

State Scholar 6th Semester Data Electronic Data Exchange 2026-27

Overview

In order to electronically submit student 6th semester data for the 2026-27 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.
- H) Illinois Resident is a new field. Confirmation from the school is needed as to Illinois Residency. This is an “Alpha” field: Y= Illinois Resident, N= Not an Illinois Resident

File Layout and Description

Data Elements

Required Column: M = mandatory
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 < 6th 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 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 |
| J | Transfer Out Date | Date the student stopped attending your High School. | R - If Applicable | 10 | Date | MM/DD/CCYY format. Valid Calendar Date. |

| Column | Data Element | Description | Required | Length | Data Type | Valid Values / Format |
|----------|--------------------------|--|--------------------------|--------|--|---|
| 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 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 |
| M | 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 < 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.