



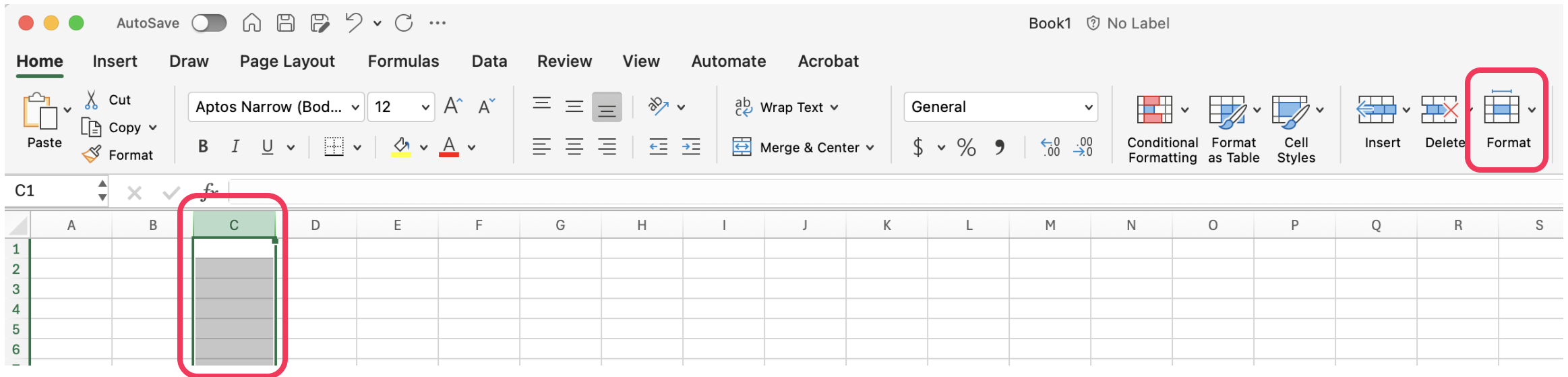
- Open the .csv in Excel.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



LEA ID

Excel (Format > Format Cells)

- Click on the Column letter (ex: C) to select the column that needs to be formatted.
- Format > Format Cells



Excel (Format > Format Cells)

The screenshot displays the Microsoft Excel interface with the 'Format' tab selected on the ribbon. The ribbon includes tabs for Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, and Acrobat. The 'Format' tab contains various formatting options, including text alignment, number formatting, and cell styles. A context menu is open over the 'Format Cells' button, showing options such as 'Cell Size', 'Row Height...', 'AutoFit Row Height', 'Column Width...', 'AutoFit Column Width', 'Default Width...', 'Visibility', 'Hide & Unhide', 'Organize Sheets', 'Rename Sheet', 'Move or Copy Sheet...', 'Tab Color', 'Protection', 'Protect Sheet...', 'Lock Cell', and 'Format Cells...'. The 'Format Cells...' option is highlighted with a red rectangle.

Excel (Format > Format Cells)

- Select Custom
- Under Type, enter “0000”
- Select OK

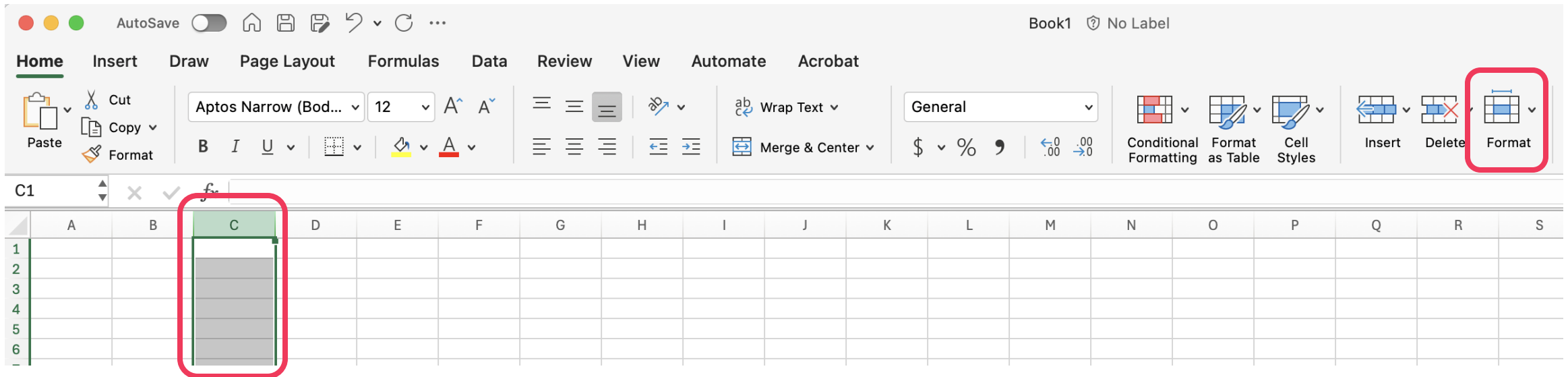
The image shows the 'Format Cells' dialog box in Microsoft Excel. The 'Number' tab is selected. In the left-hand 'Category' list, 'Custom' is highlighted. In the 'Type' text box, the value '0000' has been entered. The 'OK' button at the bottom right is highlighted. Other visible elements include the 'Sample' preview area showing '0', the 'Delete' button, and a footer note: 'Type the number format code, using one of the existing codes as a starting point.'



School ID

Excel (Format > Format Cells)

- Click on the Column letter (ex: C) to select the column that needs to be formatted.
- Format > Format Cells



Excel (Format > Format Cells)

The screenshot shows the Microsoft Excel interface. The ribbon is set to the 'Home' tab, which includes groups for Clipboard, Font, Paragraph, Styles, Cells, and Editing. The 'Cells' group is currently active, showing options for 'Format Cells', 'Merge & Center', 'Wrap Text', 'Conditional Formatting', 'Format as Table', and 'Cell Styles'. A context menu is open over the 'Format Cells' button, displaying a list of options: 'Cell Size' (with sub-options 'Row Height...', 'AutoFit Row Height', 'Column Width...', 'AutoFit Column Width', and 'Default Width...'), 'Visibility' (with 'Hide & Unhide'), 'Organize Sheets' (with 'Rename Sheet', 'Move or Copy Sheet...', and 'Tab Color'), 'Protection' (with 'Protect Sheet...' and 'Lock Cell'), and 'Format Cells...'. The 'Format Cells...' option at the bottom of the menu is highlighted with a red rectangular box.

Excel (Format > Format Cells)

- Select Custom
- Under Type, enter “0000-000”
- Select OK

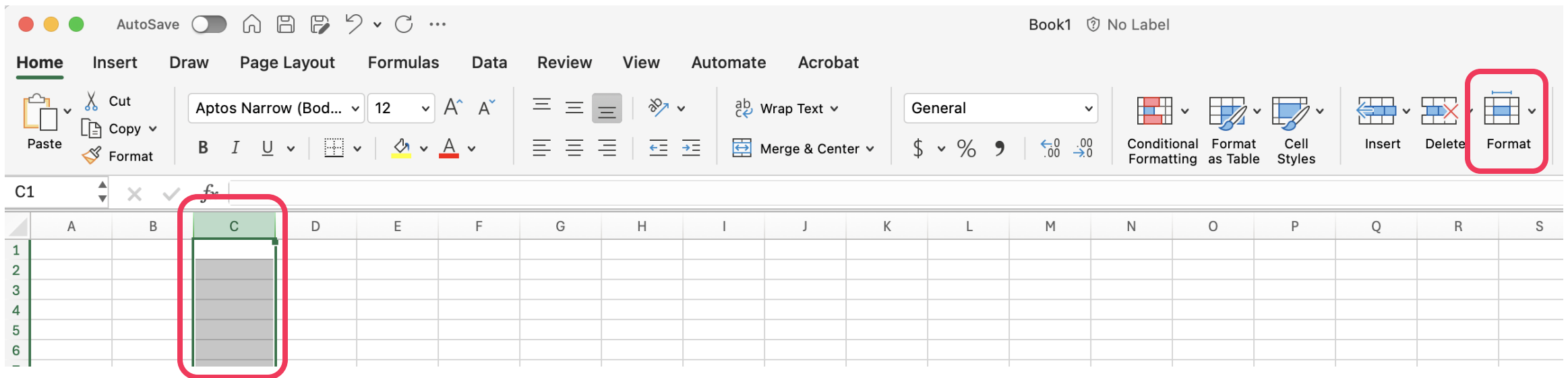
The image shows the 'Format Cells' dialog box in Microsoft Excel. The 'Number' tab is selected. On the left, under 'Category:', the 'Custom' option is highlighted with a red box. On the right, under 'Sample:', the 'Type:' field is highlighted with a red box and contains the text '0000-000'. Below the 'Type:' field, a list of format codes is visible, including 'General', '0', '0.00', '###0', '###0.00', '###0.00_);(###0)', '###0.00_);[Red](###0)', '###0.00_);[Red](###0.00)', '###0.00_);[Red](###0.00)', '\$###0.00_);(\$###0)', and '\$###0.00_);[Red](\$###0)'. At the bottom right, the 'OK' button is highlighted with a red box. The 'Cancel' button is also visible. A 'Delete' button is located near the list of format codes. At the bottom of the dialog, there is a note: 'Type the number format code, using one of the existing codes as a starting point.'



MSIS IDs

Excel (Format > Format Cells)

- Click on the Column letter (ex: C) to select the column that needs to be formatted.
- Format > Format Cells



Excel (Format > Format Cells)

The screenshot displays the Microsoft Excel interface with the 'Format' tab selected on the ribbon. The ribbon includes tabs for Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, and Acrobat. The 'Format' tab contains various formatting options, including text alignment, number formatting, and cell styles. A context menu is open over the 'Format' tab, showing options such as 'Cell Size', 'Row Height...', 'AutoFit Row Height', 'Column Width...', 'AutoFit Column Width', 'Default Width...', 'Visibility', 'Hide & Unhide', 'Organize Sheets', 'Rename Sheet', 'Move or Copy Sheet...', 'Tab Color', 'Protection', 'Protect Sheet...', 'Lock Cell', and 'Format Cells...'. The 'Format Cells...' option is highlighted with a red rectangle.

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

Paste Cut Copy Format

Aptos Narrow (Bod... 12 A A

B I U

Wrap Text

General

Conditional Formatting Format as Table Cell Styles

Insert Delete

AutoSum Fill

Cell Size

Row Height...

AutoFit Row Height

Column Width...

AutoFit Column Width

Default Width...

Visibility

Hide & Unhide

Organize Sheets

Rename Sheet

Move or Copy Sheet...

Tab Color

Protection

Protect Sheet...

Lock Cell

Format Cells...

Excel (Format > Format Cells)

- Select Custom
- Under Type, enter “0000000000”
- Select OK

The image shows the 'Format Cells' dialog box in Microsoft Excel. The 'Number' tab is selected. In the 'Category' list on the left, 'Custom' is highlighted. The 'Type' field on the right contains the text '0000000000'. Below the 'Type' field, a list of predefined number formats is visible, including 'General', '0', '0.00', and various scientific and currency formats. The 'OK' button at the bottom right is highlighted.

Format Cells

Number Alignment Font Border Fill Protection

Category: General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom

Sample: Improperly formatted field.

Type: 0000000000

General
0
0.00
#,##0
#,##0.00
#,##0_);(#,##0
#,##0_);[Red](#,##0
#,##0.00_);(#,##0.00
#,##0.00_);[Red](#,##0.00
\$#,##0_);(\$#,##0
\$#,##0):IRed1(\$#,##0)

Delete

Type the number format code, using one of the existing codes as a starting point.

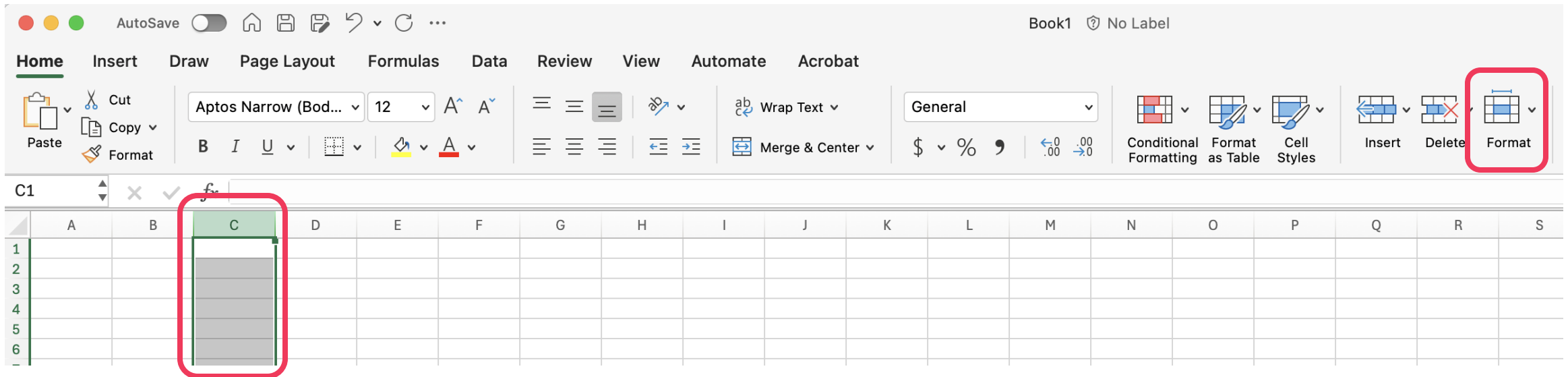
Cancel OK



Grade Level

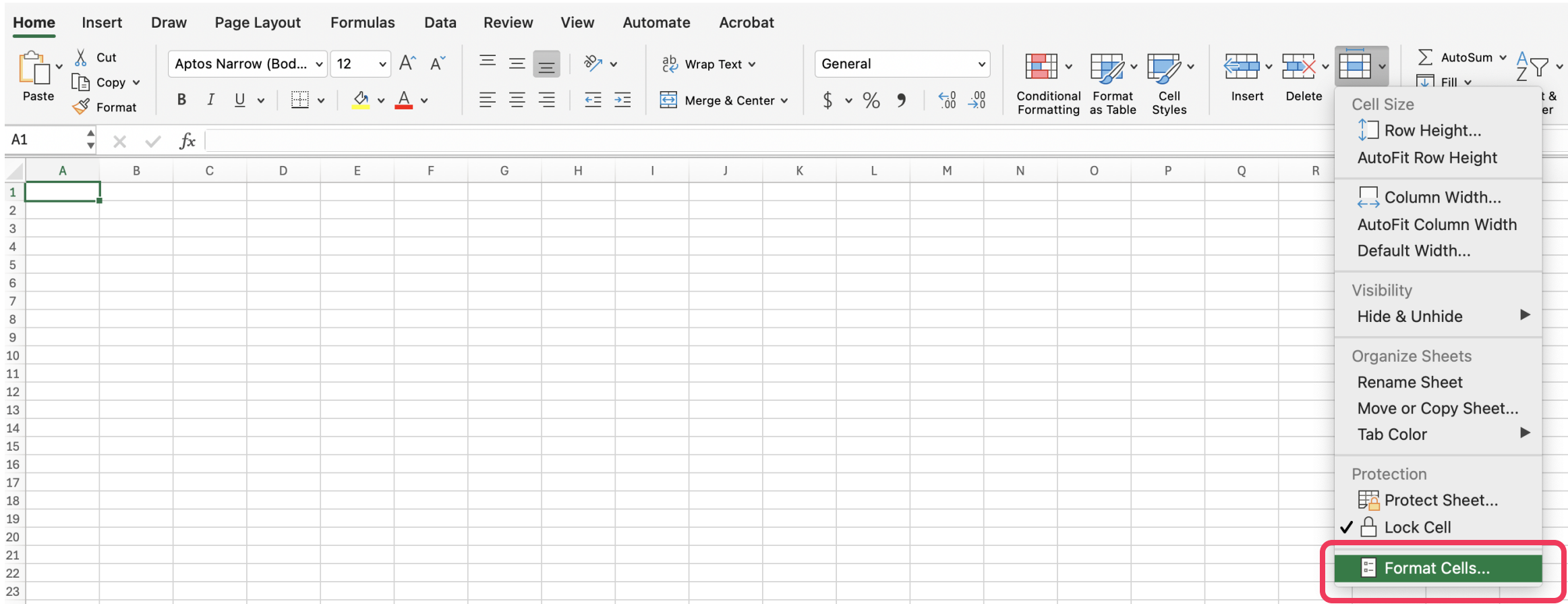
Excel (Format > Format Cells)

- Click on the Column letter (ex: C) to select the column that needs to be formatted.
- Format > Format Cells



Excel (Format > Format Cells)

Excel ribbon interface showing the 'Format' tab selected. The ribbon includes tabs: Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, Acrobat. The 'Format' tab is active, displaying options for Cell Size (Row Height, Column Width, AutoFit, Default Width), Visibility (Hide & Unhide), Organize Sheets (Rename Sheet, Move or Copy Sheet, Tab Color), Protection (Protect Sheet, Lock Cell), and Format Cells. The 'Format Cells' option is highlighted with a red box.



Excel (Format > Format Cells)

- Select Custom
- Under Type, enter “00”
- Select OK

The image shows the 'Format Cells' dialog box in Excel. The 'Number' tab is selected. In the 'Category' list on the left, 'Custom' is highlighted. In the 'Type' field, '00' has been entered. The 'OK' button at the bottom right is highlighted with a red box. The 'Delete' button is also visible. The 'Sample' area shows 'Improperly formatted field.' and a list of format codes.

Format Cells

Number Alignment Font Border Fill Protection

Category: Sample

General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom

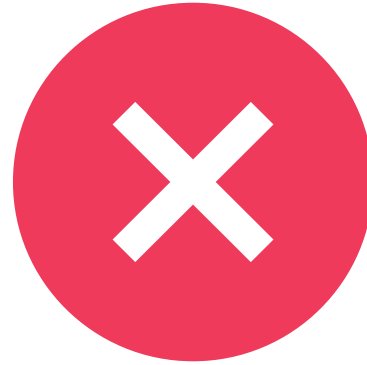
Type: 00

General
0
0.00
#,##0
#,##0.00
#,##0_);(,##0
#,##0_);[Red](,##0
#,##0.00_);(,##0.00
#,##0.00_);[Red](,##0.00
\$#,##0_);\$#,##0
\$#,##0): [Red](\$#,##0)

Delete

Type the number format code, using one of the existing codes as a starting point.

Cancel OK



Delete any rows
that contain information about
applied filters.



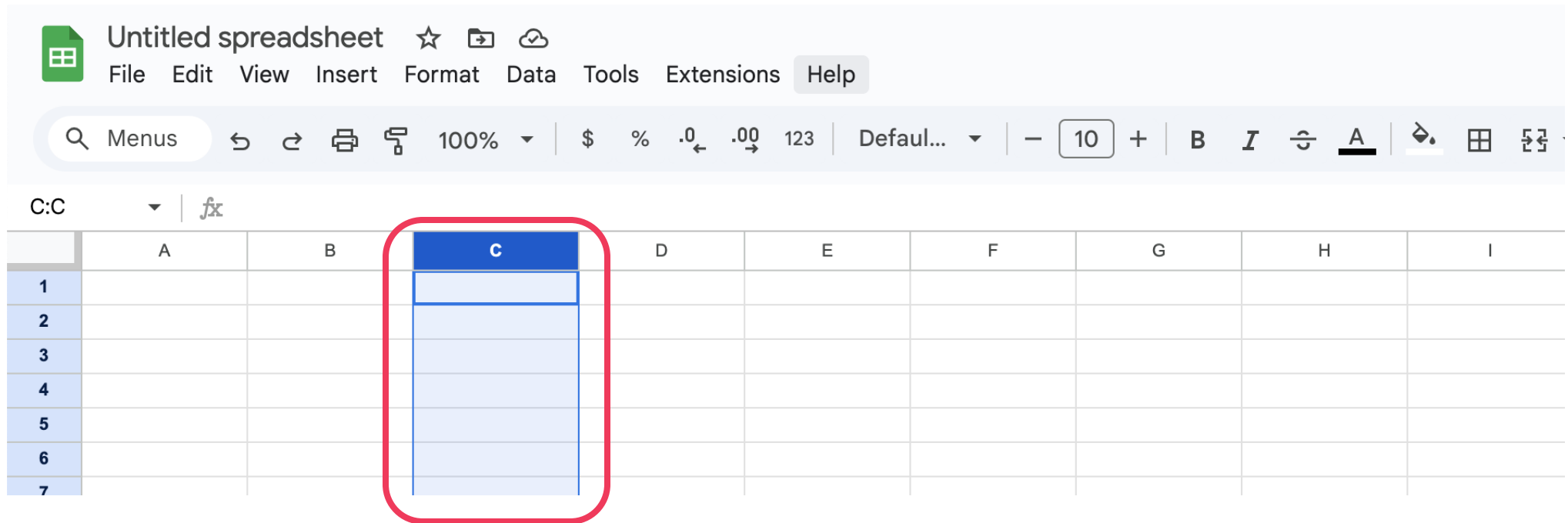
- Open the .csv in Google Sheets.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



LEA ID

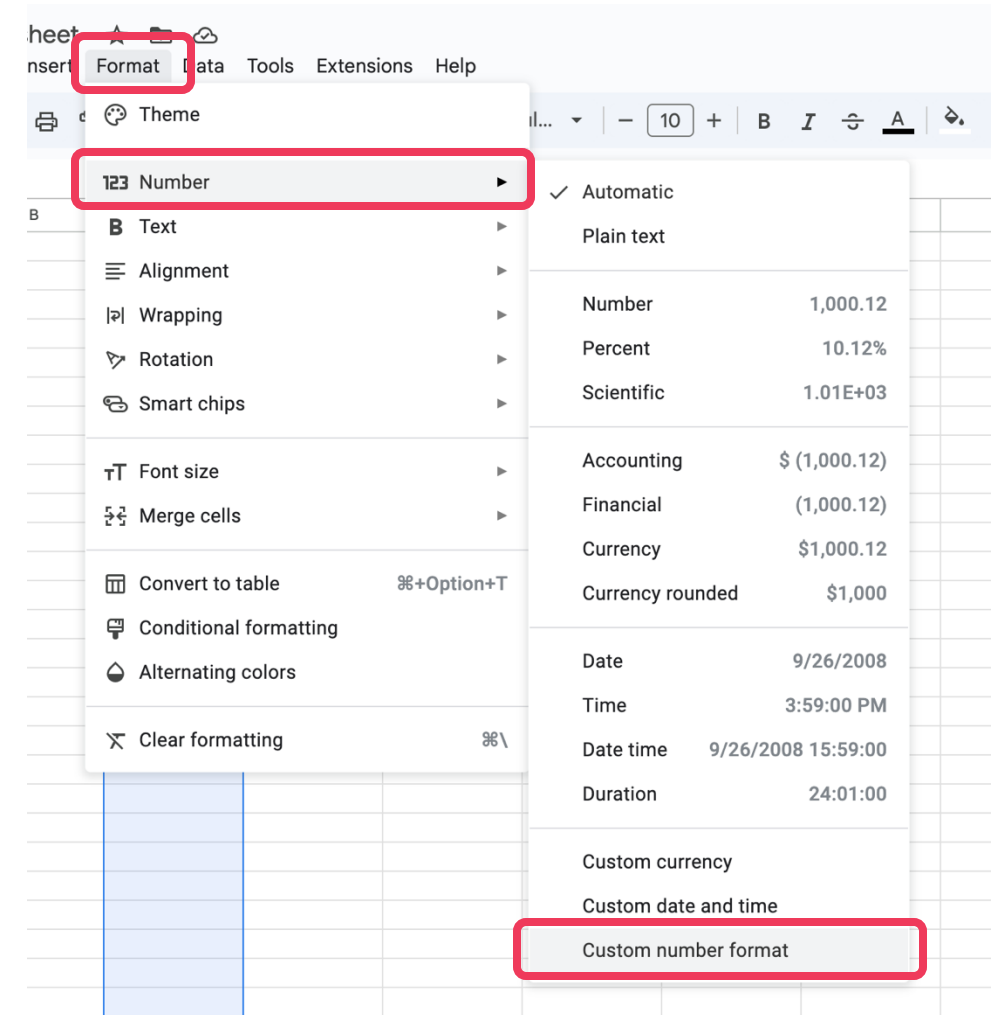
Google Sheets

- Click on the Column letter (ex: C) to select the column that needs to be formatted.



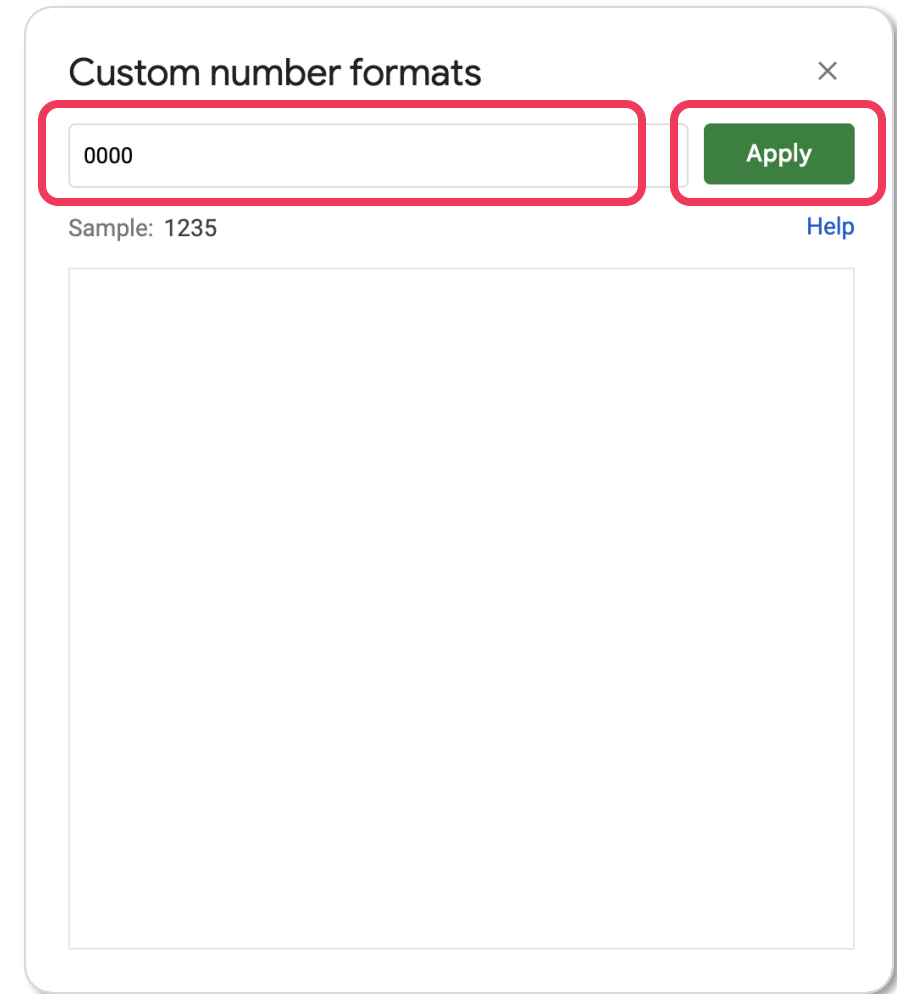
Google Sheets (Format > Number > Custom Number Format)

- Click on Format in the Menu bar
- Select Number, then Custom number format



Google Sheets (Format > Number > Custom Number Format)

- In the Custom number formats box, type “0000”
- Select Apply



Custom number formats

0000

Apply

Sample: 1235

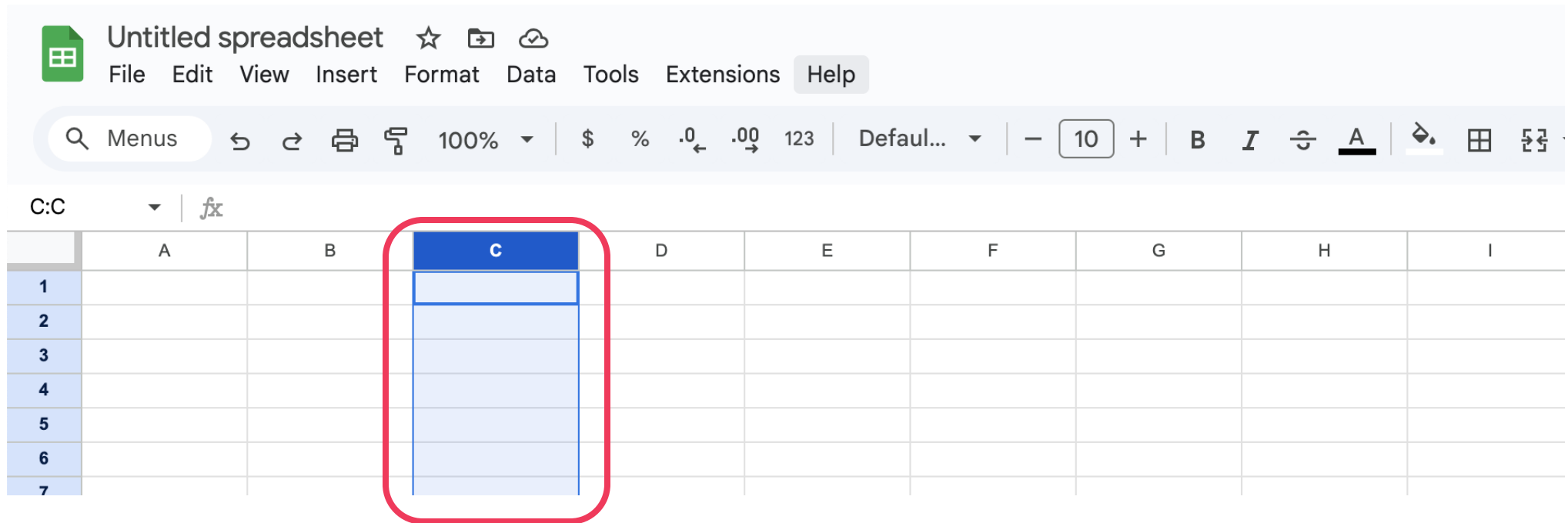
[Help](#)



School ID

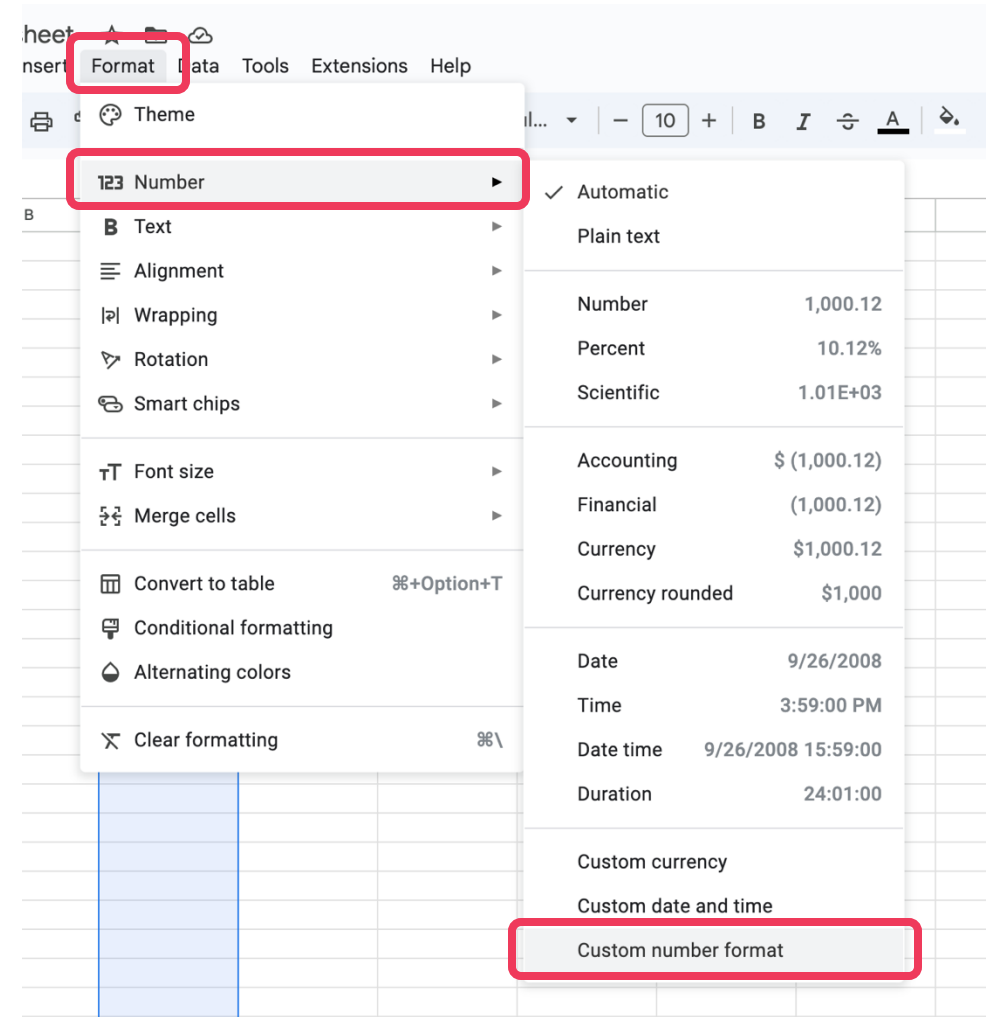
Google Sheets

- Click on the Column letter (ex: C) to select the column that needs to be formatted.



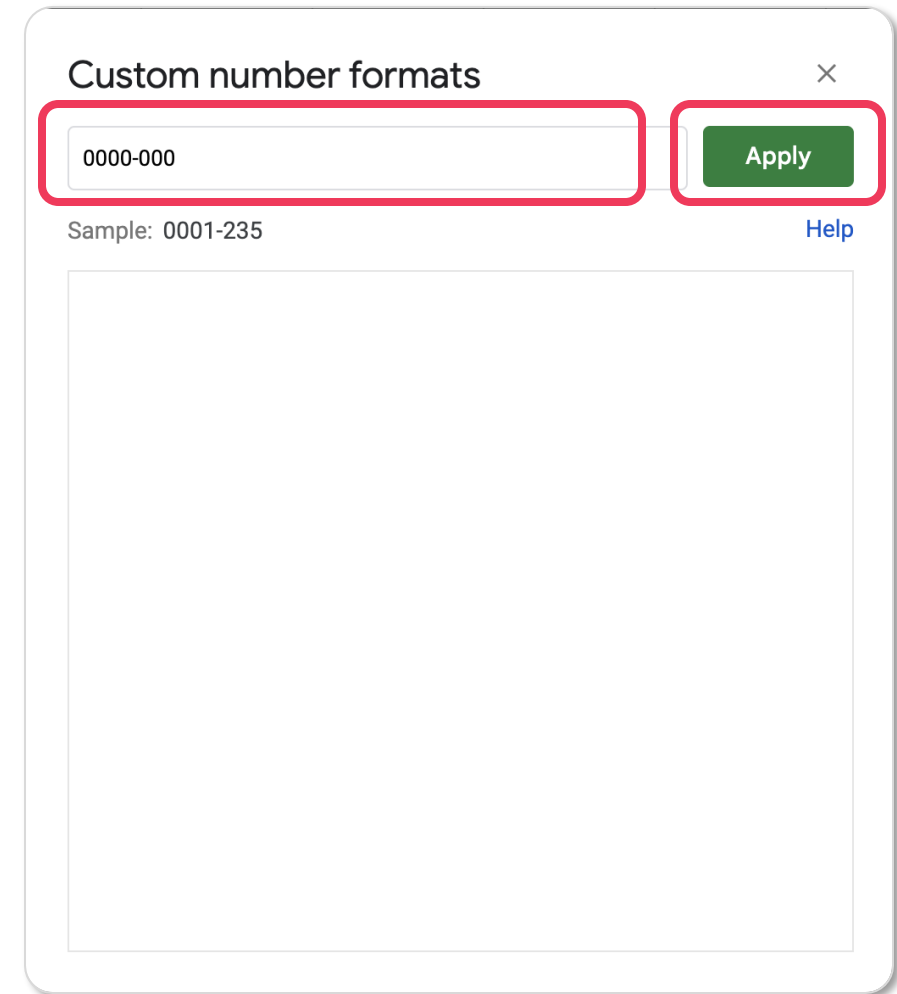
Google Sheets (Format > Number > Custom Number Format)

- Click on Format in the Menu bar
- Select Number, then Custom number format



Google Sheets (Format > Number > Custom Number Format)

- In the Custom number formats box, type “0000-000”
- Select Apply



Custom number formats

0000-000

Apply

Sample: 0001-235

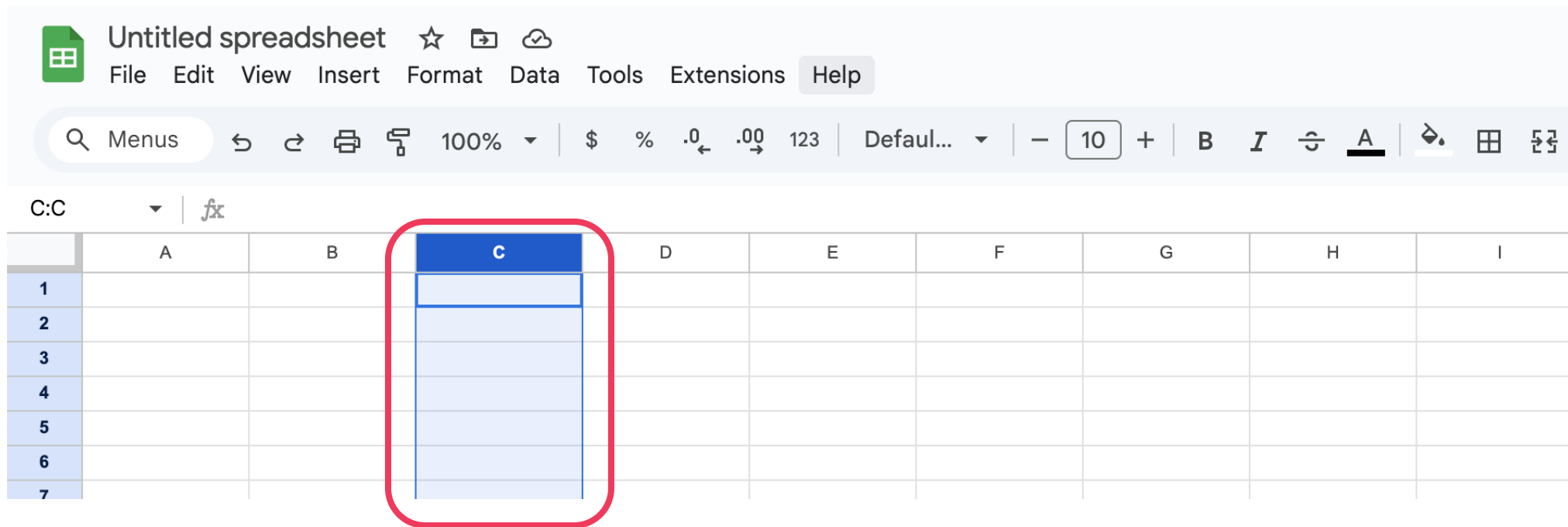
[Help](#)



MSIS IDs

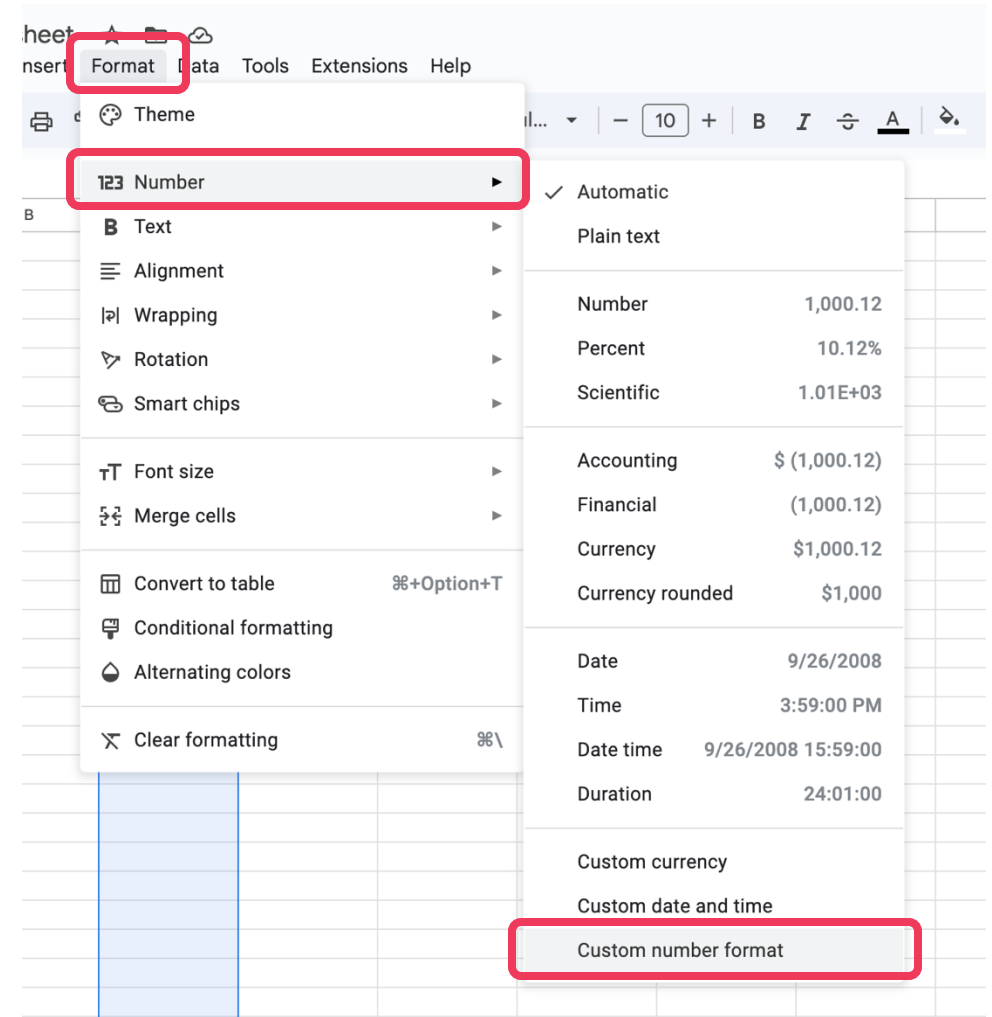
Google Sheets

- Click on the Column letter (ex: C) to select the column that needs to be formatted.



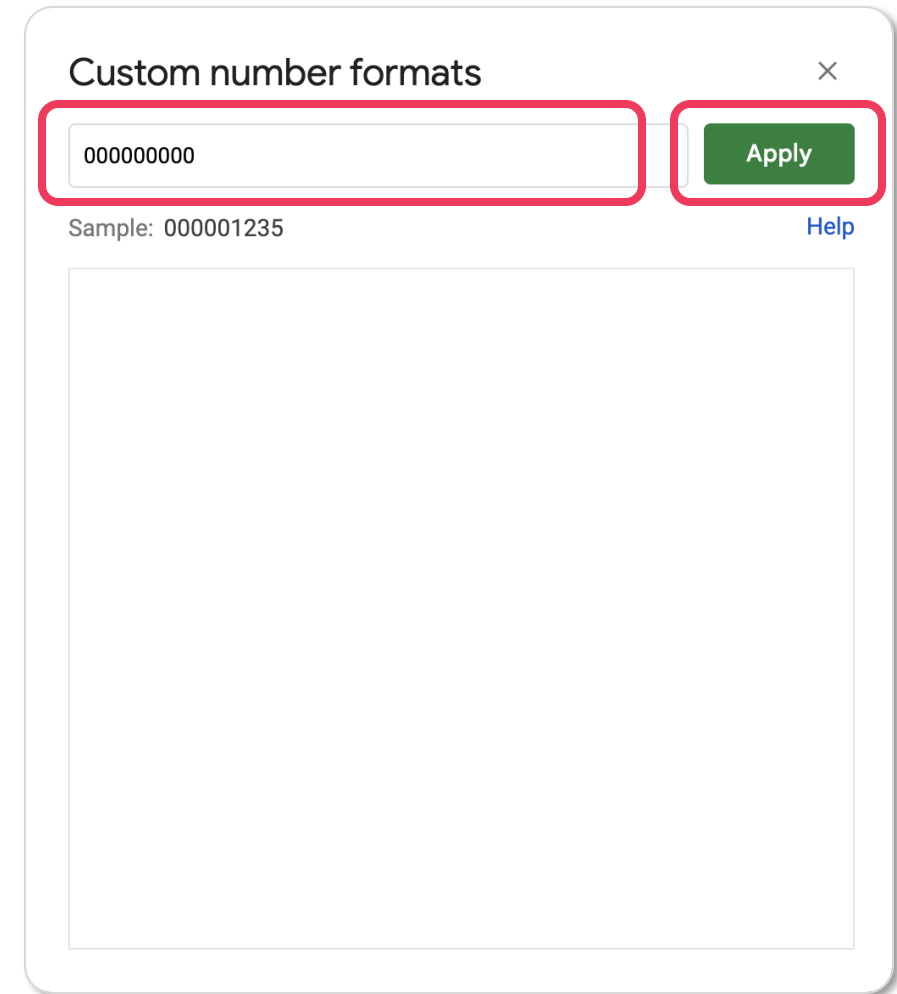
Google Sheets (Format > Number > Custom Number Format)

- Click on Format in the Menu bar
- Select Number, then Custom number format



Google Sheets (Format > Number > Custom Number Format)

- In the Custom number formats box, type “0000000000”
- Select Apply



Custom number formats

0000000000

Apply

Sample: 000001235

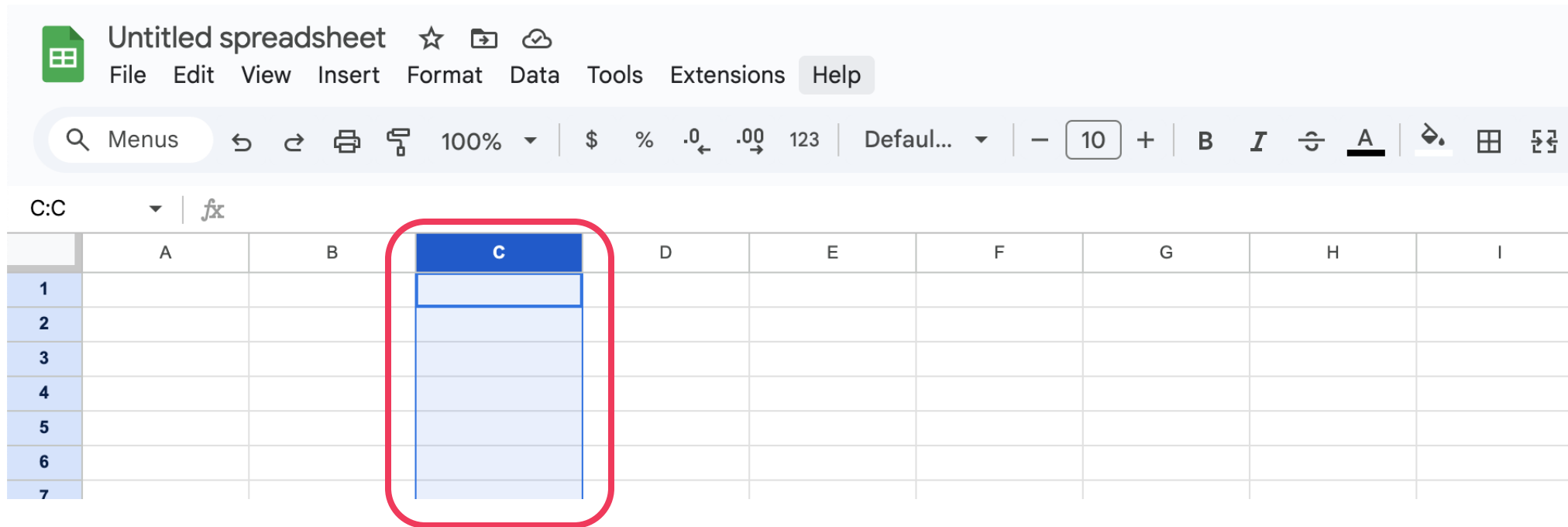
[Help](#)



Grade Level

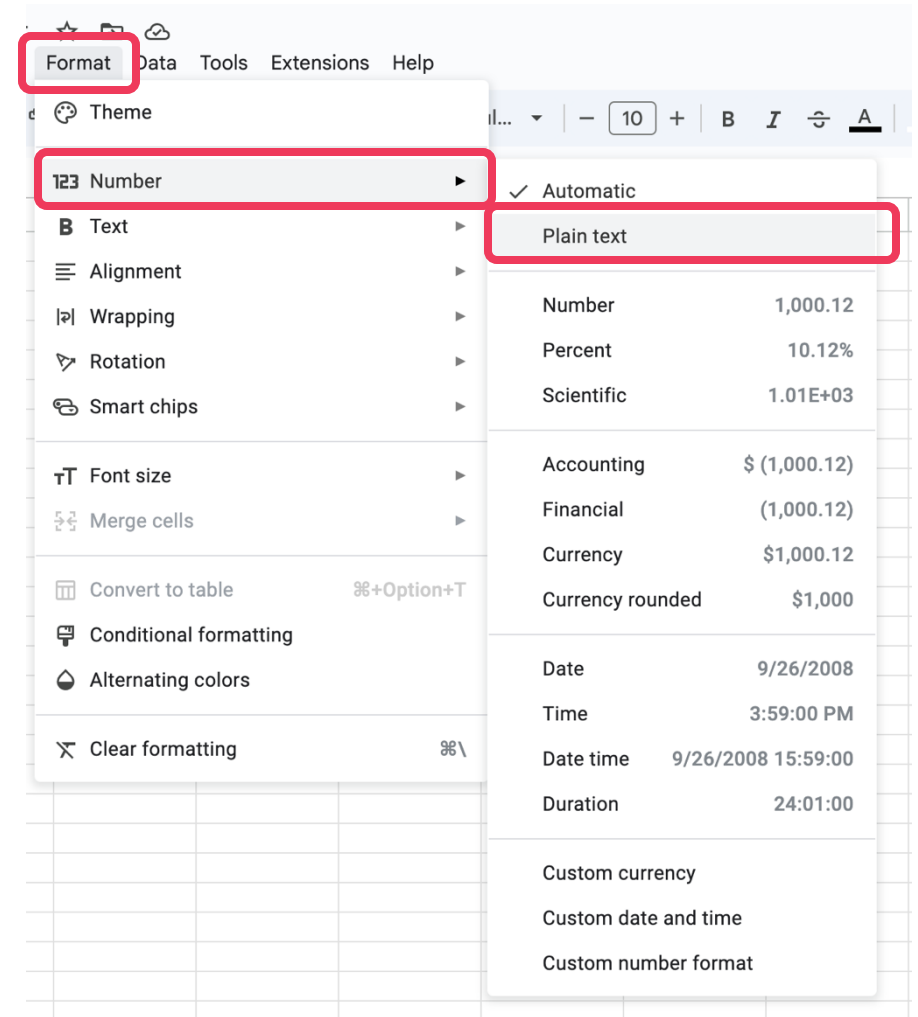
Google Sheets

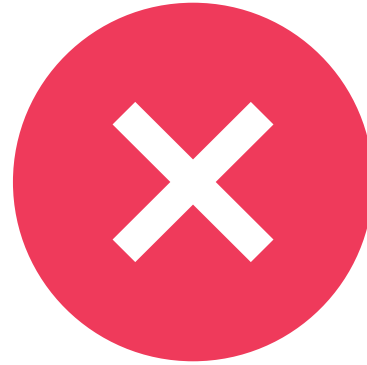
- Click on the Column letter (ex: C) to select the column that needs to be formatted.



Google Sheets (Format > Number > Plain Text)

- Click on Format in the Menu bar
- Select Number, then Plain Text





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applied filters.