School Load
Import Template Guide

This guide will walk through the available fields in the **School Import Template** and what they mean. The import template is broken down into highlighted sections based on the different types of info you can import. They are broken down as follows…

Blue – General school information and settings
Highlighted Blue – Required fields for importing a new school
Orange – School preferred substitute settings

Note: For best results delete any blank columns from your template before uploading.

Field Name	Description
Name	Name of the institution. Will show to teachers and substitutes. Maximum of 50 characters
Active	To mark the school as active put a **Y** in this column To mark the school as inactive put a **N** in this column **Note: We recommend leaving this column blank as it will default to active for a new school import**
External ID	Alpha/numeric code given to the school to identify the school. Maximum of 25 characters
DBKey	The **Web ID** found on the school's general info page. You can use this field to identify the school you want to update. For new schools this number is automatically generated by Aesop
Parent DBKey	The **Web ID** of the school you would like to assign as this school's parent in your school list. In many cases this would be your district's Web ID
Time Zone Abbreviation	The abbreviation for the time zone the school is in. Use the 3-letter code found below **EDT = Eastern Daylight Time** **CDT = Central Daylight Time** **MDT = Mountain Daylight Time** **PDT = Pacific Daylight Time** **HST = Hawaii Standard Time** **EST = Eastern Standard Time** **CST = Central Standard Time** **MST = Mountain Standard Time** **PST = Pacific Standard Time** **ADT = Atlantic Daylight Time**
Email	Absence notification emails will go to this email address **Example: school@district.edu**
Distribution List Email	Distribution list emails will go to this email address **Example: school@district.edu**
Permission Profile	The name of the permission profile you would like to assign to this school
Start Time	Default start time for the school Example: **07:00** or **7:00 AM**
Half Day Break	This would be the default time for the end of a half day AM Example **11:00** or **11:00 AM**

Half Day Break 2	This would be the default time for the beginning of a half day PM Example **12:00** or **12:00 PM**
End Time	Default end time for the school Example **15:00** or **3:00 PM**
Relative Substitute Start	The default number of minutes before or after the school's start time to be the separate substitute start time **-15** for 15 minutes before **15** for 15 minutes after
Relative Substitute End	The default number of minutes before or after the school's start time to be the separate substitute end time **-15** for 15 minutes before **15** for 15 minutes after
UseRelativeCutoffTimes	Choose which cutoff time mode you would like to use for this school. For Relative times put a **Y** in this column. For Fixed times put an **N** in this column
Absence Cutoff Hours	The number of hours before or after the start of the absence that you want to cut off the employee from creating a same day absence (Relative mode) Example: **-2** for 2 hours before, **2** for 2 hours after
Fulfillment Cutoff Hours	The number of hours before or after the start of the absence that you want Aesop to attempt to fill the absence (Relative mode) Example: **-2** for 2 hours before, **2** for 2 hours after
Employee Cancel Cutoff Hours	The number of hours before or after the start of the absence that you want to cut off the employee from cancelling an absence (Relative mode) Example: **-2** for 2 hours before, **2** for 2 hours after
Substitute Cancel Cutoff Hours	The number of hours before or after the start of the absence that you want to cut off the substitute from cancelling an absence (Relative mode) Example: **-2** for 2 hours before, **2** for 2 hours after
Absence Cutoff Time	The latest time an employee can create a same day absence (Fixed mode) Example: **07:00** or **7:00 AM**
Fulfillment Cutoff Time	Aesop will attempt to fill an absence up until this time (Fixed mode) Example: **09:00** or **9:00 AM**
Employee Cancel Cutoff Time	The time you want to cut off the employee from cancelling an absence (Fixed mode) Example: **08:00** or **8:00 AM**
Substitute Cancel Cutoff Time	The time you want to cut off the substitute from cancelling an absence (Fixed mode) Example: **08:00** or **8:00 AM**
Employee Preferred Sub Permission	Allow employees at this school to edit their preference lists **1** = Do not display preference list **2** = Display preference list **3** = Edit preference list (basic) **4** = Edit preference list (advanced) **6** = Edit preference list (basic) no exclude **7** = Edit preference list (adv) no exclude

FRONTLINE ™
• T E C H N O L O G I E S •

Min Absence Duration	The least amount of time in hours that an employee can enter for an absence Example: Put **2** for two hours
Max Absence Duration	The maximum amount of time in hours that an employee can enter for an absence Example: Put **8** for eight hours
Hours Per Day	How many hours are in the school's day? This will be used as the denominator when calculating absence durations Example: put **8** for eight hours
Pin	The numerical PIN for the school. Must be 4 or 5 digits
Notes	Notes about the school to be on the school's general information page
Accounting Code Type	Set the accounting code type to be used for employees and absences at this school **0** = None **1** = Predefined **2** = Freeform **3** = Predefined or Freeform
Address 1	Line one of the school's address Example: **501 Trooper Rd.**
Address 2	Line two of the school's address Example: **Building 2**
City	City in the school's address
State	State code in the school's address Example: **PA** or **OH**
Zip	Zip Code in the school's address Example: **19464** or **19464-4561**
Phone	Phone number for the school. Do not use dashes Example: **4875555555**
Remove	Put a **Y** in this column to delete the school from Aesop
Substitute Identifier	The identifier of the substitute you want to add to the school's preference list
Exclude	Put a **Y** in this column to mark the substitute as excluded from the school's preferred sub list
Visibility Percent	Set the override visibility percentage for the substitute Example: put **90** for 90%
Remove Substitute	To remove a substitute from the school's preference list put a Y in this column