



State Scholar Program (SSP)

File Upload User Guide

Quick Links

[ISAC.org](https://www.isac.org)

[State Scholar Program](#)

[Required Sixth Semester Data](#)

August 2025

Introduction to the File Upload Process

State Scholar Program (SSP) & Sixth Semester Data

- Schools may submit sixth semester data for the State Scholar Program (SSP) electronically via the file upload process in the [GAP Access Portal](#)
- Schools can submit records for all their students at one time instead of individual student data entry online.
- You must create a sixth semester data file according to State Scholar file specifications provided in this guide. **Do not password protect the file.**

The image shows two screenshots from the GAP Access Portal. The top screenshot shows the navigation menu with 'School Administration Programs' and 'State Scholar Program' highlighted. A red circle and arrow point from 'State Scholar Program' to the bottom screenshot. The bottom screenshot shows the 'State Scholar Program' screen with a 'File Upload' tab selected. The screen displays a search bar, a table of school records, and a message box. The table has columns for 'Grad Year', '6th Sem Class Size', 'Unweighted GPA Scale', 'Students Tested ACT / SAT', 'Roster Type Submitted', 'Roster Received', 'Does School Rank?', 'Students Submitted', 'State Scholars Selected', and 'Run Selection'. The message box contains the following text: '2026:27 State Scholar processing has begun. Details regarding the State Scholar Program are available on ISAC's website. Please note that ISAC no longer prints and mails Certificates of Achievement to high schools. Rather, all high schools are responsible for printing the certificates for their State Scholars.'

Logging In to GAP Access

- You must have a valid GAP Access User ID and password.
 - Use those credentials to login to GAP Access.
 - Review ISAC's GAP Access User Guide for assistance with creating or updating an account.
 - Guides are available at: isac.org/gap-access/
- After logging in, hover over the **Programs** tab and select **State Scholar Program** in the menu to access the **School Screen**.

School Screen

School Specific Data

- Enter **Sixth Semester Class Size**, **Unweighted GPA**, and answer the question “**Does School Rank? Y (yes) or N (no).**”
 - If your school ranks, only report the students’ unweighted ranks.
 - **ISAC does not need both rank and unweighted GPA.**

Search By School Search By Student File Upload

Select School **School Summary**

To access the Eligibility List and enable the Graduation Year link, required fields must be Saved

HIGH SCHOOL

Address
County
Phone

Principal
Principal Phone
Principal Email
School Contact
Contact Phone
Contact Email

Approval
Y
Closed
Demo Loaded
CPS
CITE

Message
2026-27 State Scholar processing has begun. Details regarding the State Scholar Program are available on ISAC's website.
Please note that ISAC no longer prints and mails Certificates of Achievement to high schools. Rather, all high schools are responsible for printing the certificates for their State Scholars.

Entries displayed 10 Filter

Grad Year	6th Sem Class Size	Unweighted GPA Scale	Students Tested ACT / SAT	Roster Type Submitted	Roster Received	Does School Rank?	Students Submitted	State Scholars Selected	Run Selection
2026	20	004				N			<input type="checkbox"/>

Obtaining Certificates of Achievement

- Schools are responsible for printing certificates for their State Scholars.

Options for Early Announcement

- Early announcement of Scholars allows students to include honorary designation of State Scholar on college admission and merit-based scholarship applications.
- ISAC will send your school an email when the Excel file has finished processing.
 - Once the school has received that email, you may check “**Run Selection Box**” to participate in early announcement processing.
 - By checking this box, you agree to include your students in early announcement processing.
- Schools that do not wish to include their students in early announcement processing, will be considered for State Scholar designation when the last announcement takes place at the end of cycle.

Guidelines & Samples: Access

Access

- Click the **File Upload** button to proceed to the file upload processing and SSP Upload History Screen.

Displays & Purpose

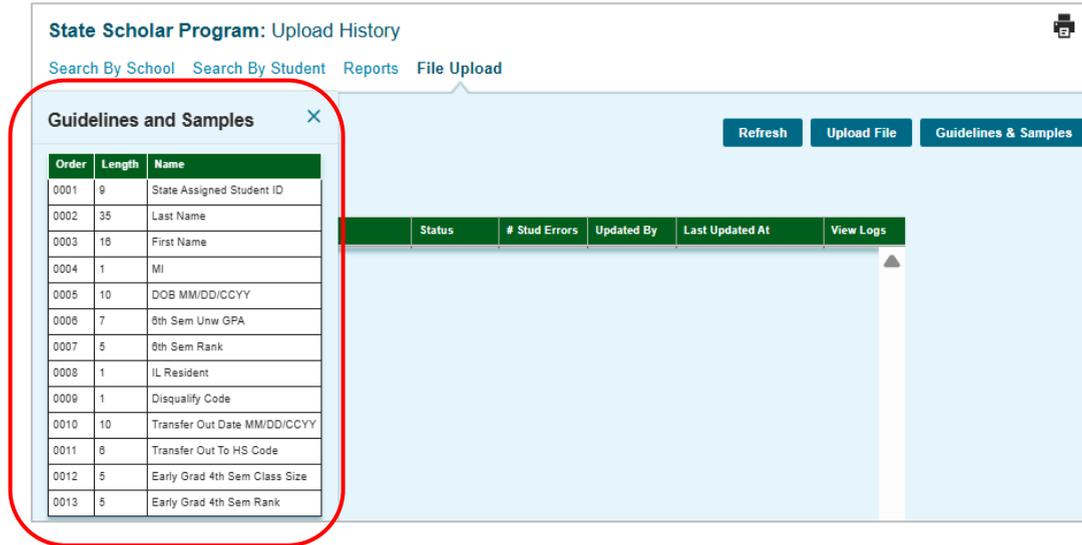
- **Guidelines & Samples** provides formatting information regarding the data to be submitted
 - Two options appear in a dropdown menu when the button is clicked.
 - **SSP Guidelines** displays a file layout for the data .
 - **Sample: Excel** provides an Excel spreadsheet with data fields in the appropriate order.

The screenshot shows the 'State Scholar Program: Upload History' interface. At the top, there are navigation links: 'Search By School', 'Search By Student', 'Reports', and 'File Upload'. The 'File Upload' button is circled in red. Below the navigation, there is a 'Grad Year: 2026' label and two buttons: 'Refresh' and 'Upload File'. A dropdown menu is open from the 'File Upload' button, showing 'Guidelines & Samples' with sub-options 'SSP Guidelines' and 'Sample: Excel'. The dropdown menu is also circled in red. At the bottom, there is a table header with columns: 'Edit', 'File name', 'Status', '# Stud Errors', 'Updated By', 'Last Updated At', and 'View Logs'.

Guidelines & Samples: Pages

SSP Guidelines Screen: Displays

- The SSP Guidelines page displays a file layout of how data is to be populated on the Excel file to be uploaded.
 - See the SSP File Specifications page in this guide for further details about the file format.



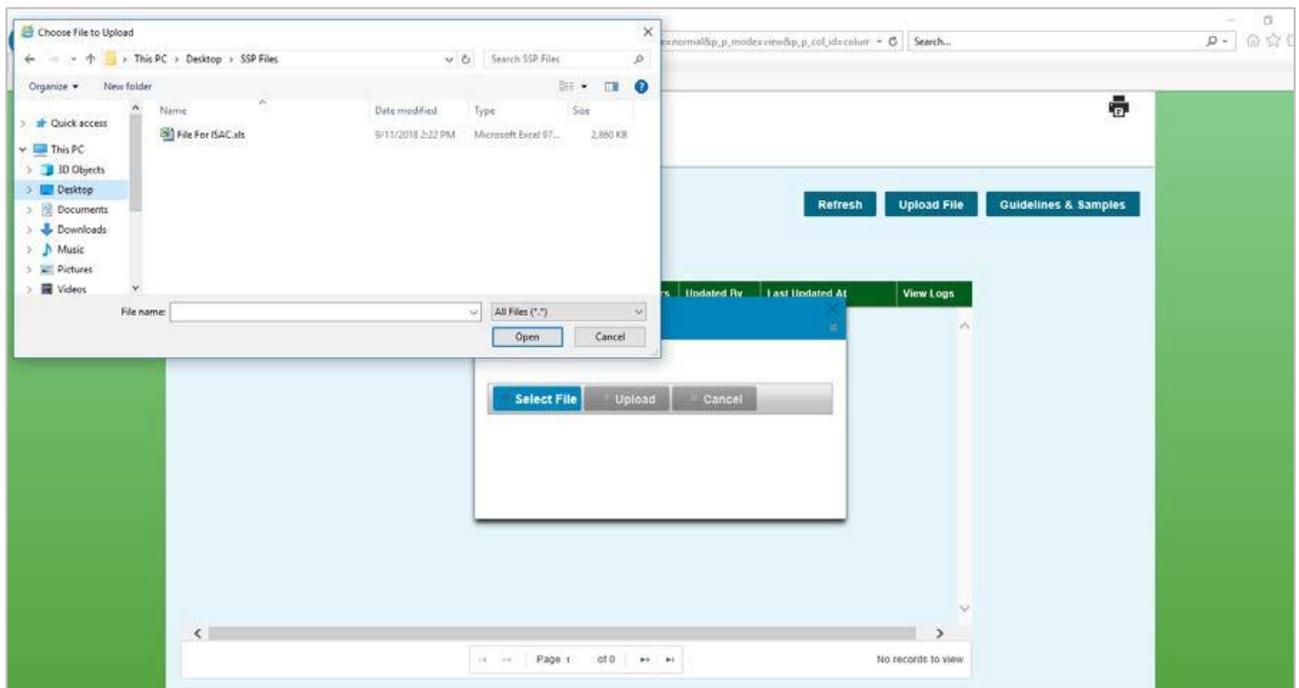
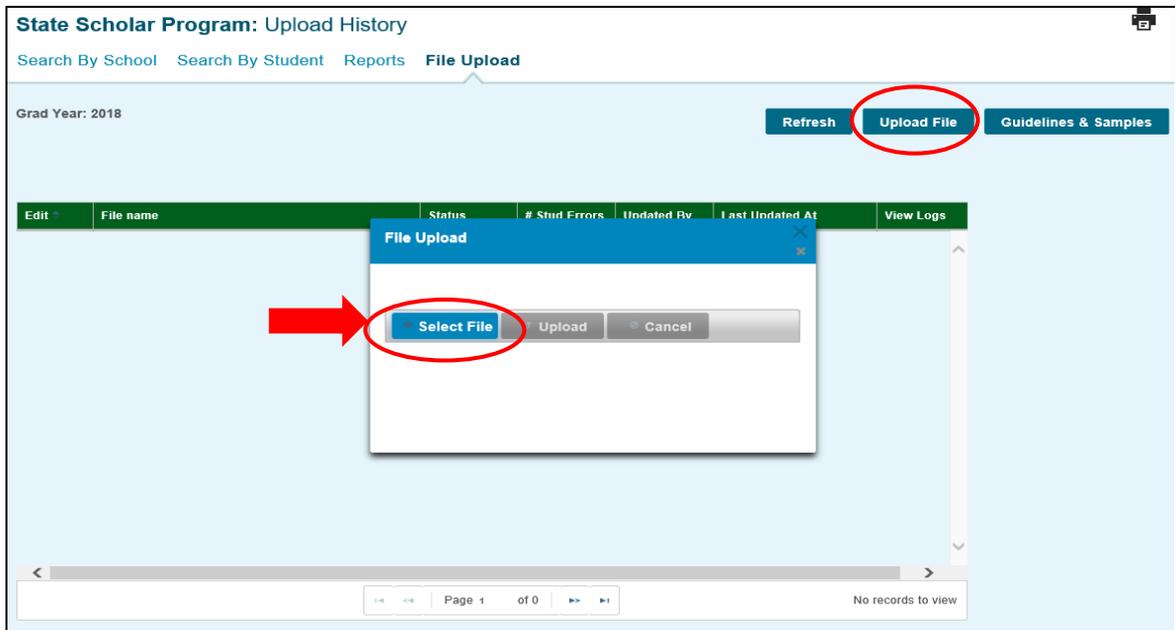
Sample: Excel

- The sample displays the column headings for the required data fields in the appropriate order.
- Please note that a new column has been added:**
 - H Column, “**Illinois Resident**”
 - In this field, you must indicate if the student is an Illinois resident by entering “Y” (yes) or “N” (no).
- Users will need to ensure that all data meets the criteria of the file layout specifications.
- Note: Excel suppresses lead zeros (e.g., **001755** is 1755).
 - Format the columns to allow the lead zeros to appear.**
 - See *Troubleshooting* section at the end of this guide for assistance with formatting columns.

A	B	C	D	E	F	G	H	I	J	K	L	M
State Assigned Student ID	Last Name	First Name	MI	DOB MM/DD/CCYY	6th Sem Unw GPA	6th Sem Rank	Illinois Resident	Disqualify Code	Transfer Out Date MM/DD/CCYY	Transfer Out To HS Code	Early Grad 4th Sem. Class Size	Early Grad 4th Sem Rank

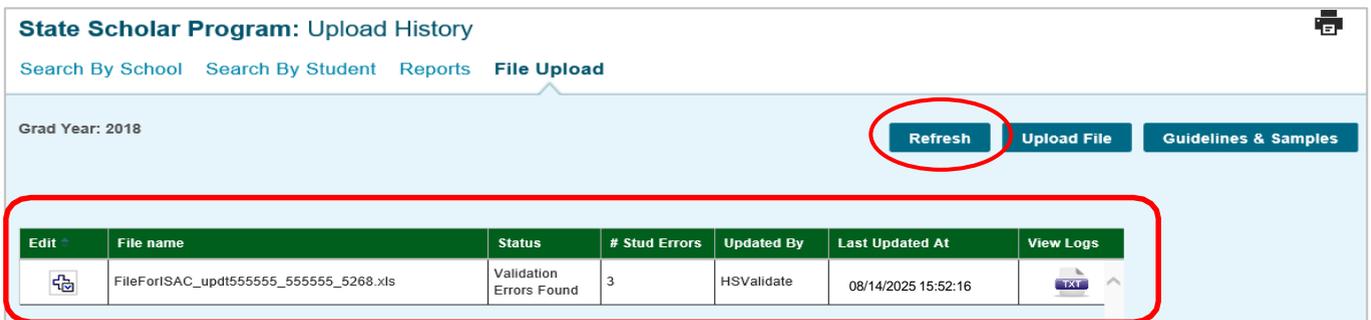
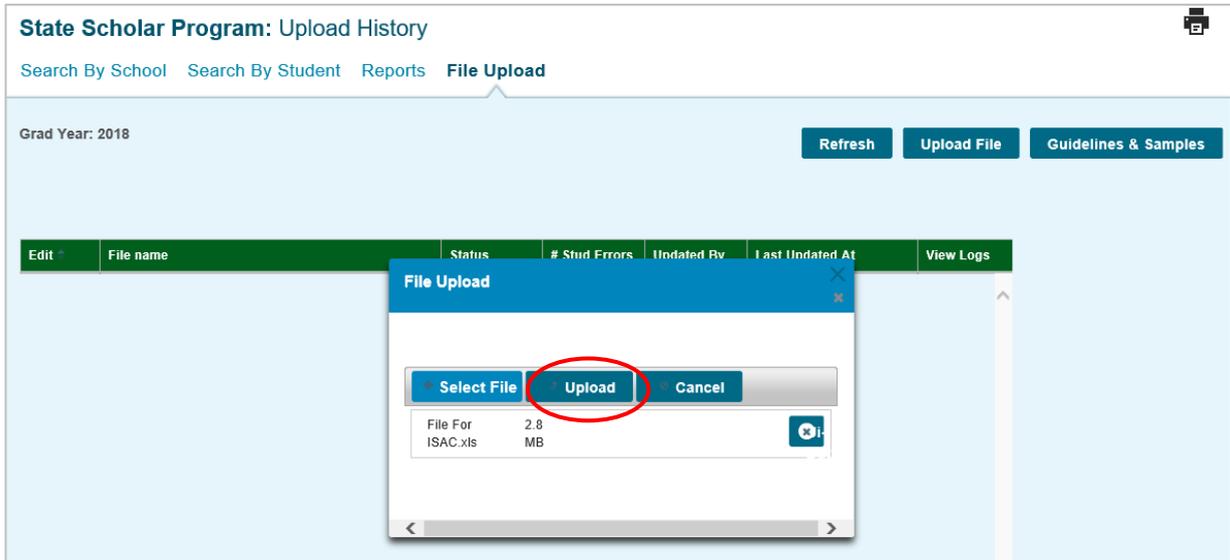
Uploading a File

- Click the blue **Upload File** button next to **Guidelines and Samples** on the **Upload History** page.
 - A dialog box will appear, prompting you to browse your computer to select a file to upload.
- Click **Select File**.
- Browse your computer to find the file you wish to upload.



Selecting and Uploading a File

- Double click on the desired file to load it into the dialog box.
- Make sure it is the file you want to use.
 - If not, click **Cancel**.
- Click the **Upload** button
 - The file will upload, and the validation process will begin.
 - The validation process will take more than a few minutes (5 minutes minimum).
- Please wait; click the **Refresh** button to check if the validation is complete.
 - When the validation process is complete, the file (with status) will appear in the history section of the screen.
 - **Tip:** the filename will be modified after validation for ISAC processing.



File Validation

Status

- Once the file upload and validation are complete, the file can have two statuses:
 - **Validated** (no errors)
 - No further action is required.
 - **Validation Errors Found**
 - You must take corrective action.
 - Errors must be corrected before any students on file are considered for State Scholar.

Correcting Errors

- You may resolve the errors in one of two ways:
 - You can correct the uploaded Excel file offline and resubmit the corrected file.
 - You can correct data errors online using the **Edit** function found on the **Upload History** screen.
 - If there are numerous errors, it may be easier to correct the data in Excel and upload a second file.
 - See the *Troubleshooting* section for a list of File Status Errors.

State Scholar Program: Upload History

Search By School Search By Student Reports **File Upload**

Grad Year: 2018

Refresh Upload File Guidelines & Samples

Edit	File name	Status	# Stud Errors	Updated By	Last Updated At	View Logs
	FileForISAC_updt555555_555555_5268.xls	Validation Errors Found	3	HSValidate	08/14/2025 15:52:16	

Listing of Errors

- To view a listing of the errors:
 - Use the **View Logs**  function
 - Generates a report list of each error for each row (i.e., student record).

State Scholar Program: Upload History

Search By School Search By Student Reports **File Upload**

Grad Year: 2018

Refresh Upload File Guidelines & Samples

Edit	File name	Status	# Stud Errors	Updated By	Last Updated At	View Logs
	FileForISAC_updt555555_555555_5268.xls	Validation Errors Found	3	HSValidate	08/14/2025 14:31:47	

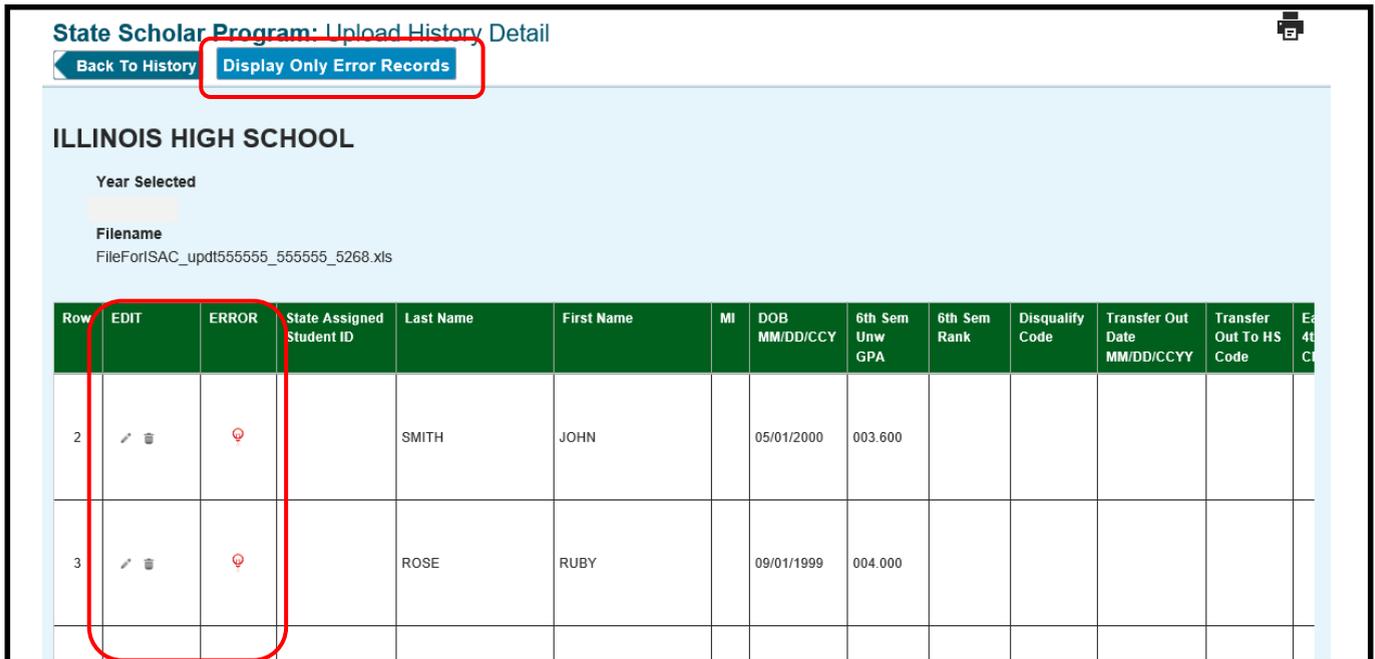
```
File Edit Format View Help
School Name : ILLINOIS HIGH SCHOOL
File Name : FileForISAC_updt55555_55555_5267.xls

Validation Start Time: 2025-08-14 14:31:37.222
FileControlID: 5267
Requesting UserID: updt140002
Row 2: 6th Semester Rank Invalid
Row 2: 6th Semester Rank invalid for ranked school
Row 3: 6th Semester Rank Invalid
Row 3: 6th Semester Rank invalid for ranked school
Row 4: 6th Semester Rank Invalid
Row 4: 6th Semester Rank invalid for ranked school
Total number of records processed: 3
Number of rows that validated without error: 0
Number of rows that encountered validation errors: 3
Total Number of Errors: 6
Time processing completed: 2025-08-14 14:31:37.472
```

File Editing Online

Access & Functions

- Click the **Edit** button on the **Upload History** screen.
 - The edit screen allows the user to update any records with errors.
 - Initially, all the records in the file appear on the screen.
 - Use the **Display Only Error Records** button to filter the list to show only records with errors.
 - Toggles between all the records and only Error records.
 - Other functional buttons:
 - **Error Column:** Click the  **Red Light Bulb Icon** to view the Error details in a pop-up window that displays the Error for the record.
 - **Edit Column:** User can **edit**  or **delete**  a record.



State Scholar Program: Upload History Detail

Back To History Display Only Error Records

ILLINOIS HIGH SCHOOL

Year Selected

Filename
FileForISAC_updt555555_555555_5268.xls

Row	EDIT	ERROR	State Assigned Student ID	Last Name	First Name	MI	DOB MM/DD/CCY	6th Sem Unw GPA	6th Sem Rank	Disqualify Code	Transfer Out Date MM/DD/CCYY	Transfer Out To HS Code	Es 4t C
2	 			SMITH	JOHN		05/01/2000	003.600					
3	 			ROSE	RUBY		09/01/1999	004.000					

File Editing Online

Editing

- Click the **Edit Icon**  to open the editable data fields (scroll right to view them all).
- Enter the correct data into the appropriate fields.
 - Ensure to use the proper formatting as described in the SSP file specifications.
- Click the icon next to the edited record to save it.
 - You must save each record individually before moving to the next record.

State Scholar Program: Upload History Detail

[Back To History](#) [Display Only Error Records](#)

ILLINOIS HIGH SCHOOL

Year Selected

Filename
FileForISAC_updt555555_555555_5268.xls

Row	EDIT	ERROR	State Assigned Student ID	Last Name	First Name	MI	DOB MM/DD/CCY	6th Sem Unw GPA	6th Sem Rank	Disqualify Code	Transfer Out Date MM/DD/CCYY	Transfer Out To HS Code	Ed 4t C
2	 			SMITH	JOHN		05/01/2000	003.600					
3	 			ROSE	RUBY		09/01/1999	004.000					

File Editing Online: Correcting & Adding a Record

Correcting a Record

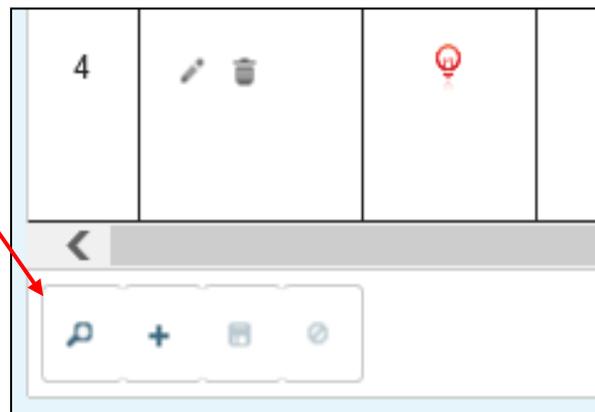
- Once a school's State Scholars have been announced, **corrections to already-submitted data must be submitted to ISAC in writing, using one of the following options:**
 - Fax to 847-831-8549
 - Email to isac.schoolservices@illinois.gov
 - Letter addressed to Illinois Student Assistance Commission, Attn: Partner Services, 1755 Lake Cook Road, Deerfield, IL 60015-5209

Adding a Record

- To add a record to the list of students:
 - Go to the bottom of the screen, underneath the scroll bar.
 - Click the **+** **Icon** and an empty row will display below the last record.
 - Enter the data into record in the empty row.
 - After data entry is complete, click the **Save Icon** to save the record. 

4					DOE	JANE	04/01/2000	002.500				
---	---	---	---	--	-----	------	------------	---------	--	--	--	--

Navigation bar: Page 1 of 1, 25, View 1 - 3 of 3



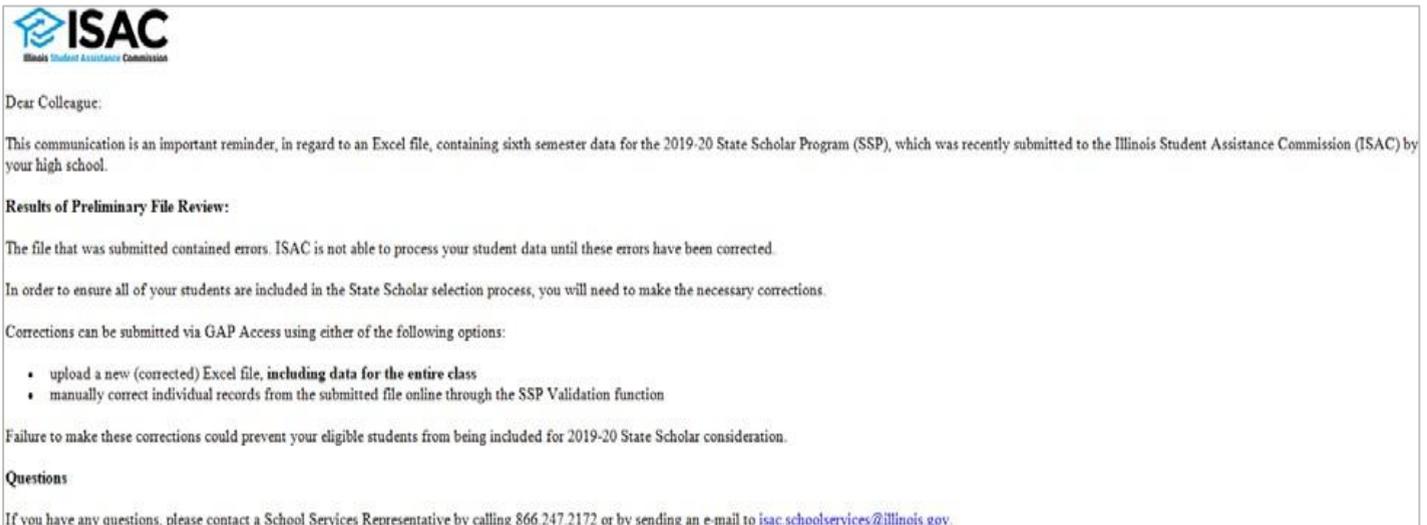
Search Option

- Using the  **Magnifying Glass Icon** (far left on the function row) allows you to search the records by row number, Last Name, or First Name.

Communication on File Status

Communication: File Had Errors

- Upon completion of file validation, if the file upload had errors, the school’s SSP contact and principal will receive an email informing them of the file’s status.
 - **Errors must be corrected before any students on the file are considered for State Scholar.**
 - The email will be generated once a week until such time that an error-free file is validated.
 - The e-mail will come from isac.schoolservices@illinois.gov with the subject line: “ACTION REQUIRED, SSP Sixth Semester Validation, School 14XXXX”



ISAC
Illinois Student Assistance Commission

Dear Colleague:

This communication is an important reminder, in regard to an Excel file, containing sixth semester data for the 2019-20 State Scholar Program (SSP), which was recently submitted to the Illinois Student Assistance Commission (ISAC) by your high school.

Results of Preliminary File Review:

The file that was submitted contained errors. ISAC is not able to process your student data until these errors have been corrected.

In order to ensure all of your students are included in the State Scholar selection process, you will need to make the necessary corrections.

Corrections can be submitted via GAP Access using either of the following options:

- upload a new (corrected) Excel file, including data for the entire class
- manually correct individual records from the submitted file online through the SSP Validation function

Failure to make these corrections could prevent your eligible students from being included for 2019-20 State Scholar consideration.

Questions

If you have any questions, please contact a School Services Representative by calling 866.247.2172 or by sending an e-mail to isac.schoolservices@illinois.gov.

Communication: Validation

- When a file is validated without errors, an email will be sent to the school contact upon completion of validation.
- Please ensure the principal and SSP contact information on the **State Scholar Program: School** screen is correct and updated when necessary.



State Scholar Program: Search By School: Results

[Search By School](#) [Search By Student](#) [Reports](#) [File Upload](#)

Select School **School Summary**

ILLINOIS HIGH SCHOOL 555555

Address
123 TEST STREET
CITY, IL 55555

County

Phone

Principal
Principal Phone
Principal Email
School Contact
Contact Phone
Contact Email

Create Contact

Step-By-Step

1. Create a sixth semester data file according to the SSP specifications.
 - a. Save that file to your computer or network.
2. Login to GAP Access.
3. Click on  under the Programs tab.
4. Enter school specific information.
5. Verify school contact and principal information and update if necessary.
6. Click the **File Upload** tab. 
7. Click the  button.
8. Find the file to upload from your computer and double-click on it to copy it into the dialog box.
9. Click the  button.
10. Allow time for the validation process; click the  button.
11. Correct any errors found after the validation process by either:
 - a. Correcting the Excel file, or
 - b. Entering the corrections online using the Edit function.
12. Review any emails received and take any action necessary.

State Scholar Electronic Data Exchange File Layout and Specifications

Overview

- To electronically submit student sixth semester data for the 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.
- Spreadsheet must be created using the specific file layout provided by ISAC.
- To submit the data, upload a completed and verified sixth semester Excel spreadsheet to ISAC via the State Scholar - File Upload option in GAP Access.

Tips & Guidelines

- The spreadsheet must be created using versions of Microsoft Excel 2003 and above.
- Populate the spreadsheet with sixth semester data, following the guidance found on the SSP page at isac.org/isac-gift-assistance-programs/state-scholar-program/roster-data/#option.
- Be sure to “zero fill” fields where required. Excel suppresses lead zeros (**00**1755 = 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.
- Alpha characters should be in all “CAPS” to accommodate proper printing of certificates.
- 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.
- 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.
- School users must log in to GAP Access to submit the file to ISAC via the SSP system.

State Scholar Electronic Data Exchange File Layout & Specifications

Required column: M = Mandatory, R = Highly Recommended; O = Optional

Column	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 6 th semester	R*	7	Numeric - 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 6 th semester	R*	5	Numeric -Right Justify Zero Fill	5-digit number. Should be < 6 th Semester Class Size. Example: 1 = 00001
H	Illinois Resident	Confirmation of the Student's State of Residence	M	1	Alpha	Y: Illinois Resident N: Not an Illinois Resident
I	Disqualify Reason	Reason a student does not qualify for the SSP program.	M - If Applicable	1	Alpha	E: not a citizen or eligible non-citizen F: not a resident of IL as of end of 6 th semester. H: not scheduled to graduate from HS by September of following year. I: already in college or graduated prior to start of the next academic year O: deceased Or Blank
J	Transfer Out Date	Date the student stopped attending your High School	R- If Applicable	10	Date	MM/DD/CCYY format. Valid Calendar Date
K	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
L	Early Grad Class Size	Number of students as of the end of the 3 rd 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
M	Early Grad Rank	Student's Rank in Class as of the end of the 3 rd semester prior to the student's graduation	R - If Applicable	5	Numeric - Right Justify Zero Fill	Up to a 5-digit number. Should be < 6 th Semester Class Size. Example: 1 = 00001

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

Troubleshooting: Formatting & Common Issues

Formatting of Sixth Semester GPA & Rank

- Sixth semester GPA is a 7-digit field that includes a decimal point in the fourth position with three positions after the decimal.
 - For example, this is the proper format: 999.999
 - If your system carries only a 5-digit GPA (including the decimal), e.g., 3.549, you need to reformat that column on your spreadsheet to conform to the ISAC requirements.
 - To do so you may use the solution found on the following page.
 - There may be different or even easier methods to correct the data, but this one will work.

Troubleshooting: Formatting & Common Issues

Formatting Sixth Semester GPA: Steps

1. First populate the spreadsheet with student data.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	State Assig	Last Name	First Name MI		DOB MM/DD/CCYY	6th Sem Unw GPA	6th Sem Rank	Disqualify	Transfer Out	Transfer Out	Early Grad	Early Grad	4th Sem Rank
2		ASBURY	RUTH		01/01/99	3.549	5						
3		SMITH	SAMUEL		01/02/99	3.349	10						
4		HILL	LOVE		01/03/99	3.33	12						

2. To correct the formatting errors for the sixth semester GPA, click on column F to highlight the entire column.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	State Assig	Last Name	First Name MI		DOB MM/DD/CCYY	6th Sem Unw GPA	6th Sem Rank	Disqualify	Transfer Out	Transfer Out	Early Grad	Early Grad	4th Sem Rank
2		ASBURY	RUTH		01/01/99	3.549	5						
3		SMITH	SAMUEL		01/02/99	3.349	10						
4		HILL	LOVE		01/03/99	3.33	12						
5													

3. Right click to bring up the menu and select “Format cells...”

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	State Assig	Last Name	First Name MI		DOB MM/DD/CCYY	6th Sem Unw GPA							
2		ASBURY	RUTH		01/01/99	3.549							
3		SMITH	SAMUEL		01/02/99	3.349							
4		HILL	LOVE		01/03/99	3.33							
5													
6													
7													
8													
9													
10													

4. Select “Custom” under the Category column.

5. Then in the Type field (initially, some words or numbers may appear in the field) type 000.000 and click OK.

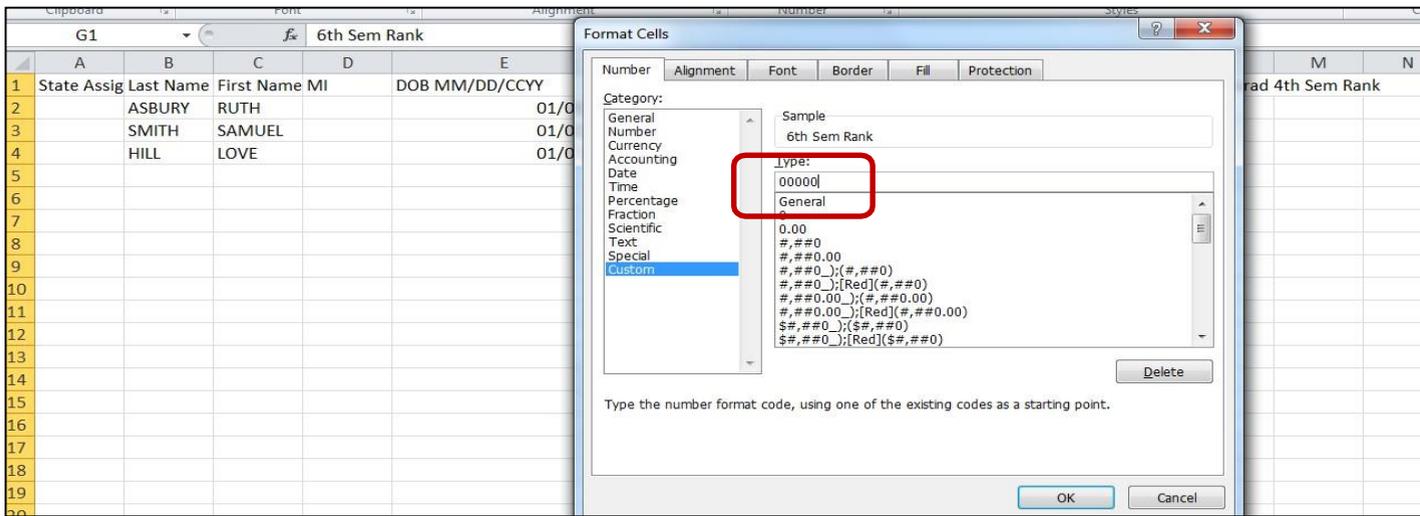
The screenshot shows the 'Format Cells' dialog box with the 'Number' tab active. The 'Category' list on the left has 'Custom' selected. The 'Type' field contains the text '000.000'. The 'OK' button at the bottom right is highlighted.

6. Now, the sixth semester GPA field is formatted according to ISAC requirements.

Troubleshooting: Formatting & Common Issues

Formatting Sixth Semester Rank: Steps

1. Follow the same general steps as those used for sixth semester GPA except:
 - a) Highlight the **sixth semester rank** column.
 - b) Type 00000 in the **Type** field on the Format Cells screen.



2. After clicking **OK**, the sixth semester rank field will be formatted according to ISAC requirements.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	State Assig	Last Name	First Name	MI	DOB MM/DD/CCYY	6th Sem Unw	6th Sem Ra	Disqualify	(Transfer O	Transfer O	Early Grad	Early Grad	4th Sem Rank	
2		ASBURY	RUTH		01/01/99	003.549	00005							
3		SMITH	SAMUEL		01/02/99	003.349	00010							
4		HILL	LOVE		01/03/99	003.330	00012							
5														

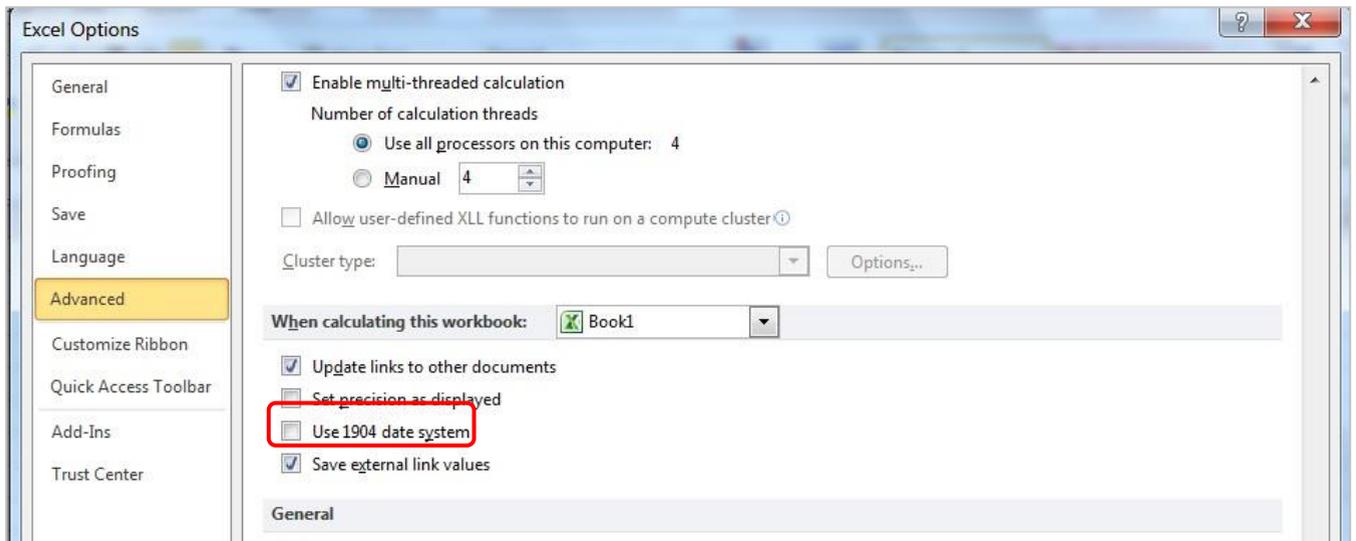
Troubleshooting: Formatting & Common Issues

Mac Users: Problem Formatting DOB Field

- **Issue:** You are an Apple Mac user, and the date of birth (DOB) will not appear as required on your spreadsheet

Formatting DOB as Mac User: Steps

1. Open Excel & Click **File** at the top of the worksheet
2. Select **“Option”** from the **“File”** menu
3. Select **“Advanced”**
4. Under the heading **“When calculating this workbook,”** find **“Use 1904 date system”**
5. **Uncheck** the box next to **“Use 1904 date system”**



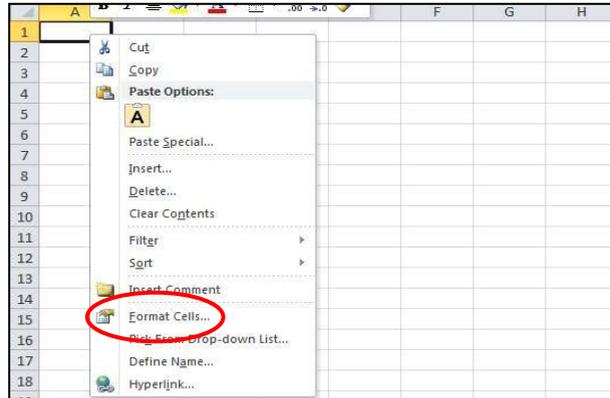
Troubleshooting: Formatting & Common Issues

Formatting the DOB: Steps

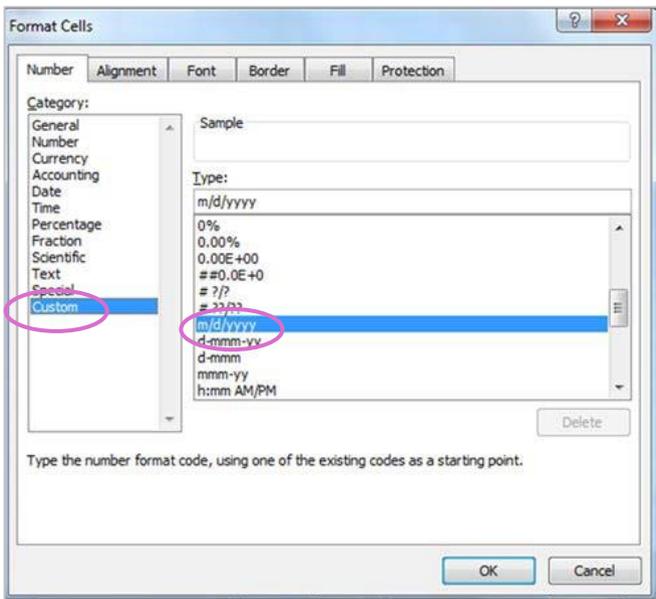
DOB format specification is mm/dd/yyyy (month/date/century year)

- o Format the DOB column on your spreadsheet to make it conform to the ISAC requirements

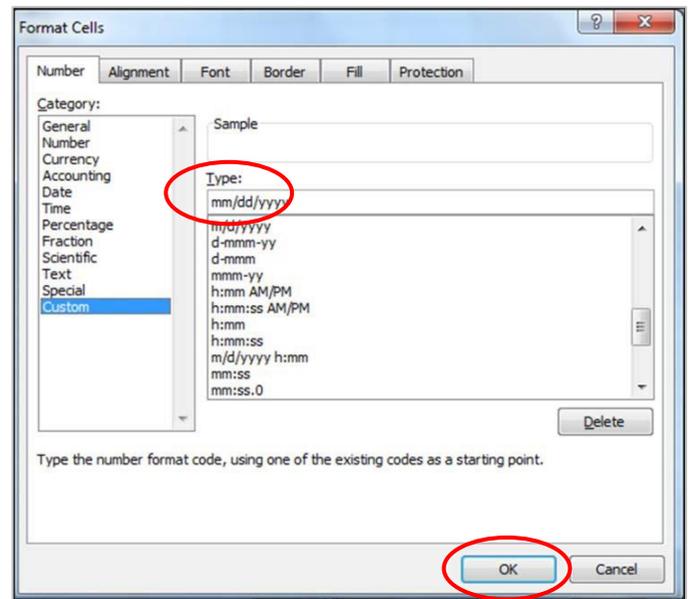
1. Right click on the appropriate cell, and select **“Format Cells...”**



2. Select **“Custom”** and find **“m/d/yyyy”**



3. Type **mm/dd/yyyy** in the **Type** field and click **“OK”**



Your cell is now formatted in Date type - mm/dd/yyyy. It will convert to the formatted date type (e.g., 01/01/2000).

Troubleshooting: Errors

Validation Errors But No Students Have Errors

- **Issue:** Message “Validation Errors Found,” appears; however, no student has an error message.
- Most frequently occurs when the number of records on the file is greater than the sixth semester class size reported on the school screen.
- Check the report (by clicking on the  icon to open the report) to confirm error.
 - Issue with the file is listed on the report.
 - When this error occurs:
 - Check the school screen sixth semester class size.
 - Update if necessary.
 - Double-check the number of student records on the file.
 - Make sure the number of students on file is less than or equal to the number in the sixth semester class size.

```
FileForISAC_updt159999_159999_5269.txt - Notepad
File Edit Format View Help
School Name : TEST ISAC SSP
File Name : FileForISAC_updt159999_159999_5269.xls

Validation Start Time: 2025-08-14 14:31:37.222
FileControlID: 5269
Requesting UserID: HSValidate
Number of Students Must be less than or equal to Class Size
Total number of records processed: 0
Number of rows that validated without error: 0
Number of rows that encountered validation errors: 1
Total Number of Errors: 1
```

Troubleshooting: Errors

File Status Errors that Require Correction

Staging Error

- File could not be decrypted or recognized.
 - *A corrected file must be submitted.*
 - While this is not the only reason for a file to fail for Staging Error, it is one of the possibilities.
 - ISAC requires Microsoft Excel 2003 or above to create the file.
 - If another software program is used to create the file (e.g., OpenOffice, Google Sheets, LibreOffice, WPS Office) the **file will most likely fail for Staging Error.**

File Protected

- Excel file is password protected.
 - **A corrected file must be submitted.**
- If saved as a protected file (you will see “Enable Editing”) for your Excel file.
 - Save as and change name (e.g., SSP Class 2026 – 1).
 - Ensure it is not a protected file for upload success.

File Error

- File could not be uploaded.
 - **A corrected file must be submitted.**
 - File is not in the ISAC required format.

Validation Errors Found

- Record has format errors.
 - **A corrected file must be submitted.**
 - Verify the data follows ISAC guidelines.

Tips:

- **Both** columns (rank and unweighted GPA) must be formatted correctly.
- Make sure file is in the specified format.
- All files must be created using Microsoft Excel 2003 and above.

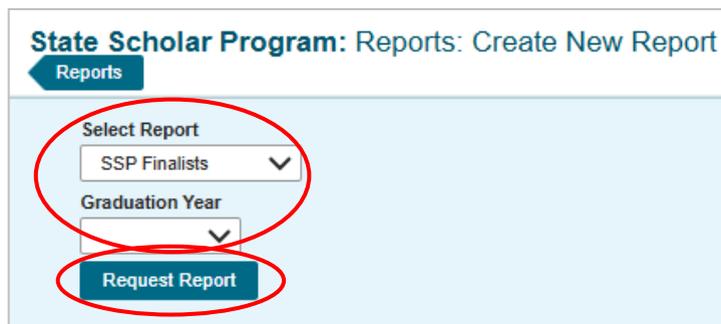
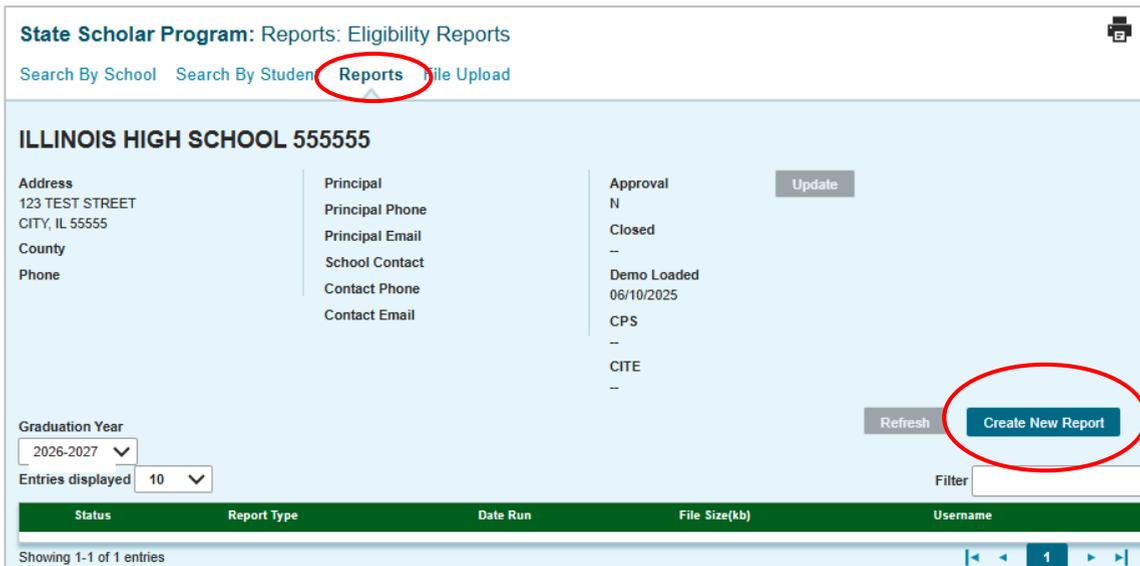
Reports

Displays & Purpose

- Reports can be requested once ISAC announces qualified Illinois high school students who have been designated as State Scholars.
- Users can generate a PDF report of your institution's State Scholar Finalists and Non-Finalists.

Access: Steps

1. Click on the **Reports** tab on the **State Scholar Program** School Screen.
2. Click on **Create New Report**.
3. Click on the drop-down arrow for report and graduation year.
4. Select the report and graduation year of choice.
5. Click on **Request Report**.
6. The requested report detail will appear on the **State Scholar: Reports: Eligibility Reports** screen.



Resources

State Scholar Main Page on ISAC.org

isac.org/isac-gift-assistance-programs/state-scholar-program/index.html

State Scholar Program File Specifications

isac.org/isac-gift-assistance-programs/state-scholar-program/roster-data/#option

List of GAP Access User Guides

isac.org/gap-access/#guide

ISAC Partner Services

Email: isac.schoolservices@illinois.gov

Phone: 866-247-2172