

Student Pre-ID File Instructions

File Format

Excel files (.xlsx file or .xls file)

Questar will not repair or reformat data files that do not follow or adhere to the enclosed data file layout. You may need to contact your information systems staff or database administrator for technical assistance. **DO NOT REFORMAT THE CELLS OR COLUMNS IN THE FILE.** This file must be saved with the .xlsx or .xls extension.

1. Users can key the student data directly into the provided Excel template. Entries for some fields have been pre-defined to ensure accurate entry. This does not mean that there will not be any errors after the file is loaded to the DRP Administration Site.
2. There are several mandatory fields in the file. This is to ensure data is reported accurately. Every cell should be populated for each of the mandatory columns.
3. Please keep the header row (A1-Q1) in the file when you save it. Do not add any additional columns to the file.
4. Save the file as a regular Excel file (.xlsx or .xls depending on your Excel version). This is the file to be used for the Pre-ID system and uploaded to the DRP Administration Site.

Common Errors

1. Examiner name must match an Examiner name provided in Organization File (e.g. Steven Smith in Org. File should not be Steve Smith in Pre-ID File).
2. Date of Birth must appear in MM/DD/YYYY format.
3. Mandatory fields must be populated.