

Preparing 2018-19 Rosters for METCO Headquarters

These are the guidelines for exporting the rosters of METCO students in your district to submit to METCO Headquarters.

FORMAT: Excel, Google Sheet, or CSV format, **NOT** in Word or PDF.

FIELDS NEEDED:

- Guardian 1:
 - First name
 - Last name
 - Full address
 - Email
 - Primary phone
- Guardian 2:
 - First name
 - Last name
 - Full address
 - Email
 - Primary phone
- Student:
 - First name
 - last name
 - Gender
 - Date of birth
 - Race
 - grade in 2018-19
 - graduation year
 - School

ADDITIONAL DATA:

- Names and emails of METCO staff in your schools and district, with the direct supervisor of the METCO Director identified
- Information on recent or past METCO graduates (alumni) (if available)
- Names and emails of PTO presidents from each school (if available)

Thank you very much for your support with this effort.