

STAR: Excel Document to Text file Document

Want to create a document that can be uploaded into the STAR system to load your data instead of manually entering it? Appendix A will show an example of the written instructions. Appendix B is the STAR Data Collection Format.

1. Create an Excel document (you can use the [STAR Worksheets](#) link from the STAR webpage) with the data for the employment (LA), assignment (LB), or non-licensed (NA) report using the [STAR Data Collection Format](#) found in Appendix B.
2. Make sure that each field has the appropriate amount of characters and spaces. This will prevent the need to add spaces once you have a text file.
3. Save your file by the report name: employment, assignment, non-licensed or LA, LB, NA. Each file must be saved separately as it will be loaded separately.
4. Title each column with the name of the element.
5. Add one more column at the end titled Combine. Enter in that column for each line:
 - =column letter column number &
 - =A2&B2&C2&
6. Once you have typed or selected each column with the “&” sign between each column, hit enter. This will create a single line with all the data from the columns in one line, including any spaces.
7. Do this for all the rows in the document (you can copy the first line and paste to the rest of the lines to repeat the process).
8. Once all your rows have the completed “combine” column, highlight all the rows (do not include the title row) and copy the rows.
9. Open Notepad and paste the rows.
 - Save this as the text file for the record.
 - Using Notepad is important to ensure the formula works correctly.

Appendix A: Example

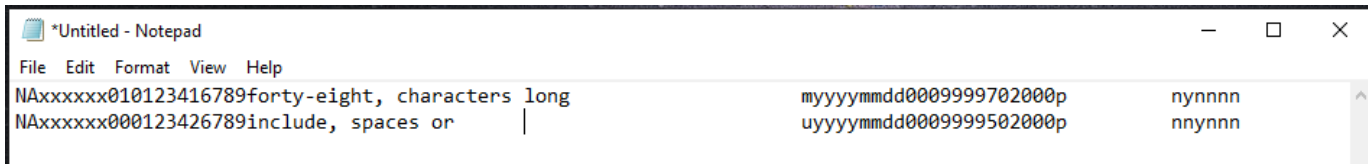
Picture 1

This is an example of what the excel document will look like once the combine column is added. The second row (highlighted box) shows what the formula will look like when typing. The other two rows show what it will look like once you have pressed enter.

Asian (Y or N)	Native Hawaiian or Other Pacific Islander (Y or N)	Black or African American (Y or N)	White (Y or N)	Filler (33 spaces)	Combine (=A2&B2&C2....)
n	n	n	y		= A2&B2&C2&D2&E2&F2&G2&H2&I2&J2&K2&L2&M2&N2&O2&P2&Q2&R2&S2&T2&U2&V2
n	n	n	n		NAxxxxxx010123416789forty-eight, characters long myyyyymmdd0009999702000p nnyynn
y	n	n	n		NAxxxxxx000123426789include, spaces or uyyyyymmdd0009999502000p nnyynn

Picture 2

This is an example of what the document will look like when copied into notepad.



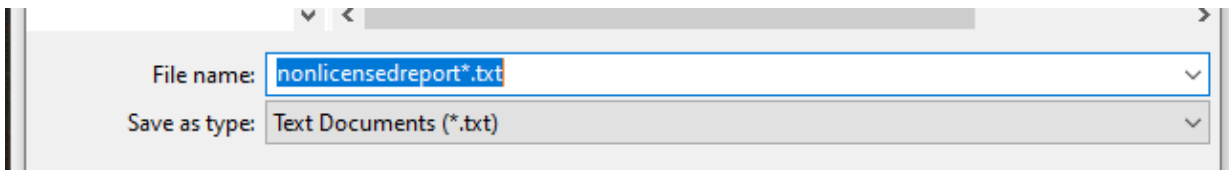
Picture 3

This is an example of what the bottom of the notepad document will look like. If you see Ln2, Col 140 means that line 2 is 140 characters long. You want every line to be 140 characters long to load properly.



Picture 4

This is an example of what the document name will look like when it is being saved. Once saved, you can load this document into the system.



Appendix B: STAR Data Collection Format

If you would like to create a text file to upload your data, your text files must match the below data collection format.

Please ensure:

- Total record length is 140 characters
- If even ONE character is off, the entire record afterwards will be off, so please count carefully

Licensed Staff Employment Record Layout – Record Type Indicator = LA

Data Elements	Number of Characters (and notes)
Record Type Indicator	2 (LA)
Contracting District Number	4 (your district number)
Contracting District Type	2 (your district type)
File Folder Number	7
Social Security Number	9 (all zeros)
Staff Name	48
Gender	1
Birth Date	8
Race/ Ethnicity	1 (zero)
Employment Status	2
Inactive/ Transfer/ Termination Status	2
Contract Salary	6
Highest Education Level	2
Contract Days	3
Years of Experience – Superintendent	2
Years of Experience – Principal	2
Years of Experience – Classroom Teacher	2
Years of Experience – Other	2
Out-of-District Assignment	1
Full-Time/ Part-Time	1
District Use	10
Hispanic	1
American Indian or Alaskan Native	1
Asian	1
Native Hawaiian or Other Pacific Islander	1
Black or African American	1
White	1
Filler	17 spaces

Licensed Staff Assignment Record Layout – Record Type Indicator = LB

Data Elements	Number of Characters (and notes)
Record Type Indicator	2 (LB)
District of Service Number	4 (your district number)
District of Service Type	2 (your district type)
File Folder Number	7
School Number of Assignment	3
Social Security Number	9 (all zeros)
Assignment Code	6
Grade Level	2
Mode of Teaching	1
Periods per Week	2
Length of Period	3
Zero Fill	2
Total Number of Pupils	3 (all zeros)
District Use	10
Filler	84 spaces

Non-Licensed Staff Record Layout – Record Type Indicator = NA

Data Elements	Number of Characters (and notes)
Record Type Indicator	2 (NA)
Contracting District Number	4 (your district number)
Contracting District Type	2 (your district type)
School Number of Assignment	3
Unique Identifier	9 (first four numbers are district number)
Staff Name	48
Gender	1
Birth Date	8
Race/ Ethnicity	1 (zero)
Non-Licensed Staff Employment Status	2
Employee Classification	6
Hours Worked per Week	2
Zero Fill	2
Full-Time/ Part-Time	1
District Use	10
Hispanic	1
American Indian or Alaskan Native	1
Asian	1
Native Hawaiian or Other Pacific Islander	1
Black or African American	1
White	1
Filler	33 spaces