Helpful Hints for Completing the Regents Pre-Print File Template

Enter the data in whatever sorted method you prefer (by exam; by student; etc.)

Columns A through D will be the same for every student:

- Column A – District Code – from your Level 0 account, it's the 8-digit number listed in front of your school name (begins with 800)
- Column B – Location Code – from your Level 0 account, it's the 4-digit drop-down field from either your Demographic or Enrollment record
- Column C – Version: it's the last status date – 2019-06-30 – to format the column:
  - Select the column
  - Right-click the mouse
  - Select "format"
  - Under the default tab, select "custom"
  - In the box to the right where it says "general," type yyyy-mm-dd
- Column D – AdminMonth: it's Jan (or Jun or Aug, depending on which Regents administration)

Columns E through H are from your Level 0 account:

- Column E – Student ID – To format the column so the leading 0's are included:
  - Select the column
  - Right-click the mouse
  - Select "format"
  - Under the default tab, select "custom"
  - In the box to the right, where it says "general," type in 9 zeros
- Column F – Student's Last Name
- Column G – Student's First Name
- Column H – Student's Grade – To format the column so the leading 0 is included (for grades 8 & 9):
  - Select the column
  - Right-click the mouse
  - Select "format"
  - Under the default tab, select "custom"
  - In the box to the right, where it says "general," type in 2 zeros

Columns I & J are *optional* (enter the data if you want your answer sheets returned to you further sorted by class):

- Column I – Course Section – what you call the class in your school (ex. you might have 2 chemistry classes: class a and class b – if you enter those names for each student, your Chemistry answer sheets will be returned in 2 batches, one for class a and one for class b)

- o If you enter a name, you must enter CC or some other Common Core notation for any Common Core course.
- Column J – Teacher Name (keep in mind the new NYSED guideline of teachers not being able to score their own students' answer sheets)

Column K – State Course Code – each Regents has its own 5-digit code (Common Core codes include "CC," ex. Algebra I – 02052CC).
- The list can be downloaded from the our **website**.
- To format the code so the leading 0 is included:
  - o Select the column
  - o Right-click the mouse
  - o Select "format"
  - o Under the default tab, select "custom"
  - o In the box to the right, where it says "general," type in 5 zeros

Columns L & M should be left blank.
- Do not delete the columns; just don't enter any data.

NOTE
If a student is taking 4 exams, that student should be listed 4 times with only changing the State Course Code each row.

SAVING THE FILE
Save 2 copies of the file:
- The standard Excel format (.xls or .xlsx)
- The .csv format

If you must view the .csv formatted file, you must first open Notepad and then open the file. If you open the file directly with Excel, you will lose the special formatting (leading 0's; date).

If you must make any changes, make them in the standard file. Then, re-format the columns, and save it again as both the standard file and as the .csv file (replacing the previous version).

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