

# COTOP Data Formatting Example

## Sample A – New Accounts File

### CORRECT FORMATTING EXAMPLES – FILE MUST BE IN ASCII TEXT FORMAT

(Column numbers listed immediately below)

11111111111222222222223333333333344444444  
12345678901234567890123456789012345678901234567

|                |        |                     |
|----------------|--------|---------------------|
| 011ROBERTSON   | RONALD | A111223333001250001 |
| 011SMITHJR     | ALBERT | 555441111000240098  |
| 011CONNOLLYIII | BILL   | B0003322220020000G  |
| 011ROBERTSON   | RONALD | A111223333001250001 |
| 011SMITHJR     | ALBERT | 555441111000100024  |
| 011CONNOLLYIII | BILL   | B0003322220020000G  |
| 011ORILEY      | JEAN   | 2220088880125000A   |

### INCORRECT FORMATTING EXAMPLES

|                 |        |                   |                  |
|-----------------|--------|-------------------|------------------|
| 003BANNING, JR. | RHONDA | CA445566660008000 | 2                |
| 003JOHNSON III  |        | WILLIAM           | 777228888 125b01 |
| 003SMITH-JONES  | ELLEN  | 5553311150000900  | A                |

Data is no longer permitted beyond column 47 (this used to be the area that districts could provide information for their use). If data exists beyond this column, the file will be rejected.