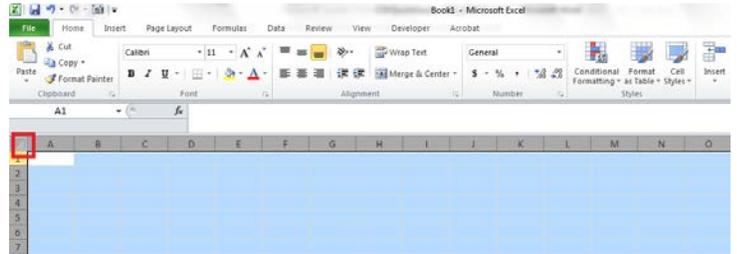


Quick Guide – How to Make a CSV File for DC/DV Upload

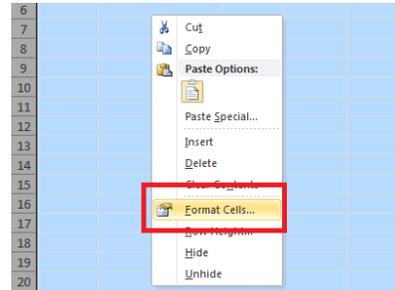
The data must be a comma delimited file (CSV). A CSV file can be made in any version of Excel.

1. Create a new file in Excel.
2. Format cells as "Text".

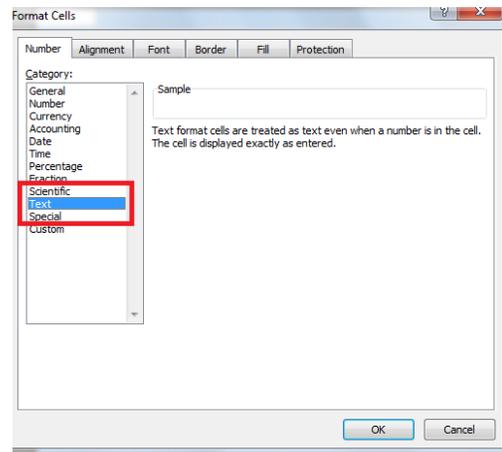
Click the box in the upper left corner to select the entire worksheet.



Right click and select "Format Cells".



Select "Text" and then select OK.



If you have access to PEIMS data (public and charter schools), contact the PEIMS clerk for your district/school and have them pull the information from PEIMS as a .csv file (or Excel file if they cannot do a .csv file type). They need to use the format in the next step.

3. Set up the file with these columns in the same order and format.
Do not include header labels for the columns.

Column A: Social Security Number
9 digits; no dashes
Include leading zeros

Column B: Last Name

Column C: First Name

Column D: Birth Date
mm/dd/yyyy
Must be digits – not letters
Must include leading zeros in
month and day

	A	B	C	D	E	F
1	777889999	Doe	John	10/11/2013	M	00234
2	999887777	Doe	Jane	11/10/2013	F	00234
3						
4						

Column E: Gender (F, M)

6th Column – *If you can pull eco eligibility information from PEIMS, it will be in this column. It will show the students that are already directly certified. Delete all previously identified students off this list before proceeding. If this information cannot be pulled from PEIMS, skip this column. This column will be deleted before uploading the file.*

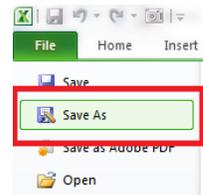
Column F: CE ID

5 digits

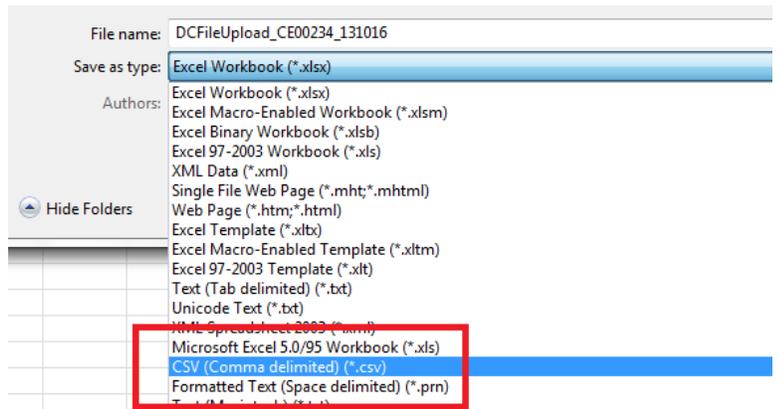
Include leading zeros

4. When completed, save as and select “CSV (Comma delimited) (*.csv)” from the file type drop-down box.

Select File> Save as



Use the drop-down for “Save as Type” and select “Comma Separated Values”



Check the CSV file in a text editor such as Notepad or WordPad instead of Excel. This will show leading zeros.

Your example should look like this:

