

# Non-Public CSV Preprint File Layout For Regents Administration

with Field Names, Lengths, Definitions and Examples

\* Requires data    –     Does not require data

Field Name	Definition	Width	Example
<b>*DistrictCode</b>	DataWarehouse District Code	8 characters	80012345
<b>*LocationCode</b>	DataWarehouse Location Code	Up to 6 characters	0002
<b>*Version</b>	DataWarehouse Version	10 character school year end date	Ex. 2018-06-30
<b>*AdminMonth</b>	Month of Exams	3 char	Jan, Jun or Aug
<b>*StudentID</b>	Student ID #	9 character local Student ID	123456789
<b>*LastName</b>	Student's Last Name	20 characters	Smith
<b>*FirstName</b>	Student's First Name	20 characters	John
<b>*GradeLevel</b>	Student's DW Grade Level	2 characters	Ex. 08 or 09, or 10 (single digits need leading zeros)
<b>CourseSection</b>	Local Course Code + Local Section Code; combined with “_”	<b>20 characters ONLY Beware Of Long Course Names!</b>	“Algebra 2 Trig” – is ok “Algebra 2/ Trigonometry” is TOO LONG!
<b>TeacherName</b>	Teacher Name as it needs to appear on answer sheet	30 characters	Smith, Jane
<b>*StateCourseCode</b>	See course code chart	5 characters or 7 characters for CC	Ex. 03101 (Chemistry) Ex. 02052CC (Algebra I)
<b>DistrictName</b>	Use only when an override of the Level 0 lookup of District Name is needed	30 characters	LEAVE THESE 2 FIELDS BLANK FOR JANUARY AND JUNE! We get your district name and school from the first 2 fields – DistrictCode and LocationCode
<b>School</b>	Use only when an override of the Level 0 lookup of Location Name is needed	30 characters	

An Excel Template is posted on DataCentral under Regents Scanning  
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 include your district name first (eg. Central SchoolDistrict\_JuneRegents)

# 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 **LEAVE BLANK FOR JANUARY 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: 80012345)

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

**Version** = DW Version - 10 character school year end date (example: 2018-06-30)

**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 or 7 char for Common Core - see state course code chart

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

**School** = **LEAVE BLANK FOR JANUARY 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, eg. "Earth Science" Remember, **keep exam names under 20 characters!**