Regents Student Demographic File Specifications for Districts
2026-2027

File Requirements:

- Send one file of students for each exam OR one complete file containing all exams.
- File **must** be CSV format with the .csv file extension. **Do not send files with a .txt extension**.
- **First row of the file is a header row and must contain all field names EXACTLY as shown below, including optional fields**.
- Student Id must be nine digits, zero filled to the left.
- All fields with data must be text format, comma delimited and enclosed in double quotes (" ").
- Fields with an "*" are required fields; all others are optional.
- Optional fields not used must be comma delimited with no spaces or double quotes. **The header record must still contain the field names!**
- TeacherName and CourseSection must be filled in if you are choosing to sort by these fields.
- StateCourseCode values, and a sample student file, are listed on the next page.
- The 'District Name' and 'School' fields will override the DistrictCode and Location Code fields and must be left blank. Do NOT include quotes.

FIELD NAME	Size	DESCRIPTION	Example
* DistrictCode	8	'NY' + DW District Code	"NY261001"
* LocationCode	4	Location Code	"0001"
* Version	10	School Year End Date	"2027-06-30"
* AdminMonth	3	Test Administration Month	"Jan", "Jun", "Aug"
* StudentID	9	Student ID – must be 9 digits; zero filled to the left	"012345678"
* LastName	20	Student Last Name	"Smith"
* FirstName	20	Student First Name	"John"
* GradeLevel	2	Grade Level	"09"
CourseSection	20	Course Section: Include if print sort is by section.	"GL001", "0075-1"
TeacherName	30	Teacher name: Include if print sort is by teacher.	"Black, Joe"
* StateCourseCode	5 or 7	State Course Code: include leading zero.	"04052", "02050"
DistrictName	30	Not used	, (**Do not include quotes**)
School	30	Not used	, (**Do not include quotes**)

STATE COURSE CODE CHART		ASSOCIATED REGENTS EXAM
01003	English/Language Arts	ELA
02050	Algebra I	Algebra I
02056	Algebra II	Algebra II
02072	Geometry	Geometry
03120	Physical Science:Chemistry (NEW)	Physical Science:Chemistry
03101	Physical Setting:Chemistry (OLD)	Physical Setting:Chemistry
03170	Physical Science:Physics (NEW)	Physical Science:Physics
03151	Physical Setting:Physics (OLD)	Physical Setting:Physics
04101	U.S. History and Government	U.S. History and Government
04052	Global History and Geography II	Global History and Geography II
03008	Earth & Space Sciences	Earth & Space Sciences
03050	Life Science/Biology	Life Science/Biology

Sample Student Demographic File:

DistrictCode,LocationCode,Version,AdminMonth,StudentID,LastName,FirstName,GradeLevel,CourseSection,TeacherName,StateCourseCode,DistrictName,School
"NY261001","0001","2026-06-30","Jan","012345678","Doe","John","10","US_History","Smith, Joe","04101",,"Special ED"

Sample Student Demographic File with no Course Section or Teacher Name:

DistrictCode,LocationCode,Version,AdminMonth,StudentID,LastName,FirstName,GradeLevel,CourseSection,TeacherName,StateCourseCode,DistrictName,School
"NY261001","0001","2026-06-30","Jan","012345678","Doe","John","10",,,"04101",,

Sample Common Core Student Demographic File with no Course Section or Teacher Name:

DistrictCode,LocationCode,Version,AdminMonth,StudentID,LastName,FirstName,GradeLevel,CourseSection,TeacherName,StateCourseCode,DistrictName,School
"NY261001","0001","2026-06-30","Jan","000123456","Doe","John","09",,,"02050",,