

REQUEST YOUR NAME LIST

The student database helps you ensure correct name spellings, record yearbook sales, track student coverage, electronically market books and ads, and more. The name list should be an Excel spreadsheet (.xls or .xlsx) or a tab-delimited text file (.txt). If your names include accent marks, plan to use an Excel file.

The name list should have separate fields for each piece of data listed below:

- First Name — required for all name lists
- Last Name — required for all name lists
- Grade — required for all name lists
- Parent Email Address — required to promote sales

Additional Information to Include:

- Middle Name — differentiates students with identical first and last names (not required)
- Gender — helps identify students for Name Check and image tagging (not required)
- Teacher — each student's teacher designation
- Student ID # — only required for using Plus One
- Parent Email Address — required to promote sales
- Street Address — only required for home mailer
- City — only required for home mailer
- State / Province — only required for home mailer
- Zip / Postal Code — only required for home mailer