

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 Apple Numbers file as type .csv:
 - Open the spreadsheet and click File, then select Export To, and select CSV...
 - To include table names, click the Include Names checkbox.
 - To change the text coding, click the arrow next to Advanced Options.
 - Click Save.
 - Choose a location to save the CSV file and click Export.
- 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	DistrictCode	2	Y	• Numeric • Leading zeros are not required • 1-2-digits	District and School codes can be found on the Districts and Schools Information webpage .
2	SchoolCode	6	Y	• Numeric • Leading zeros are not required • 6-digits	Note: School Code begins with your District Code. District and School codes can be found on the Districts and Schools Information webpage .
3	AKSID	6	Y	• Numeric • Max 6-digits • No spaces • Cannot be greater than 500000	The AKSID value must be unique across the state.

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Ref	Column Name	Maximum Length	Required (Y/N)	Acceptable Values	Description
4	DistrictStudentID	10	N	- Numeric - Max 10-digits - No spaces	The unique Student ID value within a District. *May be left blank.
5	StudentLastName	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	StudentFirstName	35	Y		
7	StudentMiddleName	35	N		
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	DateofBirth	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.
12	TeacherEmail	35	Y	- Alphanumeric - Must contain '@'	District-issued email address of teacher who will be entering the student's ADP ratings. Teacher email is needed for teacher access to the DEED Portal. Teacher Email does not need to be unique for each student nor does this process link the teacher with that student. Must be a valid email address.

If you have any questions about this layout, please contact DEED employees [Rachel Schweissing](#) or [Supanika Ordoñez](#). Visit the [ADP webpage](#) for more information about the ADP.