

IDENTIFY BLANK COLUMNS

If the Upload file does not work, check that the file looks correct.

Are there 9 columns in the correct order?

	SSN	UID	Last	First	DOB	Gender	Site	Grade	CE ID
	A	B	C	D	E	F	G	H	I
1	✓	✓	A Add text here ✓	SADVITA ✓	12/30/1899 ✓	F ✓	✓	✓	99999 ✓
2	✓	✓	A ✓	ELENA ✓	12/30/1899 ✓	F ✓	✓	✓	99999 ✓
3			A	JOSEPH	12/30/1899	M			99999
4			A	PENELOPE	12/30/1899	F			99999
5			A	EFRAIN	12/30/1899	M			99999
6			A	HOPE	12/30/1899	F			99999
7			A	MARGARET	12/30/1899	F			99999
8			A	LYNETTE	12/30/1899	F			99999
9			A	CRYSTIAN	12/30/1899	M			99999
10			A	DAISY	12/30/1899	F			99999
11			A	PEDRO	12/30/1899	M			99999
12			A	SEBASTIAN	12/30/1899	M			99999
13			A	ADRIANNA	12/30/1899	F			99999
14			A	BRYAN	12/30/1899	M			99999
15		B	LILYAN		12/30/1899	F			99999
16		B	ANTHONY		12/30/1899	M			99999
17		B	NATALIE		12/30/1899	F			99999
18		B	ABIGAIL		12/30/1899	F			99999
19		B	KENDRA		12/30/1899	F			99999
20		B	SABIAN		12/30/1899	M			99999
21		B	SOFIA		12/30/1899	F			99999
22		B	RYDER		12/30/1899	M			99999
23		B	TEAGAN		12/30/1899	F			99999
24		B	NICHOLAS		12/30/1899	M			99999



If these are correct, there is invisible data in columns. This could be a line break or something indicating that it is blank.

Does the student data start on line 1?

	A	B	C	D	E	F	G	H	I	J	K
1			A	SADVITA	12/30/1899	F			99999		
2			A	ELENA	12/30/1899	F			99999		
3			A	JOSEPH	12/30/1899	M			99999		
4			A	PENELOPE	12/30/1899	F			99999		
5			A	EFRAIN	12/30/1899	M			99999		
6			A	HOPF	12/30/1899	F			99999		



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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 Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)



Food and Nutrition Division
 Texas Eligibility List Management System

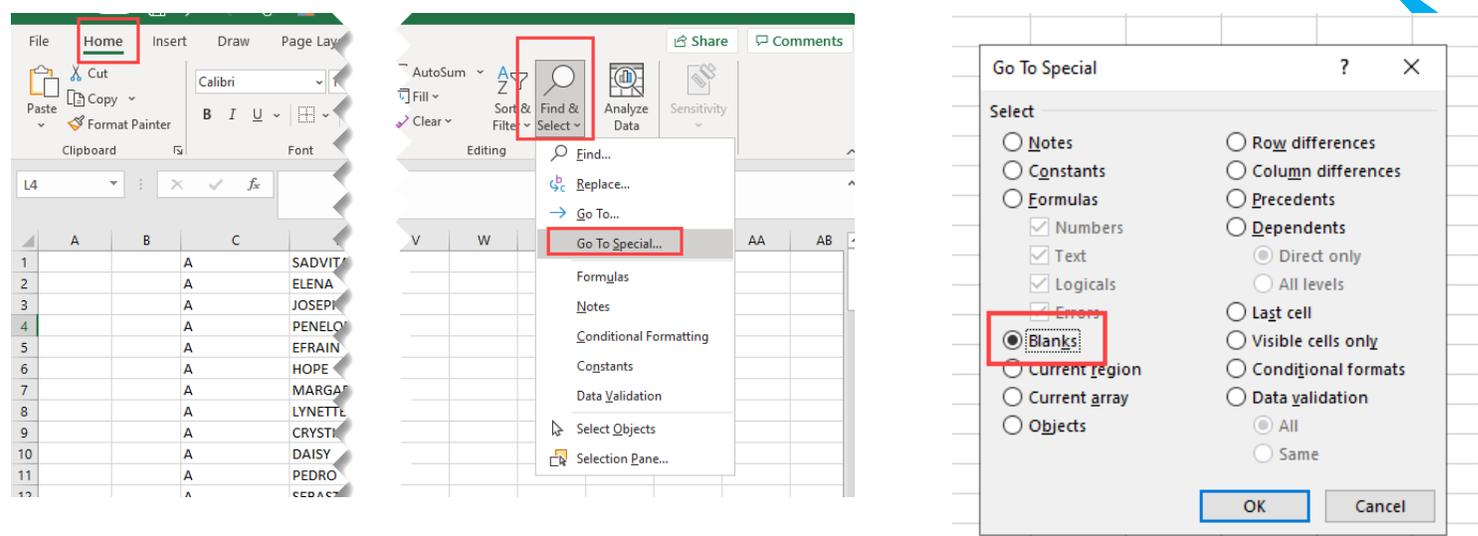
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IDENTIFY BLANK COLUMNS

1. Click on Find and Select on the Home tab.
2. Click on Go to Special.
3. Select Blanks and click OK.



Blank columns will be shaded in gray. It is okay if Columns A, B, G and H are blank. In this example, J, K, and L are shaded gray which means invisible data is in the cells. Columns M and N are not shaded because there is no invisible data in those columns – they are blank.

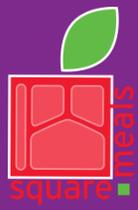
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	✓	✓	✓	A	SADVITA	12/30/1899	✓	✓	✓	✓	✓	✓	✓	✓
2				A	ELENA	12/30/1899				X	X	X		
3				A	JOSEPH	12/30/1899								
4				A	PENELOPE	12/30/1899								
5				A	EFRAIN	12/30/1899								
6				A	HOPE	12/30/1899								
7				A	MARGARET	12/30/1899								
8				A	LYNETTE	12/30/1899								
9				A	CRYSTIAN	12/30/1899								
10				A	DAISY	12/30/1899								
11				A	PEDRO	12/30/1899								
12				A	SEBASTIAN	12/30/1899								
13				A	ADRIANNA	12/30/1899								
14				A	BRYAN	12/30/1899								
15				B	LILYAN	12/30/1899								
16				B	ANTHONY	12/30/1899								
17				B	NATALIE	12/30/1899								
18				B	ABIGAIL	12/30/1899								
19				B	KENDRA	12/30/1899								
20				B	SABIAN	12/30/1899								
21				B	SOFIA	12/30/1899								
22				B	RYDER	12/30/1899								
23				B	TEAGAN	12/30/1899								
24				B	NICHOLAS	12/30/1899								
25				B	CASE	12/30/1899								
26				B	SOPHIE	12/30/1899								
27				B	FERNANDO	12/30/1899								
28				B	JESUS ANTONIO	12/30/1899								
29				B	MELISSA	12/30/1899								
30				B	KAIDEN	12/30/1899								
31				B	CADEN	12/30/1899								
32				B	CASEY	12/30/1899								
33				B	ROCKY	12/30/1899								
34				B	MAURA	12/30/1899								
35				B	AVRI	12/30/1899								
36				B	JAXSON	12/30/1899								
37				B	MIA	12/30/1899								

Delete the blank columns.
Save the worksheet.
Upload again.



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