

Regents Student Demographic File Specifications for Districts 2024-2025

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	“2025-06-30”
* 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”, “02052CC”
DistrictName	30	Not used	, (Do not include quotes)
School	30	Not used	, (Do not include quotes)

STATE COURSE CODE CHART		ASSOCIATED REGENTS EXAM
01003CC	English/Language Arts III (CC)	ELA CC
02050	Algebra I	Algebra I
02056CC	Algebra II (CC)	Algebra II CC
02072CC	Geometry (CC)	Geometry CC
03001	Earth Science	Earth Science
03051	Biology	Living Environment
03101	Chemistry	Chemistry
04101F	U.S. History and Government	U.S. History & Government
04052NF	World History and Geography	World History and Geography

Sample Student Demographic File:

DistrictCode,LocationCode,Version,AdminMonth,StudentID,LastName,FirstName,GradeLevel,CourseSection,TeacherName,StateCourseCode,DistrictName,School
 "NY261001","0001","2025-06-30","Jan","012345678","Doe","John","10","US_History","Smith, Joe","04101F",,"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","2025-06-30","Jan","012345678","Doe","John","10",,"04101F",,

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","2025-06-30","Jan","000123456","Doe","John","09",,"02050",,