



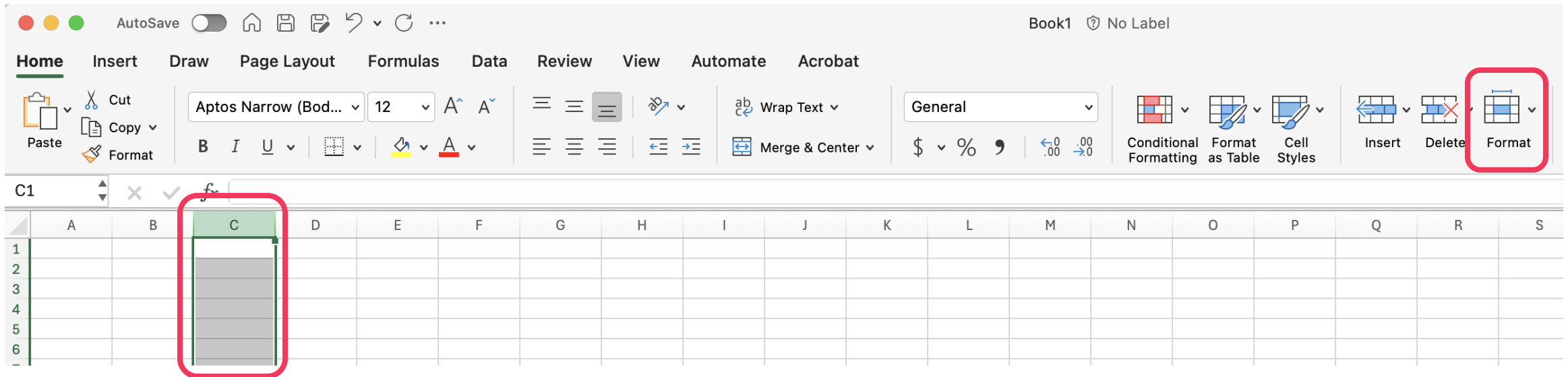
- Open the .csv in Excel.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



# 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' 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 “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. Other buttons visible include 'Delete', 'Cancel', and 'Format Cells'.

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 ): [Red](\$#,##0)

Delete

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

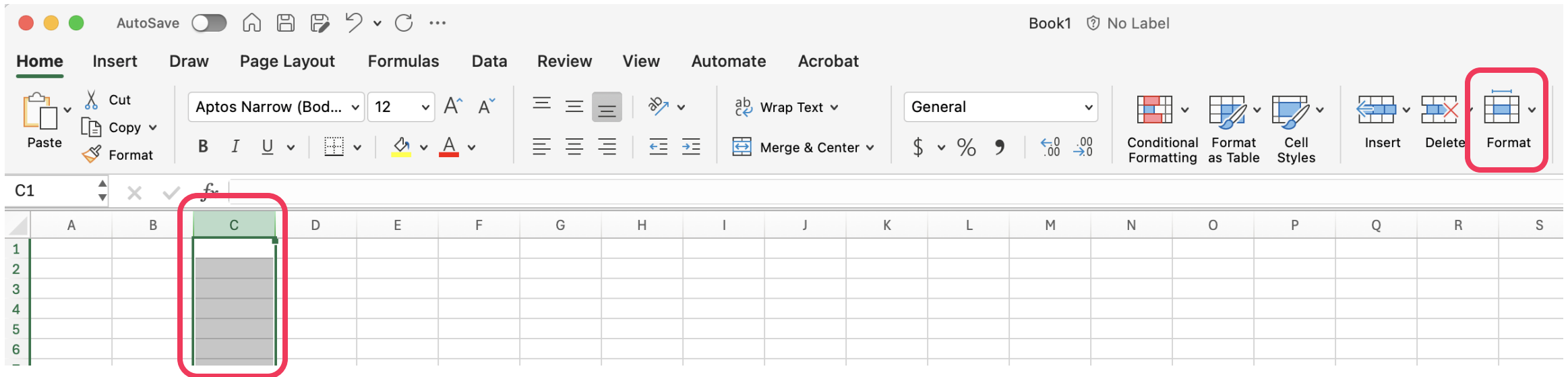
Cancel OK



# School ID

## Excel (Format > Format Cells)

- 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. In the left-hand 'Category' list, 'Custom' is highlighted with a red box. In the 'Type' field, the text '0000-000' has been entered, and this field is also enclosed in a red box. Below the 'Type' field, a list of various number format codes is visible. At the bottom right of the dialog, the 'OK' button is highlighted with a red box, while the 'Cancel' and 'Delete' buttons are not.

Format Cells

Number Alignment Font Border Fill Protection

Category: Sample

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.

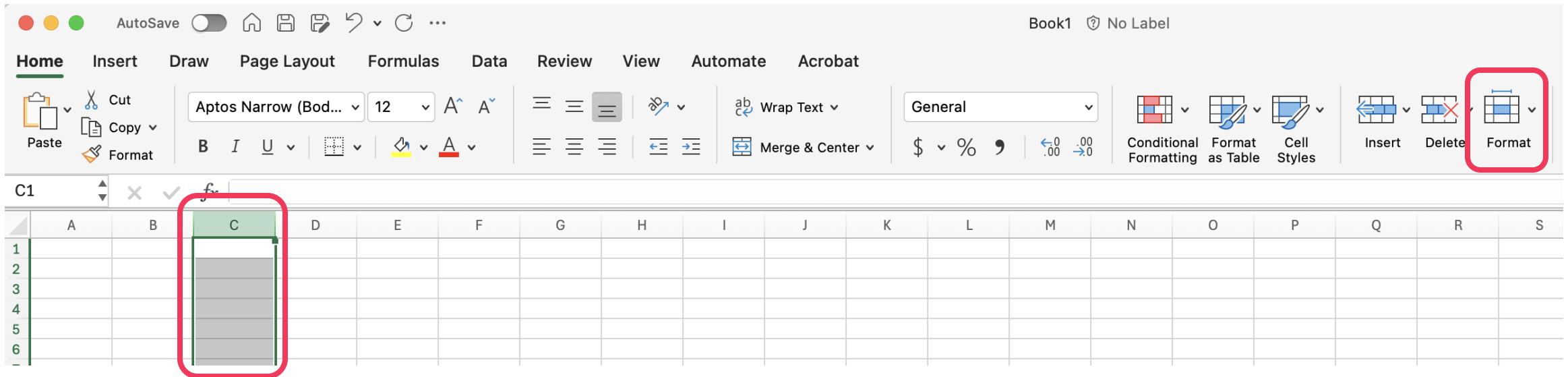
Cancel OK



# 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), paragraph alignment, and cell formatting (General, Conditional Formatting, Format as Table, Cell Styles). 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.' and a list of existing number format codes. The 'OK' button is highlighted with a red box.

**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\_);(#,##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.

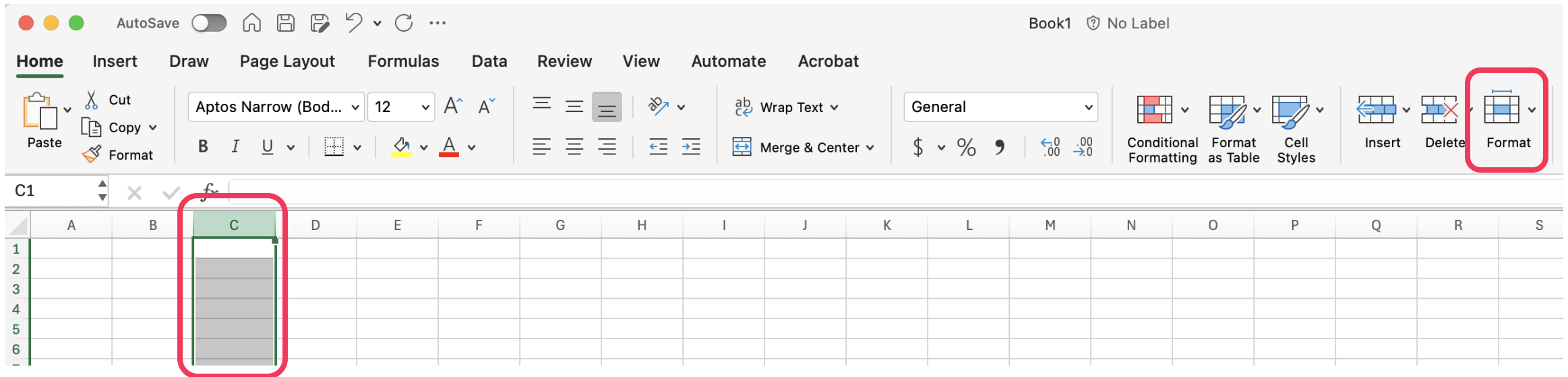
Cancel OK



# 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 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, listing actions such as 'Row Height...', 'Column Width...', 'Hide & Unhide', and 'Format Cells...'. The 'Format Cells...' option at the bottom of the menu is highlighted with a red rectangular box.

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 Wrap Text General \$ % , .0 .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 “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



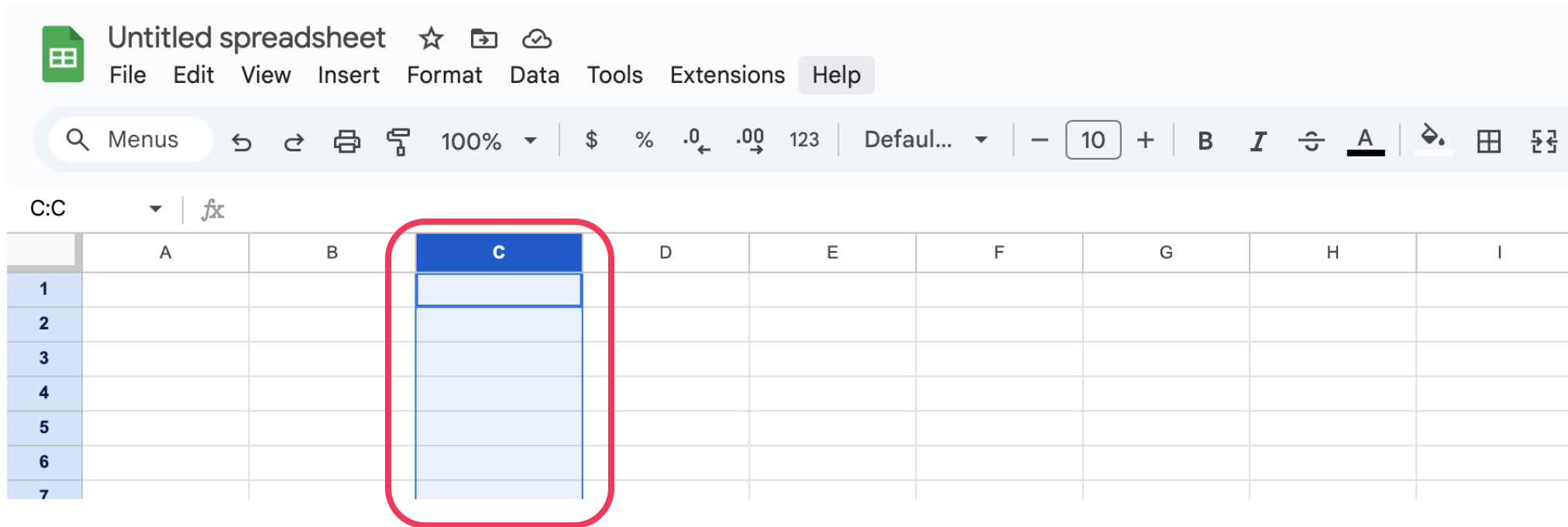
- Open the .csv in Google Sheets.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



# LEA ID

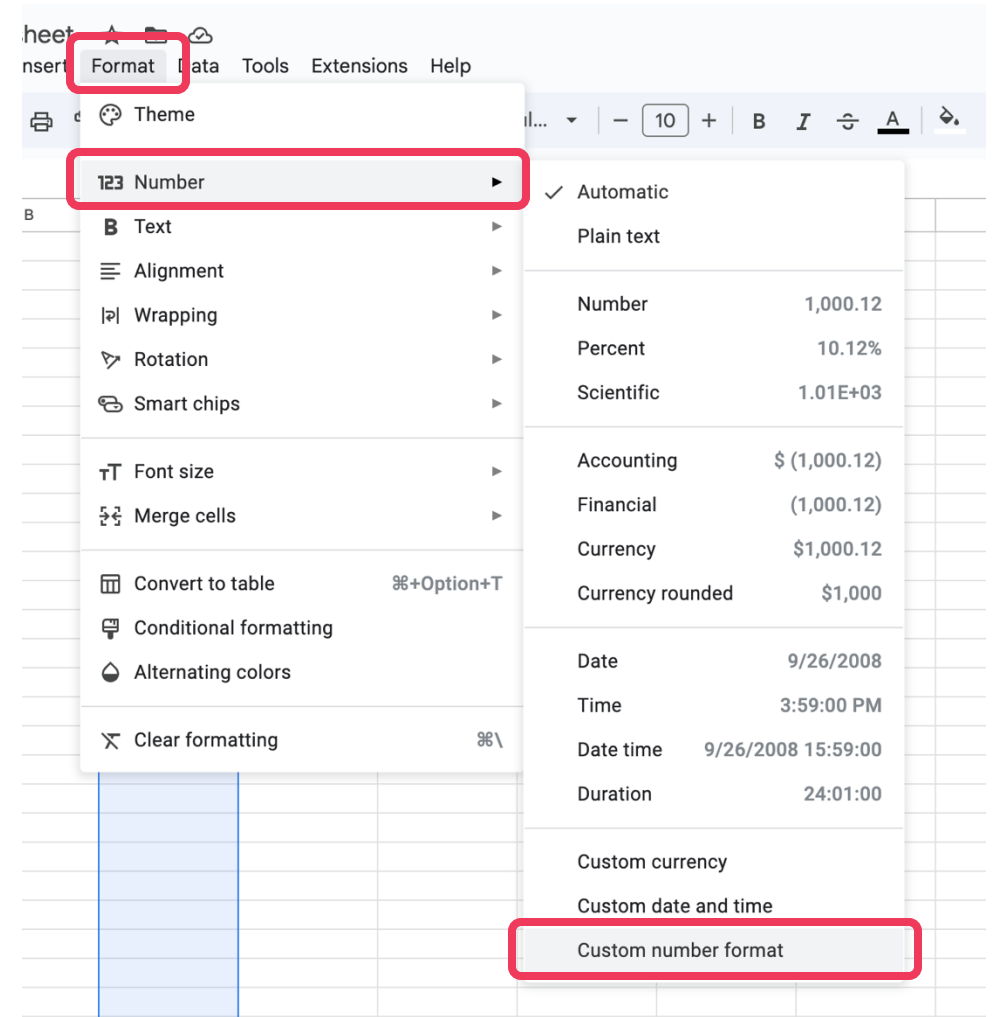
## Google Sheets

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



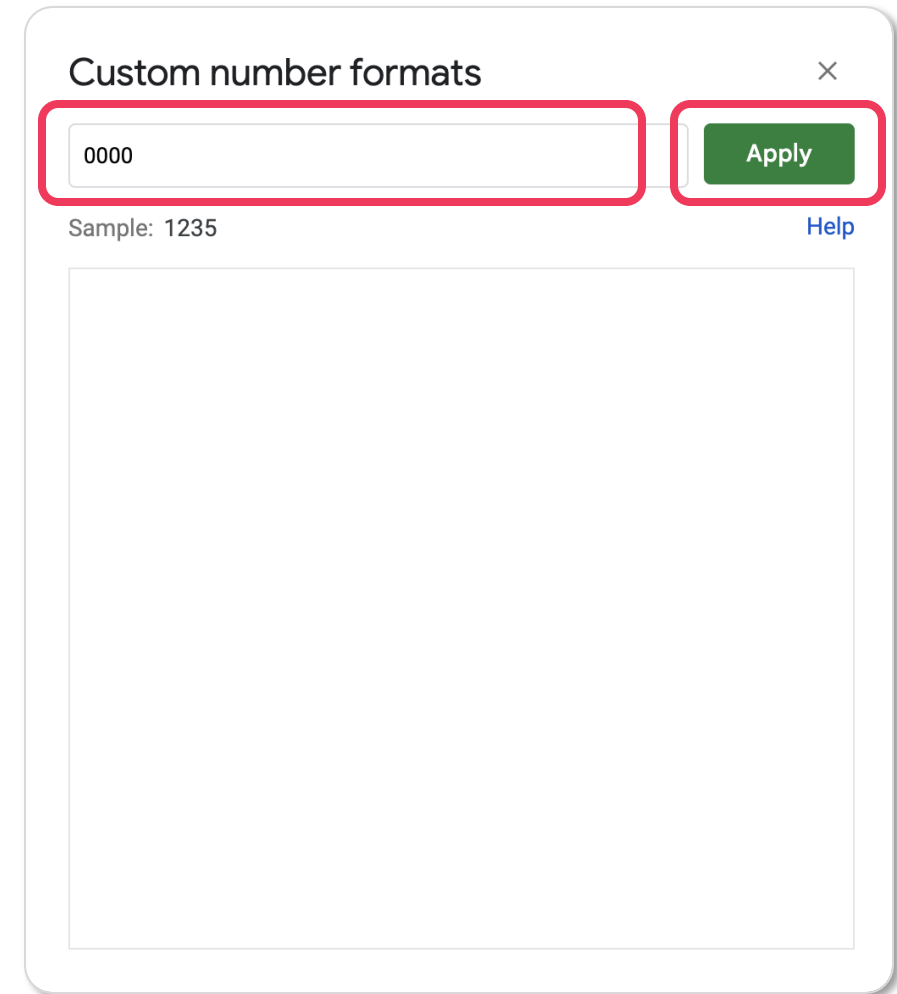
## Google Sheets (Format > Number > Custom Number Format)

- 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

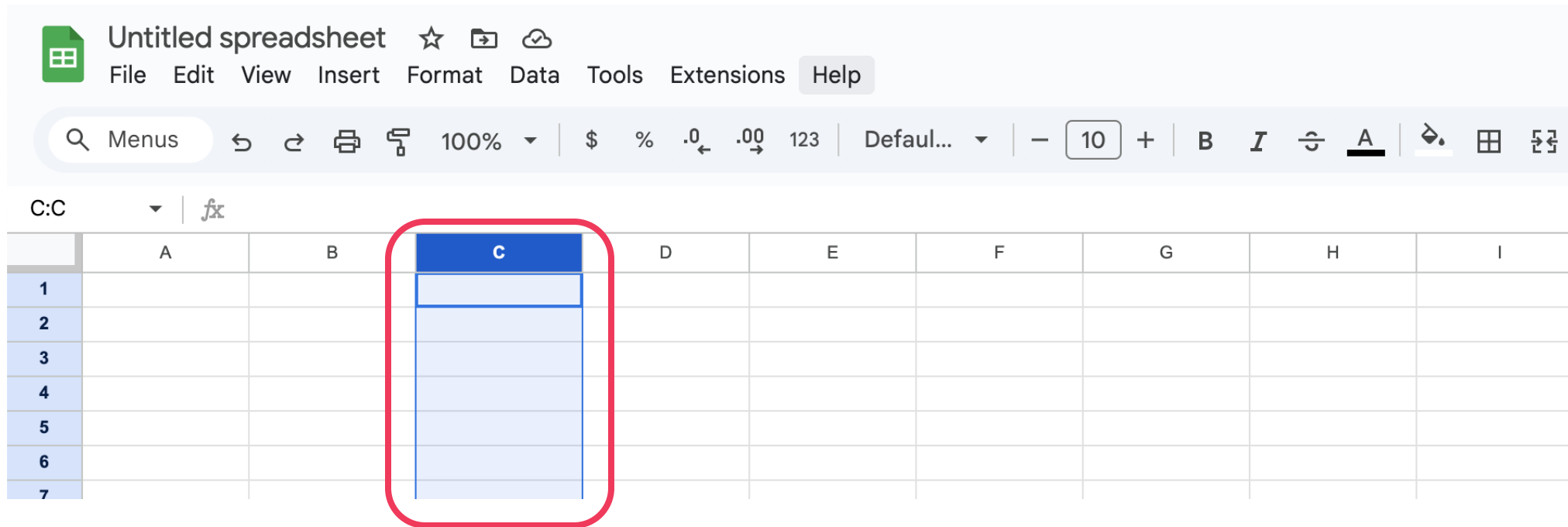
[Help](#)



# School ID

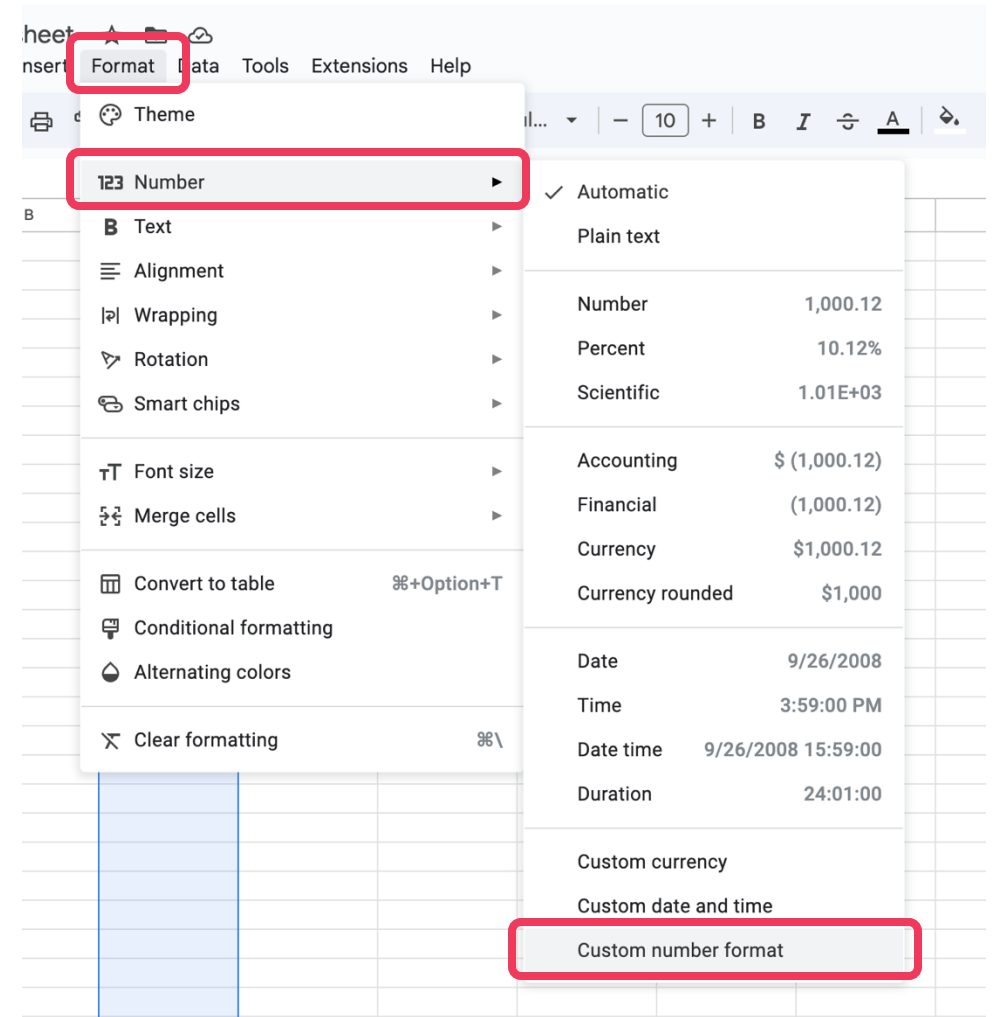
## Google Sheets

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



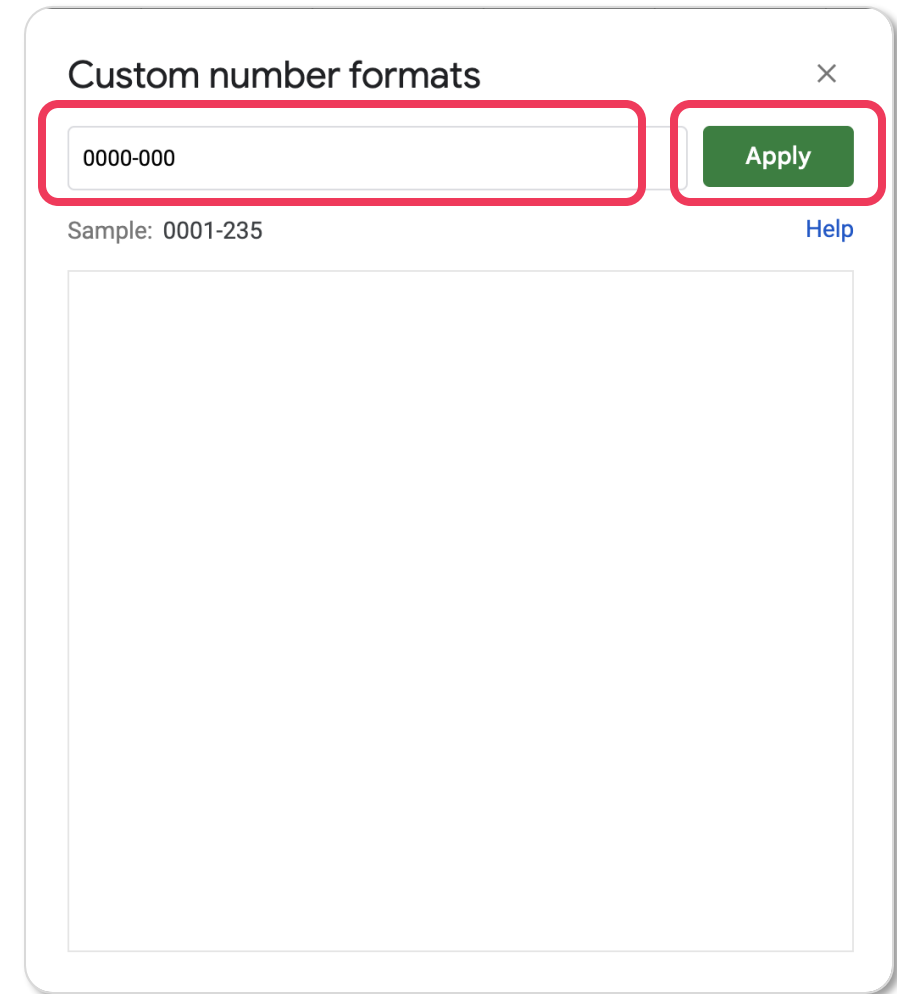
## Google Sheets (Format > Number > Custom Number Format)

- 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

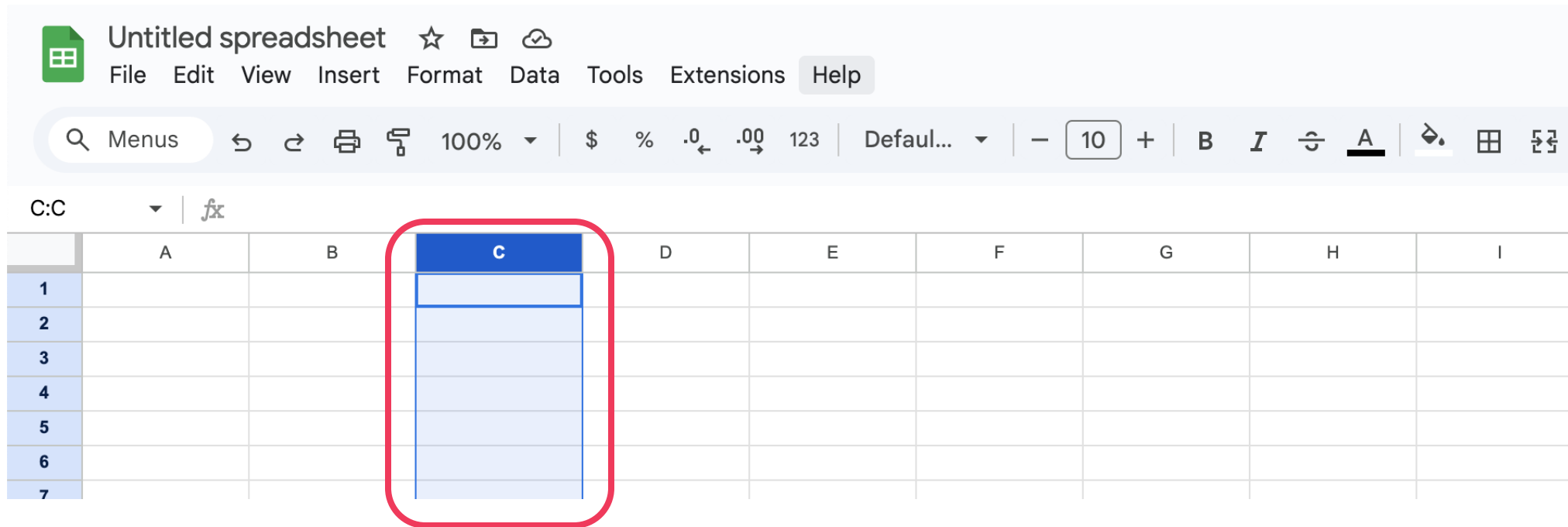
Sample: 0001-235 [Help](#)



# MSIS IDs

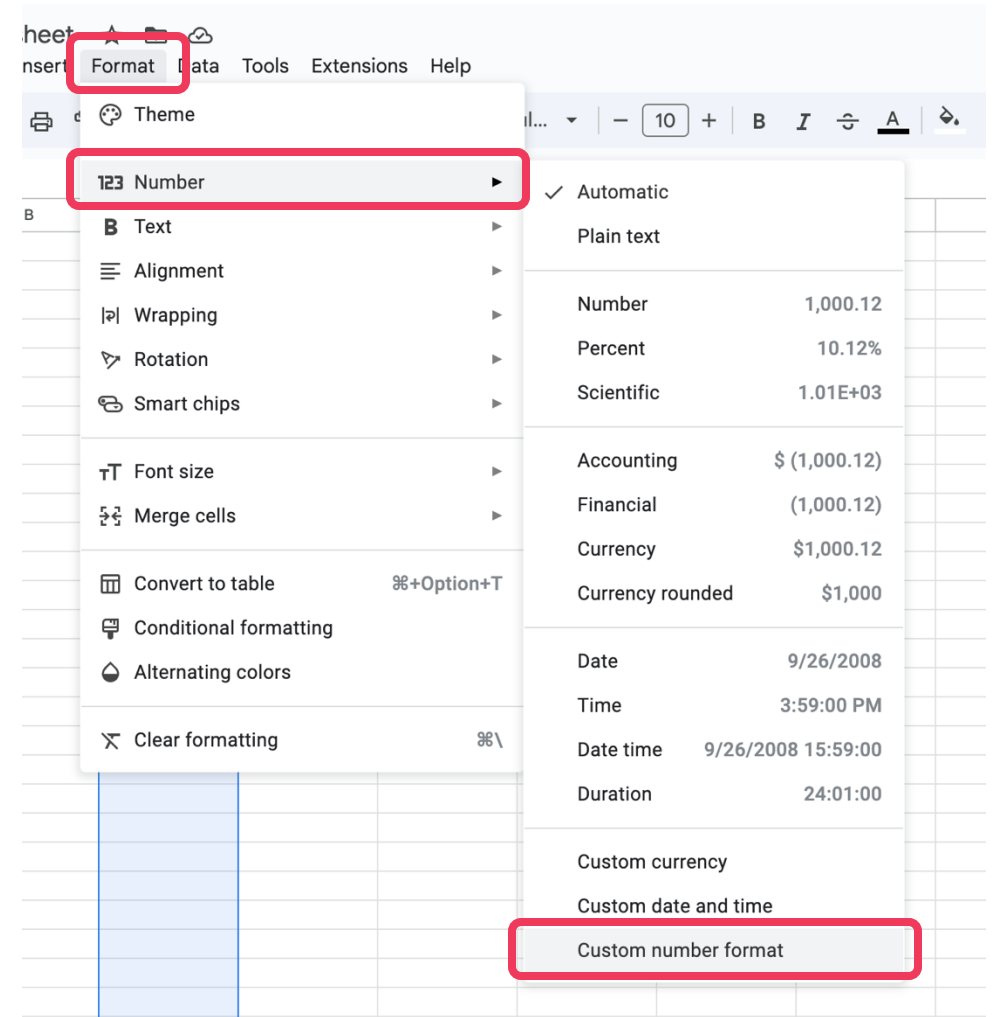
## Google Sheets

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



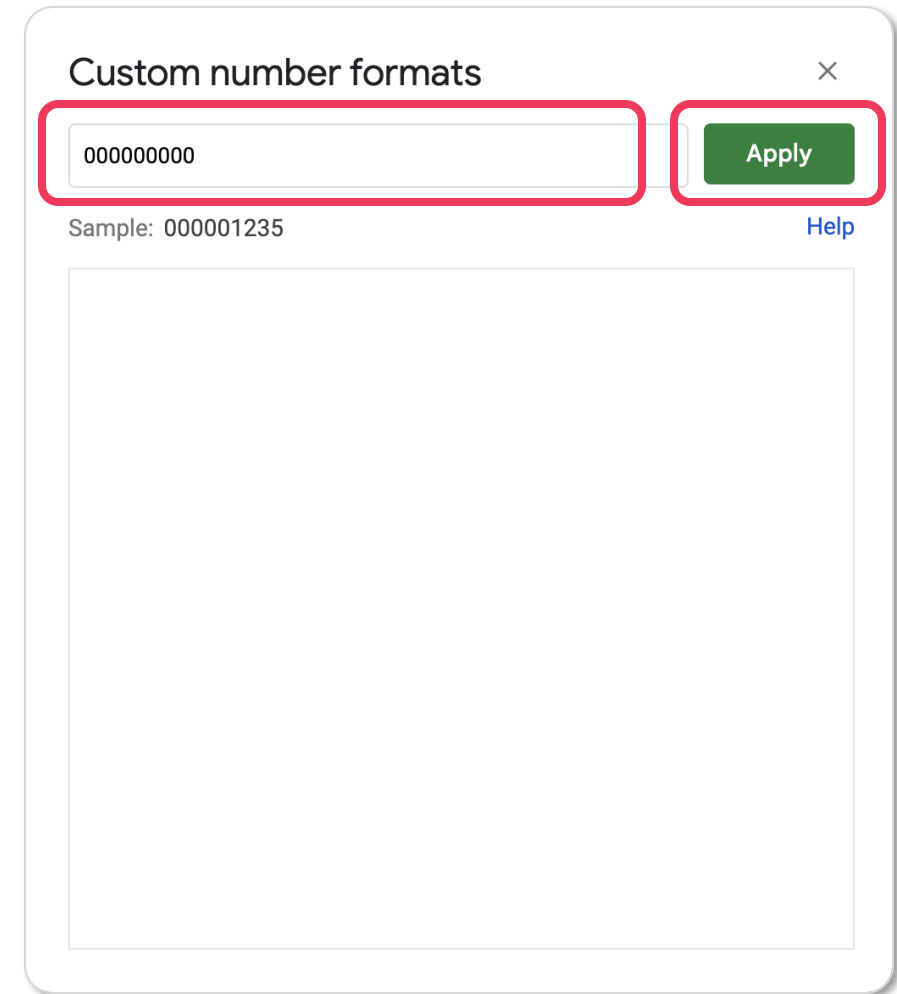
## Google Sheets (Format > Number > Custom Number Format)

- 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

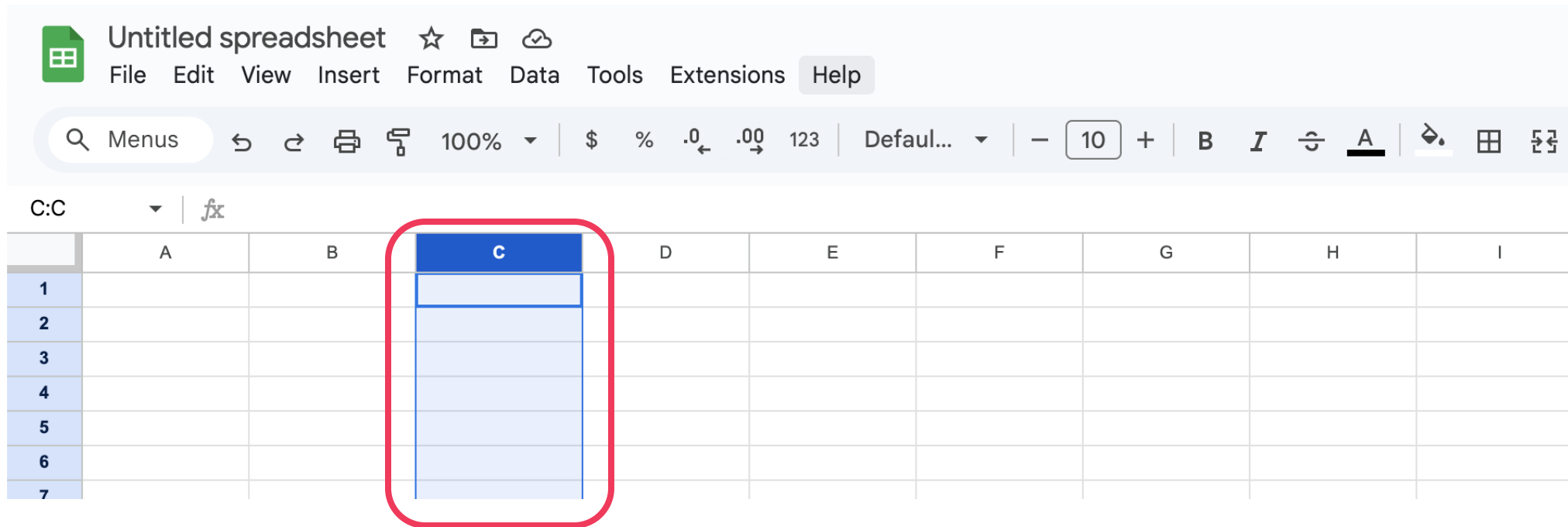
[Help](#)



# Date

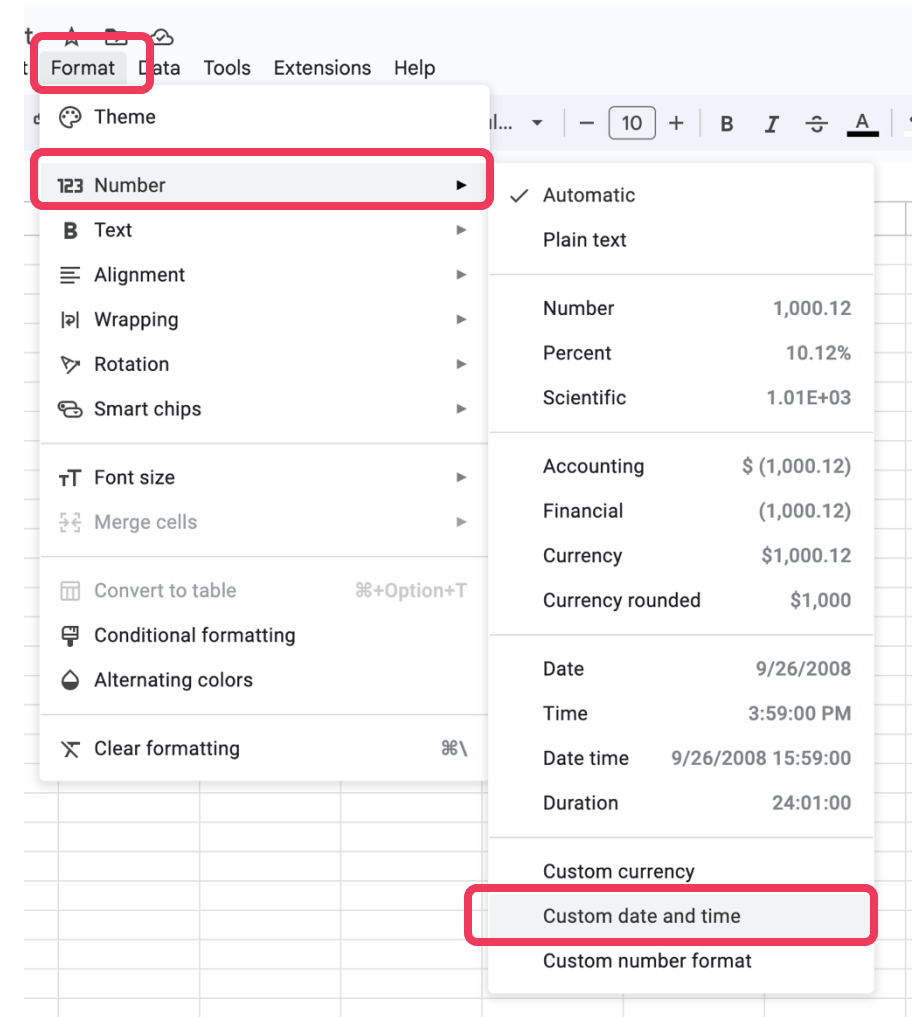
## Google Sheets

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



## Google Sheets (Format > Number > Custom Date and Time)

- Click on Format in the Menu bar
- Select Number, then Custom date and time



### Google Sheets (Format > Number > Custom Date and Time)

- In the Custom date and time formats box, notice the default setting

Custom date and time formats

Year (1930) - Month (08) - Day (05) 

Apply

|            |
|------------|
| 1930-08-05 |
| 08-05-1930 |
| 8/5/30     |
| 08-05-30   |
| 8/5        |
| 08-05      |
| 5-Aug      |
| 5-Aug-1930 |

### Google Sheets (Format > Number > Custom Date and Time)

- In the format options, select “8/5/30”

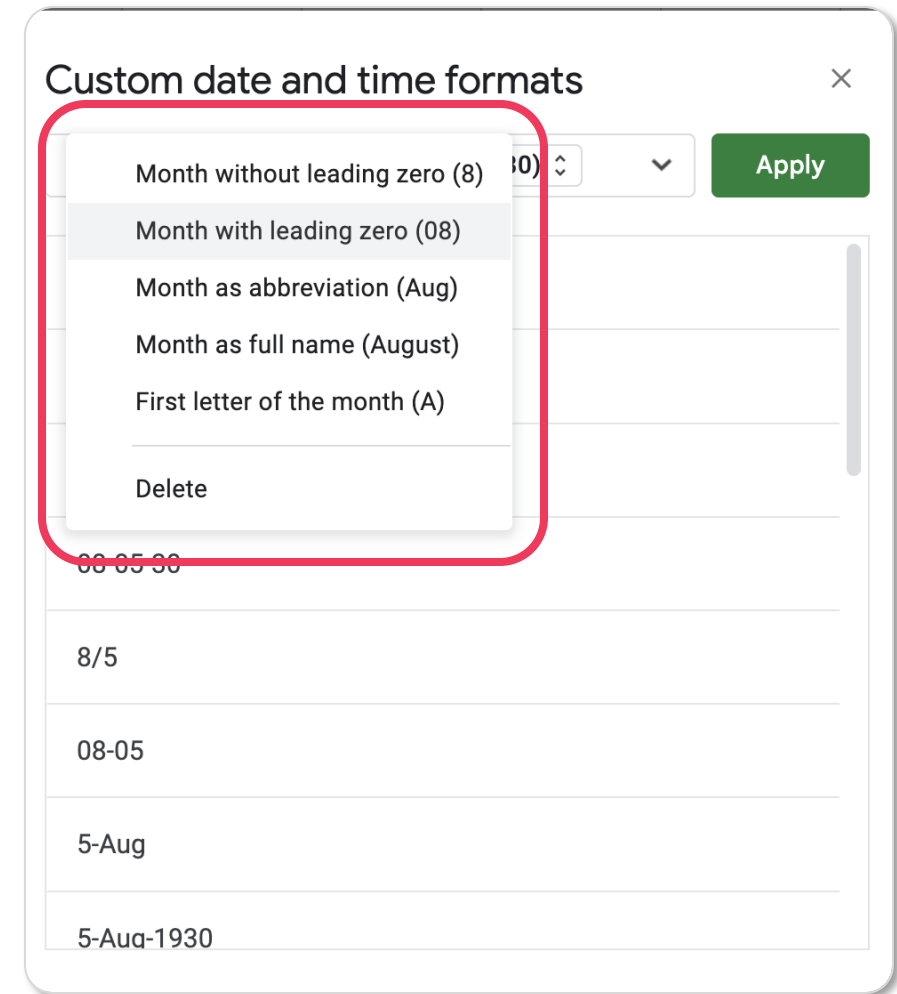
Custom date and time formats ×

Year (1930) ▾ - Month (08) ▾ - Day (05) ▾ Apply

|            |
|------------|
| 1930-08-05 |
| 08-05-1930 |
| 8/5/30     |
| 08-05-30   |
| 8/5        |
| 08-05      |
| 5-Aug      |
| 5-Aug-1930 |

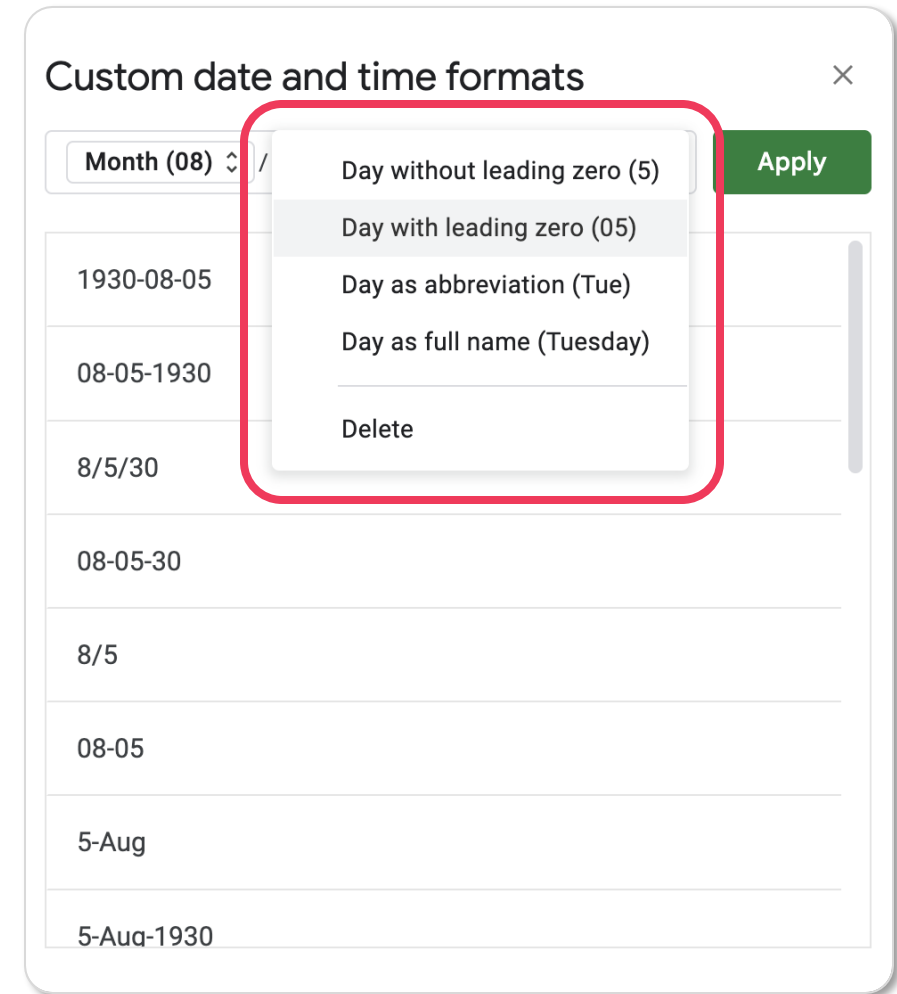
## Google Sheets (Format > Number > Custom Date and Time)

- In the Month drop down, select Month with leading zero (08)



### Google Sheets (Format > Number > Custom Date and Time)

- In the Day drop down, select Day with leading zero (05)



Custom date and time formats

Month (08) /

Day without leading zero (5)

Day with leading zero (05)

Day as abbreviation (Tue)

Day as full name (Tuesday)

Delete

1930-08-05

08-05-1930

8/5/30

08-05-30

8/5

08-05

5-Aug

5-Aug-1930

Apply

### Google Sheets (Format > Number > Custom Date and Time)

- In the Month drop down, select Full numeric year (1930)

Custom date and time formats

Month (08) / Day (05) /

Two digit year (30)  
Full numeric year (1930)  
Delete

1930-08-05  
08-05-1930  
8/5/30  
08-05-30  
8/5  
08-05  
5-Aug  
5-Aug-1930

### Google Sheets (Format > Number > Custom Date and Time)

- Ensure the custom date and time selections reflect:
  - Month (08)
  - Day (05)
  - Year (1930)
- Select Apply

Custom date and time formats

Month (08) / Day (05) / Year (1930) Apply

1930-08-05

08-05-1930

8/5/30

08-05-30

8/5

08-05

5-Aug

5-Aug-1930