

NATIONAL STUDENT CLEARINGHOUSE[®]



StudentTracker[®] **File Formatting & Submission Guide**

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NATIONAL STUDENT CLEARINGHOUSE
2300 Dulles Station Blvd., Suite 300, Herndon, VA 20171

This guide will help you use Excel to format your StudentTracker Batch Request files. StudentTracker Batch File processing allows for the submission and retrieval of student information for multiple individuals simultaneously. Please follow the steps below to ensure optimal processing time for your requests.

For your reference, we have provided a sample completed request file. Please note, the header row, student detail rows, and trailer row column widths do not match. The remainder of this guide will focus on the step-by-step process for creating your request file.

Questions? For assistance with file creation and submission, FTP account management, FTP password resets, or questions, please contact StudentTracker Services at studenttracker@studentclearinghouse.org or 703-742-4211.

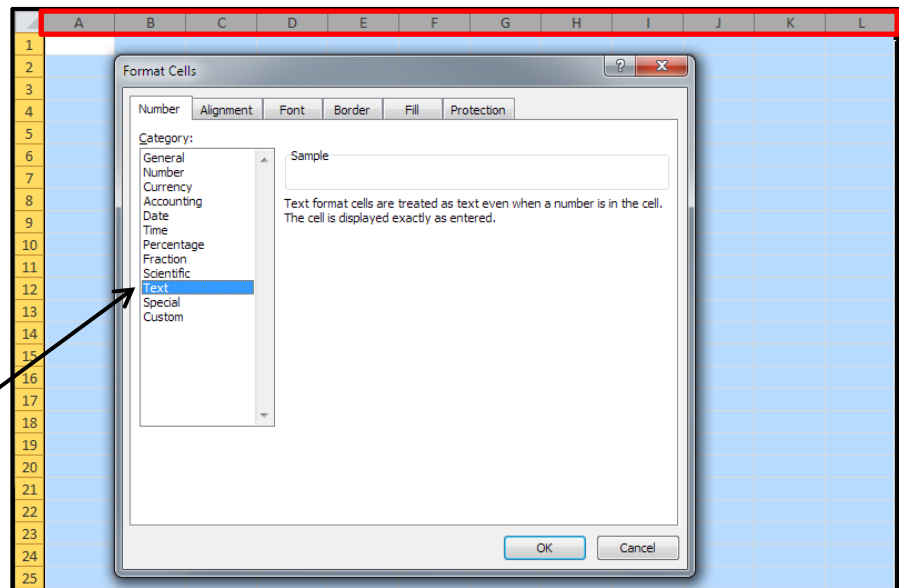
Sample Completed Batch Query File

	A	B	C	D	E	F	G	H	I	J	K	L
1	H1	009876	00	BAYSHORE UNIVERSITY	20140901	SE	I					
2	D1		Asante	K	Albertson	Jr	19900320	20140601		009876	00	10045643.M.ROTC
3	D1		Julie	Y	Budet		19901229	20140601		009876	00	10098456.F.ROTC
4	D1		Nadia		Nesvaderani		19900821	20140601		009876	00	10065486.F
5	D1		Frank	G	Hwang		19900104	20140601		009876	00	10098453.M
6	D1		Robert	A	Pacino		19900316	20140601		009876	00	10023785.M
7	D1		Michael	B	Ford	III	19900321	20140601		009876	00	10035456.M
8	D1		Tricia	O	Ignacio		19891130	20140601		009876	00	10044456.F
9	D1		Henry	V	Larsson		19900730	20140601		009876	00	10041134.M
10	D1		Lauren	E	Hamilton		19891202	20140601		009876	00	10084985.F.ROTC
11	D1		Samy	L	Besson		19900626	20140601		009876	00	10084543.M
12	T1	12										

Step 1: Set Spreadsheet to Text Format

Before adding your account and student information, you must format your Excel spreadsheet correctly in text (tab delimited) format.

1. Open a new spreadsheet in **EXCEL**
2. Highlight **COLUMNS A-L**
3. With Columns A-L highlighted, right click and select **FORMAT CELLS**
4. Under **CATEGORY**, select **TEXT** and hit **OK**



Step 2: Enter Header Row

The Header Row tells our system what type of inquiry you are performing. This row should always be the first row in your file.

Sample Completed Header Row

	A	B	C	D	E	F	G	H	I	J	K	L
1	H1	009876	00	BAYSHORE UNIVERSITY	20140901	SE	I					

Guidelines for Header Row

Column	Record Type	Description	Char. Limit	Sample Header Row										
A	H1*	<ul style="list-style-type: none"> Tells our system you are submitting a StudentTracker file. 	2	H1										
B	School Code*	<ul style="list-style-type: none"> The first 6 digits of your institution's OPE ID. 	4	009876										
C	Branch Code*	<ul style="list-style-type: none"> The last 2 digits of your institution's OPE ID. 	2	00										
D	School Name*	<ul style="list-style-type: none"> If your school name exceeds 40 characters, enter your school name up to the 40-character limit. 	40	BAYSHORE UNIVERSITY										
E	File Creation Date*	<ul style="list-style-type: none"> The date you are submitting your file. All dates in the file should be submitted in YYYYMMDD format. 	8	20140901										
F	Inquiry Type*	<ul style="list-style-type: none"> The 2-digit code of the type of inquiry you are performing: <table border="1" data-bbox="565 1304 1027 1562"> <tbody> <tr> <td>CO</td> <td>Longitudinal Cohort</td> </tr> <tr> <td>DA</td> <td>Declined Admissions</td> </tr> <tr> <td>PA</td> <td>Prior Attendance</td> </tr> <tr> <td>SB</td> <td>Sibling / Parent Enrollment</td> </tr> <tr> <td>SE</td> <td>Subsequent Enrollment</td> </tr> </tbody> </table> <ul style="list-style-type: none"> For more information about query types, including which search begin dates to use, please see our Search Options Guide. 	CO	Longitudinal Cohort	DA	Declined Admissions	PA	Prior Attendance	SB	Sibling / Parent Enrollment	SE	Subsequent Enrollment	2	SE
CO	Longitudinal Cohort													
DA	Declined Admissions													
PA	Prior Attendance													
SB	Sibling / Parent Enrollment													
SE	Subsequent Enrollment													
G	I*	<ul style="list-style-type: none"> Capital "I" for Institution. 	1	I										

*Under **Record Type** = Required field.

Step 3: Enter Student Detail Rows

Our system uses the data you enter in the Student Detail Rows to perform the matching process.

Sample Completed Student Detail Row

	A	B	C	D	E	F	G	H	I	J	K	L
2	D1		Asante	K	Albertson	Jr	19900320	20140601		009876	00	10045643.M.ROTC
3	D1		Julie	Y	Budet		19901229	20140601		009876	00	10098456.F.ROTC
4	D1		Nadia		Nesvaderani		19900821	20140601		009876	00	10065486.F
5	D1		Frank	G	Hwang		19900104	20140601		009876	00	10098453.M
6	D1		Robert	A	Pacino		19900316	20140601		009876	00	10023785.M

Guidelines for Student Detail Rows

Column	Record Type	Description	Char. Limit	First Sample Student Detail Row						
A	D1*	<ul style="list-style-type: none"> Each student detail row should start with a D1 in Column A. 	2	D1						
B	Social Security No.	<ul style="list-style-type: none"> SSNs should only be entered for Prior Attendance (PA) queries. 	9							
C	First Name*	<ul style="list-style-type: none"> Student's first name. 	20	Asante						
D	Middle Initial	<ul style="list-style-type: none"> DO NOT include full middle names or punctuations (e.g., period). 	1	K						
E	Last Name*	<ul style="list-style-type: none"> Student's last name. 	20	Albertson						
F	Suffix	<ul style="list-style-type: none"> DO NOT include punctuations (e.g., period). 	5	Jr						
G	Date of Birth	<ul style="list-style-type: none"> All dates in the file should be submitted in YYYYMMDD format. 	8	19900320						
H	Search Begin Date*	<ul style="list-style-type: none"> When you would like our system to start the matching process. <table border="1" style="margin-left: 20px;"> <tr> <td>CO</td> <td> <ul style="list-style-type: none"> Searches for matches AFTER search begin date. Enter only 1 unique search begin date per CO file. </td> </tr> <tr> <td>DA, SB, SE</td> <td> <ul style="list-style-type: none"> Searches for matches AFTER search begin date. </td> </tr> <tr> <td>PA</td> <td> <ul style="list-style-type: none"> Searches for matches BEFORE search begin date. </td> </tr> </table> <ul style="list-style-type: none"> All dates in the file should be submitted in YYYYMMDD format. 	CO	<ul style="list-style-type: none"> Searches for matches AFTER search begin date. Enter only 1 unique search begin date per CO file. 	DA, SB, SE	<ul style="list-style-type: none"> Searches for matches AFTER search begin date. 	PA	<ul style="list-style-type: none"> Searches for matches BEFORE search begin date. 	8	20140601
CO	<ul style="list-style-type: none"> Searches for matches AFTER search begin date. Enter only 1 unique search begin date per CO file. 									
DA, SB, SE	<ul style="list-style-type: none"> Searches for matches AFTER search begin date. 									
PA	<ul style="list-style-type: none"> Searches for matches BEFORE search begin date. 									
I	Blank Column*	<ul style="list-style-type: none"> Include Column I, but leave it blank (do not include spaces). 	0							

Column	Record Type	Description	Char. Limit	First Sample Student Detail Row
J	School Code*	<ul style="list-style-type: none"> The first 6 digits of your institution's OPE ID. 	6	009876
K	Branch Code*	<ul style="list-style-type: none"> The last 2 digits of your institution's OPE ID. 	2	00
L	Requester Return Field	<ul style="list-style-type: none"> Any identifier information you want included in the detail report to help you better identify who is who in the detail report (e.g., Student ID). Use a period to separate multiple identifiers (e.g., IDENTIFIER1.IDENTIFIER2). DO NOT include symbols (e.g., !, @, #, etc.). 	50	10045643.M.R OTC

*Under **Record Type** = Required field.

Step 4: Enter Trailer Row

The Trailer Row tells our system that the file terminates at that row and confirms that the file has been read, based on the number of records in the file.

Sample Completed Trailer Row

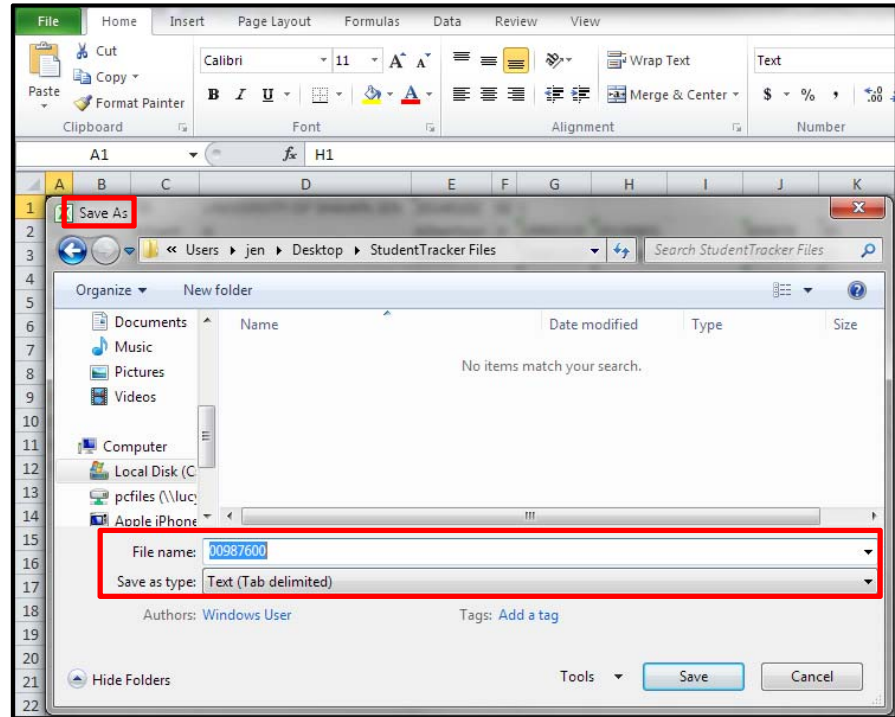
A	B	C	D	E	F	G	H	I	J	K	L
12	T1	12									

Guidelines for Trailer Row

Column	Record Type	Description	Char. Limit	Sample Trailer Row
A	T1*	<ul style="list-style-type: none"> Tells our system that the file terminates at this row. 	2	T1
B	Total Record Count*	<ul style="list-style-type: none"> Number reflecting the number of rows in the file, including the Header Row, Student Detail Rows, and the Trailer Row. 	6	12

Step 5: Save Your File in Text (Tab Delimited) Format

1. In the main toolbar of Excel, select **FILE** and **SAVE AS**.
2. In the **SAVE AS** window, select the location on your computer where you would like to save your file.
3. Enter a **FILE NAME**. The file name should not contain symbols (e.g., !, @, #, etc.).
4. In the **SAVE AS TYPE** dropdown, select **TEXT (TAB DELIMITED)**.
5. Click **SAVE** and choose **YES** for any subsequent pop-ups that Excel displays.



Step 6: Upload/Download Your Files

All files transactions (file uploads, report downloads) should be performed through your StudentTracker FTP account.

Uploading Your File	Downloading Your Reports
<ol style="list-style-type: none"> 1. Log in to your StudentTracker FTP account from https://ftps.nslc.org. 2. After you log in, you have the option to upload using the Upload/Download Wizard or manually. Both methods of upload have the same procedure. 3. To confirm that our system received your file, select LOGS on the left side of the screen. Each row with UPLOAD (INTEGRITY NOT CHECKED) confirms an upload. 	<ol style="list-style-type: none"> 1. Log in to your StudentTracker FTP account from https://ftps.nslc.org. 2. Select FOLDERS on the left side of the screen. 3. Click through a trail of folders: HOME → [FTP USER ID] → RECEIVE. 4. Under the ACTIONS column, select DOWNLOAD to download each file.

Important Notes

Files	FTP Accounts
<ul style="list-style-type: none"> • Formatting / Data Errors: If your file contains formatting or data errors that require your attention, we will reach out to all contacts listed on your StudentTracker FTP account for a resolution. • Record Limits: Please submit a maximum of 250,000 records per file. • Turnover Time: Files under 100,000 records without formatting errors take 3 to 5 business days to process. Files over 100,000 records may take longer to process. 	<ul style="list-style-type: none"> • Account Management: We manage FTP accounts for you. If you would like to make changes to your FTP account's email notification list or request a password reset, please contact us at studenttracker@studentclearinghouse.org or 703-742-4211 (Please note that by policy, all password resets must be requested by email.) • Password Resets: FTP accounts are shared accounts. Please share all password resets with other users of your account. • Report Life Cycle: For security purposes, reports older than 90 days are deleted from your RECEIVE folder. Reports older than 180 days are deleted from your RECEIVE-ARCHIVE folder. • Upload Confirmation: For each file you upload to us, one email will be sent to each email listed on your StudentTracker FTP account.