



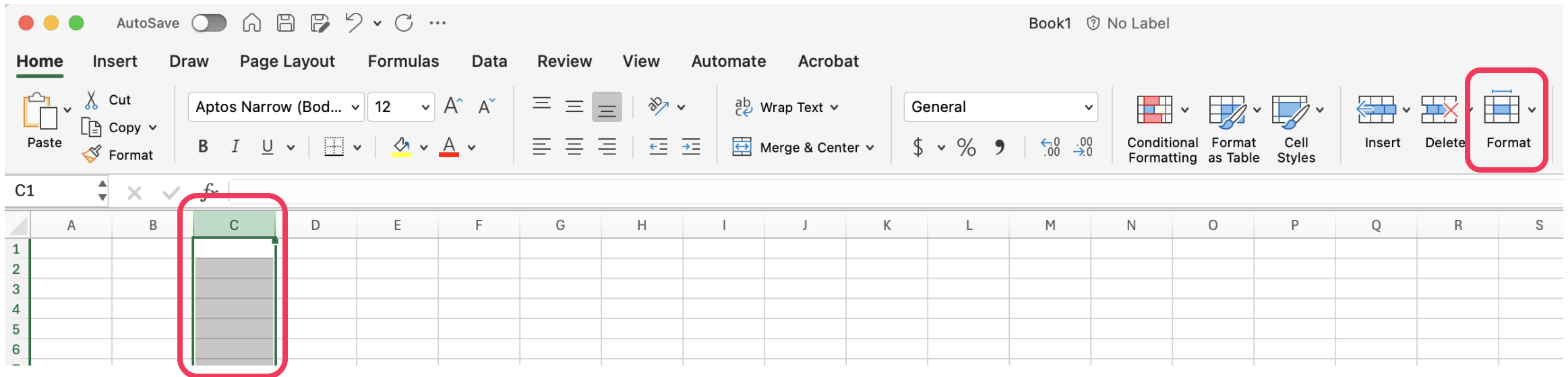
- Open the .csv in Excel.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



# 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 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), text 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”
- 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 list of existing number format codes is visible in the right pane, including 'General', '0', '0.00', and various accounting and scientific formats.

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.

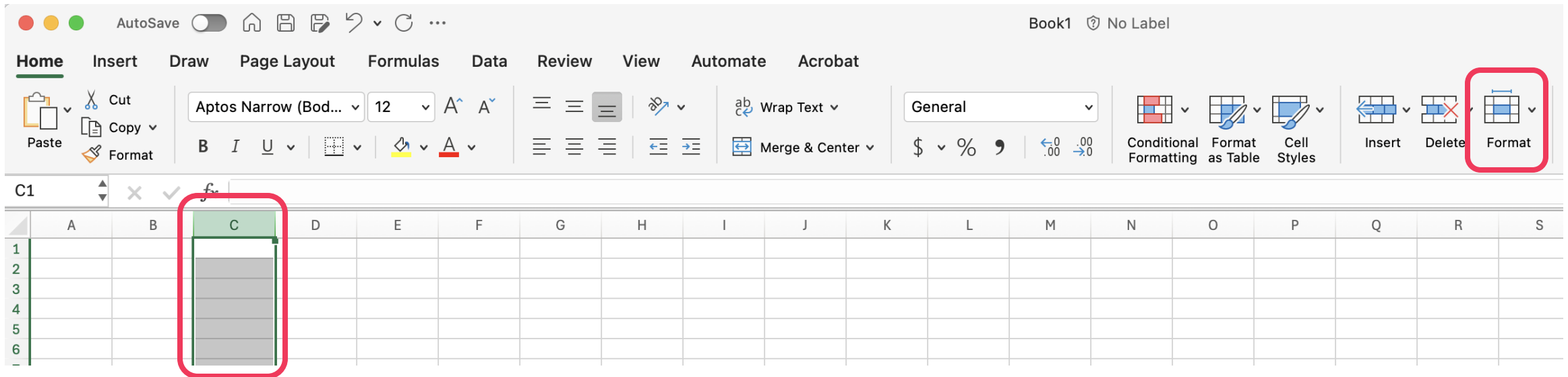
Cancel OK



# 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)

The screenshot shows the Microsoft Excel interface. The ribbon is set to the 'Home' tab, which includes groups for Clipboard, Font, Paragraph, Styles, Cells, and Editing. The 'Cells' group is currently active, showing options for 'Format Cells', 'Merge & Center', 'Wrap Text', 'Conditional Formatting', 'Format as Table', and 'Cell Styles'. A context menu is open over the 'Format Cells' button, displaying a list of options: 'Cell Size' (with sub-options 'Row Height...', 'AutoFit Row Height', 'Column Width...', 'AutoFit Column Width', and 'Default Width...'), 'Visibility' (with 'Hide & Unhide'), 'Organize Sheets' (with 'Rename Sheet', 'Move or Copy Sheet...', and 'Tab Color'), 'Protection' (with 'Protect Sheet...' and '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. 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 in 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 ):IRed1(\$#,##0)

Delete

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

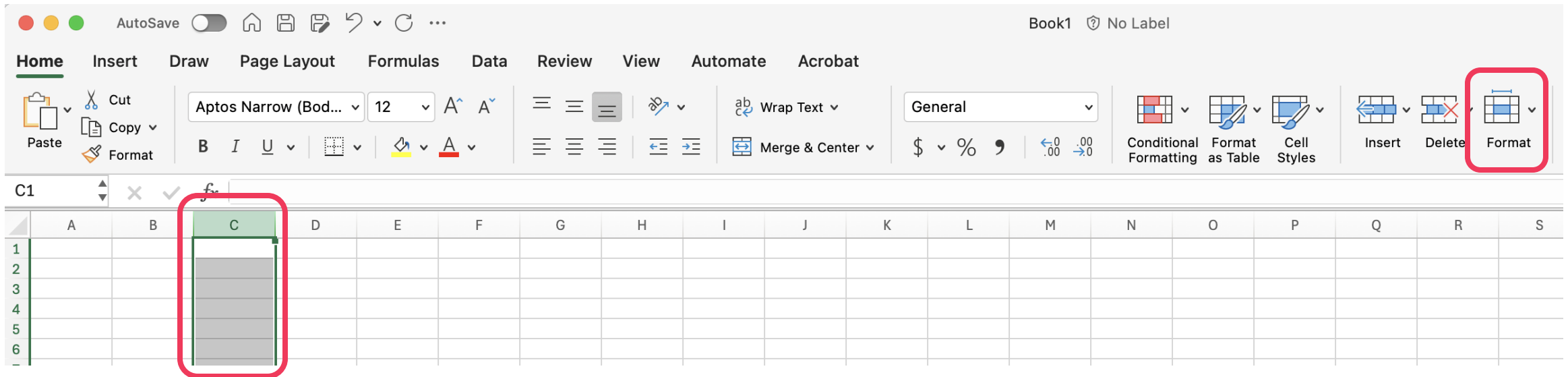
Cancel OK



# 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 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 on the right side of the spreadsheet, listing various actions: 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 “mm/dd/yyyy”
- 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 on the right, the date format 'mm/dd/yyyy' is 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.

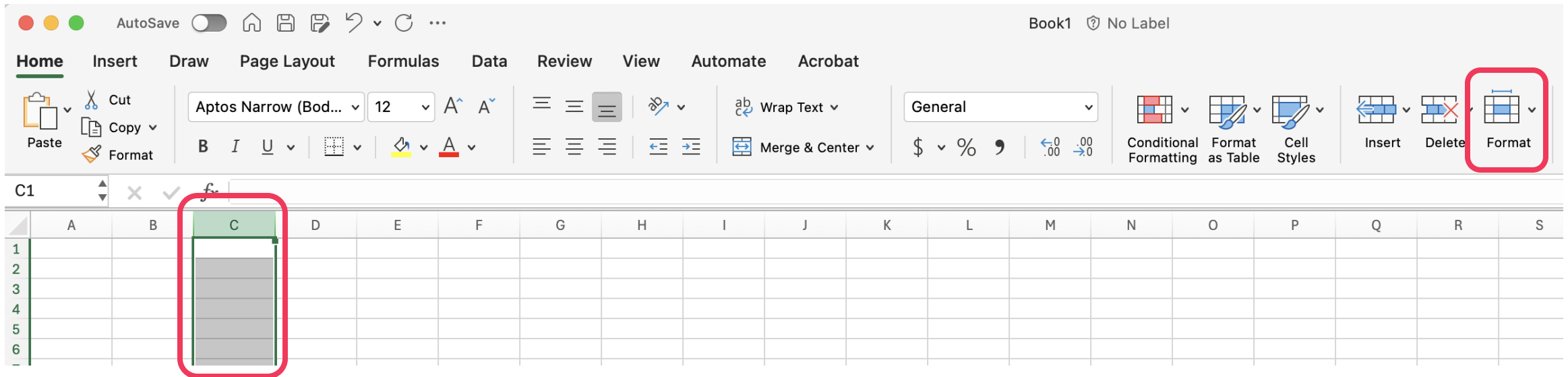
Cancel OK



# Staff Member Identifier

## 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, showing options for cell formatting. The 'Format Cells...' option at the bottom of the menu is highlighted with a red rectangular box.

**Excel Ribbon (Home Tab):**

- Paste:** Paste, Cut, Copy, Format
- Font:** Aptos Narrow (Bod...), 12, A<sup>+</sup>, A<sup>-</sup>, B, I, U, Color, Background Color
- Paragraph:** Alignment (Left, Center, Right, Justify), Bullets, Numbering, Indentation, Line and Paragraph Spacing, Merge & Center, Wrap Text
- Styles:** General, Conditional Formatting, Format as Table, Cell Styles
- Cells:** 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 “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 includes General, Number, Currency, Accounting, Date, Time, Percentage, Fraction, Scientific, Text, Special, and Custom. The 'Custom' category is selected. The 'Type' field contains the text '0000000000'. Below the 'Type' field, a list of format codes is displayed, including 'General', '0', '0.00', '#,##0', '#,##0.00', '#,##0\_);(,##0)', '#,##0\_);[Red](,##0)', '#,##0.00\_);(,##0.00)', '#,##0.00\_);[Red](,##0.00)', '\$#,##0\_);\$#,##0)', and '\$#,##0 ):IRed1(\$#,##0)'. The 'OK' button at the bottom right is highlighted.

Format Cells

Number Alignment Font Border Fill Protection

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

Delete

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

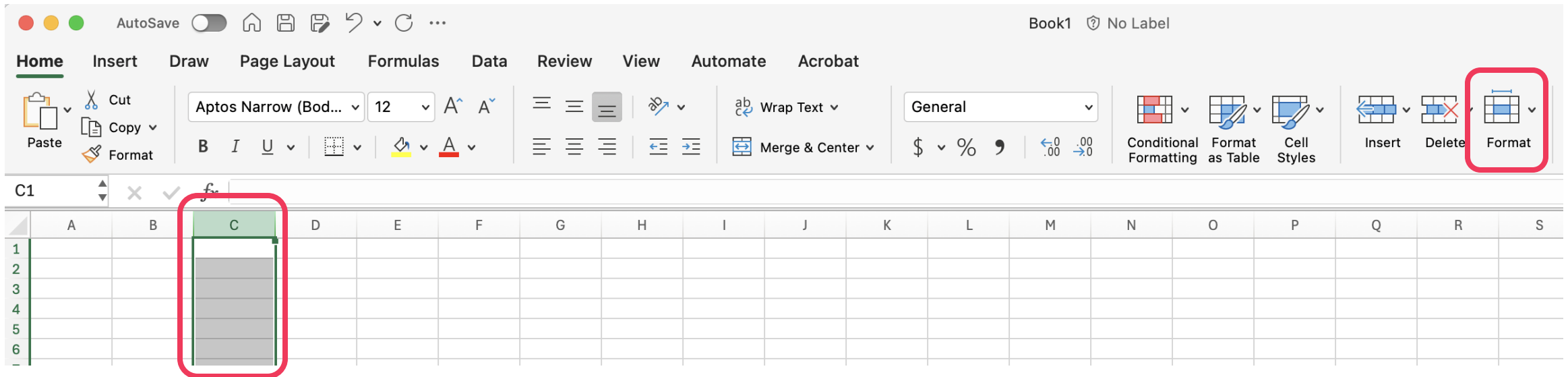
Cancel OK



# Employment Status

## 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.

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

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 “00000”
- 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 '00000' has been entered. The 'Sample' area shows 'Improperly formatted field.' Below the 'Type' field, a list of existing number format codes is displayed. At the bottom right, 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: 00000

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



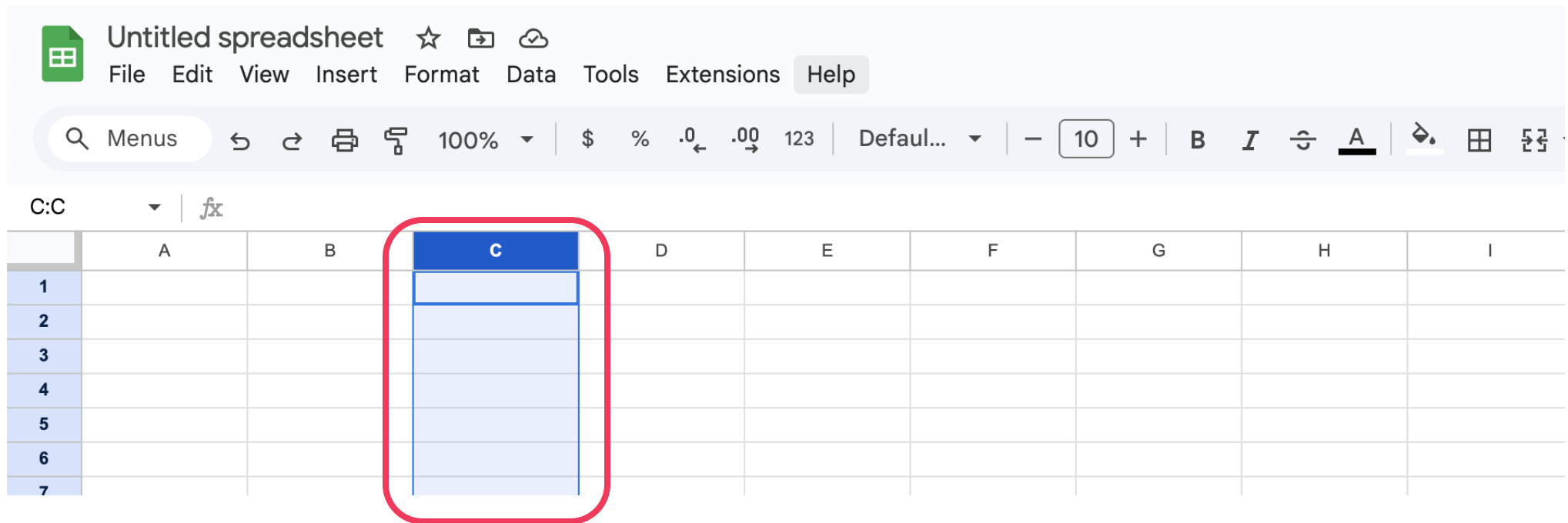
- Open the .csv in Google Sheets.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



# LEA ID

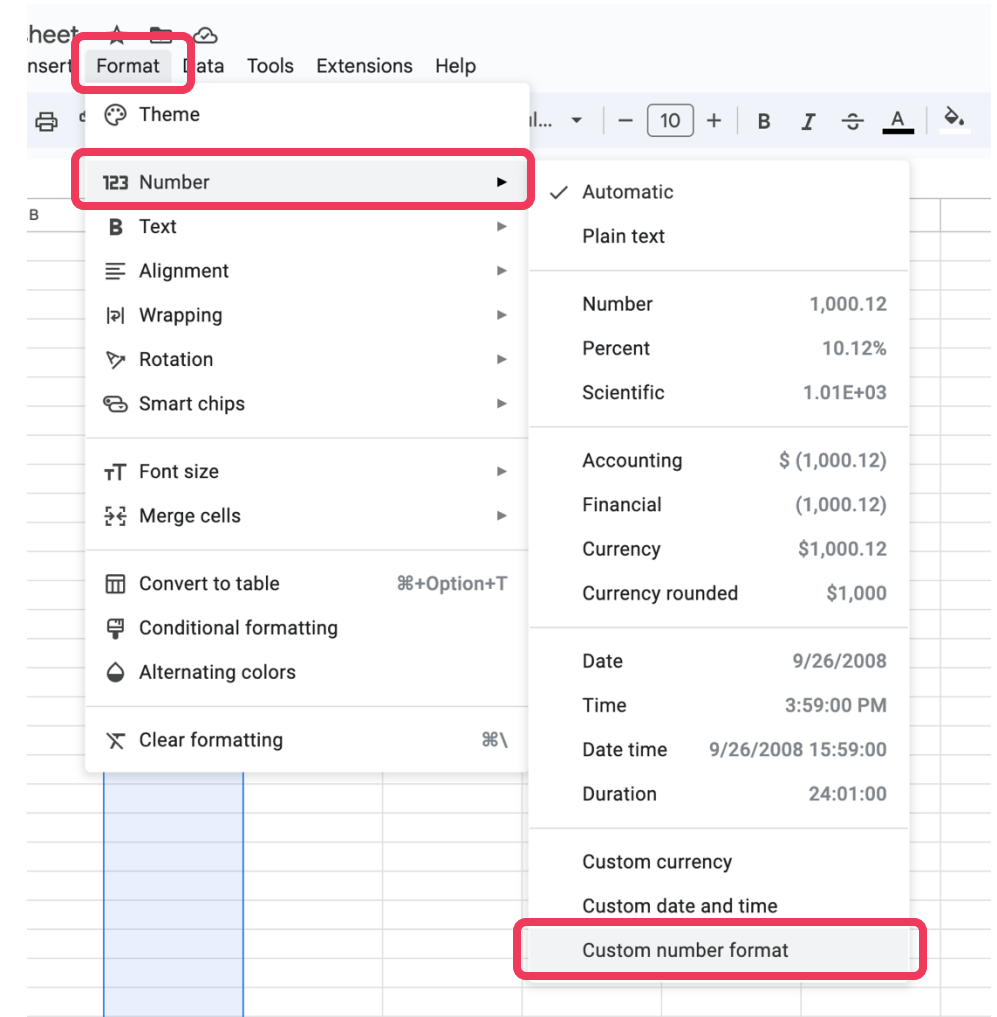
## Google Sheets

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



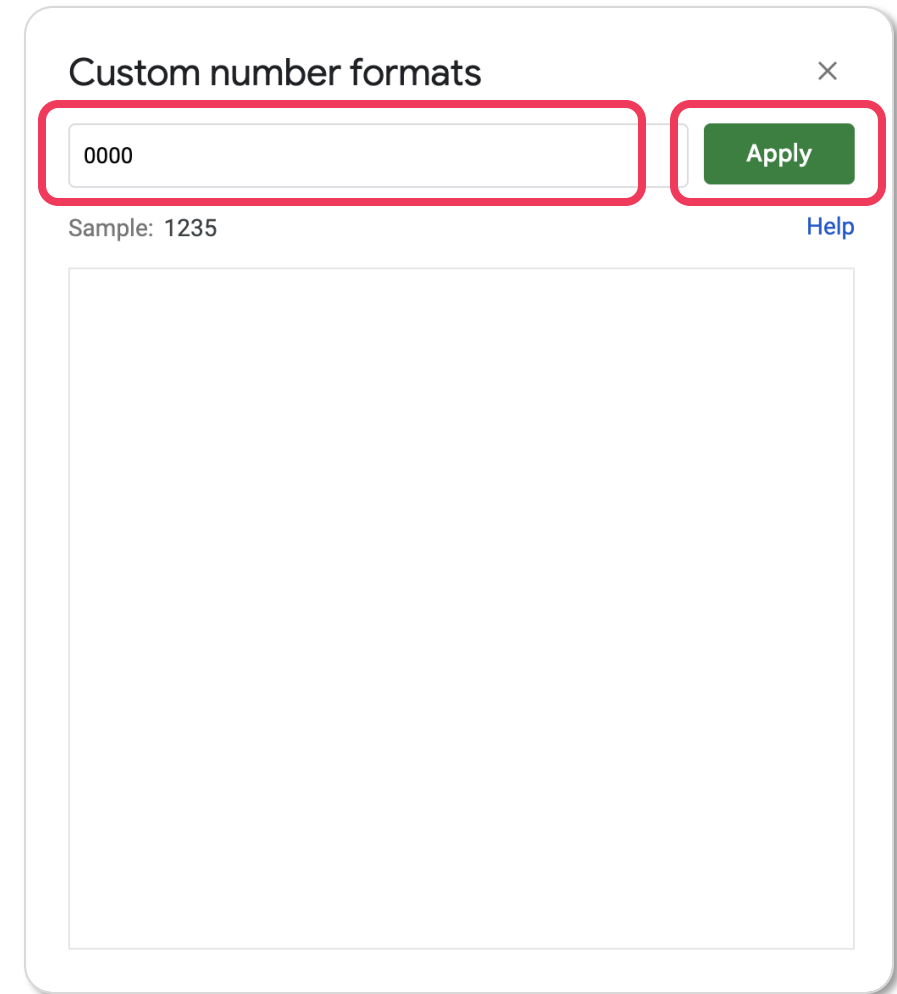
## Google Sheets (Format > Number > Custom Number Format)

- 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

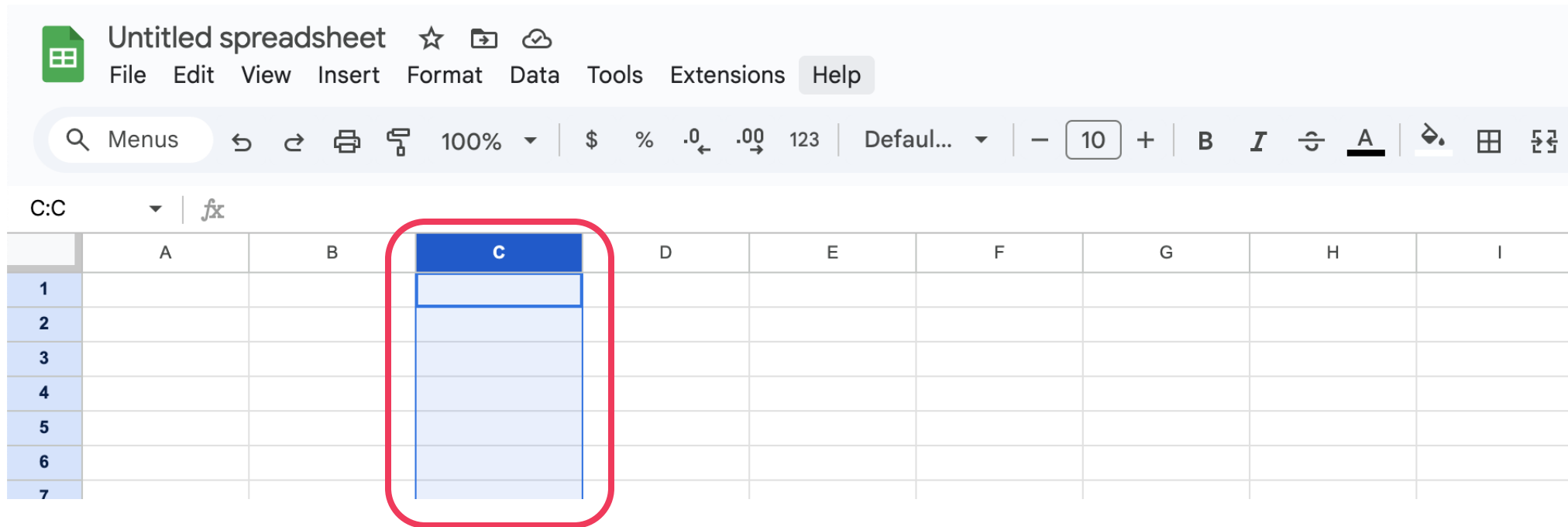
[Help](#)



# School ID

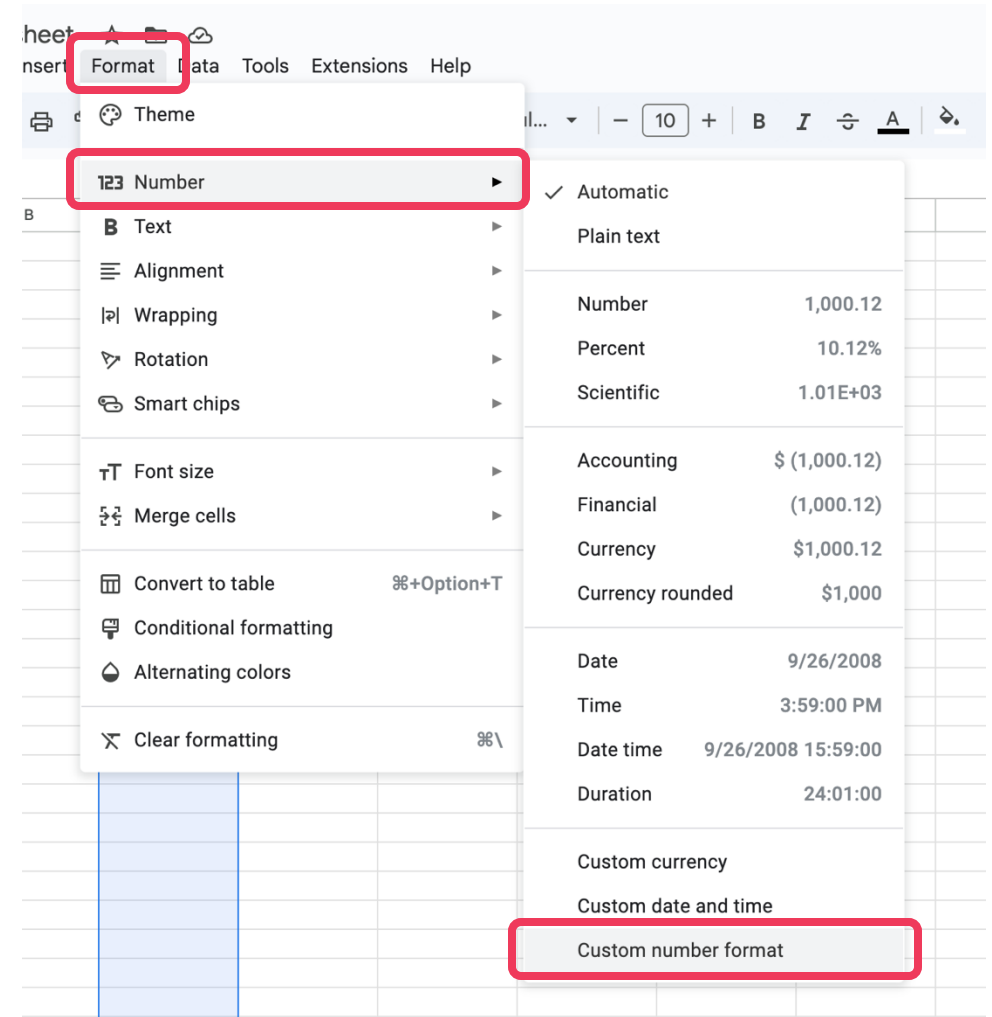
## Google Sheets

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



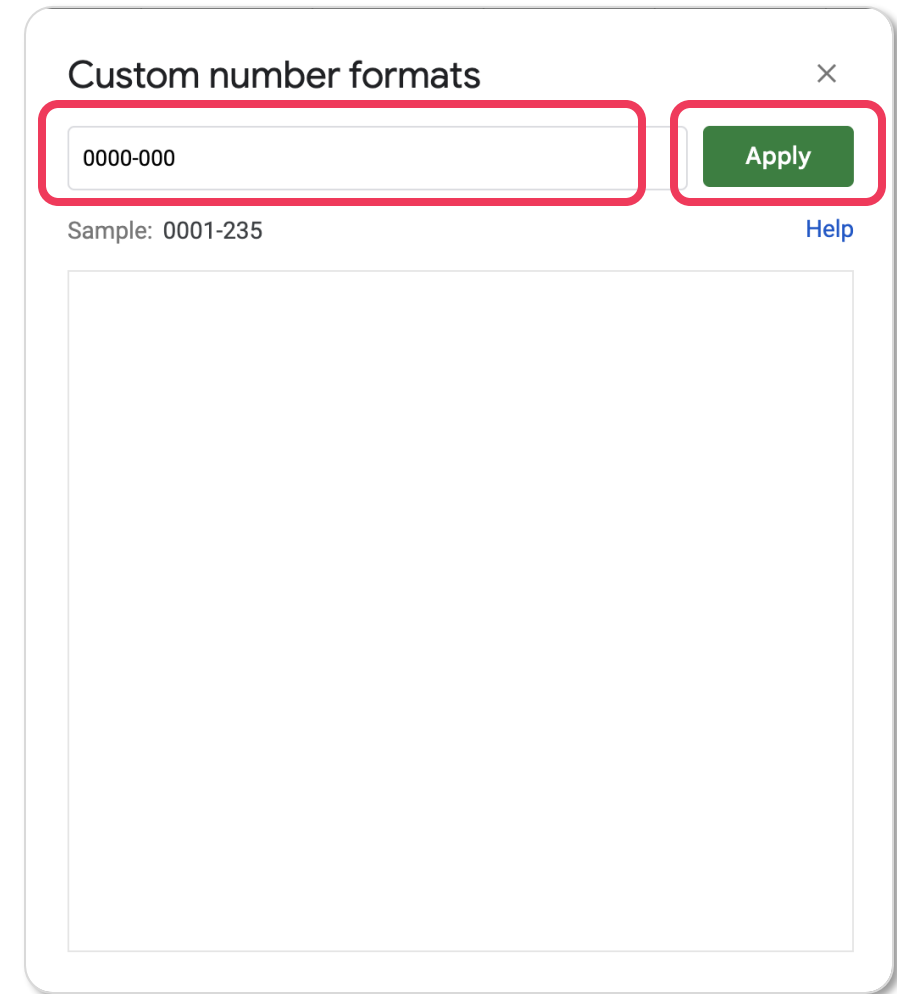
## Google Sheets (Format > Number > Custom Number Format)

- 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

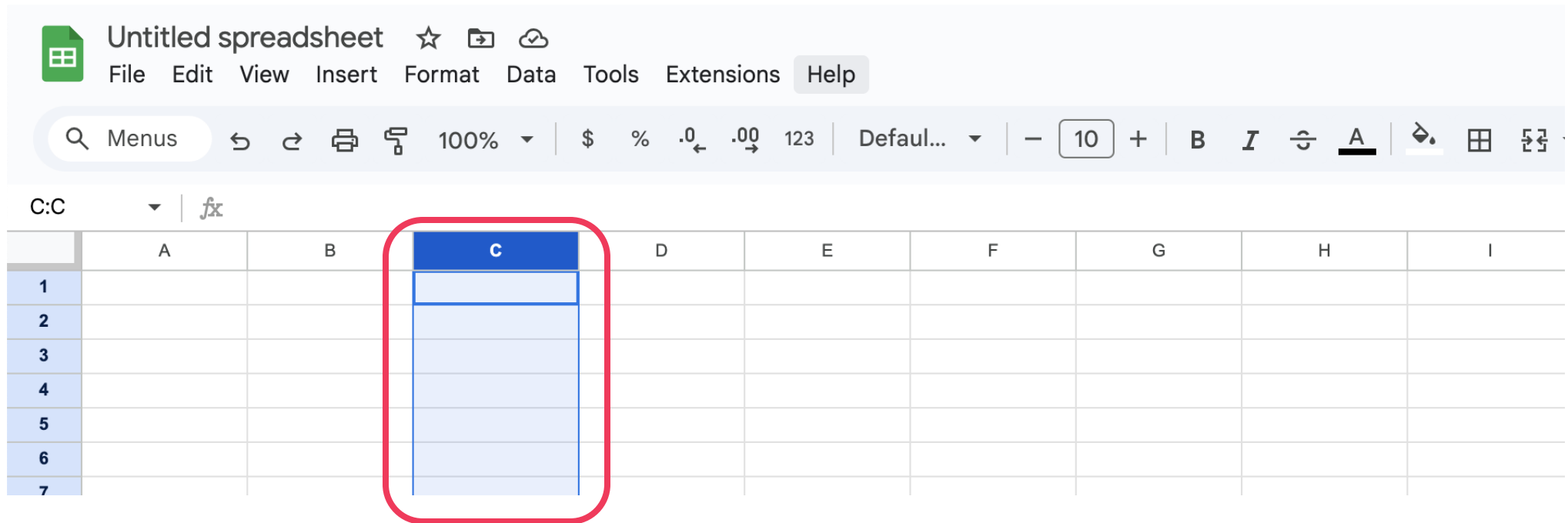
Sample: 0001-235 [Help](#)



# Staff Member Identifier

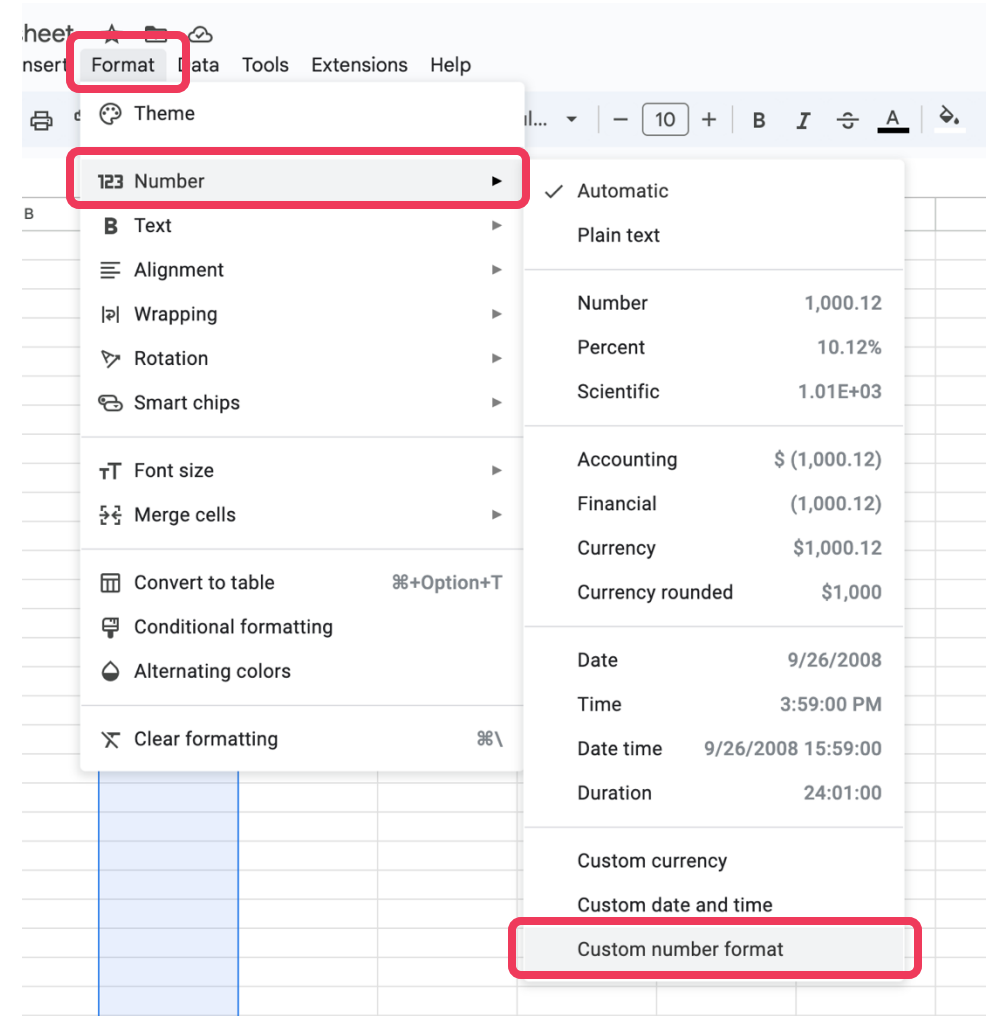
## Google Sheets

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



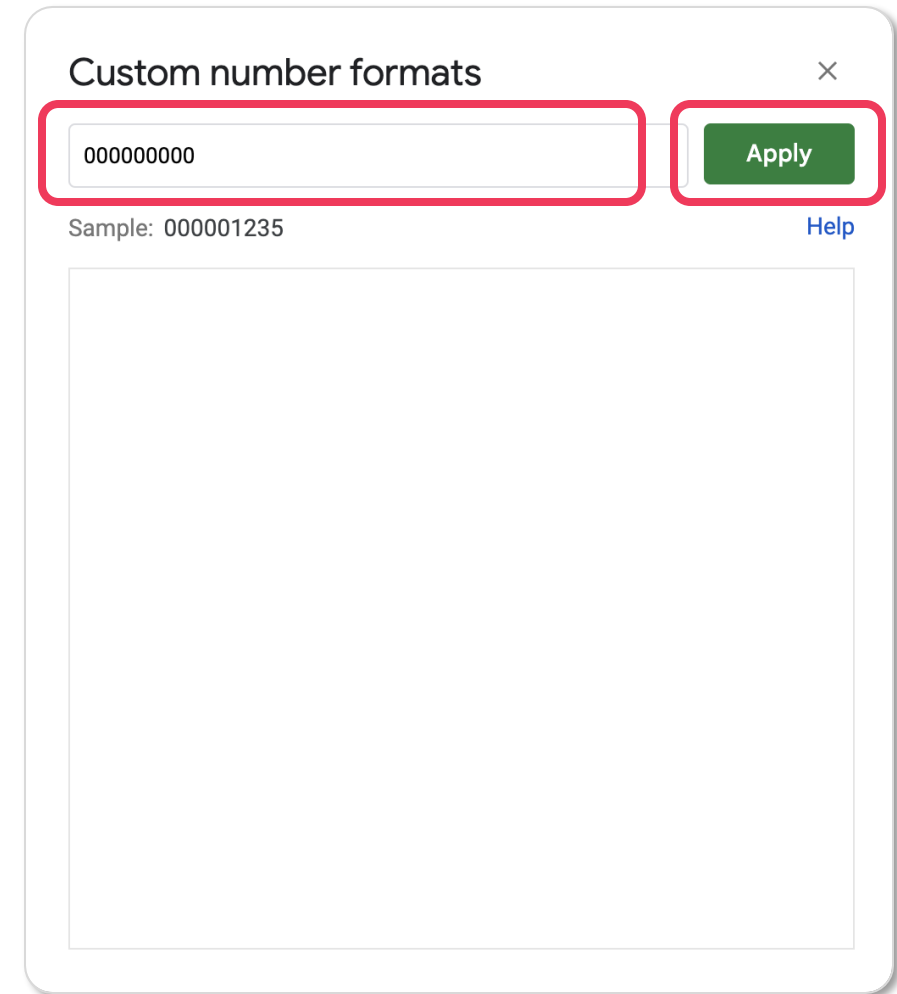
## Google Sheets (Format > Number > Custom Number Format)

- 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

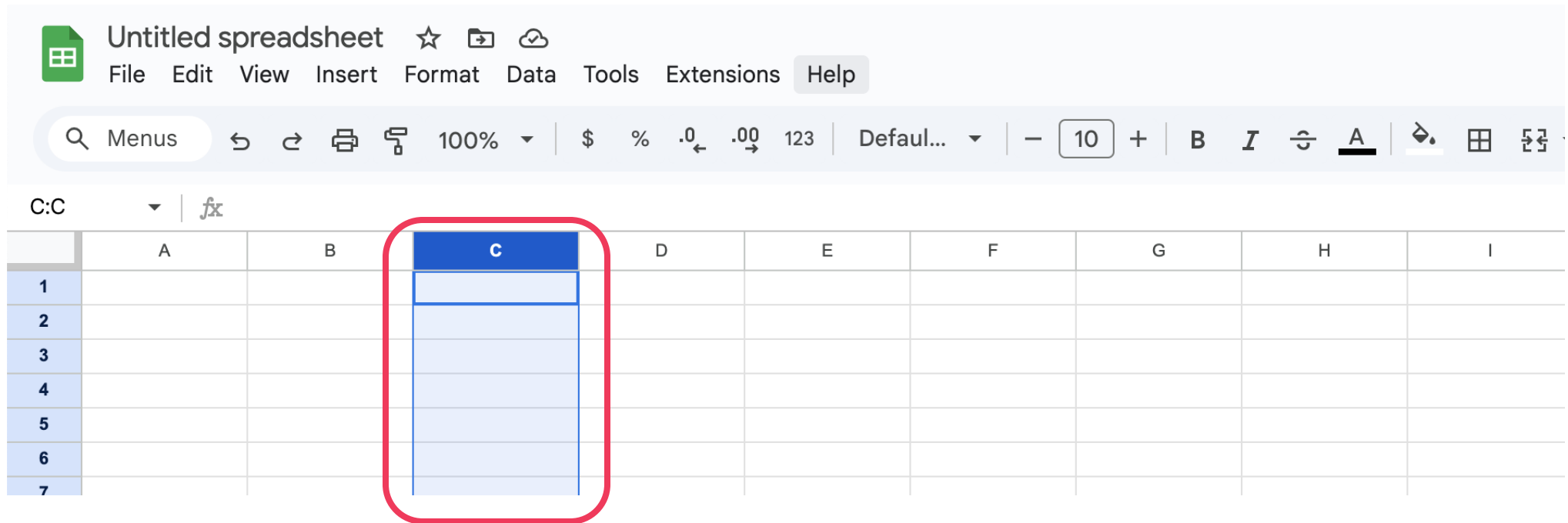
[Help](#)



# Employment Status

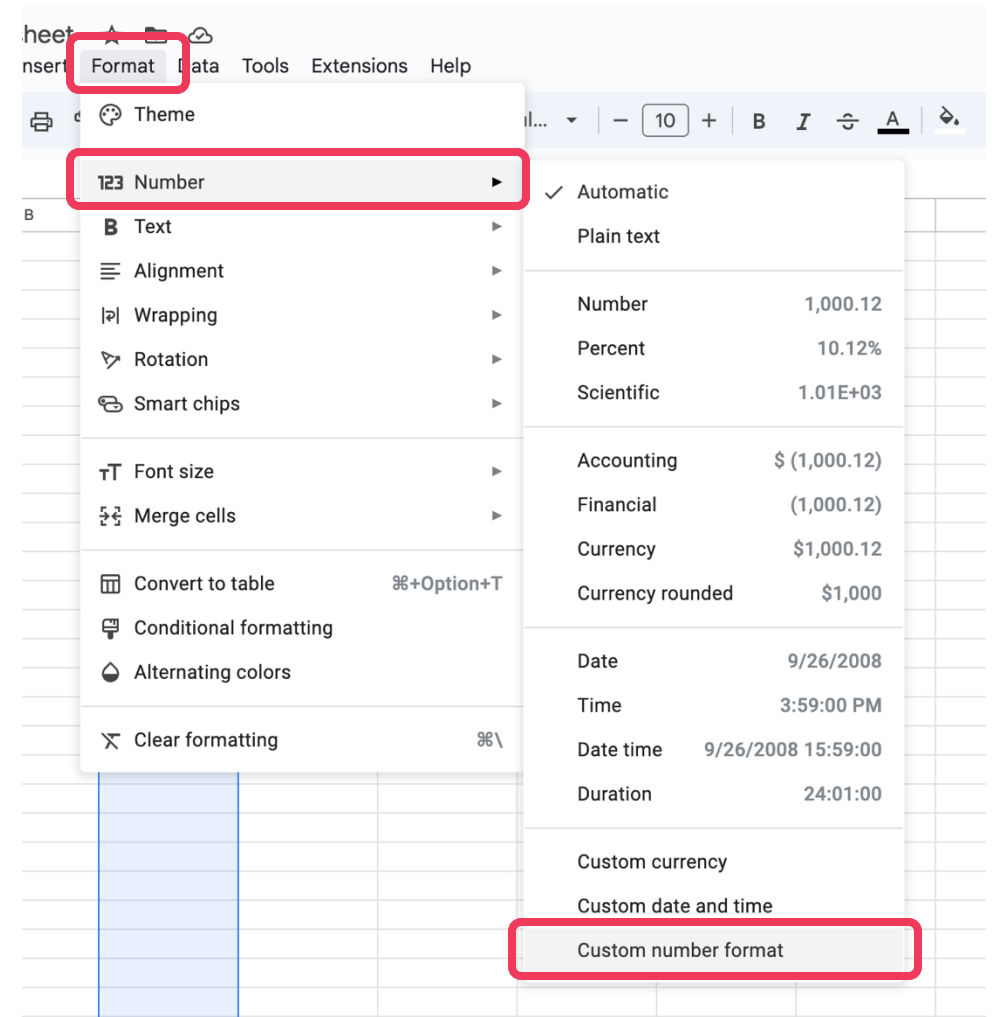
## Google Sheets

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



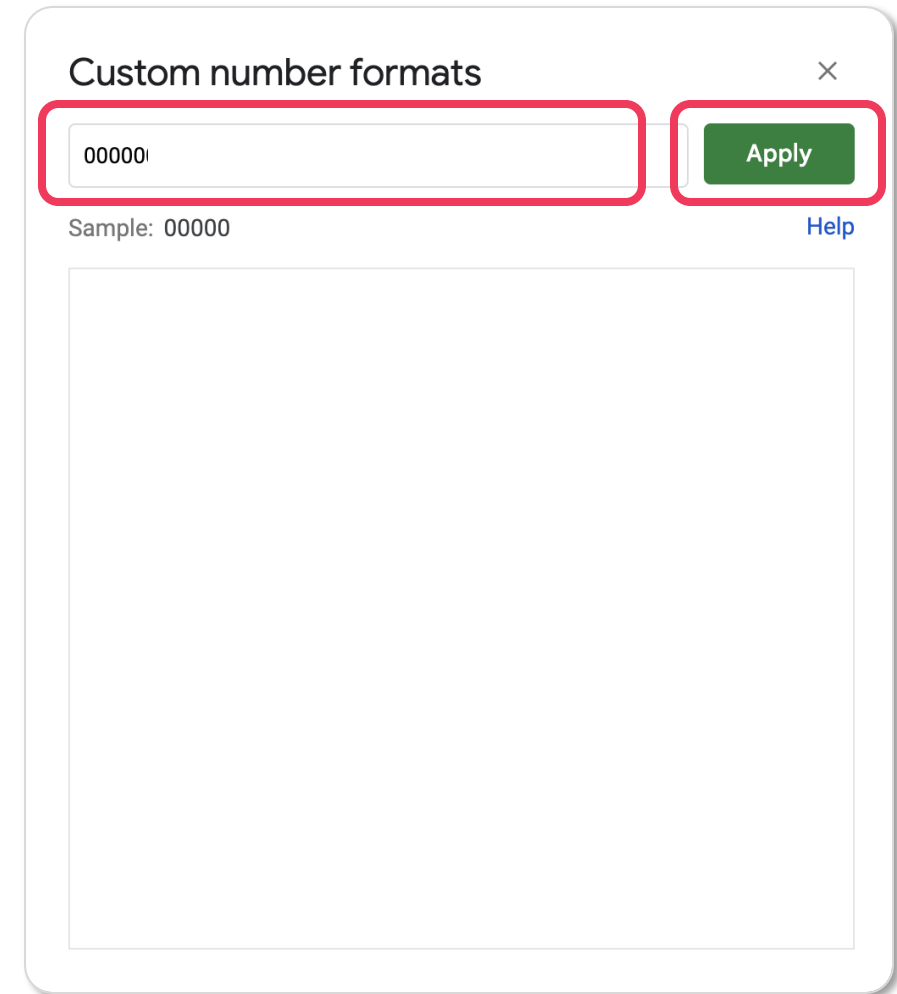
## Google Sheets (Format > Number > Custom Number Format)

- 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 “00000”
- Select Apply



Custom number formats

00000

Apply

Sample: 00000

[Help](#)