

# Regents Student Excel File Specifications for Non-pubs and Charters 2024-2025

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
* <b>School Name</b>	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	“2025-06-30”
Exam Month	Exam month	“Jan”, “Jun”, “Aug”
* <b>StudentID</b>	Student ID (9 digits so need leading zeros)	“012345678”
* <b>LastName</b>	* Student Last Name	“Smith”
* <b>FirstName</b>	* Student First Name	“John”
* <b>GradeLevel</b>	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”
* <b>Regents State Course Code</b>	The state course code of the exam being taken	“04052NF”, “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
01003CC	English/Language Arts III (Common Core)	ELA CC
02050	Algebra I	Algebra I
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 <b>*Restricted Form Jan 2020</b>
04101F	U.S. History and Government	U.S. History & Government
04052NF	World History and Geography	World History and Geography