



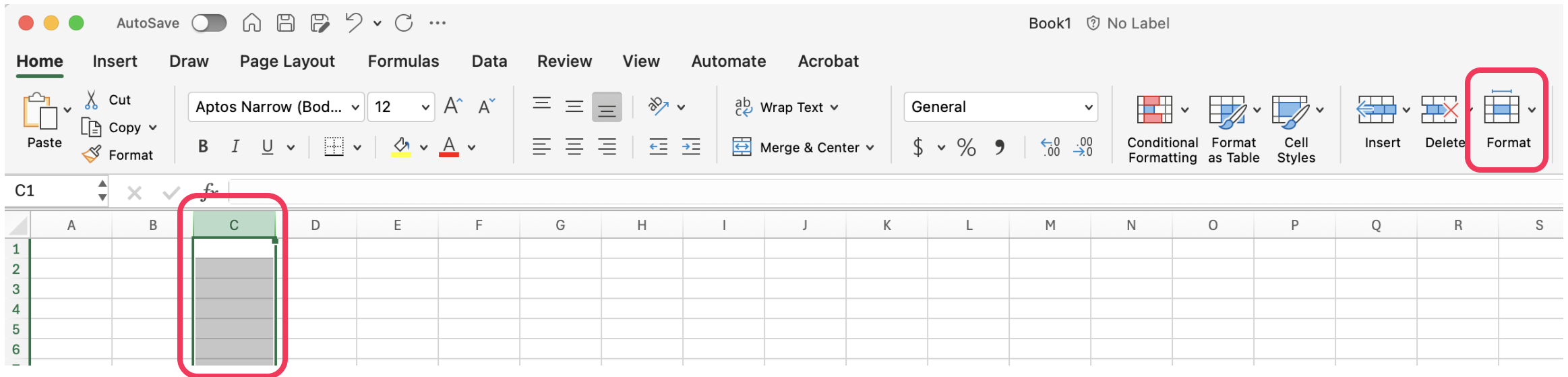
- Open the .csv in Excel.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



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, which is highlighted with a red rectangle. The context menu lists several options: Cell Size (with sub-options for Row Height, AutoFit Row Height, Column Width, AutoFit Column Width, and Default Width), Visibility (with sub-option for Hide & Unhide), Organize Sheets (with sub-options for Rename Sheet, Move or Copy Sheet, and Tab Color), Protection (with sub-options for Protect Sheet and Lock Cell), and Format Cells (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

Wrap Text

General

\$ % , .0 .00

Conditional Formatting Format as Table Cell Styles

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 “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-hand pane.

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.

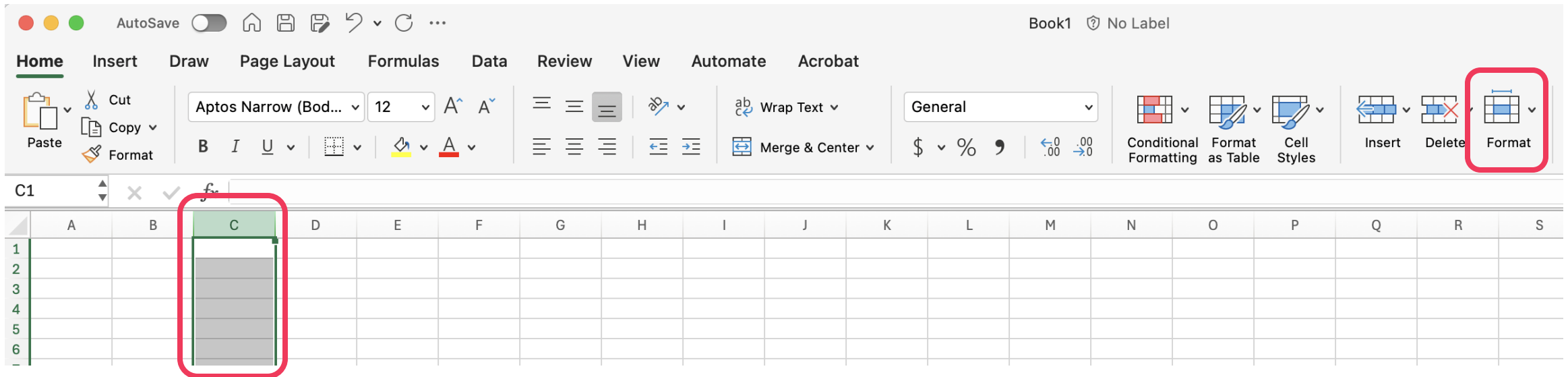
Cancel OK



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 screenshot displays the Microsoft Excel interface, specifically the 'Home' tab ribbon. The 'Format' group is visible, containing buttons for 'Conditional Formatting', 'Format as Table', 'Cell Styles', 'Insert', and 'Delete'. The 'Format Cells' button, represented by a grid icon, is highlighted with a red rectangle. A context menu is open over the 'Format Cells' button, listing various 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...'. The 'Format Cells...' option at the bottom of the menu is also highlighted with a red rectangle.

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.

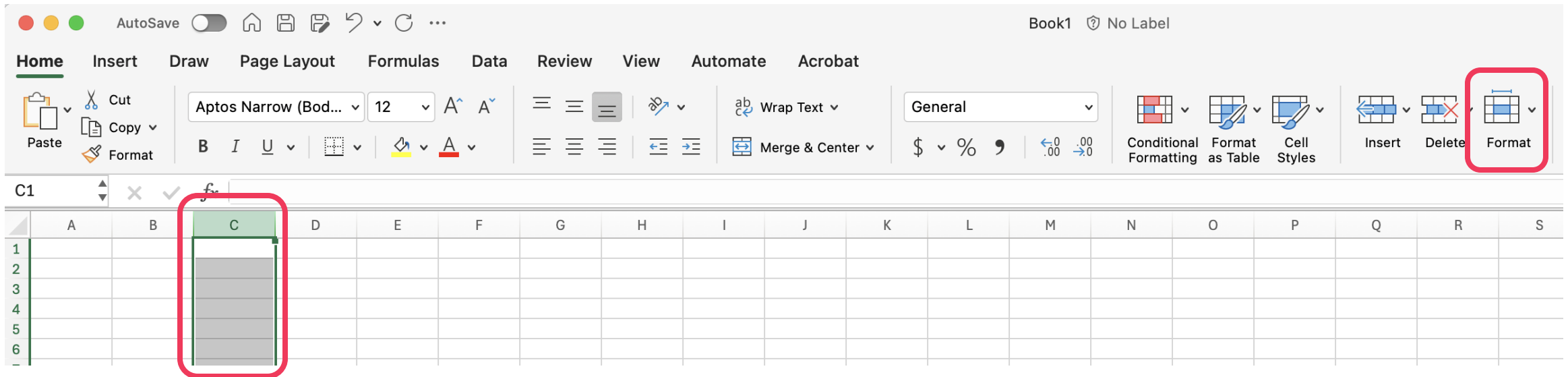
Cancel OK



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 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), bold, italic, underline, text color, background color, alignment, wrap text, merge & center, number format (General), conditional formatting, format as table, cell styles, insert, and delete. 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 “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 has 'Custom' selected. The 'Type' field contains the text '0000000000'. The 'Sample' area shows 'Improperly formatted field.' Below the 'Type' field, a list of format codes is displayed, including 'General', '0', '0.00', and various scientific and currency formats. The 'OK' button at the bottom right is highlighted with a red box. A red box also highlights the 'Custom' category in the list and the 'Type' field.

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.

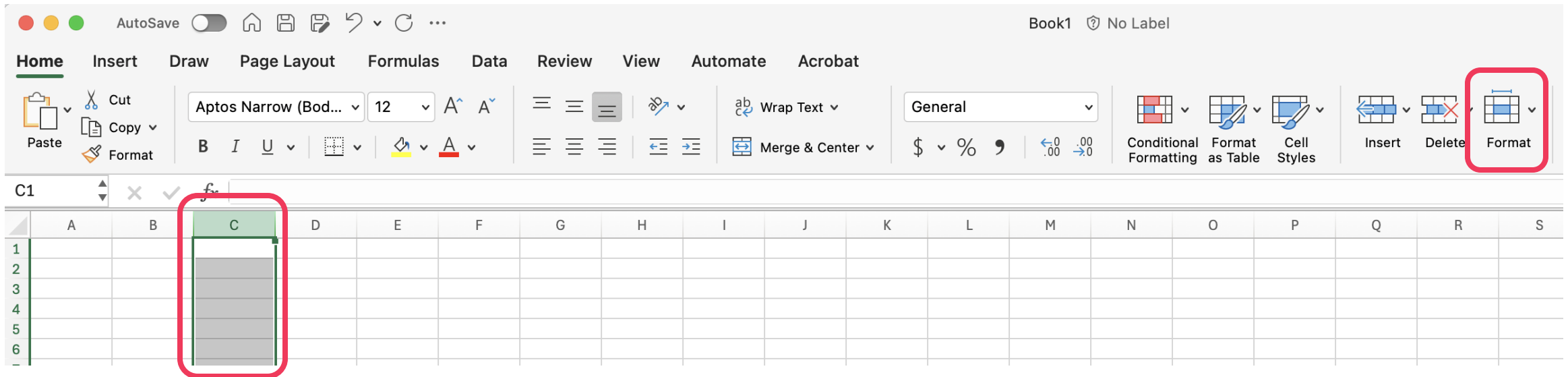
Cancel OK



Grade Level

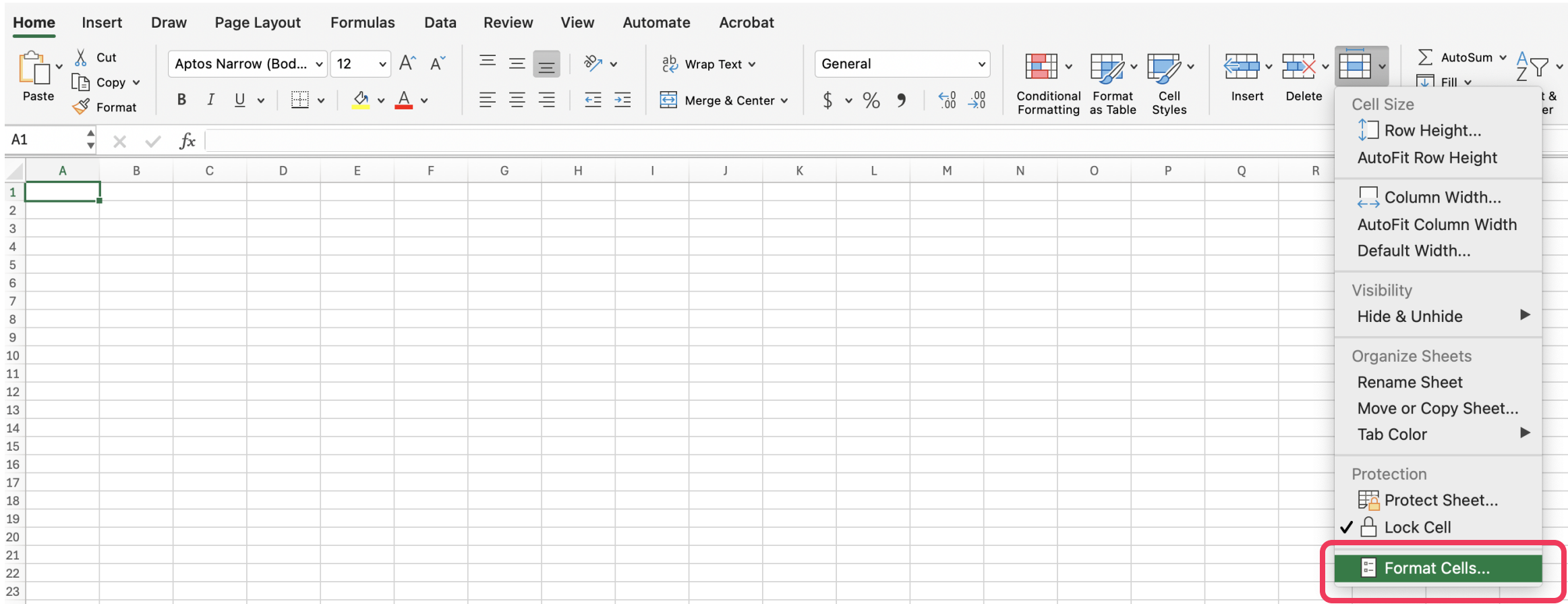
Excel (Format > Format Cells)

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



Excel (Format > Format Cells)

Excel ribbon interface showing the 'Format' tab selected. The ribbon includes tabs: Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, Acrobat. The 'Format' tab is active, displaying options for Cell Size (Row Height, Column Width, AutoFit, Default Width), Visibility (Hide & Unhide), Organize Sheets (Rename Sheet, Move or Copy Sheet, Tab Color), Protection (Protect Sheet, Lock Cell), and Format Cells (highlighted with a red box).



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. On the left, under 'Category:', the 'Custom' option is highlighted with a red box. On the right, under 'Type:', the text '00' is entered in the input field, which is also highlighted with a red box. Below the input field, a list of format codes is visible, including 'General', '0', '0.00', and various currency and scientific notation 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 near the bottom right of 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.'



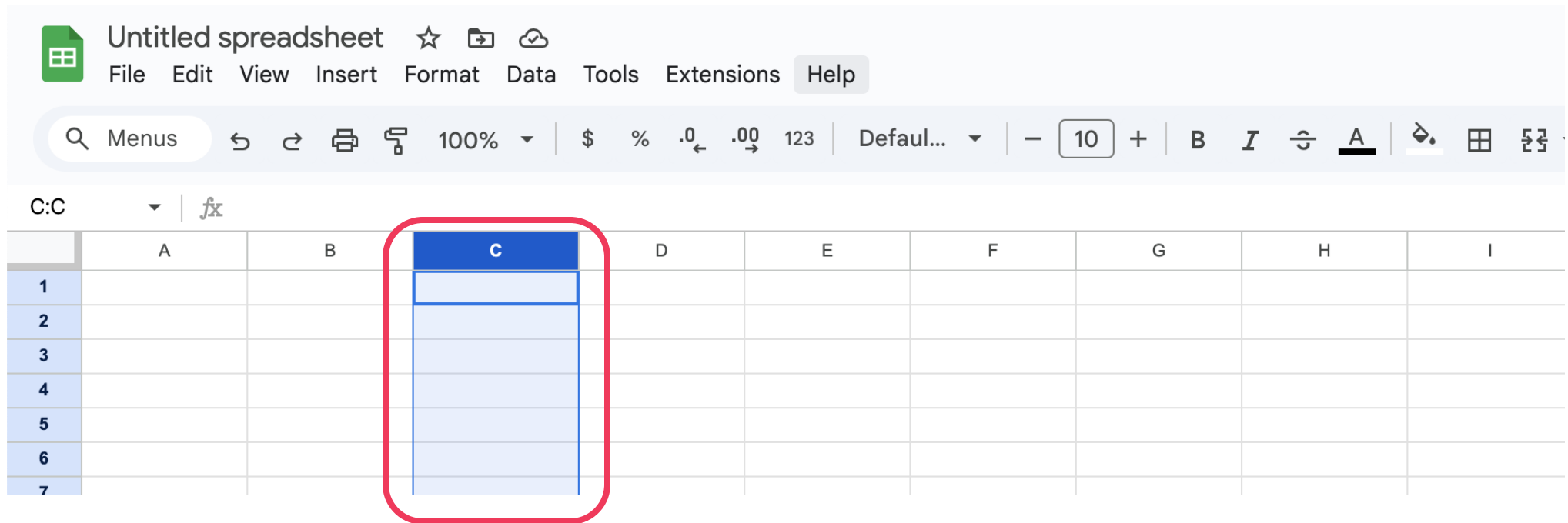
- Open the .csv in Google Sheets.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



LEA ID

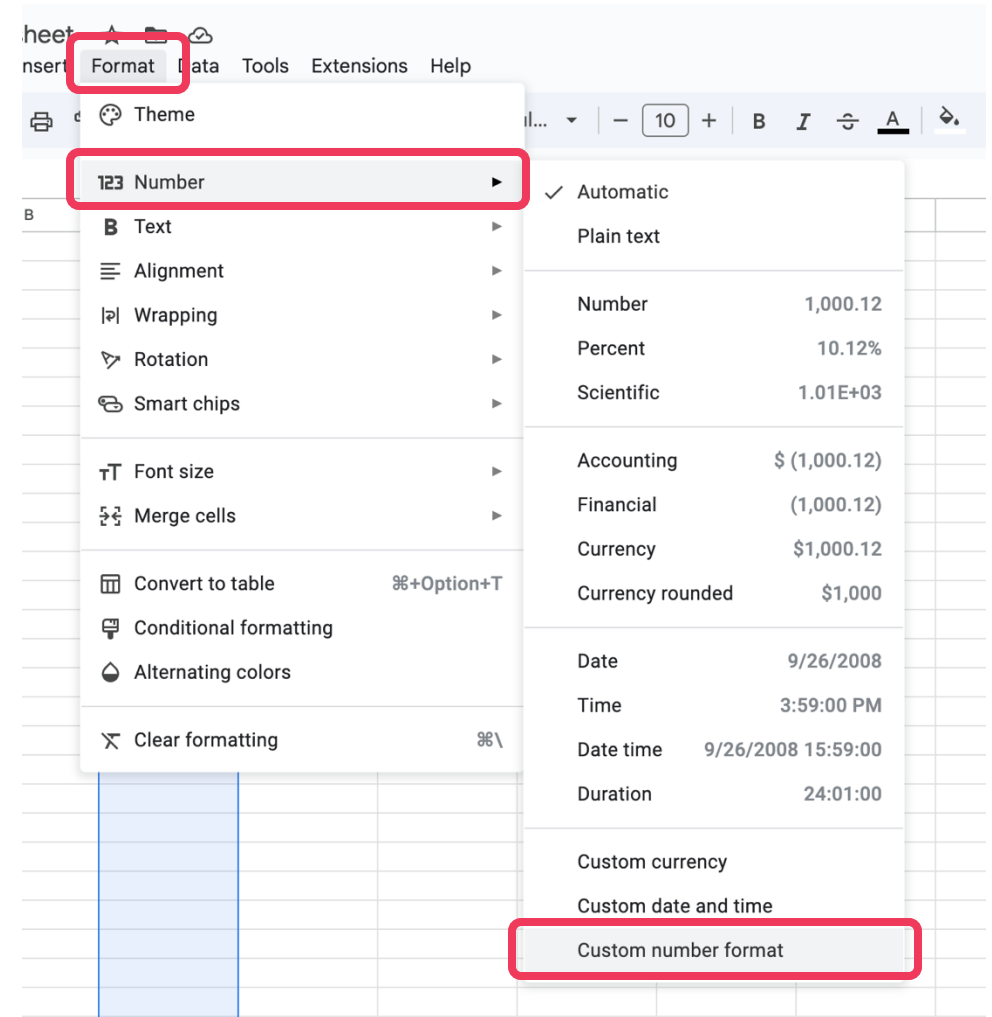
Google Sheets

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



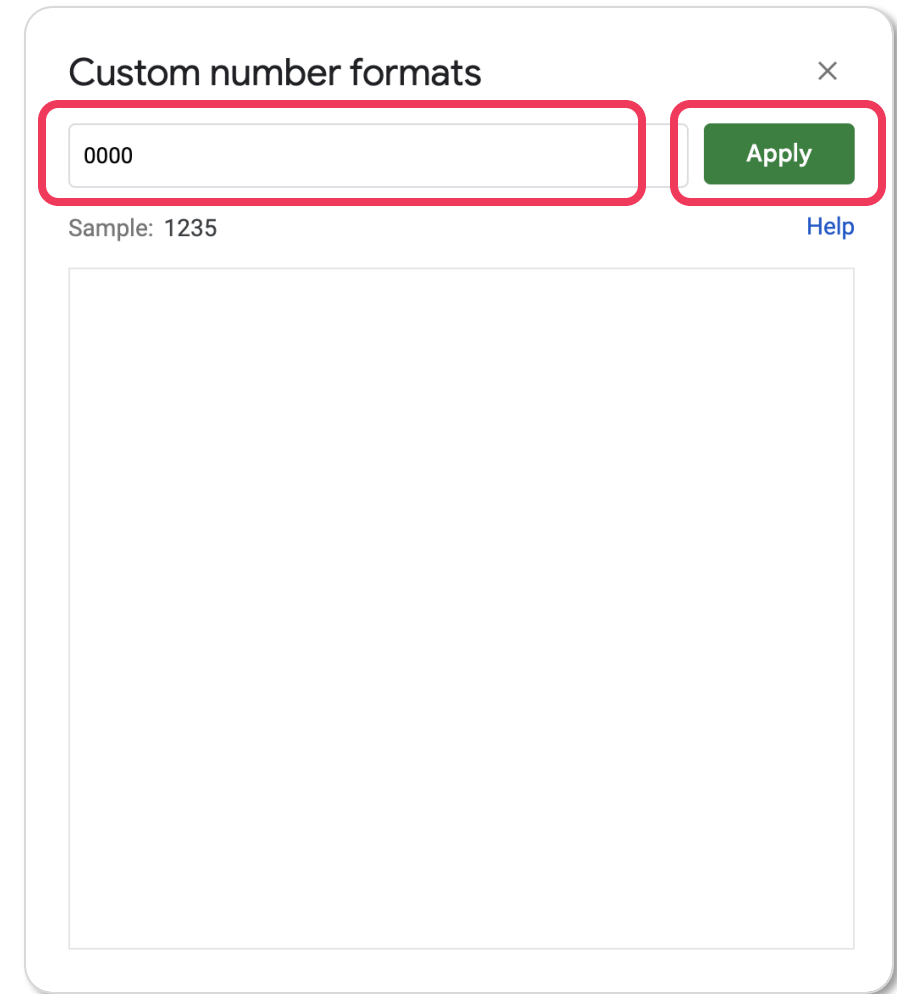
Google Sheets (Format > Number > Custom Number Format)

- 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

Apply

Sample: 1235

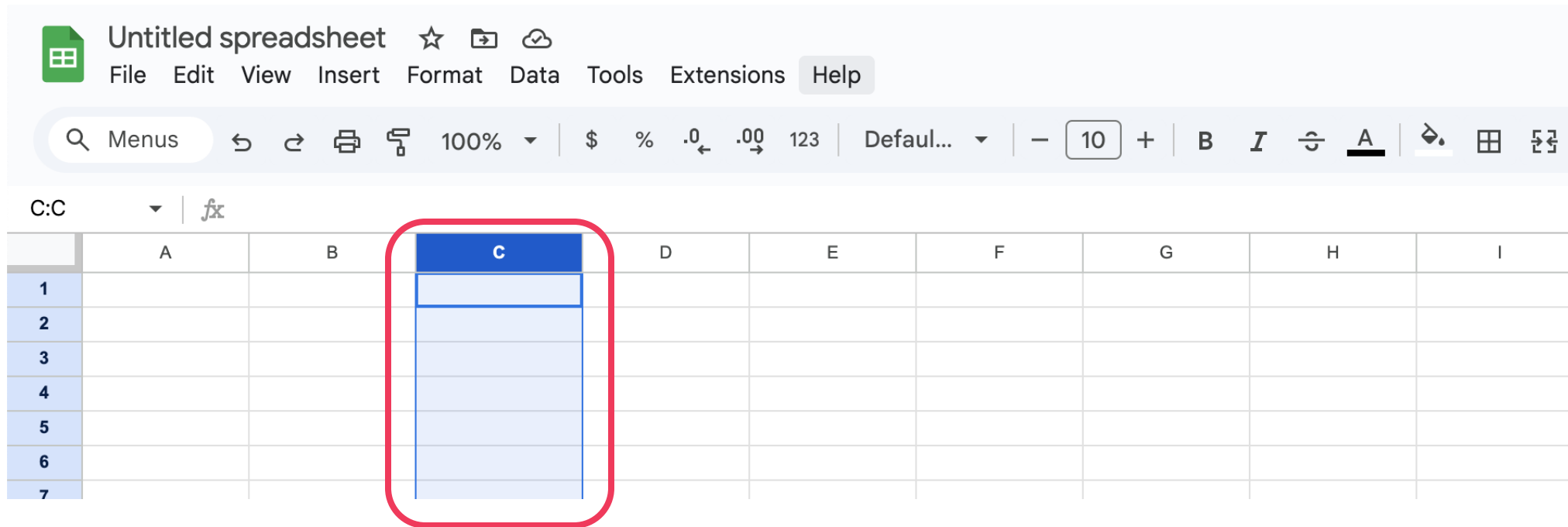
[Help](#)



School ID

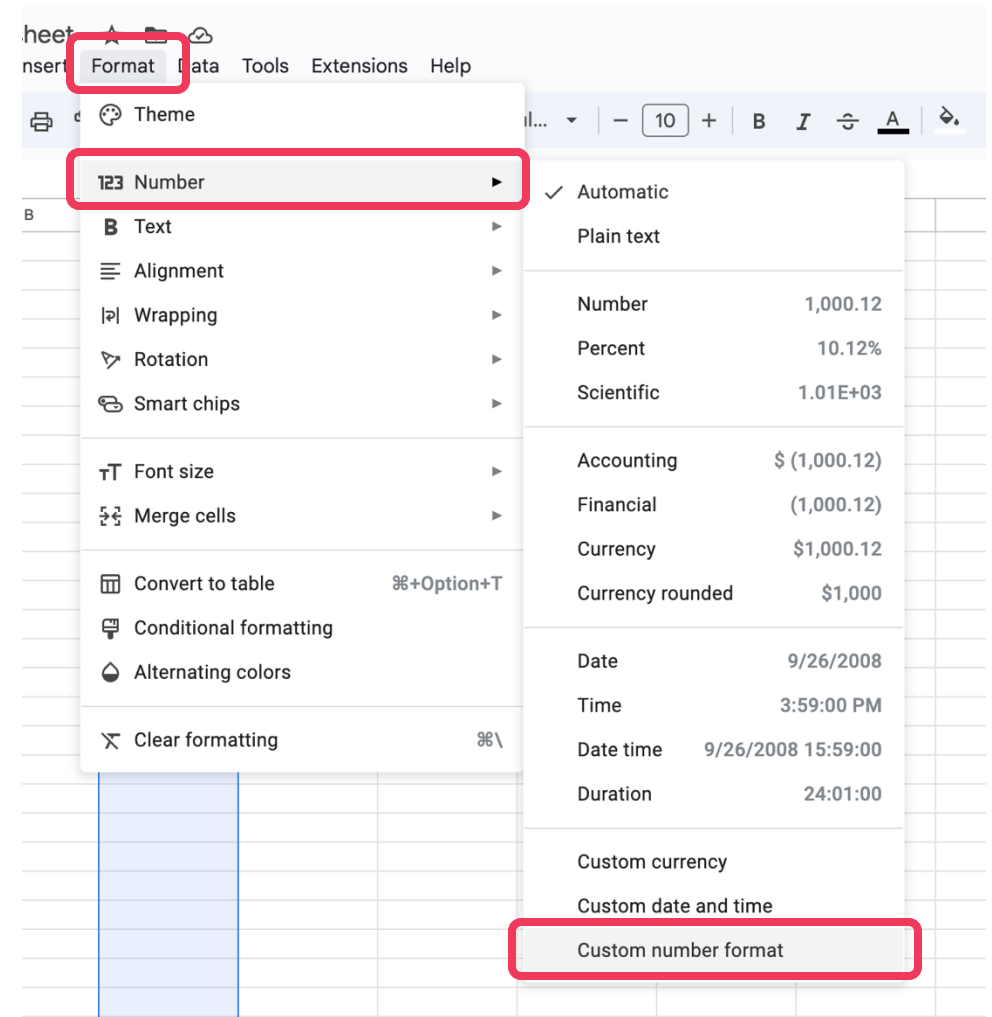
Google Sheets

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



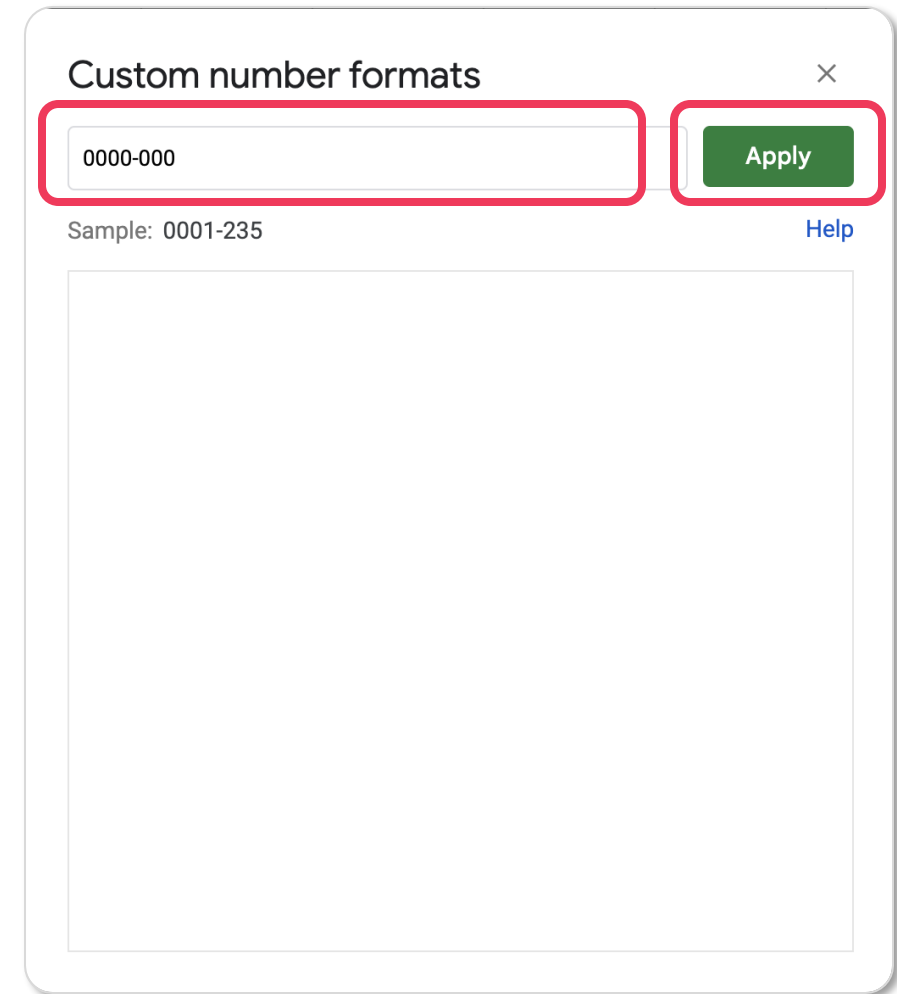
Google Sheets (Format > Number > Custom Number Format)

- 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

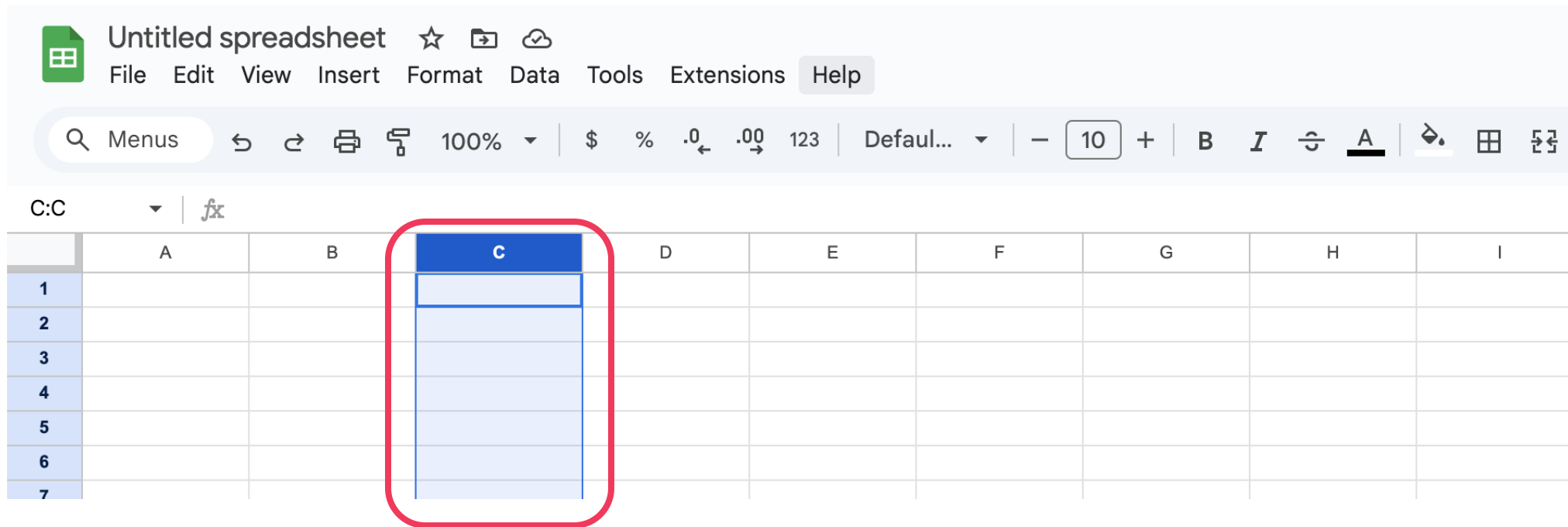
[Help](#)



MSIS IDs

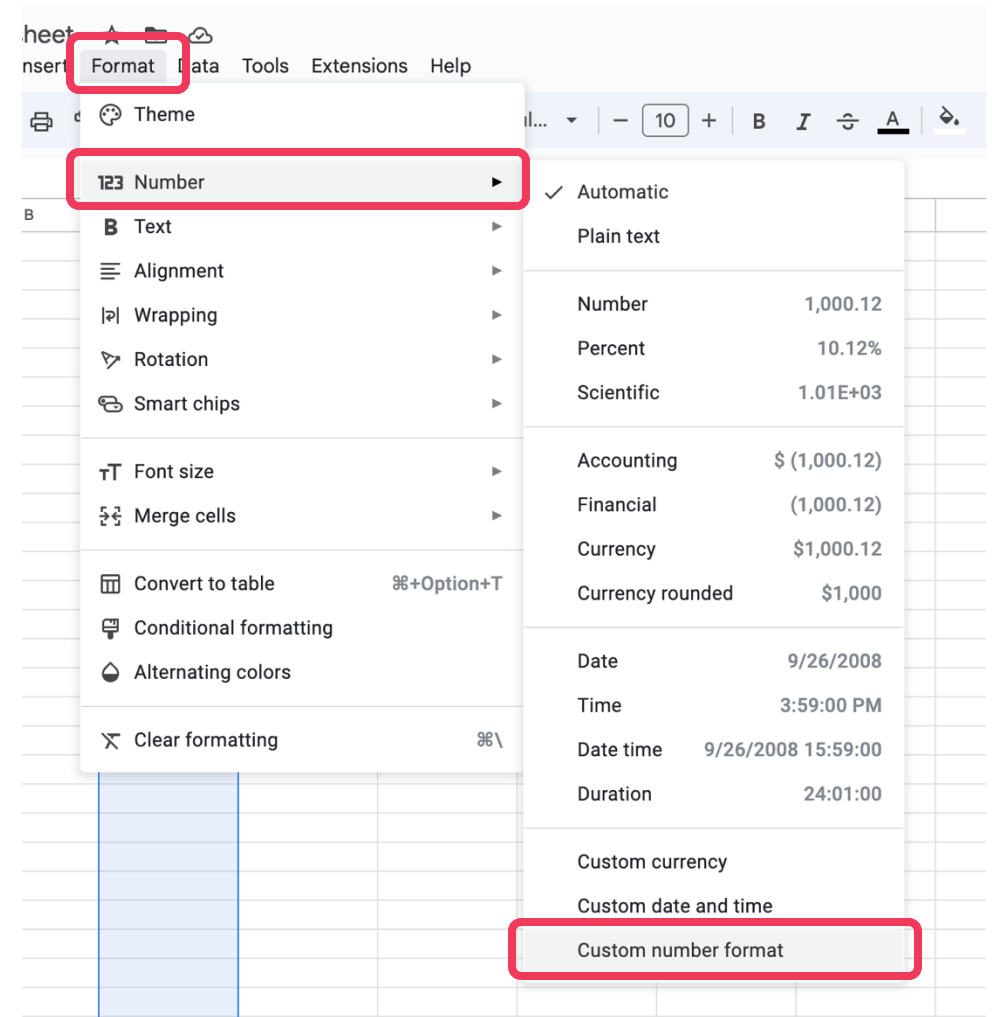
Google Sheets

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



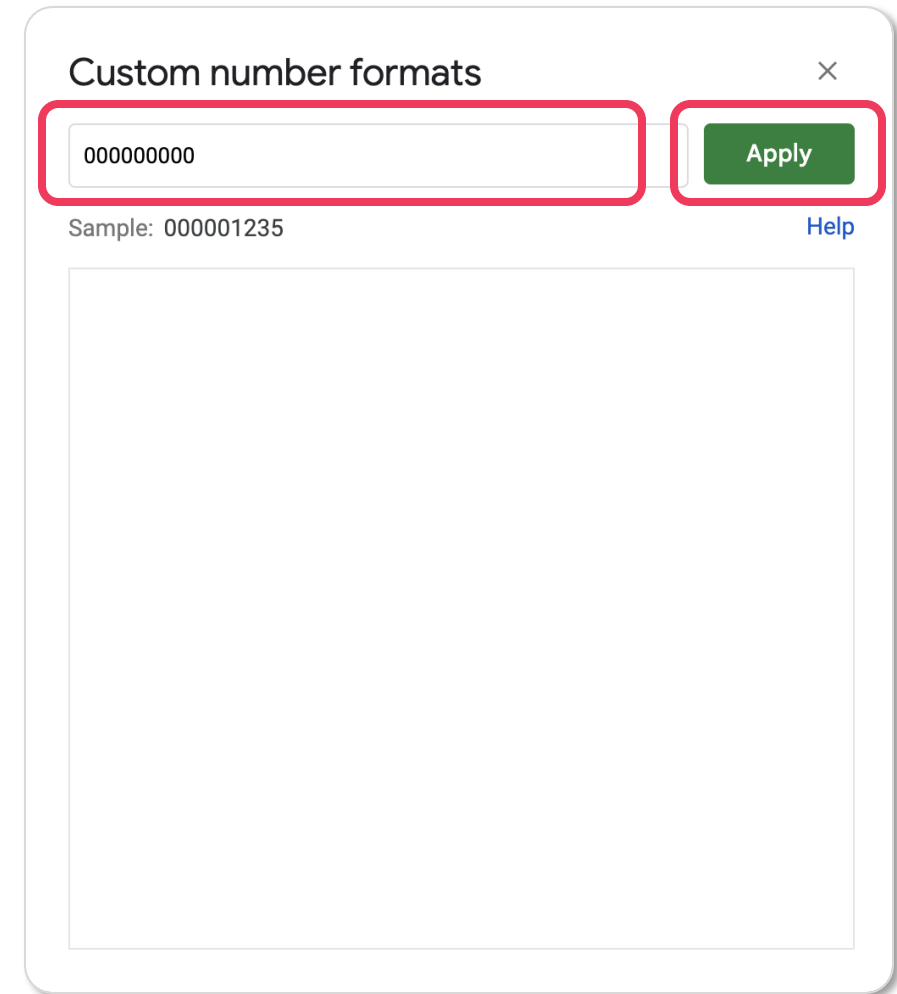
Google Sheets (Format > Number > Custom Number Format)

- 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

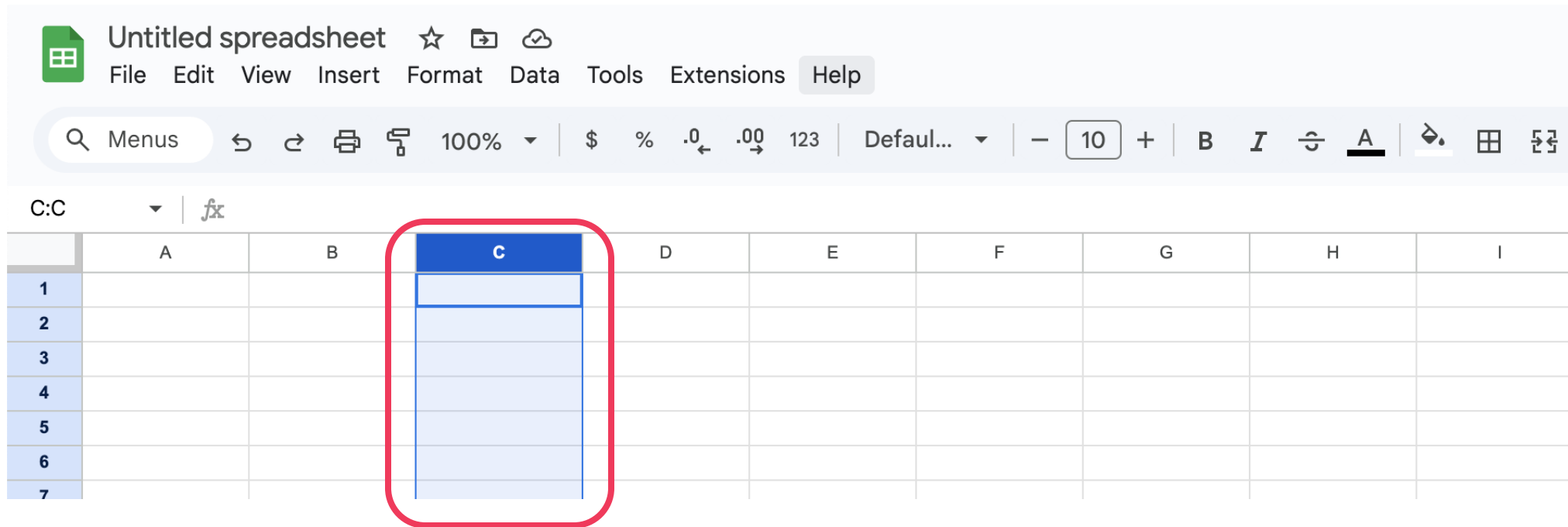
[Help](#)



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

