

NATIONAL STUDENT CLEARINGHOUSE®



Creating StudentTracker® Non-Consent Based Request Files Using Excel

April 25, 2016

NATIONAL STUDENT CLEARINGHOUSE

2300 Dulles Station Blvd., Suite 300, Herndon, VA 20171

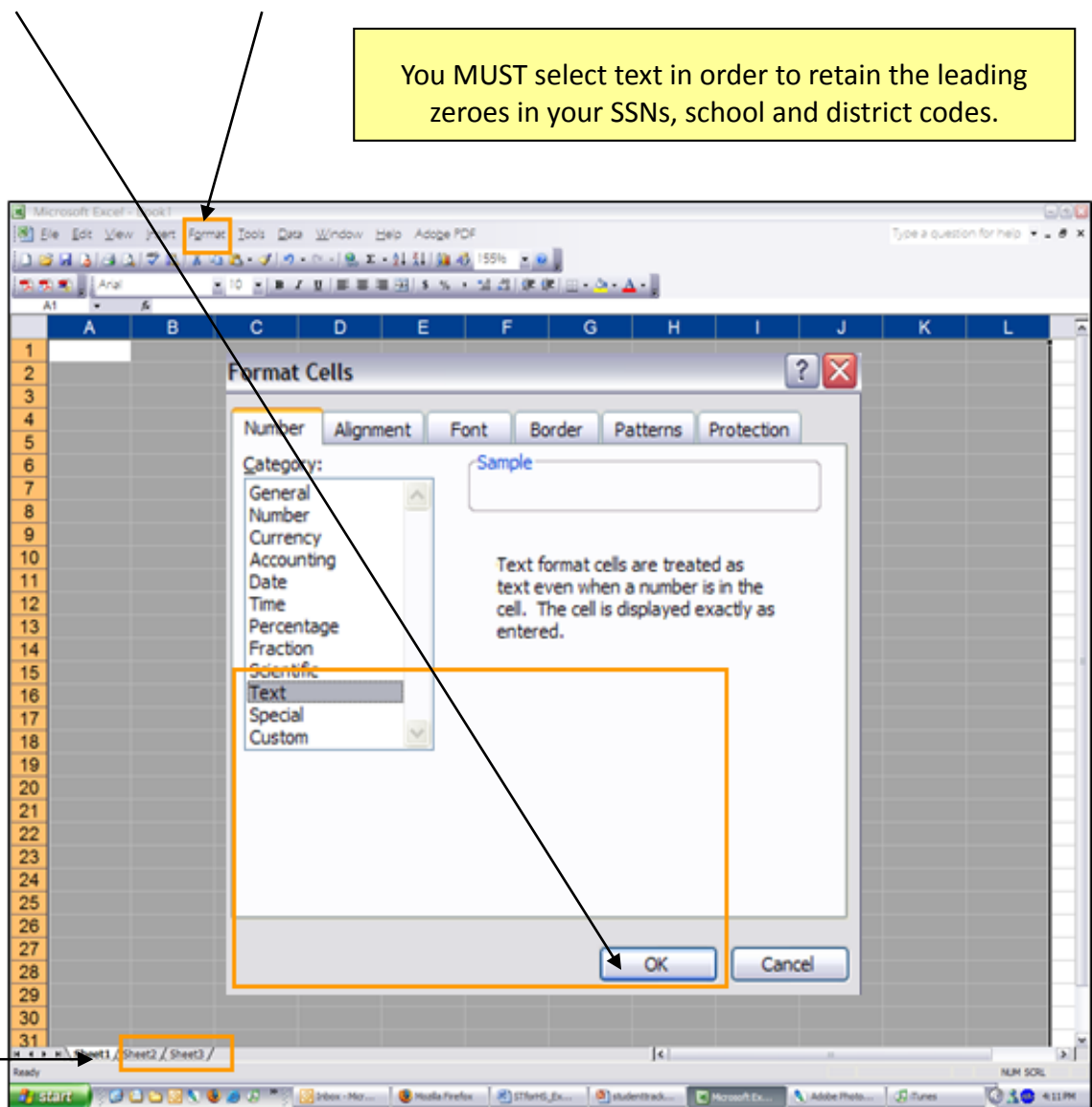
Creating StudentTracker Research Files in Flat File Format

This guide will help you use Excel to format your StudentTracker graduates files. If you have questions or need assistance, contact studenttracker@studentclearinghouse.org.

STEP 1: FORMAT COLUMNS A-L

- Open a new Excel spreadsheet and highlight columns A through L (columns will appear shaded).
- Under the “Format” menu, select “Cells.”
- On the number tab of the “Format Cells” window, select “Text” and click “OK.”

You MUST select text in order to retain the leading zeroes in your SSNs, school and district codes.



Delete extra worksheet tabs by right clicking each tab and selecting “Delete” from the menu.

If you need assistance, contact studenttracker@studentclearinghouse.org

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STEP 2: ENTER DETAIL RECORDS FOR COLUMNS A-L BEGINNING IN ROW 2

Each student's information should be entered in its own row. Columns marked with an asterisk(*) are required.

- Column A = **D1***
- Column B = leave blank
- Column C = **First Name***
- Column D = **Middle Initial** (no periods)
- Column E = **Last Name***
- Column F = **Name Suffix** (use letters not numbers, e.g., Jr, I, II, III, IV, V)
- Column G = **Date of Birth** in YYYYMMDD format*

IMPORTANT: Not required, but you are strongly encouraged to submit this data element as the omission could impact your match rate.

- Column H = **Search begin date** in YYYYMMDD format*
- Column I = leave blank
- Column J = leave blank
- Column K = **00**
- Column L = **Requestor Return Field** (include any information you want unaltered and returned to you with the student record in the detailed report)

	A	B	C	D	E	F	G	H	I	J	K	L
2	D1		Susie	A	Jones		19870605	20060907			00	
3	D1		Jonathan		Kim	Jr	19880803	20060914			00	
4	D1		Megan	B	Langley		19880314	20060901			00	

Max. Characters Allowed:

2 characters 20 characters 1 character 20 characters 5 characters 8 characters 8 characters 2 characters 50 characters

Annotations: Leave Blank (B, I, J), Middle Initial (D), Suffix (F), First Name (C), Last Name (E), DOB (G), Search Begin Date (H), Return Field (L)

IMPORTANT
Do NOT use quotes, commas or periods in any field.

If you need assistance, contact studenttracker@studentclearinghouse.org

STEP 3: ENTER HEADER ROW COLUMNS A-G IN ROW 1

- Insert a row above the detail records
- Column A = **H1**
- Column B = **Account Number**
- Column C = **00**
- Column D = **Organization Name**
- Column E = **File creation date** in YYYYMMDD format
- Column F = **Inquiry purpose = DA**
- Column G = **S**

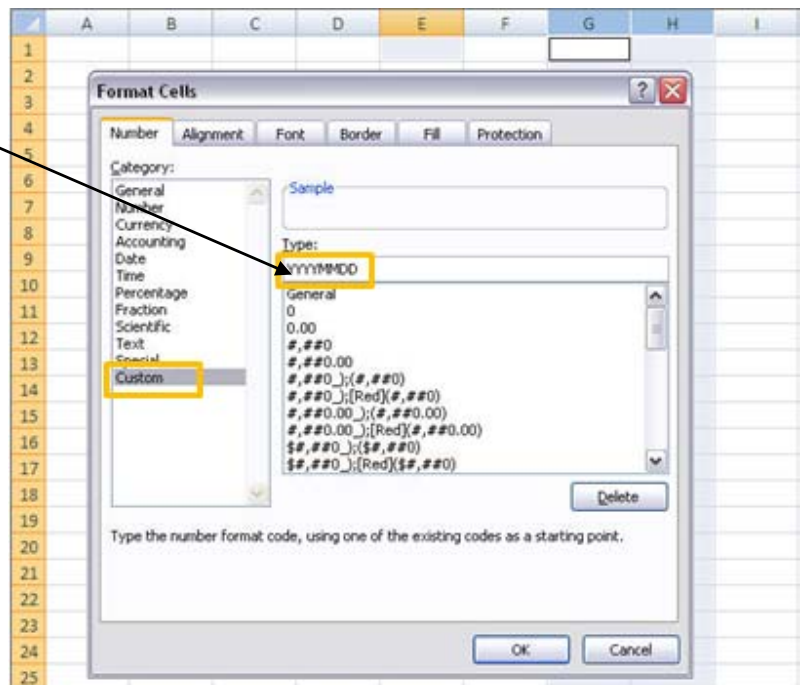
	A	B	C	D	E	F	G
1	H1	123456	00	Educational Organization Name	20100201	DA	S

Max. Characters Allowed:

2	6	40	8	2	1
characters	characters	characters	characters	characters	character

STEP 4: FORMAT CELL E1 & COLUMNS G-H

- Select cell E1 and columns G-H (hold down the control key to make multiple selections).
- Under the “Format” menu, select “Cells.”
- Select “Custom” on the number tab.
- In the “Type” field, enter YYYYMMDD and click “OK.”



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STEP 5: ENTER TRAILER RECORD IN THE LAST ROW

- Column A = **T1**
- Column B = **Row number** of the trailer record (you must place the trailer record in the row immediately following the last student data record row)
- Column C-L = **Blank**

	A	B	C	D	E	F	G	H	I	J	K	L
5	T1	5										

Max. 2 8
Characters characters characters
Allowed:

STEP 6: SAVE YOUR FILE

- In the File menu on the main toolbar, select “Save As.”
- On the “Save As” window, select the drive and/or directory where you would like to save the file.
- Enter a file name (your 6-digit entity code used in Row 1 Column B should be part of the file name).
- Select “Text (Tab delimited)” from the Save as Type drop-down menu.
- Click “Save.” Your file will be saved as A text tab-delimited file in the location you selected.


File name:	012345	▼
Save as type:	Text (Tab delimited)	▼
		Save Cancel

IMPORTANT
Do NOT use these characters in your
file name: ! @ # \$ % ^ & * () +
You can use underscores.

If you need assistance, contact studenttracker@studentclearinghouse.org

STEP 6: SUBMIT YOUR FILE

- Go to <https://ftps.nslc.org/> to transmit your file to the Clearinghouse via your Secure FTP account. If you do not have a Secure FTP account, visit www.studentclearinghouse.org/ftps/default.htm or email us at studenttracker@studentclearinghouse.org.

 **National Student Clearinghouse**
The nation's trusted source for student degree and enrollment verification

⇒ Sign On

Username:

Password:

Security Notice
You are about to access a secured resource. Unauthorized access is strictly forbidden. We reserve the right to monitor and/or limit access to this resource at any time.

Need Help? [Tech Support](#) - [Online Manual](#)

IMPORTANT: Do NOT email your files. This is not a secure method of transferring data.

**The type codes in this document are "A" alpha, "N" numeric, and "AN" alpha numeric.*

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