

## Application for Emergency Substitute Certification Upload Instructions

1. Name of the Text File should be less than 50 Characters.
2. Format delimited by Semicolons ( ; )

### Data Format Instructions

Field Description	Order	Data Required	Length	Example	Validation
First Name	1	Yes	15	John	
Middle Name	2	Not	15		
Last Name	3	Yes	30	Doe	
SSN	4	Yes	9	12346789	
Date of Birth	5	Yes		04/01/1954	Should follow mm/dd/YYYY format, Example:- 01/01/1990
E-Mail	6	Yes	75	john.doe@email.com	
Education ID*	7	Yes		5	
Credit Hours*	8	Yes		0	
Board Number	9	Yes	30	JCPS001	
Board Meeting	10	Yes		05/22/2011	Date should be less than uploaded date and should be in within selected school year. Should follow mm/dd/YYYY format, Example:- 07/15/2011
Address 1	11	Yes	30	100 Airport Rd	
Address 2	12	Not	30		
Zip Code	13	Yes	5 or 10	40601	Zip Code 5 digits or 10 digit with extension 40601-2048 or 40601
City	14	Yes	30	Frankfort	

#### Example 1

**John; ; Doe; 123456789; 04/01/1954; john.doe@email.com; 5; 0; JCPS001; 05/22/2011;100 Airport Rd; 3rd Floor; 40601; Frankfort**

#### Example 2

**John; Miller; Doe; 000456789; 04/01/1954; john.doe@email.com; 3; 70; JCPS001; 05/22/2011;100 Airport Rd; ; 40601-2048; Frankfort**

Education ID and Credit Hours validation rules. \*

ID	Description	Credit Hours
1	High School or equivalent (GED)	0
2	Less than 64 college credit hours	Credit Hours < 64
3	Between 64 and 95 college credit hours	Credit Hours >= 64 and <= 95
4	At least 96 college credit hours	Credit Hours >= 96 and <= 200
5	Bachelor's degree or above	0

Education ID #1 and ID #2 are not valid options for the emergency certified substitute program.