Fields List

This list of fields reflects the column names in the "DATA Schools and Orgs" tab. Below are the list of column names (Field Name) and the description of what information should be entered into those columns (Field Description).

When finished filling out data in "DATA Schools and Orgs" tab and if relevant the "DATA Individual Students" tab, please save this sheet as "[Your state abbreviation] POL Participation List 2021-2022.xlsx"

Field Name	Field Description
School/Organization Name	Name of the school or organization that participated in a Poetry Out Loud event
School/Organization Street Address 1	First line of street address of school/organization
School/Organization Street Address 2	Second line of street address of school/organization (if needed, otherwise leave blank)
School/Organization City	City in which the school/organization is located.
School/Organization State	Enter two letter state abreviation of the state in which the school/organization is located.
School/Organization Zipcode	5-digit postal zipcode of the school/organization
Lead Contact First Name	First name of lead contact for the school/organization
Lead Contact Last Name	Last name of lead contact for the school/organization
Lead Contact Phone	Phone number of the lead contact in format XXX-XXX-XXXX
Lead Contact Email	Email of the lead contact
Number of Participating Students	Number of students who participated in Poetry Out Loud event at the school/organization.
Number of Participating Teachers/Lead Organizers	Number of teachers/lead organizers who participated in Poetry Out Loud event at the school/organization.

School/Organization Name	School/Organization Street Address 1	School/Organization Street Address 2 (if applicable, otherwise leave blank)

School/Organization City	School/Organization State	School/Organization Zipcode	Lead Contact First Name
	select two letter abbreviation from dropdown	enter as "XXXXX"	

Lead Contact Last Name	Lead Contact Phone enter as "XXX-XXX-XXXX"	Lead Contact E-mail

Lead Contact Last Name | Lead Contact Phone | Lead Contact E-mail

Number of Participating Students	Number of Participating Teachers/Lead Organizers

Fields List

This list of fields reflects the column names in the "DATA Individual Students" tab. Below are the list of column names (Field Name) and the description of what information should be entered into those columns (Field Description).

ONLY fill out the DATA Individual Students tab if you had students participate in Poetry Out Loud that DO NOT attend schools that were entered into the "DATA Schools and Orgs" tab. In other words, there should not be any overlap in the schools listed in the "DATA Schools and Orgs" tab and the schools listed in the "DATA Individual Students" tab. If a participating student is homeschooled and is not affiliated with a homeschool organization, DO NOT enter their home address in the School Address fields. Leave the address fields blank for this student.

When finished filling out data in "DATA Schools and Orgs" tab and if relevant the "DATA Individual Students" tab, please save this sheet as "[Your state abbreviation] POL Participation List 2021-2022.xlsx"

Field Name	Field Description
Student First Name	First name of the student who participated in Poetry Out Loud competition
Student Last Name	Last name of the student who participated in Poetry Out Loud competition
School Name	Name of school student attends
School Street Address 1	First line of street address of school student attends
School Street Address 2	Second line of street address of school (if needed)
School City	City in which the school the student attends is located.
School State	Enter two letter state abreviation of the state in which the schoolthe student attends is located.
School Zipcode	5-digit postal zipcode of the school the student attends.

Student First Name	Student Last Name

School Name	School Street Address 1

School Street Address 2 (if applicable, otherwise leave blank)	School City	School State select two letter abbreviation from dropdown menu

School Zipcode
enter as "XXXXX"