

Creating a Text File

Follow these steps to create your text file:

1. Save this [Excel worksheet](#) file to your hard drive.
2. Fill out the Excel worksheet with appropriate information.
*To check valid entries for each field, refer to the table below. **Bold headings are required fields.***
3. Click on the File menu and choose the Save As option.
4. In the Save As dialog box, select the Text (tab delimited) (*.txt) file type.
5. Click Save
6. Click Yes to keep the format.
7. Save and close the Excel worksheet.

Rules and Codes for Valid Text File Entries

File Fields	Valid Entries	Code Definitions
FirstName:	20 letters (a-z), numbers (0-9), spaces, apostrophes, hyphens and periods	
MiddleInitial:	2 letters (a-z), numbers (0-9), spaces, apostrophes, hyphens and periods	
LastName:	32 letters (a-z), numbers (0-9), spaces, apostrophes, hyphens and periods	
StudentID:	12 Numbers (0-9)	
Grade:	Select one of the cell dropdown values	
SuccessNetLanguage:	Select one of the cell dropdown values	ENG = English; ESP = Espanol
UserName:	6-30 letters (a-z), numbers (0-9) and underscores; if user name is specified, then password and password confirmation must also be specified	
Password:	6-30 letters (a-z) and numbers (0-9)	
PasswordConfirmation:	6-30 letters (a-z) and numbers (0-9)	
Gender:	Select one of the cell dropdown values	F = Female.; M = Male.; UN = Unknown.
EnglishLanguageProficiency:	Select one of the cell dropdown values	ENG = English.; ESL = English Second Language.; UN = Unknown.
Ethnicity:	Select one of the cell dropdown values	AFA = African American.; ASN = Asian.; CAU = Caucasian.; HSP = Hispanic OR Latino; NA = Native American/Alaskan Native.; PI = Native Hawaiian/Pacific Islander.; OTH = Other.; UN = Unknown.
MealProgram:	Select one of the cell dropdown values	FRL = Free or reduced lunch.; NONE = Not economically disadvantage.; UN = Unknown.
SpecialCondition:	Select one of the cell dropdown values	AD = ADD/ADHD.; AUT = Autistic.; EI = Emotionally imparied.; HI = Hearing impaired.; LI = Learning impaired.; MI = Motor impaired.; SI = Speech impaired.; VI = Visually impaired.; OTH = Other impairment.; NONE = No special condition.; UN = Unknown.
MigrantStatus:	Select one of the cell dropdown values	MI = Migrant.; NMI = Non-Migrant.; UN = Unknown
SpecialServices:	Select one of the cell dropdown values	504 = 504.; IEP = IEP.; GT = Gifted/Talented.; T1 = Title.; NONE = No special services.; UN = Unknown.

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