

Understand Student Details



The following fields of information can be viewed, entered or modified for each [student](#).

Only 6 fields from the list are mandatory, which means information must be entered in these fields if you are creating or importing students. The remaining fields are optional.

First Name	This field is for the first name of the student and can contain up to 100 characters. First Name is a mandatory field.
Last Name	This field is for the last name of the student and can contain up to 100 characters. Last Name is a mandatory field.
Unique Identifier	This field is for the unique student identifier and can contain up to 200 characters. You cannot enter the same Unique Identifier twice, as the system will not accept it. The Student List can contain two students with the same name, but not two students with the same Unique Identifier. Unique Identifier is a mandatory field.
Date of Birth	This field is for the date of birth of the student and must contain a valid date. For example, you cannot select 31 November as there are only 30 days in November. Date of Birth is a mandatory field.
English as a Second Language	This field specifies whether English is a first or second language for the student. If English is the student's second language, then select YES from the option list. If English is the student's first language, then select NO from the option list. If the student's record does not specify whether English is the student's first or second language, select UNSPECIFIED from the option list. English as a Second Language is an optional field.
External Reference	This field is for any other type of reference that the school may use for each student. It can contain up to 200 characters. For example, external reference could be used to store a student's internal number or id. External Reference is an optional field.
Free School Meals	This field specifies whether the student is entitled to free school meals. If the student is entitled to free school meals, then select YES from the option list. If the student is not entitled to free school meals, then select NO from the option list. If the student's record does not specify whether they are entitled to free school meals, select UNSPECIFIED from the option list. Free School Meals is an optional field.
Gender	This field specifies the gender of the student and may be used in some reports. Select FEMALE or MALE from the options list. Gender is a mandatory field.
Notes (may appear on reports)	This field can contain any additional notes you may want to include within the student record and can contain up to 450 characters. The information in this field may appear in some reports. Notes is an optional field.
Ethnic Group	This field specifies the ethnic group of the student. Ethnic groups can be based upon a combination of categories including 'race', skin colour, national origins and language. (defined by HMSO). You can also add your own ethnic groups if required. Select the student's Ethnic Group from the option list. If the student's record does not specify the ethnic group, you can select UNSPECIFIED from the option list. Ethnic Group is an optional field.
Group	This field contains any student groups the student is contained within, such as the class name. Group is a mandatory field.
SEN	This field contains any Special Educational Needs (SEN) the student may have. You can also add your own SEN if required. SEN is an optional field.
Year	This field contains the school year that the student is contained within. Year is an optional field.

Note: If the fields or columns on your screen are different to the ones listed in the table above, this may be because your system labels have been changed by your System Administrator. You cannot change system labels yourself, unless you have specific system permissions.

Mandatory Fields

When [creating](#) or [importing](#) students, some fields are mandatory, which means you must enter information in those fields otherwise, the student cannot be created successfully. Different systems have different mandatory fields. You can identify the mandatory fields in your system by finding field names that have an asterisk displayed after them in the Create New Student screen or Import Template. For example, the Date of Birth field is mandatory, which means it is displayed as Date of Birth *. When creating a student, if you do not enter information in a mandatory field then a red warning triangle will be displayed alongside the field name. When you hover your mouse over the red warning triangle, a pop up box will display the reason why the information you entered in that box is invalid.

Optional Blank

When creating or importing students, you do not need to enter information in every field, some fields can be left blank. Any field that is not mandatory can be left blank.

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