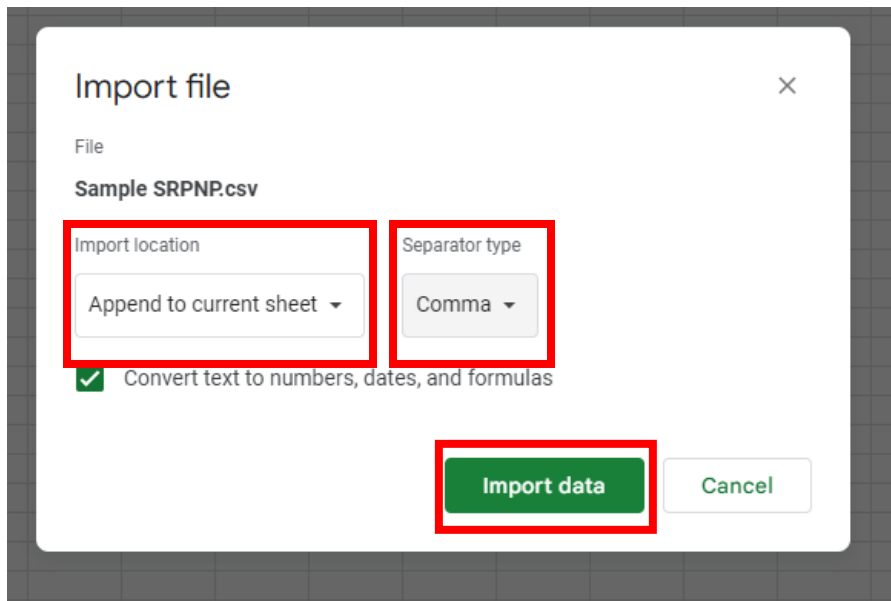


Using Google Sheets to Complete the SR/PNP Process

Student Registration/Personal Needs Profile (SR/PNP) files must be uploaded to PearsonAccess Next in .CSV format. The instructions below outline how to edit the file using Google Sheets, and then import to PearsonAccess Next using the correct .CSV format.

1. Download your .CSV file from the MCAS 2024 Data folder in DropBox Central in the [DESE Security Portal](#). Save the file locally.
2. Open a blank Google Sheet. Rename the Google Sheet for ease of access (e.g., "MCAS Spring Grade 10 SRPNP 2024").
3. In Google Sheets, select **File > Import > Upload > Browse**.
4. Find and select your saved SR/PNP file.
5. On the "Import file" screen under "Import location," select **Append to current sheet**. Under "Separator type," select **Comma**. Select **Import data**.



6. Edit and prepare your SR/PNP file in Google Sheets. Use the resources on the [MCAS Resource Center](#), including the [Guide to the SR/PNP Process](#), for instructions and guidance.
7. Once your file is ready for Student Registration Import in PAN, on your prepared Google Sheet, select **File > Download > Comma Separated Values (.csv)**.
8. Google will download a .CSV file to the "Downloads" folder on your device. From here, follow the steps to import the downloaded SR/PNP .CSV file into PAN, found in the [Guide to the SR/PNP Process](#) beginning on page 9.