

San Diego County Office of Education

Submitting a Graduates File to the National Student Clearinghouse

- To ensure accurate processing, please format all non-date fields as text in order to retain leading zeroes.
- Format all date fields as YYYYMMDD. If your dates are already in this format, you do not need to do anything. If they are not, you will need to create a custom format in Excel as follows.
- Submit graduate files for the past 8 years, where each year is a separate file (i.e., graduating class of 2010 through 2018)

Graduate File

Step 1: Header Row

In row 1, include the following:

<i>Column</i>	<i>Data Element</i>	<i>Notes/Formatting</i>
Column A	enter PH3	Exactly 3 characters
Column B	Your Account Code	Can be found on your account reference sheet (max. 10 characters)
Column C	Your Account Name	Can be found on your account reference sheet (max. 80 characters)
Column D	enter P	Exactly 1 character
Column E	File Transmission Date	Date you are sending the file – YYYYMMDD format (exactly 8 characters)
Column F	Diploma Period	Date range for the diplomas you will be sending– e.g., 2008-2009 (max. 9 characters)

Step 2: Student Detail Rows

Beginning in row 2, include the following:

Column	Data Element	Notes/Formatting
Column A	enter PD3	Exactly 3 characters
Column B	Enter student's nine-digit Social Security number (no dashes). If a student's Social Security number is not available, please enter "NO SSN" in the field	Max. 9 characters
Column C	Student's First Name	max. 40 characters
Column D	Student's Middle Name or Initial (no periods)	max. 40 characters
Column E	Student's Last Name	Please do not include any suffix information in this field. There is a separate field designated for name suffixes – see Column F. (max. 40 characters)
Column F	Student's Name Suffix	Use letters not numbers, e.g., Jr, I, II, III, IV, V – do not include punctuation i.e. (.) periods. (max. 3 characters)
Column I	Student's Date of Birth	(YYYYMMDD format) — (exactly 8 characters)
Column J	Student SSID Number	ID number associated with this student by your school/district (max. 15 characters)
Column K	Diploma Type	Enter General Education Development (GED) Credential (see Calpads 320) High School Equivalency Credential (other than GED) (see Calpads 330) Regular Diploma (see CalPads 100)
Column L	Student's High School Graduation Date	(YYYYMMDD format) – (exactly 8 characters)
Column M	FERPA Block	Y = FERPA Block indicates that the student or parent has requested a FERPA block N = No FERPA Block
Column N	High School Name	Can be found on your account reference sheet (max. 50 characters)
Column O	6-digit ACT Code	High school ACT Code from which the student graduated (can be found on your account reference sheet (exactly 6 characters)
Column P	Gender	M = Male F = Female
Column Q	Ethnicity	AM = American Indian or Native Alaskan AS = Asian BL = Black or African American HI = Hispanic/Latino

		PI = Native Hawaiian or Pacific Islander WH = White MU = Two or more races
Column R	Economically Disadvantaged Indicator	Y = Economically Disadvantaged N = Not Economically Disadvantaged
Column W	English Learner	Y = English Learner N = Not English Learner
Column Z	Disability Code	Y = Student is considered disabled as defined by the state education authority N = Student is not considered disabled
Column AA	Program Code	Enter numeric value from 1-5 1-not high school graduate 2-high school graduate 3-some college 4-college graduate 5-postgraduate or professional degree Note: If you are currently using this field, enter the parent education level first and use a <i>decimal</i> to separate the other information.
Column AB	ED	This is the end of student detail records; please enter ED for all student records in column AB.

Step 3: Trailer Row

Enter the following characters in the Trailer Row, which follows the last line of student data and is the last row of the file. This line indicates that there are no additional student records included in the file.

<i>Column</i>	<i>Data Element</i>	<i>Notes/Formatting</i>
Column A	enter PT3	Exactly 3 characters
Column B	Enter the Excel row number for the Trailer Row	

Step 4: Save the file

1. "Save as."
2. Enter a file name (You can use underscores in your file name, but you should NOT use spaces or the following characters in your file name: ! @ # \$ % ^ & * () +).
3. Select Text (Tab delimited).
4. Save

Please note: You should save and upload **8** graduate files.