



National Student Clearinghouse®
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Creating StudentTracker Graduates Files Using Excel

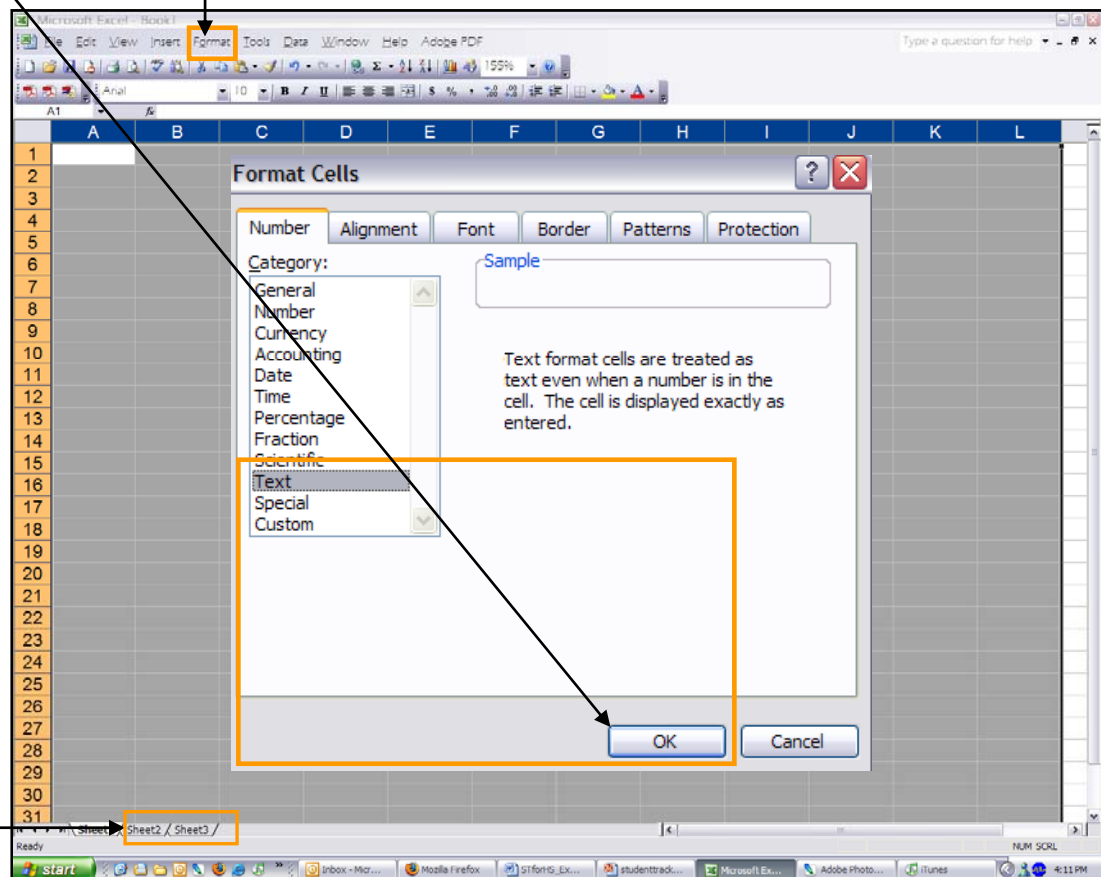
This guide will help you use Excel to format your StudentTracker graduates files. If you have questions or need assistance, contact studenttracker@studentclearinghouse.org.

STEP 1: FORMAT COLUMNS A-O

- Open a new Excel spreadsheet and highlight columns A through O (columns will appear shaded).
- Under the “Format” menu, select “Cells.”
- On the number tab of the “Format Cells” window, select “Text” and click “Ok.”

You MUST select text in order to retain the leading zeroes in your SSNs, school and district codes.

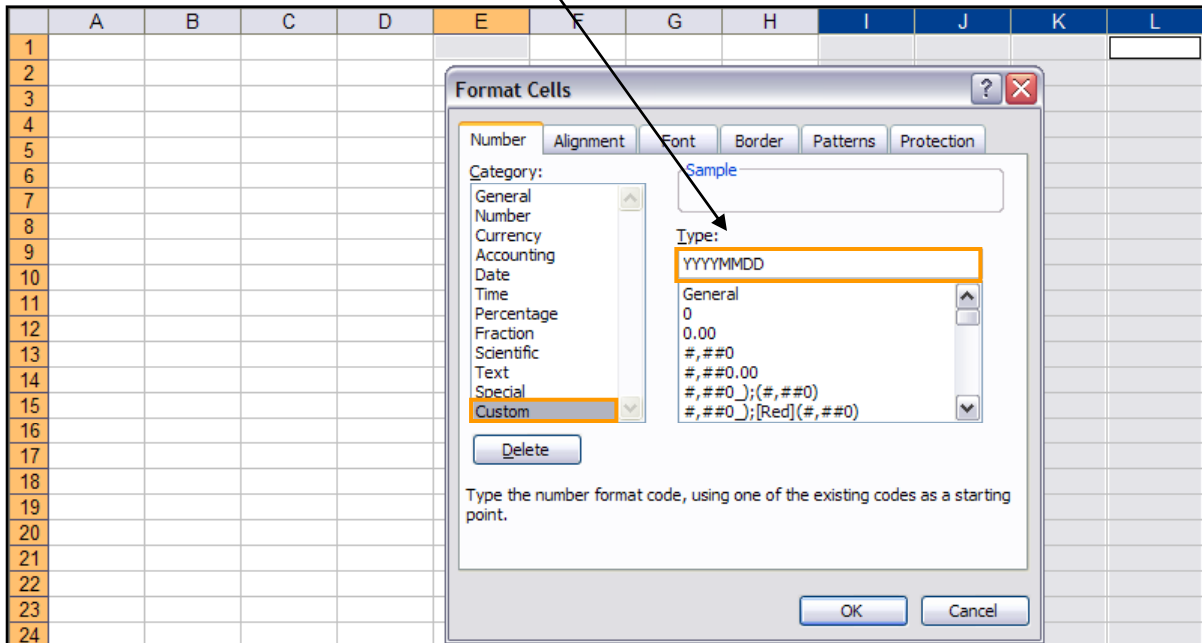
Delete extra worksheet tabs by right clicking each tab and selecting “Delete” from the menu.



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STEP 2: FORMAT CELL E1 & COLUMNS I-L

- Select cell E1 and columns I-L (hold down the control key to make multiple selections).
- Under the “Format” menu, select “Cells.”
- Select “Custom” on the number tab.
- In the “Type” field, enter YYYYMMDD and click “OK.”



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STEP 3: ENTER DETAIL RECORDS FOR COLUMNS A-O BEGINNING IN ROW 2

Each student's information should be entered in its own row. Columns marked with an asterisk(*) are required.

- Column A = **PD1***
- Column B = Student's **Social Security Number (without dashes)**;
enter **NO SSN** if it is not available or you want to omit this information *
- Column C = **First Name ***
- Column D = **Middle Name or Initial** (no periods)
- Column E = **Last Name ***
- Column F = **Name Suffix** (use letters not numbers, e.g., Jr, I, II, III, IV, V)
- Column G = **Previous Last Name** (if applicable)
- Column H = **Previous First Name** (if applicable)
- Column I = **Date of Birth** in YYYYMMDD format *
- Column J = **ID Number** associated with this student by your school/district
- Column K = **Diploma Title** (e.g. standard diploma, advanced diploma) *
- Column L = **Diploma Awarded** in YYYYMMDD format (enter "00" for DD if day not known) *
- Column M = **N** if student or parent has not requested a FERPA block or **Y** if there is a block on the student's data *
- Column N = **Name of the High School** from which the student graduated *
- Column O = **High School ACT Code** (provided on your Account Reference Sheet) *

IMPORTANT
Do NOT use quotes, commas or periods in any field.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	PD1	123456789	Susie	Ann	Jones				19860605	3652	Standard	20040615	N	Hope HS	123456
2	PD1	234567890	Jonathan		Kim	Jr	Smith		19871203	3655	Advanced	20050617	Y	Mott Academy	876543
3	PD1	987654321	Megan	B	Langley				19860114	3658	General	20040613	N	Hope HS	123456
4	PD1	No SSN	Jose	C	Torres	III			19870916	1587	Diploma	20050617	N	Mott Academy	876543

Max. column width: 3 spaces (A), 9 spaces (B), 40 spaces (C), 40 spaces (D), 40 spaces (E), 3 space (F), 40 spaces (G), 40 spaces (H), 8 spaces (I), 15 spaces (J), 80 spaces (K), 8 spaces (L), 1 space (M), 50 spaces (N), 6 spaces (O)

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STEP 4: ENTER HEADER ROW COLUMNS A-F IN ROW 1

- Insert a row above the detail records
- Column A = **PH1**
- Column B = Your **7-digit district code** (provided on your Account Reference Sheet)
- Column C = Your **official district name**
- Column D = **P**
- Column E = **File transmission date** (date you are sending us the file)
- Column F = **Diploma period** (graduate classes included in the file, e.g. 2004, 2000-2005, etc.)

	A	B	C	D	E	F
1	PH1	1234567	Hometown School District	P	20061230	1999-2005
Max. column width:	3 spaces	7 spaces	80 spaces	1 space	8 spaces	80 spaces

Labels above the table: District Code (above B), Official District Name (above C), File Transmission Date (above E), Diploma Period (above F)

STEP 5: ENTER TRAILER RECORD IN THE LAST ROW

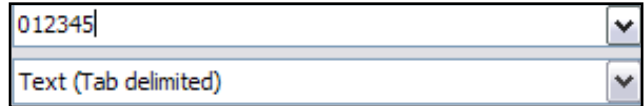
- Column A = **PT1**
- Column B = **Row number** of the trailer record (you must place the trailer record in the row immediately following the last student data record row)
- Column C-O = **Blank**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
6	PT1	6													
Max. column width:	3 spaces	8 spaces													

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STEP 6: SAVE YOUR FILE

- In the File menu on the main toolbar, select “Save As.”
- On the “Save As” window, select the drive and/or directory where you would like to save the file.
- Enter a file name (your district code should be part of the file name).
- Select “Text (Tab delimited).”
- Click “Save.” Your file will be saved as a text tab-delimited file in the location you selected.



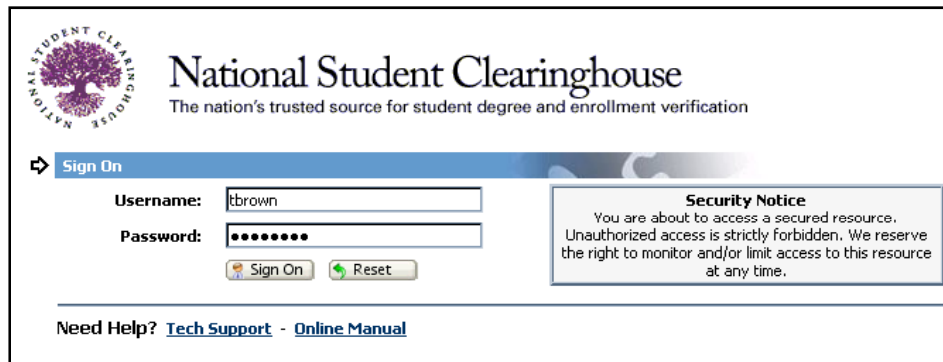
IMPORTANT

Do NOT use these characters in your file name: ! @ # \$ % ^ & * () +

You can use underscores.

STEP 7: SUBMIT YOUR FILE

- Go to <https://ftps.nslc.org/> to transmit your file to the Clearinghouse via your Secure FTP account. If you do not have a Secure FTP account, visit www.studentclearinghouse.org/ftps/default.htm or email us at studenttracker@studentclearinghouse.org.



IMPORTANT: Do NOT email your files. This is not a secure method of transferring data.

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