

Person Classification Import Type

Updated Jul 13, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

Overview

The [Veracross Data Importer](#) allows you to add non-system person classifications – as well as their start/end times, grading periods, and notes – to existing person records in batch. This article covers the fields needed in the person classification CSV import. All data updated through this import type must already exist in Veracross – no new classifications, people, or grading periods can be created in this way.

Preparing the Data for Import

Prepare a comma-separated value (CSV) file containing the data for the fields listed below. This CSV file must contain a column for each field listed below and they must be in that same order. Even if no content is populated in the non-required columns, a column must nonetheless exist as a placeholder in order for the Data Importer to properly read the file.

Fields on this Import Type

All required fields are highlighted in orange and have an asterisk(*) next to their name.

person_id*	<i>Numeric</i> – This is the value in the Person ID field in a Find Person query . This is the Person ID of the record the classification is being applied to.
classification*	<i>Numeric</i> – This is the value in the ID field in this Person Classification query . This is the ID of the Person Classification that is being added to the person record. <i>This classification cannot be a system classification – it must be school-defined.</i>
start_school_year	<i>Numeric</i> – This is the value in the Year column in the Years query . This is the school year that the person began having this classification.
end_school_year	<i>Numeric</i> – This is the value in the Year column in the Years query . This is the school year that the person finished having this classification.

start_date	<i>Date in the YYYY-MM-DD format – This is the start date for when this classification should be applied to the person.</i>
end_date	<i>Date in the YYYY-MM-DD format – This is the end date for when this classification should be applied to the person.</i>
grading_period	<i>Numeric – This is the value in the ID column of the Grading Periods query. This is the valid grading period that this classification should be associated with. Leaving this blank or populating it with a 0 automatically applies the ALL grading period.</i>
notes	<i>Text – Any notes that should be stored on the Person Classification record. This field may contain a maximum of 1000 characters.</i>

Considerations with this Import Type

There are two things to consider when using the person classification import type:

- all person classifications are applied as Active person classifications
 - each combination of **person_id** and **classification** may only be present in each import once
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