



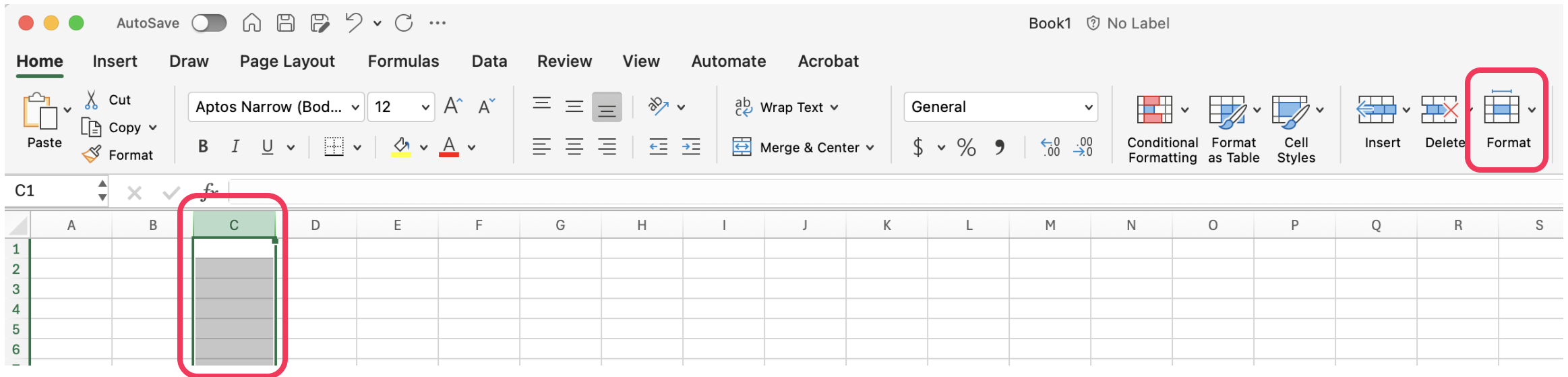
- Open the .csv in Excel.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



# 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

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B I U

Wrap Text

General

\$ % , .0 .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 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. A 'Delete' button is also visible in the bottom right area of the dialog. The 'Sample' preview area shows various number format codes.

Format Cells

Number Alignment Font Border Fill Protection

Category: Sample

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 ):!Red1(\$#,##0)

Delete

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

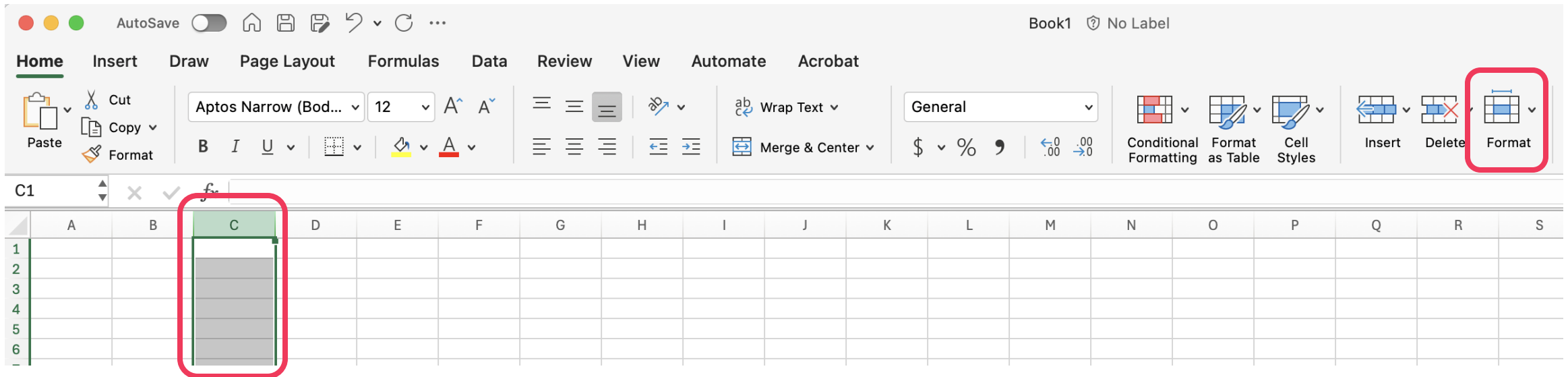
Cancel OK



# 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)

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

Paste Cut Copy Format Aptos Narrow (Bod... 12 A A B I U Merge & Center General \$ % , .0 .00 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. On the left, under 'Category:', the 'Custom' option is highlighted with a red box. On the right, under 'Type:', the text '0000-000' is entered into the text box, which is also highlighted with a red box. Below the text box is a list of existing number format codes. At the bottom right, the 'OK' button is highlighted with a red box. The 'Cancel' button is also visible. A 'Delete' button is located below 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.'

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

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.

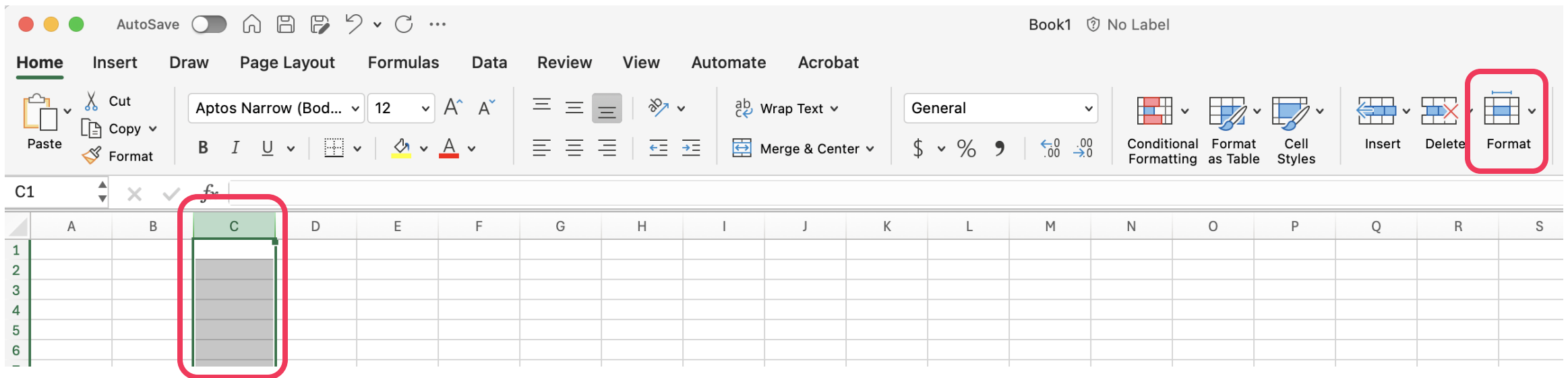
Cancel OK



# 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.

## 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'. Below the list of categories, there is a list of format codes, including 'General', '0', '0.00', '#,##0', and several codes with red text formatting. 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 ):I[Red](\$,##0)

Delete

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

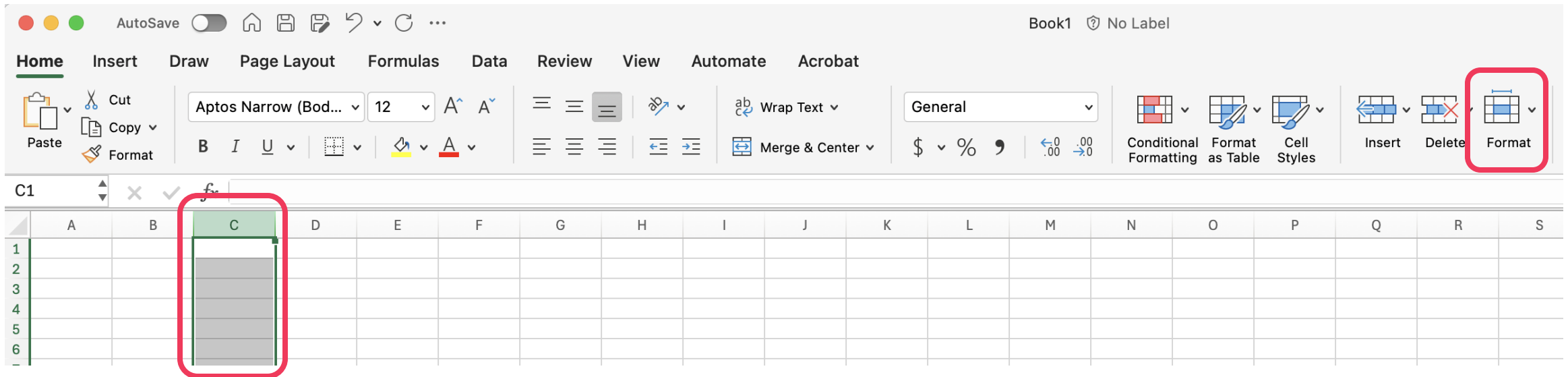
Cancel OK



# 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



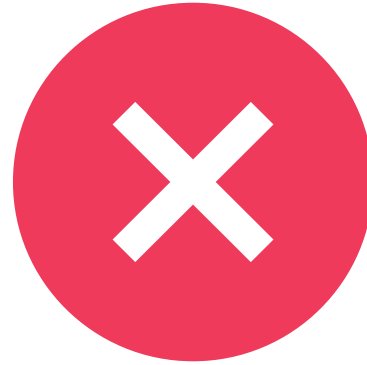
Excel (Format > Format Cells)

Excel ribbon interface showing the 'Format' tab selected. The ribbon includes options like Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, and Acrobat. The 'Format' tab is active, displaying options for Cell Size (Row Height, Column 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. On the left, under 'Category:', the 'Custom' option is highlighted with a red box. On the right, under 'Type:', the text '00' is entered in the input field, which is also highlighted with a red box. Below the input field, a list of format codes is visible, including 'General', '0', '0.00', and various currency and scientific notation codes. 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 bottom right of 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.'



**Delete any rows**  
that contain information about  
applied filters.



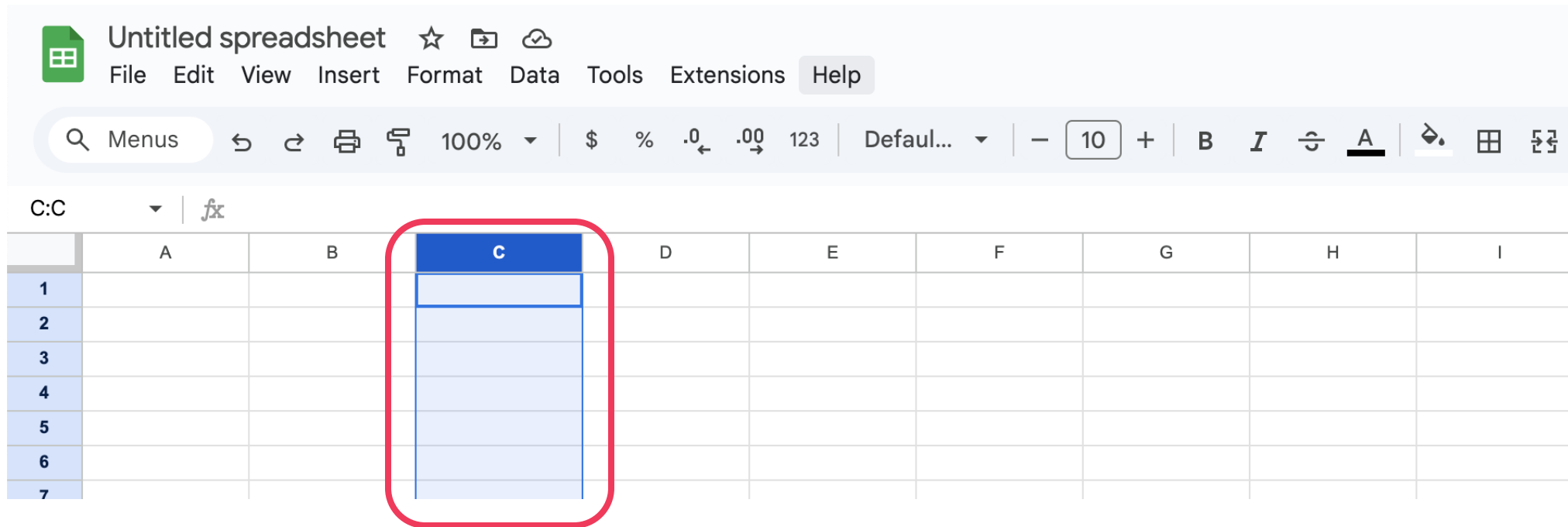
- Open the .csv in Google Sheets.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



# LEA ID

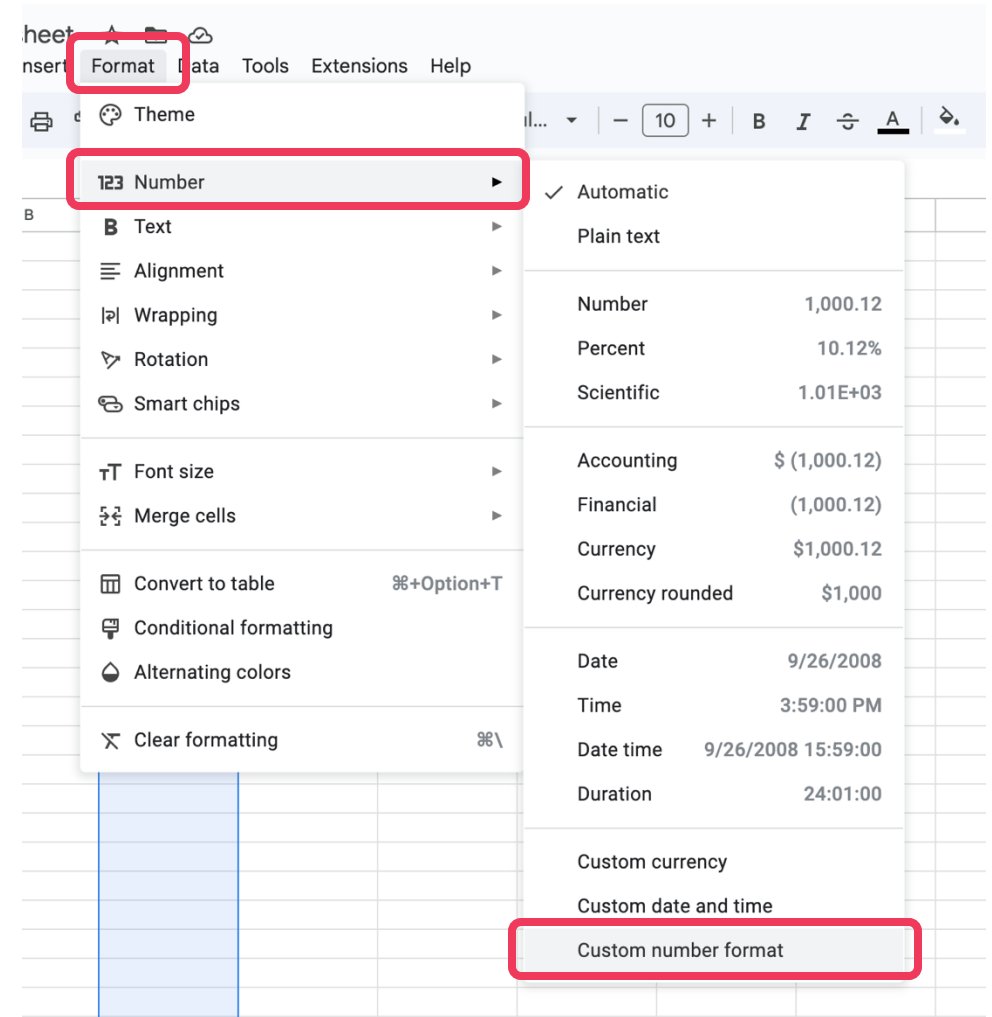
## Google Sheets

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



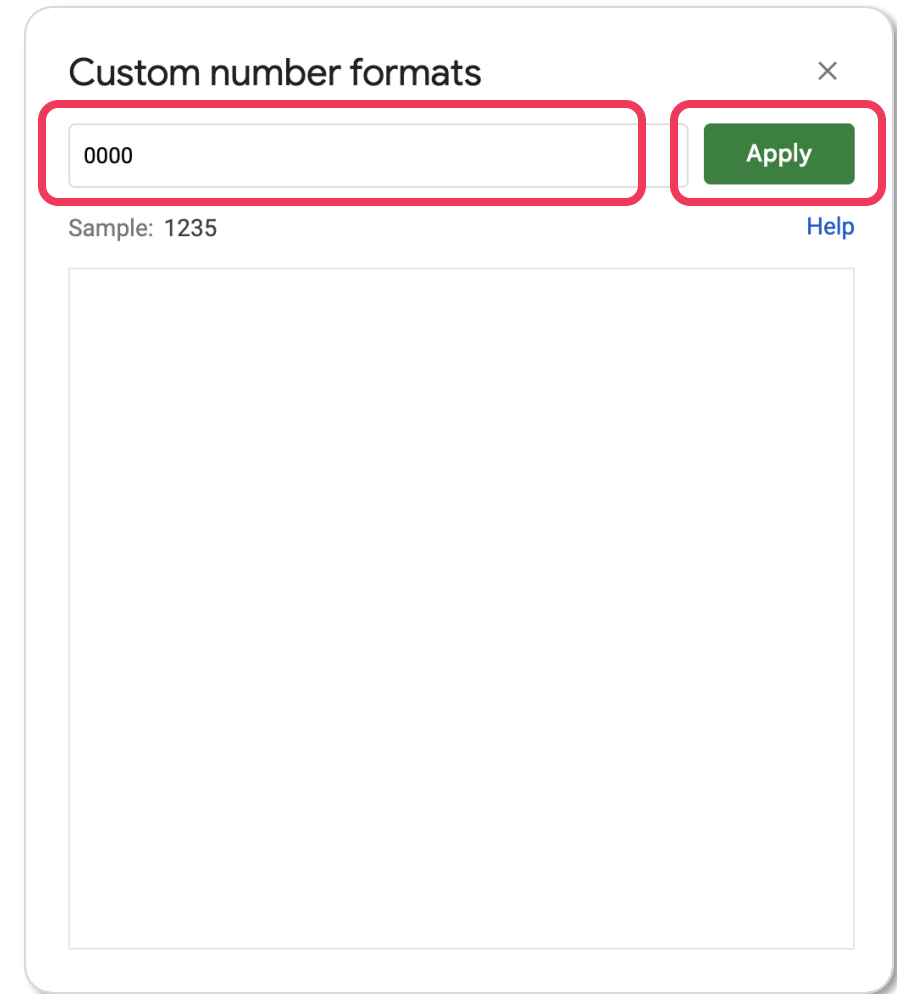
## Google Sheets (Format > Number > Custom Number Format)

- 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

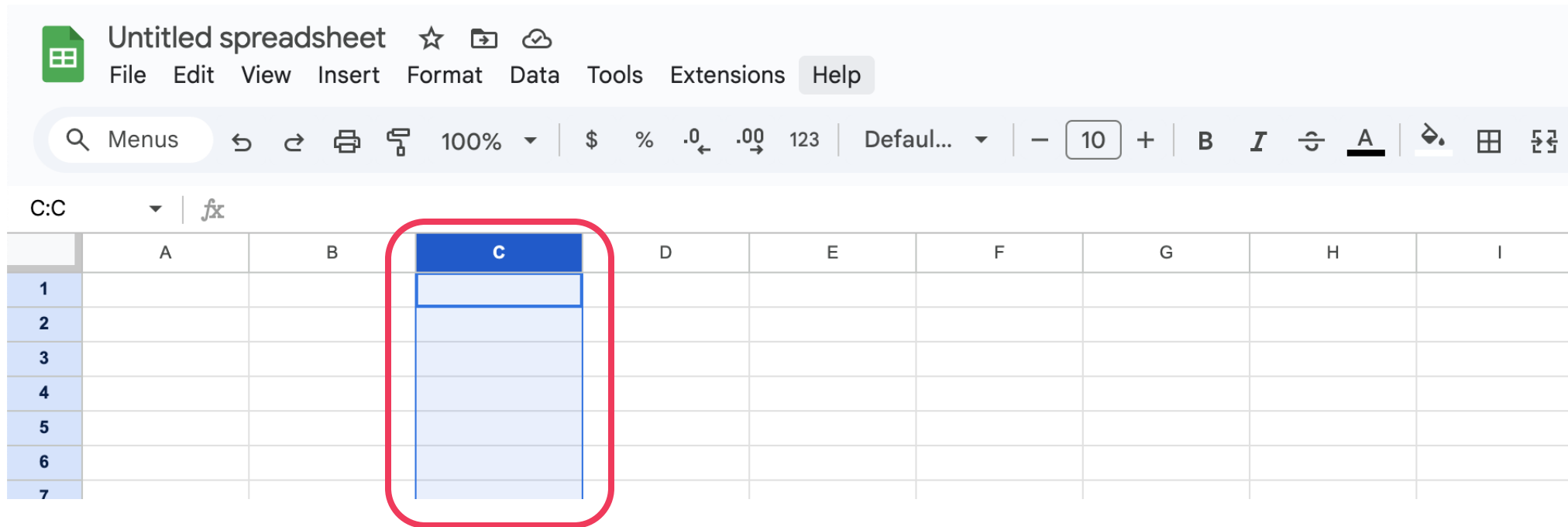
Sample: 1235 [Help](#)



# School ID

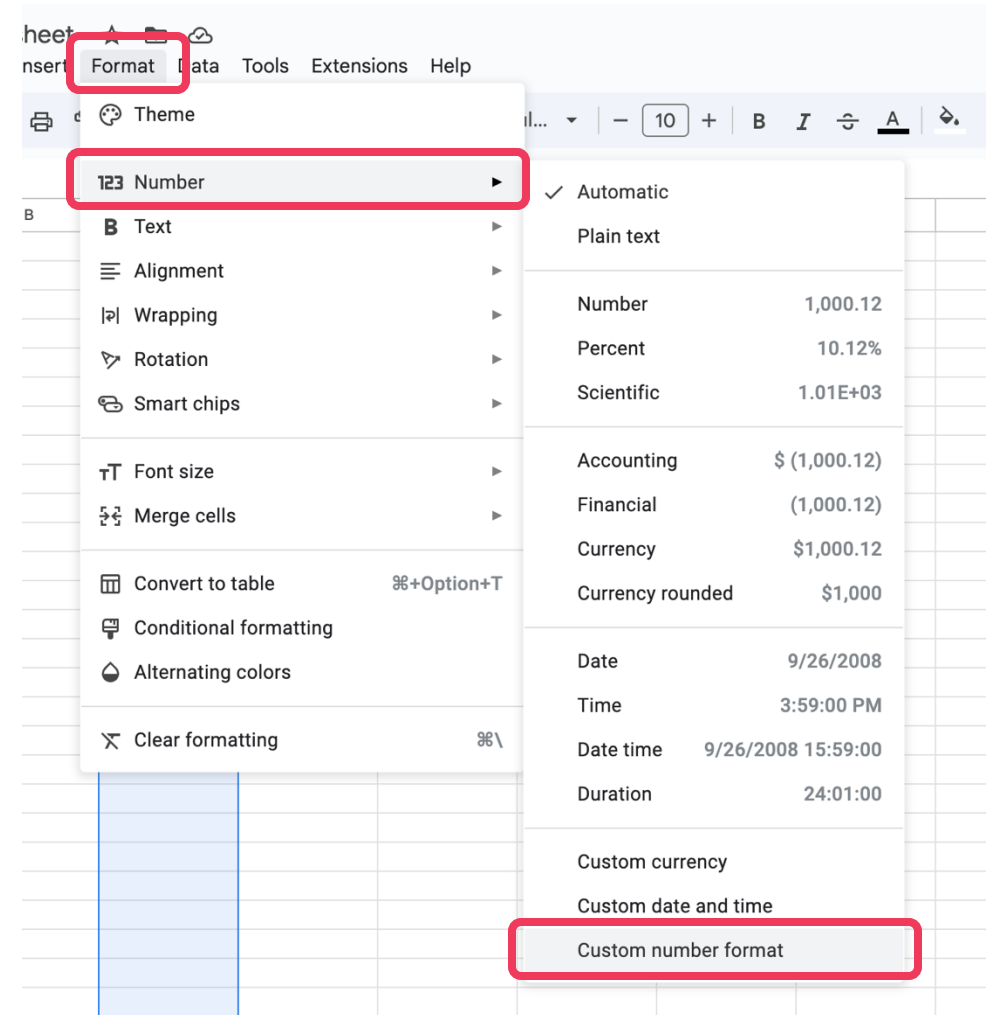
## Google Sheets

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



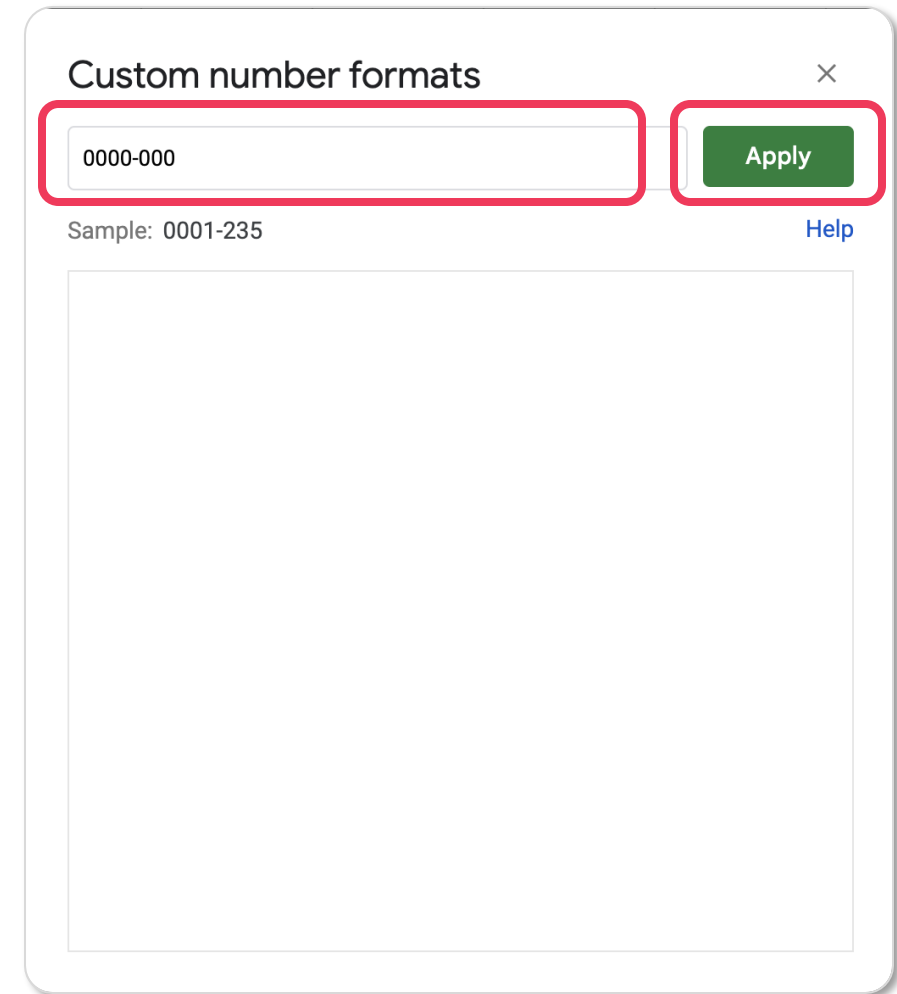
## Google Sheets (Format > Number > Custom Number Format)

- 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

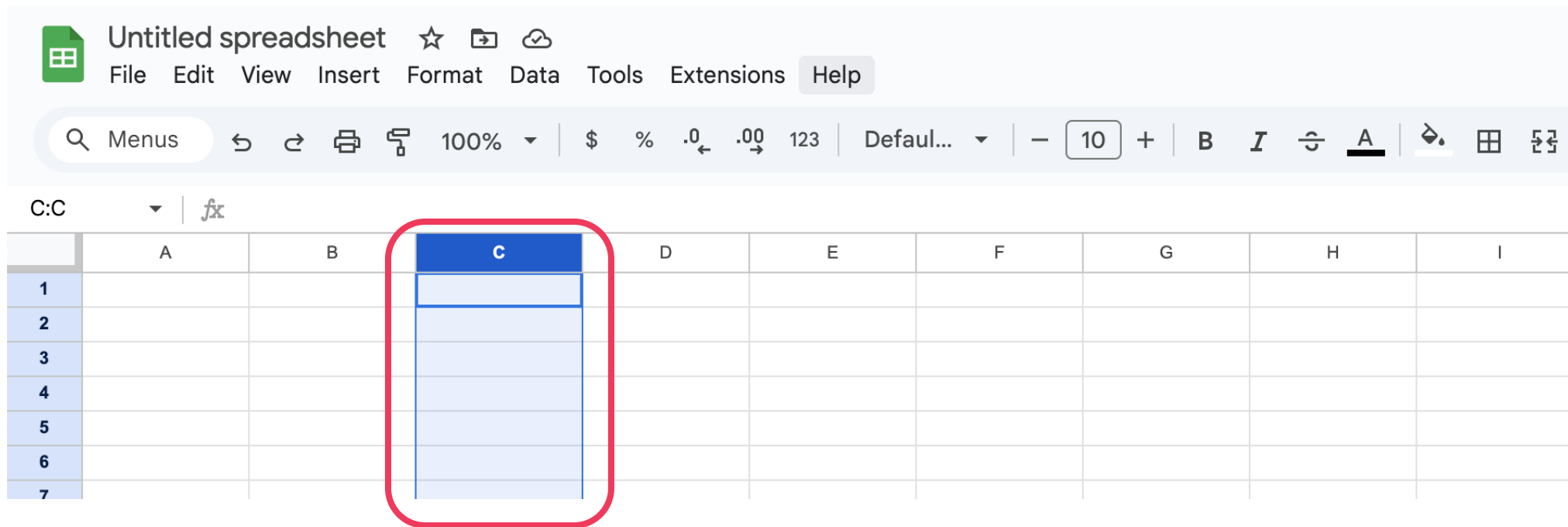
[Help](#)



# MSIS IDs

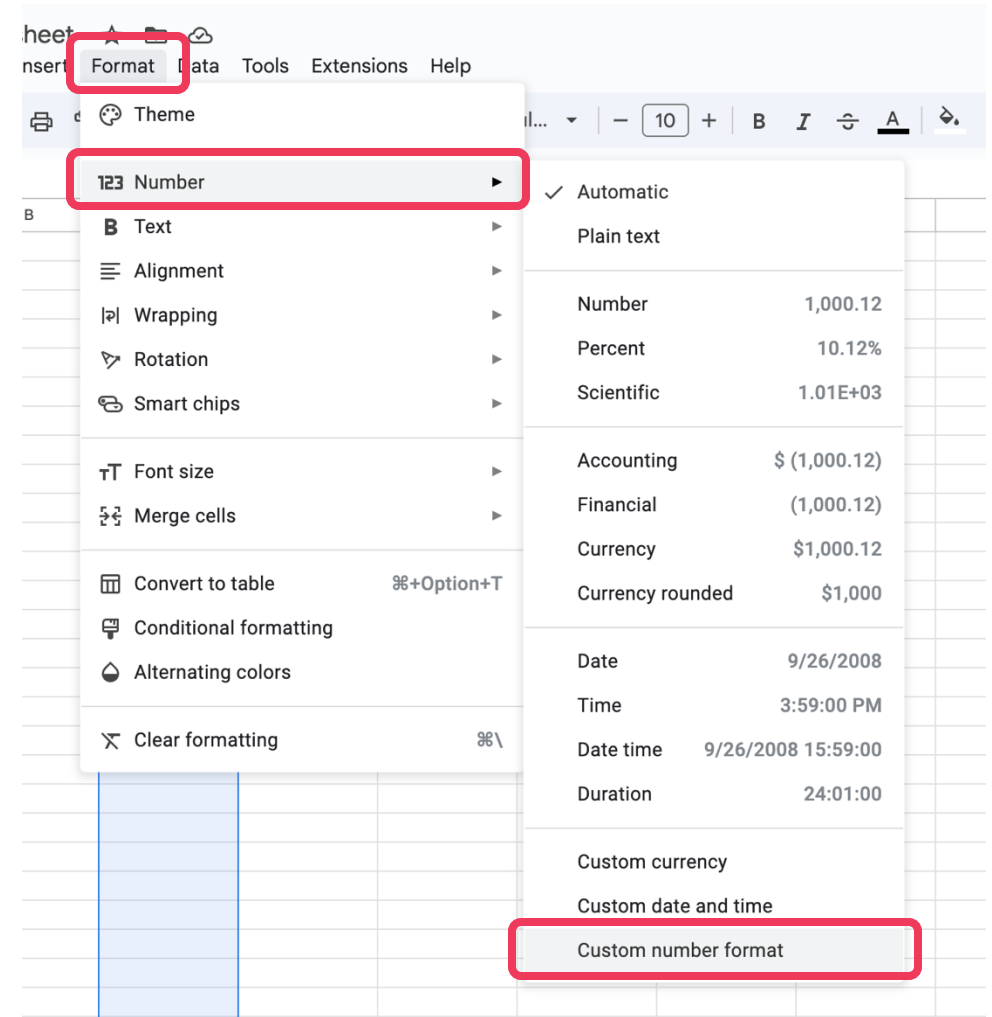
## Google Sheets

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



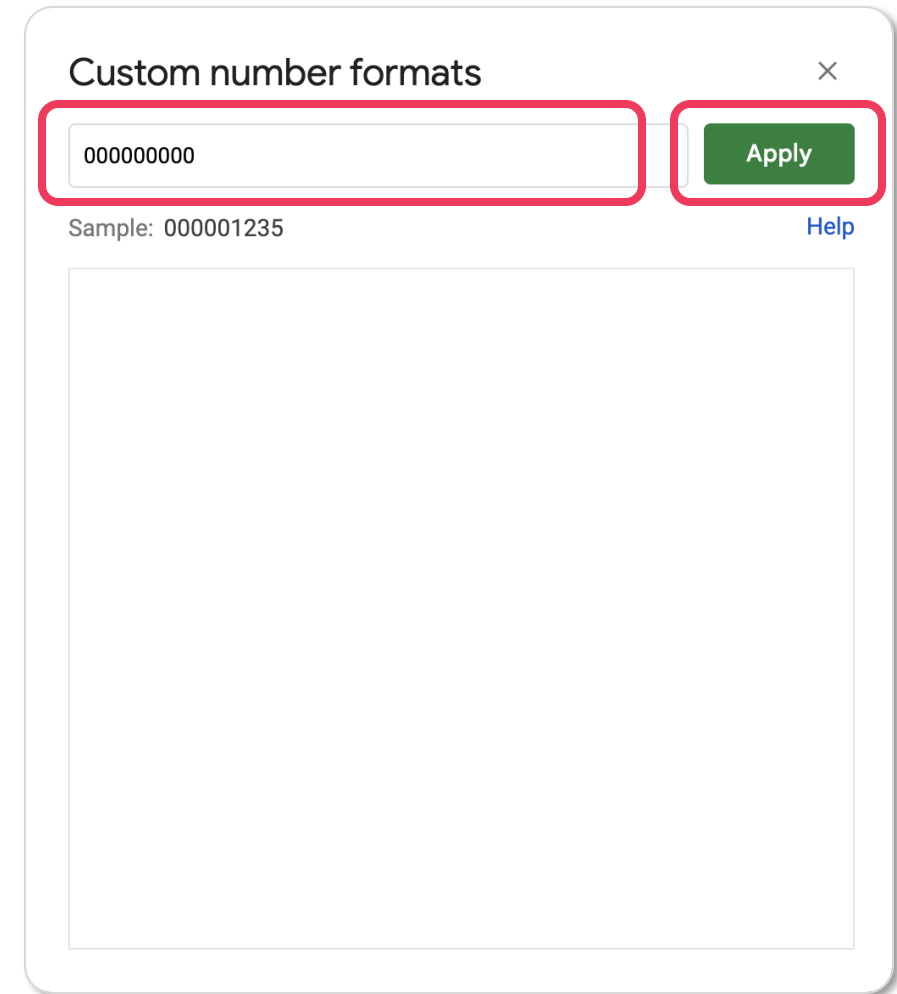
## Google Sheets (Format > Number > Custom Number Format)

- 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

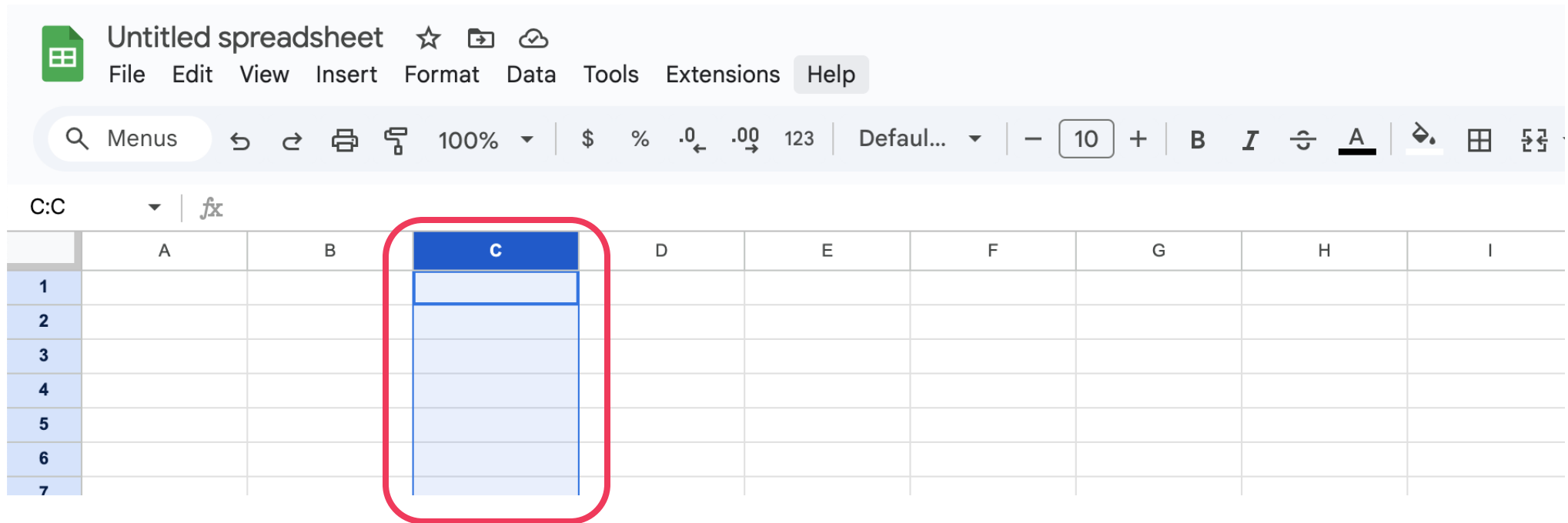
[Help](#)



# Grade Level

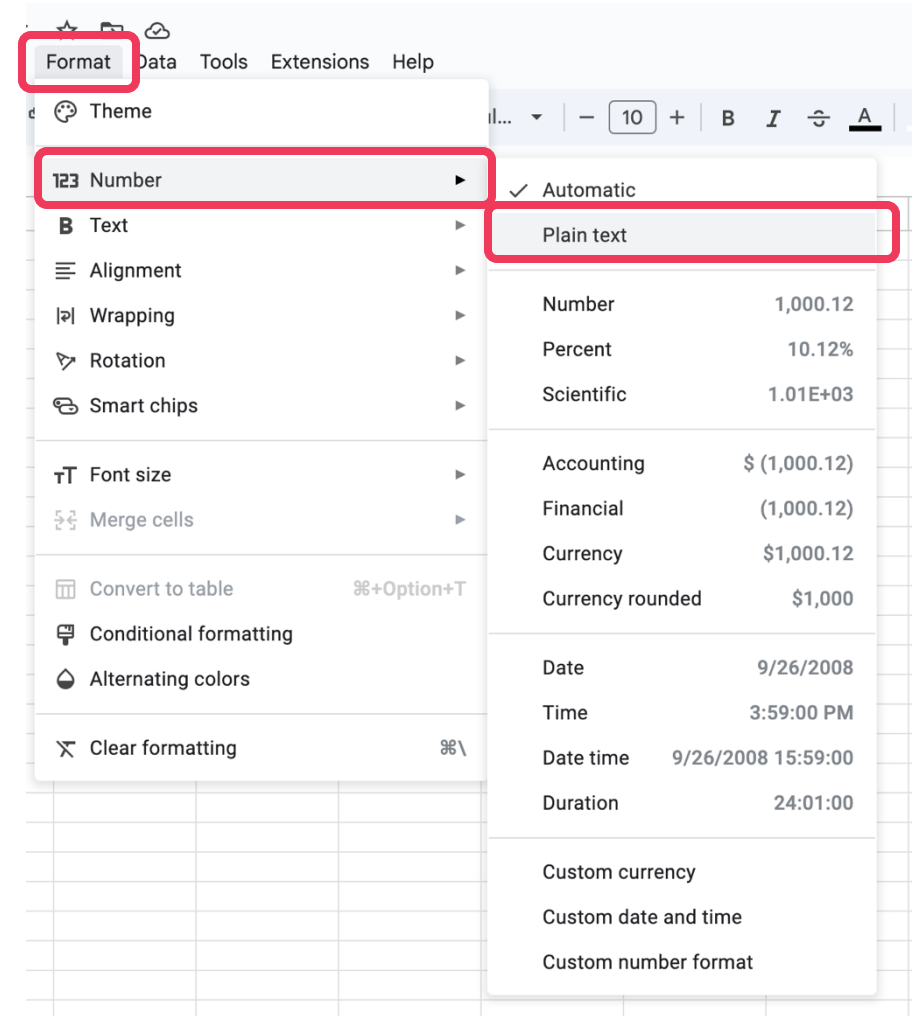
## Google Sheets

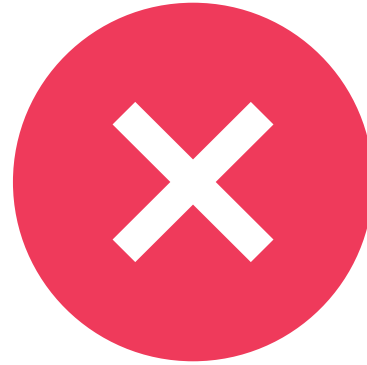
- Click on the Column letter (ex: C) to select the column that needs to be formatted.



## Google Sheets (Format > Number > Plain Text)

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





**Delete any rows**  
that contain information about  
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