



## **Elementary School Data Submission Guide**

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Program Administered by  
Nevada State Treasurer  
Kate Marshall

This guide is designed to outline the process for submitting student information that will be used for the administration of the Nevada College Kick Start Program by the State Treasurer's Office and our Nevada College Savings Plans program manager, Upromise.

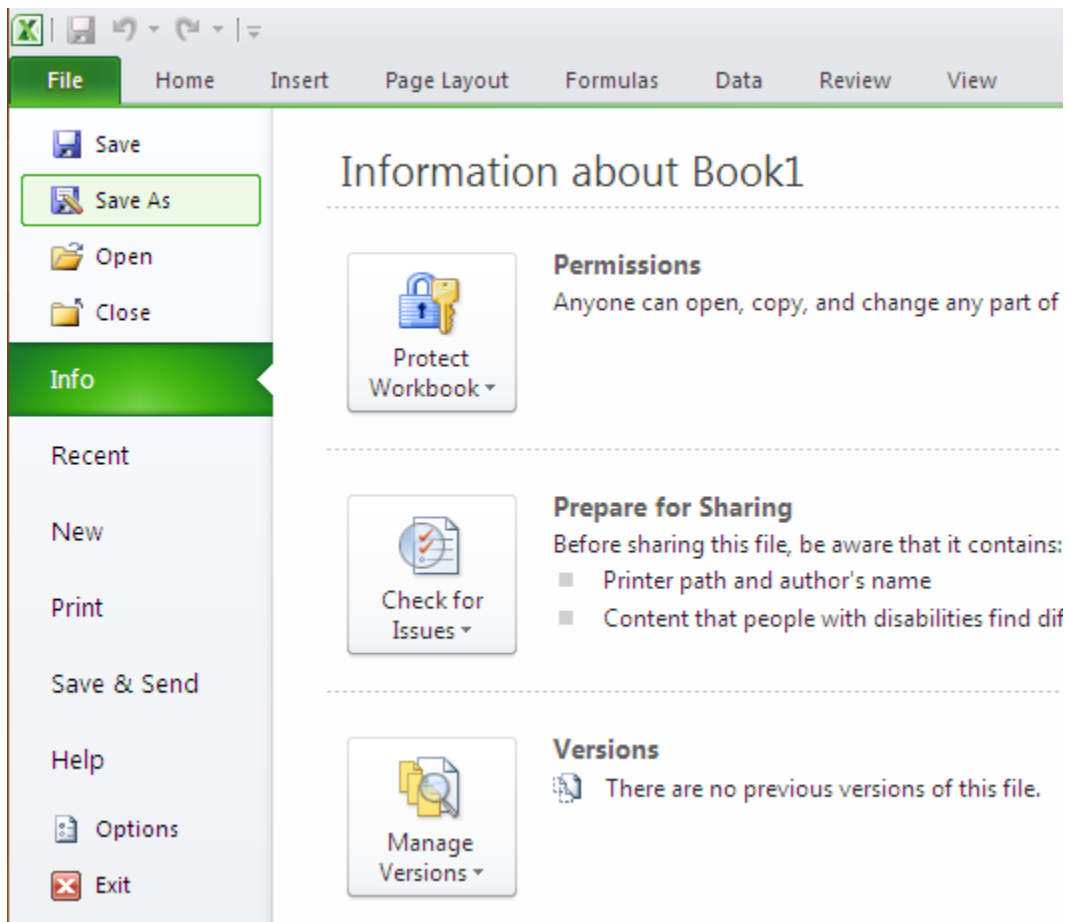
## **Step 1: Create a spreadsheet with the required data elements in Excel**

1. Create an Excel file with the following column headings and in this order:
  - A. Student's First Name
  - B. Student's Middle Initial
  - C. Student's Last Name
  - D. Student ID #
  - E. School ID #
  - F. Student's DOB (mm/dd/yyyy)
  - G. Student's Gender (M or F)
  - H. Student's Mailing Address: Street 1
  - I. Student's Mailing Address: Street 2
  - J. Student's Mailing Address: City
  - K. Student's Mailing Address: State
  - L. Student's Mailing Address: Zip
  - M. Parent/Legal Guardian First Name
  - N. Parent/Legal Guardian Middle Initial
  - O. Parent/Legal Guardian Last Name
  - P. Parent/Legal Guardian Email Address
  - Q. Parent/Legal Guardian Mailing Address: Street 1
  - R. Parent/Legal Guardian Mailing Address: Street 2
  - S. Parent/Legal Guardian Mailing Address: City
  - T. Parent/Legal Guardian Mailing Address: State
  - U. Parent/Legal Guardian Mailing Address: Zip
  - V. Parent/Legal Guardian Phone Number (xxxxxxxxxx 10 digits, no dashes)

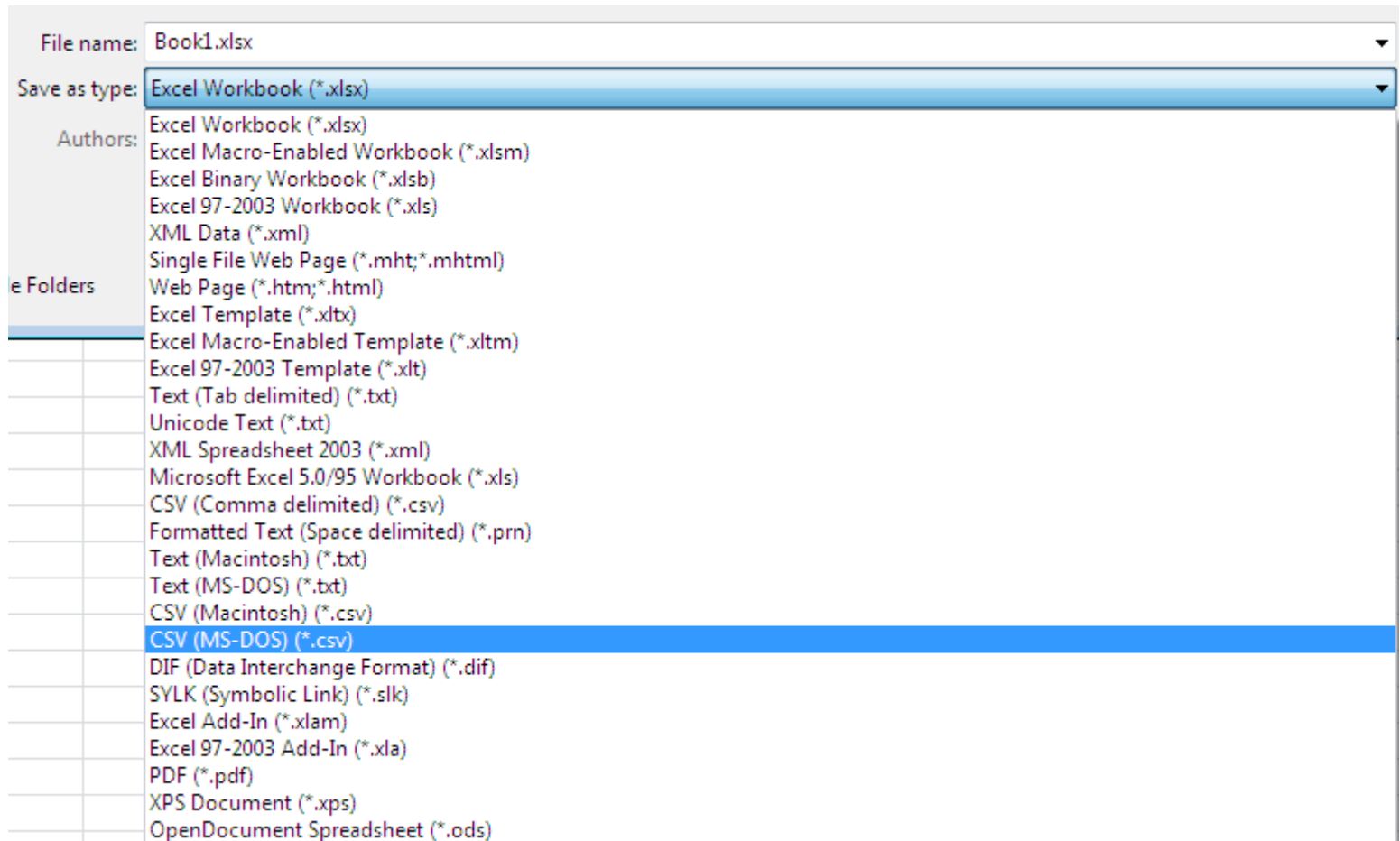
## Step 2: Convert your Excel file to a CSV file

Note: Your Excel version may look different than the pictures included here, but the steps are basically the same. Open the File menu and select the “Save As” option.

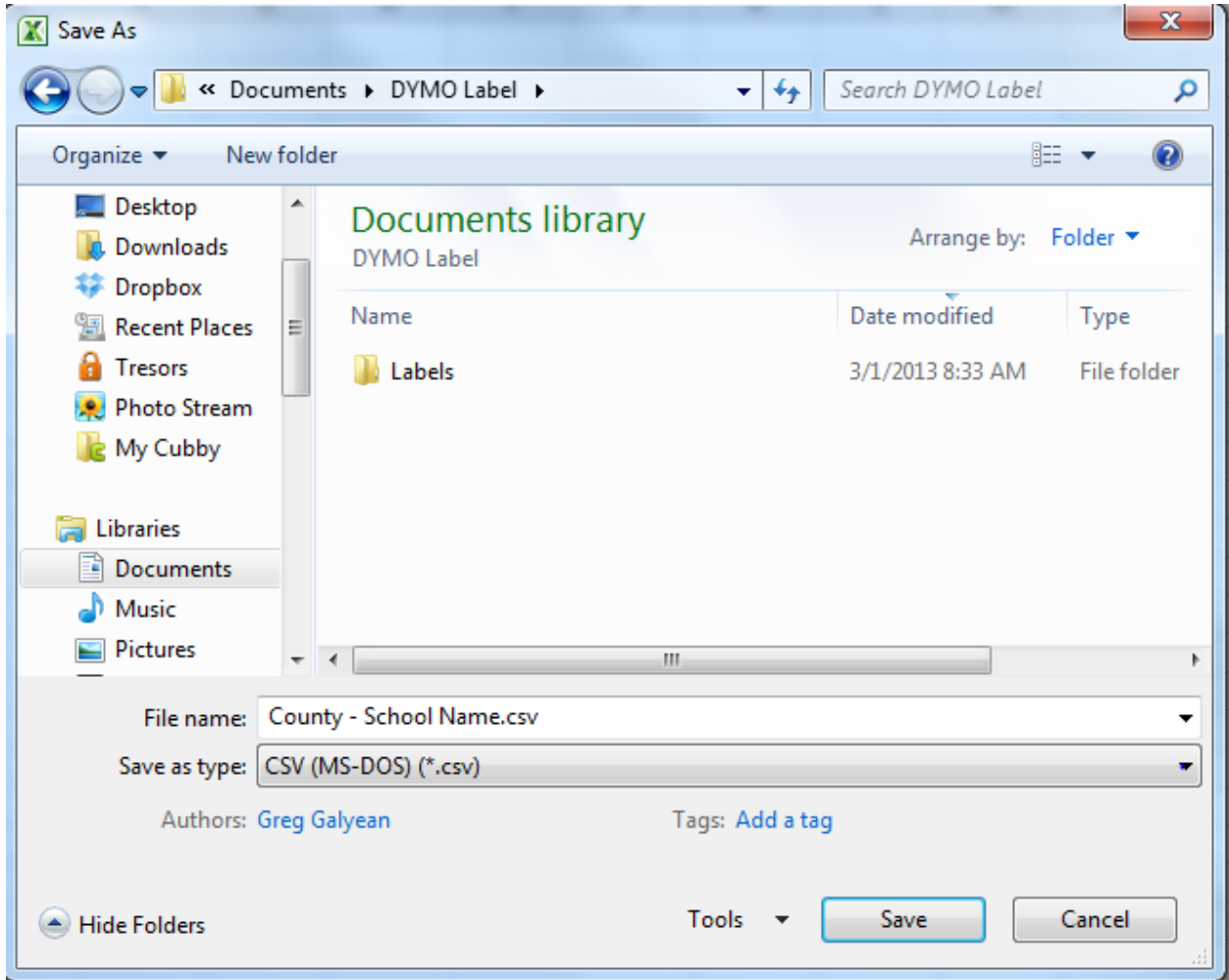
1. Click on the green **File** button in the very top left and click on **Save As**:



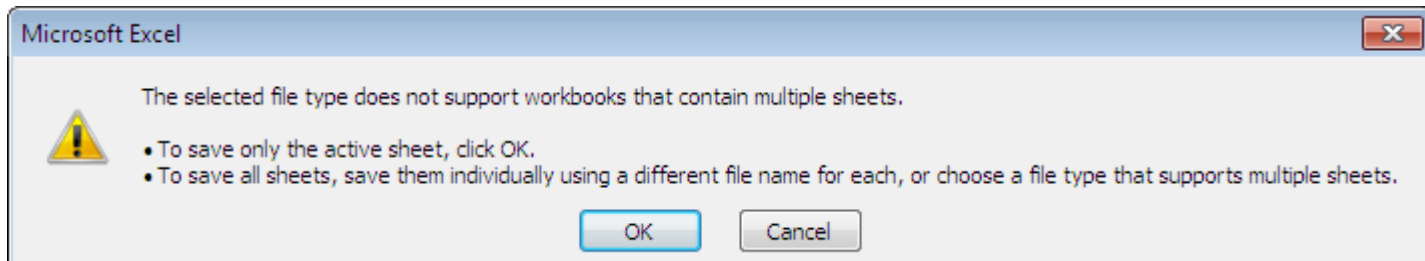
2. In the new “Save As” window that appears, please name your file using the name of your county and your school name. In the “Save as,” drop down menu, scroll down and select **CSV (MS-DOS) (\*.csv)**:



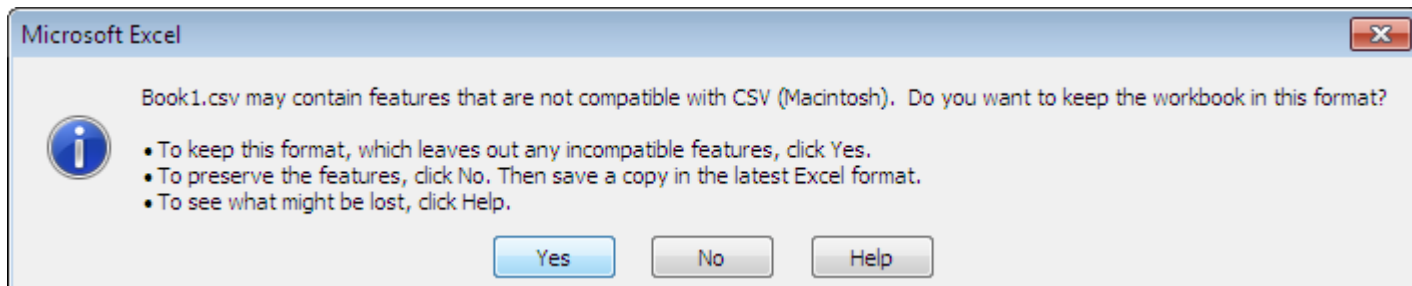
3. When everything is correctly entered, click “Save” on the bottom right-side of the page:



4. You will receive a warning about your workbook containing multiple sheets. Simply click “OK” to continue:

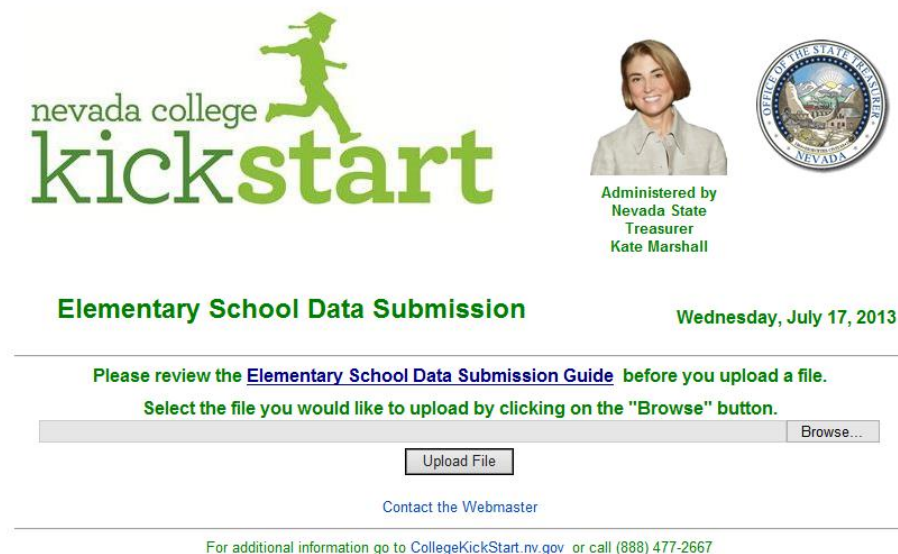


5. Next, you will receive a warning about features not being compatible. Simply click on “**Yes**” to finish saving your file:



## Step 3: Upload your file to our webpage

1. Access our webpage at [www.CollegeKickStart.nv.gov\XXX](http://www.CollegeKickStart.nv.gov\XXX) and upload your file to our server.



# Thank You!