

Staff CSV File Instructions

1. Download the [Staff CSV File Template](#) or use an existing file you have already set up.
2. Fill in the file using the format below to bulk add and remove district and school staff. When updating your CSV file, include the full staff list for each school you would like to update. Omitting a staff member for a district/school site you are updating, will **remove them from the staff list unless they have a role** (Admin, Approver, or Uploader). Due to the importance of staff with roles, they must be removed individually in the Users & Roles Settings of your Peachjar portal.

Tip: To add a staff member to more than one district or school site, enter them on separate rows with the appropriate SIS ID for each site.

sis_id	email	first_name	last_name
123	jane@email.com	Jane	Doe
456	john@email.com	John	Smith

- Column headers are required on the first row. Follow the column header order and labels from the example above.
 - Enter 1 staff member per row.
 - Enter the site's SIS ID to associate the staff member with the general district or a specific school. The SIS ID **must match the district or school SIS ID found in the District & Schools Settings** of your Peachjar portal.
 - Enter the email address for each staff member.
 - Enter the first name and last name for each staff member. These fields are optional and blank values are allowed.
 - Ensure fields do not have extra spaces or incorporate commas.
3. Save your file as a .csv with the **file name containing the word "staff"** (e.g. staff_list.csv). Also, ensure there are no additional periods in the file name.

Note: To stay informed on flyers being distributed to parents, staff members are automatically set to receive new flyer email notifications for their school. This school "following" setting can be managed in each staff member's Account Information.

