



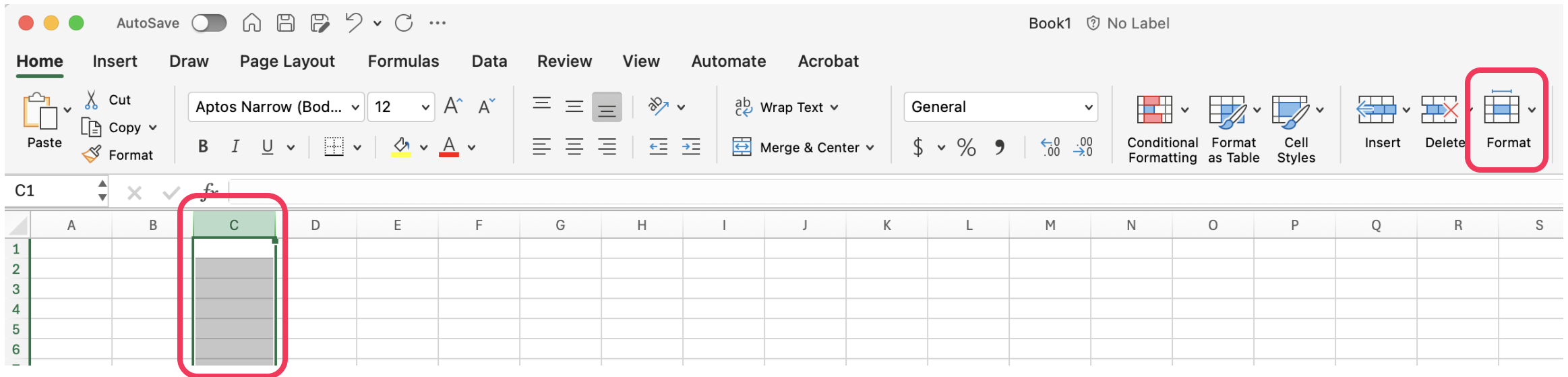
- Open the .csv in Excel.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



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 Wrap Text General 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

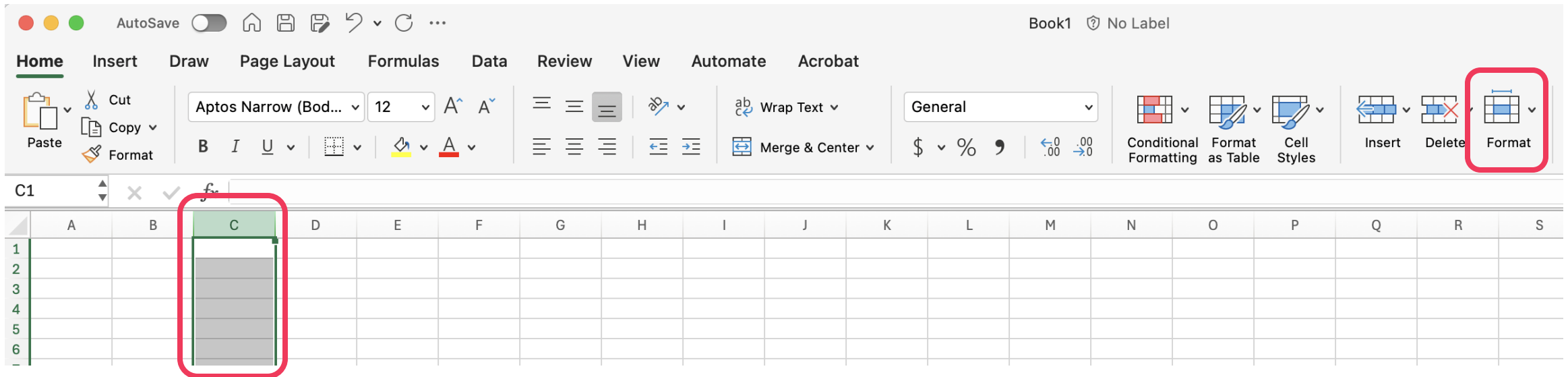
The image shows the 'Format Cells' dialog box in Microsoft Excel. The 'Number' tab is selected. In the left-hand 'Category' list, 'Custom' is highlighted. In the 'Type' text box, the value '0000' has been entered. The 'OK' button at the bottom right is highlighted. Other buttons visible include 'Delete', 'Cancel', and 'Number' (the tab). The 'Sample' area on the right shows various number format codes like 'General', '0', '0.00', and '###0'.



School ID

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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 “0000-000”
- Select OK

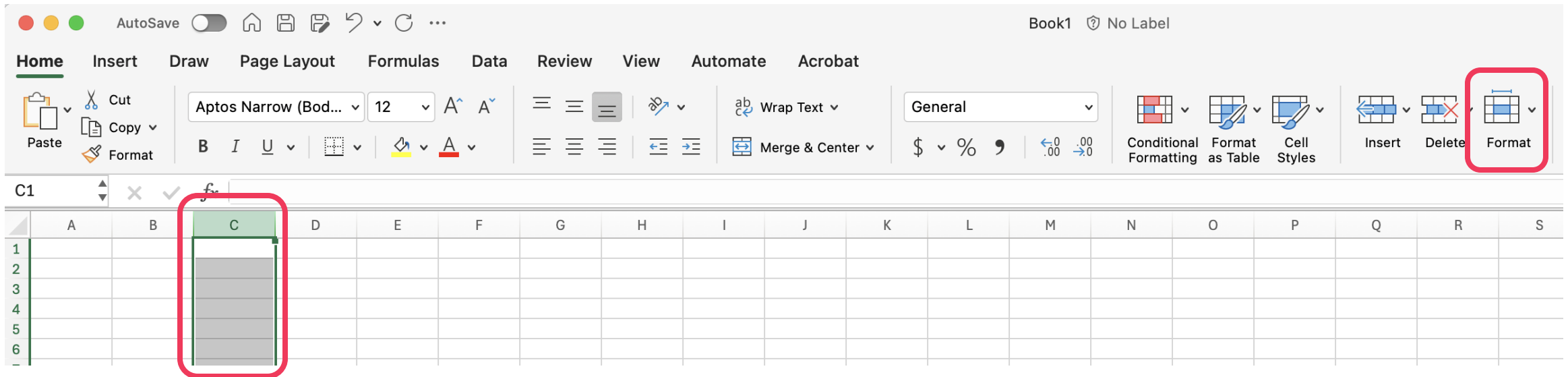
The image shows the 'Format Cells' dialog box in Microsoft Excel. The 'Number' tab is selected. On the left, under 'Category:', the 'Custom' option is highlighted with a red box. On the right, under 'Type:', the text '0000-000' is entered in the text box, which is also highlighted with a red box. Below the text box, a list of predefined number formats is visible. 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 list of formats. 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.'



MSIS IDs

Excel (Format > Format Cells)

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- 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 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.

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Paste Cut Copy Format Aptos Narrow (Bod... 12 A A B I U Merge & Center General \$ % , .0 .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 “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 at the bottom right 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.

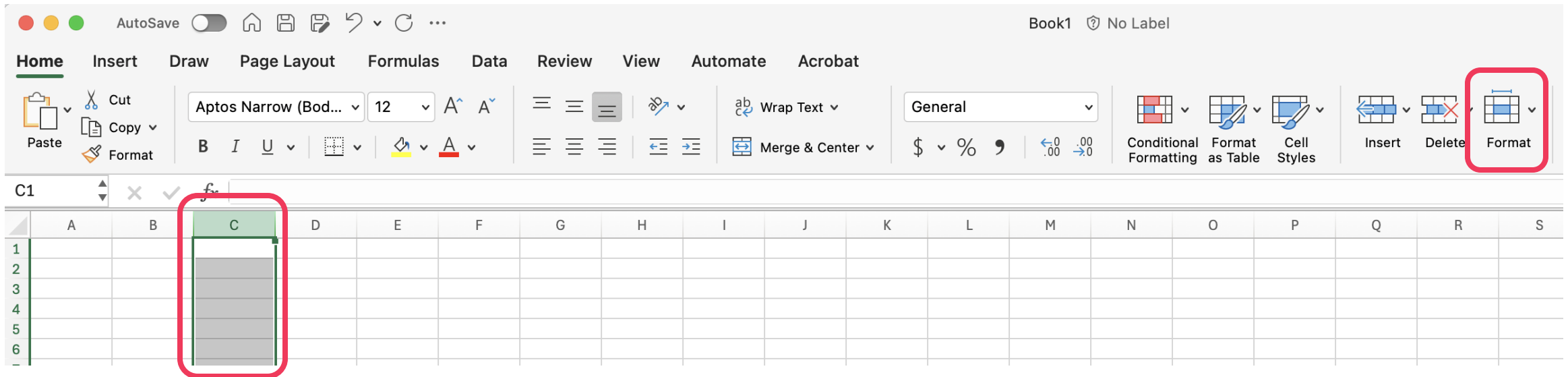
Cancel OK



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 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 on the right side of the spreadsheet, 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 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

General

Conditional Formatting Format as Table Cell Styles

Insert Delete

AutoSum Fill

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



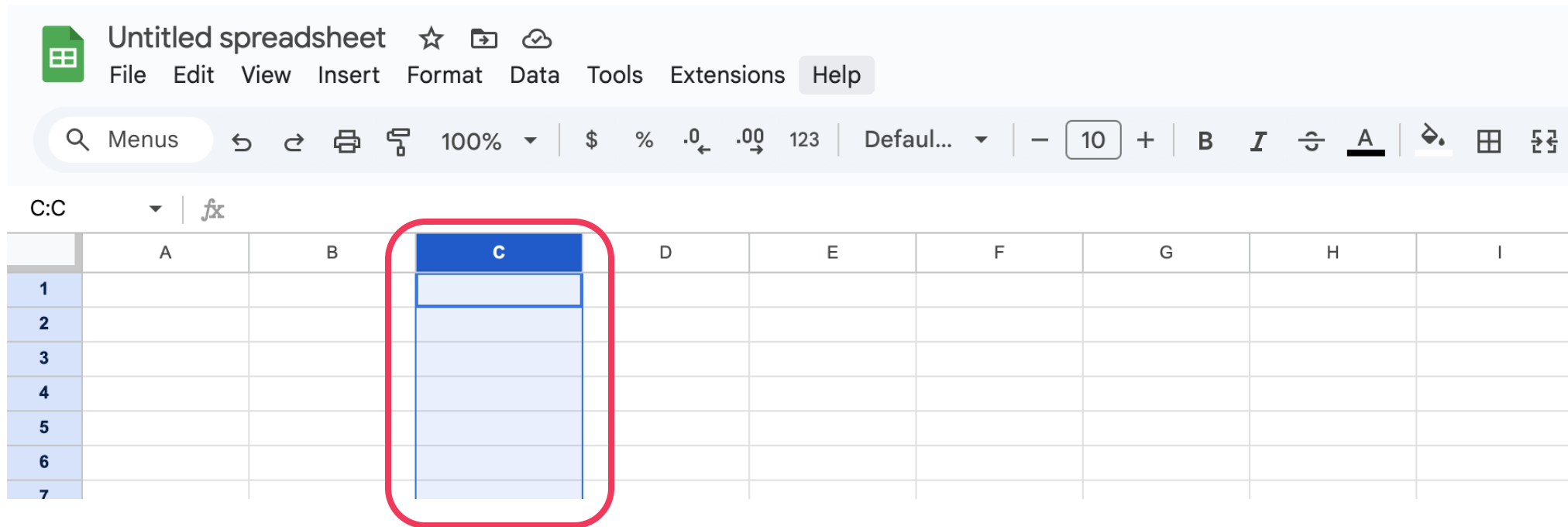
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- Do not change the content of the header rows. (Column widths can be adjusted.)



LEA ID

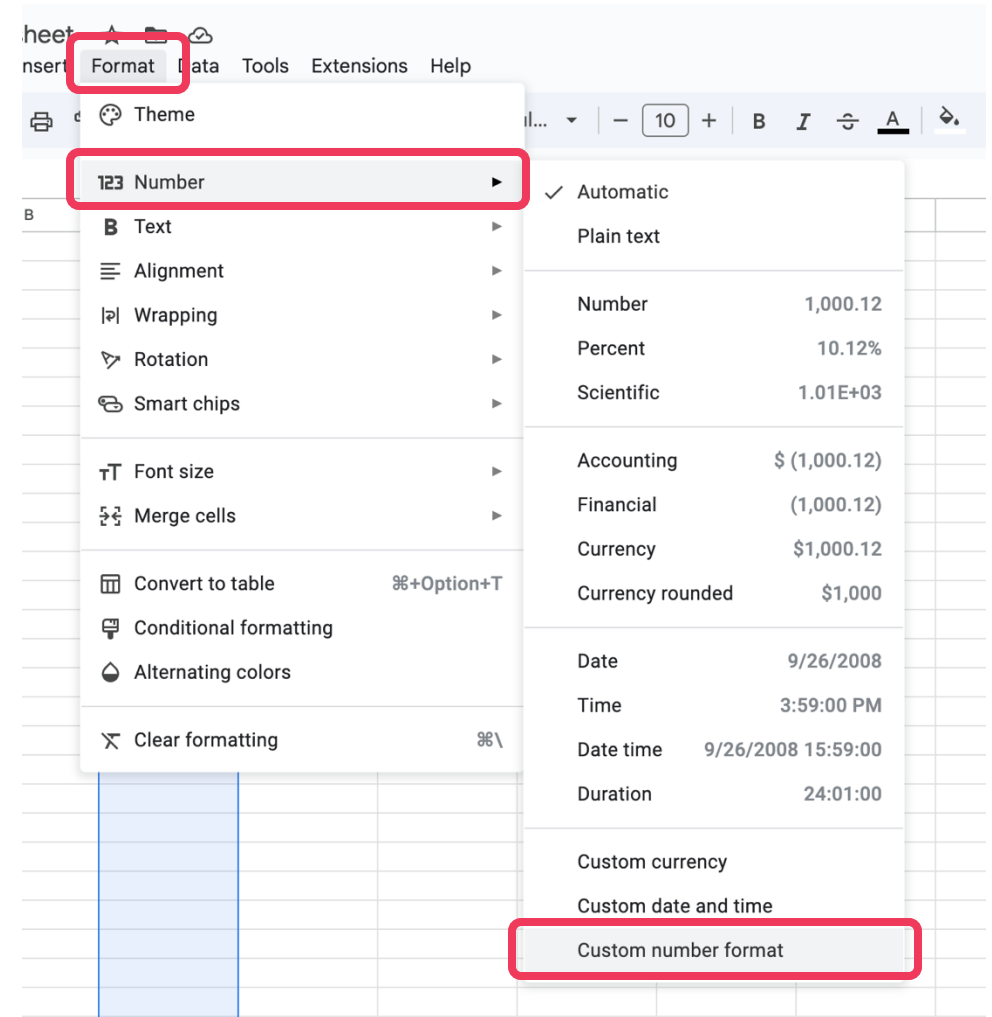
Google Sheets

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



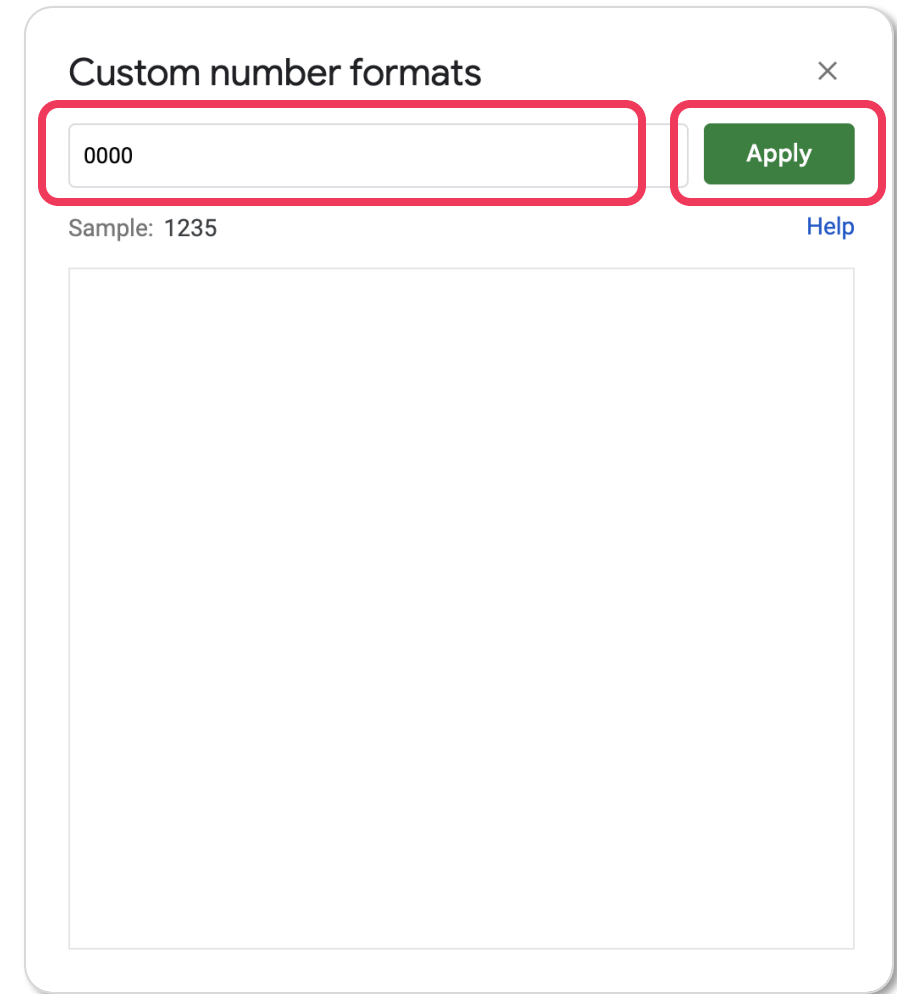
Google Sheets (Format > Number > Custom Number Format)

- 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

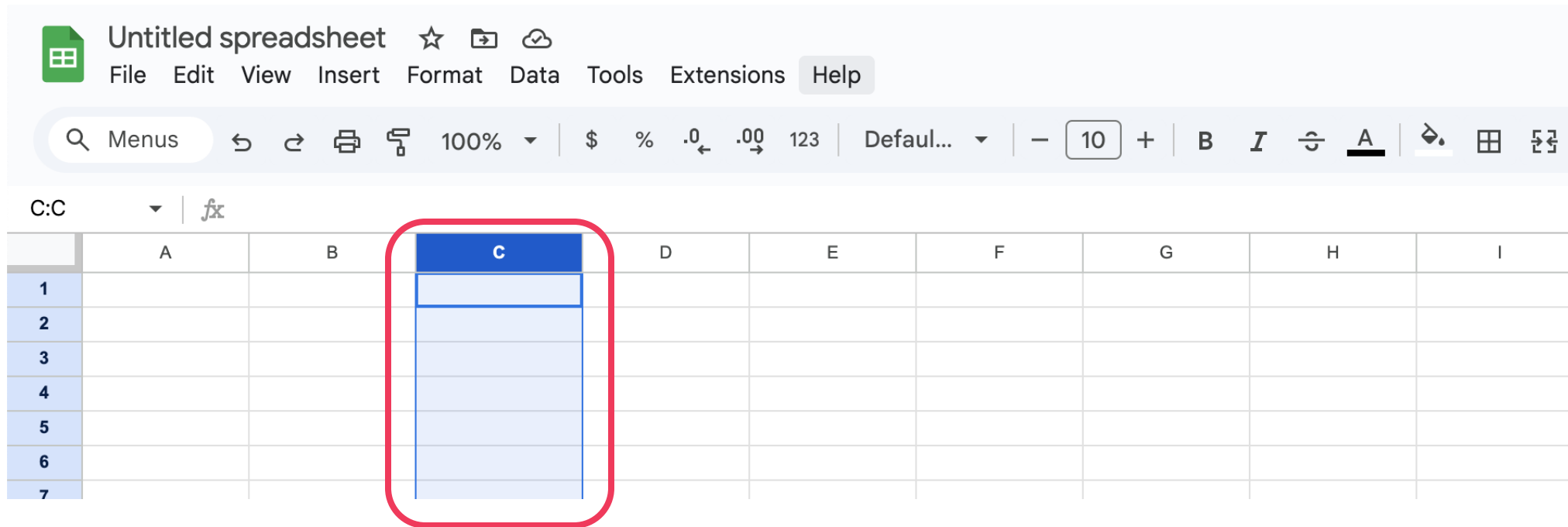
[Help](#)



School ID

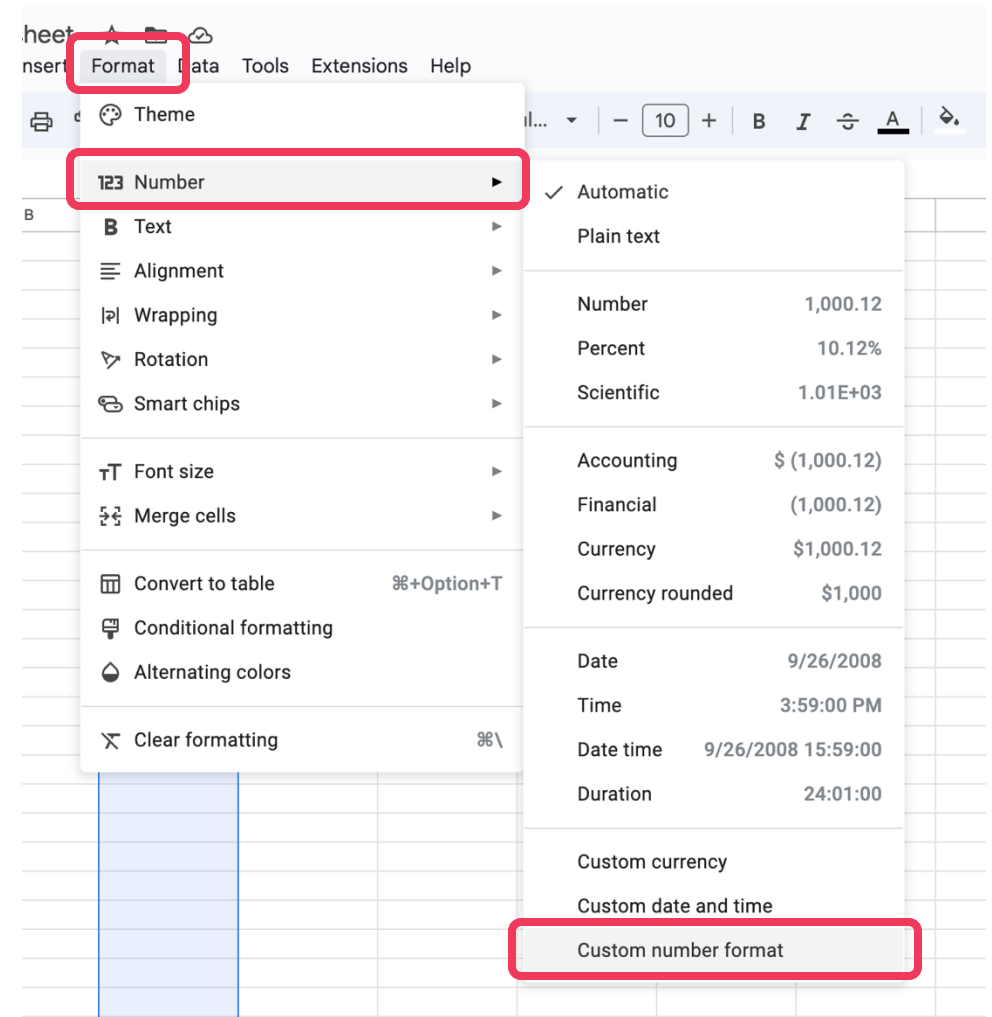
Google Sheets

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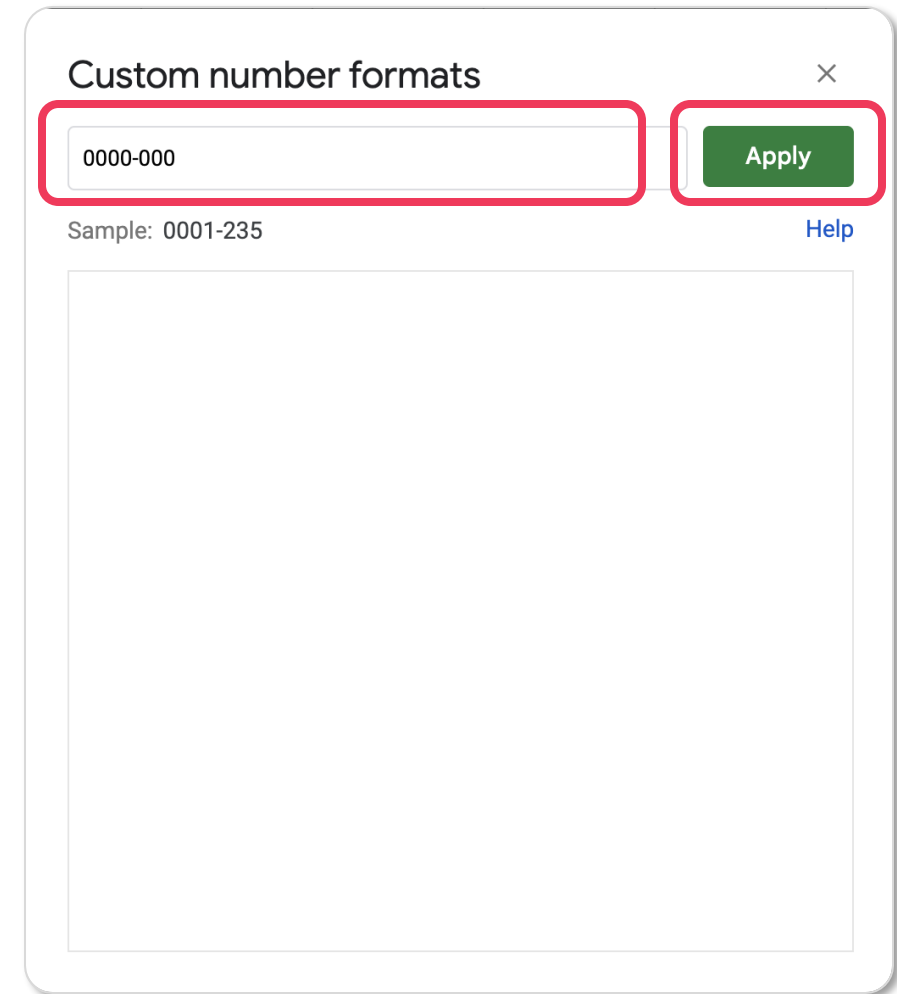
Google Sheets (Format > Number > Custom Number Format)

- 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

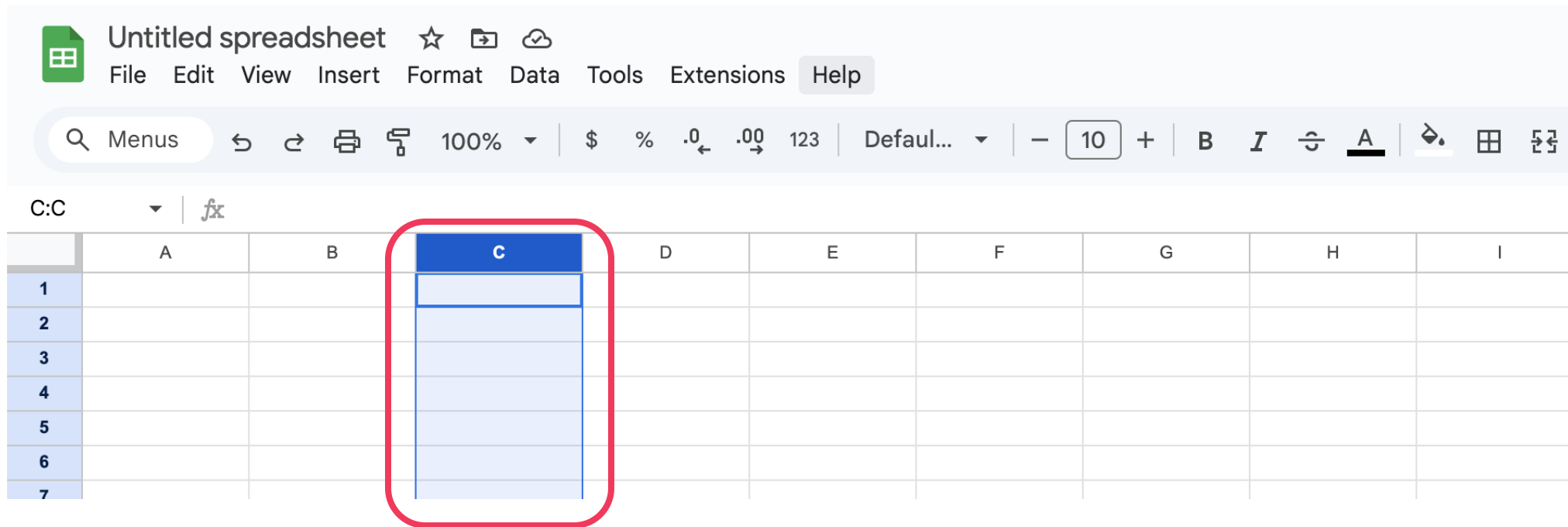
Sample: 0001-235 [Help](#)



MSIS IDs

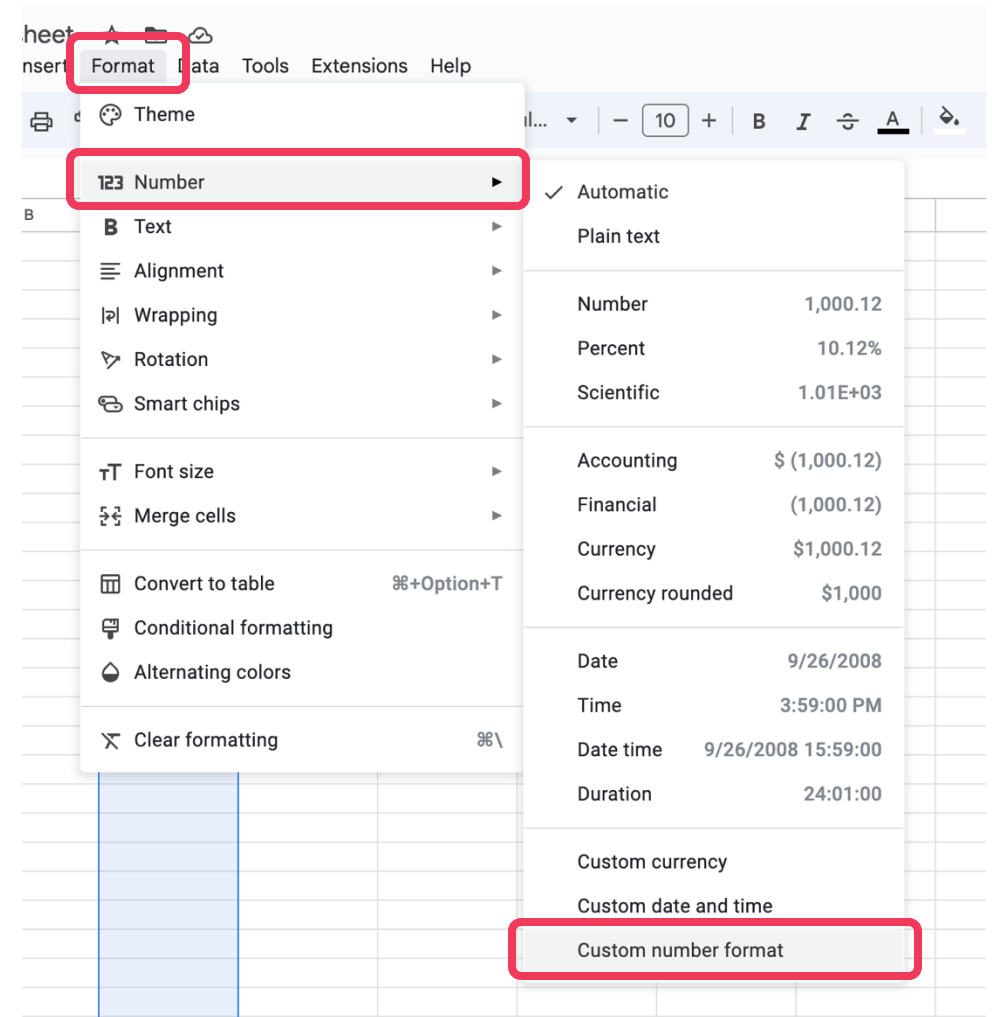
Google Sheets

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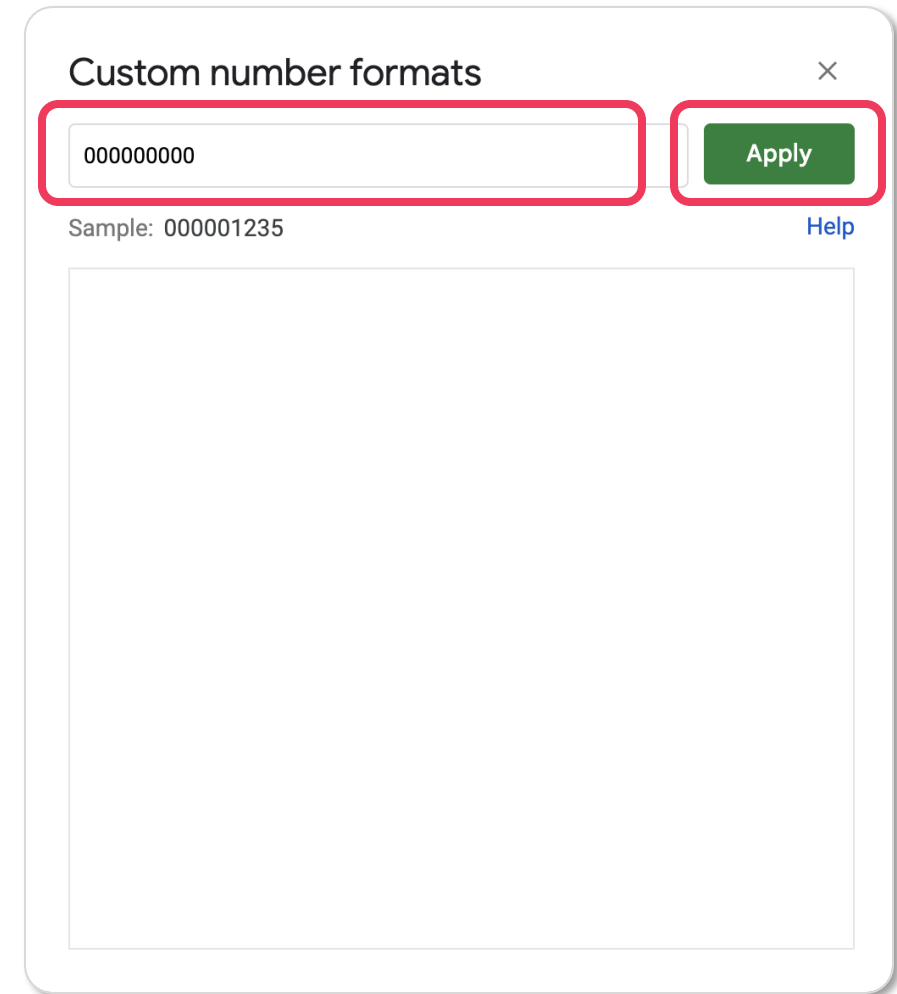
Google Sheets (Format > Number > Custom Number Format)

- 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

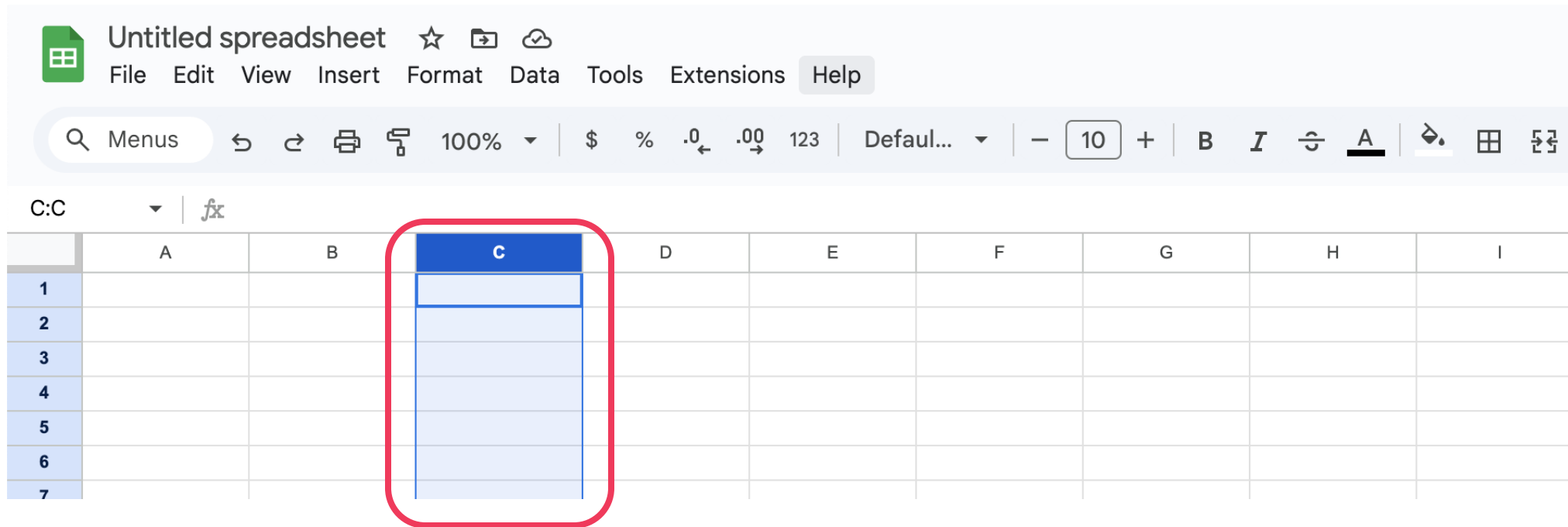
[Help](#)



Date

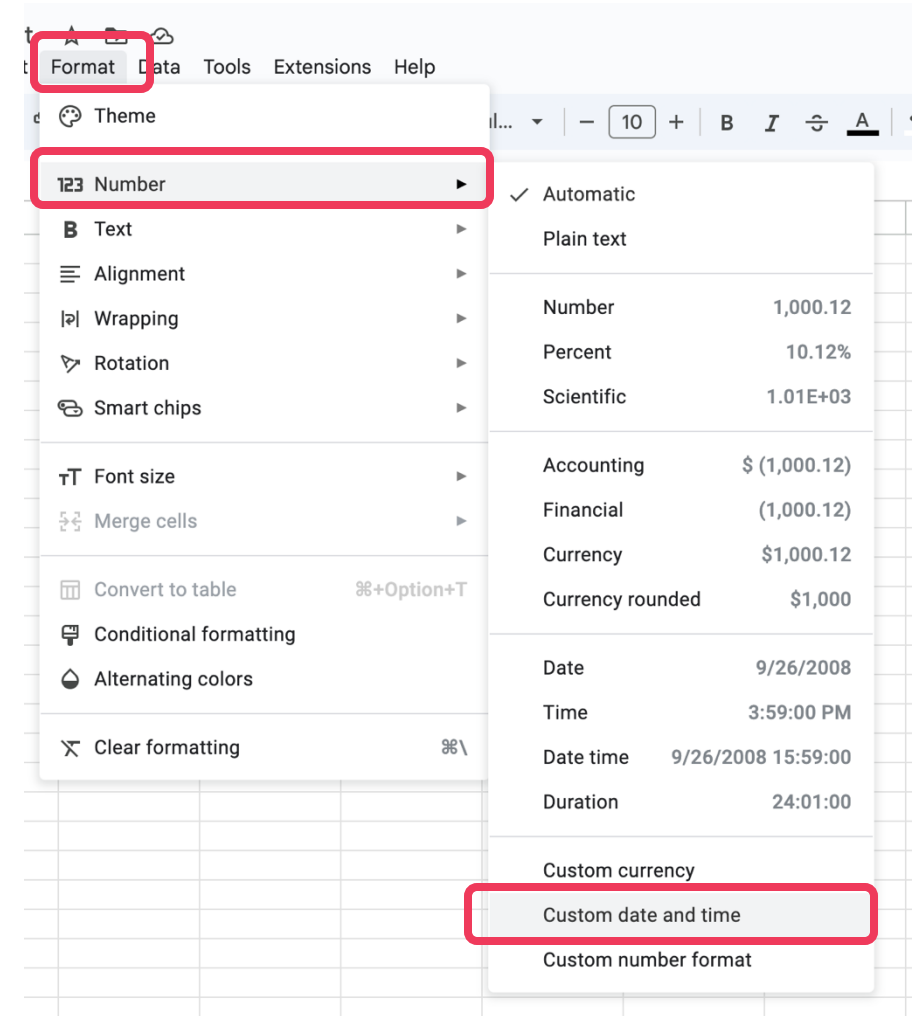
Google Sheets

- 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”

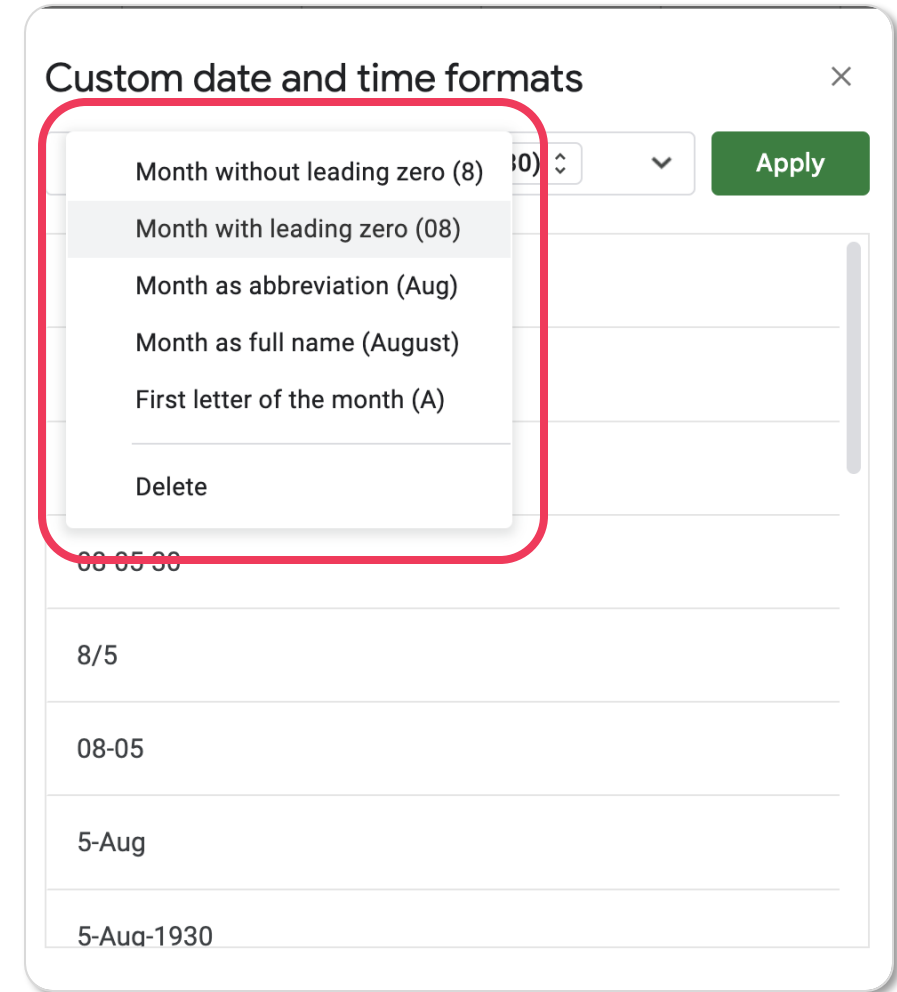
Custom date and time formats

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

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)



Custom date and time formats

Month without leading zero (8) 08

Month with leading zero (08)

Month as abbreviation (Aug)

Month as full name (August)

First letter of the month (A)

Delete

08-05-30

8/5

08-05

5-Aug

5-Aug-1930

Apply

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