COLORADO
Department of Education
School Nutrition

Upload File Layout Requirements

Direct Certification – Uploading Student Enrollment Data

School Nutrition Unit

Upload File Specification

Once you have obtained a file of **all** students enrolled in the district, the file must be formatted to follow the record layout below. Your file must follow the requirements below exactly and then be converted to a .txt file, or the upload will not work.

Column in Excel	Information needed for this field	DESCRIPTION	FIELD POSITION	FIELD WIDTH *
A	DISTNUM	4-Digit District Code **(required)**	1-4	4
B	STUDENT-ID	Student ID Number as Assigned by the District **(optional; column must be included and left blank if information is missing)**	5-14	10
C	STUDENT-SSN	Student Social Security Number **(optional; column must be included and left blank if information is missing)**	15-23	9
D	LAST-NAME	Student Last Name **(required)**	24-53	30
E	FIRST-NAME	Student First Name **(required)**	54-83	30
F	BIRTH-DATE	Student Date of Birth **(required in format of, MMDDYYYY)**	84-91	8
G	CASE NUMBER	SNAP Case Number **(column must be included and left blank)**	92-100	9
H	STREET-NUMBER	Student House Number **(optional; column must be included and left blank if you are including in Column I)**	101-106	6
I	ADDRESS-1	Student Street Name or Address **(required, and can contain house number)**	107-136	30
J	ADDRESS-2	Student Second Address Line **(optional; column must be included and left blank if information is missing)**	137-166	30
K	APTNUM	Student Apartment or Trailer Number **(optional; column must be included and left blank if information is missing)**	167-172	6
L	CITY	Student City **(required)**	173-192	20
M	ZIPCODE	Student 5 digit zip code **(required)**	193-201	9
N	MATCH-TYPE	Type of Match Made **(column must be included and left blank)**	202-202	1
O	SCHOOL	Four letter school code **(optional; column must be included and left blank if information is missing)**	203-210	8
P	GENDER	Student gender: F or M **(required in format of, F or M only)**	211-211	1

Once the file is formatted according to the layout above, it must be converted into a .txt file (text file using Note Pad or Text Edit for mac users) by following the conversion formula instructions (https://www.cde.state.co.us/nutrition/dcconversionformula).

Contact Free&ReducedPriceSchoolMeals@cde.state.co.us with questions.

This institution is an equal opportunity provider.