Graduation Guidelines 2022-2023: Formatting Columns in Excel

The following guide shows steps for formatting each data column in excel for the 2022-2023 graduation guidelines file. These steps are helpful if you opened a .csv file in excel and lost your leading zeros or need to manually create your graduation guidelines file because it is not an option to extract your data from your student information system. The formatting for each column is based upon the file layout posted on the Student Interchange website.

2022-2023 Graduation Guidelines File layout

Name of Field	Excel Column	Field Length	Excel Custom Formatting Example
School District/BOCES Code	A	4	0000
Student's State ID (SASID)	B	10	0000000000
School Code	C	4	0000
Student's First Name	D	30	
Student's Last Name	E	30	
Student's Gender	F	2	00
Student's Date of Birth	G	8	MMDDYYYY or 00000000
Guideline Type	H	1	
Guideline Name	I	3	
Guideline Score	J	3	Format as number (no leading zeros)
School Year of Completion	K	8	00000000

Steps to set custom Formatting in Excel

1. Right click on the name of the column in excel to highlight the entire column and bring up an options menu.
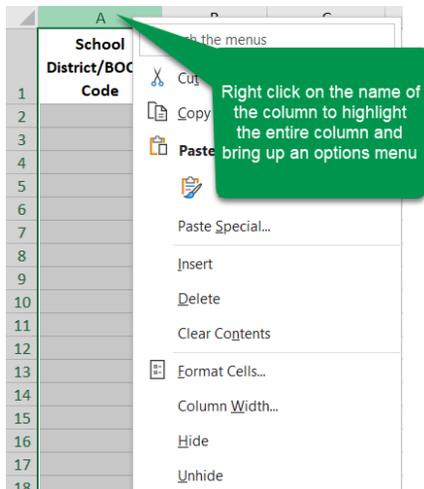
2. Select *Format Cells* from the options menu
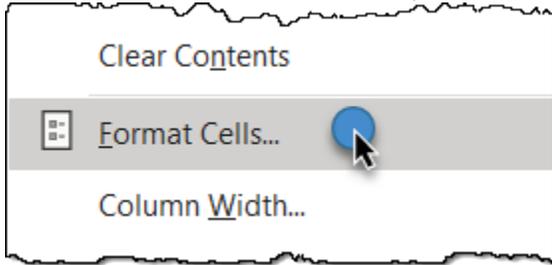
3. Select *Custom* from the category list
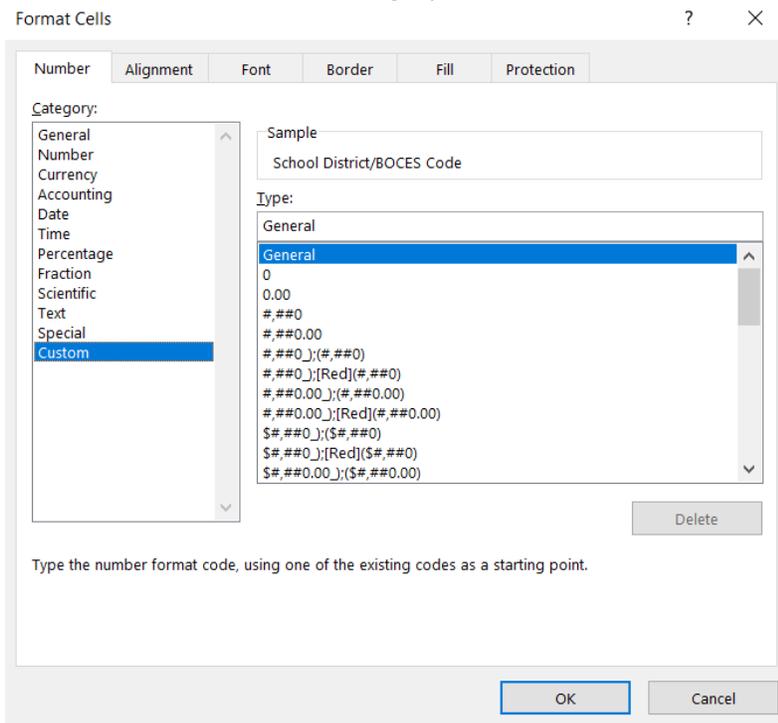
4. Type the quantity of zeros that match the excel custom formatting example on this document for the specific data column. The number of zeros correlates to the field length of numeric data fields. Please note, all single character length fields and alpha (letter) based fields do not need custom formatting.

Type the quantity of zeros that matches the excel custom formatting example on this document for the specific data column.
The quantity of zeros corresponds to the field length for numeric fields.

5. Select *OK* to update the custom formatting for all cells in this column.
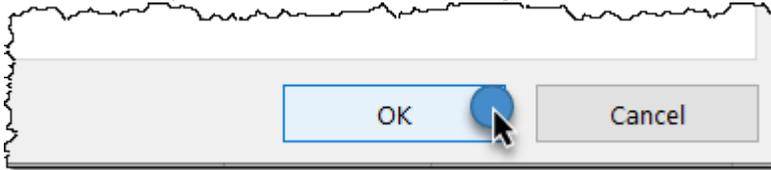
6. Repeat this process for all numeric data fields on this file layout except the field GUIDELINE SCORE.

7. The GUIDELINE SCORE field should use number format instead of a custom format. Right click on column J to highlight the column and bring up the options menu. Then select *Format Cells.*

8. Select *Number* from the category list and set the decimal places to 0.
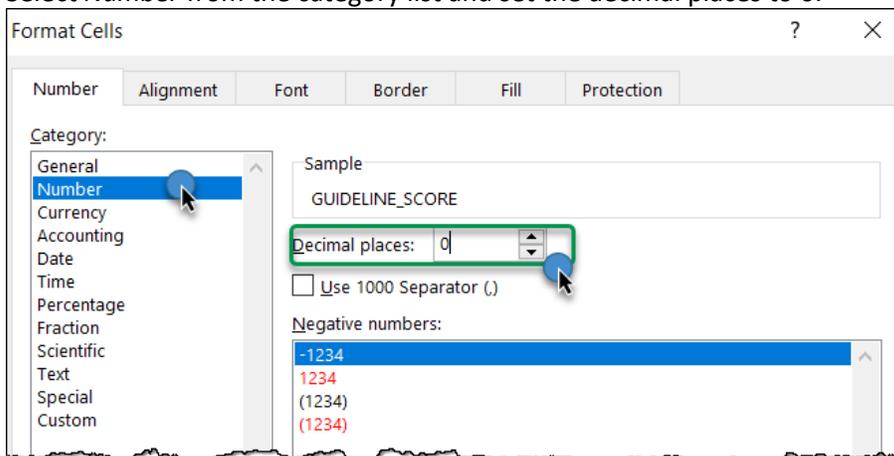
9. Select *OK* to update the formatting for all cells in Column J, GUIDELINE SCORE.
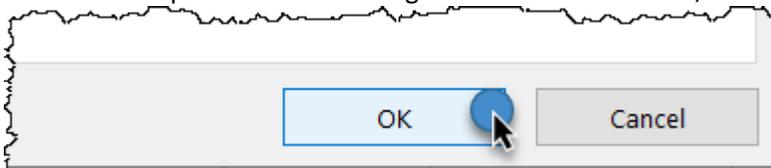
10. Once all columns have been formatted, save your file. It is now ready to be uploaded to data pipeline.

Note:
- The data of birth column can be custom formatted by either typing 00000000 or MMDDYYYY in the custom format box.