

High School Grade File Template

Field Name	Field Description
social security number	Student's Social Security Number
lastname	Student's last name
firstname	Student's first name
mi	Student's middle initial
address	Student's street address
city	Student's city
state	Student's state
zip	Student's zip code
birthdate	Student's date of birth
4.0 gpa	Student's cumulative grade point average on a 4.0 scale
Satscore	Student's composite SAT score, if taken (may be left blank)
natl merit	Y if student named National Merit Scholar (may be left blank)
natl achievement	Y if student named National Achievement Scholar (may be left blank)
Act Composite	Student's highest composite ACT test score from a single test date
ACT test date (MMYY)(make a text field to hold leading zeroes)	Date of the ACT test with the highest ACT composite test score (prior field); use format MMYY; format the field as a TEXT field; field required if ACT Composite provided
BLANK	Leave column blank
Help Curriculum Certification Indicator (Y or N)	Y if student completed (or will complete by graduation) the curriculum required for the HELP grant; N if student did not complete (or will not complete) the curriculum required for the HELP grant; HELP grant curriculum available at www.msfinancialaid.org/help