

CSV File Creation Instructions for: Non-SSN GPA Record Layout

1. Utilize an Excel worksheet to enter the data that will be converted into a CSV file.

- Open the [Non-SSN GPA Record Layout](#) Excel file. This file will have the field names listed below across the first row.

OR

- Open a blank Excel document and add the following field names in the first row. Only one field name should be each cell.

- Record ID
- School Code
- HS Grad Date
- Student GPA
- **GPA Type**
- ~~Spring School Code~~
- Student's Date of Birth
- Student's Last Name
- Student's First Name
- Student's Middle **Name**
- Mother's Last Name
- Father's Last Name
- Student's Street Address
- Student's City
- Student's Zip Code
- Student's Gender
- Parent's Phone Number
- Student's Phone Number
- Student's Email Address
- Parent's Email Address
- Student's Dream Act ID
- ~~Required Data Element~~
- School Student ID
- State Student Identification Number
- **Directory Information Opt-Out Flag**

2. Prepare the Excel file before entering the student information.

- Select the entire Excel worksheet by using Ctrl+A
- Change the worksheet format to **Text**
 - After selecting the entire Excel worksheet, right click on the worksheet and choose **Format Cells...**

- Under **Category**, choose **Text**, then choose **OK**.
Note: If you copy and paste data into the file, ensure you match the destination formatting to keep the cells formatted as 'text'.
- 3. Enter the student information. Use one row per student.
 - Utilize the following guide to enter the appropriate cell value.
 - Maximum Number of Characters – data entered should not have more than this number of characters.
 - Field Name – name of the field. Used as the column headers for the [Non-SSN GPA Record Layout](#) Excel file.
 - Valid Content – description of the values that should be entered.

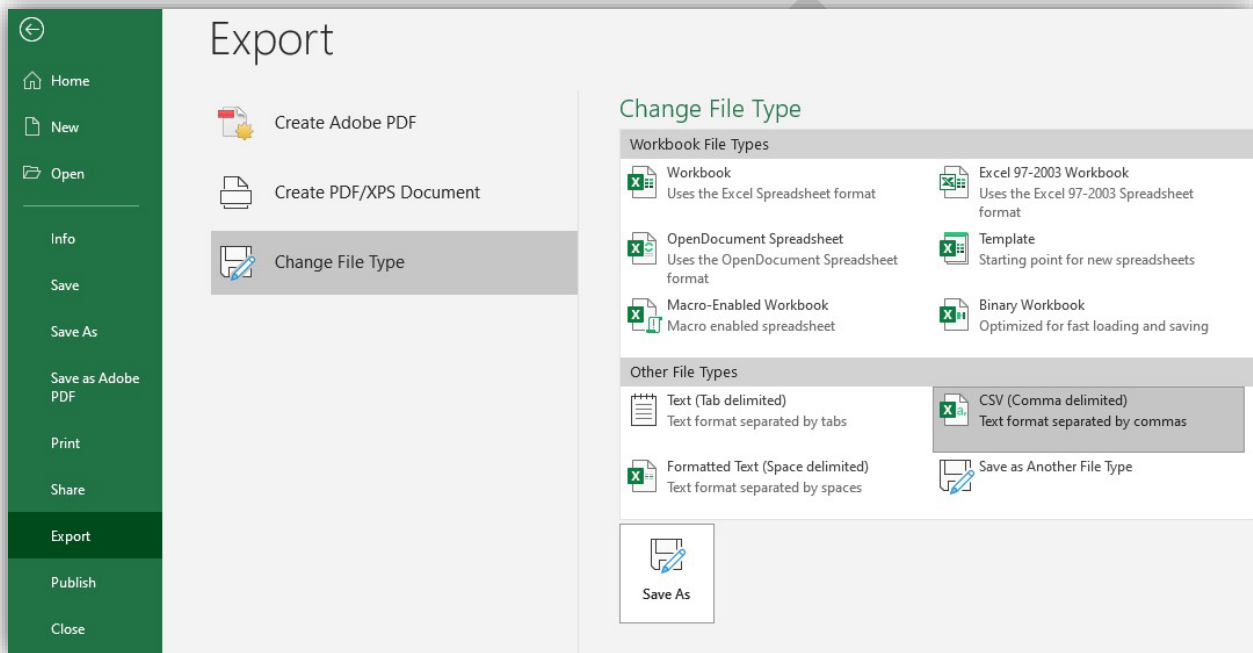
Non-SSN GPA CSV Excel File Layout			
Maximum Number of Characters	Field Name	Valid Content	Required Field
3	Record ID	Enter "NS1" for all records	Y
8	School Code	00000000 to 99999999 High School: College Board Code+00 College: OPE ID Number	Y
8	HS Grad Date	Format is YYYYMMDD 19400101 to 20241231	Required for High School GPAs only
3	Student GPA	001 to 400	Y
8	GPA Type	H or C High School: H Community College: C	Y
8	Spring School Code	00000000 to 99999999 High School: College Board Code+00 College: OPE ID Number	
8	Student's Date of Birth	Format is YYYYMMDD 19200101 to 20251231	Y
35	Student's Last Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) (period) ' (apostrophe) (hyphen)	Y
35	Student's First Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) (period) ' (apostrophe) (hyphen)	Y
15	Student's Middle Name	Uppercase letters A to Z or Blank	N

Maximum Number of Characters	Field Name	Valid Content	Required Field
35	Mother's Last Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) . (period) ' (apostrophe) - (hyphen)	N
35	Father's Last Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) . (period) ' (apostrophe) - (hyphen)	N
40	Student's Street Address	Numbers 0 to 9 Uppercase letters A to Z . (period) ' (apostrophe) - (hyphen) , (comma) # (number) @ (at) % (percent or care of) & (ampersand) / (slash) Space(s)	Y
30	Student's City	Numbers 0 to 9 Uppercase letters A to Z . (period) ' (apostrophe) - (hyphen) , (comma) # (number) @ (at) % (percent or care of) & (ampersand) / (slash) Space(s)	Y
5	Student's Zip Code	00000 to 99999	Y
1	Student's Gender	M = Male F = Female N = Non-binary Blank	N

Maximum Number of Characters	Field Name	Valid Content	Required Field
10	Parent's Phone Number	0000000000 to 9999999999 or Blank	N
10	Student's Phone Number	0000000000 to 9999999999 or Blank	N
50	Student's Email Address	<p>Blank</p> <p>If non-blank:</p> <p>One and only one "@" allowed. Before @:</p> <ul style="list-style-type: none"> • at least one valid character <p>all characters in the range of ASCII 33-126, except for the following 12 characters < > () [] \ , ; : " @</p> <ul style="list-style-type: none"> • period (.) cannot be first, last or adjacent to another period <p>After @:</p> <ul style="list-style-type: none"> • at least one valid character • only letters, digits, hyphen, underscore, and period (A-Z, a-z, 0-9, -, _, .) • hyphen, underscore, and period cannot be first, last, or adjacent to a period 	N

Maximum Number of Characters	Field Name	Valid Content	Required Field
50	Parent's Email Address	Blank If non-blank: One and only one "@" allowed. Before @: <ul style="list-style-type: none"> at least one valid character all characters in the range of ASCII 33-126, except for the following 12 characters < > () [] \ , ; : " @ period (.) cannot be first, last or adjacent to another period After @: <ul style="list-style-type: none"> at least one valid character only letters, digits, hyphen, underscore, and period (A-Z, a-z, 0-9, -, _, .) hyphen, underscore, and period cannot be first, last, or adjacent to a period 	N
9	Student's Dream Act ID	000100001 to 000999999 or Blank	N
3	Required Data Element	!!!	
20	School Student ID	Numbers 0 to 9 Uppercase letters A to Z (period) ' (apostrophe) (hyphen) (comma)	N
10	State Student Identification Number	0000000000 to 9999999999	Y
1	Directory Information Opt-Out Flag	Y Blank	N

4. Prepare the Excel file for export after entering the student information.
 - Delete the first row with all the field names.
 - Delete any rows that may be partially completed.
5. Export as a CSV file.
 - Follow this path: File>Export
 - Choose 'Change File Type'
 - Choose 'CSV (Comma delimited)'



- Choose 'Save As'
 - Save the file with the appropriate file name and save.
 - Once saved, do not re-open the CSV file before uploading to WebGrants as it removes the leading zeros and corrupts the file, causing the upload to fail.
 - If the file has any errors, they must be corrected in the Excel file, and a new CSV must be created before re-uploading.
6. Upload this file in WebGrants.
 - Non-SSN GPA>Upload Non-SSN GPAs