

Creating your lists of 5-year-old kindergarten students

Preparing your student list(s)

You can use the provided template to create your student list(s). All your lists can be in the same file.

[Download the template](#)

The file must have one line per child and must include the following information:

- Child's permanent code
- Child's last name
- Child's first name
- Child's sex
- Child's date of birth
- Language of communication between the school and the child's parents
- Group (number or name)
- Teacher's last name
- Teacher's first name
- Teacher's email address
- Number of students in the group

If you do not use the template, the list(s) must be in one of the following formats: Excel, Word or PDF.

Uploading the lists

You can safely upload your lists of 5-year-old kindergarten students on our secure site. To log in to the site, follow the procedure in the email you received.

Once you are logged in, click on *Choose File*.



Then, find the file in your directories and click on *Open*.

If you need to add another list, check the box *Add another list*.

☒ **Add another list**

Repeat these steps until all your lists have been uploaded.

Click on *Submit*.

[Submit](#)