

FORMATTING THE CSV FILE FOR CE IMPORT

1. Formatting Excel File for CE Import Process

If you receive student enrollment data as an Excel spreadsheet it must be re-formatted as a comma delimited or comma separated (CSV) file before it can be used in the CE Upload process for Direct Certification or Direct Verification.

TDA recommends that you use the file structure described on page **Error! Bookmark not defined.** of the Direct Certification User Manual

1.1 Save Copy of File

Save another copy of the file to reformat. A good file name would include the month and year, a description of what the data is, CSV (so it's easy to distinguish from the original file) and the date that the file was prepared.

Example:

Month_SchoolYear_Student_Enrollment_CSV_YYMMDD

Aug_2016_Student_Enrollment_CSV_150806

Tip: Writing the date as YYMMDD makes it easier to sort files by date created.

1.2 Right Columns/Right Order

Check that the columns are in the correct order:

- A - Social Security Number (SSN)
- B - Last Name
- C - First Name
- D - Date of Birth (DOB)
- E - Gender

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- F - CE Identification Number

If there are any additional columns, delete the column. Select the letter at the top of the column, right-click and select *Delete* (Figure 55).

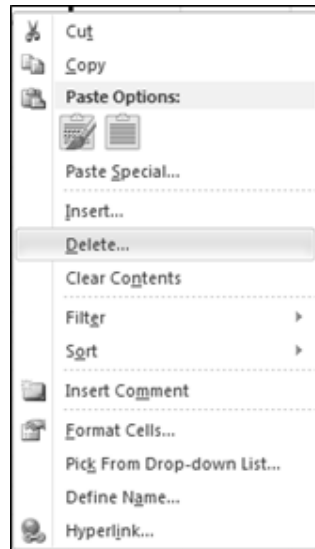


FIGURE 1 DELETE COLUMNS

1.3 Format Social Security Number

Please note – The SSN cell cannot be blank. If you do not have a SSN for a child, enter a number (0, or any number) and format it as follows to have 9 digits.

- Select Column A (SSN)

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- Right-click and select *Format Cells* (Figure 56)

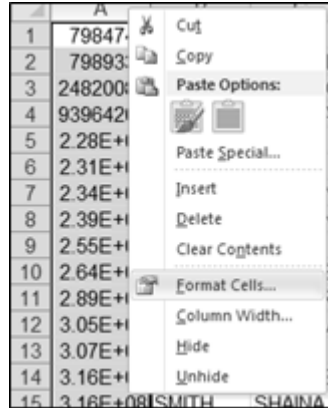


FIGURE 2 FORMAT CELLS

- Select *Custom* and under *Type* (where the word *General* is) enter 9 zeroes (Figure 57). Select *OK*.

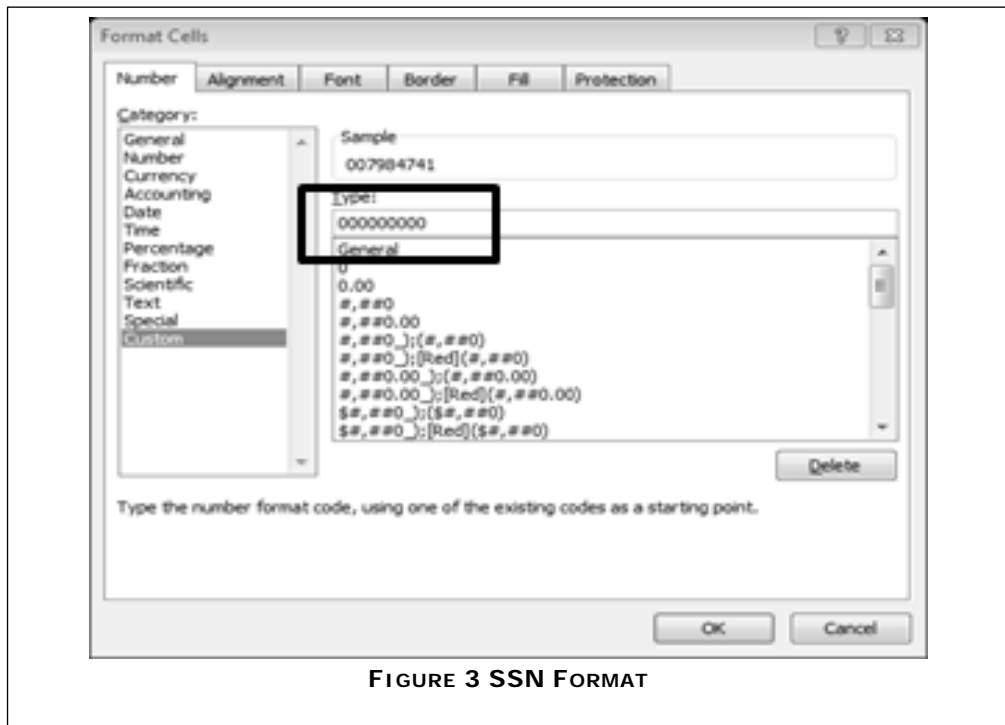


FIGURE 3 SSN FORMAT

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1.3.1 Find and Replace

If there are dashes or hyphens in the SSN, remove them.

- Select *Column A*
- Go to *Find and Select* on the *Home* tab on the right side of the screen (Figure 58)
- Select *Replace* from the drop-down list
- Type a *dash (-)* in the *Find what* field
- Leave the *Replace with* field blank
- Select *Replace All*. Select *Close*.

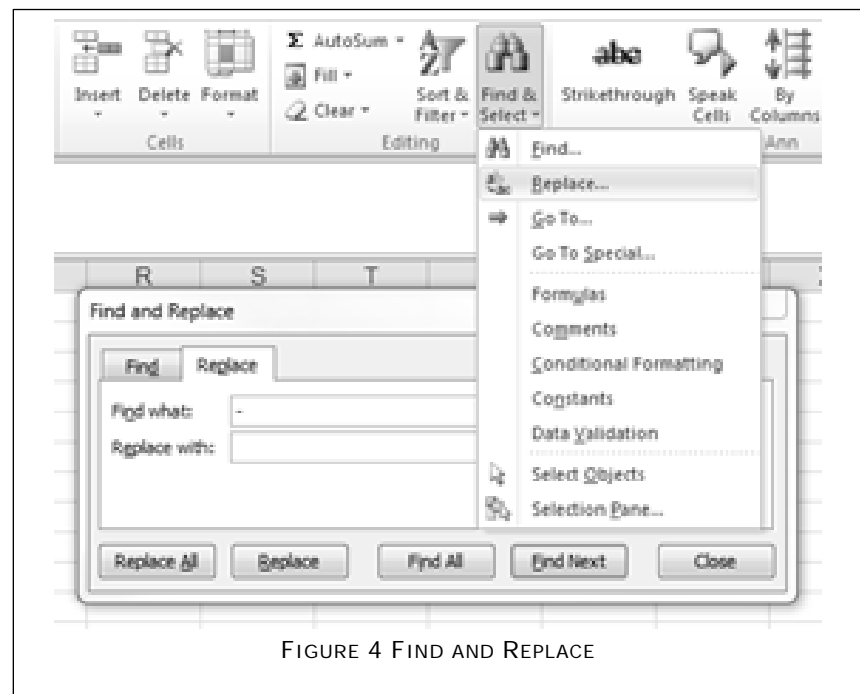


FIGURE 4 FIND AND REPLACE

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1.4 Format Date of Birth

If you do not have a date of birth for a child, enter 1/1/1900 and format as follows.

- Select Column D. (DOB)
- Right click and select Format Cells. Select Custom and enter mm/dd/yyyy under the word Type (Figure 58).

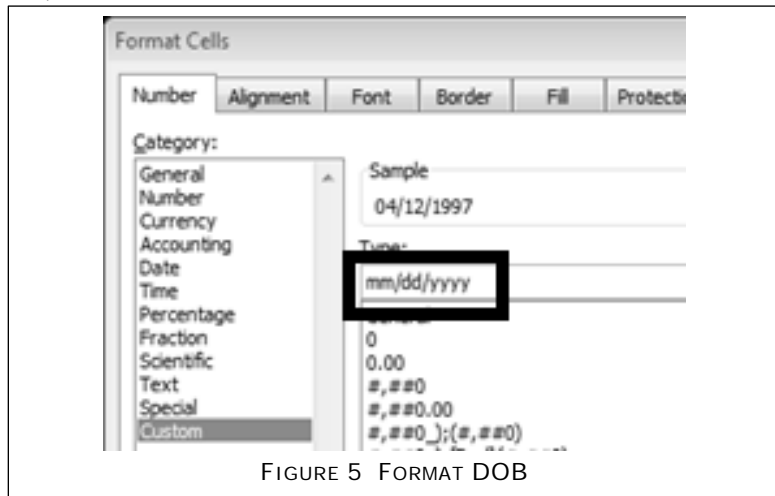
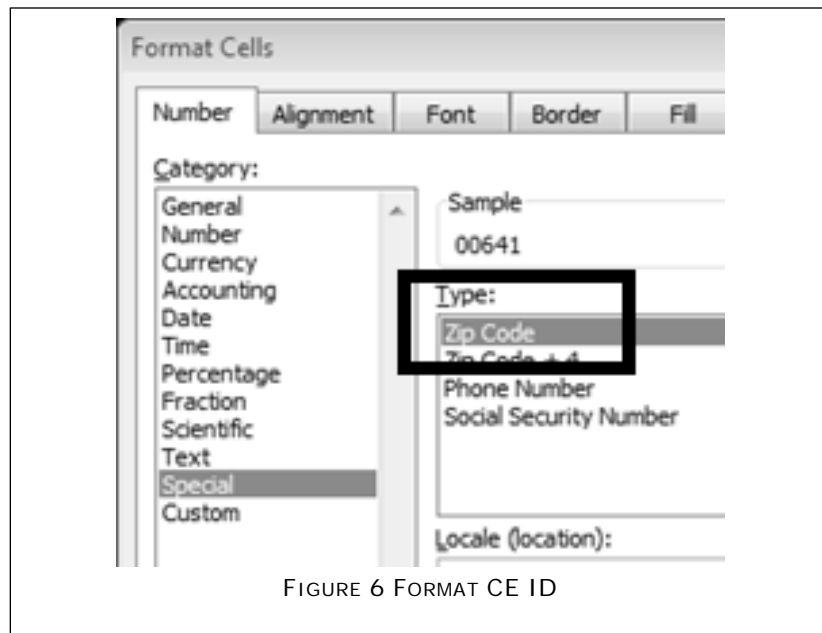


FIGURE 5 FORMAT DOB

1.5 Format CE ID

- Select *Column F* (CE ID) .
- Right-click and select *Format Cells*. Select *Special > Zip Code* (Figure 60).
- Note: You may have to change the locale to English (U.S.) to get the 5-digit zip code.

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A common error is to fill the CE ID column all the way to the bottom (1 million rows). The system will not run the file if this happens.

Check to see if you have CE IDs going past the student data.

If so, click in the 1st cell with a CE ID under the student data.

Select the Ctrl + Shift + Down arrow keys at the same time. This will select the column all the way to the bottom.

With the mouse hovering over the selected cell, right click and select Clear Contents.

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1.6 Other Common Errors

Use the TEA County-District Code instead of the TX-UNPS CE ID

Columns in the wrong order or leaving out a column

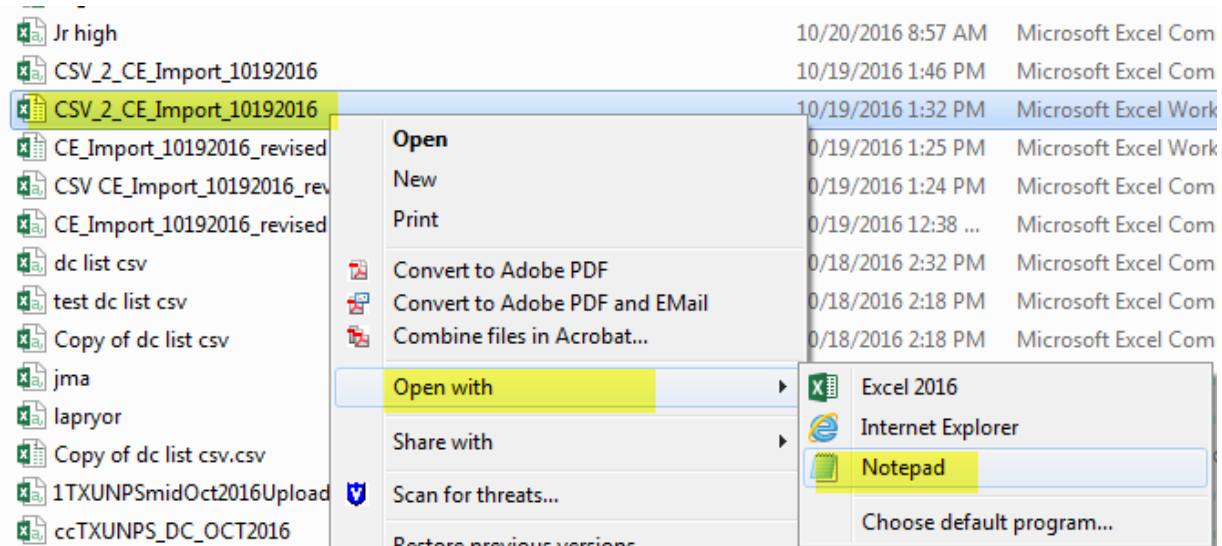
Formatting the CSV and then opening the file again before uploading (It loses all the formatting)

Header Row (Delete the header row)

Blank cells

1.7 Check the File in Notepad

The best way to check for errors is to open the file in Notepad. Right click on the file name in the Explorer Window and choose Open with Notepad. (This only works with the CSV file.)



It will be easy to see in Notepad when there are commas and no data or spaces between text and commas. Also, quotation marks are “invalid data” and will keep a file from uploading.

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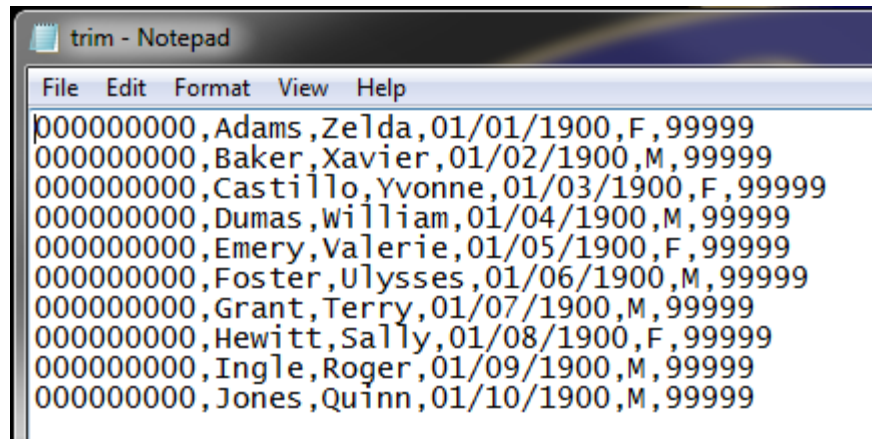


FIGURE 7 CORRECTLY FORMATTED FILE

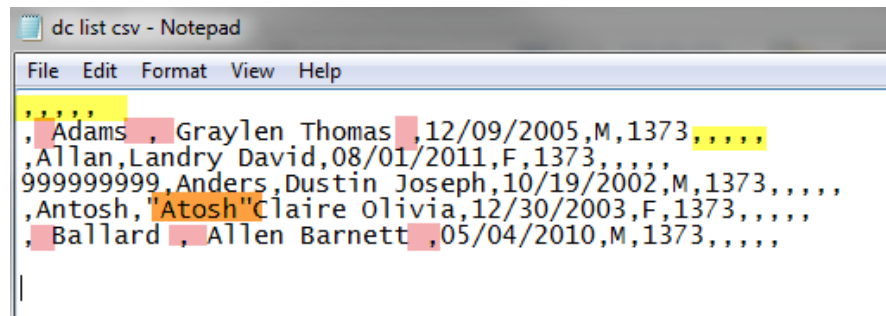


FIGURE 8 INCORRECTLY FORMATTED FILE