



National Student
Clearinghouse[®]

Creating StudentTracker[®] Non-Consent Based Request Files Using Excel

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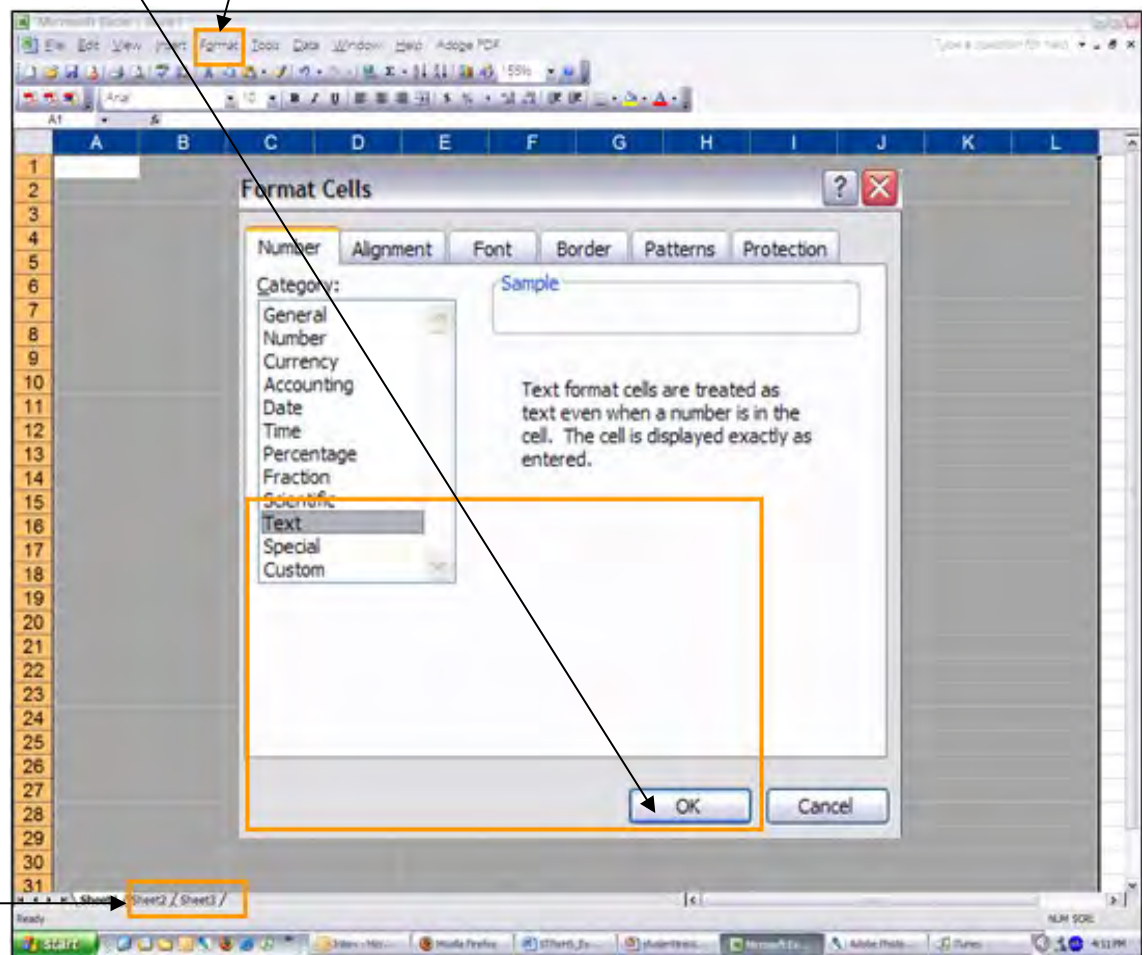
Creating StudentTracker Research Files in Flat File Format

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 to retain the leading zeroes in your SSNs, school, and district codes.



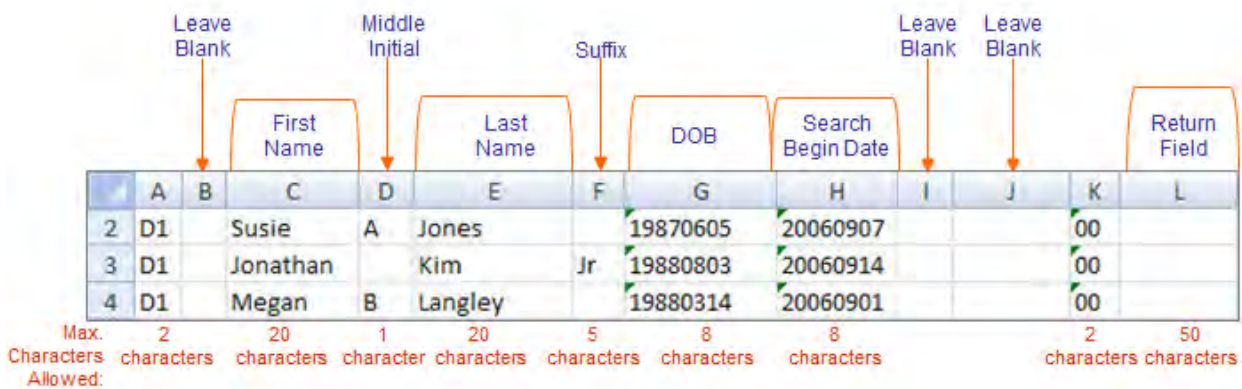
Delete extra worksheet tabs by right clicking each tab and selecting "Delete" from the menu.

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.

Freeform field that allows you to enter values that are important to your institution for performing additional analysis. We suggest using an underscore to separate values. Do **not** use quotes, commas, or periods. Data is returned in the Student Detail report. Note: Alpha characters are returned as capitalized letters.



	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:

A	B	C	D	E	F	G	H	I	J	K	L
2	20	1	20	5	8	8	8	2	50		

IMPORTANT

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

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

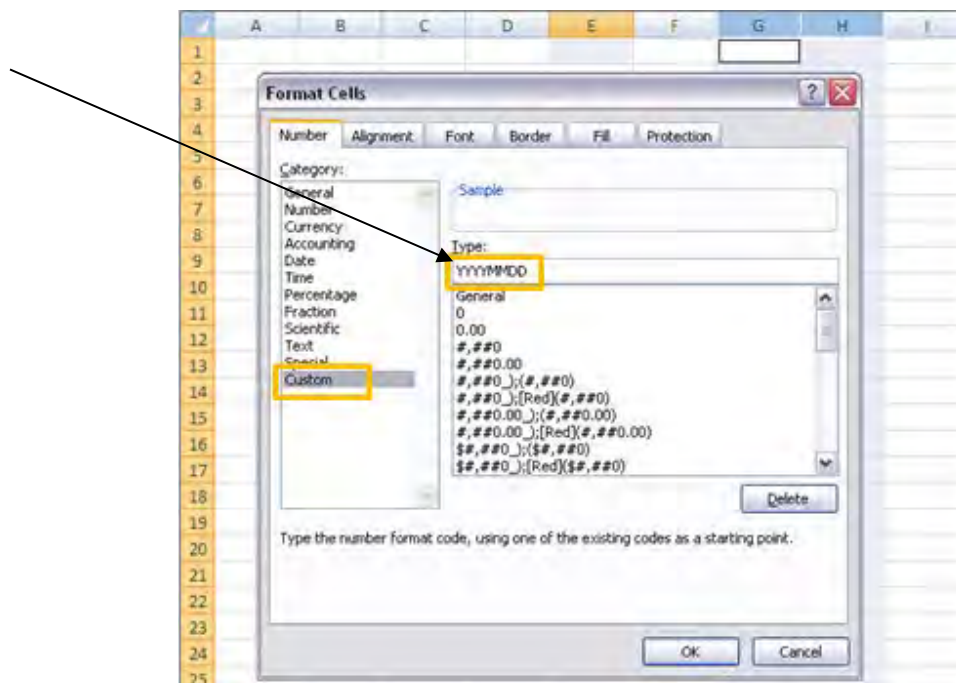
	A	B	C	D	E	F	G
1	H1	123456	00	Educational Organization Name	20100201	DA	S

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."



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.



IMPORTANT

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

STEP 7: 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, email us at studenttracker@studentclearinghouse.org.

IMPORTANT

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