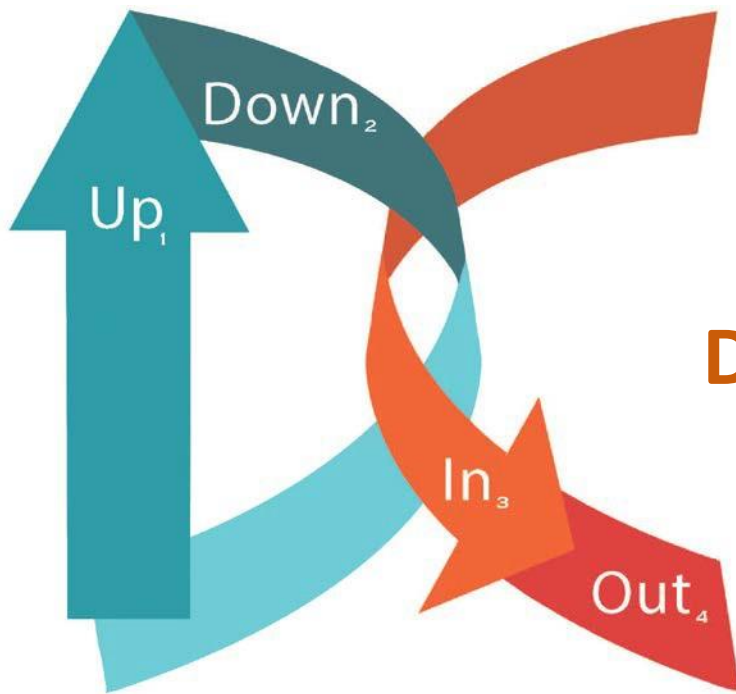


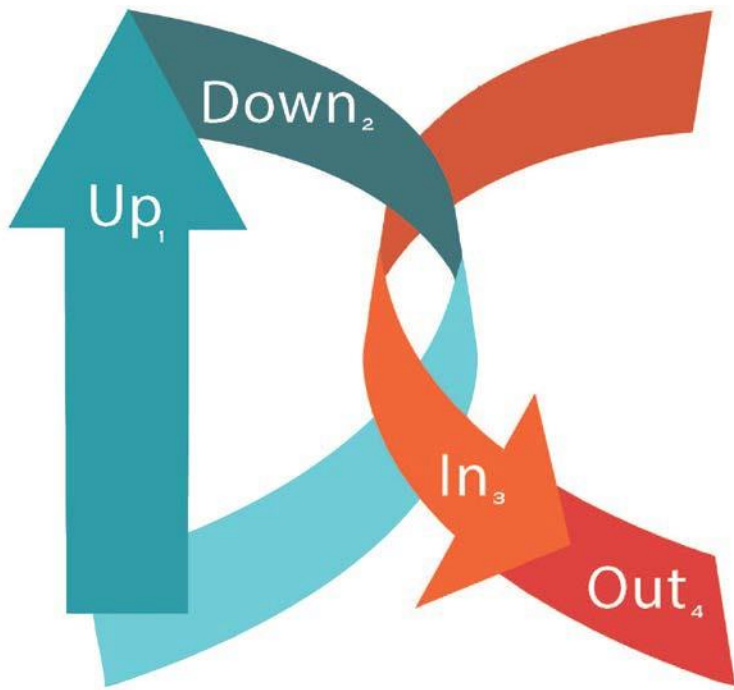
# Direct Certification/Direct Verification



**Preparing Your Files for  
Direct Certification Upload**



# Table of Contents



## **This unit includes instructions on:**

- Creating your enrollment file
- Entering required data
- Formatting your spreadsheet columns
- Saving your spreadsheet as an Excel file

# Creating Your Enrollment File

## File Creation Specifications

### Step One\*

- Pull file from POS, SIS, or PEIMS; check that columns are in this order:
  - A. SSN (info not required)
  - B. Unique Student ID (info not required)
  - C. **Last Name (required)**
  - D. **First Name (required)**
  - E. **DOB (required)**
  - F. **Gender (required)**
  - G. Site ID (info not required)
  - H. Grade (info not required)
  - I. **CE ID (required)**

### Step Two

- Format your spreadsheet properly, see Preparing for Upload and Formatting Columns pages

	A	B	C	D	E	F	G	H	I
1	123456789		LastName	FirstName	1/1/1900	M			09999
2	123456789		LastName	FirstName	1/1/1900	F			09999
3	123456789		LastName	FirstName	1/1/1900	F			09999
4	123456789		LastName	FirstName	1/1/1900	M			09999
5	123456789		LastName	FirstName	1/1/1900	F			09999
6	123456789		LastName	FirstName	1/1/1900	F			09999
7	123456789		LastName	FirstName	1/1/1900	F			09999
8	123456789		LastName	FirstName	1/1/1900	M			09999
9	123456789		LastName	FirstName	1/1/1900	M			09999
10	123456789		LastName	FirstName	1/1/1900	M			09999
11	123456789		LastName	FirstName	1/1/1900	F			09999
12	123456789		LastName	FirstName	1/1/1900	F			09999
13	123456789		LastName	FirstName	1/1/1900	M			09999
14	123456789		LastName	FirstName	1/1/1900	F			09999
15	123456789		LastName	FirstName	1/1/1900	M			09999
16	123456789		LastName	FirstName	1/1/1900	F			09999
17	123456789		LastName	FirstName	1/1/1900	F			09999
18	123456789		LastName	FirstName	1/1/1900	F			09999
19	123456789		LastName	FirstName	1/1/1900	M			09999
20	123456789		LastName	FirstName	1/1/1900	M			09999
21	123456789		LastName	FirstName	1/1/1900	M			09999
22	123456789		LastName	FirstName	1/1/1900	M			09999
23	123456789		LastName	FirstName	1/1/1900	F			09999
24	123456789		LastName	FirstName	1/1/1900	M			09999
25	123456789		LastName	FirstName	1/1/1900	F			09999
26	123456789		LastName	FirstName	1/1/1900	F			09999

\* See glossary at the end for definitions of abbreviations

# Preparing for Upload

## Data and Format Requirements

	A	B	C	D	E	F	G	H	I	J
1		<b>SSN</b>	<b>Unique Student ID</b>	<b>Last Name</b>	<b>First Name</b>	<b>DOB</b>	<b>Gender</b>	<b>Site ID</b>	<b>Grade</b>	<b>CE ID</b>
2	<b>Type</b>	Numeric	Numeric	Text	Text	mm/dd/yyyy	M or F	Numeric	Text	Numeric
3	<b>Format</b>	9 digits and 2 characters	10 digits	Up to 30 characters	Up to 30 characters	10 characters	1 character	4 digits with leading zeros	2 characters	5 digits with leading zeros
4	<b>Required</b>			YES	YES	YES	YES			YES
5	<b>Notes</b>		ID assigned by TEA, leave blank if null							



Please note:

- File must be in an Excel format (.xls or .xlsx)
- Columns must be in the order displayed

# Formatting Columns

## Column A (SSN)

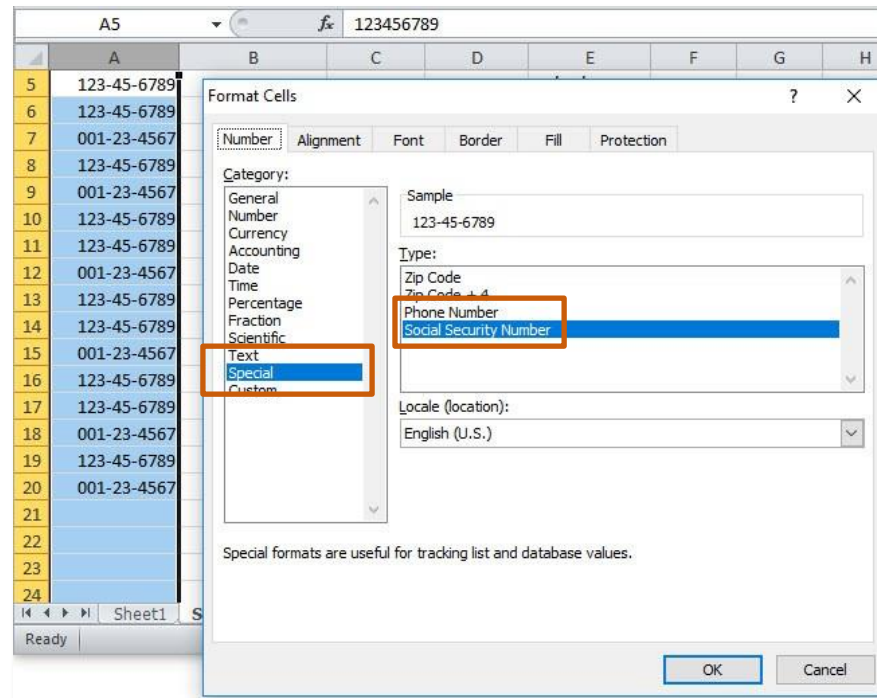
The SSN can contain hyphens or dashes.

### Step One

- Right click column A, select *Format Cells*

### Step Two

- Click *Special*, then select *Social Security Number* in the *Type* box



**Note:** It is no longer necessary to remove dashes or hyphens from the SSN.

# Formatting Columns

## Column E (DOB)

Format the DOB, column E, to display mm/dd/yyyy.

### Step One

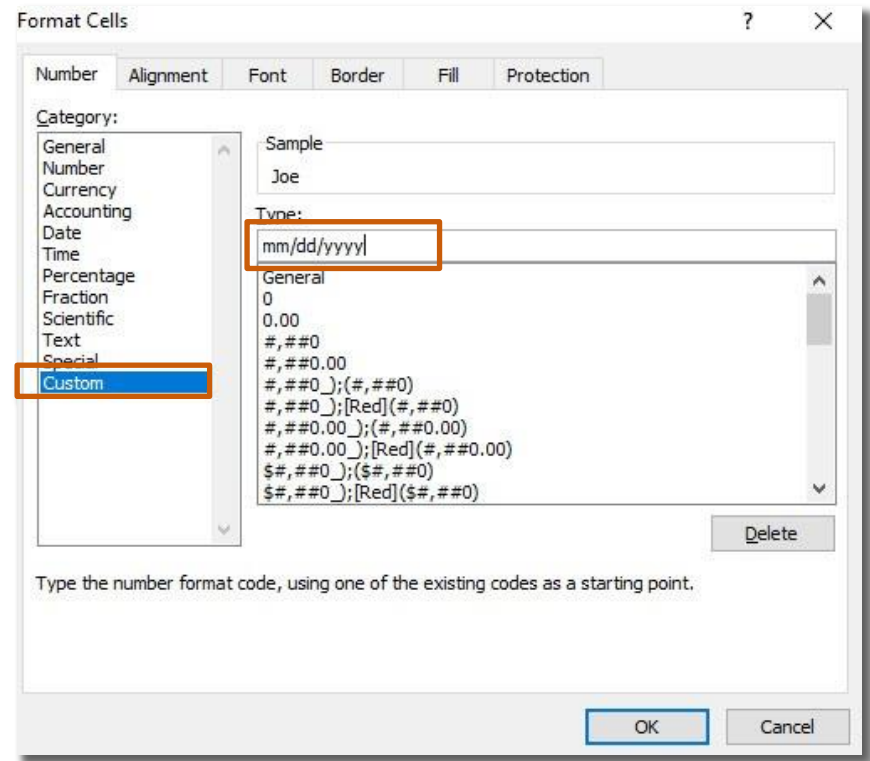
- Select column E

### Step Two

- Right click column E, select *Format Cells*

### Step Three

- Select *Custom*, enter mm/dd/yyyy



# Formatting Columns

## Column I (CE ID)

The CE ID must contain 5 digits with any leading zeros.

### Step One


- Select column I

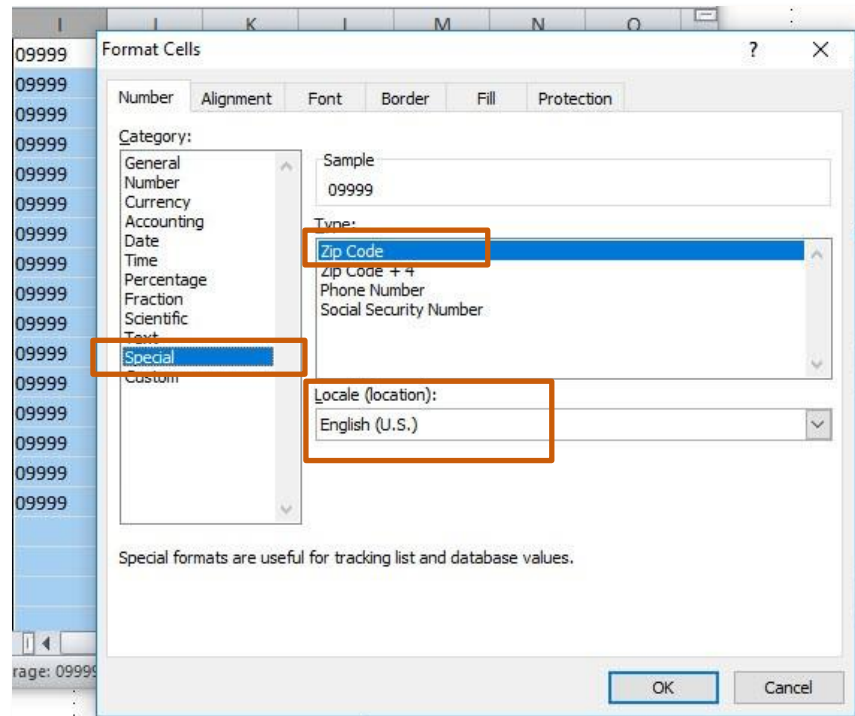
### Step Two

- Right click column I and select *Format Cells*

### Step Three

- Select *Special*, then *Zip Code* to get 5 digits to display

 **Important:** You may have to change the *local (location)* to English (U.S.) to get the 5-digit format for the CE ID.







# Formatting Columns

## Finished spreadsheet example

	A*	B*	C	D	E	F	G*	H*	I
5	123-45-6789	0016234567	Doe	Jane	12/12/1900	F	0001	12 09999	
6	123-45-6789	0016234567	Doe	Jane	12/12/1900	F	0001	09 09999	
7	001-23-4567	0016234567	Doe	Bob	12/12/1900	M	0001	09 09999	
8	123-45-6789	0016234567	Doe	Bob	12/12/1900	M	0001	10 09999	
9	001-23-4567	0016234567	Doe		/1900	M	0001	11 09999	
10	123-45-6789	0016234567	Doe		/1900	F	0001	10 09999	
11	123-45-6789	0016234567	Doe		/1900	M	0001	11 09999	
12	001-23-4567	0016234567	Doe	Jane	12/12/1900	F	0001	12 09999	
13	123-45-6789	0016234567	Doe	Jane	12/12/1900			11 09999	
14	123-45-6789	0016234567	Doe	Bob	12/12/1900	M	0001	09 09999	
15	001-23-4567	0016234567	Doe	Bob	12/12/1900	M	0001	10 09999	
16	123-45-6789			Jane	12/12/1900	F	0001	12 09999	
17	123-45-6789	0016234567	Doe	Bob	12/12/1900	M	0001	09 09999	
18	001-23-4567	0016234567	Doe	Jane	12/12/1900	F	0001	11 09999	
19	123-45-6789	0016234567	Doe	Jane	12/12/1900	F	0001	10 09999	
20	001-23-4567	0016234567	Doe	Jane	12/12/1900	F	0001	10 09999	
21									

\* Info in columns A, B, G, H, is not required, only the columns are required.

# Saving Your File

## Keep it Organized!

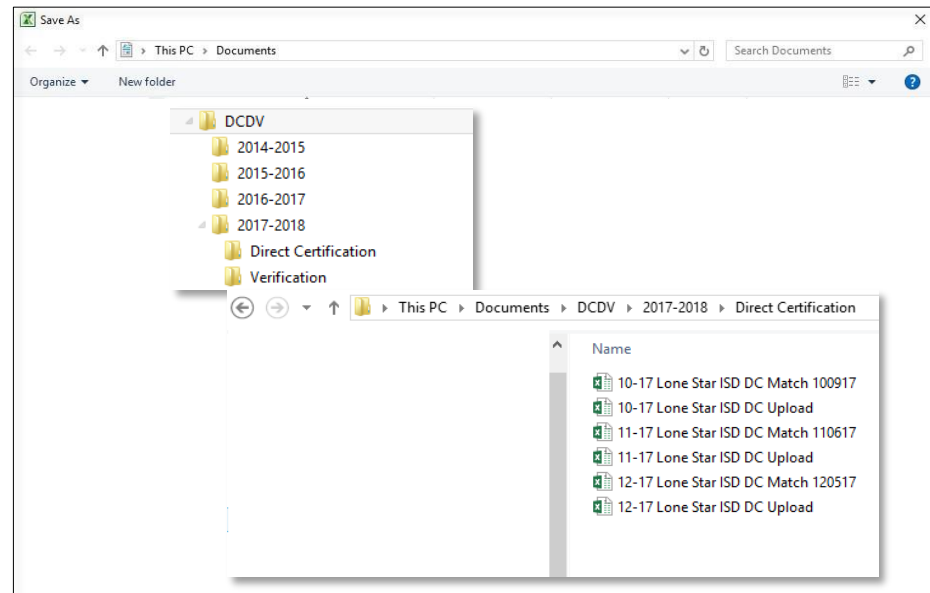
Save your files so they are easy to find

### Step One

- Save file in the DC folder for current year

### Step Two

- Name file with *current month-year CE Name DC Upload*



 **Remember:** Use numbers for current month-year to sort correctly (e.g. *10-17 Lone Star State ISD DC Upload*).

# Glossary

## Abbreviations Used in This Document

Abbreviation	Definition
CE	Contracting Entities
DOB	Date of birth
ID	Identification
Info	Information
PEIMS	Public Education Information Management System
POS	Point of Service
SIS	Student Information System



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**1.mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**2.fax:**

(833) 256-1665 or (202) 690-7442; or

**3.email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov)

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