**Multiple Student Registration file headers**

Multiple Student Registration is an application used to apply for SASIDs in a batch format via file upload. Below are two examples of the headers needed to transmit MSR files. One example is for district-based files and one for school-based files. Copy and paste one of these into your MSR file just above the first student's record. There should no spaces or lines between the header and the first student record.

Populate your school or district code in the first line of the header

The order of the elements in the header must match the order of the student data elements in the file

D10 is the Birth date format of mm/dd/yyyy

Populate the gender format line with the codes used by your system (M,F,N or 01,02,03)

Replace the \* with the Gender Format code from the list below:

| M=MALE | 01=MALE |
| --- | --- |
| F=FEMALE | 02=FEMALE |
| N=NONBINARY | 03=NONBINARY |

*New*: DOE999 is a new element added to the MSR file format. DOE999 represents SUFFIX

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**MSR Header by District**

DOEHEADER,DISTRICT=99999999

DOEHEADER,ELEMENTS=DOE001,DOE003,DOE004,DOE005,DOE999,DOE006,DOE008,DOE009,DOE014

DOEHEADER,DATEFORMAT=D10

DOEHEADER,GENDERFORMAT,\*=Male,\*=Female,\*=Nonbinary

Sample of district 99999999 using 01=Male,02=Female,03=Nonbinary:

DOEHEADER,DISTRICT=99999999

DOEHEADER,ELEMENTS=DOE001,DOE003,DOE004,DOE005,DOE999,DOE006,DOE008,DOE009,DOE014

DOEHEADER,DATEFORMAT=D10

DOEHEADER,GENDERFORMAT,01=Male,02=Female,03=Nonbinary

"123","John","J","Smith","Jr","04/14/2012","BOSTON","01","057"

**MSR Header by School**

DOEHEADER,SCHOOL=99911111

DOEHEADER,ELEMENTS=DOE001,DOE003,DOE004,DOE005,DOE999,DOE006,DOE008,DOE009,DOE014

DOEHEADER,DATEFORMAT=XXX

DOEHEADER,GENDERFORMAT,\*=Male,\*=Female,\*=Nonbinary

Sample of school 99911111 using M=Male,F=Female,N=Nonbinary:

DOEHEADER,SCHOOL=99911111

DOEHEADER,ELEMENTS=DOE001,DOE003,DOE004,DOE005,DOE999,DOE006,DOE008,DOE009,DOE014

DOEHEADER,DATEFORMAT=D10

DOEHEADER,GENDERFORMAT,M=Male,F=Female,N=Nonbinary

"123","John","J","Smith","","04/14/2012","BOSTON","M","057"