

- 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



Format Spreadsheets – LEA ID

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





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- Select Custom
- Under Type, enter "0000"
- Select OK

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School ID



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- Select Custom
- Under Type, enter "0000-000"
- Select OK







MSIS IDs



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





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- Select Custom
- Under Type, enter "00000000"
- Select OK

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LEA ID



Google Sheets

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





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

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

Custom number formats	×
0000	Apply
Sample: 1235	Help





School ID



Google Sheets

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

0000-000	Apply
Sample: 0001-235	Help





MSIS IDs



Google Sheets

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- Click on Format in the Menu bar
- Select Number, then Custom
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- In the Custom number formats box, type "00000000"
- Select Apply

Custom number formats	×
00000000	Apply
Sample: 000001235	Help

