

Taylor Scholars Awards Program

Suggested Data Record Format

Awards go to students in grades 7 – 12 who have earned GPA's of 2.5 – 2.9 and 3.0 and above for the 2009 – 2010 school year. **We need to have the data by April 9, 2010. Therefore, GPA's should be based on the most current data available (typically 3rd quarter grades are used).** **Awards will be returned for distribution sorted by school with individual awards sorted alphabetically within each grade.**

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Description</u>
1	Grade Level	Numeric	2	7,8,9,10,11 or 12
2	Student Name	Alpha	30	(First Last) (Names over 30 characters will not appear correctly on award.)
3	School Name	Alpha	30	(As you would like it to appear on the award.)
4	School Address	Alpha	25	
5	City	Alpha	25	
6	State	Alpha	2	
7	Zip Code	Alpha	10	
8	GPA Code	Alpha	1	“A” = 3.0+ “B” = 2.5 – 2.9

We prefer to receive **one** EXCEL or delimited file (i.e., please do not submit separate files for each school if possible). **Please include the total number of A's and B's on the file to ensure we process everyone correctly.**

Please contact us with any questions via e-mail at taylorawards@bellsouth.net or by phone at (504) 895-0230.

Thank you,
Darleen Carlisle

P.S. Please e-mail your file to taylorawards@bellsouth.net by **April 9, 2010**. Or, if e-mail is not an option, you can mail* your CD or diskette to Taylor Scholars Awards Program, P.O. Box 13667, New Orleans, LA 70185-3667. * Please allow additional time for delivery.