National Student Clearinghouse®

StudentTracker®
for High Schools:
Submit a Graduates File

MARCH 1, 2021

Table of Contents

This document provides instructions on how to submit your high school graduates to the Clearinghouse. Once submitted, student records are stored in the Clearinghouse's database, so you do not need to submit them again. StudentTracker reports and outcomes are calculated for each of the high school classes you have submitted for the most recent eight years of high school classes.

> The data you submit can be used in the DiplomaVerify service.
>
> Questions about DiplomaVerify?
> Email STServices@StudentClearinghouse.org
> (High schools and districts only)

Following the instructions below:

- Ensures the Clearinghouse can efficiently process your Graduates File
- Streamlines file processing and helps to keep your **StudentTracker**® subscription costs down
- Improves our ability to find your students in our national postsecondary database to provide you with more accurate results and reports

Graduates File Formatting Requirements

In the Graduates File, you need to submit a combination of student level data and high school data. Some fields are required, some are optional. It is important that each piece of data is formatted correctly based on the instructions provided. Make sure to format your cells as described below before entering data. Submit your file as text tab delimited (the file name extension must be .txt).

Text Format

Many organizations pull student data directly from their SIS into a Microsoft Excel spreadsheet, and then save as .txt. In Excel, all non-date fields must be formatted as text. You should format cells before you add any data. It ensures that any leading zeroes in the student's Social Security number, student ID, or the high school ACT code are retained.

1. Within Excel, highlight columns A through AB, right click and select "Format Cells."
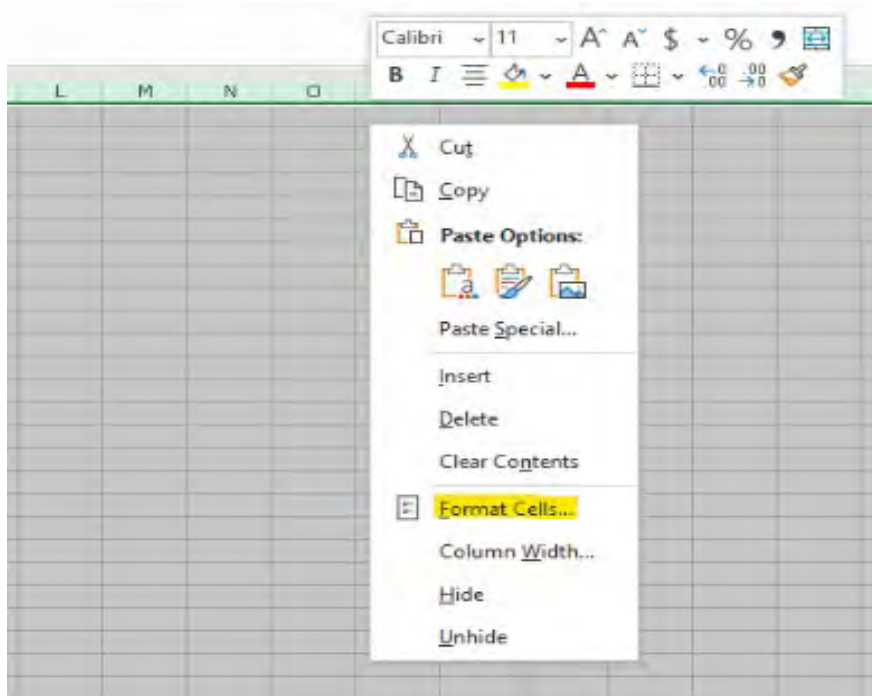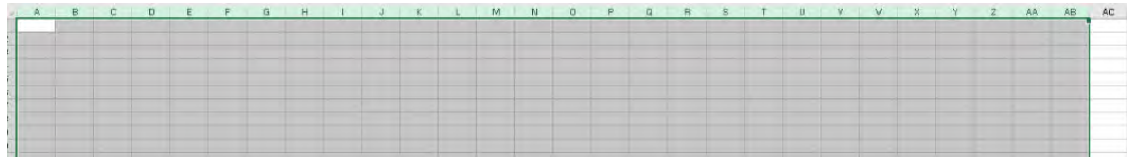
2. In the popup box, select "**Number**" tab. Under **Category**, select "**Text**."
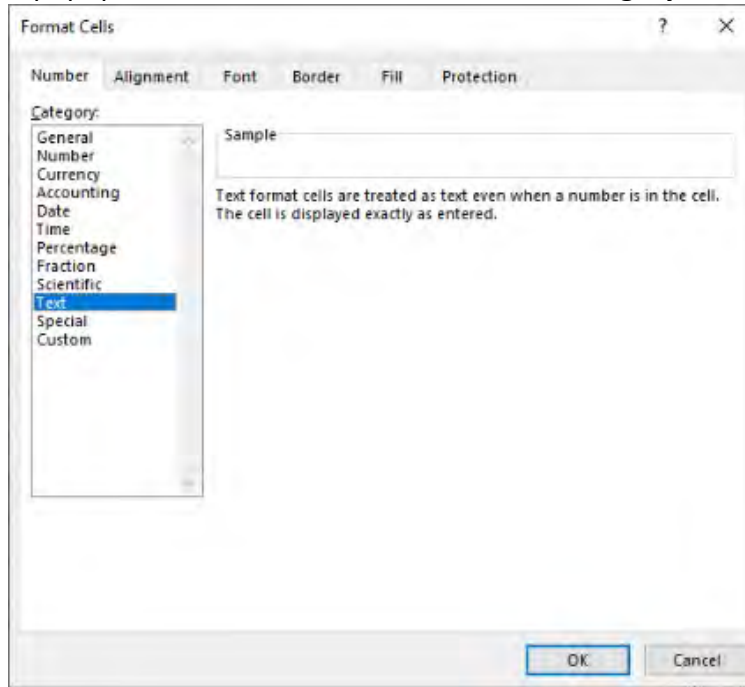
Note: Select TEXT to retain leading zeroes in the SSN, Student ID, and ACT Code fields.

3. Click "**OK.**"

Date Format

Date fields should be formatted as YYYYMMDD. Do this immediately after setting the format to text.

1. Highlight cell E1 and columns I & L (hold down the CTRL or Control key on your keyboard to make multiple selections), right click, and select **"Format Cells."**
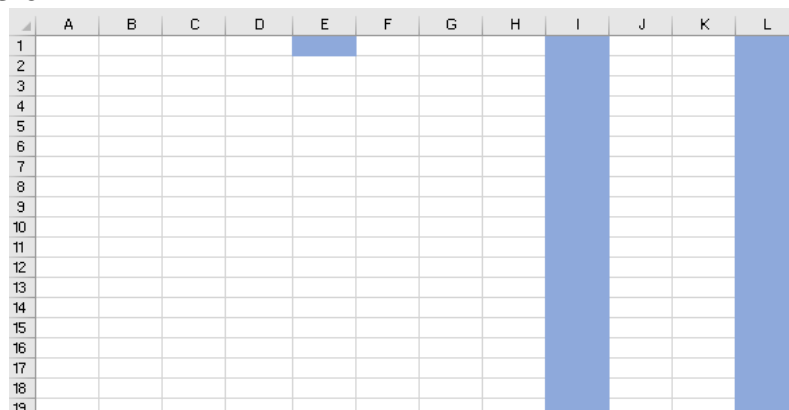
2. In the Category menu of the **Number tab**, select "Custom."
3. In the field under "Type," enter "YYYYMMDD."

4. Click **OK.**

Graduates File Step-by-Step Instructions

Once you have formatted the Excel file as shown above, there are five important steps to input, finalize, and submit your file to the National Student Clearinghouse.

- **Step 1:** Enter the Header Row
- **Step 2:** Enter the Student Detail Rows
- **Step 3:** Enter the Trailer Row
- **Step 4:** Save the File
- **Step 5:** Submit the File

Step 1: Enter Header Row (Row 1)

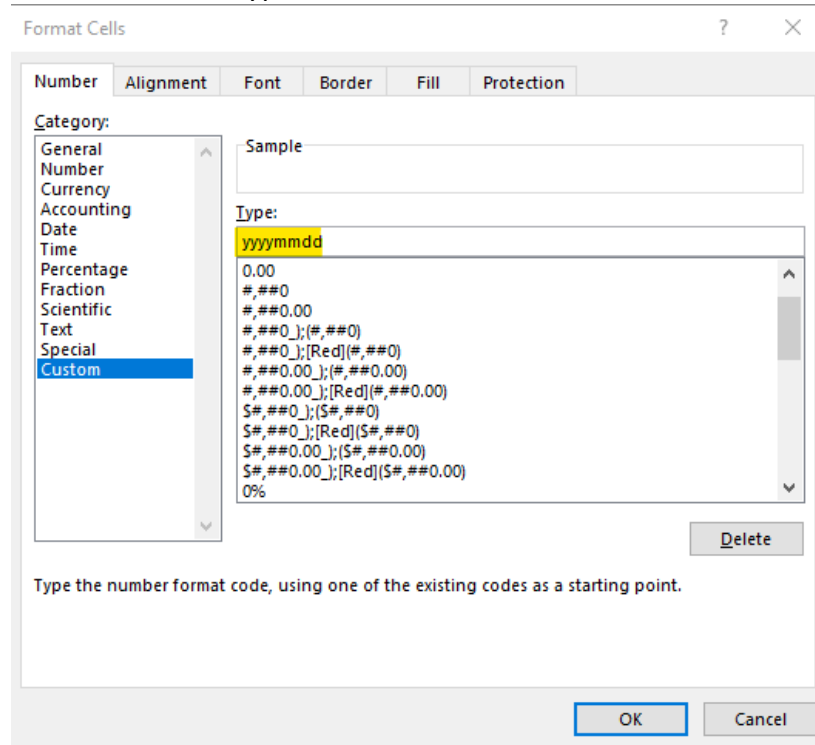*All fields in the header row are required and it's always the first row of your file. An example of a header row is below.*

	A	B	C	D	E	F	G	H	I	J
1	PH3	12345678	Hometown School District	P		20200101	2019-2020			
2										
3										
4										
5										

Alpha (A) means only letters can go in the fields, Numeric means only numbers can be entered into the fields, and Alpha-numeric (AN) means letters and numbers can be entered into the field.					
Column	**Field Name**	**Length (Characters)**	**Required/ Optional**	**Type**	**Comments**
A	PH3 Field	3	Required	Alpha-numeric	Insert PH3 in the first field of column A only. PH3 is an indicator for the FTP service to know that this is a StudentTracker file.
B	Service Agreement (aka Account Number)	1-10	Required	Numeric	This number can be found on your Account Reference Sheet (ARS) provided to your Executive and Technical contacts when your organization signed up with StudentTracker. Enter the number exactly – this ensures that the student data is stored under your account.
C	Organization Name	1-80	Required	Alpha-numeric	Name can be found on your account reference sheet. The Clearinghouse validates this field against the Service Agreement number to ensure there are no typos in the Service Agreement number.
D	File Type	1	Required	Alpha-numeric	Enter a P. The P indicates that the file contains high school diploma records.
E	Transmission Date	8	Required	Numeric	Enter current date in YYYYMMDD format. Example: 20200115
F	Diploma Date Range	4-9	Required	Numeric	Enter the date range for thediploma records you are sending. The date range canbe one year or a range of several years. Example: 2019 or 2014-2020.

Step 2: Enter Student Detail Rows (Beginning on Row 2)

Enter Columns A-J Student Level Data

Each student's information is in its own row called a Detail Row. The first Detail Row should be placed in Row 2, directly under the Header Row. The spacing requirements for the Header and Detail Rows are different. Do not be concerned that the Header and Detail rows do not line up.

! The accuracy of the student name, date of birth and graduation year data is essential, as this data will be used for the DiplomaVerify service (if your organization is signed up) and for the Clearinghouse Research Center's national benchmark report.

	A	B	C	D	E	F	G	H	I
1									
2	PD3	123456789	Steve	Peter	Smith			Sam	19910612
3	PD3	NO SSN	Dan	L	White	Jr			19911125
4	PD3	987654321	Katie		Nolan				19910121
5	PD3	NO SSN	Joe	P	Brady	IV			19920927
6	PD3	NO SSN	Sarah	M	Wilson		Martin		19900416

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Column	Field Name	Length (Characters)	Required/ Optional	Type	Comments
A	PD3	3	Required	Alpha-Numeric	This is required at the beginning of every student detail row. (Starting from the second field of column A)
B	SSN/NO SSN	9	Required	Numeric	If you do not collect or do not want to submit the student's social security number enter "NO SSN" in this field. If you need the student's social security number to

					perform analysis on your StudentTracker reports, you can provide it in this field. Do not use dashes. This data will be returned on the student-level detail report. Example: 000000000
C	First Name	1-40	Required	Alpha character only	Enter student's first name only.
D	Middle Name/Initial	1-40	Optional	Alpha character only	Enter student's middle name or initial.
E	Last Name	1-40	Required	Alpha character only	You can submit a student's last name with a space, a hyphen, or an apostrophe. Examples: Smith Anderson Smith-Anderson D'amaro We cannot accept foreign characters at this time; remove them from the student's last name. Enter a regular alpha character. Do not include any suffix information in this field. There is a separate field designated for name suffixes- see column F)

F	Name Suffix	1-3	Optional	Alpha character only	Enter student's name suffix (use letters not numbers, e.g., Jr, I, II, III, IV, V). Do not include punctuation i.e., periods (.).
G	Previous Last Name	1-40	Optional	Alpha character only	Enter student's previous last name, if known.
H	Previous First Name	1-40	Optional	Alpha character only	Enter student's previous first name, if known.
I	Date of Birth	8	Required	Numeric	Enter student's birth date in the following format: YYYYMMDD Note: If date is not entered correctly, our system will auto remediate it. Refer to the appendix to see auto remediated examples.
J	Student ID Number	1-15	Optional This field is not required but it is highly encouraged. This is used to identify duplicate records in the file.	Alpha-numeric	Enter Student ID number associated with this student by your school/district. When you provide this data element, it will be returned in the student-level detail report.

Enter Columns K-O High School Specific Data

J	K	L	M	N	O	P	Q	R
123456789	Modified Diploma	22080505	Y	Hometown High School	123456	M	AM	Y
555558973	Other	20090615	N	Sky High School Imagine High School	555222		BL	
	Vocational Certificate	20100701	N	Hometown High School	456879	F		N
98745651	Endorsed/Advanced Diploma	20070430	Y	Sky High School	123456	F	WH	N
1445566	General Education Development (GED) Credential	20110115	N	Bayside High School	555222	M		Y

Alpha (A) means only letters can go in the fields, Numeric means only numbers can be entered into the fields, and Alpha-numeric (AN) means letters and numbers can be entered into the field.				
K	Diploma Type	1-40	Required	Alpha character only	Enter a description of the diploma type that the student earned. If your school/district has a unique state diploma identifier, you can enter that. The below values are recommended values. • Endorsed/Advanced Diploma • General Education Development (GED) Credential • High School Equivalency Credential (other than GED) • International Baccalaureate • Modified Diploma • Regular Diploma • Vocational Certificate • Other
L	High School Graduation Date	8	Required	Numeric	Enter student's high school graduation date in "Date Format" YYYYMMDD.
M	FERPA Block	1	Required	Alpha character only	FERPA stands for Family Education Right and Privacy Act.

					Enter either of the following: Y = FERPA Block indicates that the student or parent has requested a block N = No FERPA Block or FERPA status is unknown
N	High School Name	1-50	Required	Alpha character only	Enter the name of the High School associated to the student. The Clearinghouse will validate the high school name and ACT Code against your service agreement to ensure there are no typos.
O	ACT Code	6	Required	Numeric	Enter the 6-digit ACT code associated to the high school. This can be found on your Account Reference Sheet (ARS). The Clearinghouse provides the ARS to your Executive and Technical contacts when your organization signed up with StudentTracker. **Note: if applicable, remember to include the leading zero. When a high school does not have an ACT code, the Clearinghouse will assign one and provide that number to you.**

Enter Columns P-R and W and Z Demographic Data

The demographic data elements are optional. When provided, however, StudentTracker® aggregate outcome reports are returned to you for each of the data elements provided.

Please note that the rows are not all consecutive!

Alpha (A) means only letters can go in the fields, Numeric means only numbers can be entered into the fields, and Alpha-numeric (AN) means letters and numbers can be entered into the field.					
Column	**Field Name**	**Length (Characters)**	**Required/ Optional**	**Type**	**Comments**
P	Gender	1	Optional	Alpha character only	Enter student's gender with the either of the following character: M = Male F = Female
Q	Ethnicity	2	Optional	Alpha character only	The general racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. 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

R	Economically Disadvantage Indicator	1	Optional	Alpha character only	The student is economically disadvantaged as dictated by the district/state. Y = Economically Disadvantaged N = Not Economically Disadvantaged
W	English Learner or English as a Second Language Indicator	1	Optional	AN	The student is identified as an English Learner or is learning English as Second Language as defined by the district/state. Y= English Learner or English as a Second Language Indicator N= Not English Learner or English as a Second Language Indicator
Z	Disability Code	1	Optional	A	The individual is identified as being disabled (either physically or mentally) by the district/state. Y = Student is considered disabled as defined by the state education authority N = Student is not considered disabled

Enter Columns S-Y Academic Data

The academic data elements are optional. When provided, however, StudentTracker®
aggregate outcome reports are returned to you for each of the data elements provided.

Please note that the rows are not all consecutive!

Alpha (A) means only letters can go in the fields, Numeric means only numbers can be entered into the fields, and Alpha-numeric (AN) means letters and numbers can be entered into the field.					
Column	**Field Name**	**Length (Characters)**	**Required/ Optional**	**Type**	**Comments**
S	8th Grade State Assessment Result, Math	1	Optional	N	A standardized exam utilized by the state across all subordinate districts for assessment of student math skills at the eight-grade level. 1 = Does Not Meet Standards 2 = Proficient/Meets Standards 3 = Advances/Exceeds Standards
T	8th Grade State Assessment Result, ELA/Reading	1		N	A standardized exam utilized by the state across all subordinate districts for assessment of student reading/language arts skills at the eight-grade level. 1 = Does Not Meet Standards 2 = Proficient/Meets Standards 3 = Advances/Exceeds Standards
U	High School Assessment Result, Math	1	Optional	N	A standardized exam utilized by the state across all subordinate districts for assessment of student math skills at the terminal high school level

					1 = Does Not Meet Standards 2 = Proficient/Meets Standards 3 = Advances/Exceeds Standards
V	High School Assessment Result, ELA/Reading	1	Optional	N	A standardized exam utilized by the state across all subordinate districts for assessment of student reading/language arts skills at terminal high school level. 1 = Does Not Meet Standards 2 = Proficient/Meets Standards 3 = Advances/Exceeds Standards
X	Number of Semesters of Math Completed	1-2	Optional	N	The total number of semesters of math instruction the student has completed, regardless of the designated level of the mathematics courses being counted. Non-traditional terms (summer school, after school programs, etc.) count towards this as long as the classes completed awarded credit to the student.
Y	Dual Enrollment Indicator	1	Optional	A	An indicator of whether the student was enrolled in post-secondary as well as secondary school coursework. Y = Dual Enrollment Indicator N = Not Dual Enrollment Indicator

Enter Columns AA-AB - the Last Two

Alpha (A) means only letters can go in the fields, Numeric means only numbers can be entered into the fields, and Alpha-numeric (AN) means letters and numbers can be entered into the field.					
Column	**Field Name**	**Length (Characters)**	**Required/ Optional**	**Type**	**Comments**
AA	Program Code	1-50	Optional	AN	This is a freeform field that allows you to enter values that are important to your institution for doing additional analysis. Separate the fields with an underscore '_' or a period '.' Do not use quotes ", dashes or hyphens - This data is returned in the student-level detail report. Some examples of what to submit: AP to indicate that student took Advanced Placement classes FAFSA to indicate that the student completed the FAFSA Athlete to indicate that the student participated in school sports teams. AVID to indicate that student participates in the AVID program.
AB	End of Student Data Row	2	Required	AN	Enter ED at the end of each student row of data. The lets the system logic know that this is end of the student row.

Step 3: Enter Trailer Row

Both fields in Trailer Row are required!

	A	B	C	D	E
327	PT3	327			

Alpha (A) means only letters can go in the fields, Numeric means only numbers can be entered into the fields, and Alpha-numeric (AN) means letters and numbers can be entered into the field.					
Column	**Field Name**	**Length (Characters)**	**Required/ Optional**	**Type**	**Comments**
A	Trailer Row	1	Required	Alpha numeric	Enter PT3 This lets StudentTracker logic know that this is the end of the file, no more student data follows.
B	Row Count	8	Required	Numeric	Enter the row number. It is a double check to ensure you have submitted all of your student records.

## Step 4: Save the Excel File as .txt

1. In the File menu on the main toolbar, select "Save As."
2. On the "Save As" window, select the drive and/or directory where you would like to save the file.
3. Enter a file name (You can use underscores (_) and hyphens (–) in your file name). **The following characters and spaces in your file name will cause the file to fail at upload:** ! @ # $ % ^ & * ( ) + ? / \ " ' : ; ~ ` [ ] { } =
4. Select "Text (Tab delimited). "
5. Click Save.
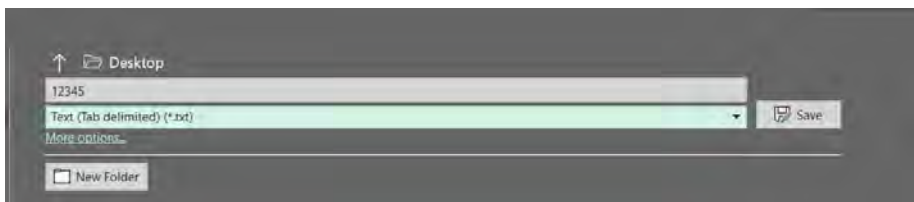
You may find a popup window in Excel stating, "the selected file type does not support workbooks that contain multiple sheets." If so, click **OK** to save the active sheet.

*IMPORTANT: File names may contain hyphens (–) and underscores (_).*
*Do not use these characters in your file name: ! @ # $ % ^ & * ( ) + ? / \ " ' : ; ~ ` [ ] { } =*
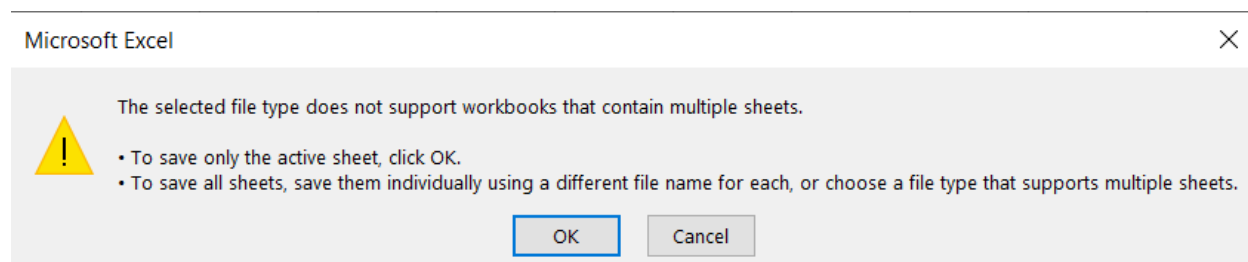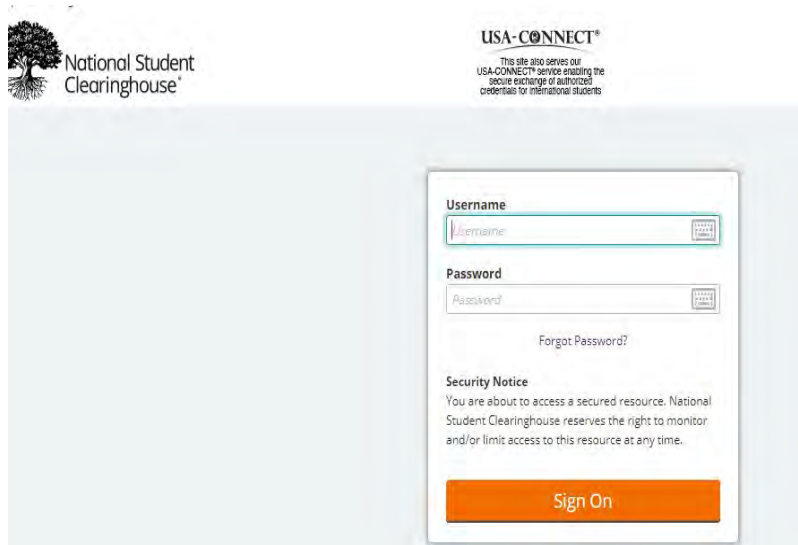

You may also see a popup window that your file "may contain features that are not compatible with Text (Tab delimited)." Click **Yes** to keep this format. Your file is now saved as a text, tab-delimited file (*.txt) in the location you selected.

Step 5: Submit the File

1. Go to https://www.studentclearinghouse.org/ and select FTP Login.
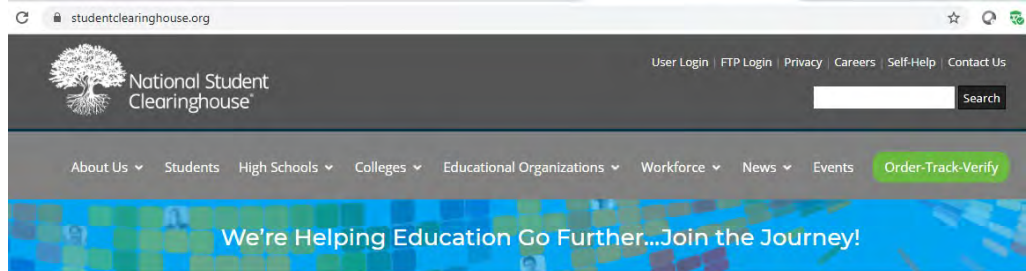
2. Then enter your login credentials.

Your FTP Username and Password are shared with the other contacts on your FTP. Check with them before resetting your password.

If you have questions or need further assistance, please see our secure FTP help or contact StudentTracker@StudentClearinghouse.org.

Helpful Hints

Follow the formatting instructions **before** adding data to the Excel document. You cannot make format changes after data has been entered.

When creating your file, you can put all your high classes in one file or create separate files for each high school class you want to submit.

When your file has been successfully submitted through FTP, all the contacts on the FTP account will receive a confirmation email. *Reminder, the FTP account is shared by all your colleagues on the FTP account. Please check with them before changing the password.*

When the file moves from FTP into the StudentTracker® application, the logic will perform validations on the file as follows:

- Structural – ensures that the file is a .txt and that all data fields are present
- Field Level – ensures that each field of data meets the acceptable criteria.

If the file does not pass validations, someone from the StudentTracker® teamwill notify you via email. You will be asked to make the corrections and resubmit the file.

StudentTracker logic will auto remediate some fields of data.

- A period included in the middle name/initial field will be removed.
- The date of birth field will be auto remediated as follows:

Submitted Format		Auto-remediated Format
mm/dd/yyyy	03/14/2014	20140314
mm-dd-yyyy	03-14-2014	20140314
dd-mmm-yy	01-Aug-97	19970801
dd-mmm-yyyy	01-aug-1997	19970801
m/d/yy	1/1/14	20140101
d-MMM-yy	1/AUG/14	20140101
mm-dd-yy	08-01-14	20140801
Mm/dd/yy	08/01/14	20140801
m/d/yy (00 for year)	4/4/00	20000404

Below is a list of formats that will generate an error and not be auto remediated:

yyyy-mm-d	1994-11-3
yyyy/mm/dd	1987/03/06
dd-MM-yyyy	14-AU-1993

Available Resource Links

The main StudentTracker® page: https://www.studentclearinghouse.org/high-schools/studenttracker/.

It contains links to:

- the K-12 blog
- the Research Center where you can view the High School Benchmark report
- case studies
- the Clearinghouse Academy which has tutorials about StudentTracker®
- FAQs and Help