

# CHILD DATA EXPORT



## Exporting Children's Records

You can export most of the data from the children's records as a CSV file that you can either open in an office spreadsheet program, or use to import into another management program .

## Exported Data

The data contained in the exported CSV file is:

Column 1	Child Legal Last Name	Child's Legal and Preferred Names
Column 2	Child Legal First Name	
Column 3	Child Legal Middle Name	
Column 4	Legal Name Different	
Column 5	Child Preferred Last Name	
Column 6	Child Preferred First Name	
Column 7	Child Preferred Middle Name	
Column 8	Child Date of Birth	Date and Town of Birth
Column 9	Child Town of Birth	
Column 10	SEN	SEN status, Ethnicity code, Gender
Column 11	Ethnicity	
Column 12	Gender	
Column 13	DoB Evidence Seen	Parental Declarations / Evidence
Column 14	Parental Declaration Returned	
Column 15	Photograph Consent	Photo Consent Obtained
Column 16	Alt. Provider 1	Other Free Entitlement Providers
Column 17	Alt. Provider 2	
Column 18	Alt. Provider 3	
Column 19	Unique Pupil Number	UPN / Accessing Stretched Entitlement
Column 20	Stretched	

## Export Data Descriptors

The data in the export records is formatted as follows:

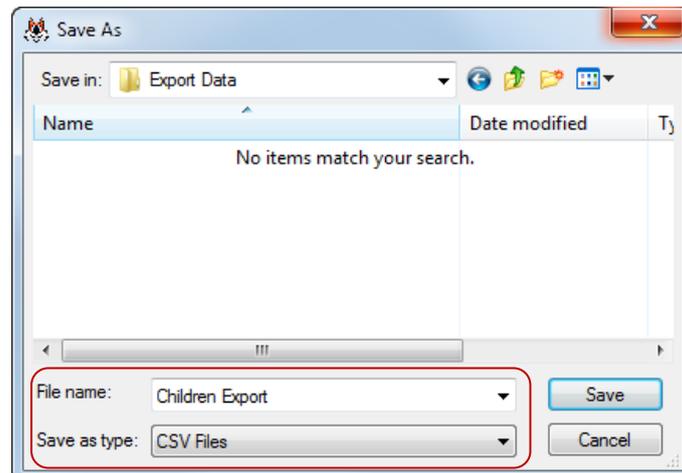
Column	Column Title	Notes
1	Child Legal Last Name	Text - up to 50 characters
2	Child Legal First Name	Text - up to 50 characters
3	Child Legal Middle Name	Text - up to 50 characters
4	Legal Name Different	Y or N
5	Child Preferred Last Name	Text - up to 50 characters
6	Child Preferred First Name	Text - up to 50 characters
7	Child Preferred Middle Name	Text - up to 50 characters
8	Child Date of Birth	Formatted as 'dd mmm yyyy' (e.g. 29 Feb 2004 )
9	Child Town of Birth	Text - up to 50 characters
10	SEN	N = No, A = Action, P = Action Plus, S = Statement
11	Ethnicity	Codes from Early Years Census WBRI... to NOBT
12	Gender	M or F
13	DoB Evidence Seen	Y or N
14	Parental Declaration Returned	Y or N
15	Photograph Consent	Y or N
16	Alt. Provider 1	Text - up to 50 characters
17	Alt. Provider 2	Text - up to 50 characters
18	Alt. Provider 3	Text - up to 50 characters
19	Unique Pupil Number	Text - up to 50 characters (Current definition uses 13 characters)
20	Stretched	Child uses the stretched Free Entitlement - Y or N

## Making The Export

The child data is exported from the child details form: **Go > Home > Family Details > Children >**

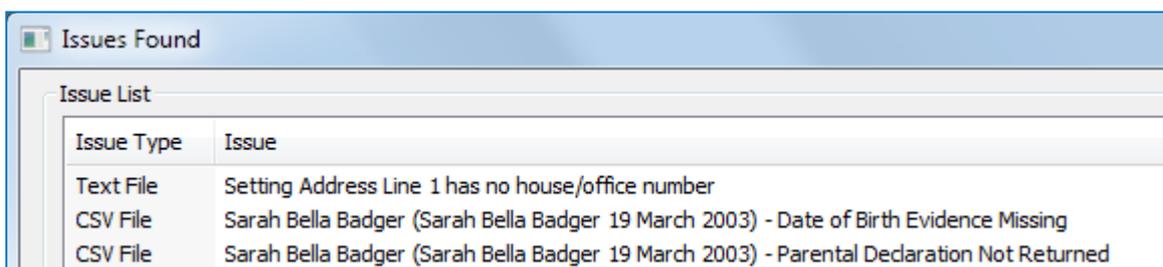


Click the **'Export Children'** button at the bottom of the Children list.



You will now need to browse for a folder to use to save your export data. Give the export a meaningful file name and leave the file type as 'CSV Files'. Press **'Save'** to continue.

SuperFox will then check the export information for possible issues - missing first and last names, parental declarations, etc. which it will display on a pop-up **Issues Found** form.



The issues may be irrelevant to your intended use, but is worth looking through them anyway. You can print the issue list if it is of any concern. Click the OK button at the bottom of the list to complete the export.

## Exported Files

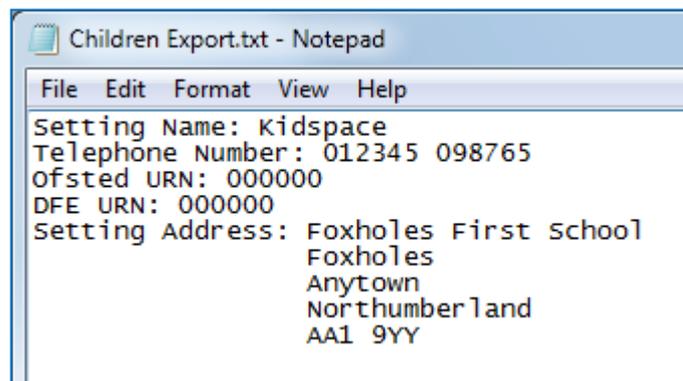
The export produces a pair of files, a CSV file and a TXT file that share the same name that you chose for the export. You will find them in the folder you chose to use for the export.

Name	Date modified	Type	Size
 Children Export.csv	27/06/2012 11:50	CSV File	7 KB
 Children Export.txt	27/06/2012 11:50	Text Document	1 KB

### Export TXT File

The TXT file from the export pair just contains a few summary details about your setting

(This information cannot be part of the CSV file and if you have exported data from more than one setting the information could be useful.)



### Export CSV File

The CSV file is well suited for use in a spreadsheet, where you may want to edit the contents before importing the data into another system.

	A	B	C	D
1	Child Legal Last Name	Child Legal First Name	Child Legal Middle Name	Legal Name Different
2	Badger	Sarah	Bella	N
3	Puma	Jaques		N
4	Fish	Fiona		N
5	Squirrel	Clarabel	Sabrina	N
6	Rabbit	Daniel		N
7	Whale	Jack	Walter	N
8	Leopard	Lara	Tara	N
9	Tapir	Tina		N

**End**