

California Student Aid Commission

2018-2019 GPA File Layout							
All public high schools and charters MUST use the Excel GPA Template							
Column	Required Field?	Field Name	Acceptable Characters	Start	End	Length	Justify Signed
A	Yes	Record_ID	Input NS1 for all records	1	3	3	Left
B	Yes	SCH_CMPS_CODE	00000000 to 99999999 High School: College Board School Code + 00 College: OPE ID Number	4	11	8	Right
C	Yes	Graduation Date (High School Only)	YYYYMMDD (i.e.20180601)	12	19	8	Left
D	Yes	Student GPA (do not use decimal)	001 to 400 (000 GPA will not be accepted)	20	22	3	Right
E	Yes	High School or College GPA Indicator ~means blank space H= High School C= College	H~ ~C~ ~ <b style="color: red;">DO NOT EDIT: In CSAC template this field will auto-populate when Macros are enabled	23	30	8	Left
F	Optional	Spring School Code	00000000 to 99999999 High School: College Board School Code + 00 College: OPE ID Number	31	38	8	Right
G	Yes	Student Date of Birth	YYYYMMDD (i.e. 19990125)	39	46	8	Left
H	Yes	Student's Last Name	0 to 9; Uppercase A to Z; (space); .(period); ' (apostrophe) ; - (hyphen)	47	65	19	Left

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Column	Required Field?	Field Name	Acceptable Characters	Start	End	Length	Justify Signed
I	Yes	Student's First Name	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen)	66	77	12	Left
J	Optional	Middle Initial	Uppercase A to Z	78	78	1	Left
K	Optional	Mother's Last Name	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen)	79	97	19	Left
L	Optional	Father's Last Name	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen)	98	116	19	Left
M	Yes	Student Street Address	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen)	117	151	35	Left
N	Yes	Student's City	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen); , (comma); # (number); @ (at); % (percent); & (ampersand); / (slash)	152	168	17	Left
O	Yes	Student's Zip Code	00000 to 00000	169	173	5	Right
P	Yes	Student's Gender	M = Male ; F = Female	174	174	1	Left
Q	Optional	Parent's Phone Number	0000000000 to 9999999999	175	184	10	Right
R	Optional	Student's Phone Number	0000000000 to 9999999999	185	194	10	Right

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Column	Required Field?	Field Name	Acceptable Characters	Start	End	Length	Justify Signed
S	Optional	Student's Email Address	One @ (at-sign) Before @: <ul style="list-style-type: none"> at least one valid character all characters in the range of ASCII 33-126, except for the following 12 characters <>()[]\,;:"@ the period cannot be first, last or adjacent to another period After @: <ul style="list-style-type: none"> at least one valid character only letters, digits, hyphen, underscore, and period hyphen, underscore, and period cannot be first, or adjacent to a period 	195	244	50	Left

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Column	Required Field?	Field Name	Acceptable Characters	Start	End	Length	Justify Signed
T	Optional	Parent's Email Address	One @ (at-sign) Before @: <ul style="list-style-type: none"> • at least one valid character • all characters in the range of ASCII 33-126, except for the following 12 characters < > () [] \ , ; : " @ • the period cannot be first, last or adjacent to another period After @: <ul style="list-style-type: none"> • at least one valid character • only letters, digits, hyphen, underscore, and period • hyphen, underscore, and period cannot be first, or adjacent to a period 	245	294	50	Left
U	Optional	Student's Dream Act ID or leave blank	00100001 to 000999999	295	303	9	Right
V	Yes	Required data element	:~: DO NOT EDIT: When using CSAC template this field will auto-populate when Macros is enabled.	304	306	3	Left
W	Optional	School Student ID	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen)	307	326	20	Left
X	Yes	State Student Identification Number	0000000000 to 9999999999	327	336	10	Right