



National Student
Clearinghouse[®]

Submitting a Graduates File for DiplomaVerify

MAY 26, 2020

IMPORTANT

This guide is for schools/districts that participate *ONLY* in DiplomaVerify.

If your school/district has added DiplomaVerify to your StudentTracker for High Schools service, please follow the instructions for creating and submitting files for StudentTracker for High Schools.

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Introduction

Once we receive and process your Graduates file, your student information will be stored in our database and you will not have to send it again. Going forward, you will only have to send us a file of your most recent high school graduates.

Following the instructions below:

- Ensures that we can efficiently process your Graduates file
- Streamlines file processing, allowing us to keep costs down

Graduates File Formatting Requirements

Use the formatting requirements below when you prepare Graduates files for submission, this will both reduce errors and the need for additional work. [You can download a sample Graduates file here.](#)

Text Format

To ensure accurate processing, please format all non-date fields as text in order to retain leading zeroes. Also, you will need to keep the leading zeroes in the high school ACT code(s).

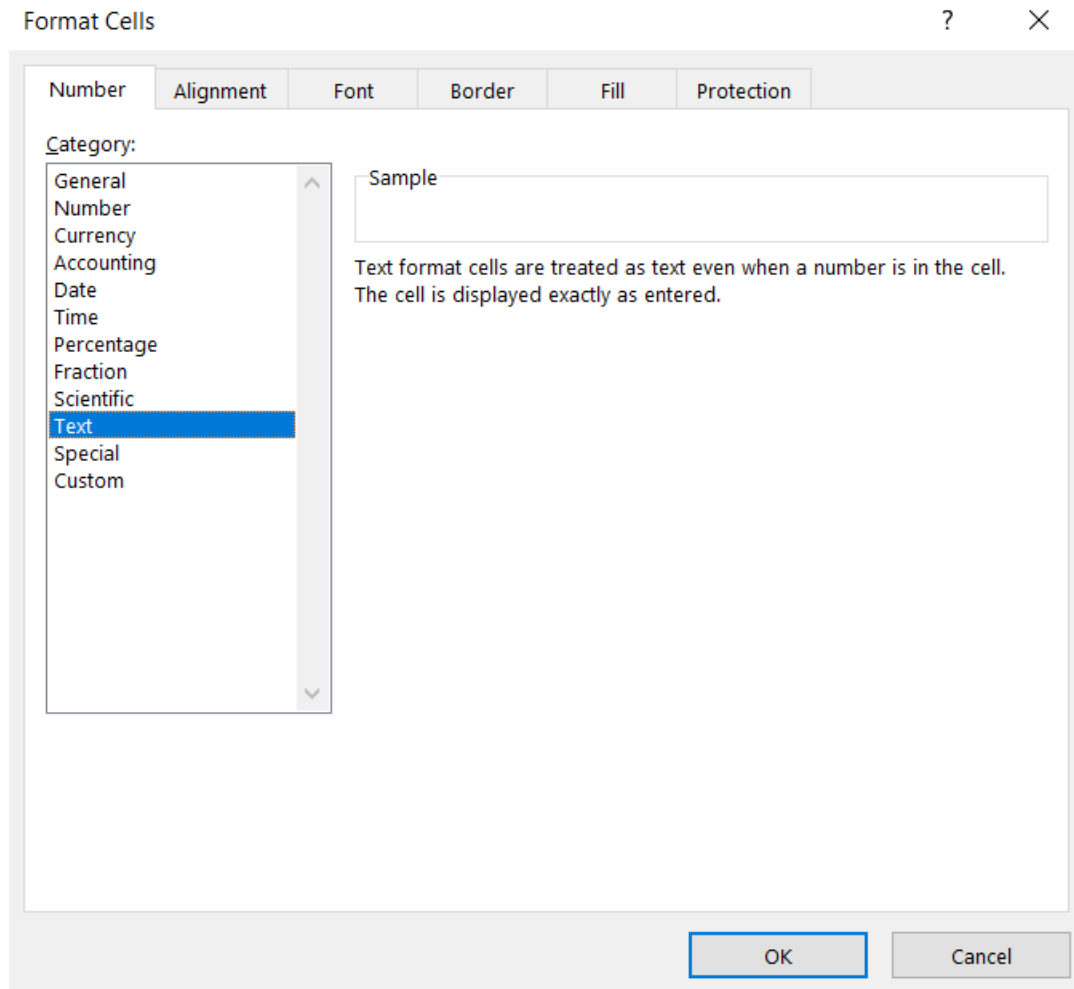
You should follow these steps before you start:

1. Open a new Excel spreadsheet.
2. Highlight columns A through AB, then right-click your mouse and select “**Format Cells.**”
3. In the popup box, make sure the **Number tab** is selected. Under the **Category** menu, select “**Text.**”
4. Click **OK.**



You must select Text in order to retain leading zeroes in the Social Security number and ACT code fields.

5. See the **Date Format** topic below for additional formatting requirements in Excel.

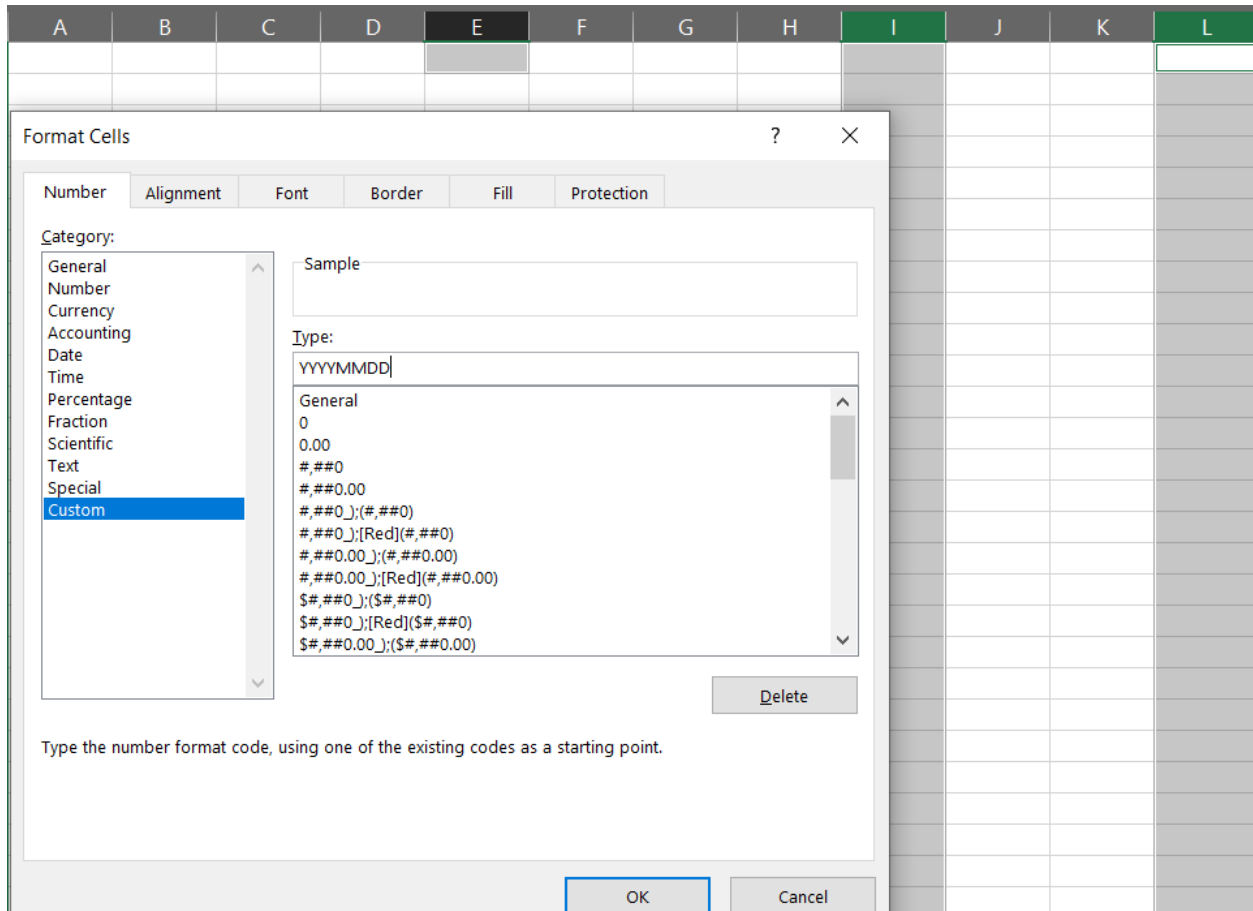


Date Format

Format your date fields as **YYYYMMDD**. If your dates are already in this format, you do not need to do anything. If they are not, you will need to create a custom format in Excel as follows.

1. Highlight cell E1 and columns I & L (hold down the CTRL or Control key to make multiple selections), right-click your mouse, and select "Format Cells."
2. In the Category menu of the Number tab, select "Custom."

3. In the field under “Type,” enter “YYYYMMDD.”
4. Click OK.



Graduates File Step-by-Step Instructions

Once you have set up the correct formatting in Excel as shown above, there are five important steps to input, finalize, and submit your file to the National Student Clearinghouse.

- Step 1: [Enter Header Row](#)
- Step 2: [Enter Student Detail Rows](#)
- Step 3: [Enter Trailer Row](#)
- Step 4: [Save the Excel File](#)
- Step 5: [Submit the File to the Clearinghouse](#)

Step 1: Enter Header Row (Row 1)

All fields in the header row are required.

	A	B	C	D	E	F	G	H	I	J
1	PH3	12345678	Hometown School District	P	20200101	2019-2020				
2										
3										
4										
5										

Column A = enter **PH3*** (*exactly 3 characters*) **required field**

Column B = Your **Account Code***. Can be found on your account reference sheet *** **this must be entered exactly as shown***** (*max. 10 characters*) **required field**

Column C = Your **Account Name***. Can be found on your account reference sheet (*max. 80 characters*) **required field**

Column D = enter **P*** (*only recognized value*) **required field**

Column E = **Transmission Date***. Enter the current date in YYYYMMDD format. Example: 20200115 (*exactly 8 characters*) **required field**

Column F = **Diploma Date/s***. Date range for the diploma records you are sending. The date range can be one year or a range of several years. Example: 2019 or 2014-2019 **required field**

Step 2: Enter Student Detail Rows (Beginning on Row 2)

You will enter each student's information in its own row called a Detail Row. The first Detail Row should be placed in Row 2, directly under the Header Row. The spacing requirements for the Header and Detail Rows are different; do not be concerned that the Header and Detail rows don't line up. Be sure to follow the instructions for inputting the student detail rows.

> Enter Columns A-I

The following columns are required fields; you must provide a value in the field.

	A	B	C	D	E	F	G	H	I
1									
2	PD3	123456789	Steve	Peter	Smith			Sam	19910612
3	PD3	NO SSN	Dan	L	White	Jr			19911125
4	PD3	987654321	Katie		Nolan				19910121
5	PD3	NO SSN	Joe	P	Brady	IV			19920927
6	PD3	NO SSN	Sarah	M	Wilson		Martin		19900416

Column A = Enter PD3. * This is required at the beginning of every student detail row. (exactly 3 characters) **required field**

Column B = Enter the student’s nine-digit Social Security number (no dashes). If you do not collect a student’s Social Security number or you do not want to provide it, enter “NO SSN” in this field. If you do provide it, remove the dashes: 111-22-3333, for example, should be entered as 111223333 (max. 9 characters) **required field**

Column C = Student’s First Name (max. 40 characters) **required field**

Column D = Student’s Middle Name/Initial (no periods) (max. 40 characters) **required field**

Column E = Student’s Last Name. * You can submit a student’s last name with a space, a hyphen, or an apostrophe. Example: Smith Anderson, Smith-Anderson, or D’Amaro are acceptable. We cannot accept foreign characters at this time; remove them from the student’s name. Enter a regular alpha character. Please do not include any suffix information in this field. There is a separate field designated for name suffixes, see Column F. (max. 40 characters) **required field**

Column F = Student’s Name Suffix. Use letters, not numbers (e.g., Jr, I, II, III, IV, V). Do not include punctuation, such as (.) periods. (max. 3 characters)

Column G = Previous Last Name (max. 40 characters)

Column H = Previous First Name (max. 40 characters)

Column I = Student’s Date of Birth (YYYYMMDD format). Please see “Date Format” under the formatting requirements above, if needed. (exactly 8 characters). **required field**

> Enter Columns J-O

Columns marked with an asterisk (*) are required. Otherwise, **if information is unavailable, you can leave the field blank.**

	J	K	L	M	N	O
1						
2	123456789	Modified Diploma	22080505	Y	Simpson High School	123456
3	555558973	Other	20090615	N	Bayside High School	555222
4		Vocational Certificate	20100701	N	Butler High School	456879
5	98745651	Endorsed/Advanced Diploma	20070430	Y	Simpson High School	123456
6	1445566	General Education Development (GED) Credential	20110115	N	Bayside High School	555222

Column J = Student ID Number. ID number associated with this student by your school/district. (max. 15 characters)

Column K = Diploma Type Enter a description of the diploma type that your students earned. Below are the values we recommended you use. If your school/district has a unique state diploma identifier, you can enter that. **required field**

- Endorsed/Advanced Diploma
- General Education Development (GED) Credential
- High School Equivalency Credential (other than GED)
- International Baccalaureate
- Modified Diploma
- Regular Diploma
- Vocational Certificate
- Other

Column L = Student's High School Graduation Date (YYYYMMDD format). Please see "Date Format" under the formatting requirements above, if needed. (exactly 8 characters) **required field**

Column M = FERPA Block. * [FERPA](#) stands for Family Education Right to Privacy Act. (exactly 1 character) **required field**

Y = FERPA Block indicates that the student or parent has requested a FERPA block

N = No FERPA Block or FERPA status is unknown

Column N = High School Name. * (can be found on your account reference sheet) (max. 50 characters) **required field**

Column O = 6-digit ACT Code. * for the high school from which the student graduated (can be found on your account reference sheet) (exactly 6 characters) **required field**

> Enter Columns Q-AA

O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
													ED

Column Q = blank

Column R = blank

Column S = blank

Column T = blank

Column U = blank

Column V = blank

Column W = blank

Column X = blank

Column Y = blank

Column Z = blank

Column AA = blank

> Enter Column AB

Column AB = ED*: This is the end of student detail records; please enter ED for all student records in column AB. (exactly 2 characters) **required field**

Step 3: Enter Trailer Row

Columns marked with an asterisk () are required.*

Enter the following characters in the Trailer Row, which follows the last line of student data and is the last row of the file. This line indicates that there are no additional student records included in the file.

Column A = enter **PT3*** (exactly 3 characters) **required field**

Column B = enter the Excel row number for the Trailer Row* (max. 8 characters) **required field**

Step 4: Save the Excel File

1. In the File menu on the main toolbar, select **“Save As.”**
2. On the “Save As” window, select the drive and/or directory where you would like to save the file.
3. Enter a file name. You can use underscores (_) and hyphens (–) in your file name. The following characters and spaces in your file name will cause the file to fail at upload: ! @ # \$ % ^ & * () + ? / \ ” ‘ : ; ~ ` [] { } =
4. Select **“Text (Tab delimited).”**
5. Click **Save.**

You may find a popup window in Excel stating that “the selected file type does not support workbooks that contain multiple sheets.” If so, click **OK** to save the active sheet.

IMPORTANT: File names can contain hyphens (–) and underscores (_). Do not use these characters in your file name: ! @ # \$ % ^ & * () + ? / \ ” ‘ : ; ~ ` [] { } =

You may also see a popup window that says your file “may contain features that are not compatible with Text (Tab delimited).” Click **Yes** to keep this format. Your file is now saved as a text, tab-delimited file (*.txt) in the location you selected.

Step 5: Submit the File

Go to <https://ftps.nslc.org/> to transmit your file to the Clearinghouse via your secure FTP account.

Do not email your files to the Clearinghouse. This is not a secure method of transferring data.

If you have questions or need further assistance, please see our [secure FTP help](#) or contact studenttracker@studentclearinghouse.org.

**Indicates a required value.*