

## **Block 4 Bulk Upload Instructions**

(For use when filing the Form 471 online)

When filing the Form 471 online, the Block 4 Bulk Upload feature creates Block 4 worksheets offline using a spreadsheet format. Then you can upload the data to your Form 471.

The upload feature is located to the right of the "Copy Block 4 Worksheet" button on the online Form 471. You will be able to upload multiple files. The file for the upload must be in CSV (Comma Separated) format.

*To use the bulk upload feature, follow these steps:*

### **1. Prepare Your Files**

The upload files can be created in any commonly used spreadsheet program (e.g., Excel), but must be saved in a comma separated (CSV) format before they are uploaded. Here are the four types of files that can be uploaded:

- School
- Library outlet/branch
- School district
- Library system

#### **Please note the following:**

- You should upload a file for each group of entities that are sharing services.
- Entities that are receiving site-specific services can be listed in one file (although you cannot mix schools with library outlets/branches in the same file).
- Consortia will not upload a separate consortium file. The system will prepare the consortium worksheet based on the uploaded files for the member entities (schools, library outlets/branches, school districts, library systems).

#### **You should prepare each upload file as follows:**

- Create the upload file using a spreadsheet program (e.g., Excel). List the required data for each Block 4 entity in its own row using the List of Upload Fields by File Type listed at the end of this document.
- Make sure you have created one column for each field in the upload fields list for the file type, even if you will not enter data in one or more of the fields you create.
- Make sure you have removed all commas from your text and number fields; the system will read a comma as the start of a new field.
- Keep the descriptions and the field lengths in mind when constructing your upload files. For example, notice that Rural or Urban status is indicated by Y or N (Y = Rural, N = Urban).
- If you have added column headers, delete them from the upload file.
- Save the upload file in CSV format.

### **2. Begin Your Online Form 471**

When you complete Block 3 of the online Form 471 and click "Continue," you will see the "Bulk Upload" button to the right of the "Copy Block 4 Worksheet" button.

If you click on the "Bulk Upload" button, you will access the screen below. Notice that the Form 471 Application Number and the Application Type are pre-populated. To begin the upload process, enter your contact information and click "Next."

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Application No.:	386585
Application Type:	School
<input type="button" value="Next"/> <input type="button" value="End"/>	

You will then see the screen below. You can type in the path to your first upload file, or click the "Browse" button to locate the file. When you have located the file, click "Upload File." Continue this process until you have uploaded all of your files.

Application Type:	School
File:	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Upload File"/> <input type="button" value="End"/>	

### 3. Check for Errors

You will receive an automatic message online - and a copy by email within two hours at the email address you supplied - with a line-by-line description of any errors. Correct the errors identified in your file and then upload the file again. Please note that the line-by-line error descriptions are not necessarily listed consecutively.

### 4. Review Files in Your Online Form 471

Once you have completed the upload process and clicked "End," you may view your files as completed Block 4 worksheets in your online Form 471. If you find any errors in those worksheets, you may correct them in your online Form 471 up to the time you click the "Submit" button at the end of Block 5 of the online form.

### Upload Fields by File Type

Remember that all fields for a worksheet must be included even if they are blank.

#### **File Type:** Schools

The Schools file type can be used to upload school entities to a school application, consortium application, and a statewide application.

Column Header	Required?	Max Length	Description
Name of Eligible Entity	Yes	150	School Name
Entity Number	Yes	20	School Entity Number
Urban or Rural	Yes	1	Y (for Rural) or N (for Urban)
Total Students	Yes	8	Total number of students in the school
Total NSLP Students	Yes	8	Students in the school eligible for NSLP
Pre-K Adult Ed or Juvenile Justice	Optional	1	Y or N or blank

Alternative Discount Mechanism	Optional	1	Y or N or blank
Non-Matrix Discount Indicator	Optional	1	Y or N or blank
Non-Matrix Discount	Yes if previous field is Y	10	Two-digit number (or blank if previous field is blank)
NCES State	Optional	2	State NCES code or blank
NCES District	Optional	5	District NCES code or blank
NCES Building	Optional	5	Building NCES code or blank.
New School Construction	Optional	1	Y or N or blank
Administrative Entity	Optional	1	Y or N or blank
Pre-K	Optional	1	Y or N or blank
Adult Ed	Optional	1	Y or N or blank
Juvenile Justice	Optional	1	Y or N or blank
Head Start	Optional	1	Y or N or blank
ESA	Optional	1	Y or N or blank
Dormitory	Optional	1	Y or N or blank
Non-Instructional Facility	Optional	1	Y or N or blank

**File Type: Library Outlet/Branch/System Member**  
 The Library Outlet/Branch/System Member file type can be used to upload library entities to a library application, consortium application, and a statewide application.

Column Header	Required?	Max Length	Description
Name of Eligible Entity	Yes	150	Library Outlet/Branch Name
Entity Number	Yes	20	Library Outlet/Branch Entity Number
Urban or Rural	Yes	1	Y (for Rural) or N (for Urban)
Total Students	Yes	8	Total number of students in the associated school district
Total NSLP Students	Yes	8	Number of students in the associated school district eligible for NSLP
Library Outlet District	Yes	10	Entity Number of associated School District
FSCS State	Optional	2	State FSCS code or blank
FSCS System	Optional	4	System FSCS code or blank
FSCS Building	Optional	3	Outlet/branch FSCS code or blank
Alternate Discount Mechanism	Optional	1	Y or N or Blank
New Library Construction	Optional	1	Y or N or Blank
Administrative Entity	Optional	1	Y or N or Blank

**File Type: School District**  
 The School District file type can be used to upload school district entities to a school district application, consortium application, and a statewide application.

Column Header	Required?	Max Length	Description
Name of Eligible Entity	Yes	150	School Name
Entity Number	Yes	20	School Entity Number
Urban or Rural	Yes	1	Y (for Rural) or N (for Urban)
Total Students	Yes	8	Total number of students in the school
Total NSLP Students	Yes	8	Students in the school eligible for NSLP

Pre-K Adult Ed or Juvenile Justice	Optional	1	Y or N
Alternative Discount Mechanism	Optional	1	Y or N
Non-Matrix Discount Indicator	Optional	1	Y or N
Non-Matrix Discount	Yes if previous field is Y	10	Two-digit number (or blank if previous field is blank)
School District Name	Yes	150	Name of School District in which the school is located
School District Number	Yes	20	School District Entity Number
NCES State	Optional	2	State NCES code or blank
NCES District	Optional	5	District NCES code or blank
NCES Building	Optional	5	Building NCES code or blank.
New School Construction	Optional	1	Y or N or blank
Administrative Entity	Optional	1	Y or N or blank
Pre-K	Optional	1	Y or N or blank
Adult Ed	Optional	1	Y or N or blank
Juvenile Justice	Optional	1	Y or N or blank
Head Start	Optional	1	Y or N or blank
ESA	Optional	1	Y or N or blank
Dormitory	Optional	1	Y or N or blank
Non-Instructional Facility	Optional	1	Y or N or blank

**File Type: Library System**  
The Library System file type can be used to upload library entities to a consortium application and a statewide application.

Column Header	Required?	Maximum Length	Description
Name of Eligible Entity	Yes	150	Library Outlet/Branch Name
Entity Number	Yes	20	Library Outlet/Branch Entity Number
Urban or Rural	Yes	1	Y (for Rural) or N (for Urban)
Total Students	Yes	8	Total number of students in the associated school district
Total NSLP Students	Yes	8	Number of students in the school eligible for NSLP
Library Outlet District	Yes	10	Entity Number of associated School District
Library System Name	Yes	150	Name of Library System in which Library Outlet/Branch is located
Library System Number	Yes	20	Entity Number of Library System
FSCS State	Optional	2	State FSCS code or blank
FSCS System	Optional	4	System FSCS code or blank
FSCS Building	Optional	3	Outlet/branch FSCS code or blank.
Alternate Discount Mechanism	Optional	1	Y or N or Blank
New Library Construction	Optional	1	Y or N or Blank
Administrative Entity	Optional	1	Y or N or Blank