



Student Data File Instructions

To complete a data upload of multiple participants onto a program location, the provided Excel.csv template MUST be used to successfully upload data within the INTraining portal.

Below are instructions on how to successfully complete the student data template fields.

First Name – required

Enter the participant's first name.

Last Name – required

Enter the participant's last name.

SSN – recommended

Note: Adding at least the last 4 digits of the SSN is highly recommended for better wage and employment data matching.

Enter the participant's social security number. The SSN must be 9 digits even if you are only providing the last 4 digits of the SSN (see format examples below).

9-digit SSN number format: 000-00-0000

Last 4-digit SSN number format: xxx-xx-0000 (Please use X's as leading zeros can be understood as actual social security numbers)

Address - required

Enter the participant's address.

City – required

Enter the participant's city.

State – required

Enter the participant's state abbreviation.

Note: Please ensure you are only using the state abbreviation.

Format: XX

Zip – required

Enter the participant's zip code.

Format: XXXXX



Birthdate – required

Enter the participant’s date of birth. The student must be at least 16 prior to the start of the program.

Format: XX/XX/XXXX

Entry Date – required

Enter the participant’s course start date.

Format: XX/XX/XXXX

Exit Date – required, if available

Enter the date the participant completed, exited, or dropped the program. Completion date must be after the Entry date.

Note: If the student is enrolled at the time of federal reporting, leave this field blank.

Format: XX/XX/XXXX

Email Address – recommended, if available

Enter the student’s email address.

Format: [XXX@XXX.com](#)

Enrollment Status – required

Enter the participant’s enrollment status.

Acceptable values:

Participant’s current enrollment status	Definition	Enter on Excel spreadsheet
Enrolled	The participant is currently enrolled and participating in the course.	E
Completed	The participant completed and passed the course.	C
Failed	The participant completed but did not pass the course.	F
Did Not Complete	The participant did not complete (withdrew from) the course.	D



Name of Credential– required

Enter the program’s credential name *exactly as it appears within the Credential tab* of the program details within the INTraining portal.

Note: To enter additional credential(s) on the excel file for the participant, create another row for the participant and copy all demographic and program details. On the additional row(s), change **ONLY** the ***Name of Credential*** and ***Credential Results*** fields.

Credential Results– required

Enter the participant’s credential status.

Acceptable values:

Credential Results	Enter on Excel spreadsheet
Participant passed the assessment/earned the credential	P
Participant did not pass the assessment/did not earn the credential	F
Did Not Take if credential attainment requires an assessment/exam	D
Unknown	U

Program Location Number – required

Enter the **program location ID** number. This must be the SAME number on the program location page to which you are uploading data. Student data must only be entered using the program location ID where they attended. **DO NOT** enter student data on a program location the student did not attend.

Gender – required

Enter the participant’s gender.

Acceptable values:

Gender	Enter on Excel spreadsheet
Female	F
Male	M
Other / Does not wish to answer	N



Race (columns P-V) – required

Enter the participant’s race. There must be an entry in each column – 1 or 0.

Acceptable values:

Race	Enter on Excel spreadsheet
Listed race applies to the participant	1
Listed race does not apply to the participant	0

Incarcerated – required

Enter if the participant is incarcerated at the time of program entry.

Acceptable values:

Is the participant incarcerated?	Enter on Excel spreadsheet
Yes	1
No	0

Deceased – required

Enter if the participant has become deceased *during* the program.

Acceptable values:

Is the participant deceased?	Enter on Excel spreadsheet
Yes	1
No	0