

Staff and Student Rostering Guidance

This document includes step-by-step instructions for the Roster Manager to follow to add staff and student information to the Every Child Ready Platform.

Staff and Student Rostering is an important process that gives instructional leaders and teachers access to the Every Child Ready (ECR) Platform in a way that works for their campus community. It also ensures children are enrolled in the correct classroom throughout the year. The Roster Manager for each school completes the initial process during the summer before the academic year begins. The Roster Manager also maintains classroom rosters and staff access throughout the year.

Both staff and student rostering are managed by a school-designated Roster Manager. A Roster Manager should:

1. Have ongoing access to staffing information and classroom assignments
2. Have ongoing access to children's names, grade levels, classroom assignments, date of birth, and demographic information
3. Be comfortable with technology (including Excel/CSV files)

Roster Manager responsibilities include:

1. Creating new staff accounts in the ECR Platform.
2. Assigning staff to their campus/school year and classrooms in the ECR Platform.
3. Managing staff roster changes in the ECR Platform.
4. Importing a student roster using a provided template to the ECR Platform at the beginning of the academic year.
5. Managing student roster changes in the ECR Platform, such as students changing classrooms, enrolling, or unenrolling throughout the year.

It is recommended that the Roster Manager be a **principal or an admin staff member** with all of these qualifications, but **not a teacher**. A Roster Manager has special permissions in the ECR Platform that may not be appropriate for a teacher. If necessary, a Roster Manager can be reassigned after the school year starts.

Staff Rostering in the Every Child Ready Platform

School rosters for each LEA / Network / County are manually added and maintained through the Every Child Ready Platform. Any staff member who should have access to the Every Child Ready Platform must have an account. This process takes approximately two minutes per staff member. Staffing information and classroom assignments must be added by the school-appointed Roster Manager.

This process should happen before the school year begins. Roster Managers can add staff throughout the year as needed. The process is the same, regardless of when it takes place.

Staff will not be able to access the Every Child Ready Platform until the Roster Manager creates an account for them using this process.

Beginning of the School Year: Adding **New Staff**

Step 1: Preparing your staff information for upload

Before beginning the staff rostering process, organize all staff information in a spreadsheet or other easy-to-read format.

In order to add staff to the ECR Platform, you **must have** the following required information:

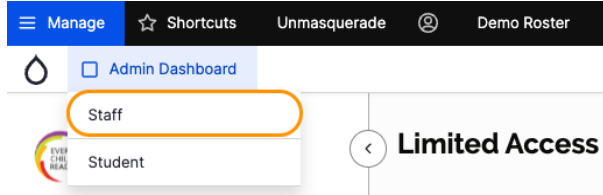
- Last and first name
- Email address
- Staff role
 - **Instructional Leader (IL):** This is a principal, dean, instructional coach, or similar role. This role can have access to multiple school sites/campuses.
 - **Lea Admin:** This is a network or county administrator, PK coordinator, data contact, or similar role. This role can have access to multiple school sites/campuses.
 - **Teacher:** This includes lead teachers, TAs, paraprofessionals, etc. This role can have access to multiple classrooms, but typically only has access to one.
- Campus assignment (campus codes provided by Every Child Ready).
 - This includes all schools that the users should have access to.
- Classroom assignment (classroom codes provided by Every Child Ready).
 - This includes all classrooms within the campuses that the users should have access to

*The **Instructional Leader** and **LEA Admin** roles create the yearly calendar and set important dates for the school year. Be sure to set at least one person at your school to one of these roles, preferably a principal or other administrator.*

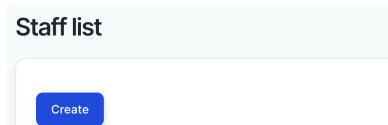
Step 2: Creating New Staff

1. Sign in to the ECR Platform at platform.everychildready.org. If you're assigned the Roster Manager role, you'll see the Admin Dashboard at the top of the page.

- a. If you do not see the Admin Dashboard, submit a support ticket via the Support page on the Platform or using [our Support form](#).
2. Hover over “Admin Dashboard” and select “Staff.”



3. Click “Create.”



4. Enter the staff member's:
 - a. **Last Name, First Name:** Note that Last Name is the first field.
 - b. **Lea Id:** Lea Id is the name of the Local Education Agency, School Network, District, or County. This information is provided by Every Child Ready.
 - c. **Email Address:** The staff member's school (not personal) email address.

A screenshot of the 'Create Staff' form. It has a light blue header with the text 'Create Staff'. Below the header, there is a 'Status' toggle switch which is turned on. The form contains four input fields: 'Last Name *', 'First Name *', 'Lea Id *' (a dropdown menu with '- Select -' selected), and 'Email Address *'. At the bottom of the form is a 'Save' button.

5. Click "Save." A new page will open titled “Edit Staff.” The staff user has been created!

A screenshot of the 'Edit Staff' page. It has a light blue header with the text 'Edit Staff'. Below the header, there is a green status message box with a checkmark icon and the text 'Status message: The Staff user data was synchronised. Entity created.' Below the status message, there are two buttons: 'Add to Classroom' and 'Add to School Year'. Below these buttons, there is a 'Id' field with the value '3437'. Below the 'Id' field, there is a 'Status' toggle switch which is turned on. The form contains two input fields: 'Last Name *' with the value 'Castle' and 'First Name *' with the value 'Sam'.

Once the above process is complete, staff members will receive an email from Every Child Ready to the provided email address. **This email includes a one-time link to set their passwords, which must be used within 24 hours.**

The next steps review adding the staff member to a **Campus/School Year** and a **Classroom**. *Staff will not be able to access their classroom(s) until the following steps are complete and the staff member is added to at least one Campus/School Year and at least one Classroom.*

6. Click “Add to School Year.” This opens the “Create Staff by School Year” page.

Create Staff By School Year

Staff Id *
Sam Castle

School Year Id *
- Select -

Campus Id *
- Select -

Staff Role Id
teacher

☒ Status

Save

7. Assign the following information for each staff member:
- School Year Id:** Select the correct year and school code from the drop-down menu. For example, “ECR 2526.”
 - You may begin typing the code in the box to get to the correct option.
 - Campus Id:** Select the correct campus from the drop-down menu.
 - You may begin typing the code in the box to get to the correct option.
 - Staff Role Id:** Select the most accurate role for the staff member from the drop-down menu.
 - Instructional Leader (IL):** This is a principal, dean, instructional coach, or similar role. This role can have access to multiple school sites/campuses.
 - Lea admin:** This is a network or county administrator, PK coordinator, data contact, or similar role. This role can have access to multiple school sites/campuses.
 - Teacher:** This includes lead teachers, TAs, paraprofessionals, and so on.
 - Principal:** *This role is being phased out soon. Please do not select it; choose **Instructional Leader** instead.*
 - Make sure the Status bar is toggled to green. This ensures the staff member is active in the ECR Platform.

8. Click "Save." This takes you back to the "Edit Staff" page. Each staff member must be added to a classroom and a school year.

Edit Staff

[Add to Classroom](#) [Add to School Year](#)

Id
3437

☒ Status

Last Name *
Castle

First Name *
Sam

- a. A School Year only needs to be added once for each campus, even if a staff member will need access to multiple classrooms at a campus.
9. Click "Add to Classroom."
10. Select the classroom assignment for the staff member from the Classroom Id drop down menu. Classroom IDs are provided by Every Child Ready.

Create Classroom Staff

Staff Id *
Sam Castle

Classroom Id *
- Select -
- Select -
ECR1 - 2425
ECR2 - 2425
ECR3 - 2425

11. Click "Save." This takes you back to the "Edit Staff" page.
 - a. You must add additional classrooms one at a time for each classroom the staff member will need to access.

For staff members who need access to multiple campuses or classrooms:

- To add access to multiple campuses, repeat steps 6-8 for each required campus.
- To add access to multiple classrooms, repeat steps 9-11 for each required classroom.

Tip: You can add campuses or classrooms for existing staff on the "Staff list" page. Use the search bar to find the staff member, click "Edit" on the right, then follow steps 6-8 to add campus access and steps 9-11 to add classroom access.

Staff list

Create

Search

Search

Reset

<input type="checkbox"/>	Status	Last Name	First Name	Lea	Email Address	Classrooms	School Years	Operations
<input type="checkbox"/>	Yes	Thomson	Tommy	ECRlea	tommy.thomson@appletrinee-institute.org			<div>Edit</div>
<input type="checkbox"/>	No	Castle	Sam	ECRlea	samgraycastle@gmail.com	2425 ECR1, 2425 ECR2, 2425 ECR3	ECR 2425	<div>Edit</div>

Beginning of the School Year: Updating Access for **Existing** Staff

If a staff member has access to the ECR Platform in the previous year, you do not need to follow all of the steps outlined in the previous section. If you try to add an existing staff member whose email address is already in the Platform, you will receive an error message. You may click the hyperlinked “Staff list” text to see a filtered result on the “Staff list” page.

Error message

A Staff with the samgraycastle@gmail.com email already exists. Find the existing Staff on the [Staff list](#) page.

To update access for existing staff, use the steps in the following sections:

- [Adding or Changing Staff Campus Assignments](#)
- [Adding or Changing Staff Classroom Assignments Within a Campus](#)

Note that all existing staff will need to be updated, even if they are technically assigned to the same classroom as the previous year.

During the School Year: Maintaining Accurate Staff Access

Staffing rosters, assignments, and access may change throughout the school year. This may happen when a staff member is hired, leaves, changes classrooms, changes campuses within a network, or other information for a staff member changes or is found to be inaccurate. If one of these things occurs throughout the year, the Roster Manager must make changes for individual staff members in the Every Child Ready Platform.

You must be logged into the Every Child Ready Platform and have been assigned the Roster Manager role to complete the following actions.

Adding a New Staff Member

Follow the same steps used for the beginning of the school year process to create the staff account, and to add the staff member to their corresponding School Year(s) and Classroom(s).

Removing a Staff Member

Use the steps below to remove ECR Platform access for staff who no longer need it based on role changes, staffing updates, or other internal transitions. This ensures that access remains secure and up to date.

1. Go to the “Staff list” page in the Admin Dashboard and search for the staff member.
2. Click “Edit” on the right side of the page
3. Toggle the “Status” button to the left for “Off.” The toggle will change to gray.

- Click "Save." This will remove their access from the ECR platform.

Edit Staff

Id

3437

☒ Status

Adding or Changing Staff Campus Assignments

If a staff member is gaining access to a new School Year/Campus, that access must be added before assigning classrooms. Classrooms cannot be added without campus access.

To update a staff member's access on the ECR platform, for any reason, follow these steps:

- Go to the "Staff list" page in the Admin Dashboard and search for the staff member. When looking for staff, please verify the first name, last name, and email address before continuing.

- If a staff member no longer needs access to a campus listed under "School Years," click that campus.

- If **removing access**, click "Delete" at the bottom of the page, then "Confirm."

Delete Staff By School Year

This action cannot be undone.

- If **updating access** to another campus, change the "Campus Id" or "Staff Role Id" value and click "Save."

- To add a **new** campus (without removing other campuses), click the drop-down next to "Edit" and click "Add to School Year". Enter the required information as during initial rostering, then click "Save."

<input type="checkbox"/>	Status	Last Name	First Name	Lea	Email Address	Classrooms	School Years	Operations
<input type="checkbox"/>	Yes	Thomson	Tommy	ECRlea	tommy.thomson@appletr- institute.org			<input type="button" value="Edit"/>
<input type="checkbox"/>	Yes	Roster	Demo	ECRlea	demo.roster@appletr- institute.org			<input type="button" value="Add to Classroom"/> <input checked="" type="button" value="Add to School Year"/>

- Repeat the steps to add, update, or remove campus access for the staff member.

Adding or Changing Staff Classroom Assignments Within a Campus

If a staff member needs access to a classroom at a new campus, the campus/school year access must be added first by using the directions in the section above. Classrooms cannot be assigned without it.

To update a staff member's access on the ECR platform, for any reason, follow these steps:

1. Go to the "Staff list" page in the Admin Dashboard and search for the staff member. When looking for staff, please verify the first name, last name, and email address before continuing.
2. If a staff member no longer needs access to a specific classroom shown in the "Classrooms" column, click that specific classroom.
 - a. If **removing access**, click "Delete" at the bottom of the page, then "Confirm."
3. To add a **new classroom** at a current campus (without removing other classrooms), click the drop-down arrow next to "Edit" and click "Add to Classroom." Enter the required information as during initial rostering, then click "Save."

Delete Classroom Staff

This action cannot be undone.

Confirm

Cancel

<input type="checkbox"/>	Status	Last Name	First Name	Lea	Email Address	Classrooms	School Years	Operations
<input type="checkbox"/>	Yes	Thomson	Tommy	ECRlea	tommy.thomson@appletr... institute.org	<div>Edit</div>		
<input type="checkbox"/>	Yes	Roster	Demo	ECRlea	demo.roster@appletr... tute.org	<div>Add to Classroom</div> <div>Add to School Year</div>		

Important Notes:

- A staff member should only have access to the specific campuses and classrooms they need access to and nothing more. *Since access allows users to see student data, this is a data privacy issue and should ultimately be determined by your school leadership.*
- After completing any changes to the "Classrooms" and "School Years" on the "Staff list" page, make sure the classrooms listed are part of the campuses listed for that staff member. If not, they **will not** be able to access the platform accordingly.

Editing a Staff Member's Information

To update a staff member's information on the ECR platform, follow these steps:

1. Go to the "Staff list" page in the Admin Dashboard and search for the staff member
2. Confirm you have the correct staff member, then click "Edit" on the right side of the page.
3. Make any necessary changes and click "Save."

Student Rostering in the Every Child Ready Platform

Beginning of the School Year: Bulk Uploading Students

Student rosters for each classroom at each campus can be uploaded to the Every Child Ready Platform via a template CSV file with accurate student information. This process takes approximately 20 minutes once the student data has been collected, but may take more if information is not formatted correctly as described in this guide.

Student rosters can only be imported by the school-appointed “Roster Manager.”

This should happen before the school year begins. After this initial bulk upload, Roster Managers can update student rosters as they change throughout the year. *Staff will not be able to collect, enter, or use student data in the ECR Data App on the Every Child Ready Platform until student rosters are uploaded. It is only possible to bulk upload 250 students at a time. If you have more than 250 students, you will need to use multiple files.*

Step 1: Preparing your student data for upload

Before starting the bulk upload, organize all student data in the [template CSV](#) from the Bulk Student Upload page using a spreadsheet app like Excel, Google Sheets, or Numbers.

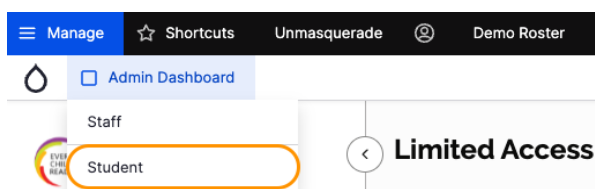
In order to upload student rosters, the following information **is required** for all children:

- LEA Id (partner code provided by Every Child Ready)
- Student last and first name
- Date of birth, formatted as shown below
- Classroom assignment (classroom codes provided by Every Child Ready)
- Grade (PK3 or PK4)
- Returning status (did the student attend your school last year?)

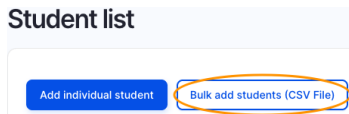
Additional optional information to include: Student District Number (your school’s internal district number), Gender, Lunch Status, Race, Ethnicity, ELL Status, Special Education Status, and Special Education Code (if Special Education Status is “Y”)

Step 2: Accessing Upload Documents

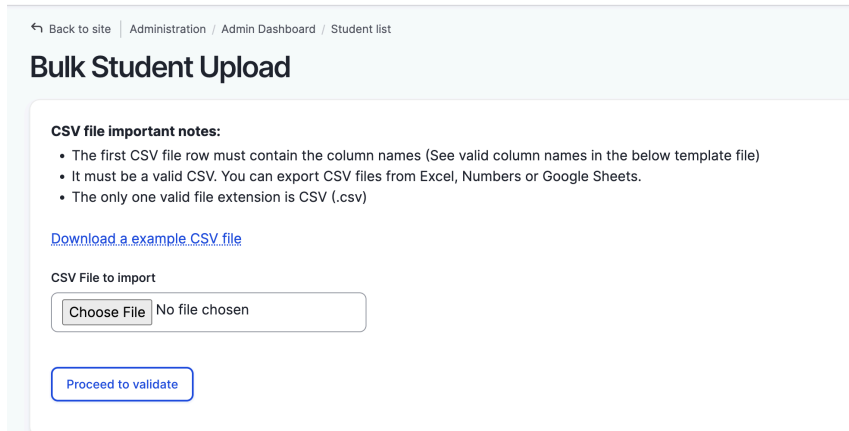
1. Sign in to the ECR Platform at platform.everychildready.org. If you’re assigned the Roster Manager role, you’ll see the Admin Dashboard at the top of the page.
2. Hover over “Admin Dashboard” and select “Student.”



- Click “Bulk add students (CSV File).”



- Click the blue link to download the template CSV file. It will save to your Downloads folder (or wherever your computer saves downloaded files).



- Open the CSV file with Excel, Google Sheets, Numbers, or another application.
- Add student information to the saved file using the guidelines outlined in the table below.

Note: *Columns with an asterisk are required!*

Column Title	Formatting Standards	Note
LEA*		Provided in the “Your Next Steps as a Roster Manager with ECR” email. This information should be the same for every student.
Student Last Name*		
Student First Name*		
Student District		Your school district code, if applicable. This information should be the same for every student.
DOB*	YYYY-MM-DD	Date of birth must be formatted exactly as: YYYY-MM-DD (4-digit year, 2-digit month, 2-digit day) with dashes, e.g., 2020-01-04. <i>Some spreadsheet programs may auto-change the format—please verify the date is correct in your saved CSV before uploading to the ECR Platform.</i>
Classroom*		Use the ECR codes provided in the “Your Next Steps as a Roster Manager with Every Child Read” email.
Grade*	PK3 or PK4	Choose the correct grade for each individual student.

Returning*	Y or N	Did the student attend your school last year? Y for Yes N for No If you are unsure if they attended last year, mark as "N"
Gender	M, F, or NB	M for Male F for Female NB for Nonbinary
Lunch	F, R, P, CEP	F for Free R for Reduced P for Paid CEP for Community Eligibility Provision
Race	AI, A, B, NHPI, W	AI for American Indian or Alaska Native A for Asian B for Black NHPI for Native Hawaiian or Other Pacific Islander W for White
Ethnicity	H or NH	H for Hispanic NH for Non-Hispanic
ELL	Y or N	Is the student an English Language Learner? Y for Yes N for No
Special Ed	Y or N	Does the child receive Special Education services? Y for Yes N for No
Special Ed Type	AUT, DB, DHH, DD, ED, HI, ID, MD, OI, OHI, SLD, SLI, TBI, VI	Only enter if Special Ed is "Y": AUT for Autism DB for Deaf-Blindness DHH for Deafness DD for Developmental Delay ED for Emotional Disability HI for Hearing Impairment ID for Intellectual Disability MD for Multiple Disabilities OI for Orthopedic Impairment OHI Other Health Impairment SLD for Specific Learning Disability SLI for Speech Language Impairment TBI for Traumatic Brain Injury VI for Visual Impairment

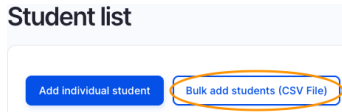
When working on rosters, know that the bulk upload tool only allows 250 students at once. Consider using multiple files if you have more than 250 students to roster.

7. Save/Export the file as a CSV file on your computer in a place you can easily find with a name you can easily find.
 - a. We recommend naming the file in the following format:
ECRStudentRoster[YOUR LEA OR DISTRICT NAME][Date you are saving the

file], e.g., ECRStudentRosterECRLEA2025-05-22.

Step 3: Uploading Your Student Roster to the ECR Platform using the formatted CSV file

1. Navigate to the “Student list” page on the Admin Dashboard of the ECR Platform.
2. Click “Bulk add students (CSV File).”



3. Under “CSV File to import,” click “Choose File” and select your CSV file.
If you choose another file type, you will receive an error message and will not be able to proceed.

CSV File to import

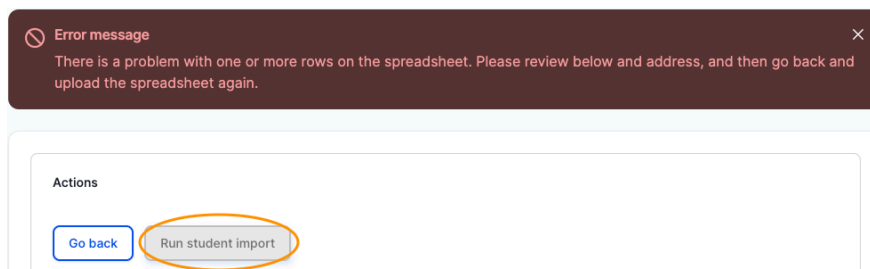
The selected file *example (1).numbers* cannot be uploaded. Only files with the following extensions are allowed: *csv*.

If you need to remove the file from import in case you selected the wrong file, click “Remove” next to the file.

CSV File to import

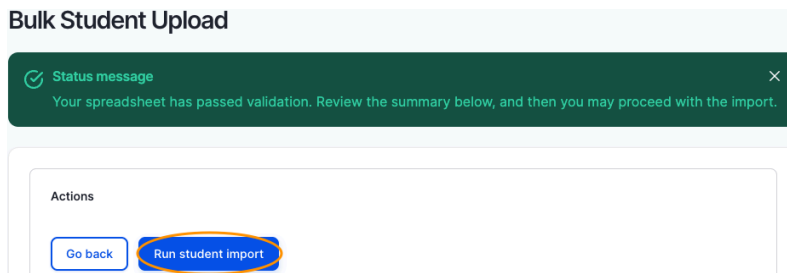


4. Click “Proceed to Validate.” The page will display an uploading screen while the ECR Platform validates the file. A file is valid when:
 - a. the file is in CSV format
 - b. the column names match what is in the template file
 - c. all columns are filled out with the correct formatting and using the codes as shown in the table above.
5. If, after running the validation, you get a red box at the top that says “Error message”, this means that one or more rows of your file has incorrect information listed. Review the “CSV File Content Validation Summary” table to see what needs to be corrected (red rows) or potentially adjusted (yellow rows).

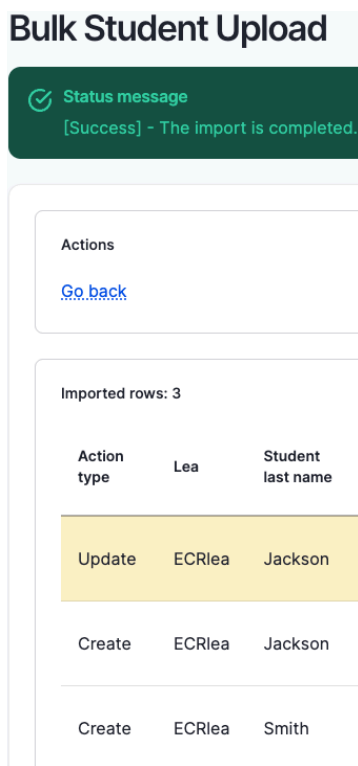


- a. If you have errors, the “Run student import” button will be grayed out and you will not be able to proceed with the import.
6. Types of Errors:

- a. **Red Rows:** Must be fixed. Edit red rows in the CSV file according to the stated warning to be able to proceed importing.
 - b. **Yellow Rows:** May need to be fixed. Check yellow rows for accuracy and then edit in the CSV file according to the stated warning, if needed.
 - c. If you need to edit the CSV file, reupload it after making your edits by clicking the “Go Back” button and repeat steps 2 through 5 until either all rows are valid (white) and your yellow rows are reviewed.
7. Once all errors have been corrected, you will receive a green status bar at the top of the page after validation is completed and the “Run student import” button will be blue and able to be clicked!



8. Click “Run student import” to import your students. Bulk rostering is complete!



Status message. “Success” indicates that the import was completed.

Imported rows. Indicates how many students have been created or updated.

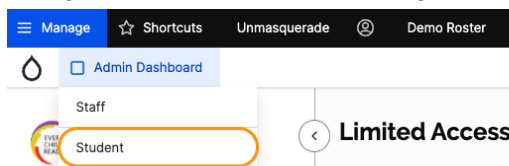
Action type. “Create” indicates a new student was added, while “Update” means the student already existed and something in their profile, likely a classroom assignment, was changed.

During the School Year: Maintaining Accurate Student Rosters in the Every Child Ready Platform

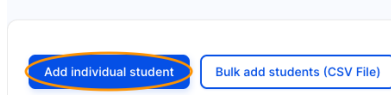
Student rosters may change throughout the school year. This may happen when a student enrolls in the school, unenrolls from the school, changes classrooms, changes campuses within a network, or information for a student changes or is found to be inaccurate. If any of these situations occur after the initial bulk student roster upload is complete in the Every Child Ready Platform, the Roster Manager must update the affected student records directly in the platform.

Enrolling a New Student

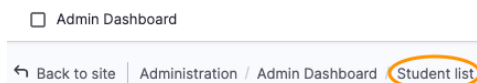
1. Navigate to the “Student list” page on the Admin Dashboard of the ECR Platform.



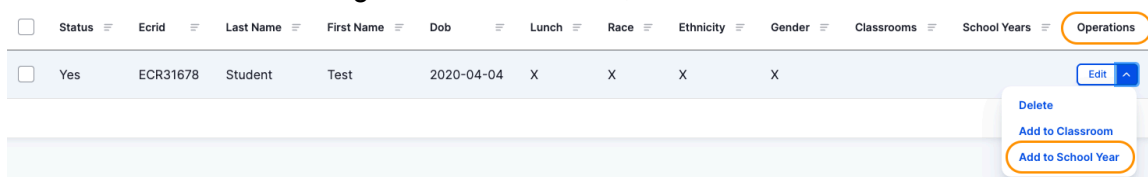
2. Click “Add individual student.”
Student list



3. Fill out the information on the “Create Student” page. Fields with a * are required.
4. Click "Save." An “Entity Created” notification will appear if this was successful.
5. Click “Student list” near the top to navigate to the students list page.



6. In the newly created student's row, find the “Operations” column, click the drop-down arrow menu button to the right of the Edit button, and select “Add to School Year.”



7. On the “Create Students by School Year” page, fill in the required fields (*). Confirm the student's grade level (PK3 or PK4) and toggle “Returning” right (green) if they are returning from last year.
8. Click "Save" to return to the “Student list” page. You should see the School Year associated with the campus show on that student's record.

- In the newly created student's row, find the "Operations" column, click the drop-down arrow menu button to the right of the Edit button and select "Add to Classroom."

<input type="checkbox"/>	Status	EcrId	Last Name	First Name	Dob	Lunch	Race	Ethnicity	Gender	Classrooms	School Years	Operations
<input type="checkbox"/>	Yes	ECR31678	Student	Test	2020-04-04	X	X	X	X	ECR 2425		Edit Delete Add to Classroom Add to School Year

- Select the correct Classroom ID on the "Create Classroom Students" page.
- Click "Save" to return to the "Student list" page. You should see the Classroom show on that student's record.
- On the "Student list" page, confirm that the new student's information, including classroom and school year, is correct.

<input type="checkbox"/>	Status	EcrId	Last Name	First Name	Dob	Lunch	Race	Ethnicity	Gender	Classrooms	School Years	Operations
<input type="checkbox"/>	Yes	ECR31678	Student	Test	2020-04-04	X	X	X	X	2425 ECR1	ECR 2425	Edit

Moving a Student to a New Classroom at the **Same** Campus

- Navigate to the "Student list" page on the Admin Dashboard of the ECR Platform.
- Type the student's full or partial name in the search bar to find the student you wish to update and click "Search."

Student list

[Add individual student](#)
[Bulk add students \(CSV File\)](#)

Search

[Search](#)
[Reset](#)

- When looking for a student, please verify the first name, last name, and date of birth before continuing. Once the correct student has been found, click the classroom you wish to change.

<input type="checkbox"/>	Status	EcrId	Last Name	First Name	Dob	Lunch	Race	Ethnicity	Gender	Classrooms	School Years	Operations
<input type="checkbox"/>	Yes	ECR31678	Student	Test	2020-04-04	X	X	X	X	2425 ECR1	ECR 2425	Edit

4. Select the new Classroom ID in the “Edit Classroom Students” page and click “Save.”

Edit Classroom Students

Id
30736

Student Id *
Test Student

Classroom Id *
ECR1 - 2425
ECR2 - 2425
ECR3 - 2425

Updated At
2025-06-27 19:09:07

Save Delete

5. Confirm the change by searching for the student again on the “Student list” page.

Moving a Student to a New Classroom at a **Different** Campus

1. Navigate to the “Student list” page on the Admin Dashboard of the ECR Platform.
2. Type the student’s full name or partial name in the search bar to find the student you wish to update and click “Search.”

Student list

Add individual student Bulk add students (CSV File)

Search

Search Reset

3. When looking for a student, please verify the first name, last name, and date of birth before continuing. After finding the correct student, click their assigned classroom.

<input type="checkbox"/>	Status	EcrId	Last Name	First Name	Dob	Lunch	Race	Ethnicity	Gender	Classrooms	School Years	Operations
<input type="checkbox"/>	Yes	ECR31678	Student	Test	2020-04-04	X	X	X	X	2425 ECR1	ECR 2425	Edit

4. On the “Edit Classroom Students” page, click “Delete” and click “Confirm.”

Edit Classroom Students

Id
30736

Student Id *
Test Student

Classroom Id *
ECR2 - 2425

Created At
2025-06-27 19:09:07

Updated At
2025-06-27 19:41:28

Save Delete

Delete Classroom Students

This action cannot be undone.

Confirm Cancel

5. Find the student on the “Student list” page and click their School Years assignment.

<input type="checkbox"/>	Status	EcrId	Last Name	First Name	Dob	Lunch	Race	Ethnicity	Gender	Classrooms	School Years	Operations
<input type="checkbox"/>	Yes	ECR31678	Student	Test	2020-04-04	X	X	X	X	ECR 2425		Edit

6. Update the “Campus Id” in the “Edit Students by School Year” page, then click “Save.”
7. Find the student on the “Student list” page, find the “Operations” column, click the drop-down arrow menu button to the right of the Edit button, and select “Add to Classroom.”
8. Select the new Classroom ID for the new campus on the “Edit Classroom Students” page, then click “Save.”

Unenrolling a Student

1. Navigate to the “Student list” page on the Admin Dashboard of the ECR Platform.
2. Type the student’s full name or partial name in the search bar to find the student you wish to update and click “Search.”

Student list

Add individual student Bulk add students (CSV File)

Search

Search Reset

3. When looking for a student, please verify the first name, last name, and date of birth before continuing. After finding the correct student, click their assigned classroom.

<input type="checkbox"/>	Status	EcrId	Last Name	First Name	Dob	Lunch	Race	Ethnicity	Gender	Classrooms	School Years	Operations
<input type="checkbox"/>	Yes	ECR31678	Student	Test	2020-04-04	X	X	X	X	2425 ECR1	ECR 2425	Edit

4. On the “Edit Classroom Students” page, click “Delete” and then click “Confirm.”

Edit Classroom Students

Id

30736

Student Id *

Test Student

Classroom Id *

ECR2 - 2425

Created At

2025-06-27 19:09:07

Updated At

2025-06-27 19:41:28

Save

Delete

Delete Classroom Students

This action cannot be undone.

Confirm

Cancel

5. Find the student on the “Student list” page and click their School Years assignment.

<input type="checkbox"/>	Status	EcrId	Last Name	First Name	Dob	Lunch	Race	Ethnicity	Gender	Classrooms	School Years	Operations
<input type="checkbox"/>	Yes	ECR31678	Student	Test	2020-04-04	X	X	X	X		ECR 2425	Edit

6. In the “Edit Students by School Year” page, click “Delete” and then click “Confirm.”

Edit Students by School Year

Id

31873

Student Id *

Test Student

School Year Id *

2425 - ECRlea

Campus Id *

ECR

Exited At

Created At

2025-06-27 19:02:06

Updated At

2025-06-27 19:02:06

Student Grade

PK

☒ Returning

☐ Summer School

☐ Extended Day

☐ Special Education

☐ ELL

Save

Delete

Delete Students by School Year

This action cannot be undone.

Confirm

Cancel

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Editing a Student's Information

1. Navigate to the "Student list" page on the Admin Dashboard of the ECR Platform.
2. If you are updating **Last Name, First Name, Dob, Lunch, Race, Ethnicity, or Gender**:
 - a. Navigate to the row of the student you wish to update, find the "Operations" column, and click "Edit."
 - b. On the "Edit Student" page, update any information, then click "Save."
3. If you are updating **Grade Level, Returning status, Summer School status, Extended Day status, Special Education status, or ELL status**:
 - a. Navigate to the row of the student you wish to update, find the "School Years" column, and click their school year.
 - b. On the "Edit Students by School Year" page, update any information, then click "Save."

If you have questions, reach out to your ECR Regional Director or ECR Implementation Specialist.

If additional support is needed, submit a support ticket on the [Support](#) page on the Platform or via [this link](#).