San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

February 9, 2022 Bulletin No. 22-031

TO: **District Direct Certification Contacts**
(for participating K-12 Districts submitting Schedule H)

Subject: **Direct Certification Files (February 2022) on FileZilla**

Direct Certification Files from Human Services have now been processed by County Information Services and San Bernardino County Superintendent of Schools Technology Services and are available on FileZilla.

The County has provided both the Zip Code and District Boundary files to all districts. The Zip Code files provide all students showing an address that contains a zip code area that your school district serves. If you choose to download the District Boundary files which limits the students to street addresses served by the district, you will want to pull down both the Match and Reject files for this sort. The reject file includes students with addresses such as post-office boxes that could not be matched to a street boundary. That might be served by your district. The County is also providing the listings in 4 formats, PDF, excel, and the two CSV data files for those who download into a data system. These are the same file formats provided last year.

The district prefix is a 2-character key field that is used to identify the district in front of the reports filename. Report file names convention will be: <district prefix>_<report name>.<extension>. The example below is for ADELANTO School District.

	Adobe Acrobat 7.0 or greater	Excel	Fixed Length CSV with quotes and commas	Fixed Length CSV without quotes and commas
Zip Code	AD_ZipCode.pdf	AD_ZipCode.xls	AD_ZipCode.csv	AD_ZipCode.File
District Boundary	AD_MATCH.pdf	AD_MATCH.xls	AD_MATCH.csv	AD_MATCH.File
	AD_REJECT.pdf	AD_REJECT.xls	AD_REJECT.csv	AD_REJECT.File
Food Stamps	AD_FoodStamps.pdf	AD_FoodStamps.xls	AD_FoodStamps.csv	AD_FoodStamps.File

The District will need to choose and then download the file type that will work with their Food Service data system. The pdf, xls, or csv file extensions each contain the same student information regarding eligible student based on the choice of using the Zip Code Sort or the District Boundary Sort.

If you have problems accessing the FileZilla, MS Helpdesk at (909) 386-9600 or ms.helpdesk@sbcss.net, can walk you through the process. If you have misplaced your login or password information, please call Raedaun Villarreal at (909) 388-5766. The passwords cannot be emailed. Attached are instructions on how to install FileZilla.

Sincerely,

Ted Alejandre
County Superintendent of Schools

Thomas G. Cassida, Jr.
Director
Business Advisory Services

TGC:SK:bp

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