



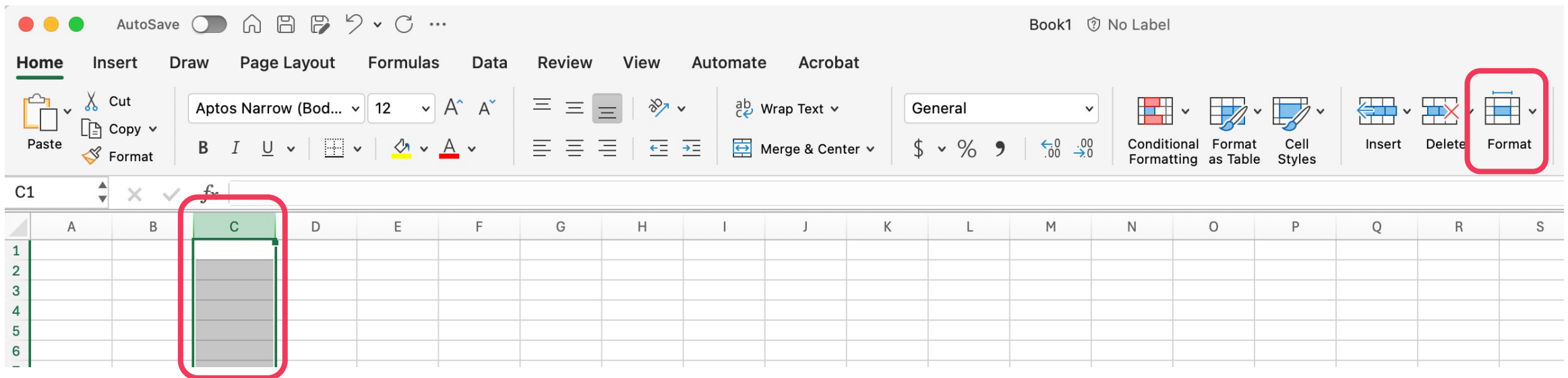
- Open the .csv in Excel.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



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 dropdown menu is open from the 'Format' tab, showing options such as 'Cell Size', 'Visibility', 'Organize Sheets', 'Protection', and 'Format Cells...'. The 'Format Cells...' option is highlighted with a red rectangle.

The ribbon tabs are: Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, Acrobat.

The 'Format' tab includes the following groups of options:

- Clipboard: Paste, Cut, Copy, Format
- Font: Aptos Narrow (Bod...), 12, A[^], A^v, B, I, U, [Text Color], [Background Color], [Font Color]
- Paragraph: [Bulleted List], [Numbered List], [Decrease Indent], [Increase Indent], [Align Left], [Align Center], [Align Right], [Justify], [Merge & Center], [Wrap Text], [Merge & Center]
- Number: General, [Currency], [Percentage], [Comma], [Thousands Separator], [Decimal Places], [Fraction]
- Conditional Formatting: [Conditional Formatting]
- Format as Table: [Format as Table]
- Cell Styles: [Cell Styles]
- Insert: [Insert]
- Delete: [Delete]

The 'Format' dropdown menu includes the following 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
- 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 'Category' list on the left, 'Custom' is highlighted. In the 'Type' text box, '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):!Red!(\$#,##0)

Delete

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

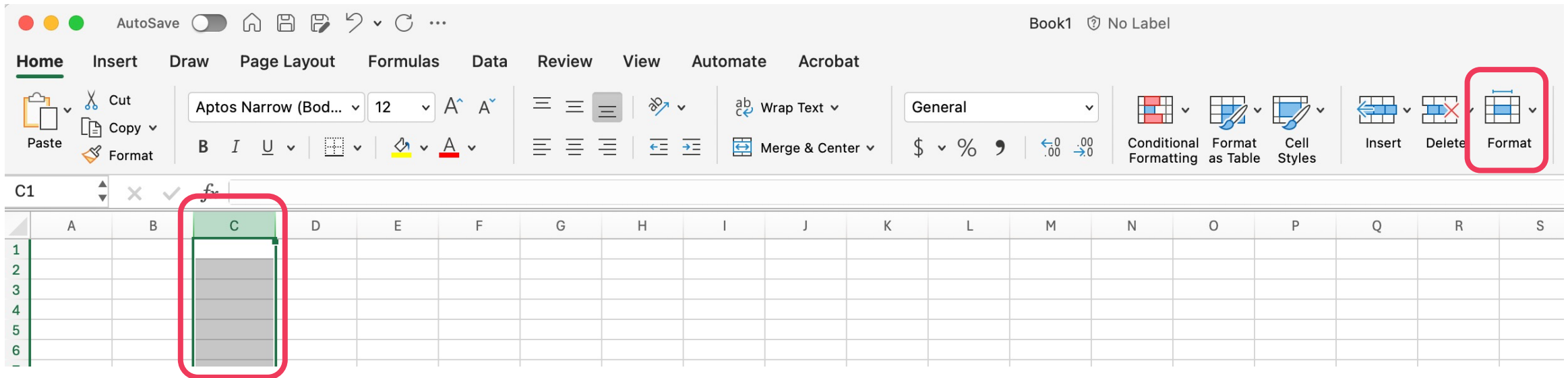
Cancel OK



School ID

Excel (Format > Format Cells)

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Excel (Format > Format Cells)

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The ribbon tabs are: Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, Acrobat.

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- Font: Aptos Narrow (Bod...), 12, A[^], A^v, B, I, U, [Text Color], [Background Color], [Font Color]
- Paragraph: [Bulleted List], [Numbered List], [Decrease Indent], [Increase Indent], [Align Left], [Align Center], [Align Right], [Justify], [Merge & Center], [Wrap Text]
- Number: General, [Currency], [Percentage], [Comma], [Thousands Separator], [Decrease Decimal], [Increase Decimal]
- Conditional Formatting: [Conditional Formatting]
- Format as Table: [Format as Table]
- Cell Styles: [Cell Styles]
- Insert: [Insert]
- Delete: [Delete]

The 'Format' dropdown menu includes the following 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
- 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. In the 'Category' list on the left, 'Custom' is highlighted. In the 'Type' field on the right, the text '0000-000' 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:
0000-000

General
0
0.00
#,##0
#,##0.00
#,##0_);(#,##0)
#,##0_);[Red](#,##0)
#,##0.00_);(#,##0.00)
#,##0.00_);[Red](#,##0.00)
\$#,##0_);(\$#,##0)
\$#,##0):[Red](\$#,##0)

Delete

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

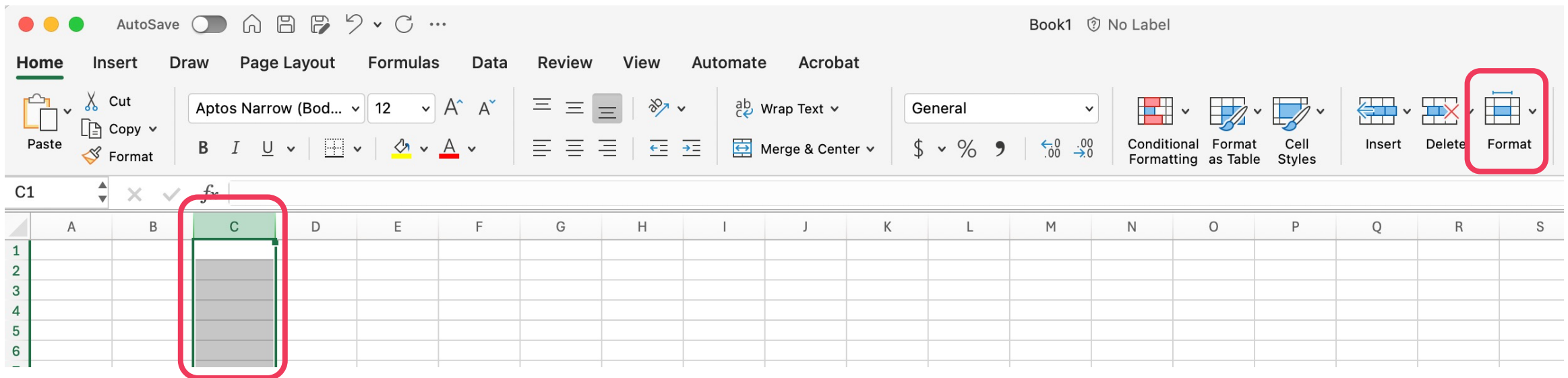
Cancel OK



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 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.

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. On the left, under 'Category:', the 'Custom' option is highlighted with a red box. On the right, under 'Type:', the text '0000000000' is entered in the text box, which is also highlighted with a red box. Below the text box is a list of format codes, including 'General', '0', '0.00', '#,##0', and various currency and accounting formats. 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.'



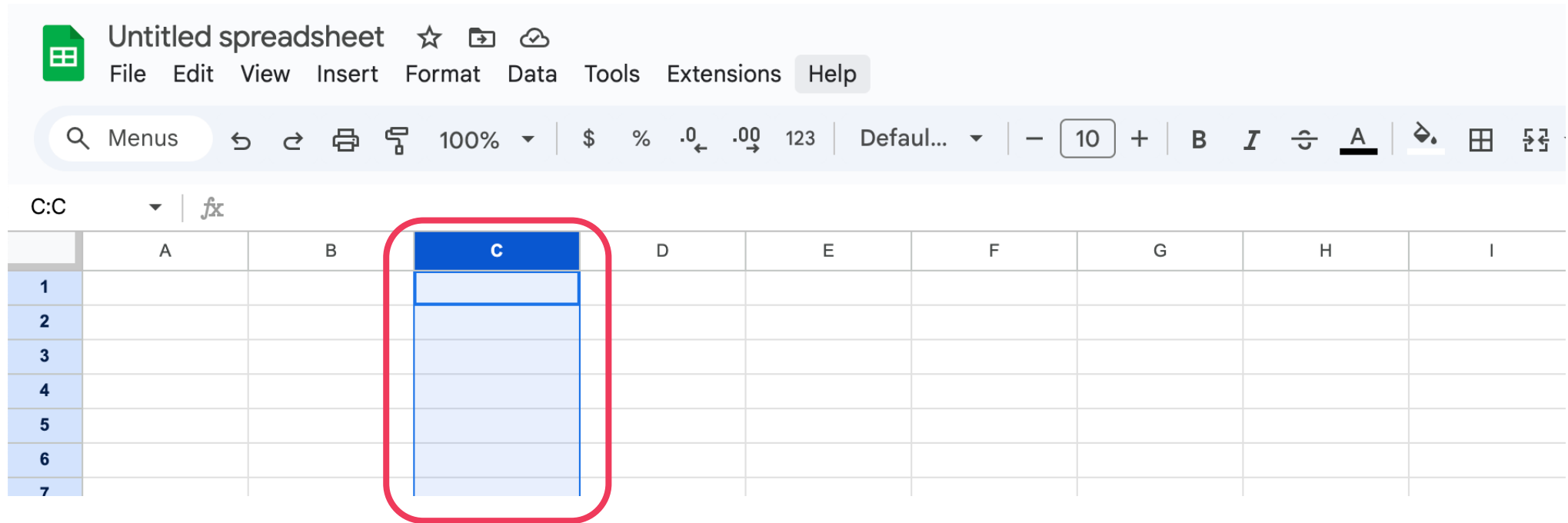
- Open the .csv in Google Sheets.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



LEA ID

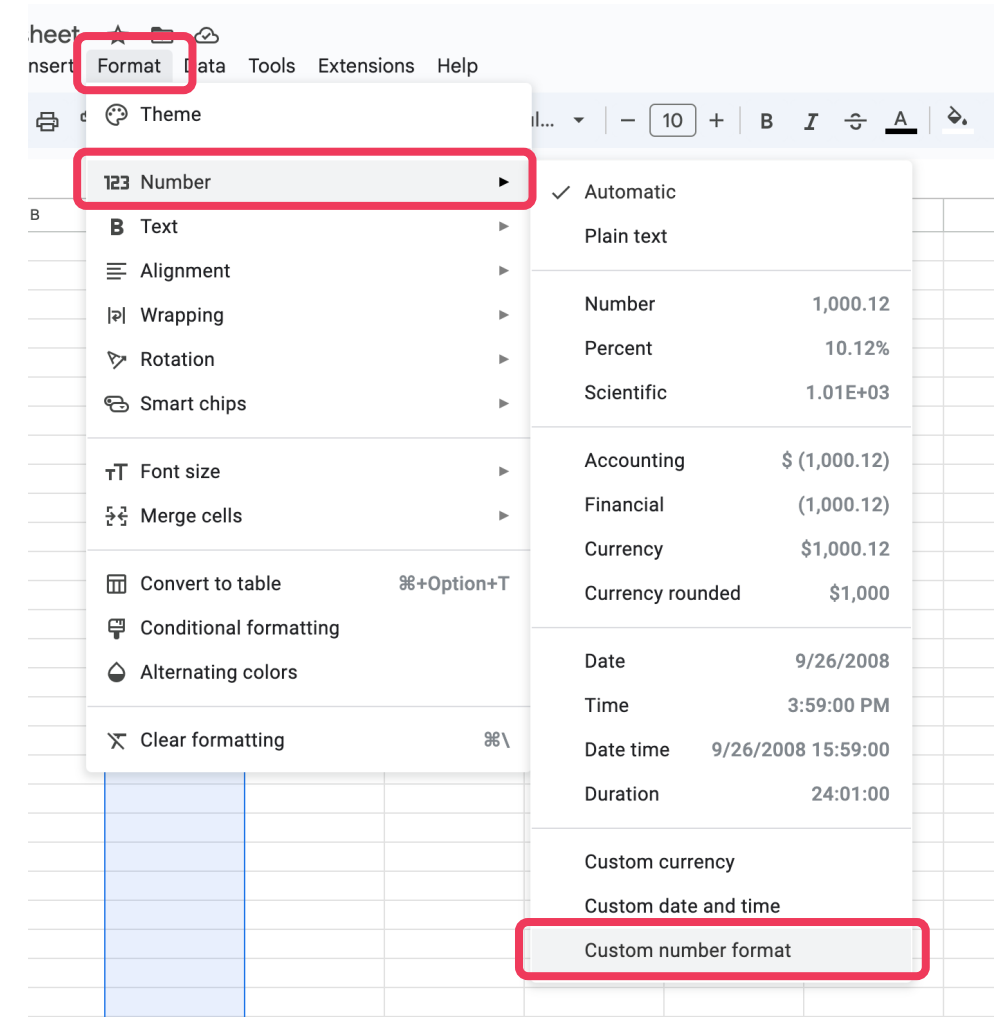
Google Sheets

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



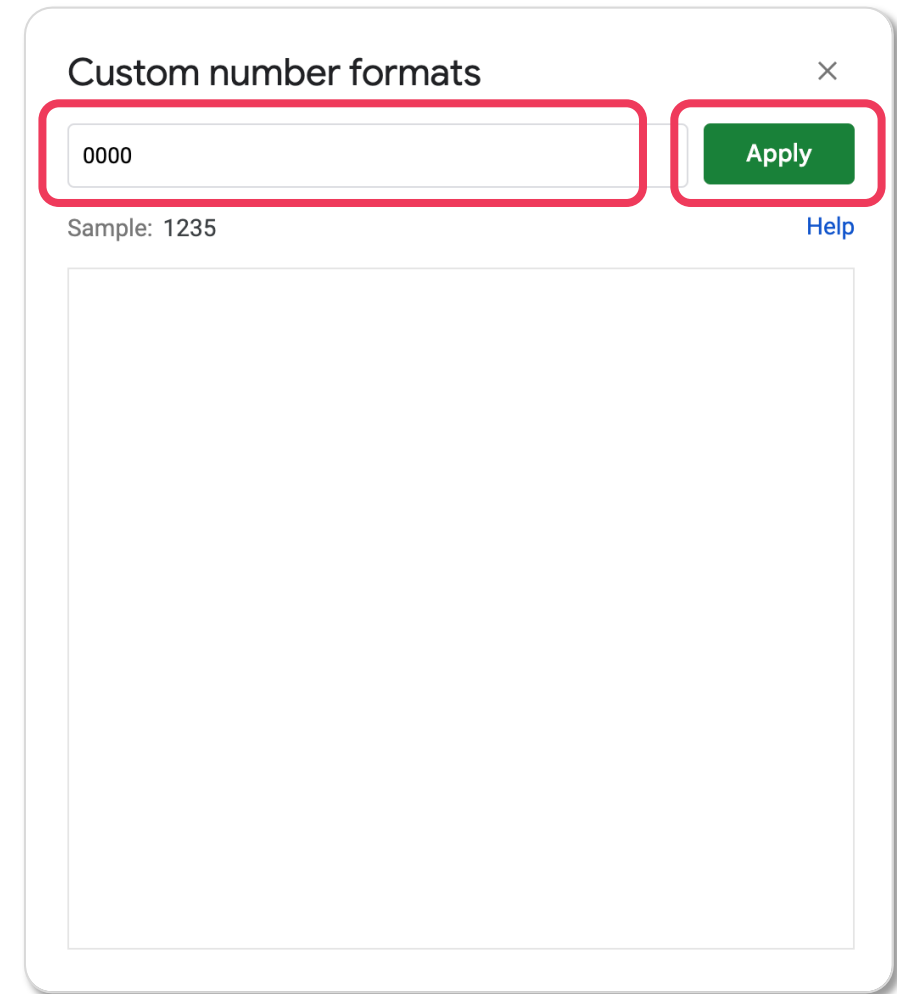
Google Sheets (Format > Number > Custom Number Format)

- 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

Sample: 1235

Apply

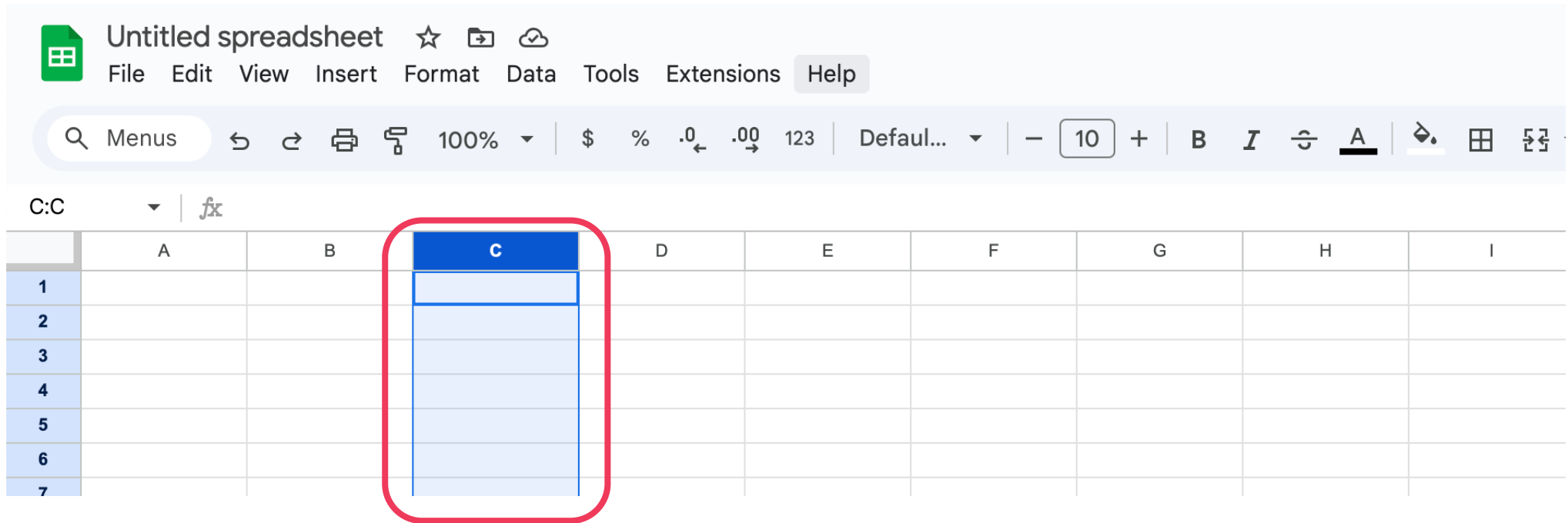
Help



School ID

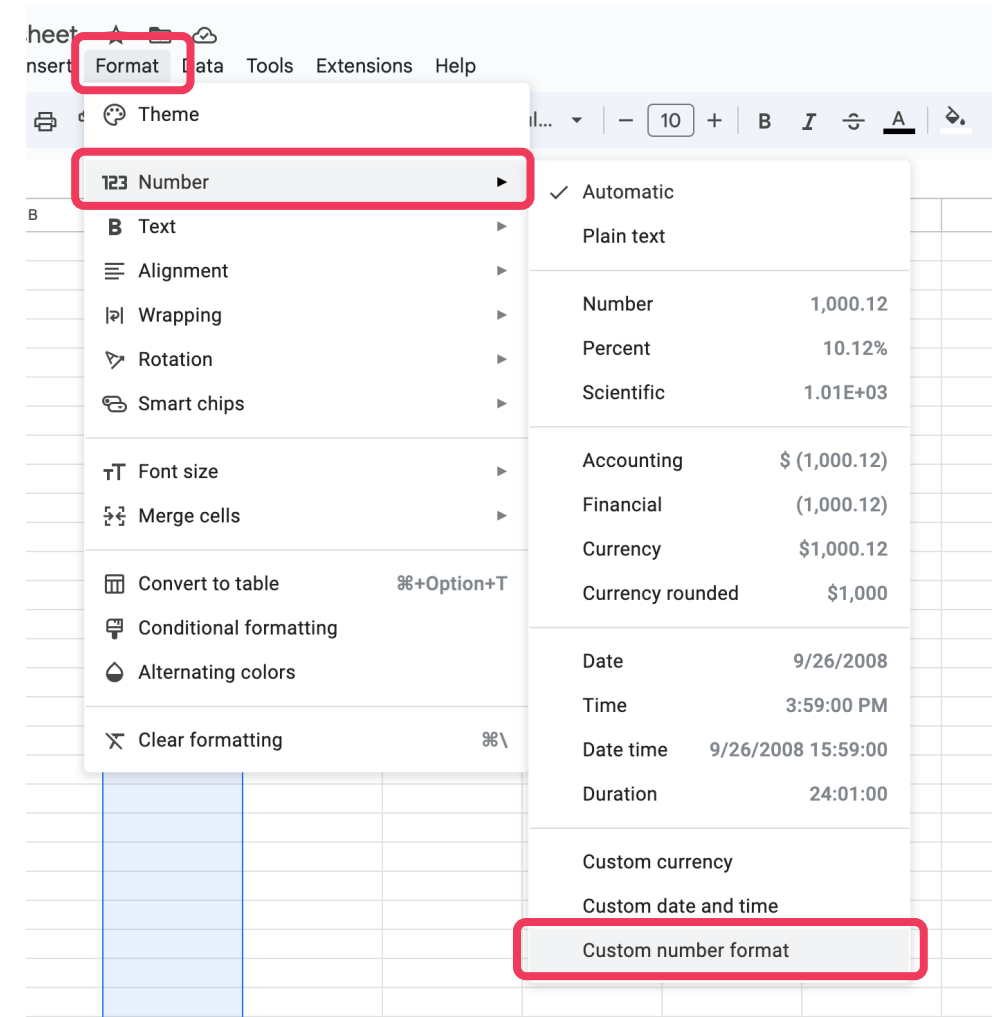
Google Sheets

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



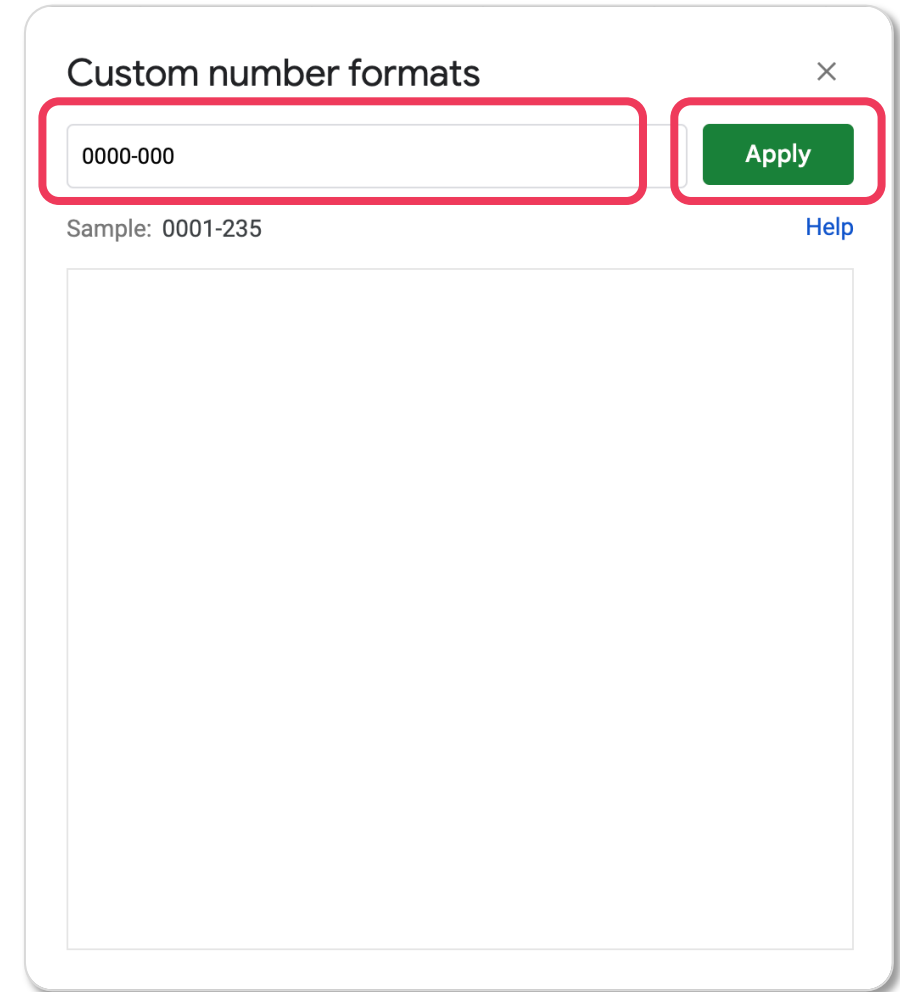
Google Sheets (Format > Number > Custom Number Format)

- 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

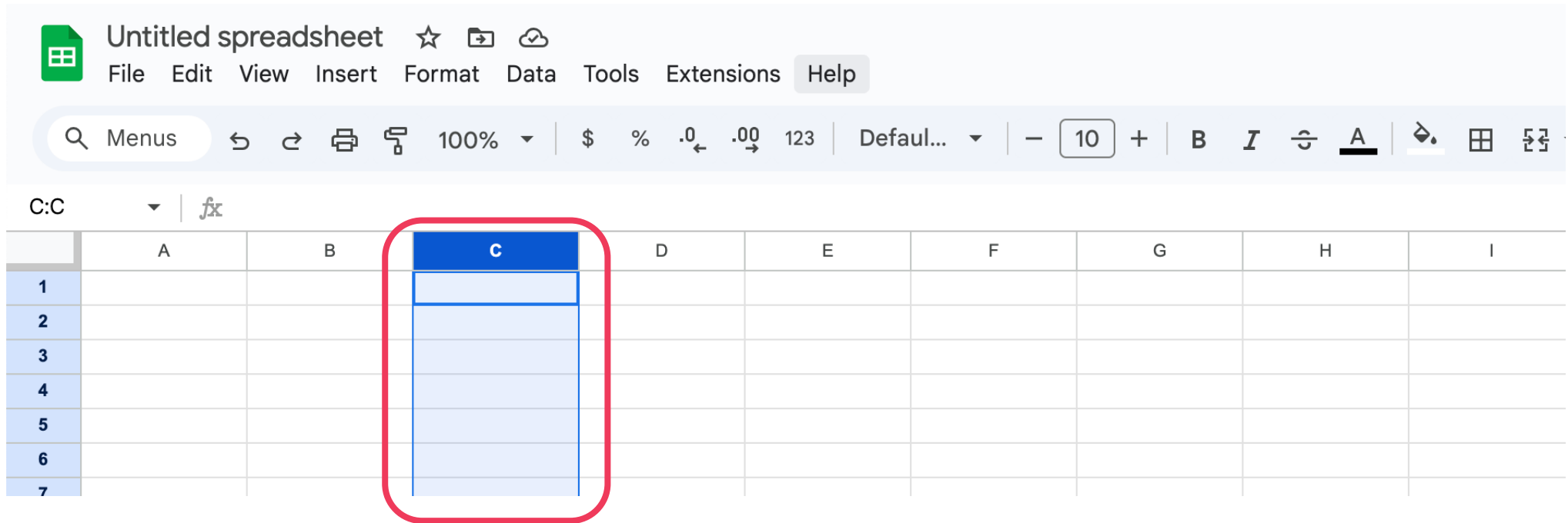
Sample: 0001-235 [Help](#)



MSIS IDs

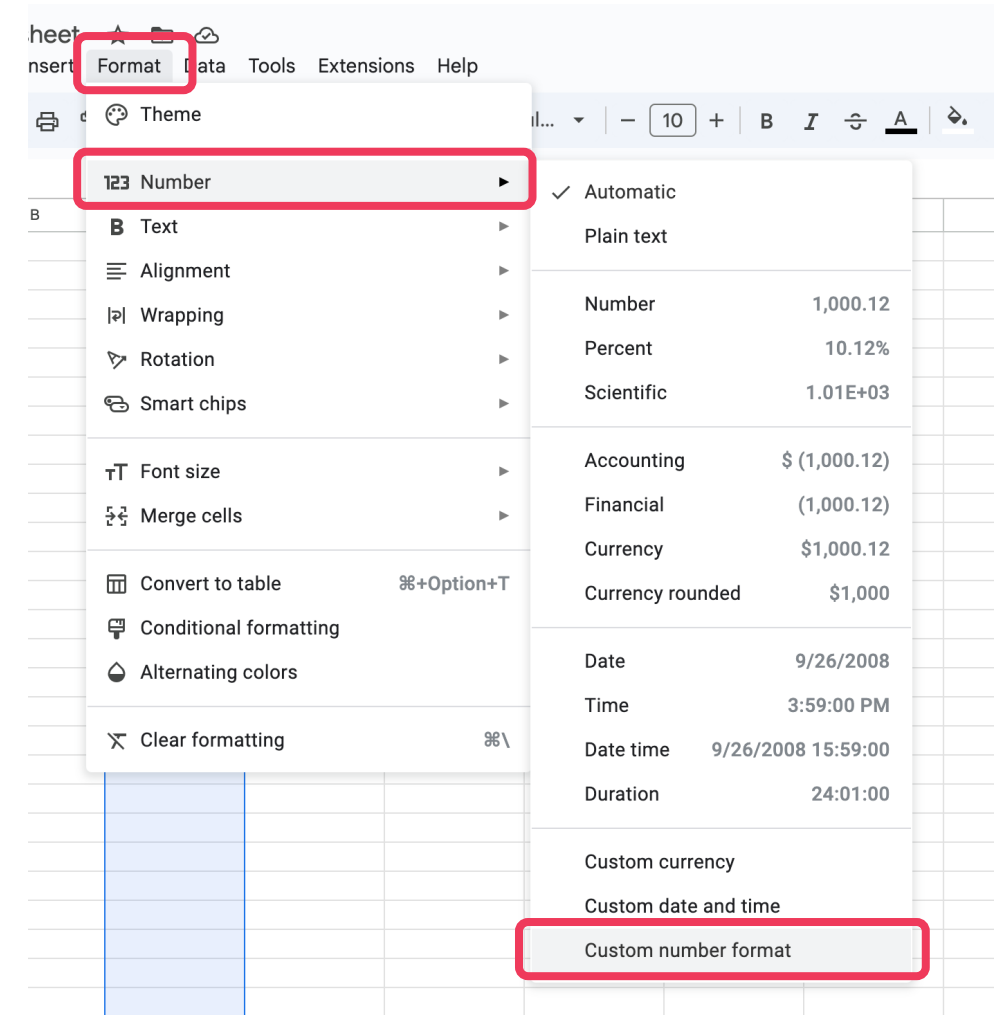
Google Sheets

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



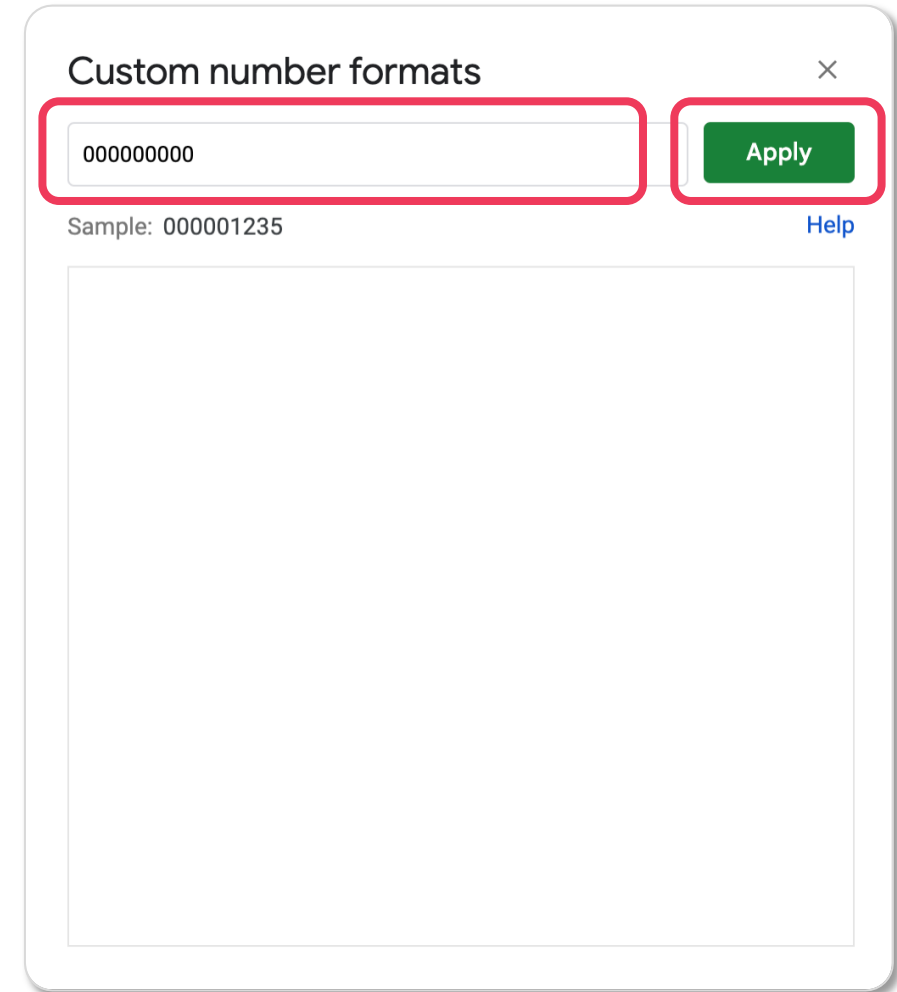
Google Sheets (Format > Number > Custom Number Format)

- 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](#)