THE JEWISH EDUCATION PROJECT

PROUD PARTNER UJA Federation NEW YORK

Guide to Complete the Regents Pre-Print File Template

Last Updated – 11/3/25

NOTES

1. Enter the data in whatever sorted method you prefer (by exam; by student; etc.).
2. Enter the student data for one exam per row.
    a. If a student is taking 3 exams, that student **should be listed in 3 rows**.

Columns A through D are required and will be the same for every student:

- Column A – District Code
    - It's the 8-digit number listed in Level 0 before your school name (begins with 800).
- Column B – Location Code
    - It's the 4-digit drop-down field in Level 0 found in the Demographic and Enrollment Records.
- Column C – Version
    - It is always the Last Status Date of the current school year – ex. This year it is: **2026-06-30**.
        - **It is not the month of the exam** – January exams would still be listed as 2026-06-30.
    - To format the column:
        - Select the entire column
        - Right-click the mouse
        - Select "format"
        - Under the default tab, select "custom"
        - In the box to the right where it says "general," type yyyy-mm-dd
- Column D – AdminMonth
    - It's the 3-letter month abbreviation – Jan, Jun, or Aug (depending on which Regents administration you're ordering)

Columns E through G are required and found in your Level 0 account:

- Column E – Student ID –
    - To format the column so the leading 0's are included:
        - Select the column
        - Right-click the mouse
        - Select "format"
        - Under the default tab, select "custom"
        - In the box to the right, where it says "general," type in 9 zeros

- Column F – Student's Last Name
- Column G – Student's First Name

Columns H through J are *optional* but helpful (enter the data if you want your answer sheets returned to you further sorted by class):

- Column H – Student's Level 0 Grade
    - To format the column so the leading 0 is included (for grades 8 & 9):
        - Select the column
        - Right-click the mouse
        - Select "format"
        - Under the default tab, select "custom"
        - In the box to the right, where it says "general," type in 2 zeros
- Column I – Course Section
    - This would be what you call the class in your school (ex. you might have 2 chemistry classes: class a and class b – if you enter those names for each student, your Chemistry answer sheets will be returned in 2 batches, one for class a and one for class b)
    - If you enter a name, you must enter CC, NF, or F for those courses.
    - There is a **20-character maximum** to this field so keep names short (ex. English Language Arts Common Core is too long but ELA Common Core isn't)
- Column J – Teacher Name (keep in mind the guideline of teachers not being able to score their own students' answer sheets)

Column K – is required and found in the State Course Code document – each Regents has its own 5-digit code (some codes will have additional letters – ex. 04052NF).

- The list can be downloaded from our **website**.
- To format the code so the leading 0 is included:
    - Select the column
    - Right-click the mouse
    - Select "format"
    - Under the default tab, select "custom"
    - In the box to the right, where it says "general," type in 5 zeros

Columns L & M should be left blank.

- **Do not delete the columns; just don't enter any data.**

SAVING THE FILE

Save 2 copies of the file:

- The standard Excel format (.xls or .xlsx)
- The .csv format

If you must view the .csv formatted file, you must first open Notepad and then open the file. If you open the file directly with Excel, you will lose the special formatting (leading 0's; date).

If you must make any changes, make them in the standard file. Then, re-format the columns, and save it again as both the standard file and as the .csv file (replacing the previous version).

Shelley Hill
Project Manager, *Regents, HLCE, Academic Calendars, Yeshiva and Day School Team*
shill@JewishEdProject.org