Regents Student Excel File Specifications for

BOCES and OOD Programs

2023-2024

This file is used to print 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**

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| **Field Name** | **Description** | **Example** |
| **\*** School Name | Student’s Home District | “Greece” |
| Location Code | Leave blank |  |
| School Year End Date | The last day of the school year | “2024-06-30” |
| 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 sorting by course  section. | “GL001”, “0075-1” |
| TeacherName | Teacher name: Include if sorting by teacher. | “Black, Joe” |
| **\*** Regents State Course  Code | The state course code of the exam being  taken | “04052”, “02052CC” |
| District Name | Not used. Leave blank. |  |
| School | Not used. Leave blank. |  |

**State Course Code Chart**

|  |  |  |
| --- | --- | --- |
| **Course**  **Code** | **State Course Code Name** | **Associated Regents Exam** |
| 01003CC | English/Language Arts III (Common Core) | ELA CC |
| 02052CC | Algebra I (Common Core) | Algebra I CC |
| 02072CC | Geometry (Common Core) | Geometry CC |
| 02056CC | Algebra II (Common Core) | Algebra II CC |
| 03001 | Earth Science | Earth Science |
| 03051 | Biology | Living Environment |
| 03101 | Chemistry | Chemistry |
| 03151 | Physics | Physics \*Restricted Form Jan 2019 |
| 04101 | U.S. History—Comprehensive | U.S. History & Government |
| 04052 | World History and Geography | Trans Global History & Geography |
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