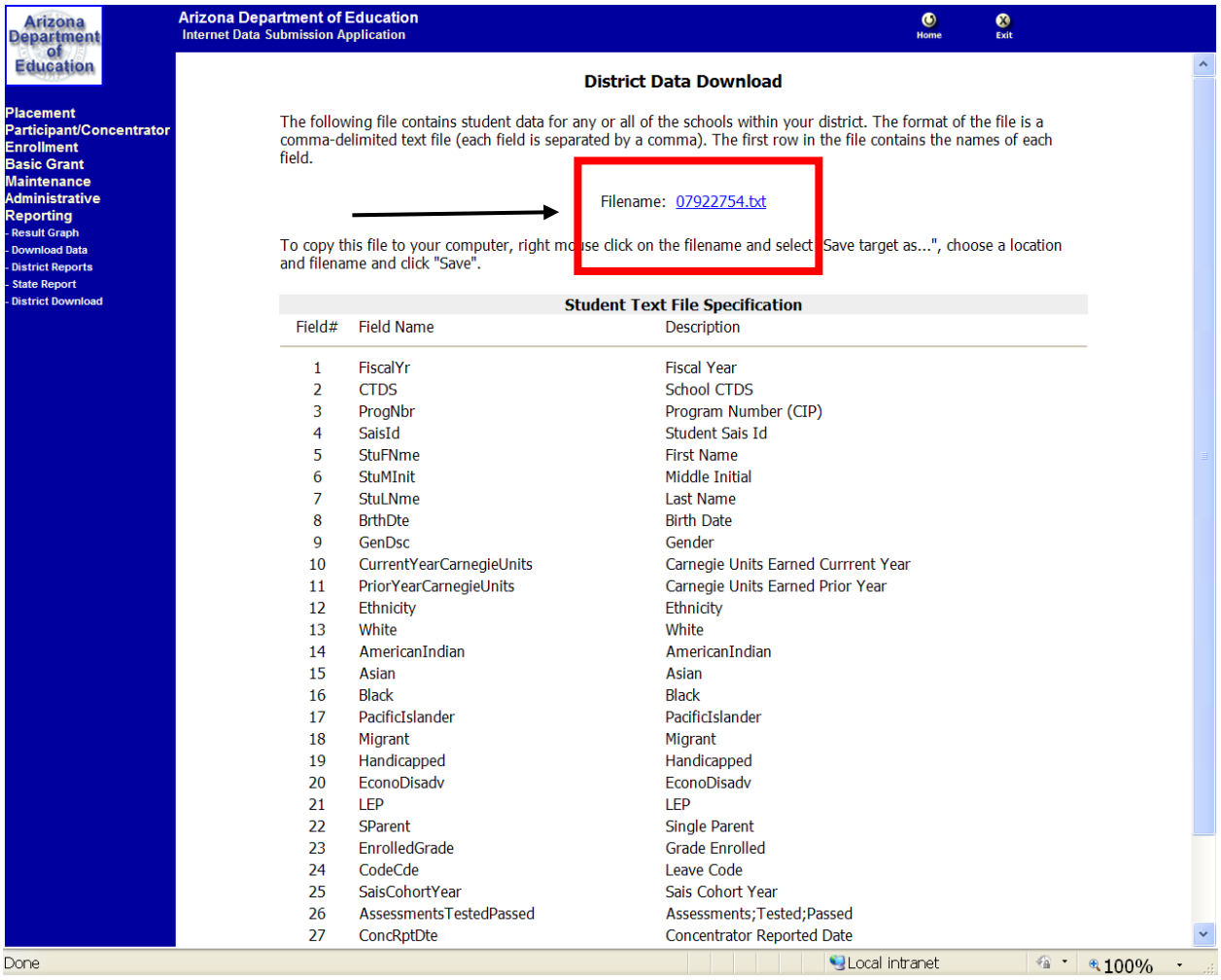


Student Text File Specification

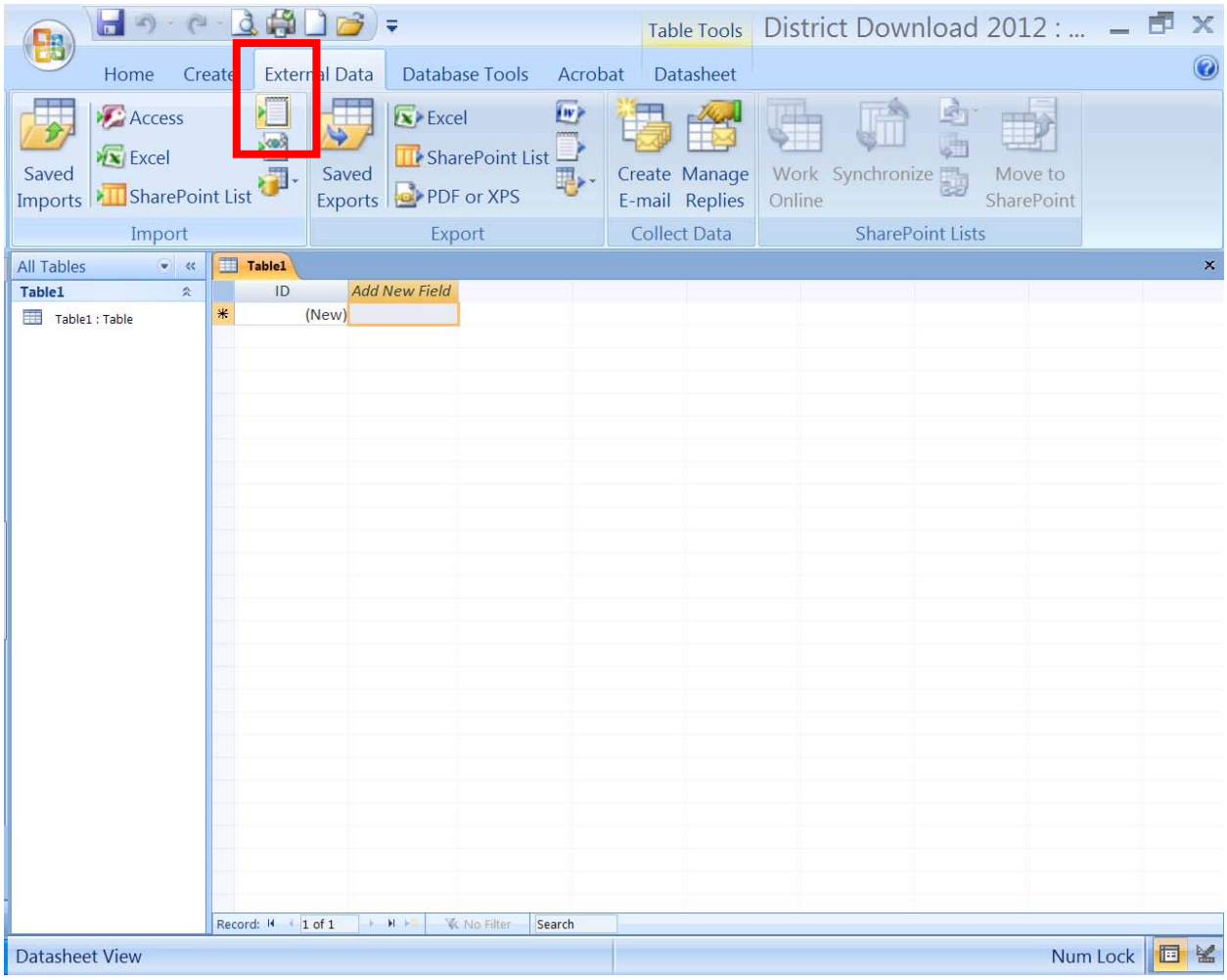
Field#	Field Name	Description
1	FiscalYr	Fiscal Year
2	CTDS	School CTDS
3	ProgNbr	Program Number (CIP)
4	SaisId	Student Sais Id
5	StuFNme	First Name
6	StuMInit	Middle Initial
7	StuLNme	Last Name
8	BrthDte	Birth Date
9	GenDsc	Gender
10	CurrentYearCarnegieUnits	Carnegie Units Earned Currrent Year
11	PriorYearCarnegieUnits	Carnegie Units Earned Prior Year
12	Ethnicity	Ethnicity
13	White	White
14	AmericanIndian	AmericanIndian
15	Asian	Asian
16	Black	Black
17	PacificIslander	PacificIslander
18	Migrant	Migrant
19	Handicapped	Handicapped
20	EconoDisadv	EconoDisadv
21	LEP	LEP
22	SParent	Single Parent
23	EnrolledGrade	Grade Enrolled
24	CodeCde	Leave Code
25	SaisCohortYear	Sais Cohort Year
26	AssessmentsTestedPassed	Assessments;Tested;Passed
27	ConcRptDte	Concentrator Reported Date

Import a text file into Access:

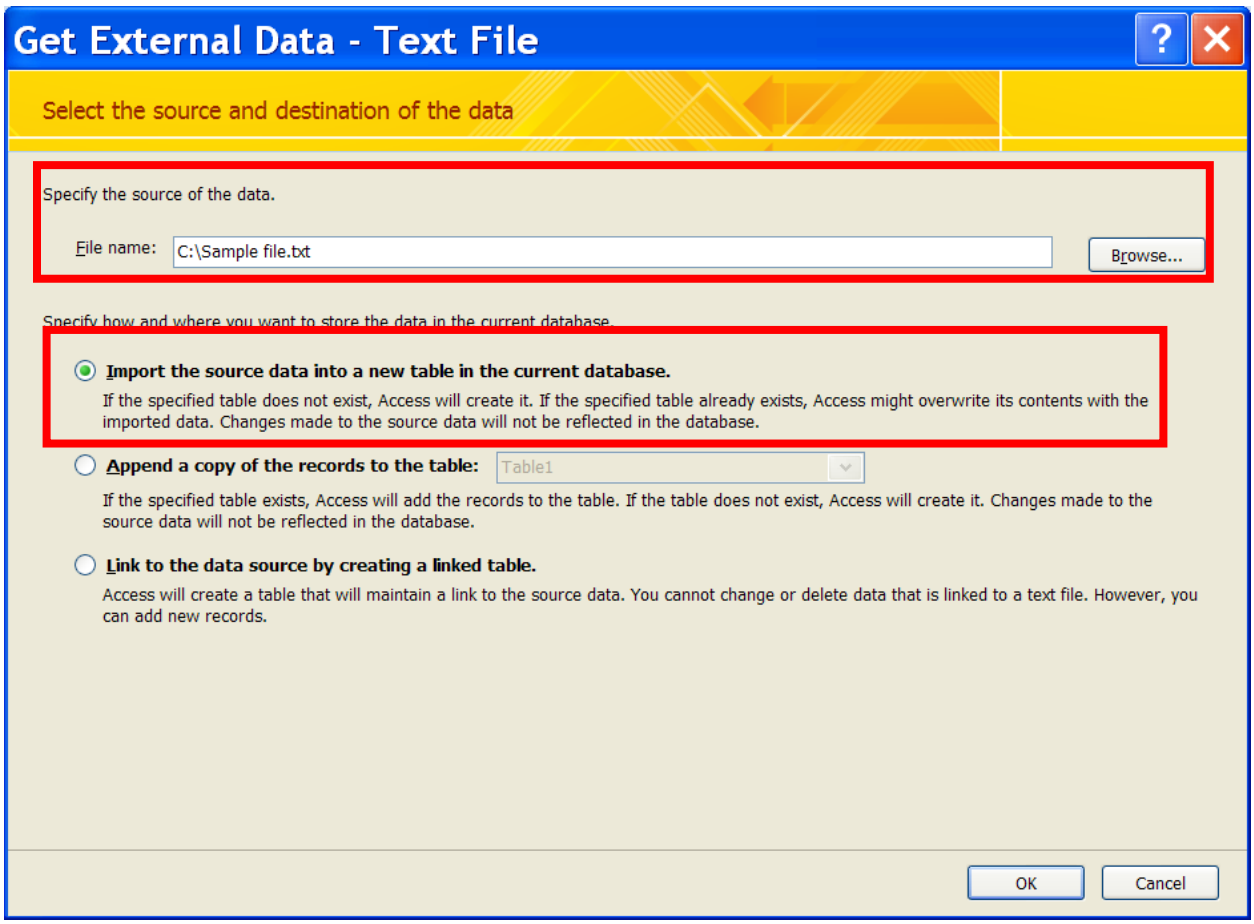
- After the file has been created using District Download, right-Click on the blue link next to Filename:

  Filename: 07922754.txt

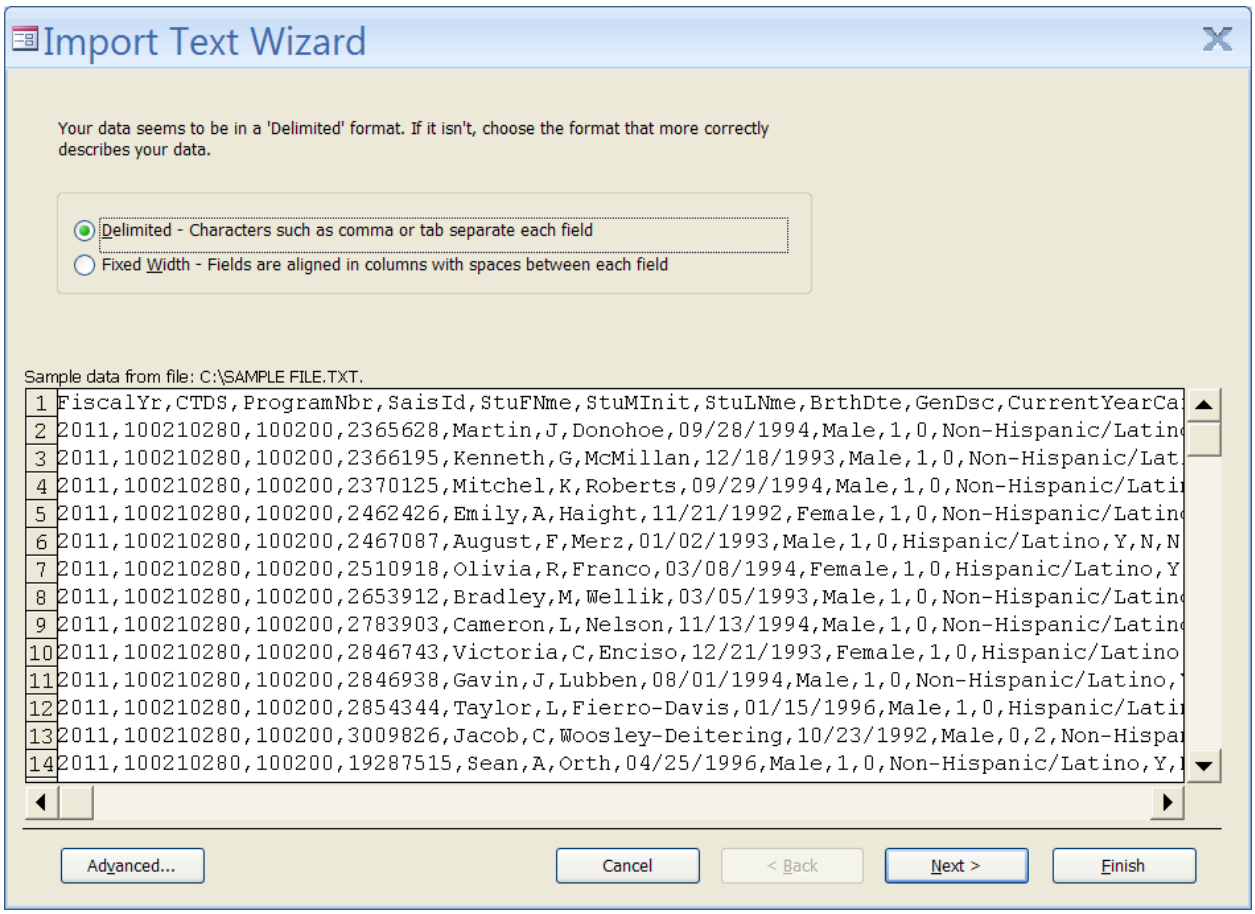
- Choose *Save Target As* and save the file to your C: drive.
- Open Access – create a blank database with an appropriate name on your C: drive (as in – 2011 Sample District Download)



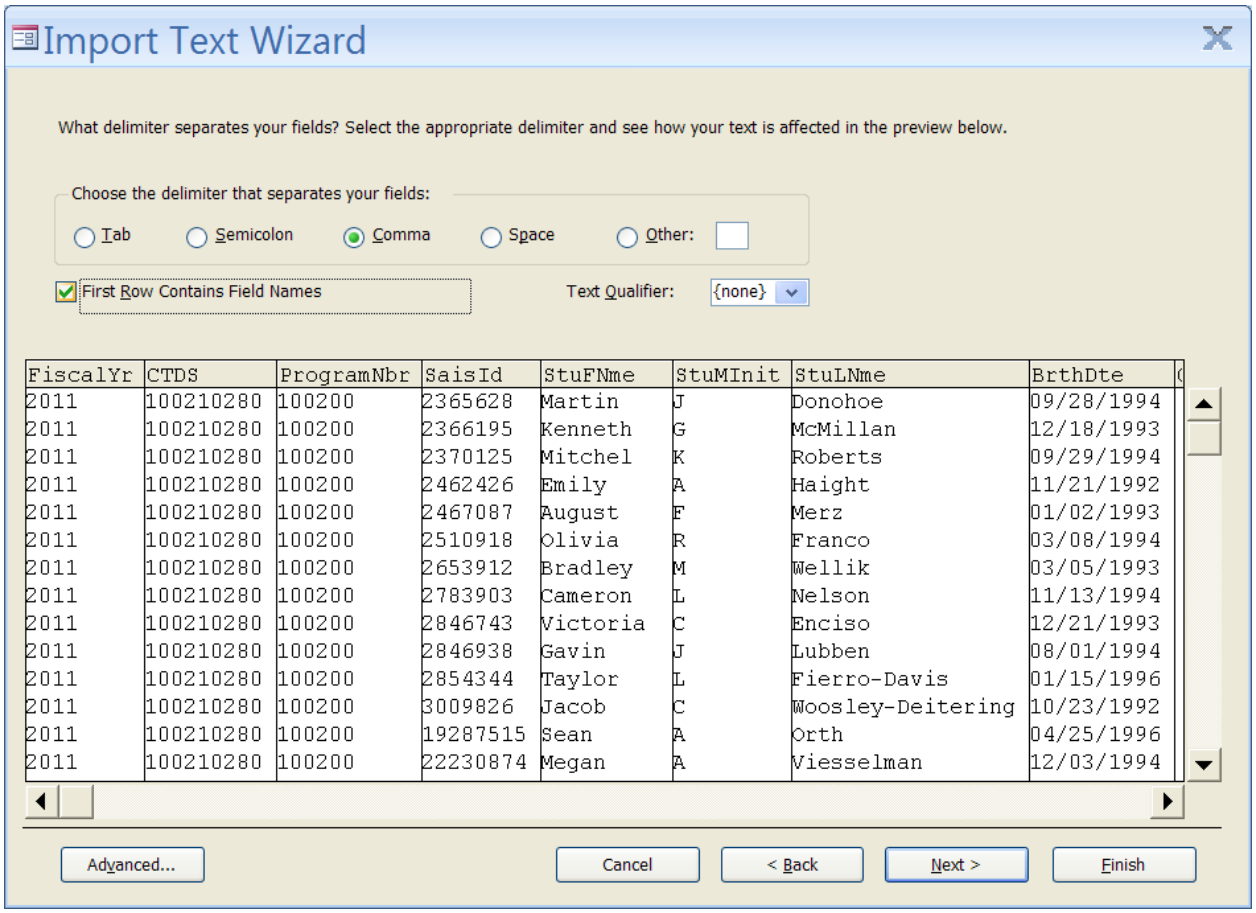
- Click on External Data and Import a Text file



- Access will display a window asking for the source of the data – the file you saved on the C: drive
- Import the text file into a new table in the current database

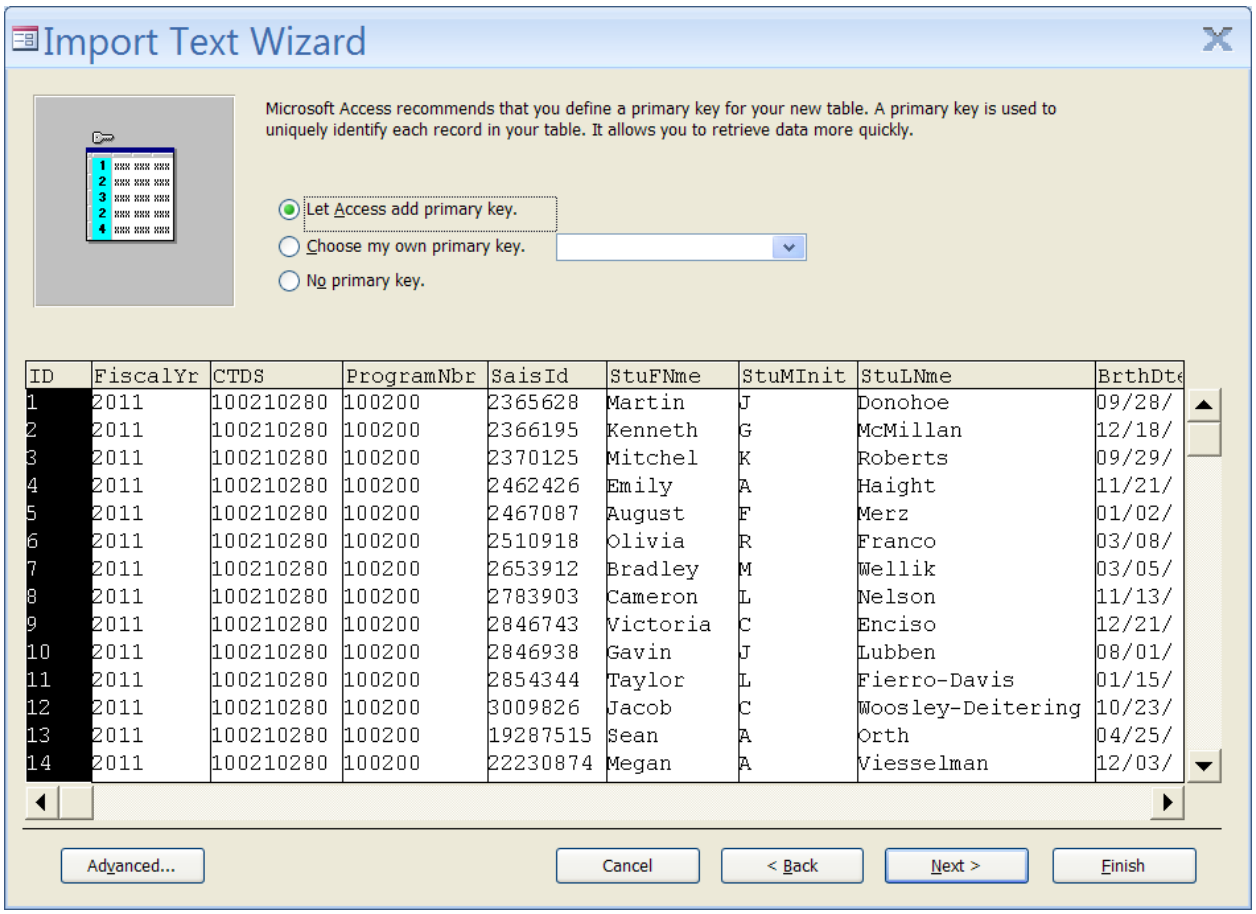


- Choose Delimited as the format. The District Download files are comma-delimited (commas separate the data fields).



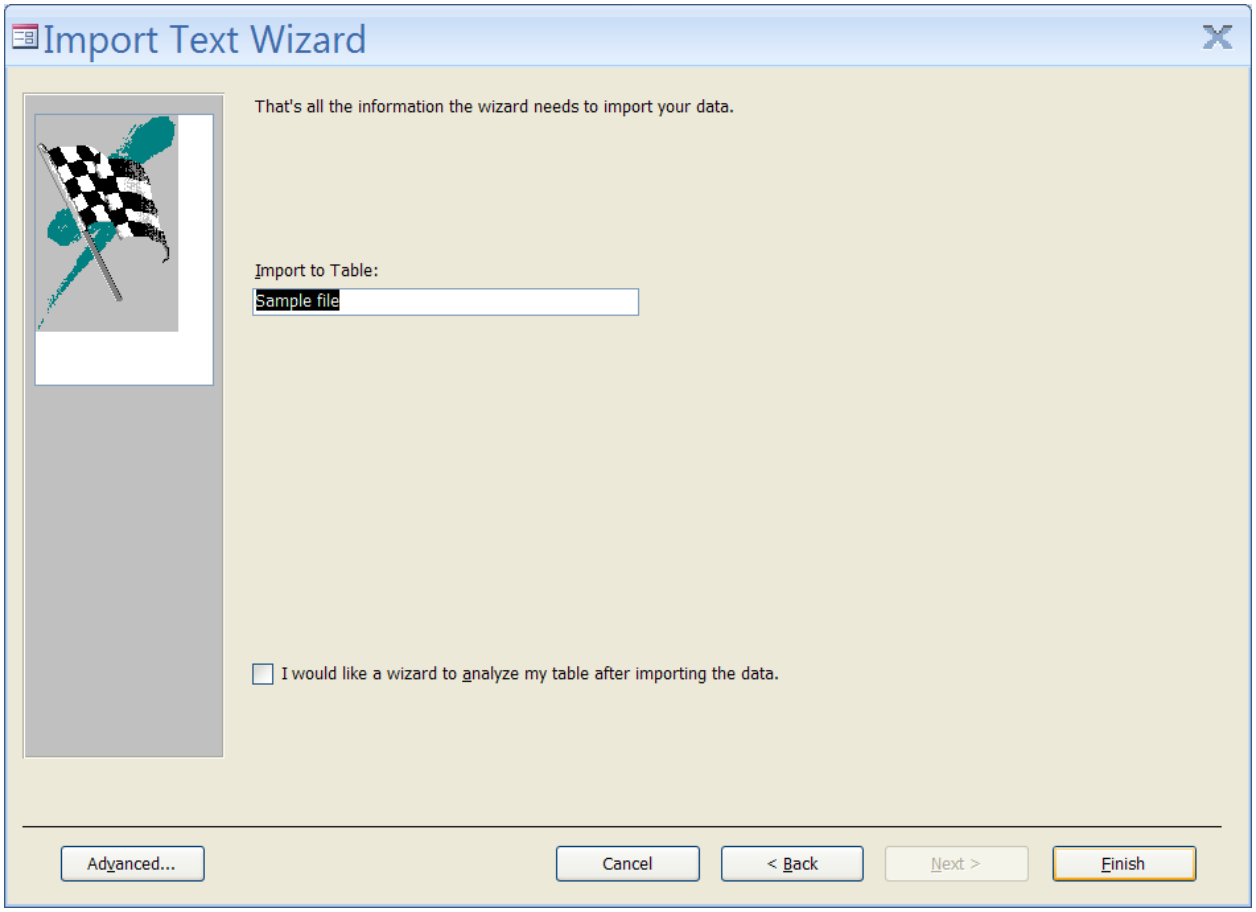
FiscalYr	CTDS	ProgramNbr	SaisId	StuFNme	StuMInit	StuLNme	BrthDte
2011	100210280	100200	2365628	Martin	J	Donohoe	09/28/1994
2011	100210280	100200	2366195	Kenneth	G	McMillan	12/18/1993
2011	100210280	100200	2370125	Mitchel	K	Roberts	09/29/1994
2011	100210280	100200	2462426	Emily	A	Haight	11/21/1992
2011	100210280	100200	2467087	August	F	Merz	01/02/1993
2011	100210280	100200	2510918	Olivia	R	Franco	03/08/1994
2011	100210280	100200	2653912	Bradley	M	Wellik	03/05/1993
2011	100210280	100200	2783903	Cameron	L	Nelson	11/13/1994
2011	100210280	100200	2846743	Victoria	C	Enciso	12/21/1993
2011	100210280	100200	2846938	Gavin	J	Lubben	08/01/1994
2011	100210280	100200	2854344	Taylor	L	Fierro-Davis	01/15/1996
2011	100210280	100200	3009826	Jacob	C	Woosley-Deitering	10/23/1992
2011	100210280	100200	19287515	Sean	A	Orth	04/25/1996
2011	100210280	100200	22230874	Megan	A	Viesselman	12/03/1994

- Comma will be the delimiter that separates your fields. Check the box that says First Row Contains Field Names. Click on Next.



ID	FiscalYr	CTDS	ProgramNbr	SaisId	StuFNme	StuMInit	StuLNme	BrthDte
1	2011	100210280	100200	2365628	Martin	J	Donohoe	09/28/
2	2011	100210280	100200	2366195	Kenneth	G	McMillan	12/18/
3	2011	100210280	100200	2370125	Mitchel	K	Roberts	09/29/
4	2011	100210280	100200	2462426	Emily	A	Haight	11/21/
5	2011	100210280	100200	2467087	August	F	Merz	01/02/
6	2011	100210280	100200	2510918	Olivia	R	Franco	03/08/
7	2011	100210280	100200	2653912	Bradley	M	Wellik	03/05/
8	2011	100210280	100200	2783903	Cameron	L	Nelson	11/13/
9	2011	100210280	100200	2846743	Victoria	C	Enciso	12/21/
10	2011	100210280	100200	2846938	Gavin	J	Lubben	08/01/
11	2011	100210280	100200	2854344	Taylor	L	Fierro-Davis	01/15/
12	2011	100210280	100200	3009826	Jacob	C	Woosley-Deitering	10/23/
13	2011	100210280	100200	19287515	Sean	A	Orth	04/25/
14	2011	100210280	100200	22230874	Megan	A	Viesselman	12/03/

- You can choose to let Access add a primary key, or choose your own primary key, or no primary key at all.



- Click on Finish to import the text file into your new table.
- Open the new table in Access.