

GAP Data Template Formatting Guide

Field Name	Description	Field Size	Data Format	Data Codes	Example
Note: Field names in orange below refer only to 12th grade student data.					
School CEEB Code	The College Entrance Examination Board (CEEB) code for the high school(s) associated with the data.	6	Numerical	XXXXXX	123456
Filler	Leave Blank				
First Name	First name of the student	-	Alpha; Capitalize First Letter of Name followed by lower case letters.		Jane
Last Name	Last name of the student	-	Alpha	-	-
DOB	Data of birth of the student	10	Numerical/Symbol	MM/DD/YYYY	9/30/2008
Cumulative GPA	The student's cumulative GPA.	4	Numerical/Symbol	X.XX	3.1
CADRs	College Academic Distribution Requirement(s) coursework on the student's transcript	2	Alpha	X	C for Completed CADRs P for CADRs In-Progress
Grade Level	The grade level of the student. This should be either 11th grade/junior standing or 12th grade/senior standing.	2	Numerical	XX	11 for 11th grade or junior standing. 12 for 12th grade or senior standing.
Mailing Address Stret	The street address of the student.	-	Numerical/Alpha	-	123 ABC Drive
Mailing Address City	The city associated with the student's address	-	Alpha	-	Olympia
Mailing Address State	The two-letter acronym for the state	2	Alpha	XX	WA
Mailing Address Zip Code	The five-digit zip code associated with the student's address	5	Numerical	XXXXX	12345
Email Personal	The student's personal email address.	-	-	-	-
Email School	The student's school email address.	-	-	-	-
Email Parent/Guardian	The parent(s) or guardian(s) email address	-	Include a single email per column	-	-