<div align="center"><u>**Student Data File Instructions**</u></div>

To complete a data upload of multiple participants onto a program location, the provided Excel.csv template MUST be used to successfully upload data within the INTraining portal. Below are instructions on how to successfully complete the student data template fields.

<u>First Name</u> – **required**
Enter the participant's first name.

<u>Last Name</u> – **required**
Enter the participant's last name.

<u>SSN</u>
Enter the participant's social security number. The SSN must be 9 digits even if you are only providing the last 4 digits of the SSN (see format examples below).

       9-digit SSN number format: XXXXXXXXX

       Last 4-digit SSN number format: 00000XXXX

<u>Address</u> – **required if SSN is not available**
Enter the participant's address. **Address cannot be blank if there is no SSN**.

<u>City</u> – **required if SSN is not available**
Enter the participant's city. **City cannot be blank if there is no SSN**.

<u>State</u> – **required if SSN is not available**
Enter the participant's state abbreviation. **State cannot be blank if there is no SSN**.

       Format: XX

<u>Zip</u> – **required if SSN is not available**
Enter the participant's zip code. **Zip cannot be blank if there is no SSN**.

       Format: XXXXX

<u>Birthdate</u> – **required if SSN is not available**
Enter the participant's date of birth. The student must be at least 16 prior to the start of the program. **DOB cannot be blank if there is no SSN**.

       Format: XX/XX/XX

<u>Entry Date</u> – **required**
Enter the participant's course start date.

       Format: XX/XX/XXXX

Exit Date
Enter the date the participant completed, exited, or dropped the program. Completion date must be after the Entry date.

Format: XX/XX/XXXX

Enrollment Status – required
Enter the participant's enrollment status.

Acceptable values:

Participant's current enrollment status	Definition	Enter on Excel spreadsheet
Enrolled	The participant is currently enrolled and participating in the course.	E
Completed	The participant completed and passed the course.	C
Failed	The participant completed but did not pass the course.	F
Did Not Complete	The participant did not complete the course. The participant dropped the course.	D

Name of Credential– required
Enter the program's credential name exactly as it appears within the Credential tab of the program details within the INTraining portal. **Cannot be blank if there is a value for Credential Results.**

Note: To enter additional assessments on the excel file for the participant, create another row for the participant and enter all demographic and program details the same. On the additional row, change **ONLY** the *Name of Credential* and *Credential Results* fields.

Credential Results– required
Enter the participant's credential status.

Acceptable values:

Assessment Results	Enter on Excel spreadsheet
Participant passed the assessment	P
Participant did not pass the assessment	F
Did Not Take	D
Unknown	U

Program Location Number – required
Enter the *program location id* number. This must be the SAME number on the program in which you are uploading data to. Student data must only be entered using the program location id in where they attended. **DO NOT** enter student data on a program location they did not attend.

Gender – required

Enter the participant's gender.

Acceptable values:

Gender	Enter on Excel spreadsheet
Female	F
Male	M
Other / Does not wish to answer	N

Race (columns P-V) – required

Enter the participant's race. Please select all that apply.

Acceptable values:

Race	Enter on Excel spreadsheet
Listed race applies to the participant	1
Listed race does not apply to the participant	0

Incarcerated – required

Enter if the participant is incarcerated at the time of program entry.

Acceptable values:

Is the participant incarcerated?	Enter on Excel spreadsheet
Yes	1
No	0

Deceased – required

Enter if the participant has become deceased during the program.

Acceptable values:

Is the participant deceased?	Enter on Excel spreadsheet
Yes	1
No	0