



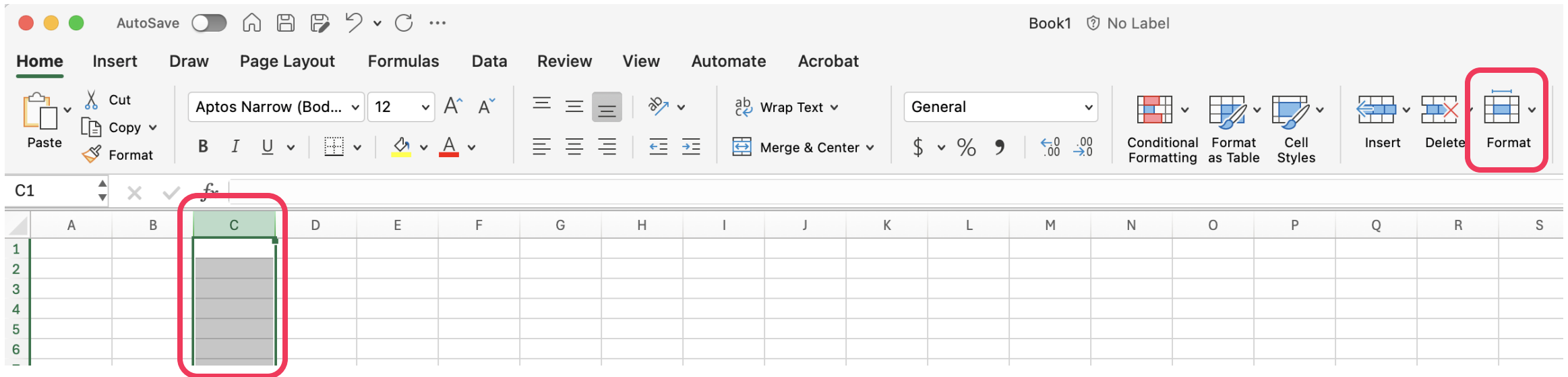
- Open the .csv in Excel.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



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 shows the Microsoft Excel interface. The ribbon is set to the 'Home' tab, displaying various formatting options like font, alignment, and styles. A context menu is open over the spreadsheet grid, listing actions such as 'Row Height...', 'Column Width...', 'Hide & Unhide', 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”
- Select OK

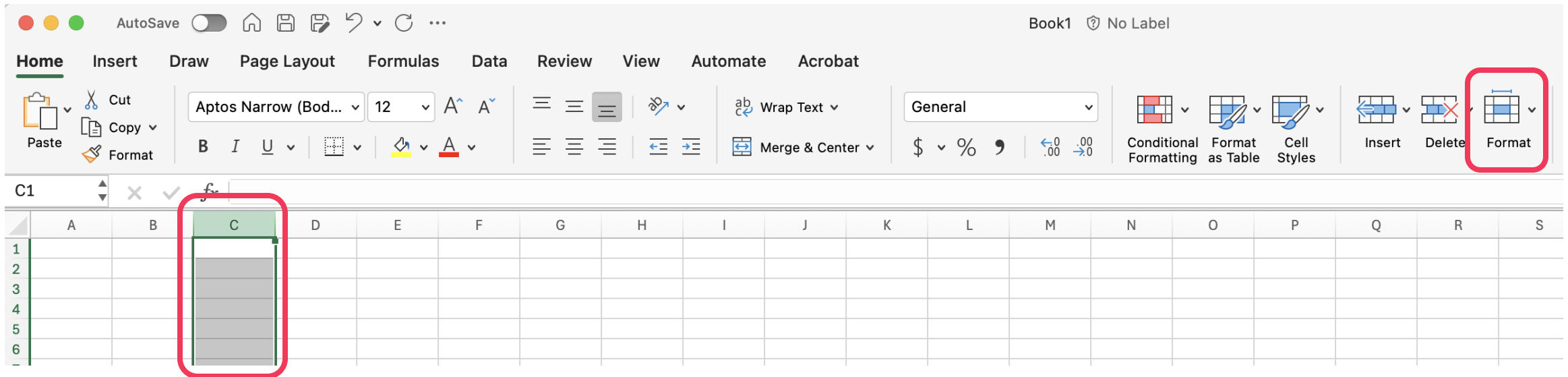
The image shows the 'Format Cells' dialog box in Microsoft Excel. The 'Number' tab is selected. In the left-hand 'Category' list, 'Custom' is highlighted. In the 'Type' text box, the value '0000' has been entered. The 'OK' button at the bottom right is highlighted. Other visible elements include the 'Sample' preview area, a 'Delete' button, and a footer instruction: '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 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 settings (bullet points, indentation), and cell settings (Wrap Text, Merge & Center). A context menu is open over the spreadsheet grid, listing 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 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. In the left-hand 'Category' list, 'Custom' is highlighted with a red box. In the 'Type' field, the text '0000-000' has been entered, and this field is also enclosed in a red box. Below the 'Type' field, a list of existing number format codes is visible. At the bottom right of the dialog, the 'OK' button is highlighted with a red box, while the 'Cancel' and 'Delete' buttons are not.

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):IRed1(\$#,##0)

Delete

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

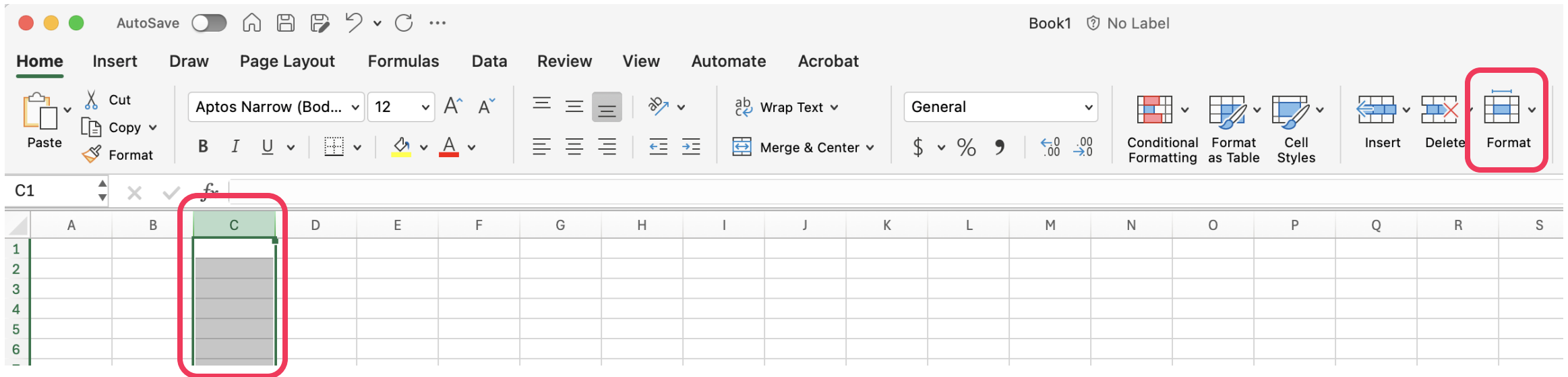
Cancel OK



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 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, displaying various formatting options like font face (Aptos Narrow), size (12), bold, italic, underline, text color, background color, alignment, and number formatting. A context menu is open on the right side of the spreadsheet, listing 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 at the bottom of the menu is highlighted with a red rectangular box.

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. In the 'Type' field, the text '0000000000' has been entered. The 'Sample' area shows a preview of the formatted field. At the bottom, the 'OK' button 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
#,##0.00;(#,##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.

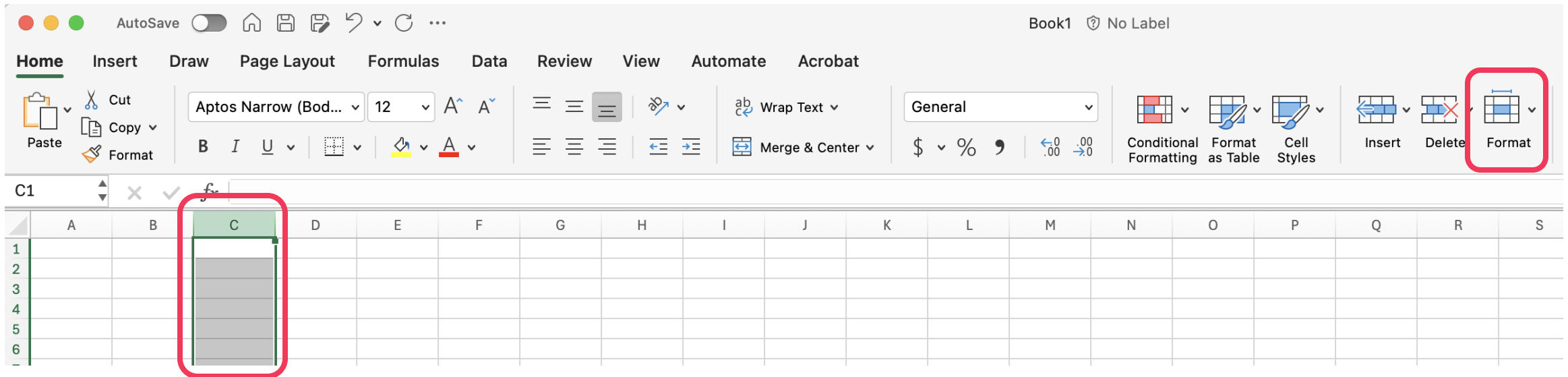
Cancel OK



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)

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

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

A B C D E F G H I J K L M N O P Q R

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 “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. The 'Sample' area shows 'Improperly formatted field.' and a list of format codes.

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: 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.

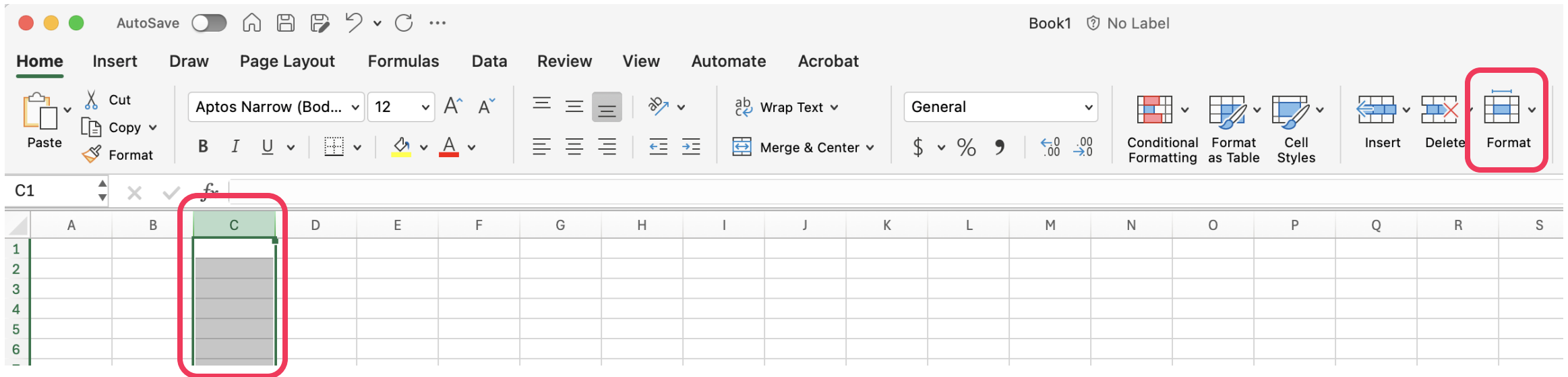
Cancel OK



Date

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 (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... (highlighted in green).

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 “mm/dd/yyyy”
- 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 date format 'mm/dd/yyyy' has been entered. The 'OK' button at the bottom right is highlighted.

Format Cells

Number Alignment Font Border Fill Protection

Category: Sample

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

Type:
mm/dd/yyyy

mmm-yy
h:mm AM/PM
h:mm:ss AM/PM
h:mm
h:mm:ss
m/d/yy h:mm
mm:ss
mm:ss.0
@
[h]:mm:ss
(\$* ###0): (\$* (###0): (\$* "-"): (@)

Delete

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

Cancel OK



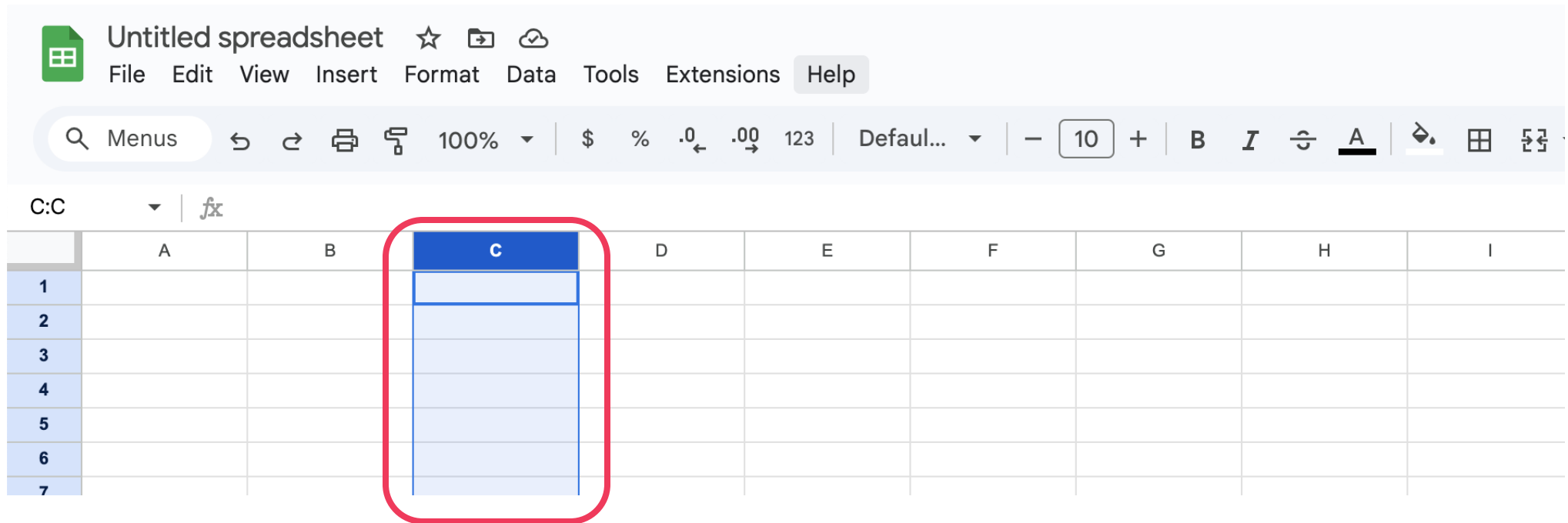
- Open the .csv in Google Sheets.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



LEA ID

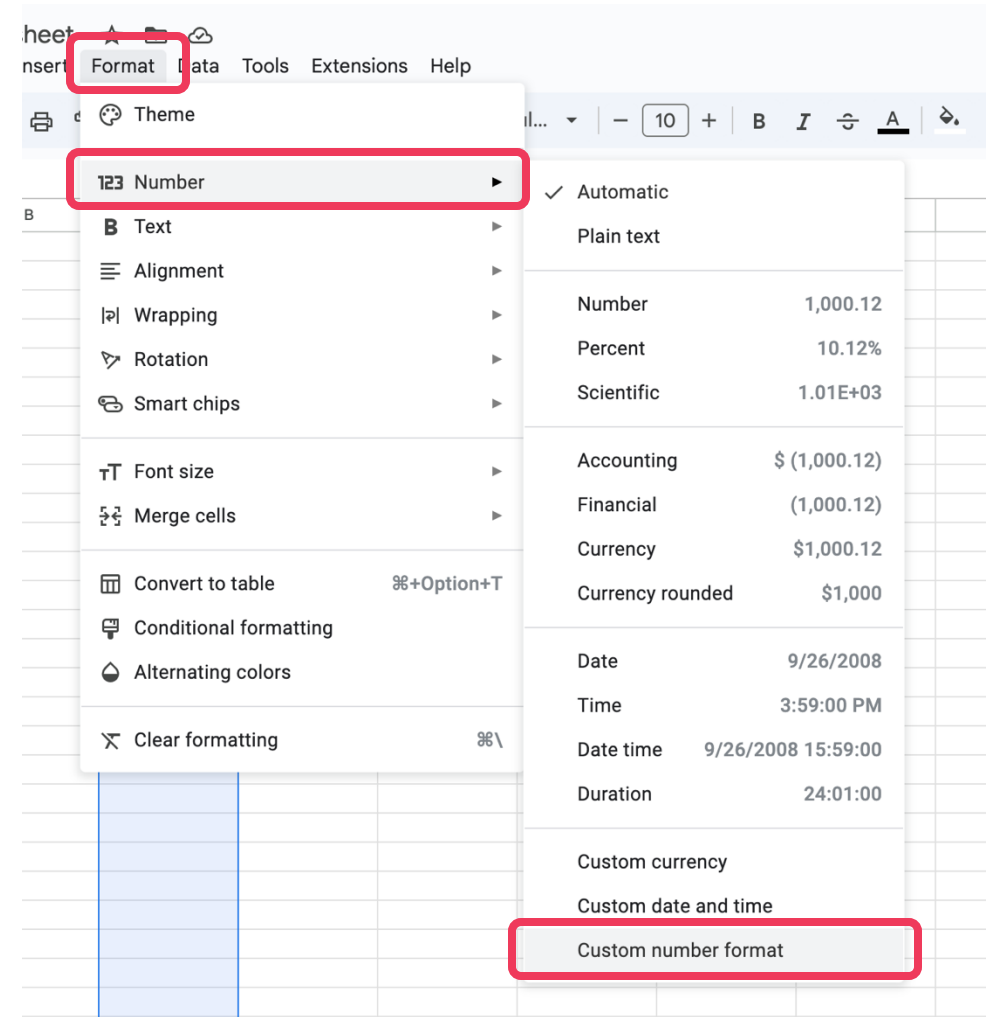
Google Sheets

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



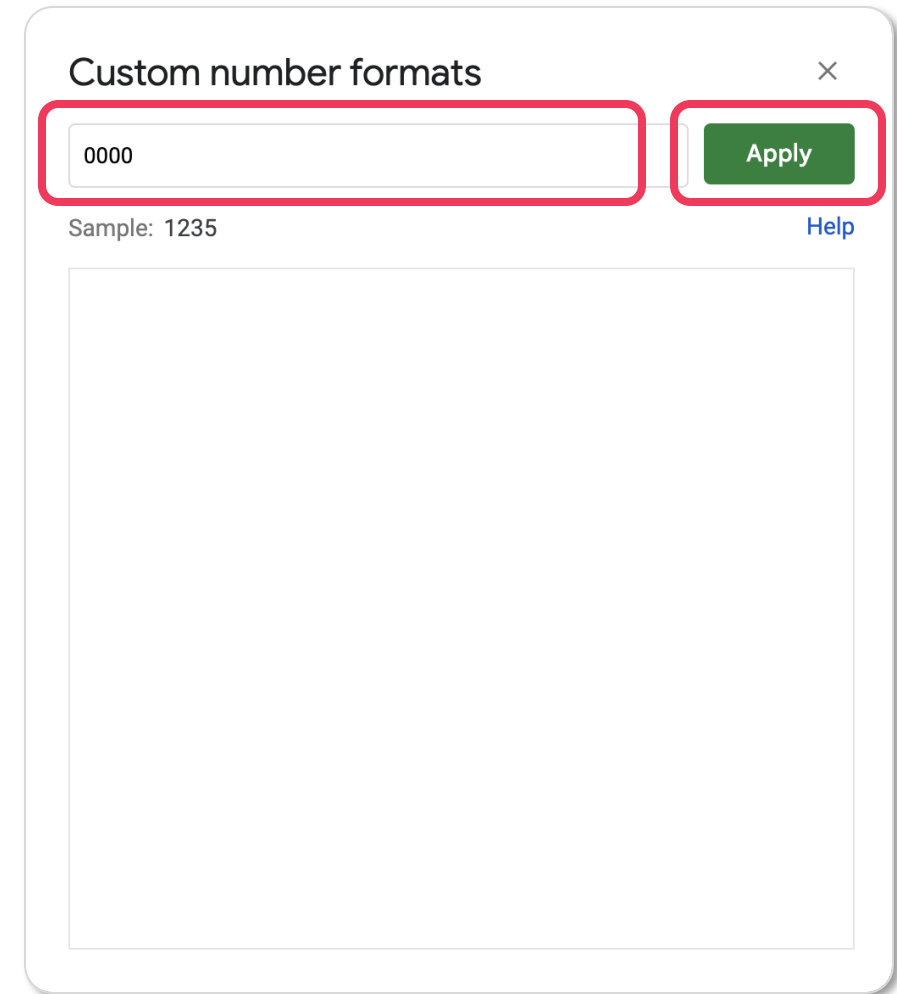
Google Sheets (Format > Number > Custom Number Format)

- 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

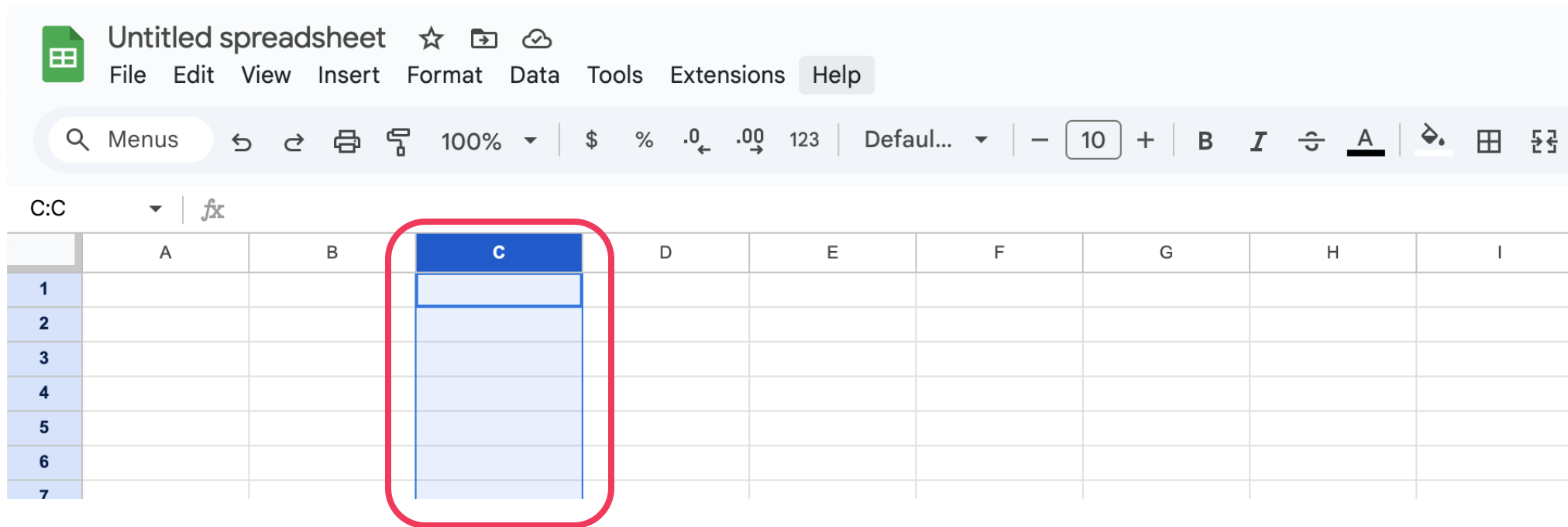
[Help](#)



School ID

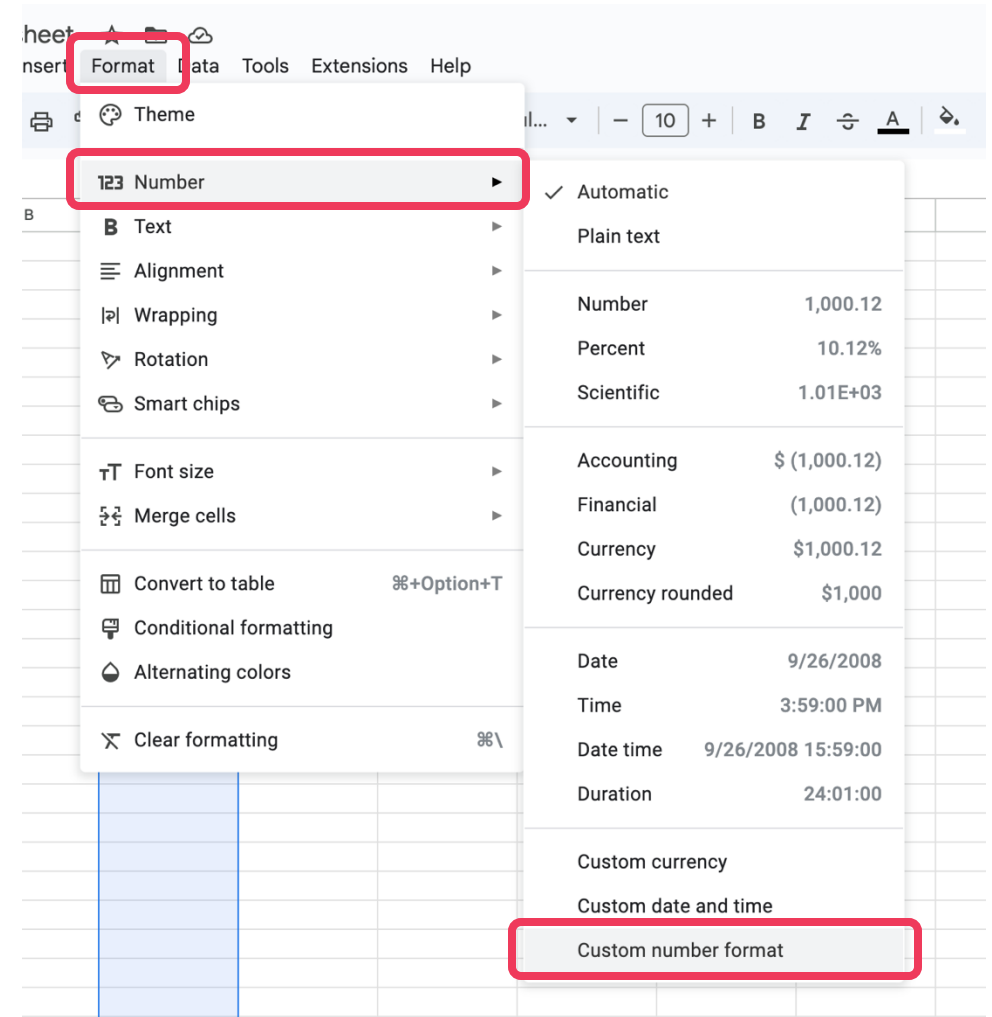
Google Sheets

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



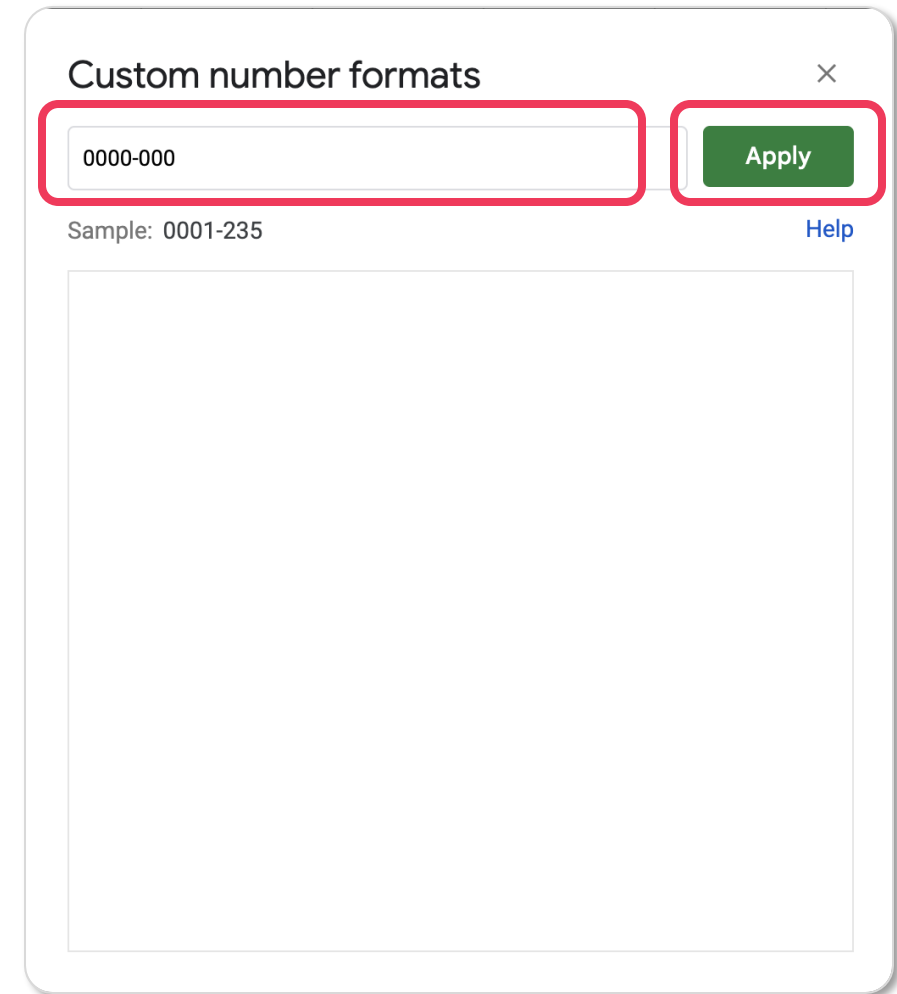
Google Sheets (Format > Number > Custom Number Format)

- 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

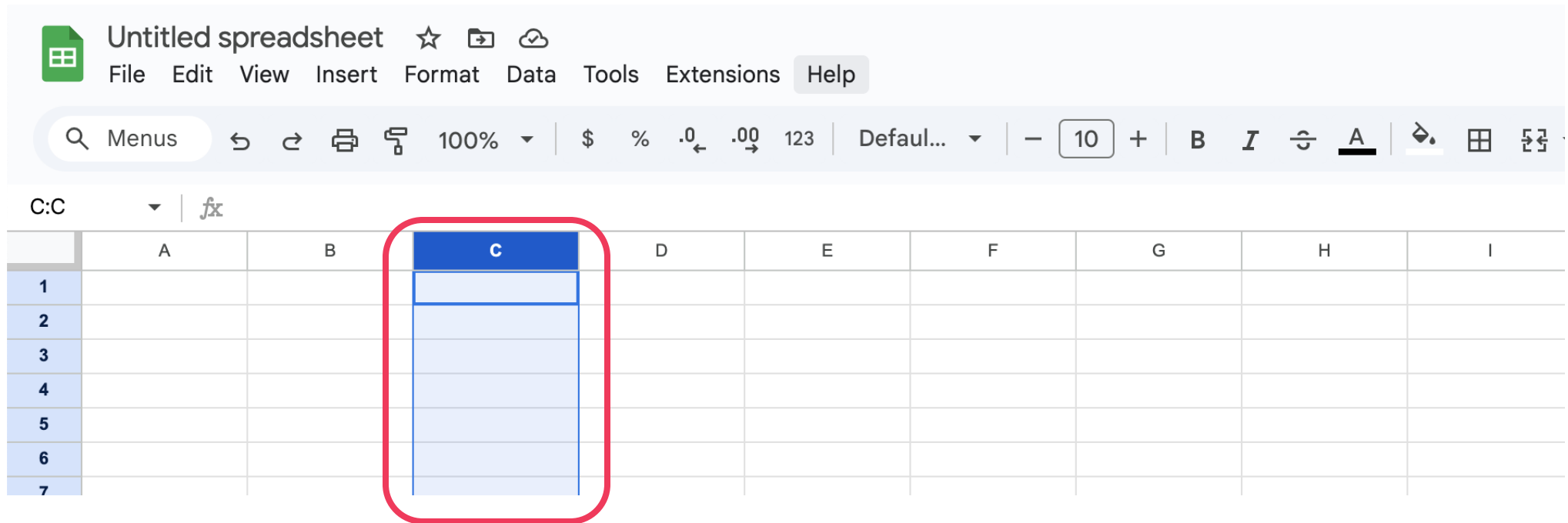
[Help](#)



MSIS IDs

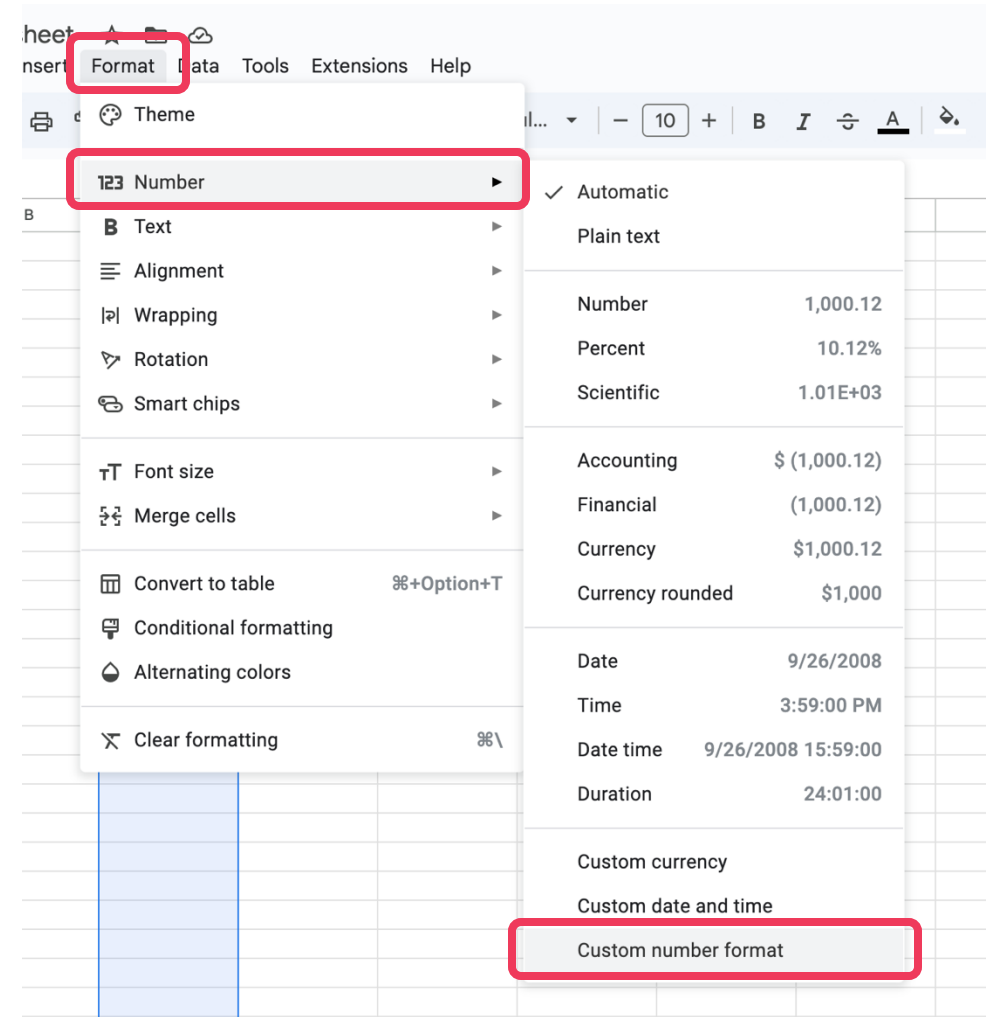
Google Sheets

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



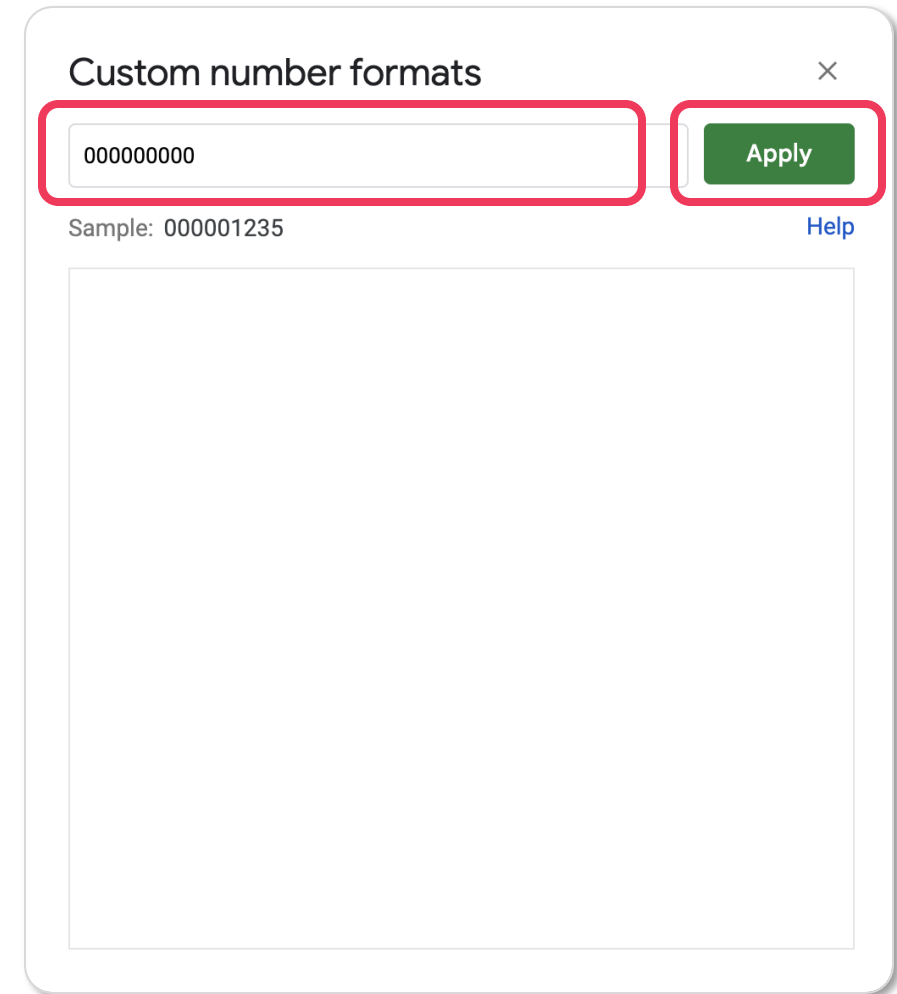
Google Sheets (Format > Number > Custom Number Format)

- 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

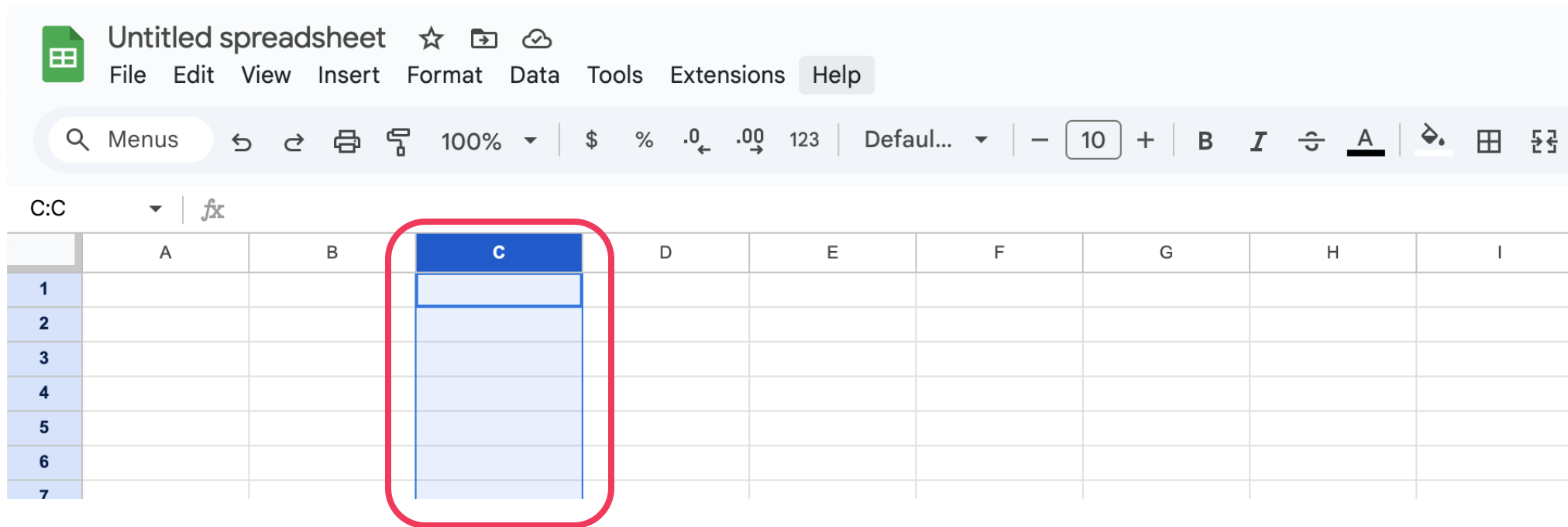
[Help](#)



Grade Level

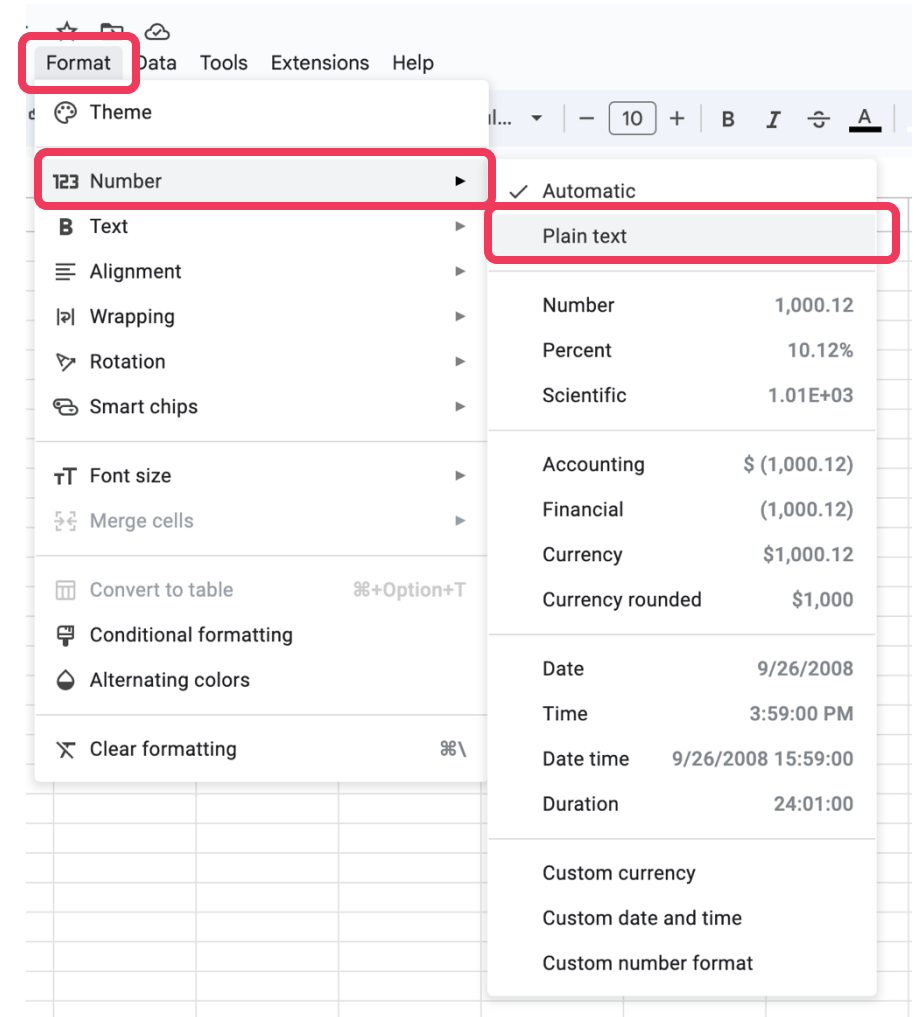
Google Sheets

- 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

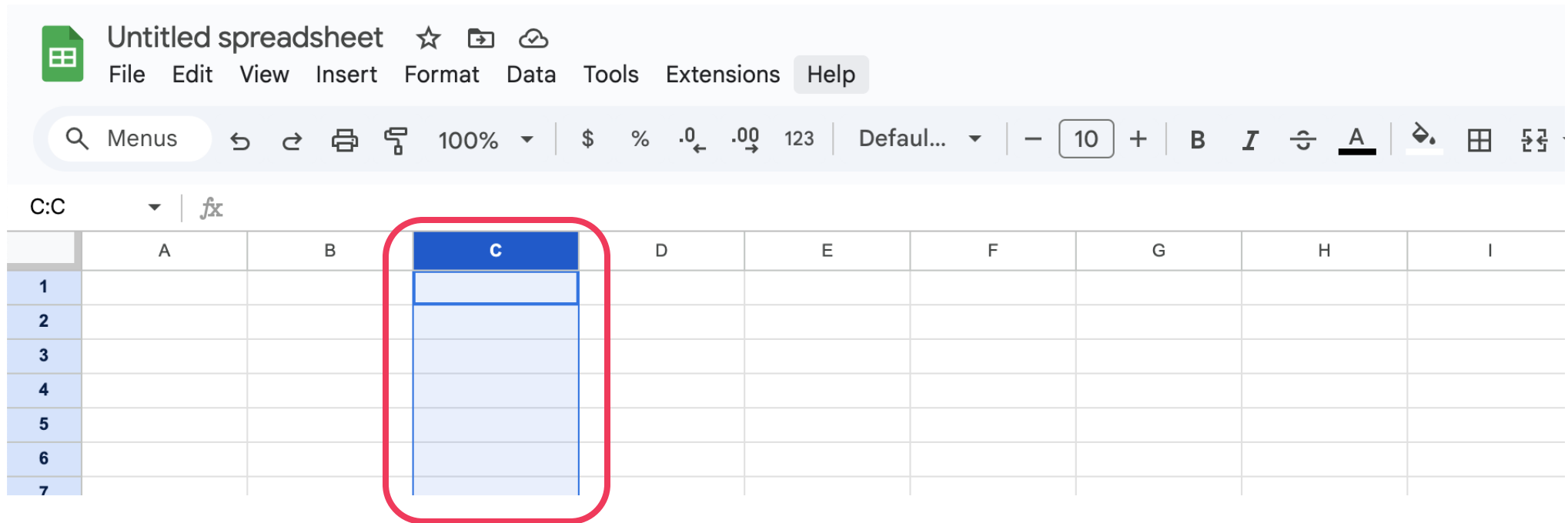




Date

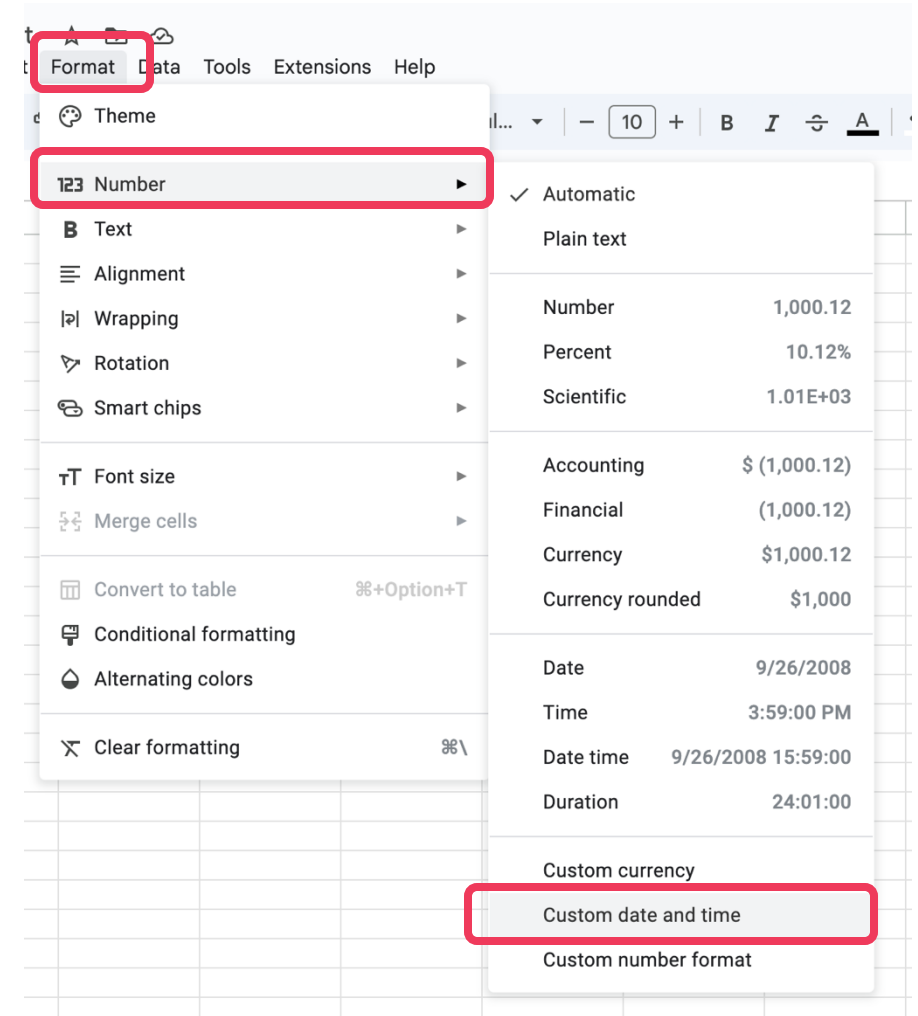
Google Sheets

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



Google Sheets (Format > Number > Custom Date and Time)

- Click on Format in the Menu bar
- Select Number, then Custom date and time



Google Sheets (Format > Number > Custom Date and Time)

- In the Custom date and time formats box, notice the default setting

Custom date and time formats

Year (1930) - Month (08) - Day (05) 

Apply

1930-08-05
08-05-1930
8/5/30
08-05-30
8/5
08-05
5-Aug
5-Aug-1930

Google Sheets (Format > Number > Custom Date and Time)

- In the format options, select “8/5/30”

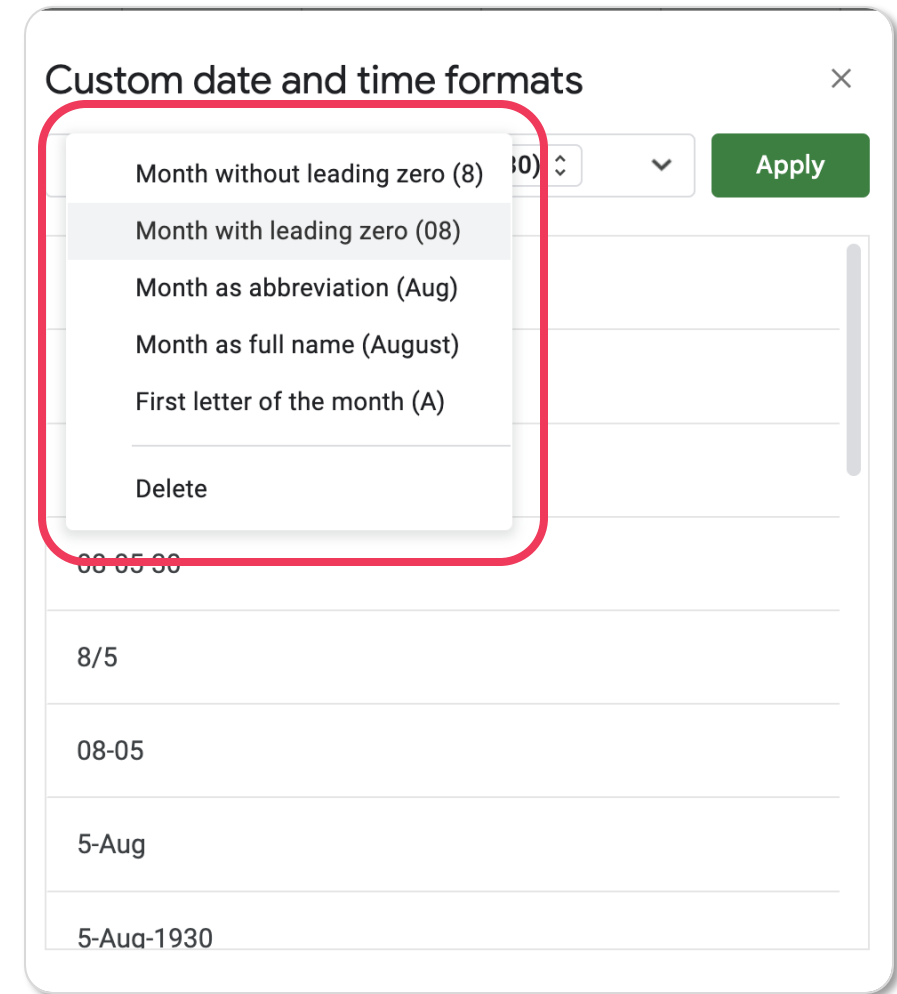
Custom date and time formats ×

Year (1930) ▾ - Month (08) ▾ - Day (05) ▾ Apply

1930-08-05
08-05-1930
8/5/30
08-05-30
8/5
08-05
5-Aug
5-Aug-1930

Google Sheets (Format > Number > Custom Date and Time)

- In the Month drop down, select Month with leading zero (08)



Custom date and time formats

Month without leading zero (8) 08

Month with leading zero (08)

Month as abbreviation (Aug)

Month as full name (August)

First letter of the month (A)

Delete

08-05-30

8/5

08-05

5-Aug

5-Aug-1930

Apply

Google Sheets (Format > Number > Custom Date and Time)

- In the Day drop down, select Day with leading zero (05)

Custom date and time formats

Month (08) /

Day without leading zero (5)

Day with leading zero (05)

Day as abbreviation (Tue)

Day as full name (Tuesday)

Delete

1930-08-05

08-05-1930

8/5/30

08-05-30

8/5

08-05

5-Aug

5-Aug-1930

Apply

Google Sheets (Format > Number > Custom Date and Time)

- In the Month drop down, select Full numeric year (1930)

Custom date and time formats

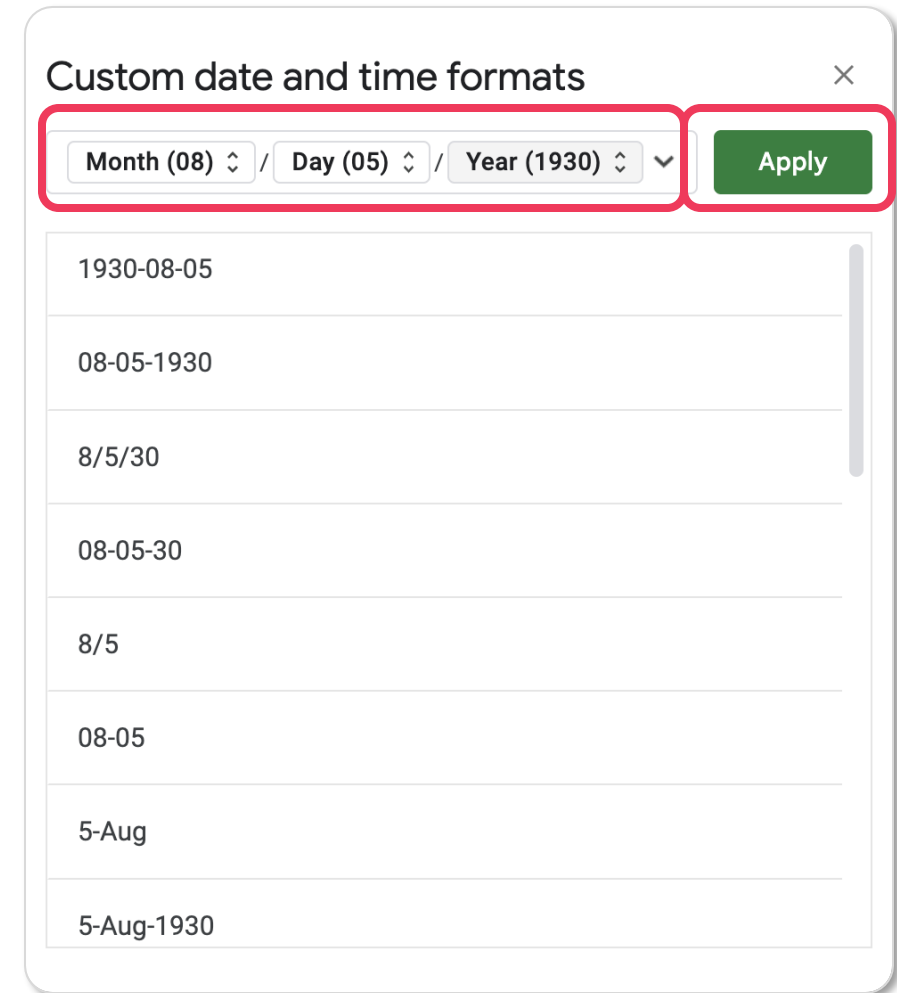
Month (08) / Day (05) /

Two digit year (30)
Full numeric year (1930)
Delete

1930-08-05
08-05-1930
8/5/30
08-05-30
8/5
08-05
5-Aug
5-Aug-1930

Google Sheets (Format > Number > Custom Date and Time)

- Ensure the custom date and time selections reflect:
 - Month (08)
 - Day (05)
 - Year (1930)
- Select Apply



Custom date and time formats

Month (08) / Day (05) / Year (1930) ▼ Apply

1930-08-05
08-05-1930
8/5/30
08-05-30
8/5
08-05
5-Aug
5-Aug-1930