Alaska Developmental Profile Student Upload File Layout

- File must contain a header row.
- File must contain the data in the order listed in the file layout.
- Fields cannot be longer than the value in the Maximum Length column.
- Fields cannot contain commas.
- File must be in comma separated (.csv) format.
- To save Excel file as type .csv:
    - Save file updates/changes within Excel.
    - Open file in Excel, if file not already open.
    - On the Windows menu bar, click File, then Save As…
    - The Save As dialog box will appear. The line at the bottom of this box reads Save as type:
        - Click on the down arrow to the right of this line to open a drop down menu.
        - Scroll down the menu until CSV (Comma delimited) is visible.
        - Click on CSV (Comma delimited) [*.csv] to select for the Save as type:
        - Click on Save on the right.
- When entering student data into this format in your file, please note the following:
    - Data must appear in the Field Positions noted.
    - A student must appear ONLY ONCE in the data set.
    - Use the "Required (Y/N)" field to make sure data is populated in all Yes – Required fields.
    - The Description column should be used as rules for the corresponding field.
    - There are no limits to the number of students that can be uploaded in one file. Please be aware that larger files might take longer to upload.

Ref	Column Name	Maximum Length	Required (Y/N)	Acceptable Values	Description
1	District Code	2	Y	• Numeric • Leading zeros are not required • 2-digits	
2	School Code	6	Y	• Numeric • Leading zeros are not required • 6-digits	Note: School Code includes the 2 digit District Code.
3	AKSID	6	Y	• Numeric • Max 6-digits • No spaces • Cannot be greater than 500000	**The AKSID value must be unique across the state.**
4	District Student ID	10	N	• Numeric • Max 10-digits • No spaces	The unique Student ID value within a District. *May be left blank.
5	Student Last Name	35	Y	• Alphanumeric • A-Z, a-z • 0-9, • Hyphen "-", • Underscore "_", • Apostrophe " ' ", • Period ".", • Space	Student's Name *Student Middle Name may be left blank.
6	Student First Name	35	Y		
7	Student Middle Name	35	N		

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Ref	Column Name	Maximum Length	Required (Y/N)	Acceptable Values	Description
8	Suffix	5	N	• Alphanumeric • A-Z, a-z • 0-9, • Hyphen "-", • Underscore "_", • Apostrophe " ' ", • Period ".", • Space	*May be left blank.
9	Gender	1	Y	• Alpha • F – Female, • M – Male	
10	Date of Birth	10	Y	• MM/DD/YYYY • MM/DD/YY	Year value must be between 2014 and 2017.
11	Grade	2	Y	• Alphanumeric • KG – kindergarten • 01 – first grade	Only the values of "KG", "1", or "01" are acceptable.

If you have any questions about this layout, please contact DEED employees Rachel Schweissing or Supanika Ordonez. Visit the ADP webpage for more information about the ADP and to login into the DTC login site.