Using the Unclaimed EDG Number Matches Report to make the DC Batch Upload File

Step 1- Remove Unnecessary Report Data

1. Run and save the **Unclaimed EDG Number Matches** report to your computer.
2. Open the saved report in Excel.
3. Within Excel, delete the following columns from the report:
   - Address
   - City
   - State
   - Zip Code
   - Current CE
   - Current Site
   - Match Method (TEA or TDA)
   - Program Eligibility
   - Matching EDG Number(s)
   - Eligibility Date
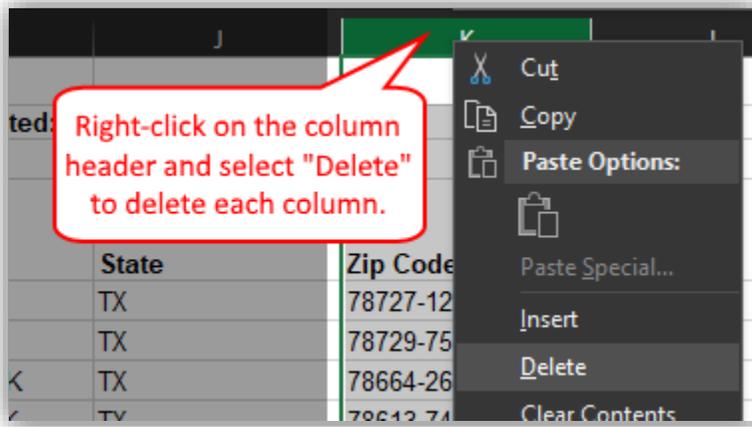
4. Delete the first 4 rows
   a. Select the rows 1 through 4
   b. Right-click on the rows header and select **Delete**
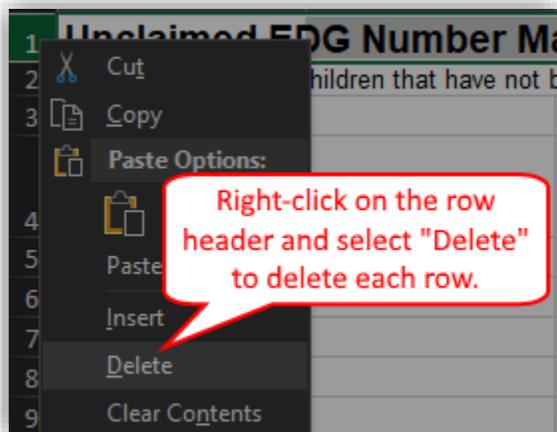
Step 2 – Add Data for Matching

1. For each row/student add the necessary information into the following columns:

   Column G: The Site Number (*optional, Enter the Site number or leave blank if not applicable*)

   Column H: The Student's Grade (*optional, prepopulated with the student's current grade, leave blank if not applicable*)

   Column I: The CE ID to match the student with (required, *prepopulated with the Current CE ID*)

2. Save the file (**File** > **Save As**) to your computer as an Excel spreadsheet (*.XLSX extension*).

3. The file is saved and ready to be imported into the Direct Certification.