WorkExpo Field List for Import

WorkExpo header name	Description
FirstName	Student First Name
LastName	Student Last Name
DateOfBirth	Date of birth
Form	Year Level (e.g. 10A)
HomeGroup	Home group
Street	Street address
Suburb	Suburb or town
PostalCode	Post code
Phone	Student home phone
ParentName	Student's parent/guardian name
ParentPhone	Parent/guardian work phone
Note	Student Note
StudentMobile	Student mobile phone
ParentMobile	Parent/Guardian mobile phone
ParentEmail	Parent/Guardian email
RelationToStudent	Relationship to student
MedicareNumber	Medicare Number
MedicalCondition	Student Medical Condition
Pref1	Student Preference for Work exp 1
Pref2	Student Preference for Work exp 2
Pref3	Student Preference for Work exp 3
Email	Student email address
CountryOfBirth	Country of birth
Disability	Student disability if any
EmergContact	Emergency contact name
EmergAddress	Emergency contact address
EmergSuburb	Emergency suburb or town
EmergPostcode	Emergency post code
EmergHomePhone	Emergency home phone
EmergWorkPhone	Emergency work phone
Gender	Student's gender
LivingSituation	Student's current living situation
NativeLanguage	Student's native language
Race	Student's race
SpokenAtHome	Language spoken at home
XStudentID	Student ID number
SchoolID	School or Campus ID number

NOTES:

Header names must appear in Row 1 and exactly match the above headers with no spaces in any header name.

Columns may appear in any order. Order of columns is not important.

Do not use SCHOOLID unless you know the WorkExpo school ID number. It is stored in the table tblSchoolDetails in DATA.MDB

It is recommended to save the import file as a CSV (Comma delimited) format file. Not .xls

Terry Chapman (11 Nov 2022)