

Regents Student Excel File Specifications for BOCES and OOD Programs 2024-2025

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

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	“2025-06-30”
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”, “02056CC”
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
02050	Algebra I	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
04101F	U.S. History and Government	U.S. History & Government
04052NF	World History and Geography	Trans Global History & Geography