



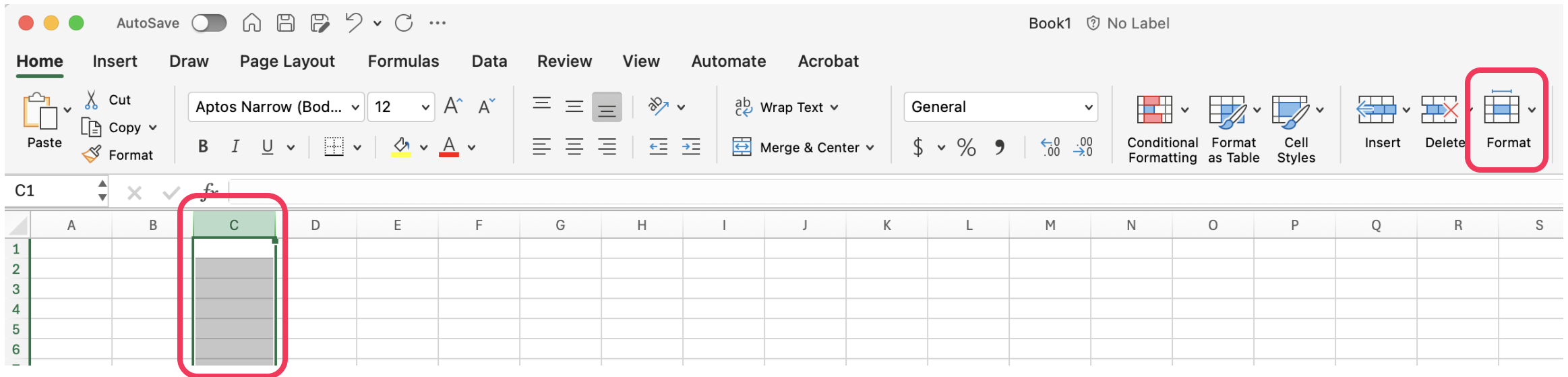
- Open the .csv in Excel.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



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, which is highlighted with a red rectangle. The context menu lists several options: Cell Size (with sub-options for Row Height, AutoFit Row Height, Column Width, AutoFit Column Width, and Default Width), Visibility (with sub-option for Hide & Unhide), Organize Sheets (with sub-options for Rename Sheet, Move or Copy Sheet, and Tab Color), Protection (with sub-options for Protect Sheet and Lock Cell), and Format Cells (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

\$ % , .00 .00

Conditional Formatting Format as Table Cell Styles

Insert Delete

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 “0000”
- 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. In the 'Type' field on the right, the text '0000' has been entered. The 'OK' button at the bottom right is highlighted with a red box. Other buttons like 'Cancel', 'Delete', and 'Format' are also visible.

Format Cells

Number Alignment Font Border Fill Protection

Category: Sample

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

Type:
0000

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.

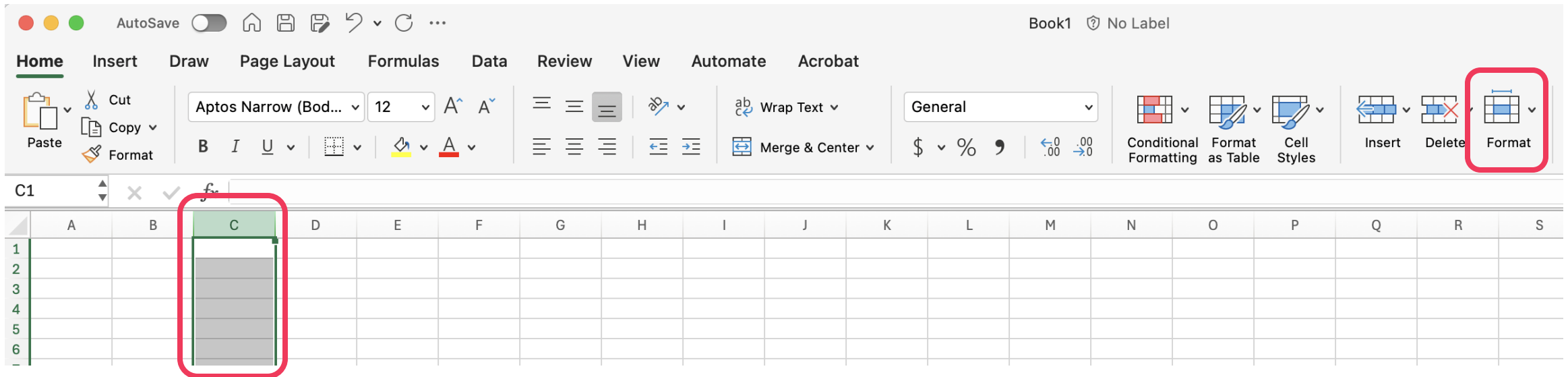
Cancel OK



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 image shows the Microsoft Excel interface. The ribbon at the top includes tabs for Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, and Acrobat. The 'Home' tab is active, showing options for Paste, Cut, Copy, Format, font settings (Aptos Narrow, size 12), paragraph alignment, and number formatting. A context menu is open over the spreadsheet grid, listing options such as Cell Size, Row Height, Column Width, Visibility, and Protection. The 'Format Cells...' option at the bottom of the menu 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 Wrap Text General Conditional Formatting Format as Table Cell Styles Insert Delete

A1

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 “0000-000”
- 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. In the 'Type' field, the text '0000-000' has been entered. The 'OK' button at the bottom right is highlighted. A 'Delete' button is also visible next to the list of format codes.

Format Cells

Number Alignment Font Border Fill Protection

Category: Sample

Type: 0000-000

General
0
0.00
#,##0
#,##0.00
#,##0_);(#,##0)
#,##0_);[Red](#,##0)
#,##0.00_);(#,##0.00)
#,##0.00_);[Red](#,##0.00)
\$#,##0_);(\$#,##0)
\$#,##0):fRed1(\$#,##0)

Delete

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

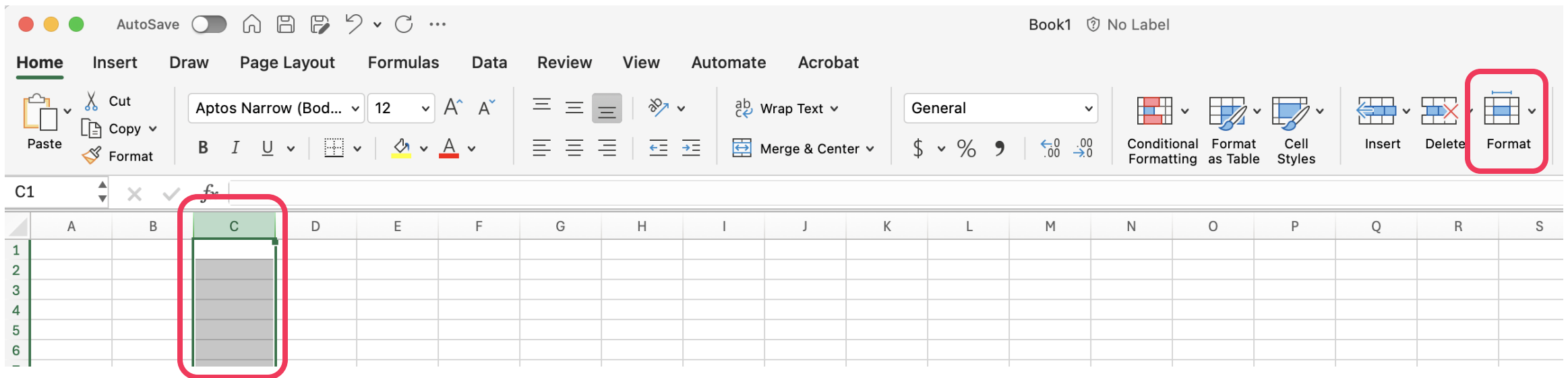
Cancel OK



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, with the 'Number' tab selected. The 'Category' list on the left has 'Custom' selected. The 'Type' field contains the text '0000000000'. The 'Sample' area shows 'Improperly formatted field.' Below the 'Type' field, a list of format codes is displayed, including 'General', '0', '0.00', and various scientific and currency formats. The 'OK' button at the bottom right is highlighted with a red box. A red box also highlights the 'Custom' category in the list and the 'Type' field.

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

Delete

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

Cancel OK



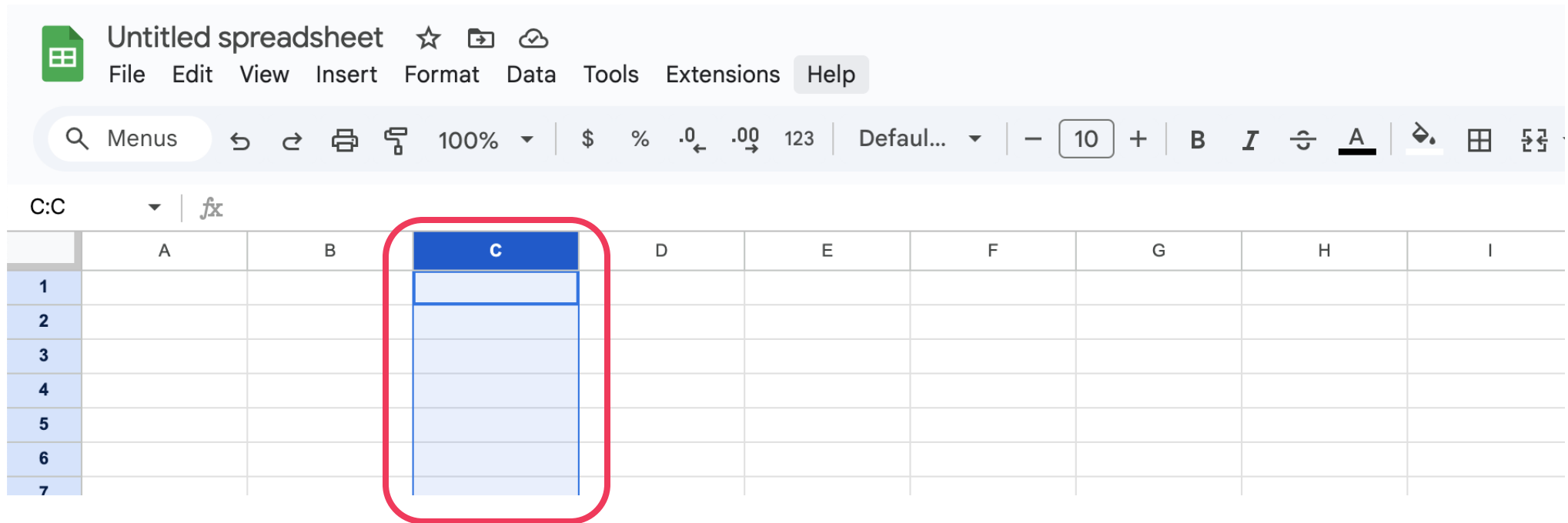
- Open the .csv in Google Sheets.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



LEA ID

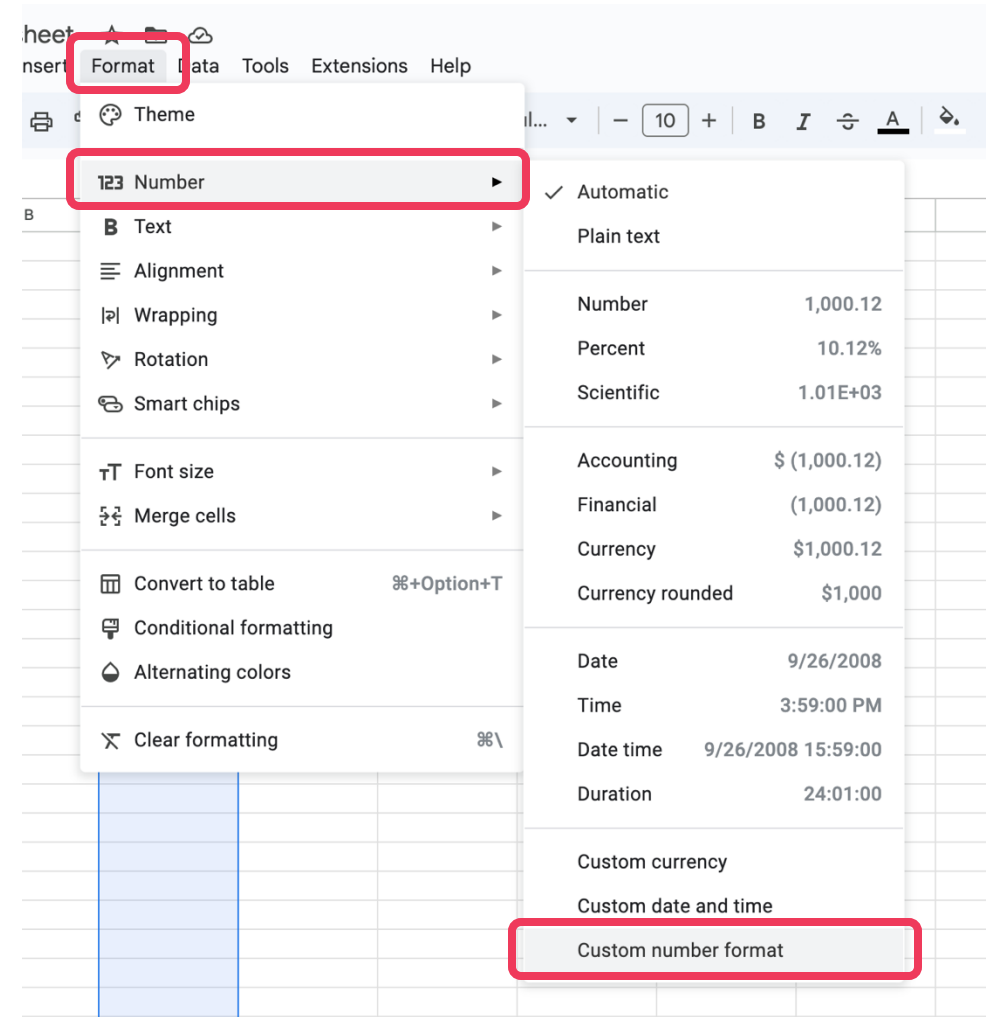
Google Sheets

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



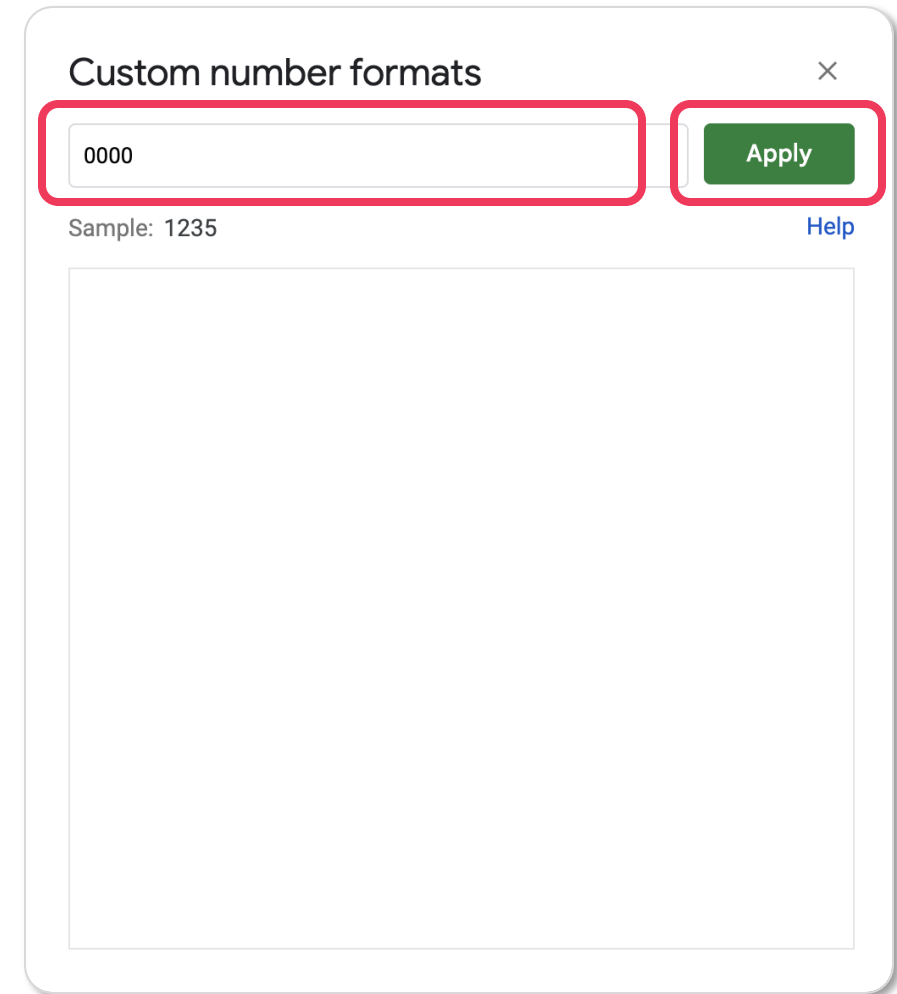
Google Sheets (Format > Number > Custom Number Format)

- 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

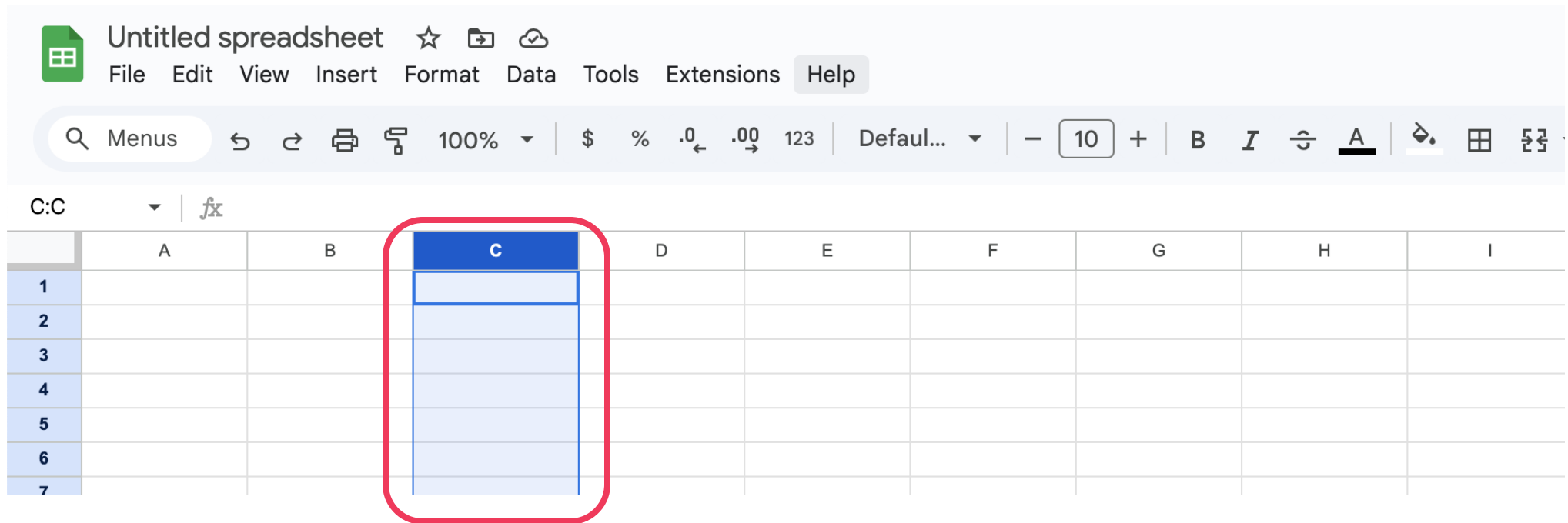
[Help](#)



School ID

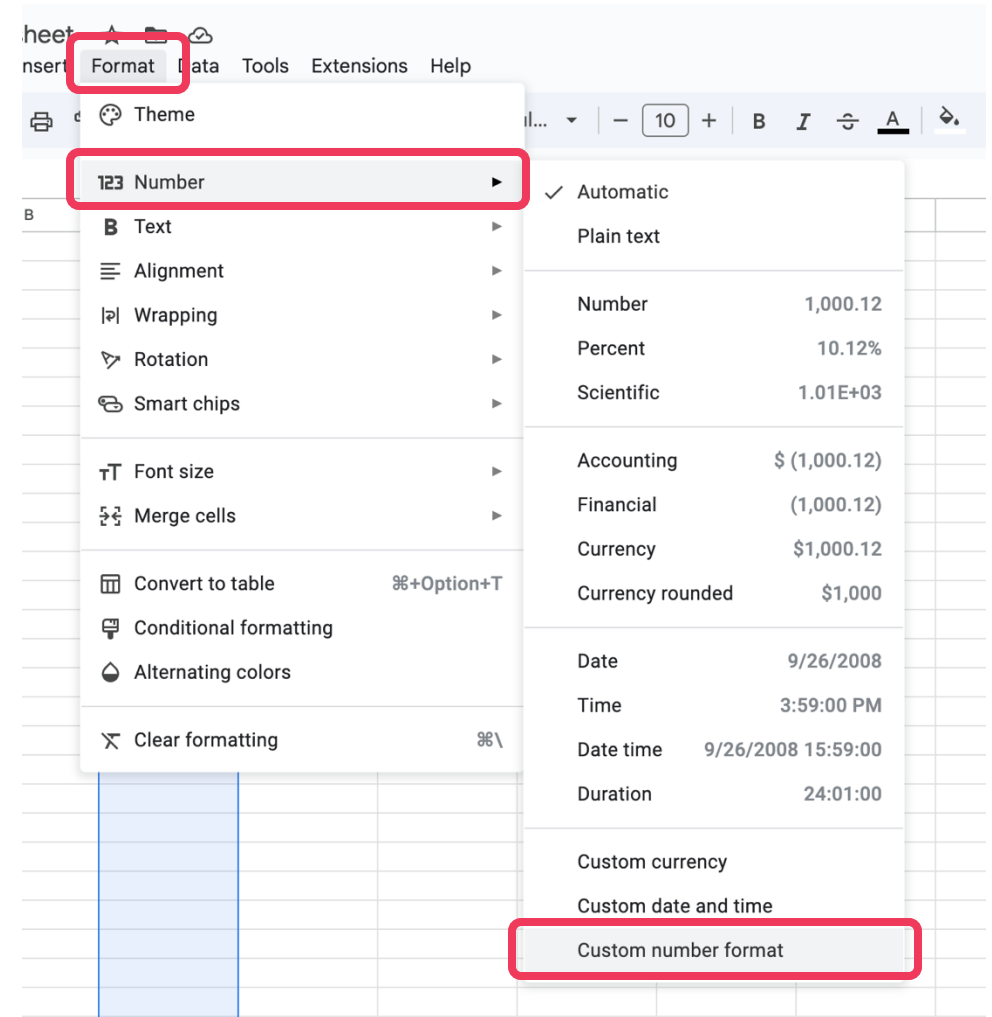
Google Sheets

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



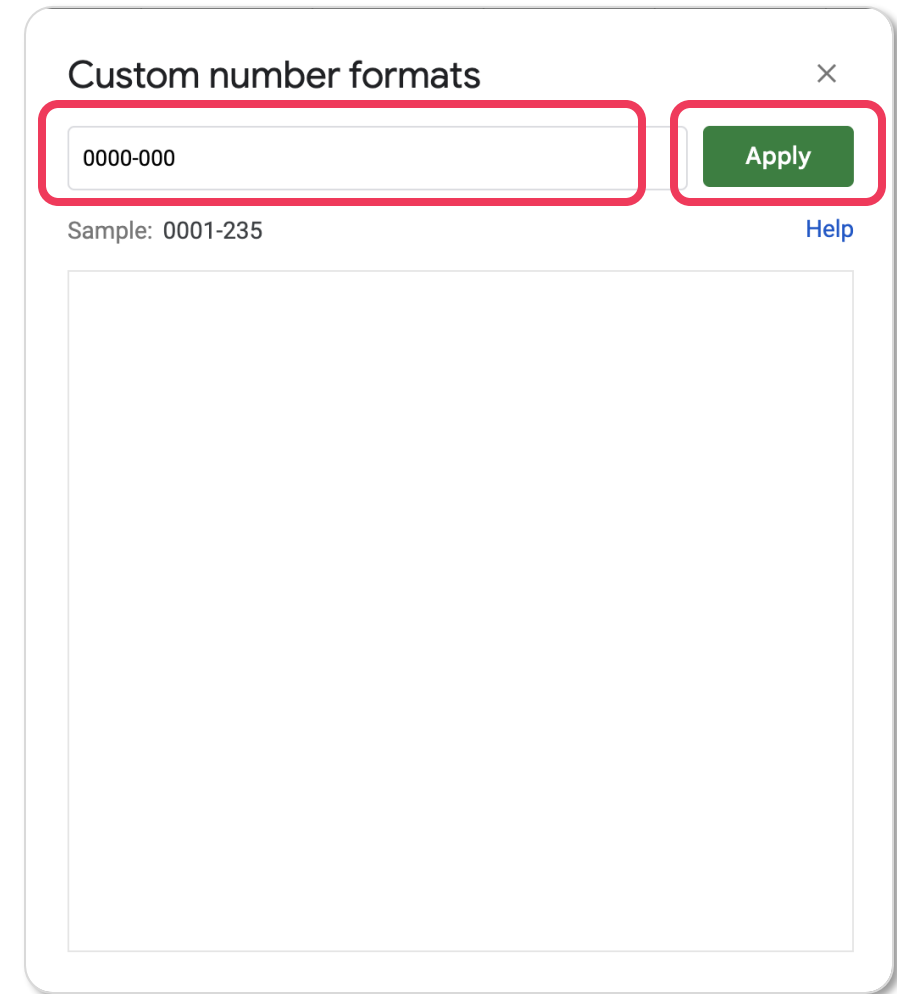
Google Sheets (Format > Number > Custom Number Format)

- 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

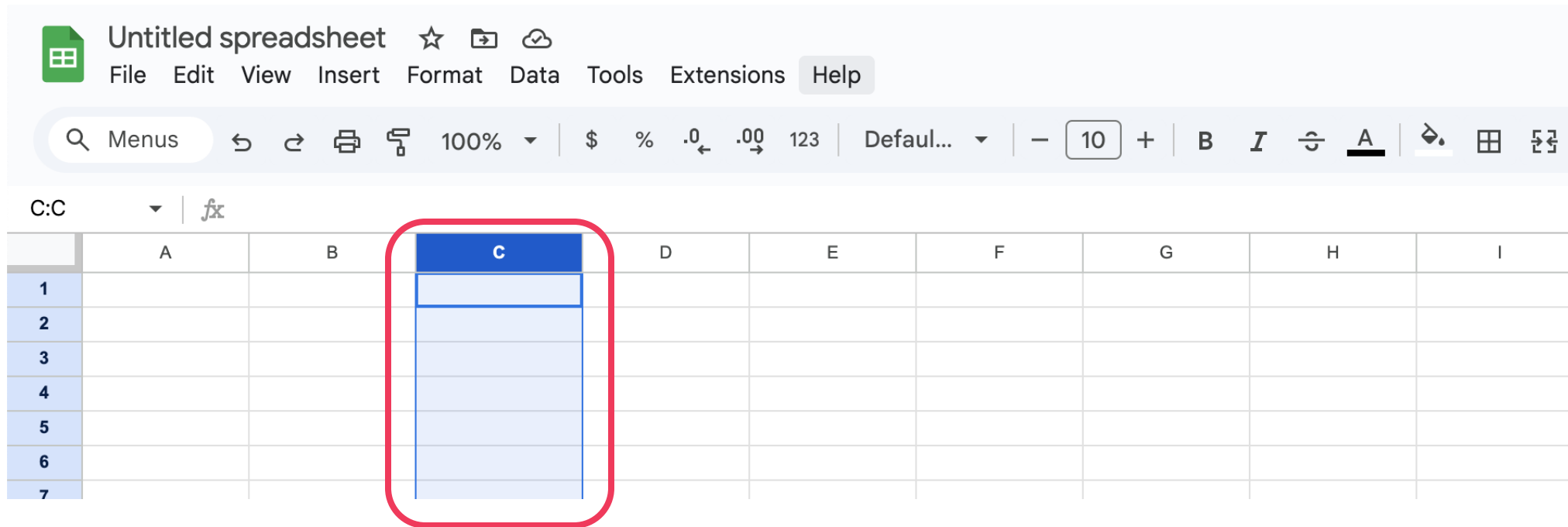
[Help](#)



MSIS IDs

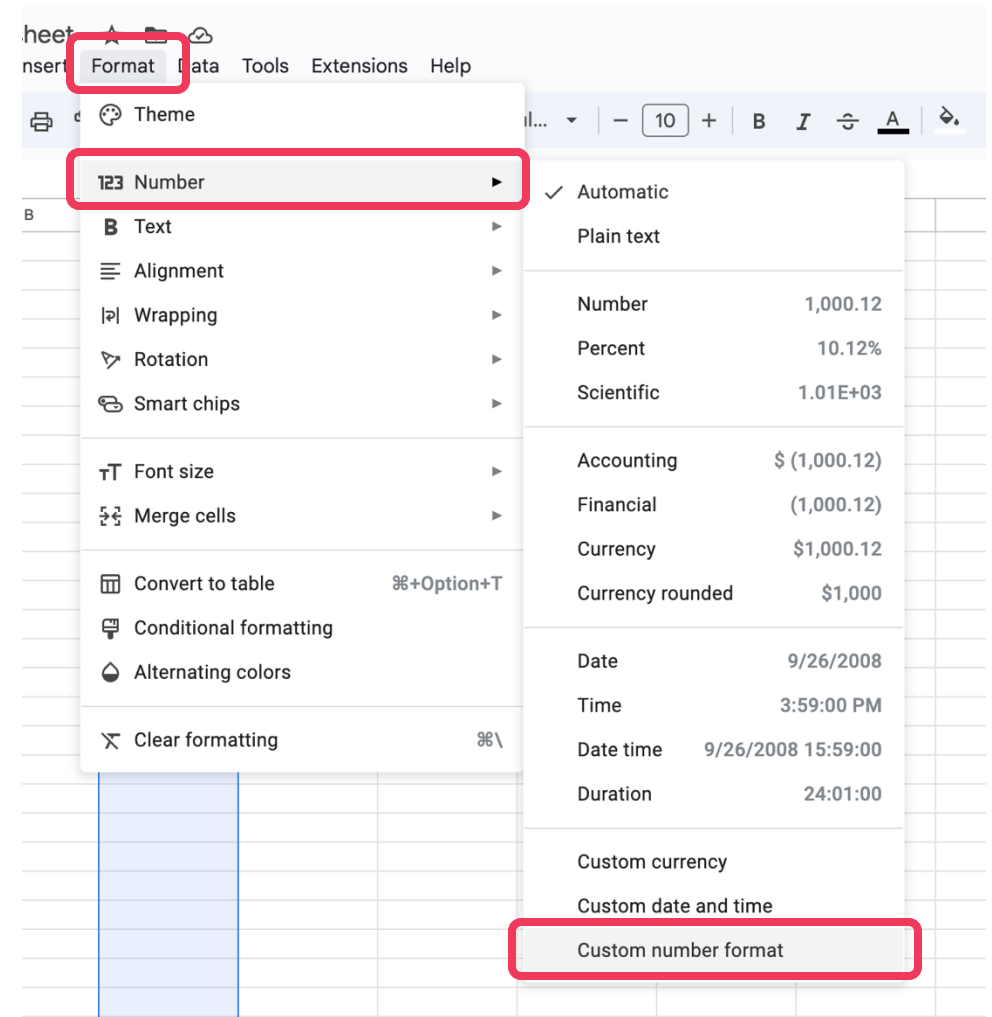
Google Sheets

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



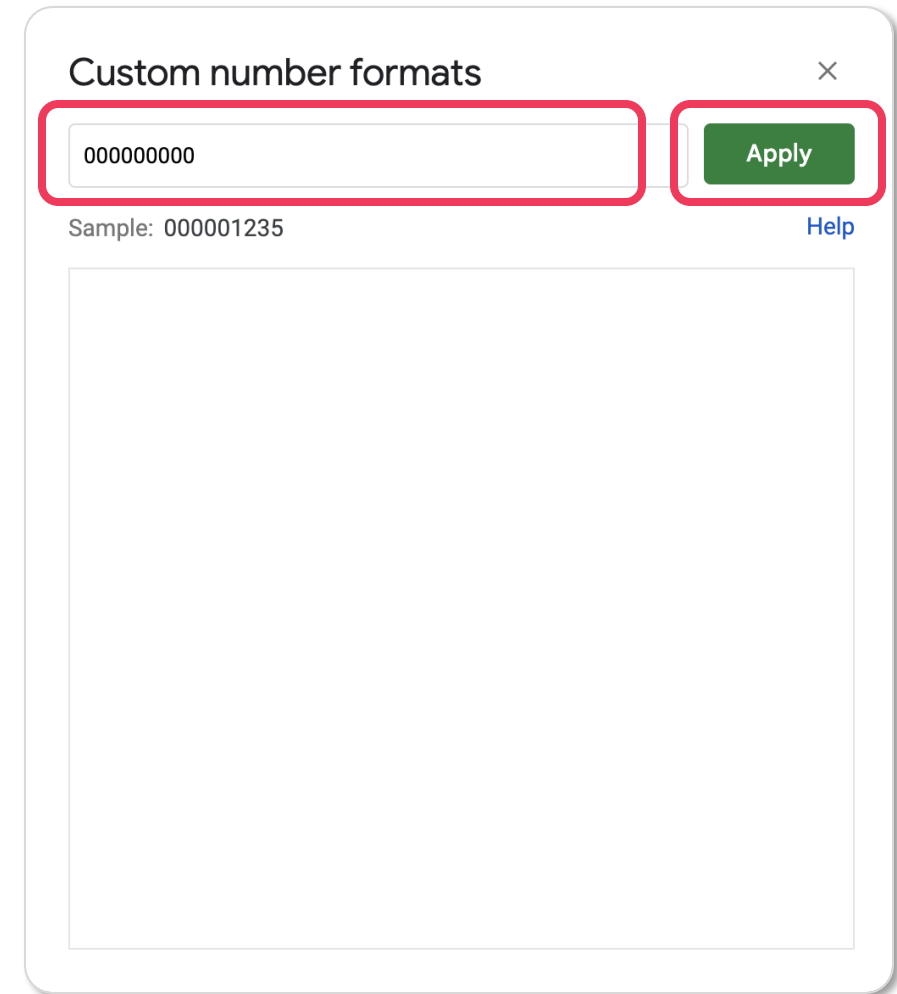
Google Sheets (Format > Number > Custom Number Format)

- 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](#)