe Smith family."

Students
- We have provided columns for up to 3 students per family. If your school has families with more than 3 students enrolled, please include up to 3 in the CSV, and then manually edit the families after uploading to add the additional students.
- Please note: Parents cannot add students to the platform themselves. School administrators cannot make changes to the family once a family's account is registered.

Grades
- Please follow this format when listing grades:
  PS, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
- The grade entered should be the student's grade for the contract year.

Addresses
- Addresses are required; PO Boxes are not accepted. Because GoKid Connect is location-based, families that don't have addresses can't be uploaded.
- States should be abbreviated
- Address line 2 and country are not required but it's always best to provide as much information as possible.
- For U.S. addresses, please list the 5-digit zip code only, without the plus 4 code.