Regents Student Excel File Specifications for Non-pubs and Charters 2026-2027

This file is used to preprint Regents answer sheets with student information.

File Requirements:

- There should be one record for each exam taken by a student. For example, if a student is taking Algebra I CC and Global History, there should be two entries in the spreadsheet.
- The first row of the file is a header row and must not be changed.
- Required fields are marked with an "*"; all others are optional. CourseSection and/or TeacherName are optional but should be filled in if you want to sort printed answer sheets by these fields.
- Use the State Course/Code chart below to determine the 'Regents State Course Code' value.

Student File Layout

Field Name	Description	Example
* School Name	School Name or Student's Home District	"Aquinas HS" or "Greece"
Location Code	Leave blank	
School Year End Date	The last day of the school year	"2027-06-30"
Exam Month	Exam month	"Jan", "Jun", "Aug"
* StudentID	Student ID (9 digits so need leading zeros)	"012345678"
* LastName	* Student Last Name	"Smith"
* FirstName	* Student First Name	"John"
* GradeLevel	Grade Level (2 digits so need leading zero)	"09"
CourseSection	Course Section: Include if sort is by course section.	"GL001", "0075-1"
TeacherName	Teacher name: Include if sort is by teacher	"Black, Joe"
* Regents State Course Code	The state course code of the exam being taken	"04052", "02050"
District Name	Not used. Leave blank.	
School	Not used. Leave blank.	

State Course Code Chart

Course Code	State Course Code Name	Associated Regents Exam
01003	English/Language Arts	ELA
02050	Algebra I	Algebra I
02072	Geometry	Geometry
02056	Algebra II	Algebra II
03120	Physical Science:Chemistry (NEW)	Physical Science:Chemistry
03101	Physical Setting:Chemistry (OLD)	Physical Setting:Chemistry
03170	Physical Science:Physics (NEW)	Physical Sceince:Physics
03151	Physical Setting:Physics (OLD)	Physical Setting:Physics
04101	U.S. History and Government	U.S. History & 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