

- j. **Grade (US Customers)** – PRE-K, K, 1,2,3,4,5,6,7,8,9,10,11,12, Graduate, OTHER
Or
Year (UK Customers) – R, 1,2,3,4,5,6, 7, 8, 9, 10, 11, Post 16/Adult, OTHER
(required)
 - k. **Class-** place student in the class. Make sure class name is exactly as it appears on the Classes tab if you wish to place the student in an existing class. If no class of the name entered exists, a new class will be created in the same school as the student and the student will be assigned to the new class. Class names are not case sensitive. A student may be placed in more than one class; each class name should be separated by a comma and there should be no space after the comma. (optional)
 - l. **School** – place the student in the school. Make sure the school name is exactly as it appears in *Lexia Reading* if you wish to place the student in an existing school. If no school of the name entered exists, a new school will be created and the student will be assigned to the new school.
(required)
- D.** Save the file (remember to keep the tab-delimited file format).
- E.** Email your file to support@lexialearning.com. Please include your name, phone number, Customer ID, the name of the school. We process imports in the order that they are received. You will receive an email notification when this process is complete. Normal turnaround is 2 business days or less.
- F.** You will receive an email from Lexia when your import has been completed.
- G.** Please log into *Lexia Reading* after the data import is complete and verify the data.