

EDS Work Email Upload Template

The template of the Upload is below. There will be five columns including an end of record marker (X for all records) in column E.

Column A	Column B	Column C	Column D	Column E
Record Type	EIN	Date of Birth	Work Email	End of Record Marker

Upload Rules

- File must be a Comma Separated Value (CSV) format (this is one of the formats users can save Excel files as)
- Column A – Must be the letter i for all educators
- Column B and C – must match an existing educator in your district
- Column D – must be in the format of an email
- Column E – Must be the letter X for all educators