



OKLAHOMA FAFSA DATA PORTAL

STUDENT LIST INSTRUCTIONS

Create File to Submit: In Excel (or other equivalent program), enter students starting on Row 1 (do not use headers in the file) in the following format:

COLUMN	A	B	C	D	E	F	G
Field Name	District Code	School Code	Student's Legal First Name	Student's Legal Middle Initial	Student's Legal Last Name	Student's Date of Birth	Student's Gender
Field Length (maximum)	See Notes*	See Notes*	12	1	16	See Notes	1
Required	Yes	Yes	Yes	No	Yes	Yes	No
Notes	Please contact imagee@osrhe.edu for this code	Please contact imagee@osrhe.edu for this code				Must be in format YYYYMMDD. Do not use dashes or slashes (for assistance on this field see below**)	Use 1 if Male; Use 2 if Female. Do not use M or F

Once the file is created go to the **Save As...** option

- Under the file name, use the name **(HighSchool)(GradClass)** (for example: Millwood2025). Do not include the symbols '#' (pound sign) or ',' (comma) anywhere in the file name.
- Under Save As type: **highlight CSV (Comma Delimited) (*.csv)**.
- Save the file; remember which folder you saved it to.
- Go to <https://okhighered.org/SEFT-FDP/>.
- Type in your **email address** and the **school or district list** you are submitting.
- Click **Browse** to go to the folder where you saved the file, then select the **File**.
- In the **Captcha Code** box enter the combination of letters and numbers above the box. Be careful to enter it exactly as it appears.
- Click on **Send Your File(s)**.
- A **Confirmation Page** should appear. You can print this for your records if you wish.

*Your District Code is the one listed by the Oklahoma State Department of Education in the Oklahoma Public School District Directory (##-C###). Your School Code is your high school's ACT code (#####).

** The following directions are for Excel... other programs should have a similar option:

1. Enter birthday in the normal format: **MM/DD/YYYY**
2. Right click on Column F and highlight **Format Cells...**
3. Click on Number tab; Highlight **Custom under Category:**
4. In the Type box type **YYYYMMDD**; click OK