



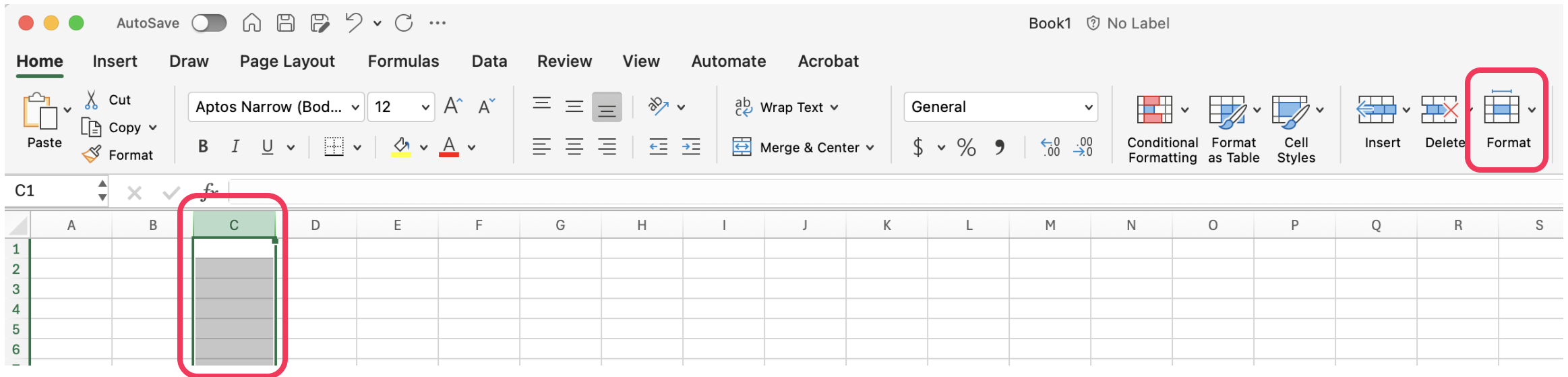
- Open the .csv in Excel.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



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 '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. A 'Delete' button is also visible next to the 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:
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.

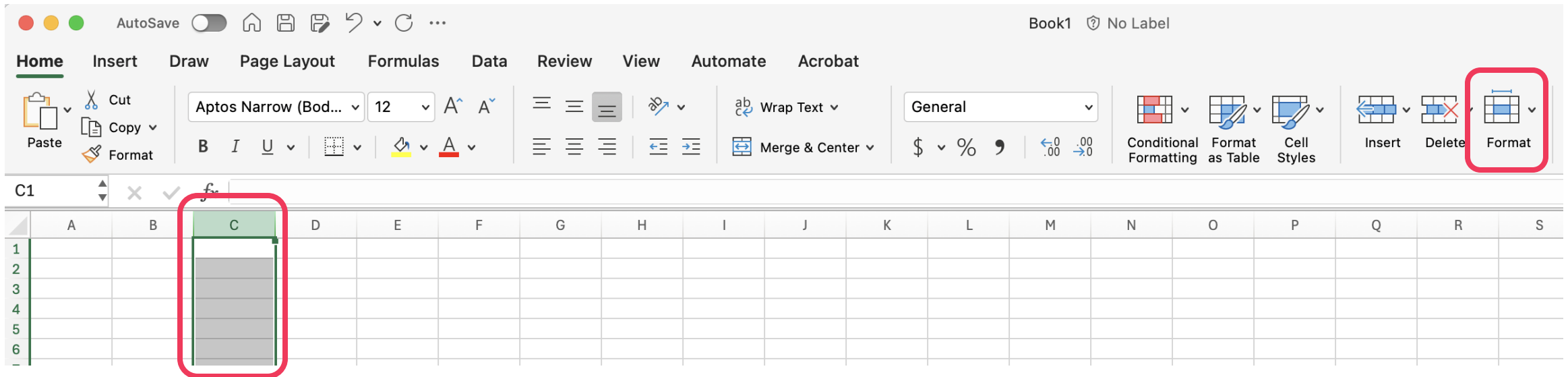
Cancel OK



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)

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 B I U Merge & Center General \$ % .00 .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



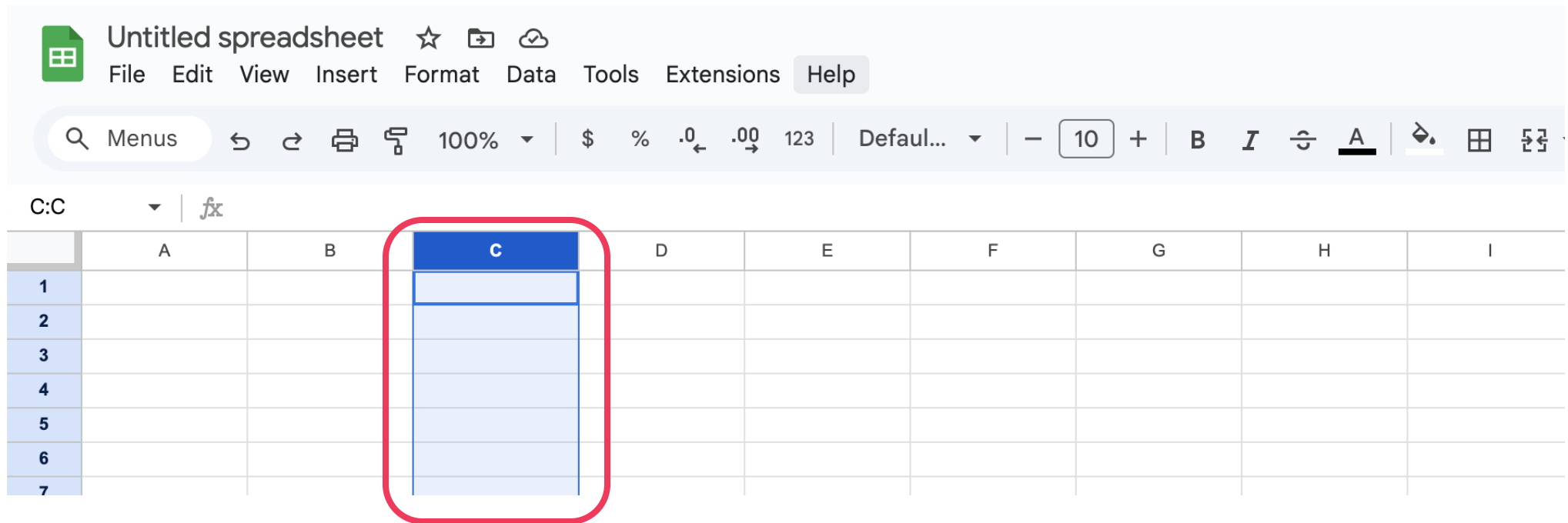
- Open the .csv in Google Sheets.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



LEA ID

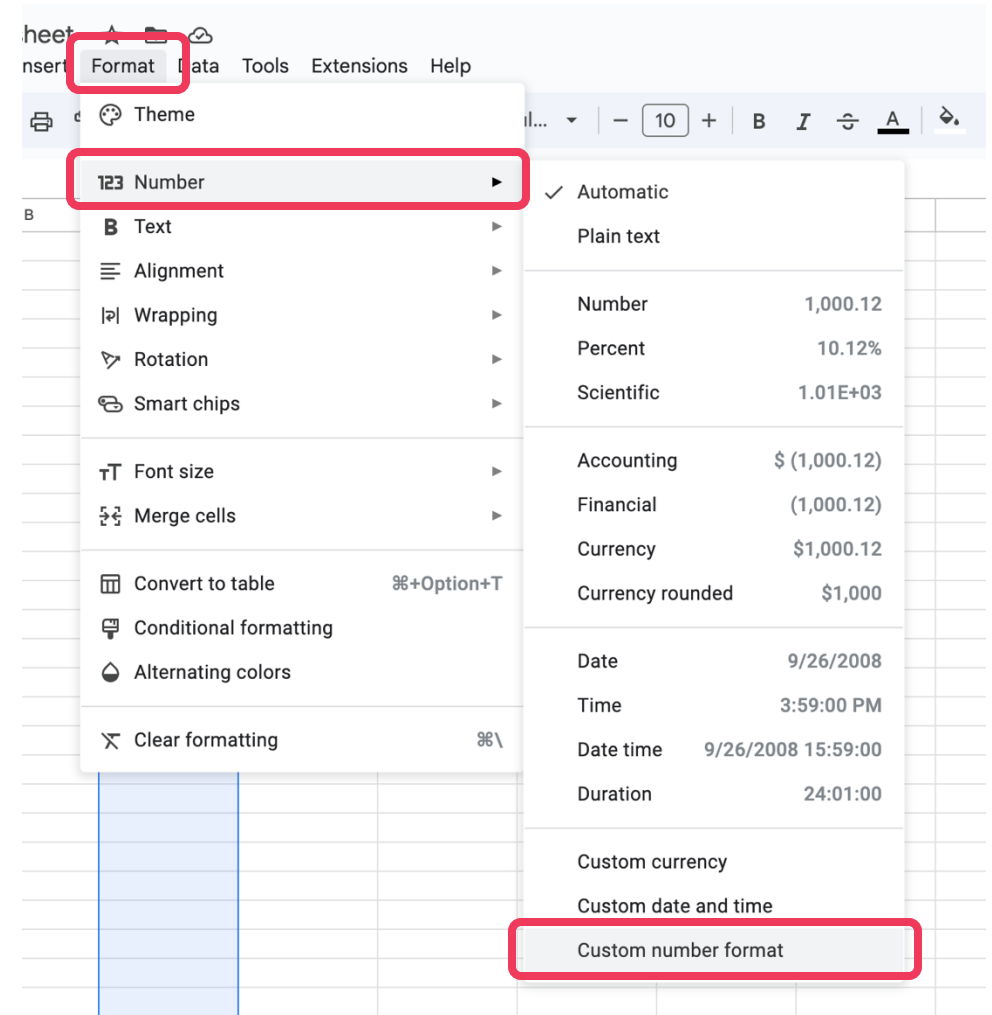
Google Sheets

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



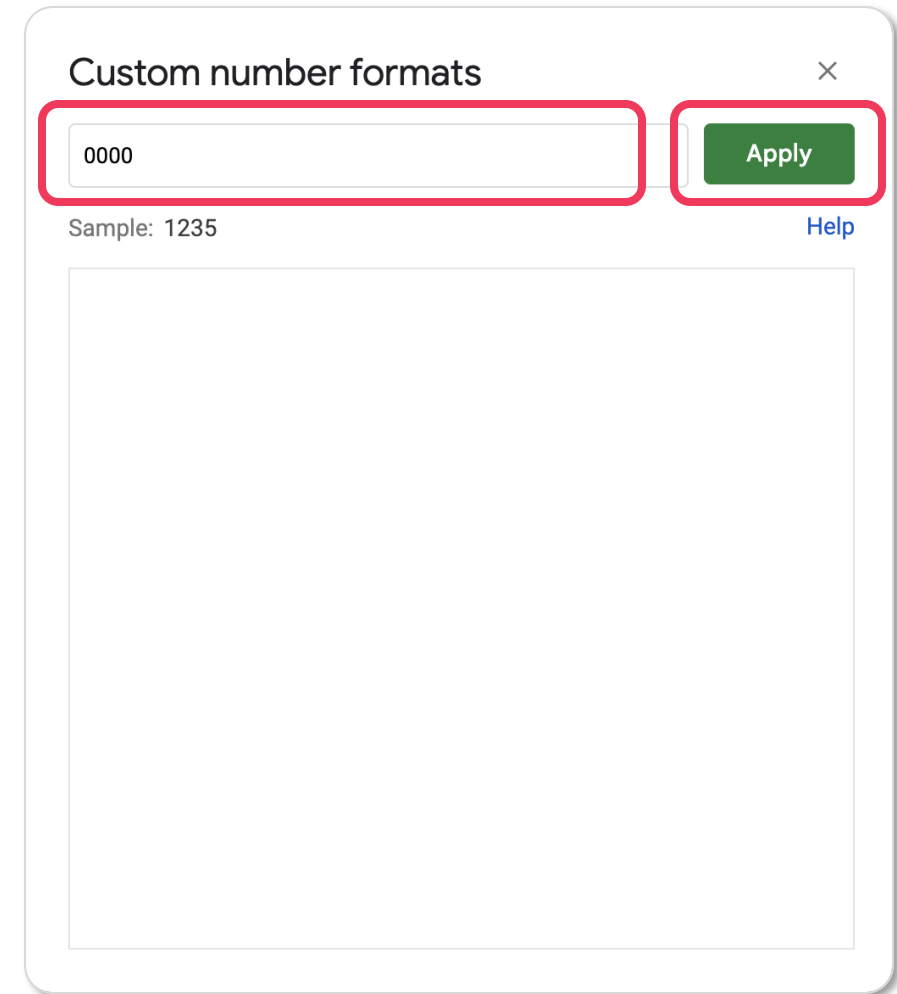
Google Sheets (Format > Number > Custom Number Format)

- 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

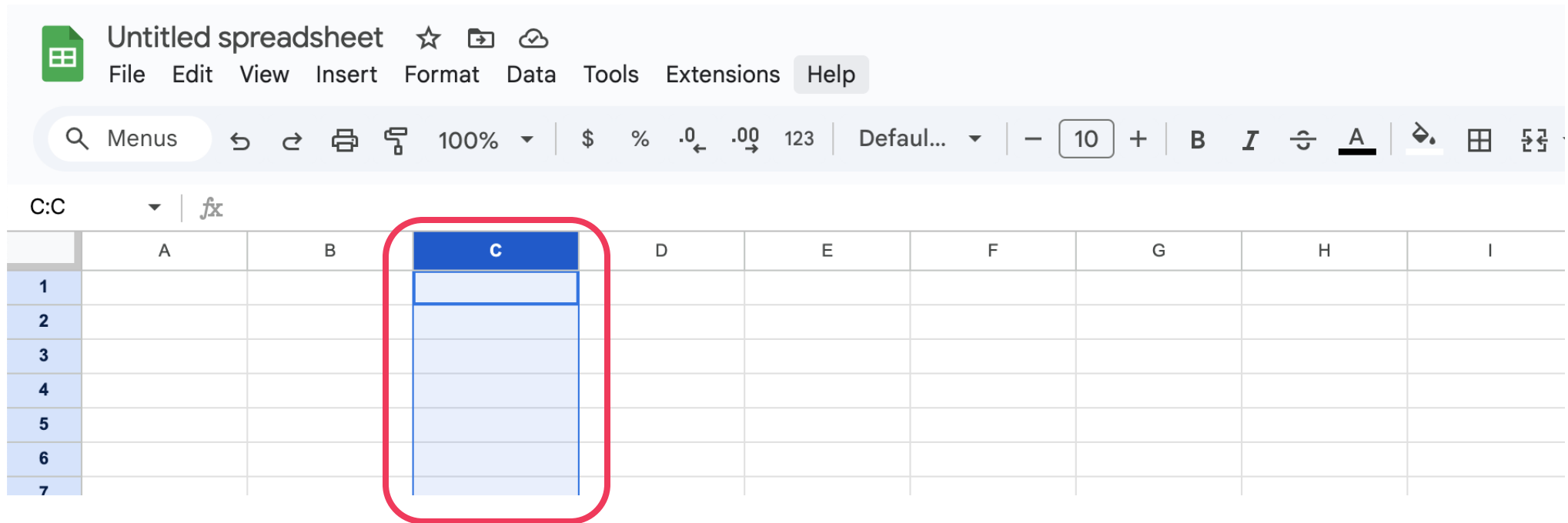
[Help](#)



School ID

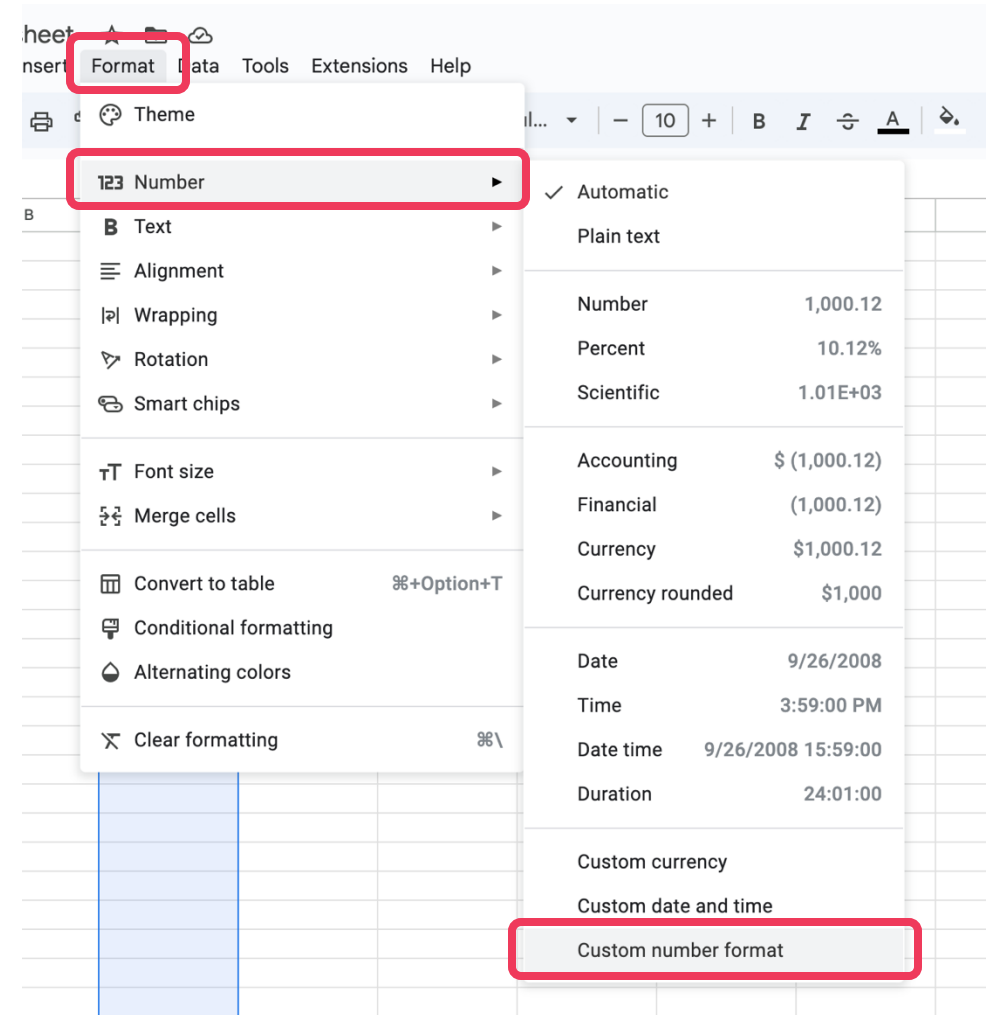
Google Sheets

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



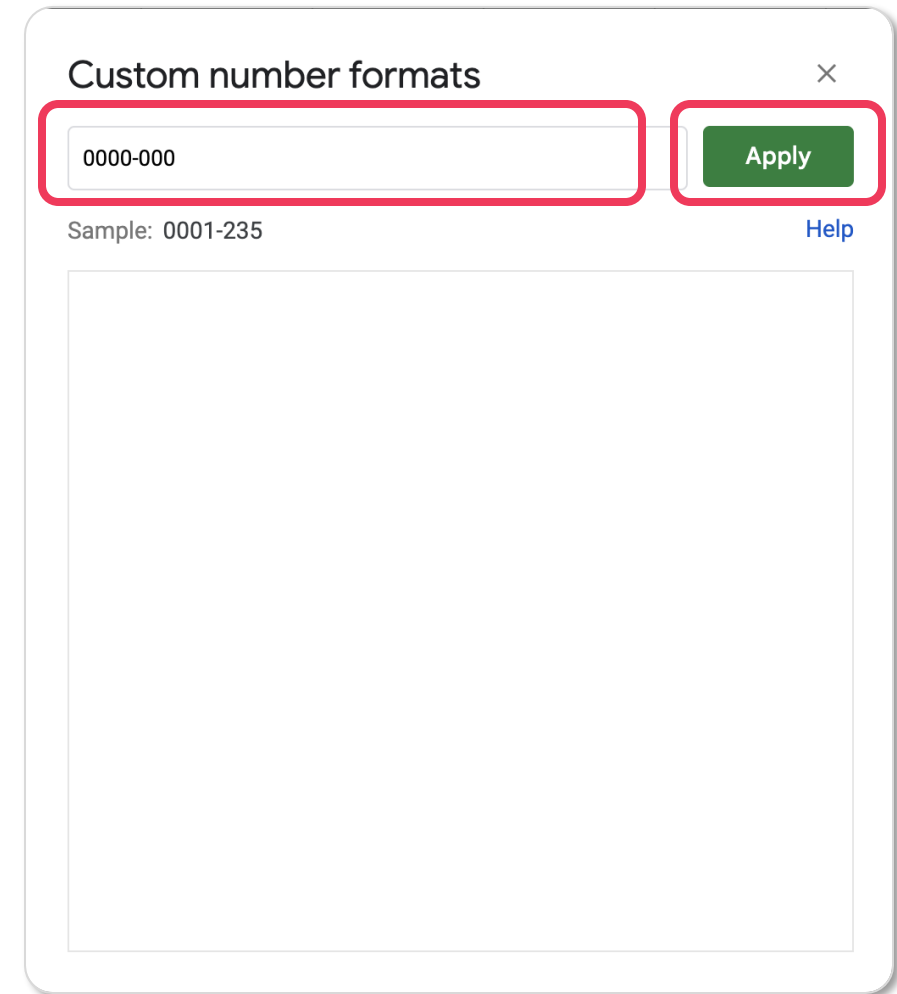
Google Sheets (Format > Number > Custom Number Format)

- 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](#)