



Data File Guide for Family Surveys

This document will help you complete the Family Survey Data File Template, an Excel document you will upload to the platform.

We're here to help!
Please contact support@panoramaed.com with any questions you may have!

What information should you include in the Family Survey Data File Template?

In the Family Survey Data File Template, please list:

- ✓ All parents or guardians who should receive surveys.
- ✓ If you would like to include more than one guardian per student, please create additional rows in your data file to represent each additional guardian.

If you are administering surveys to both students and families about schools, you only need to fill out the Family Survey Data File Template. If you are administering surveys to families about schools and students about classrooms, you will need to fill out both templates.

Quick Tip! Column headers that are imported need to be exact matches to the column headers listed on the data file template.

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Column Name	When is this needed?	Example
School Name	Always. Our database is a stickler for sameness, so please confirm that each school or site name is exactly the same.	Ada Byron Lovelace Elementary
Student ID	Always!	090231
Student First Name	Always!	Rosie
Student Last Name	Always!	Riveter
Student Grade Level	If you want to break down results by grade level on reports.	10
Student Gender	If you want breakdowns by student gender on reports.	Female
Student Race/ Ethnicity	If you want breakdowns by student race/ethnicity on reports.	Pacific Islander
Student FRPL Status	If you want to break down results on reports by FRPL status.	FL; RPL; non-FRPL
Student Language Learner Status	If you want to break down results on reports by student language learner status.	ELL; non-ELL; L1

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Column Name	When is this needed?	Example
Student GATE/ Gifted Status	If you want to break down results on reports by student gifted status.	Yes; No
Student Special Education Status	If you want to break down results on reports by student special education status.	Special Education

Note: Any misspellings or errors in the fields below will be reflected in email communication with guardians. Please take extra care to make sure they are correct!

Guardian First Name	Always!	Caitlyn
Guardian Last Name	Always!	Stark
Guardian Email	Always. We use parent or guardian emails to send out online surveys and to establish unique parent or guardian identities.	bestdadever@gmail.com