

California Student Aid Commission

2019-2020 Non-SSN GPA File Layout

Each GPA batch should contain only GPAs of the same type

Field #	Required Field?	Start	End	Length	Field Name	Valid Content	Justify Signed
1	Yes	1	3	3	Record ID	NS1 Enter "NS1" for all records	Left
2	Yes	4	11	8	School Code	00000000 to 99999999 High School: College Board Code+00 College: OPE ID Number	Right
3	Yes	12	19	8	HS Grad Date Required field for high school GPAs only	Format is YYYYMMDD 19400101 to 20001231	Left
4	Yes	20	22	3	Student GPA	001 to 400	Right
5	No	23	30	8	Flags ~ means a blank space If the first character (position 23) is "H", this means GPA type is High School. If the second character (position 24) is "C" this means the GPA type is community college. If no "H" or "C" is supplied in the file, it is assumed the GPA type is of the school submitting the GPA.	H ~ ~ ~ ~ ~ ~ C ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	Left
6	No	31	38	8	Spring School Code	00000000 to 99999999 High School: College Board Code+00 College: OPE ID Number	Right
7	Yes	39	46	8	Student Date of Birth	Format is YYYYMMDD 19200101 to 20001231	Left
8	Yes	47	65	19	Student's Last Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) (period) ' (apostrophe) (hyphen)	Left
9	Yes	66	77	12	Student's First Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) (period) ' (apostrophe) (hyphen)	Left
10	No	78	78	1	Middle Initial	Uppercase letters A to Z Blank	Left

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Field #	Required Field?	Start	End	Length	Field Name	Valid Content	Justify Signed
11	No	79	97	19	Mother's Last Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) . (period) ' (apostrophe) - (hyphen)	Left
12	No	98	116	19	Father's Last Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) . (period) ' (apostrophe) - (hyphen)	Left
13	Yes	117	151	35	Student Street Address	Numbers 0 to 9 Uppercase letters A to Z . (period) ' (apostrophe) - (hyphen) , (comma) # (number) @ (at) % (percent or care of) & (ampersand) / (slash) Space(s)	Left
14	Yes	152	168	17	Student's City	Numbers 0 to 9 Uppercase letters A to Z . (period) ' (apostrophe) - (hyphen) , (comma) # (number) @ (at) % (percent or care of) & (ampersand) / (slash) Space(s)	Left
15	Yes	169	173	5	Student's Zip Code	00000 to 99999	Right

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Field #	Required Field?	Start	End	Length	Field Name	Valid Content	Justify Signed
16	Yes	174	174	1	Student's Gender	M = Male F = Female N = Non-binary	Left
17	No	175	184	10	Parent's Phone Number	0000000000 to 9999999999 Blank	Right
18	No	185	194	10	Student's Phone Number	0000000000 to 9999999999 Blank	Right
19	No	195	244	50	Student's Email Address	Blank If non-blank: One and only one "@" (at-sign) allowed. Before @: <ul style="list-style-type: none"> • at least one valid character • all characters in the range of ASCII 33-126, except for the following 12 characters <> () [] \ , ; : " @ • period (.) cannot be first, last or adjacent to another period After @: <ul style="list-style-type: none"> • at least one valid character • only letters, digits, hyphen, underscore, and period (A-Z, a-z, 0-9, -, _, .) • hyphen, underscore, and period cannot be first, last, or adjacent to a period 	Left

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Field #	Required Field?	Start	End	Length	Field Name	Valid Content	Justify Signed
20	No	245	294	50	Parent's Email Address	Blank If non-blank: One and only one "@" allowed. Before @: <ul style="list-style-type: none"> • at least one valid character • all characters in the range of ASCII 33-126, except for the following 12 characters <> () [] \ , ; : " @ • period (.) cannot be first, last or adjacent to another period After @: <ul style="list-style-type: none"> • at least one valid character • only letters, digits, hyphen, underscore, and period (A-Z, a-z, 0-9, -, _, .) • hyphen, underscore, and period cannot be first, last, or adjacent to a period 	Left
21	No	295	303	9	Student's Dream Act ID	000100001 to 000999999 Blank	Right
22	Yes	304	306	3	Required data element	":~:"	Left
23	No	307	326	20	School Student ID	Numbers 0 to 9 Uppercase letters A to Z (period) ' (apostrophe) (hyphen) (comma)	Left
24	Yes	327	336	10	State Student Identification Number	0000000000 to 9999999999	Right

Field 3: The high school graduation date is required for the submission of high school GPAs.

Field 22: The characters :~: are required for all records.

Field 24: The State Student Identification Number is a required field. If the student does not have an SSID fill with 0000000000.