



CSV Preprint File Layout For Regents Administration

with Field Names, Lengths, Definitions and Examples



* Requires data – ☐ Does not require data

An Excel Template is posted on DataCentral under Regents Scanning/Processing Information

Field Name	Definition	Width	Example
*DistrictCode	DataWarehouse District Code	8 characters	NY180202
*LocationCode	DataWarehouse Location Code	Up to 6 characters	0002
*Version	DataWarehouse Version	10 character school year end date	Ex. 2023-06-30
*AdminMonth	Month of Exams	3 characters	Jan, Jun or Aug
*StudentID	Student ID #	9 character local Student ID	000007879
*LastName	Student's Last Name	20 characters	Smith
*FirstName	Student's First Name	20 characters	John
*GradeLevel	Student's DW Grade Level	2 characters	Ex. 08 or 09, or 10 (single digits need leading zeros)
CourseSection	Local Course Code + Local Section Code; combined with “_”	20 characters ONLY Beware Of Long Course Names!	“Algebra 2 Trig” – is ok “Algebra 2/ Trigonometry” is TOO LONG!
TeacherName	Teacher Name as it needs to appear on answer sheet	30 characters	Smith, Jane
*StateCourseCode	See attached chart	5 characters, or 7 characters for Common Core	Ex. 03101 (Chemistry) Ex. 02052CC (Algebra I)
DistrictName	Use only when an override of the Level 0 lookup of District Name is needed	30 characters	LEAVE THESE 2 FIELDS BLANK FOR JANUARY & JUNE! We get your district name and school from the first 2 fields – DistrictCode and LocationCode
School	Use only when an override of the Level 0 lookup of Location Name is needed	30 characters	

An Excel Template is posted on Data Central under Services>Data and Reporting>Regents>Public>Processing Information>Preprint File Template. The Excel file has to be saved as a .csv file

Only ONE file is required with ALL the subjects included.
Your File name should begin with your district name first
(e.g. Central SchoolDistrict_Jan2023 Regents)

(Over)

CSV Preprint File Layout for Regents Administration

File specifications:

- File needs a header record with field names:
"DistrictCode","LocationCode","Version","AdminMonth","StudentID","LastName","FirstName",
"GradeLevel","CourseSection","TeacherName","StateCourseCode","DistrictName","School"
- All data is considered text and should be in quotes
- All fields require data except CourseSection, TeacherName, DistrictName, School.
- DistrictName and School **SHOULD BE LEFT BLANK FOR JAN AND JUNE** (include place holders in CSV record). If these fields are filled, then the District and Location table Level 0 lookups will not occur (allows pre-printing for students in districts outside the RIC region or preprinting a district name that is different from what is included in the DistrictID barcode on the form).

• Fields:

DistrictCode = DW District Code - 8 characters (example: NY180202)

LocationCode = DW LocationCode - up to 6 characters (example: 0002 or 033937)

Version = DW Version - 10 character school year end date (example: 2023-06-30)

AdminMonth = 3 char - Jan, Jun or Aug

StudentID = 9 char local Student ID (example: 000007978)

LastName = Student's Last Name - 20 char

Firstname = Student's First Name - 20 char and will be truncated at 30 characters when printed on answer sheet

GradeLevel = Student's DW Grade Level - 2 char (example: 09)

CourseSection = Local Course Code + Local Section Code; combined with "-" 20 char (example 0300-01)

TeacherName = Teacher Name as it needs to appear on answer sheet (usually "Last Name, First Name") - 30 char

StateCourseCode = 5 char, 7 for Common Core - see chart on next page

DistrictName = **LEAVE BLANK FOR JAN AND JUNE** - 30 char (use only when an override of the Level 0 lookup of District Name is needed)

School = **LEAVE BLANK FOR JAN AND JUNE** - 30 char (use only when an override of the Level 0 lookup of Location Name is needed)

Note:

In the case of Walk-ins, if no teacher name is available, you can leave this field blank or populate with the word "Staff"

In the case of Walk-ins, if no Course/Section is available, you can leave this field blank or populate with the name of the exam, e.g. "Earth Science" Remember, **keep exam names under 20 characters!**