

- 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.)

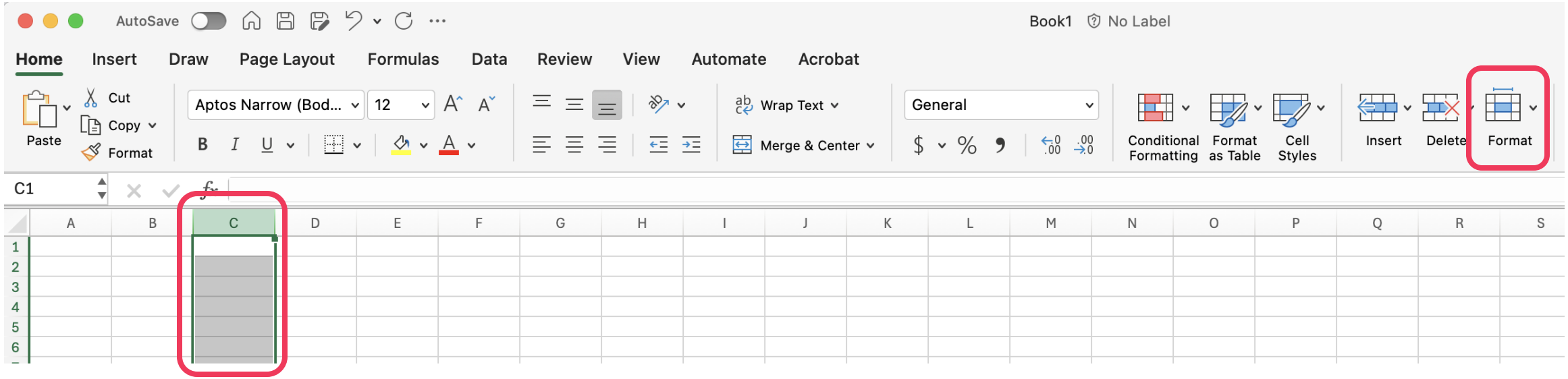
# LEA ID

# Format Spreadsheets – LEA ID



## Excel (Format > Format Cells)

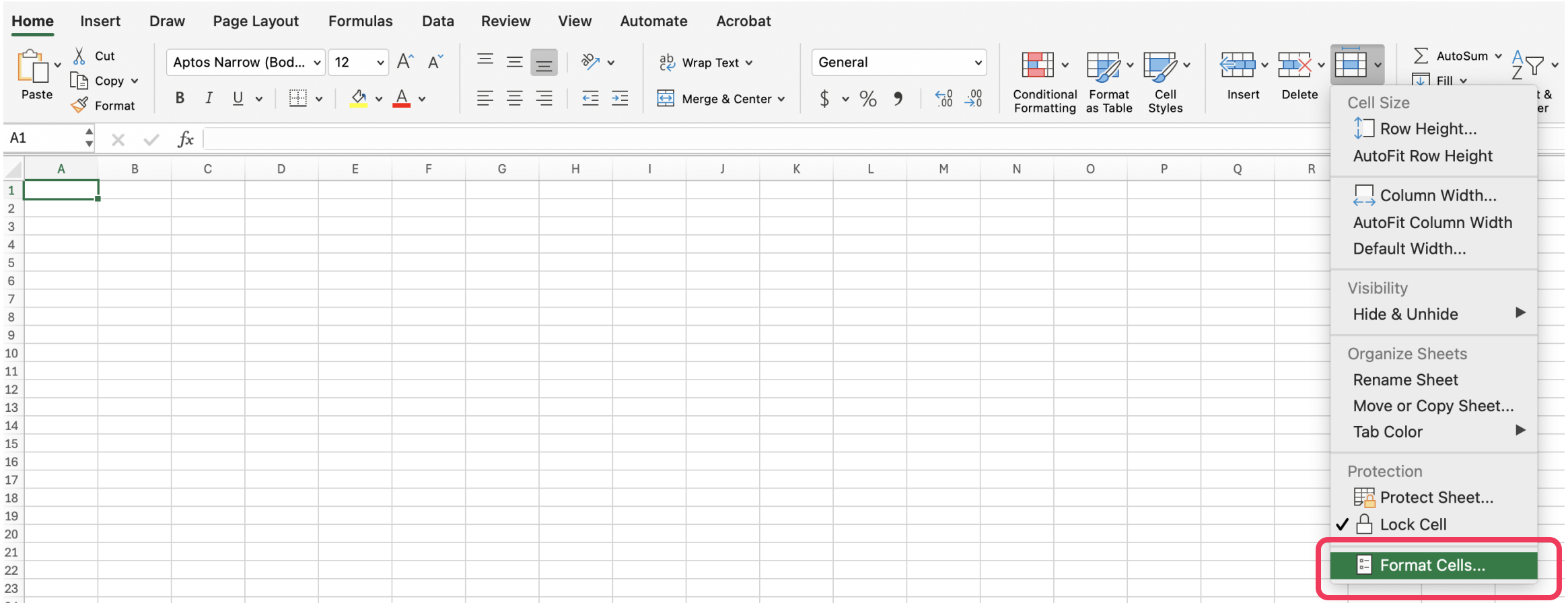
- Click on the Column letter (ex: C) to select the column that needs to be formatted.
- Format > Format Cells



# Format Spreadsheets – LEA ID



## Excel (Format > Format Cells)

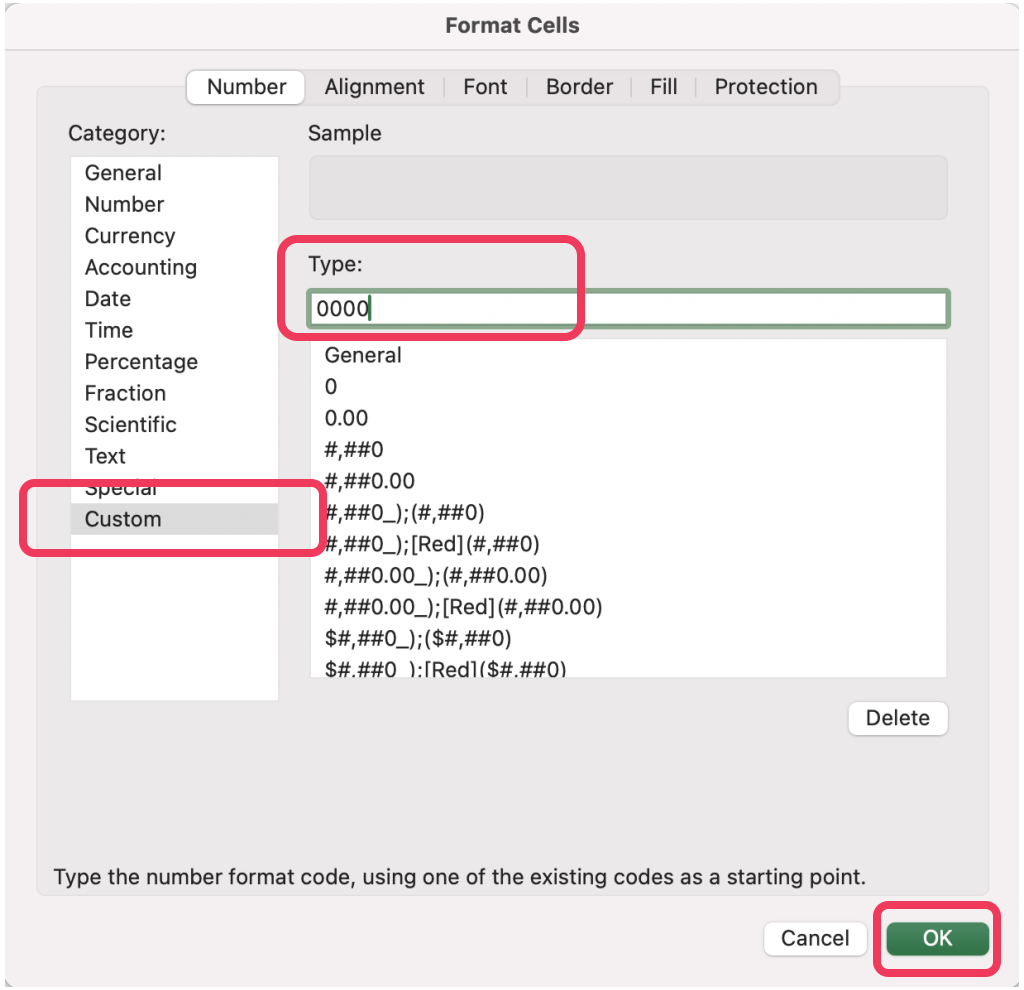


# Format Spreadsheets – LEA ID



## Excel (Format > Format Cells)

- Select Custom
- Under Type, enter “0000”
- Select OK



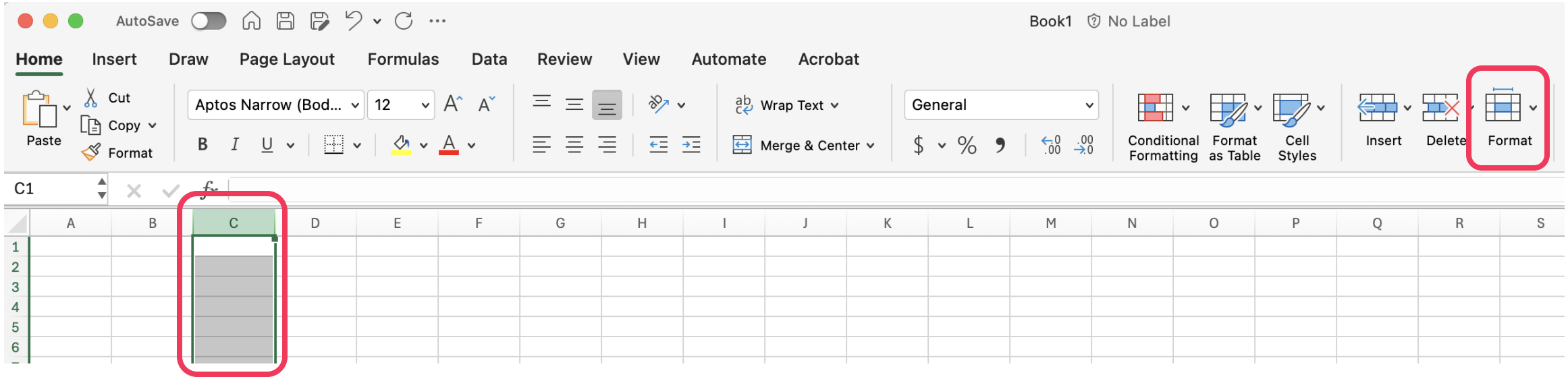
# School ID

# Format Spreadsheets – School ID



## Excel (Format > Format Cells)

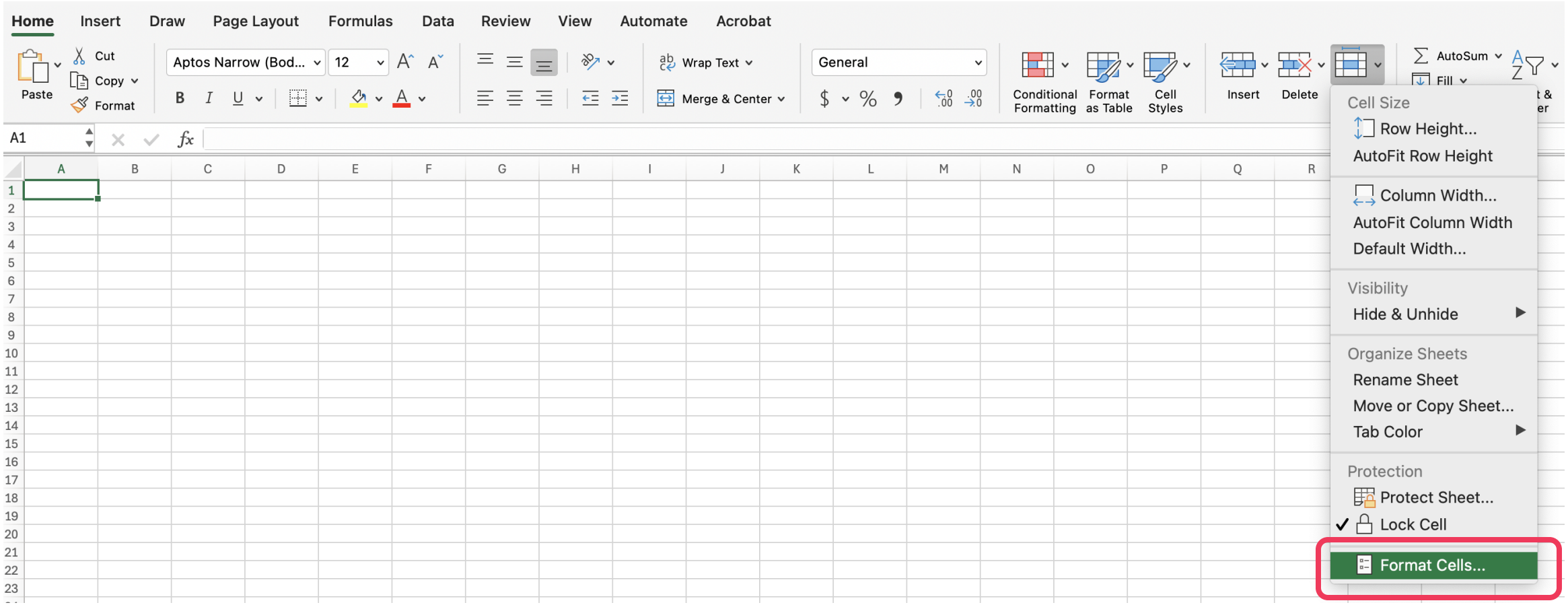
- Click on the Column letter (ex: C) to select the column that needs to be formatted.
- Format > Format Cells



# Format Spreadsheets – School ID



## Excel (Format > Format Cells)

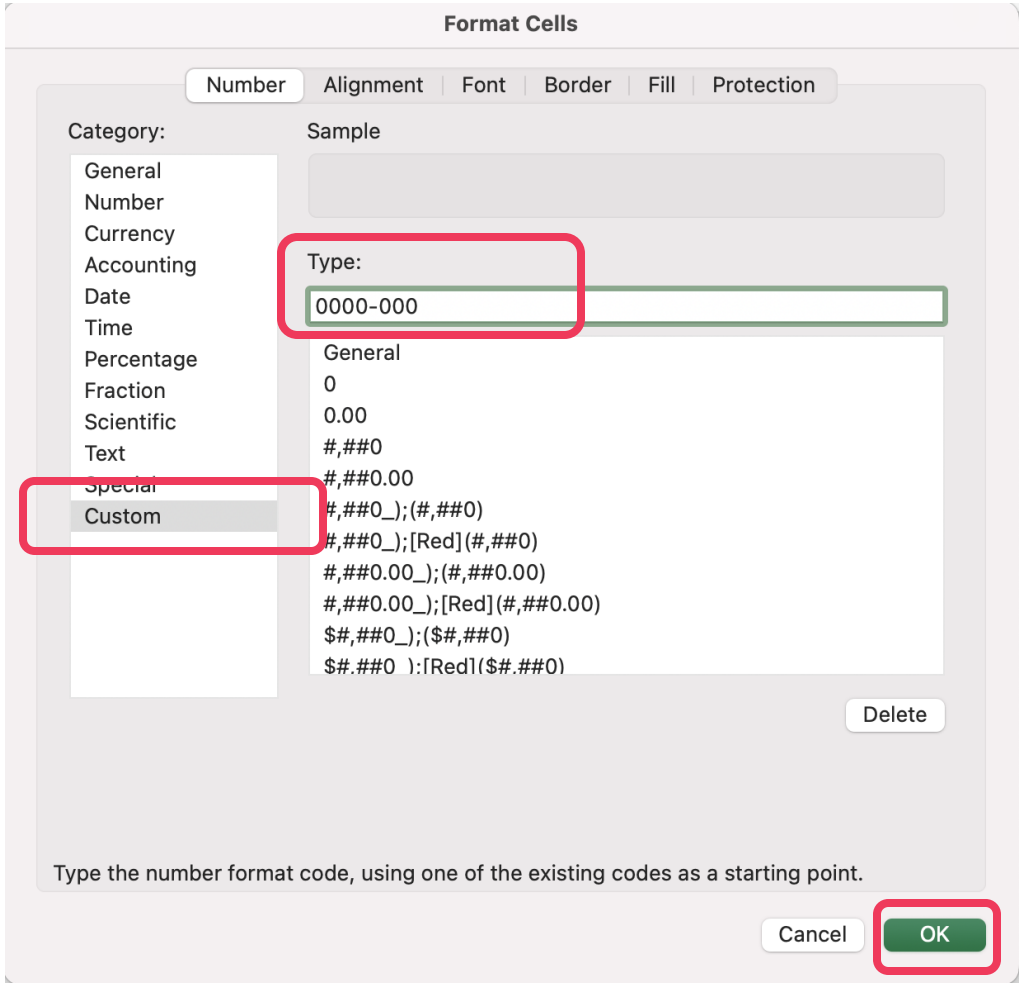


# Format Spreadsheets – School ID



## Excel (Format > Format Cells)

- Select Custom
- Under Type, enter “0000-000”
- Select OK



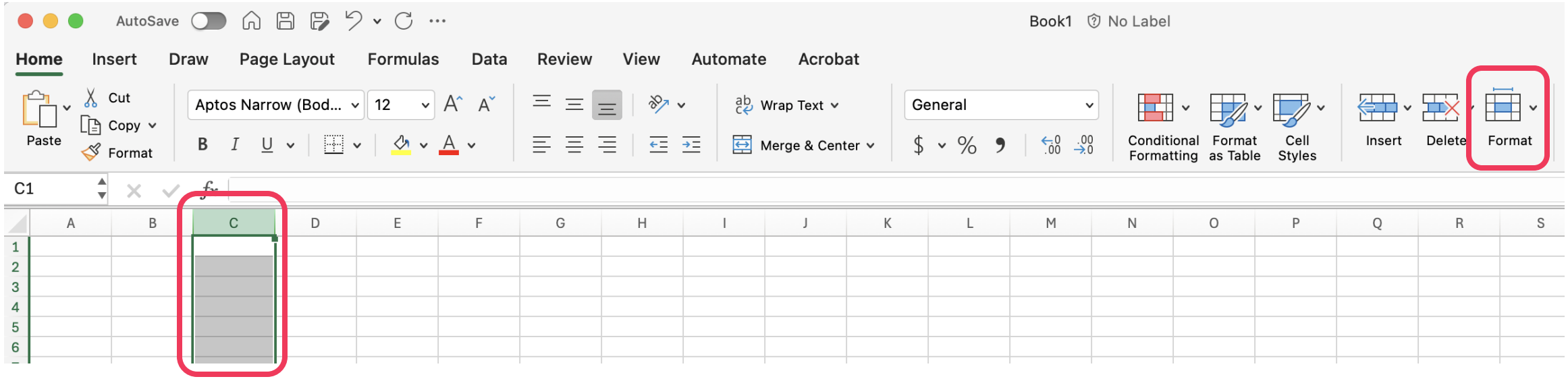
# MSIS IDs

# Format Spreadsheets – MSIS IDs



## Excel (Format > Format Cells)

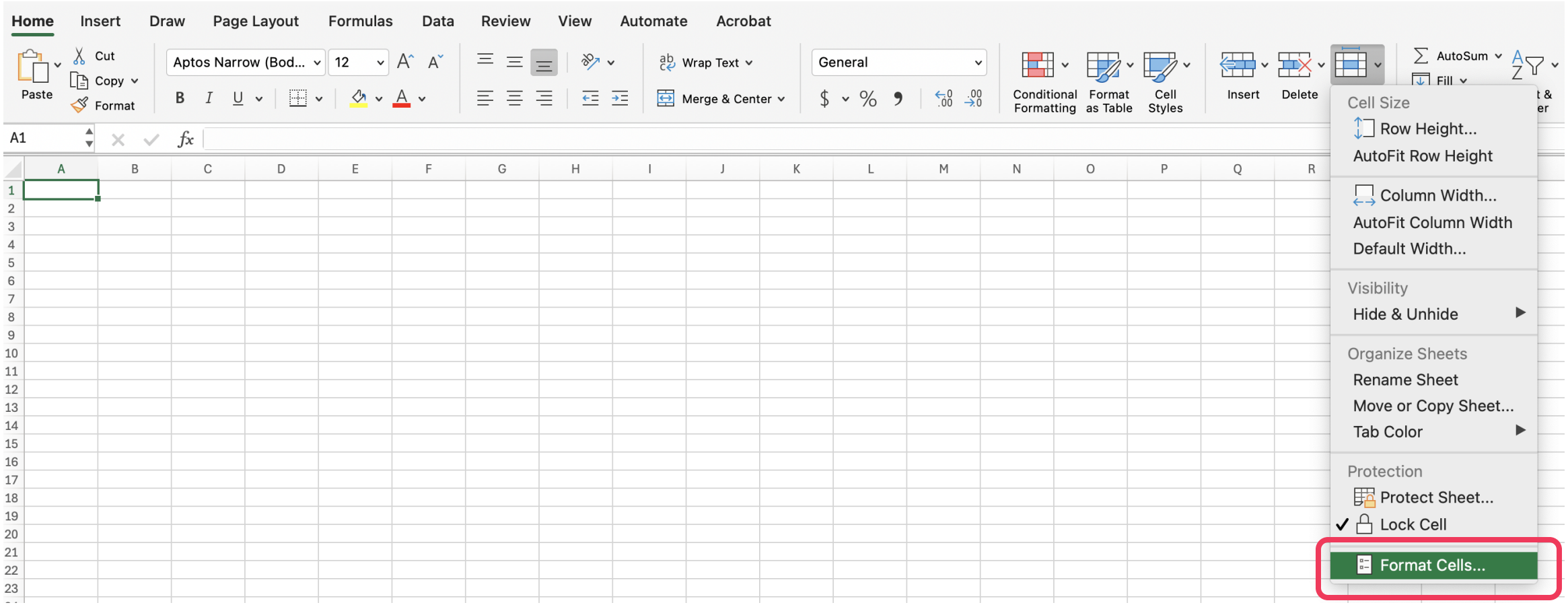
- Click on the Column letter (ex: C) to select the column that needs to be formatted.
- Format > Format Cells



# Format Spreadsheets – MSIS IDs



## Excel (Format > Format Cells)

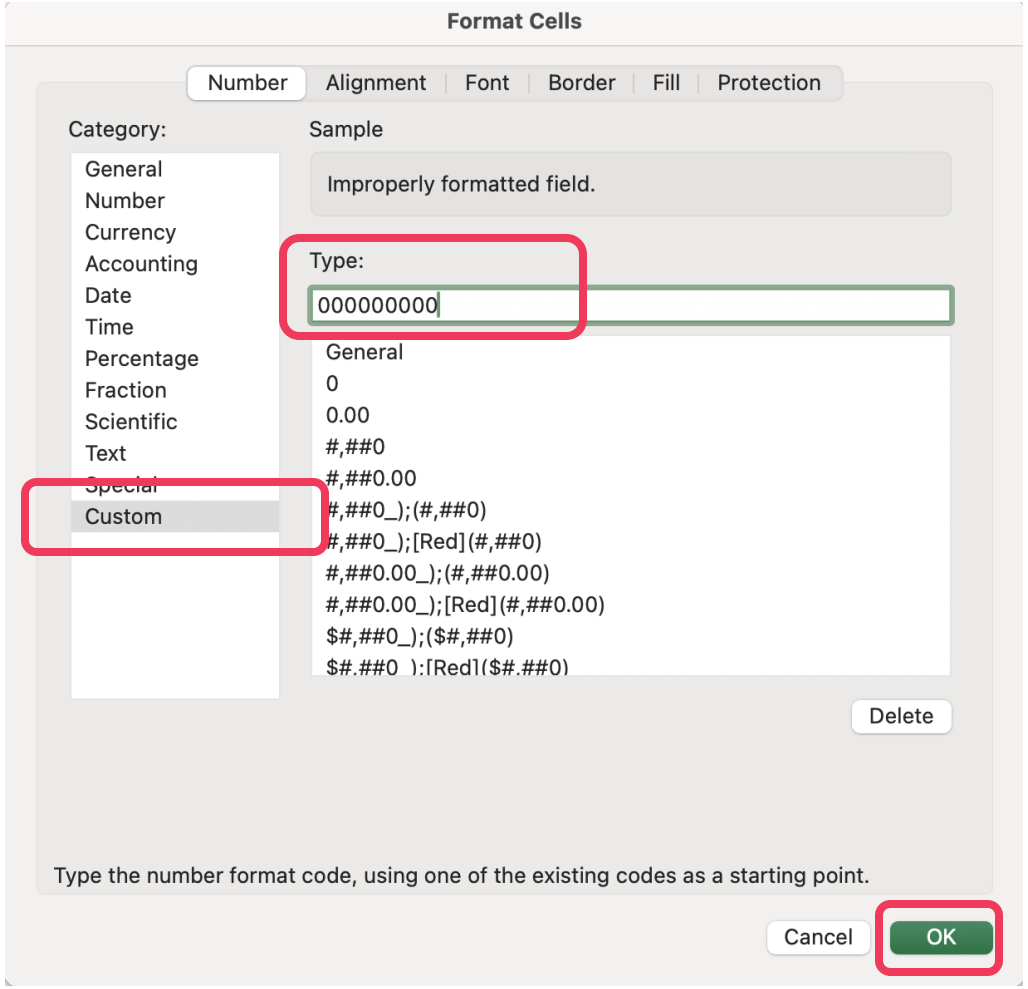


# Format Spreadsheets – MSIS IDs



## Excel (Format > Format Cells)

- Select Custom
- Under Type, enter “000000000”
- Select OK



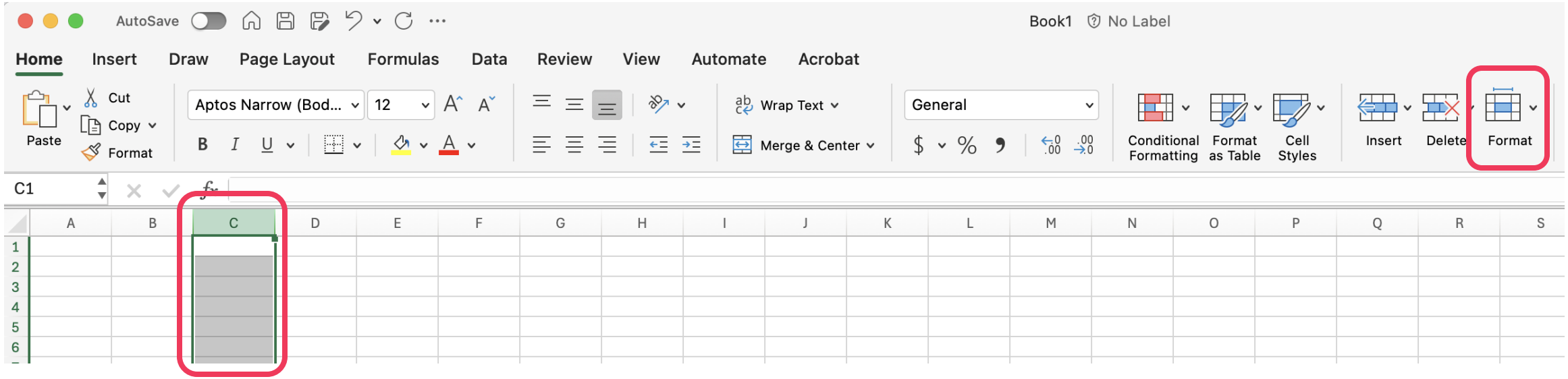
# Date

# Format Spreadsheets – Date



## Excel (Format > Format Cells)

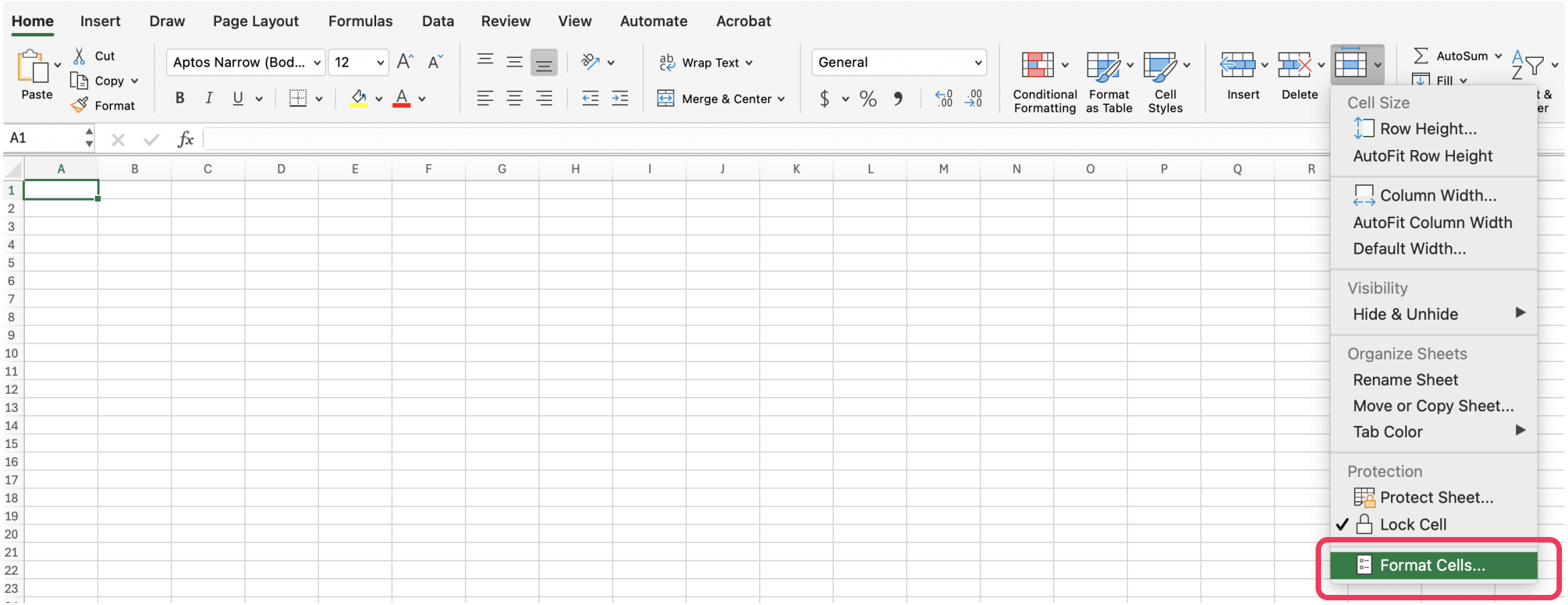
- Click on the Column letter (ex: C) to select the column that needs to be formatted.
- Format > Format Cells



# Format Spreadsheets – Date



## Excel (Format > Format Cells)

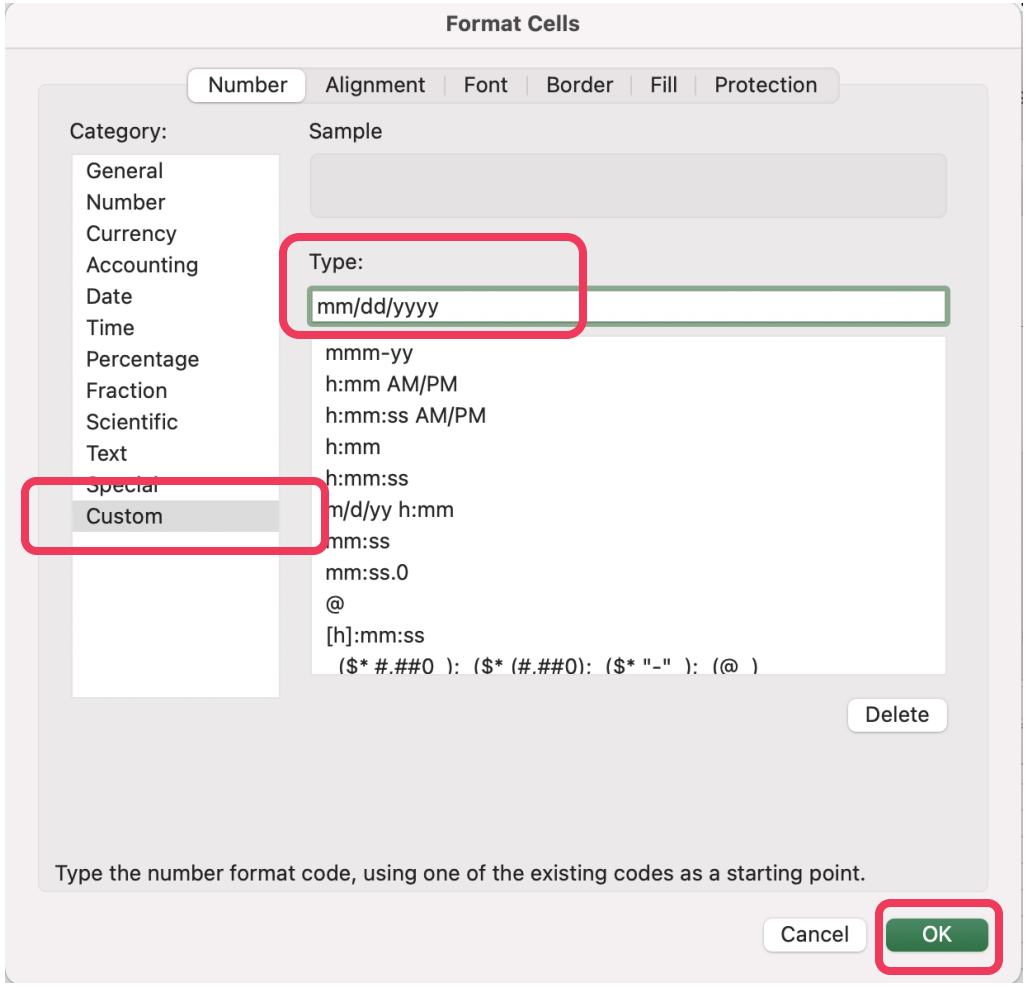


# Format Spreadsheets – Date



## Excel (Format > Format Cells)

- Select Custom
- Under Type, enter “mm/dd/yyyy”
- Select OK



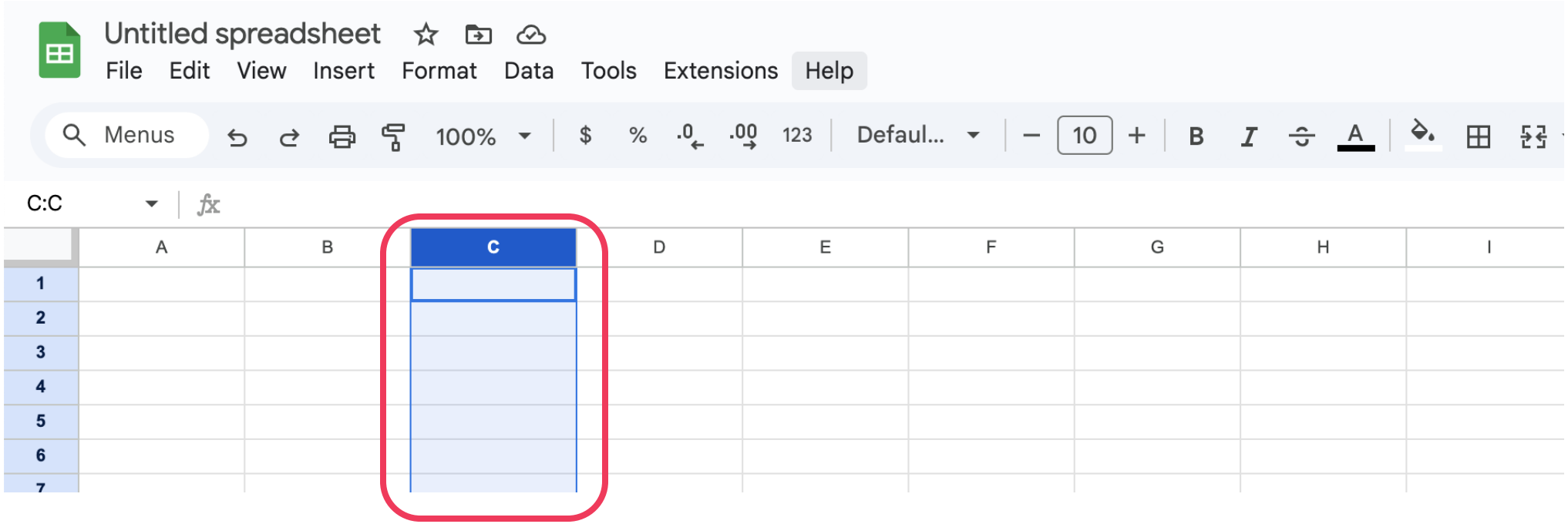


- Open the .csv in Google Sheets.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)

# LEA ID

## Google Sheets

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

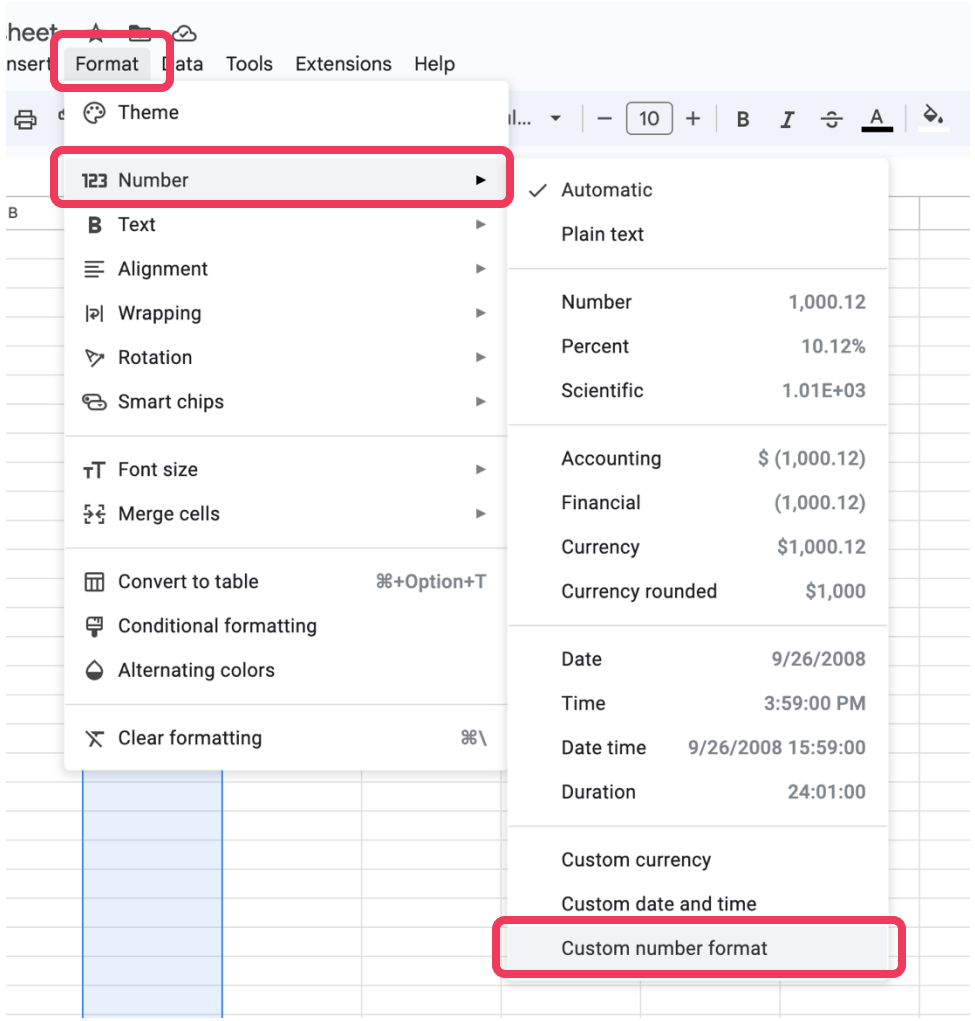


# Format Spreadsheets – LEA ID



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

- Click on Format in the Menu bar
- Select Number, then Custom number format

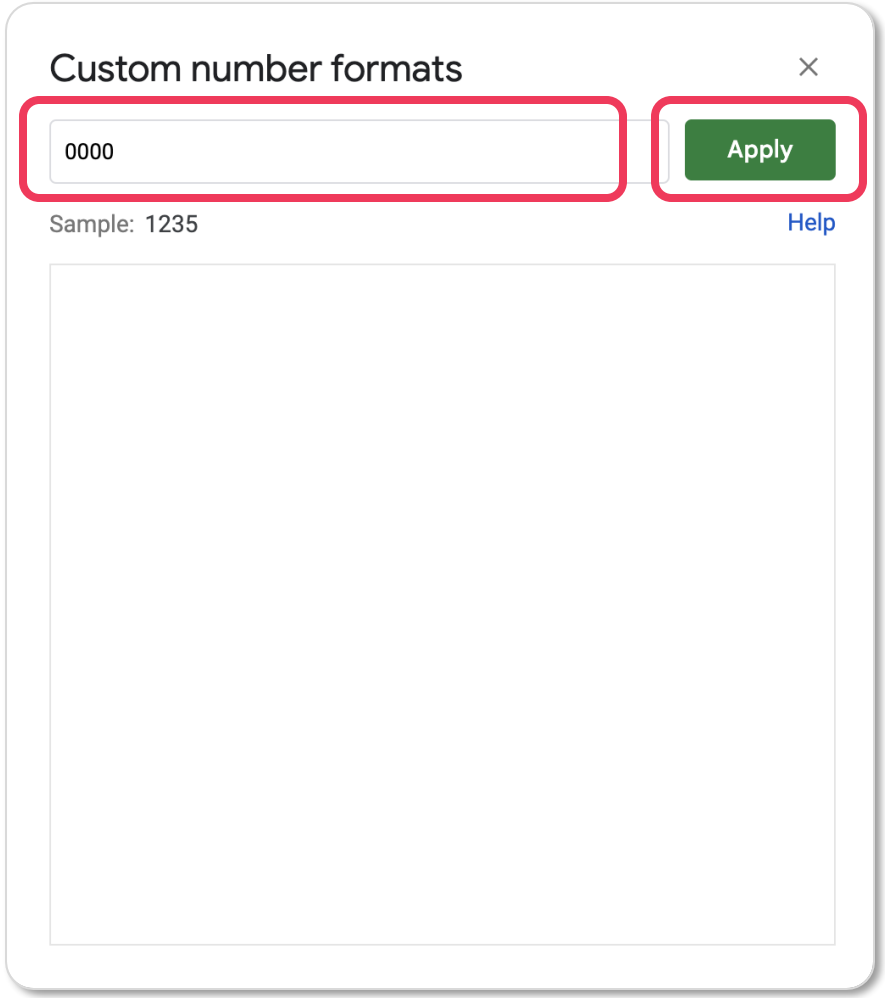


# Format Spreadsheets – LEA ID



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

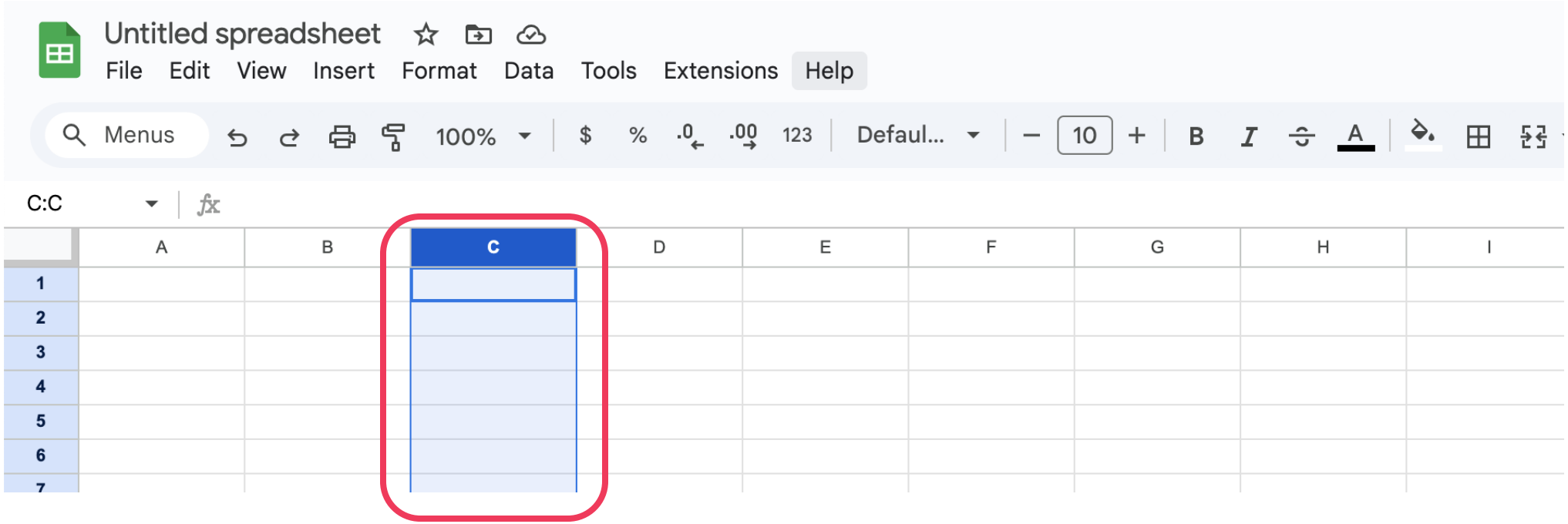
- In the Custom number formats box, type “0000”
- Select Apply



# School ID

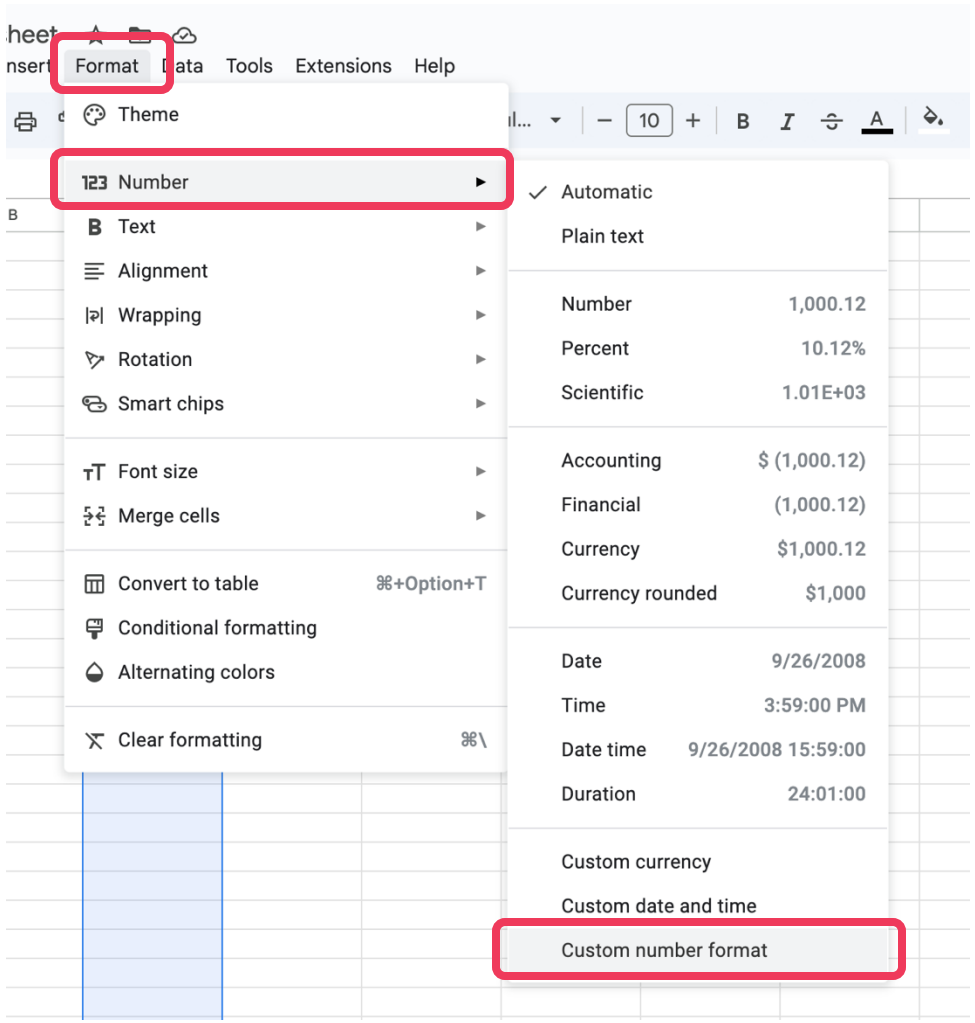
## Google Sheets

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



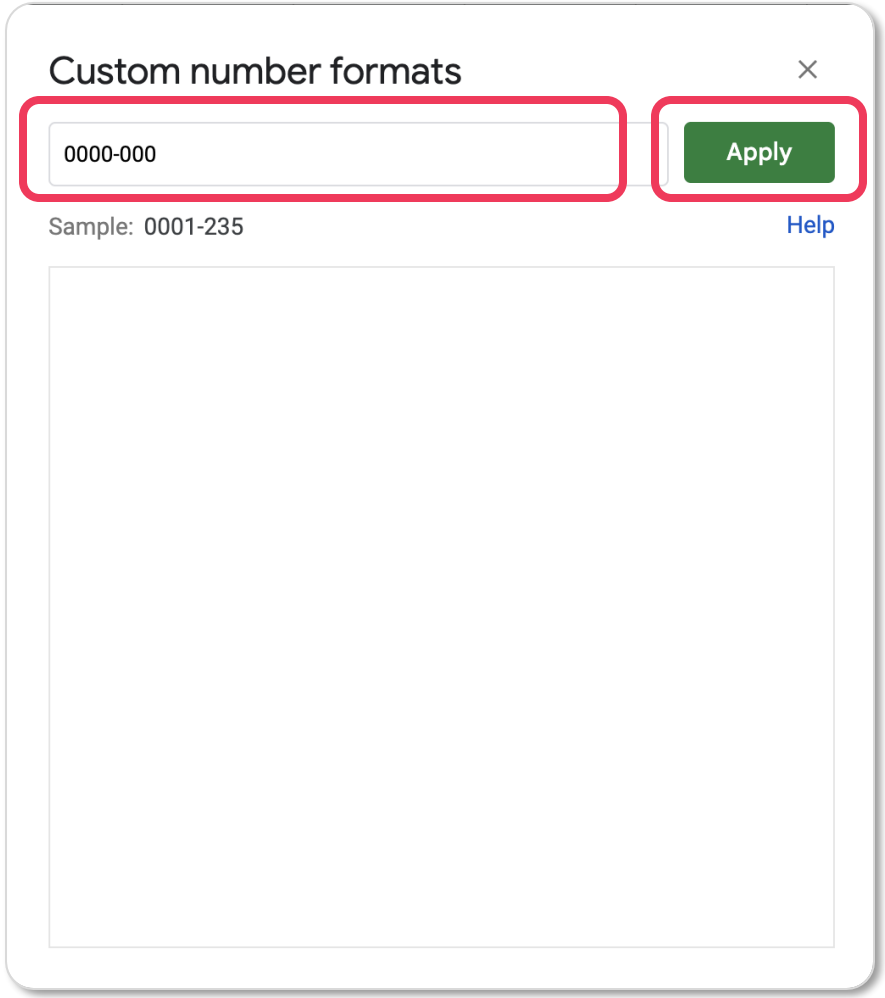
## Google Sheets (Format > Number > Custom Number Format)

- Click on Format in the Menu bar
- Select Number, then Custom number format



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

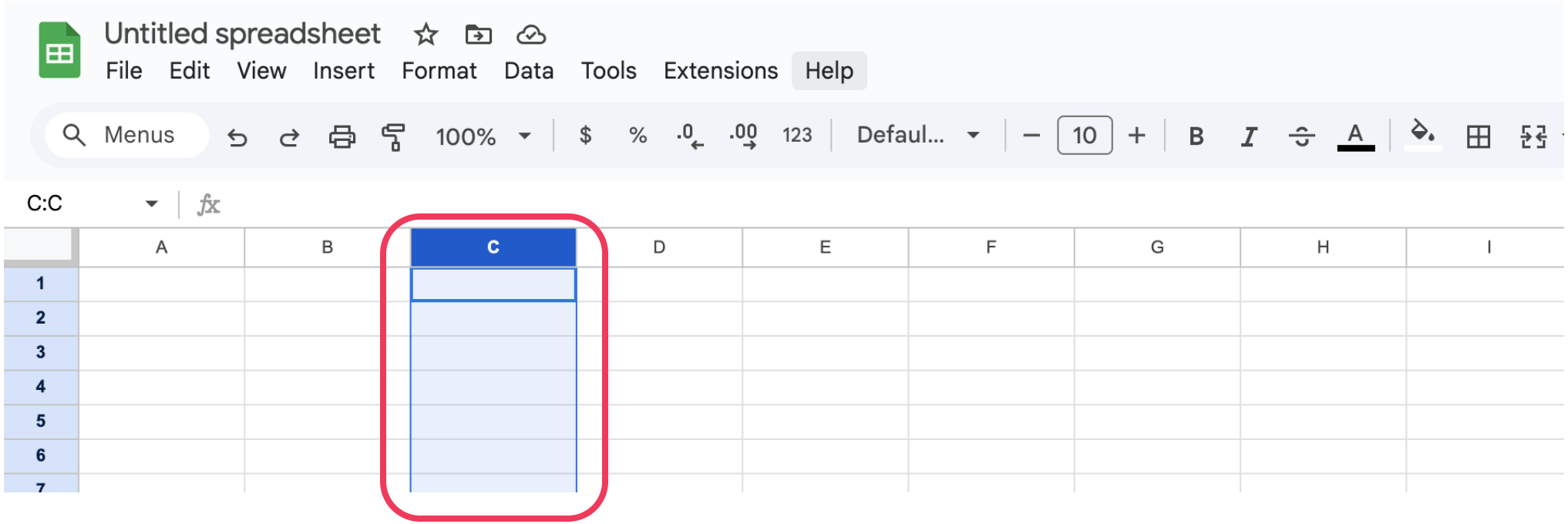
- In the Custom number formats box, type “0000-000”
- Select Apply



# MSIS IDs

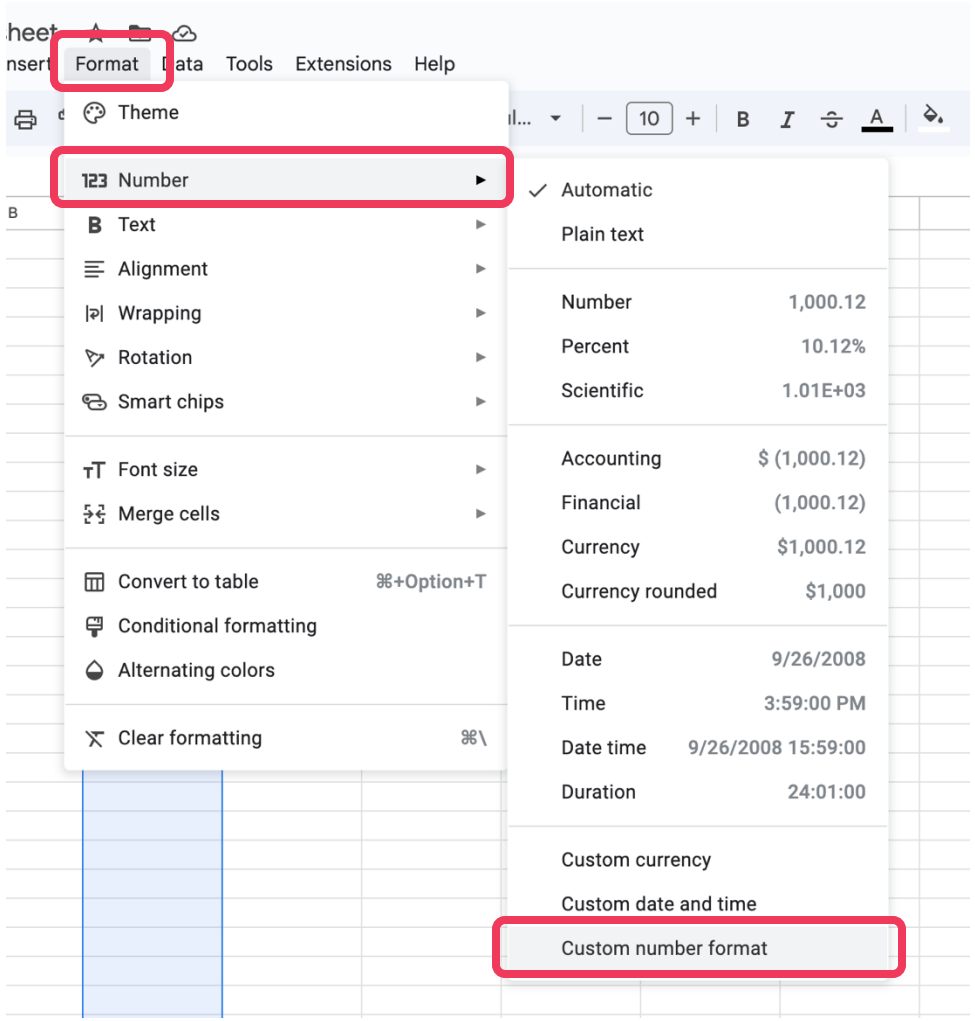
# Google Sheets

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



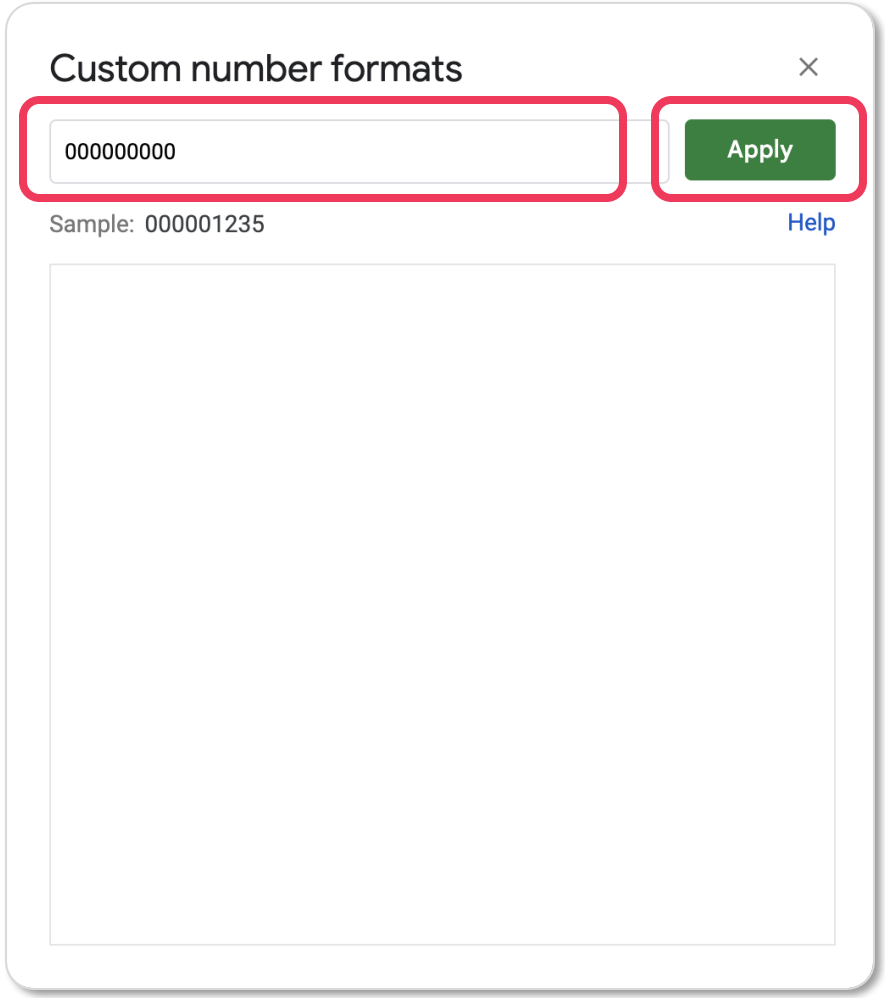
## Google Sheets (Format > Number > Custom Number Format)

- Click on Format in the Menu bar
- Select Number, then Custom number format



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

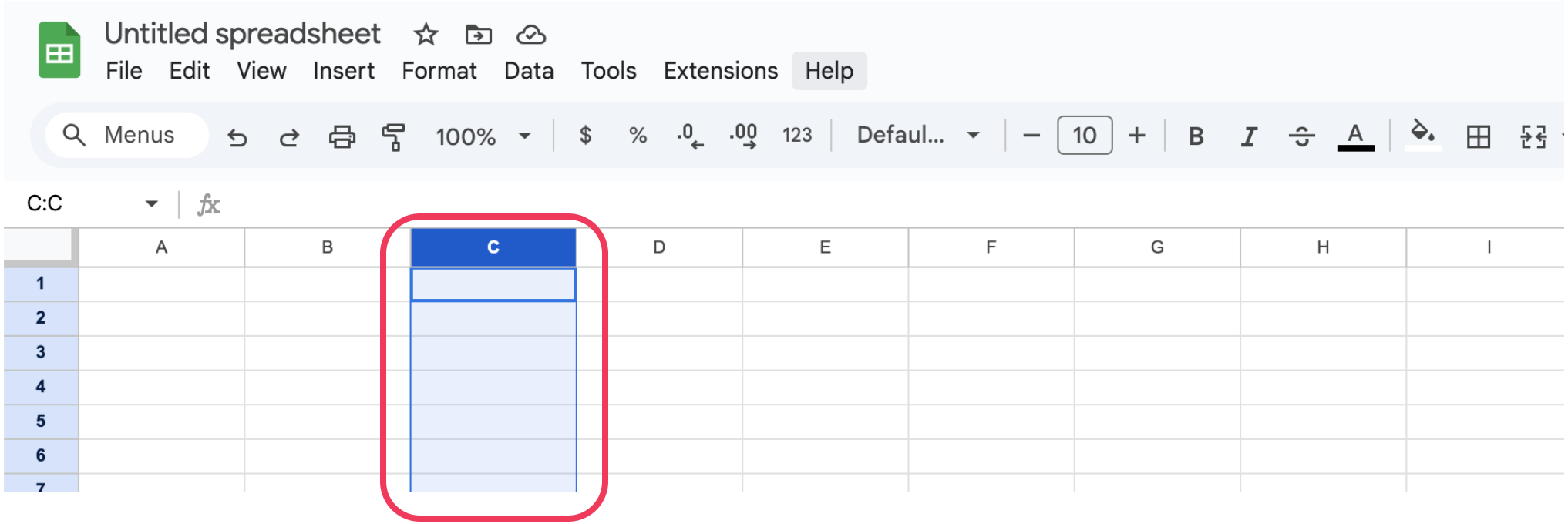
- In the Custom number formats box, type “000000000”
- Select Apply



# Date

## Google Sheets

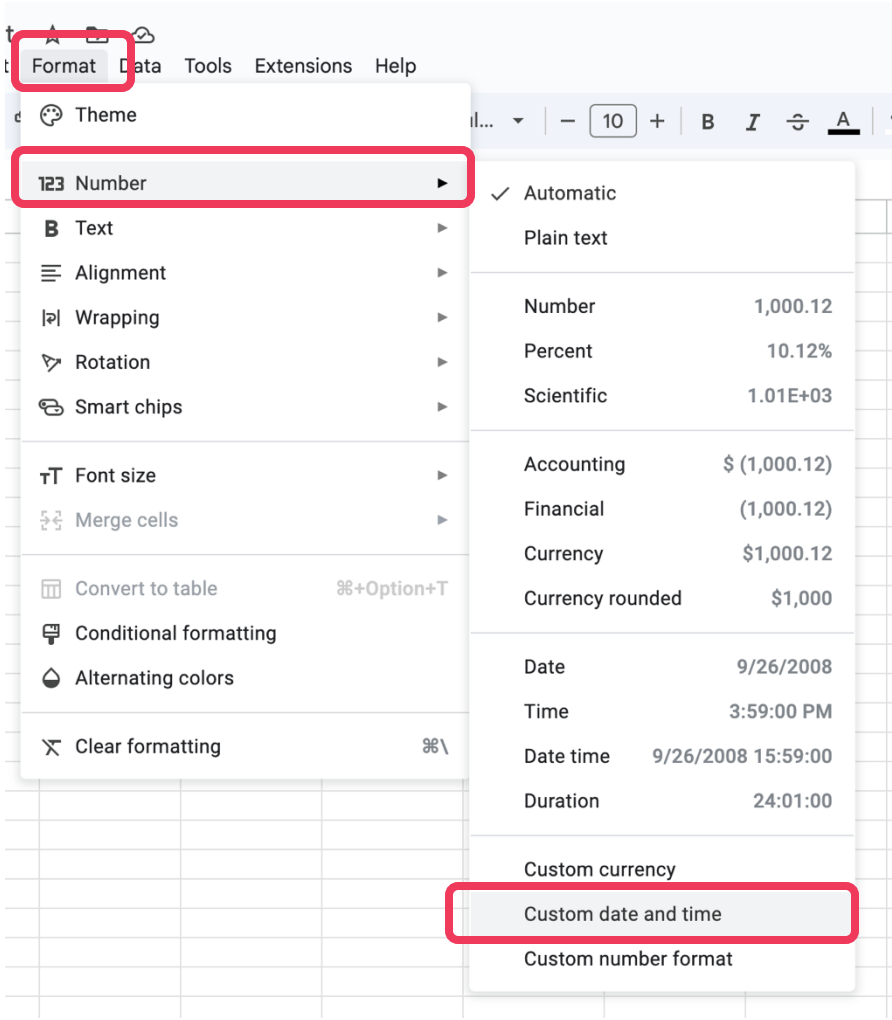
- Click on the Column letter (ex: C) to select the column that needs to be formatted.



# Format Spreadsheets – Date

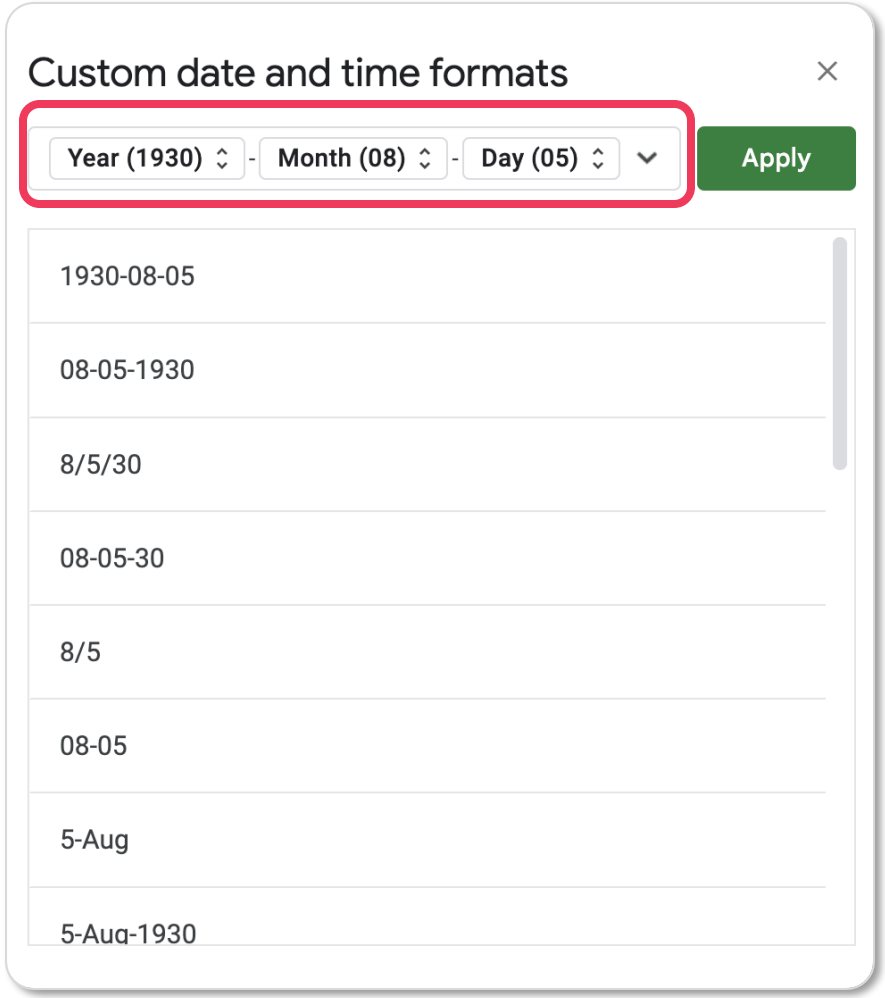
## Google Sheets (Format > Number > Custom Date and Time)

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



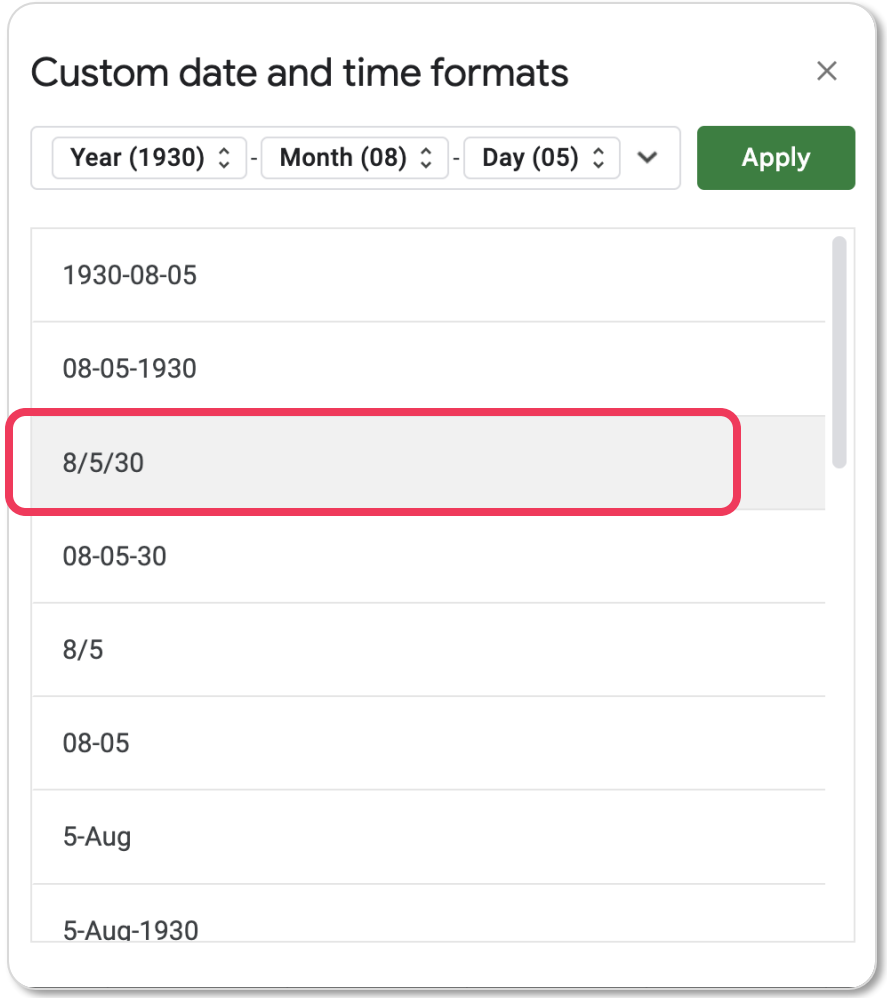
## Google Sheets (Format > Number > Custom Date and Time)

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



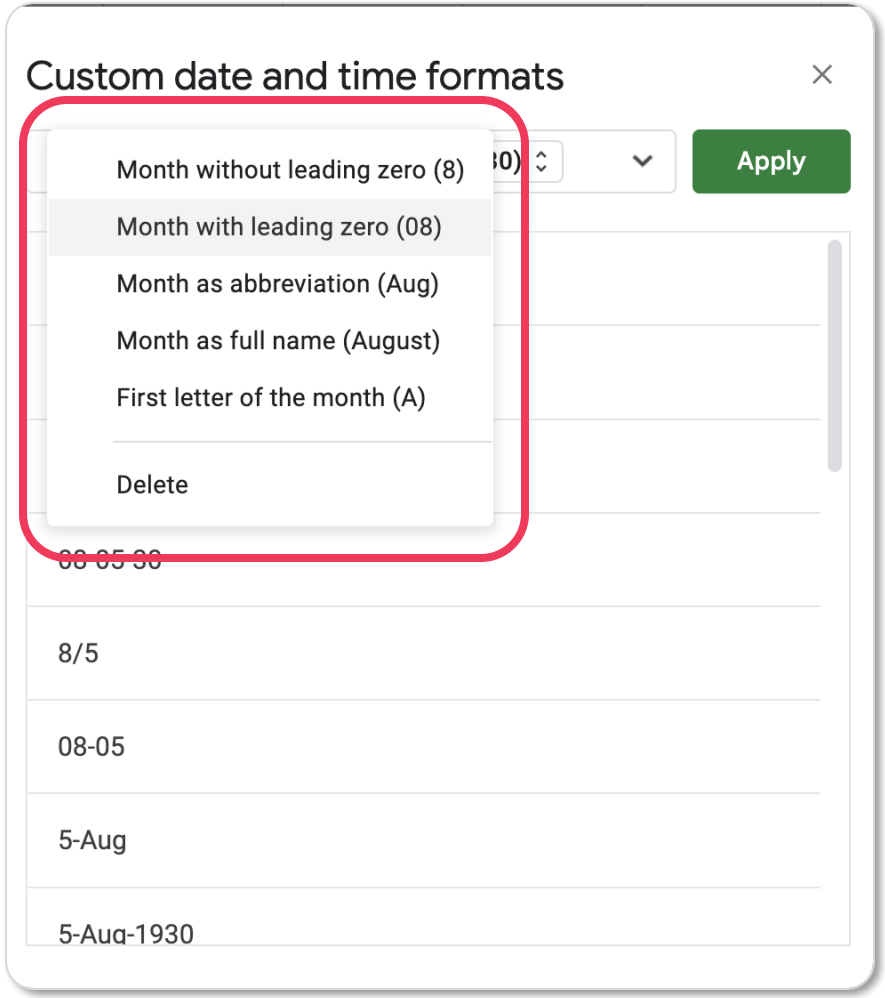
## Google Sheets (Format > Number > Custom Date and Time)

- In the format options, select "8/5/30"



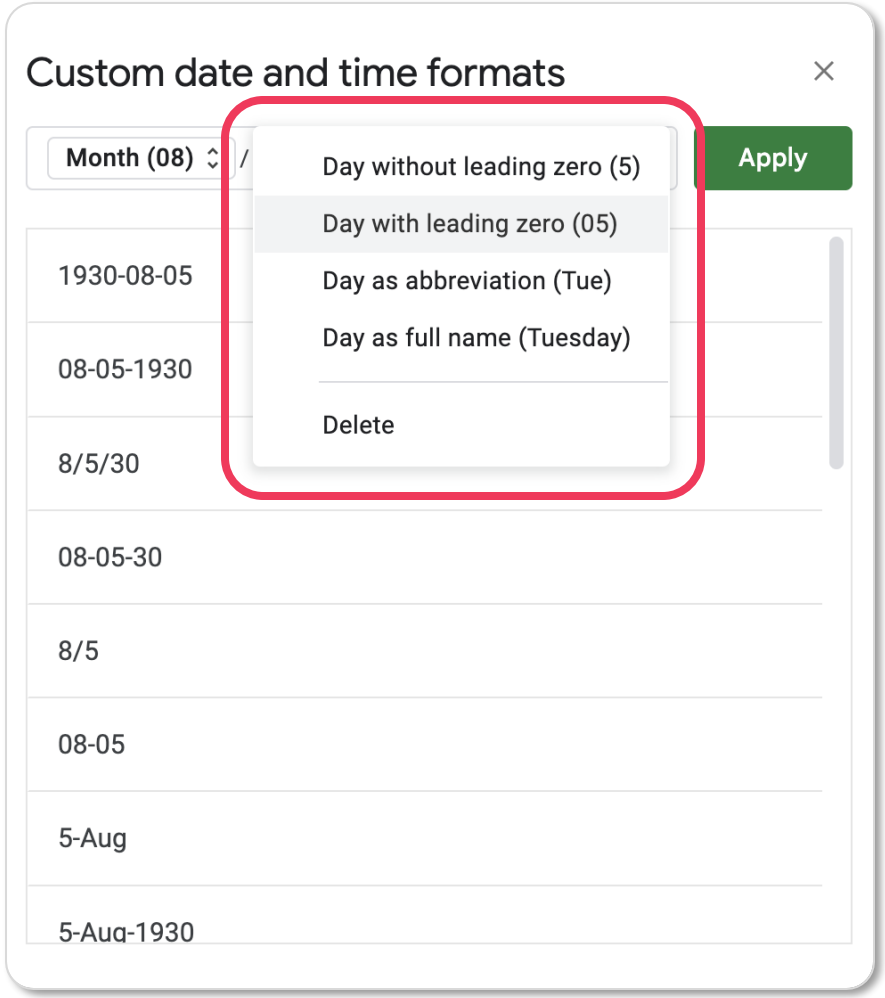
## Google Sheets (Format > Number > Custom Date and Time)

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



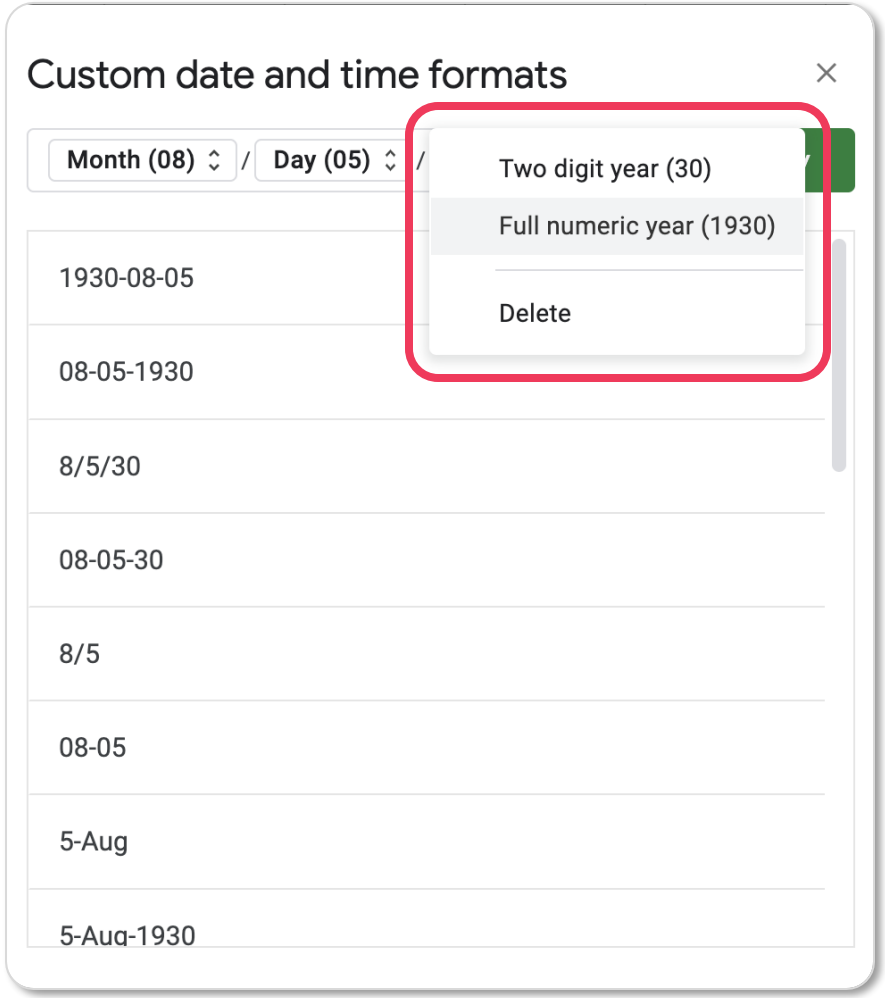
## Google Sheets (Format > Number > Custom Date and Time)

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



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

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

