File Format for Printing Regents Answer Sheets

File specifications:
- The file must be in a **.csv** format
- A header record is required with the exact field names below

Fields:
- *** *DistrictCode*** =DW District Code - 8 characters – Public Schools (NY + 6 first digits of BEDs)
  – Non Public Schools (80 + institution Code)

- *** *LocationCode*** = DW LocationCode - 3-6 characters (example: 002 or 033937)

- *** *Version*** = DW Version - 10 character school year end date (example: 2017-06-30)

- *** *AdminMonth*** = 3 characters - Jan, Jun or Aug

- *** *StudentID*** = 9 character local Student ID (example: 000007978)

- *** *LastName*** = Student's Last Name – 20 char ⎤ These fields are combined to print as "LastName, FirstName"
- *** *Firstname*** = Student's First Name– 20 char ⎦ and will be truncated at 30 characters when printed on the sheets

- ***GradeLevel*** = Student's DW Grade Level- 2 char (example: 09)

- ***CourseSection*** = Local Course Code + Local Section Code; combined with "-" (example 0300-01) **1-20 char**

- ***TeacherName*** = Teacher Name as needed to print on answer sheet (Usually "LastName, FirstName") **1-30 char**

- *** *StateCourseCode*** = 5 or 7 characters (7 char for Common Core exams)

- ***DistrictName*** = Null   *(Used ONLY in Aug for testing location info)*

- ***School*** = Null   *(Used ONLY in Aug for testing location info)*

* Required fields- Must be populated