

**APPENDIX E:**  
**Community Based Organization Excel File Submission Naming**  
**Conventions**

File names must conform to the following naming conventions.

**File Names:**

Adult Demographic File: **DEMcccSVnYYyyV#**

Adult Course File: **CRScccSVnYYyyV#**

Adult Test File: **TSTcccSVnYYyyV#**

Supplemental File: **SUPcccSVnYYyyV#**

**Where:**

ccc = CBO state assigned number.

*Note: Dept of Corrections has a TWO character CBO number and will only enter 76 for the State Assigned Number (CBOccSVnYYyyV#).*

n = Survey number (i.e., 11, 1, 2 or 3)

YYyy = Fiscal program year (i.e., 2122)

# = Version of file sent (i.e., V1, V2, V3)

**Examples:**

DEM318SV22021V5  
CRS76SV32021V1  
TST329SV22021V3  
SUP340SV32021V2