

- 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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Staff Member Identifier



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

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- Open the .csv in Google Sheets.
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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

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Sample: 1235	Help





Staff Member Identifier



Google Sheets

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Format Spreadsheets – Staff Member Identifier

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- Select Number, then Custom
 number format

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- In the Custom number formats box, type "00000000"
- Select Apply

Apply	
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