State Scholar 6th Semester Data
Electronic Data Exchange
2024-25

Overview

In order to electronically submit student 6th semester data for the 2024-25 State Scholar Program, schools will create an Excel spreadsheet containing the data and submit it to ISAC through the Gift Assistance Program Access (GAP Access) portal. The spreadsheet must be created using the file layout below. To submit the data, upload a completed and verified 6th semester Excel spreadsheet to ISAC via the State Scholar - File Upload option in GAP Access. You must have a valid GAP Access user name and password to log in to GAP Access.

A) The spreadsheet must be created using versions of Microsoft Excel 2003 and above.

B) Populate the spreadsheet with 6th semester data, following the guidance found on the SSP page of isac.org.

C) Schools are required to submit data for the entire class and to include any applicable disqualification codes.

D) Be sure to "zero fill" fields where required. Remember, Excel suppresses lead zeros (001755 = 1755 in Excel) so make sure to format the columns to allow the lead zeros to appear. See the State Scholar File Upload User Guide Troubleshooting section for instructions on formatting columns.

E) Alpha characters should be in all "CAPS" to accommodate proper printing of certificates.

F) A header row is not necessary (the titles State Assigned ID, Last Name, First Name, etc.) however, if a header row (title row) is used, it must be designated a "header" in the Excel spreadsheet.

G) Excel provides a function to protect the spreadsheet and its cells so that others cannot change the data. **Do not protect the spreadsheet** or any of its cells; otherwise the file will not be able to be properly read and **will be considered corrupted.**

File Layout and Description

Data Elements

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Required   M = mandatory
Column: R = highly recommended
               O = optional

Column/Field	Data Element	Description	Required	Length	Data Type	Valid Values / Format
A	State ID	Student State ID	O	9	Numeric	ISBE supplied 9-digit student identification number.
B	Last Name	Student's Last Name	**M**	35	Alpha	1st position can't be blank, #, or special character. Should not include a comma in the data.
C	First Name	Student's First Name	**M**	16	Alpha	1st position can't be blank, #, or special character. Should not include a comma in the data.
D	Middle Initial	Student's Middle Initial	O	1	Alpha	1 alpha
E	Date of Birth	Student's Date of Birth	**M**	10	Date	MM/DD/CCYY format. Valid Calendar Date.
F	6th Semester GPA	Student's **Unweighted Grade Point Average** as of the end of the 6th semester.	**R***	7	**Zero Fill** Front & End, decimal in position 4.	7 digit number; 3 positions after a decimal. ≥ 0. Examples: 003.999, 004.250, 004.000, 099.891
G	6th Semester Rank	Student's Rank in Class as of the end of the 6th semester.	**R***	5	Numeric - Right Justify **Zero Fill**	5 digit number. Should be $\leq$ 6th Semester Class Size. Example: 1 = 00001
H	Disqualify Reason	Reason a student does not qualify for the HSSP programs.	**M - If Applicable**	1	Alpha	E: not a citizen or eligible non-citizen F: not a resident of IL as of end of 6th semester. H: not scheduled to graduate from HS by September of following year. I: already in college or graduated prior to start of next academic year O: deceased Or Blank
I	Transfer Out Date	Date the student stopped attending your High School.	R - If Applicable	10	Date	MM/DD/CCYY format. Valid Calendar Date.
J	Transfer Out School Code	6 digit ACT code of the High School the student is moving to.	R - If Applicable	6	Numeric	Complete 6 digit number.

Column	Data Element	Description	Required	Length	Data Type	Valid Values / Format
K	Early Grad Class Size	Number of students as of the end of the 3rd semester prior to student's graduation.	**M - If Applicable**	5	Numeric - Right Justify **Zero Fill**	Up to 5 digit number. Must be greater than 0. Example: 234 = 00234
L	Early Grad Rank	Student's Rank in Class as of the end of the 3rd semester prior to the student's graduation.	R - If Applicable	5	Numeric - Right Justify **Zero Fill**	Up to a 5 digit number. Should be $\leq$ 6th Semester Class Size. Example: 1 = 00001

Total

R* = You must populate either field F or field G. Or, you may populate both. Populate the fields consistently for each student.