

SUBMIT A GRADUATES FILE

Formatting Requirements

Use the specified formatting requirements in this guide for all StudentTracker Graduates Files, so that you can reduce errors and additional work while you prepare the files for submission.

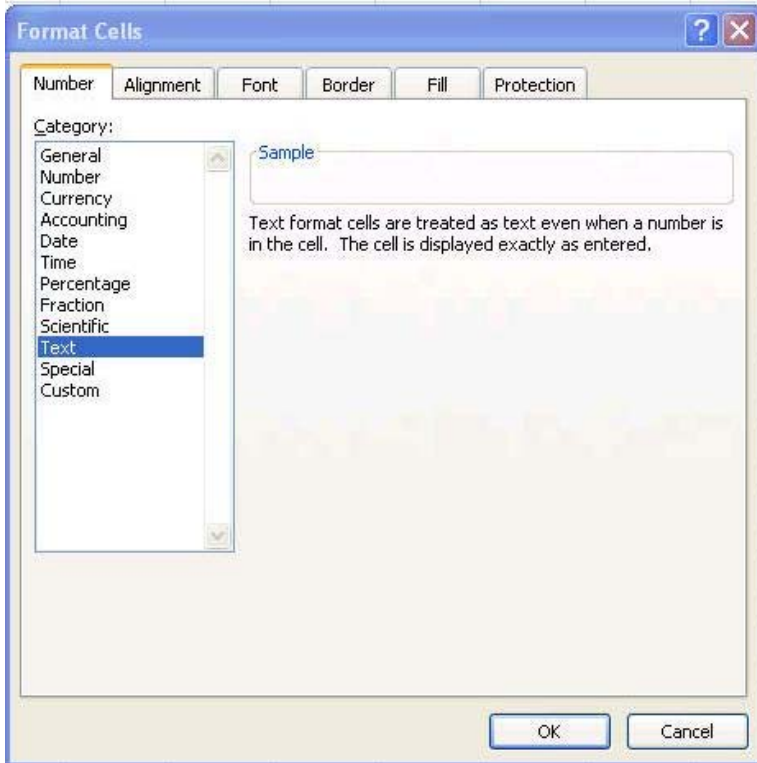
- Text Format
- Date Format

Text Format

To ensure accurate processing, please format all non-date fields as text in order to retain leading zeroes. Also, you will need to keep the leading zeroes in the high school ACT code(s). You should follow these steps before you start.

1. Open a new Excel spreadsheet.
2. Highlight columns A through AB, then right-click your mouse and select **"Format Cells."**

3. In the popup box, make sure the **Number tab** is selected. Under the **Category** menu, select "**Text.**"
4. Click **OK**.



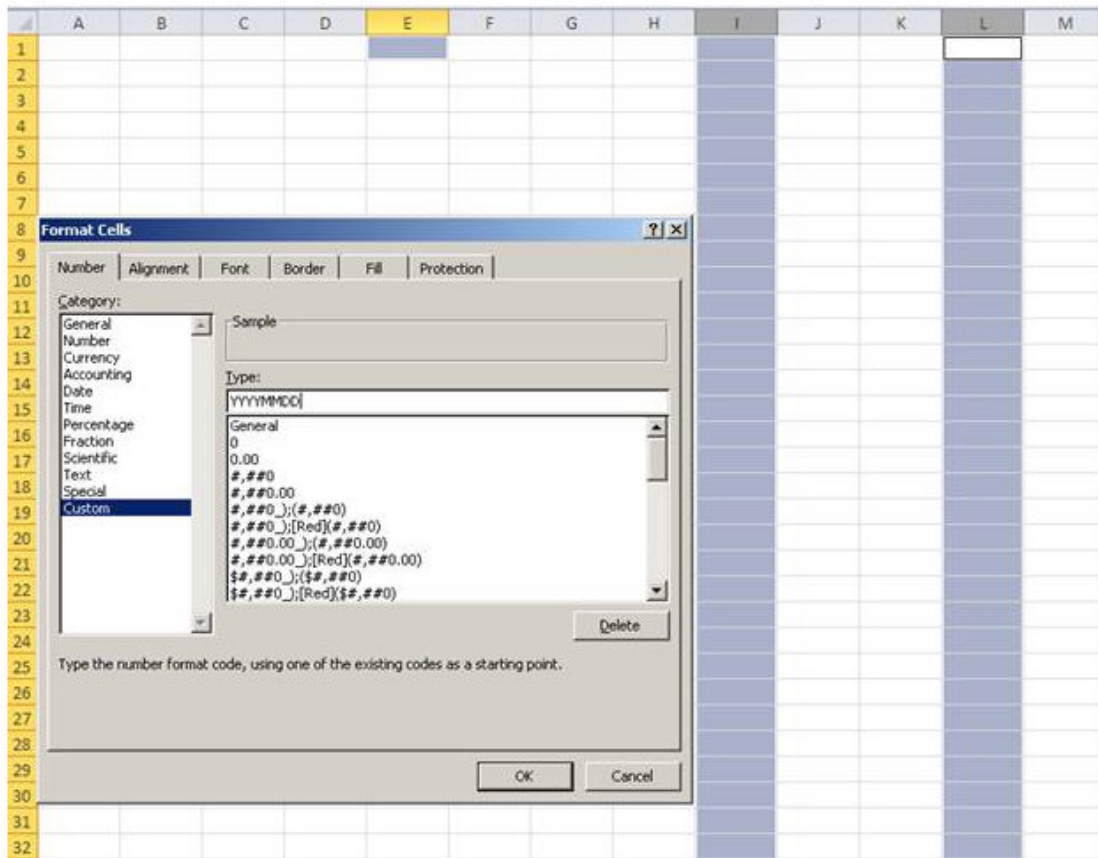
i You must select text in order to retain leading zeroes in your Social Security number and ACT code fields.

5. Next, see the Date Format topic for additional formatting requirements in Excel.

Date Format

Format your date fields as **YYYYMMDD**. If your dates are already in this format, you do not need to do anything. If they are not, you will need to create a custom format in Excel as follows.

1. Highlight cell E1 and columns I & L (hold down the CTRL or Control key to make multiple selections), right-click your mouse, and select "**Format Cells.**"
2. In the Category menu of the **Number tab**, select "Custom."
3. In the field under "Type," enter "YYYYMMDD."
4. Click **OK**.



Also, see the **Text Format** topic for setting up your Excel data file.

Step-By-Step Instructions

How to Create Your Graduate File

Once you have set up the correct formatting in Excel, there are five important steps to input, finalize, and submit your file to the National Student Clearinghouse.

- **Step 1:** Enter Header Row
- **Step 2:** Enter Student Detail Rows
- **Step 3:** Enter Trailer Row
- **Step 4:** Save the Excel File
- **Step 5:** Submit the File to the Clearinghouse

Step 1. Enter Header Row (Row 1)

Columns marked with an asterisk (*) are required.

	A	B	C	D	E	F	G	H	I	J	K
1	PH3	12345678	Hometown School District	P	20110908	2008-2009					
2											
3											
4											
5											

- **Column A = enter PH3***
(*exactly 3 characters*)
- **Column B = Your Account Code*** – can be found on your account reference sheet
(*max. 10 characters*)
- **Column C = Your Account Name*** – can be found on your account reference sheet
(*max. 80 characters*)
- **Column D = P***
(*exactly 1 character*)
- **Column E = File Transmission Date*** (date you are sending us the file - YYYYMMDD format)
(*exactly 8 characters*)
- **Column F = Diploma Period*** (date range for the diplomas you will be sending us - e.g., 2008-2009)
(*max. 9 characters*)

Step 2. Enter Student Detail Rows (Beginning on Row 2)

You will enter each student's information in its own row called a Detail Row. The first Detail Row should be placed in Row 2, directly under the Header Row. The spacing requirements for the Header and Detail Rows are different; do not be concerned that the Header and Detail rows don't line up.

Be sure to follow the guide instructions for inputting the student detail rows, including the specified column names and required data.

➡ **Columns A-I**

➡ **Columns J-R**

➡ **Columns S-AB**

Enter Columns A-I

Columns marked with an asterisk (*) are required. Otherwise, if information is unavailable, leave the field blank.

	A	B	C	D	E	F	G	H	I
1									
2	PD3	123456789	Steve	Peter	Smith			Sam	19910612
3	PD3	NO SSN	Dan	L	White	Jr			19901125
4	PD3	987654321	Katie		Nolan				19910121
5	PD3	NO SSN	Joe	P	Brady	IV			19920927
6	PD3	NO SSN	Sarah	M	Wilson		Martin		19900416

- Column A = enter PD3***
(exactly 3 characters)
- Column B = Enter student's 9-digit social security number** (no dashes). If student's social security number is not available, please enter "NO SSN" in the field.
(max. 9 characters)
- Column C = Student's First Name***
(max. 40 characters)
- Column D = Student's Middle Name or Initial** (no periods)
(max. 40 characters)
- Column E = Student's Last Name***
(max. 40 characters)
- Column F = Student's Name Suffix** (use letters not numbers, e.g., Jr, I, II, III, IV, V) – do not include punctuation i.e. (.) periods.
(max. 3 characters)

- **Column G = Previous Last Name**
(max. 40 characters)
- **Column H = Previous First Name**
(max. 40 characters)
- **Column I = Student's Date of Birth*** (YYYYMMDD format) - please see Date Format under the formatting requirements, if needed.
(exactly 8 characters)

Enter Columns J-R

Columns marked with an asterisk (*) are required. Otherwise, if information is unavailable, leave the field blank.

J	K	L	M	N	O	P	Q	R
123456789	Modified Dipolma	20080505	Y	Simpson High School	123456	M	AM	Y
555559873	Other	20090615	N	Bayside High School	555222		BL	
	Vocational Certificate	20100701	N	Bulter High School	456789	F		N
98745651	Endorsed/Advanced Diploma	20070430	Y	Simpson High School	123456	F	WH	N
1445566	General Education Development (GED) Credential	20110115	N	Bayside High School	555222	M		Y

- **Column J = Student ID Number** (ID number associated with this student by your school/district)
(max. 15 characters)
- **Column K = Diploma Type*** (One of the following “Diploma Types” needs to be entered when submitting Diploma files)
(You must select one of these options. Please make sure that the diploma files are accurate according to the list below.)
 - Endorsed/Advanced Diploma
 - General Education Development (GED) Credential
 - High School Equivalency Credential (other than GED)
 - International Baccalaureate
 - Modified Diploma
 - Regular Diploma
 - Vocational Certificate
 - Other
- **Column L = Student’s High School Graduation Date*** (YYYYMMDD format)
- please see Date Format under the formatting requirements, if needed.
(exactly 8 characters)
- **Column M = FERPA Block***
(exactly 1 character)
 - Y = FERPA Block indicates that the student or parent has requested a FERPA block

- N = No FERPA Block
- **Column N = High School Name*** (can be found on your account reference sheet)
(max. 50 characters)
- **Column O = 6-digit ACT Code*** for the high school from which the student graduated (can be found on your account reference sheet)
(exactly 6 characters)
- **Column P = Gender**
(exactly 1 character)
 - M = Male
 - F = Female
- **Column Q = Ethnicity:** The general racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.
(exactly 2 characters)
 - AM = American Indian or Native Alaskan
 - AS = Asian
 - BL = Black or African American
 - HI = Hispanic/Latino
 - PI = Native Hawaiian or Pacific Islander
 - WH = White
 - MU = Two or more races
- **Column R = Economically Disadvantaged Indicator:** The student is identified as economically disadvantaged as dictated by the district/state.
(exactly 1 character)
 - Y = Economically Disadvantaged
 - N = Not Economically Disadvantaged

Enter Columns S-AB

Columns marked with an asterisk (*) are required. Otherwise, if information is unavailable, leave the field blank.

S	T	U	V	W	X	Y	Z	AA	AB
1	2	2	2	Y	3	Y	Y	987654321	ED
2		1	1	N	2	N	N	123456789	ED
	2	3	2	Y	1		Y	555555777	ED
3	1	1		Y		Y		445566	ED
1	3		1		1	N	Y		ED

- Column S = 8th Grade State Assessment Result, Math:** A standardized exam utilized by the state across all subordinate districts for assessment of student math skills at the eighth grade level.
(exactly 1 character)
 - 1 = Does Not Meet Standards
 - 2 = Proficient/Meets Standards
 - 3 = Advanced/Exceeds Standards
- Column T = 8th Grade State Assessment Result, ELA/Reading:** A standardized exam utilized by the state across all subordinate districts for assessment of student reading / language arts skills at the eighth grade level.
(exactly 1 character)
 - 1 = Does Not Meet Standards
 - 2 = Proficient/Meets Standards
 - 3 = Advanced/Exceeds Standards
- Column U = High School Assessment Result, Math:** A standardized exam utilized by the state across all subordinate districts for assessment of student math skills at the terminal high school level.
(exactly 1 character)
 - 1 = Does Not Meet Standards
 - 2 = Proficient/Meets Standards
 - 3 = Advanced/Exceeds Standards

- **Column V = High School Assessment Result, ELA/Reading:** A standardized exam utilized by the state across all subordinate districts for assessment of student reading / language arts skills at the terminal high school level.
(exactly 1 character)
 - 1 = Does Not Meet Standards
 - 2 = Proficient/Meets Standards
 - 3 = Advanced/Exceeds Standards

- **Column W = English Learner or English as a Second Language Indicator:** The student is identified as an English Learner or is learning English as a Second Language as defined by the district/state.
(exactly 1 character)
 - Y = English Learner or English as a Second Language Indicator
 - N = Not English Learner or English as a Second Language Indicator

- **Column X = Number of Semesters of Math Completed:** The total number of semesters of math instruction the student has completed, regardless of the designated level of the mathematics courses being counted. Non-traditional terms (summer school, after school programs, etc) count towards this as long as the classes completed awarded credit to the student.
(max. 2 character)

- **Column Y = Dual Enrollment Indicator:** An indicator of whether the student is currently enrolled in post-secondary as well as secondary school coursework.
(exactly 1 character)
 - Y = Dual Enrollment Indicator
 - N = Not Dual Enrollment Indicator

- **Column Z = Disability Code:** The individual is identified as being disabled (either physically or mentally) by the district/state.
(exactly 1 character)
 - Y = Student is considered disabled as defined by the state education authority

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- N = Student is not considered disabled

- **Column AA = Program Code:** enter the program code; this is a Requester Return field that allows for internal tracking of specific high school, district, or state programs.
(max. 50 characters)

- **Column AB = ED*:** This is the end of student detail records; please enter **ED** for all student records in column AB.
(exactly 2 characters)

Step 3. Enter Trailer Row

Columns marked with an asterisk (*) are required.

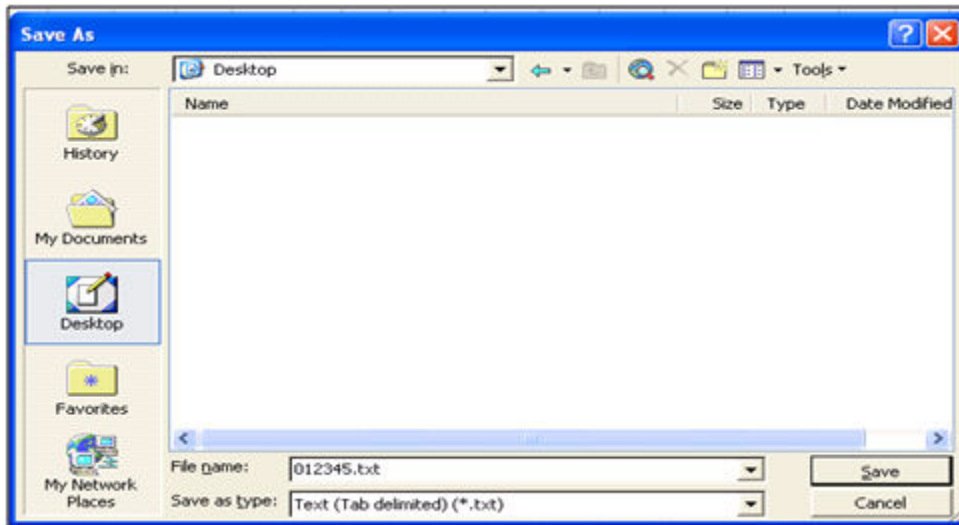
	A	B	C	D	E	F
327	PT3	327				

Enter the following characters in the Trailer Row, which follows the last line of student data and is the last row of the file. This line indicates that there are no additional students records included in the file.

- **Column A** = enter **PT3***
(*exactly 3 characters*)
- **Column B** = enter the Excel row number for the Trailer Row*
(*max. 8 characters*)

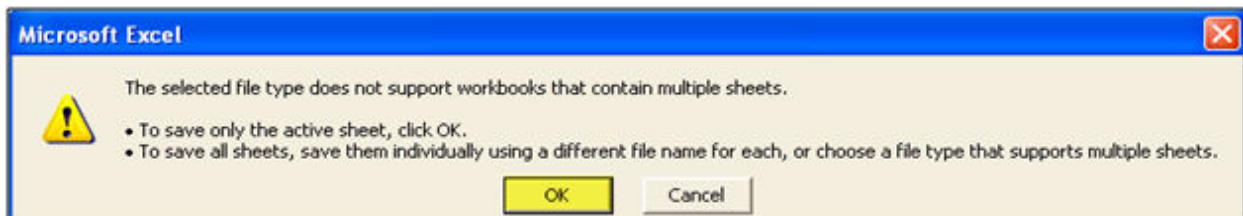
Step 4. Save the Excel File

1. In the File menu on the main toolbar, select **"Save As."**
2. On the "Save As" window, select the drive and/or directory where you would like to save the file.
3. Enter a file name (You can use underscores in your file name, but you should NOT use spaces or the following characters in your file name: ! @ # \$ % ^ & * () +)
4. Select **"Text (Tab delimited)."**
5. Click **Save.**

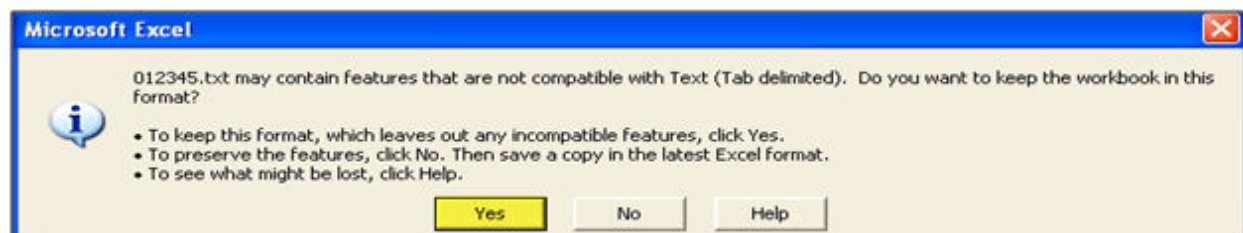


You may find a popup window in Excel, stating that "the selected file type does not support workbooks that contain multiple sheets." If so, click **OK** to save the active sheet.

IMPORTANT: Do not use these characters in your file name: ! @ # \$ % ^ & * () +

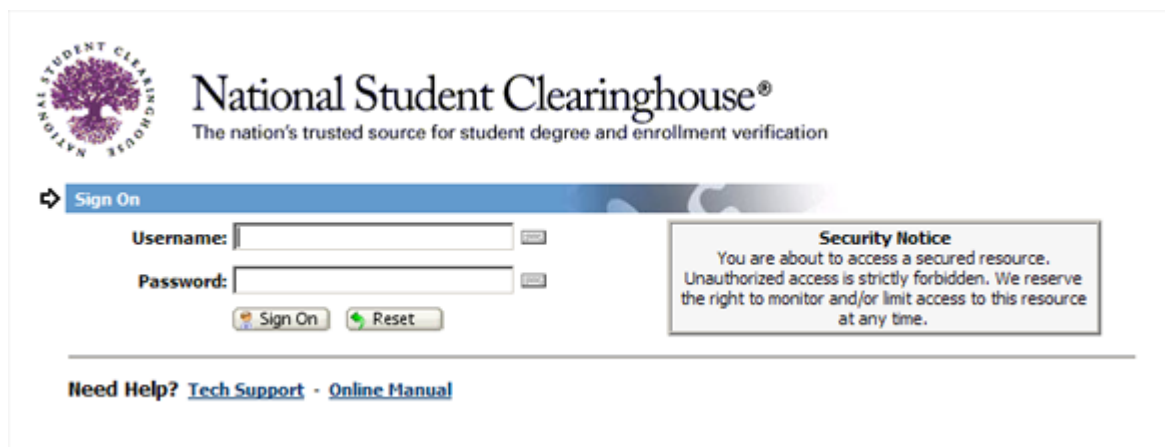


You may also see a popup window that your file “may contain features that are not compatible with Text (Tab delimited)”. Click **Yes** to keep this format. Your file is now saved as a text, tab-delimited file (*.txt) in the location you selected.



Step 5. Submit the File to the Clearinghouse

Go to <https://ftps.nslc.org> to transmit your file to the Clearinghouse via your secure FTP account.



The image shows the National Student Clearinghouse sign-on page. At the top left is the logo, a purple tree with the text 'NATIONAL STUDENT CLEARINGHOUSE' around it. To the right of the logo is the text 'National Student Clearinghouse®' and 'The nation's trusted source for student degree and enrollment verification'. Below this is a blue 'Sign On' header. Under the header are two input fields: 'Username:' and 'Password:'. Below the password field are two buttons: 'Sign On' and 'Reset'. To the right of the input fields is a 'Security Notice' box with the text: 'You are about to access a secured resource. Unauthorized access is strictly forbidden. We reserve the right to monitor and/or limit access to this resource at any time.' At the bottom left of the page is the text 'Need Help? [Tech Support](#) - [Online Manual](#)'.

Do not email your files to the Clearinghouse. This is not a secure method of transferring data.

If you have questions or need further assistance, please see our secure FTP help or contact studenttracker@studentclearinghouse.org.