# California Student Aid Commission

## 2017-2018 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<br>High School: College Board School Code + 00<br>College: OPE ID Number | 4 | 11 | 8 | Right |
| C | Yes | Graduation Date (High School Only) | YYYYMMDD<br>(i.e. 20170601) | 12 | 19 | 8 | Left |
| D | Yes | Student GPA (do not use decimal) | 001 to 400<br>(000 GPA will not be accepted) | 20 | 22 | 3 | Right |
| E | Yes | High School or College GPA Indicator<br>~ means blank space<br>H= High School<br>C=College | H ~ ~ ~ ~ ~ ~ ~<br>~ C ~ ~ ~ ~ ~ ~<br>~ ~ ~ ~ ~ ~ ~ ~<br>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<br>High School: College Board School Code + 00<br>College: OPE ID Number | 31 | 38 | 8 | Right |
| G | Yes | Student Date of Birth | YYYYMMDD<br>(i.e. 19990125) | 39 | 46 | 8 | Left |
| H | Yes | Student's Last Name | 0 to 9; Uppercase A to Z; (space); . (period);<br>' (apostrophe) ; - (hyphen) | 47 | 65 | 19 | Left |

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|---|---|---|---|---|---|---|---|
| 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); , (comma); # (number); @ (at); % (percent); (ampersand); / (slash) | 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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|--------|-----------------|------------|----------------------|-------|-----|--------|----------------|
| S | Optional | Student's Email Address | One @ (at-sign)<br>**Before @:**<br>• at least one valid character<br>• all characters in the range of ASCII 33- 126, except for the following 12 characters < > ( ) [ ] \ , ; : " @<br>• period cannot be first, last or adjacent to another period<br>**After @:**<br>• at least one valid character<br>• only letters, digits, hyphen, underscore, and period<br>• hyphen, underscore, and period cannot be first, or adjacent to a period | 195 | 244 | 50 | Left |

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|--------|----------------|------------|----------------------|-------|-----|--------|----------------|
| T | Optional | Parent's Email Address | One @ (at-sign)<br>**Before @:**<br>• at least one valid character<br>• all characters in the range of ASCII 33- 126, except for<br>the following 12 characters < > ( ) [ ] \ , ; : " @<br>• period cannot be first, last or adjacent to another period<br>**After @:**<br>• at least one valid character<br>• only letters, digits, hyphen, underscore, and period<br>• 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 | :~:<br>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);<br>- (hyphen) | 307 | 326 | 20 | Left |
| X | Yes | State Student Identification Number | 0000000000 to 9999999999 | 327 | 336 | 10 | Right |