

Textbook Upload Record Layout

Field #	Field Description	Field Name	Field Type	Length	
A	DISTRICT CODE (blank value not allowed)	DISTRICTCODE	TEXT	2	
B	ISBN Number	ISBN	TEXT	25	
C	Title of textbook	TITLE	TEXT	255	
D	Author	AUTHOR	TEXT	255	
E	Publisher	PUBLISHER	TEXT	255	
F	Copyright Year (formatted 'YYYY', eg, 1994, 2001)	YEAR	TEXT	4	
G	Subject Code (numeric number 1-5):		SUBJECTCODE	NUMBER	1
	Subject Code	Subject Name			
	1	Mathematics			
	2	Science			
	3	World Language			
	4	English/Language Arts			
5	History/Social Studies				

General instructions on how to prepare and submit the textbook records:

1. To successfully upload and submit the data, we ask you to prepare the records with Microsoft Excel version 5.0 or later on a Windows-based desktop PC;
2. In naming the Excel document and spreadsheet, do not leave any spaces in the file name, do not use special characters like those above number keys on your keyboard; always name the sheet as 'sheet1';
3. Please make every effort to supply each of the fields, ISBN# is especially helpful.
4. The first row of your Excel spreadsheet document should always contain the field names that match the field names in the record layout, including the ordering of the fields;

Resources:

[R.I. General Laws 16-23-2](#) and [R.I. General Laws 16-23-3](#)