The files you save and send to OFE for student Midterms, Finals, PGPs and Self-Assessments (or Evidence Grids) should be named based on these examples:

**Secondary**

STUDENTLASTNAME,Studentfirstname.SEC.Midterm

STUDENTLASTNAME,Studentfirstname.SEC.Final

STUDENTLASTNAME,Studentfirstname.SEC.SelfAssessment

STUDENTLASTNAME,Studentfirstname.SEC.PGP

**For Special Ed students, please specify if they are SPED or SPEL**

STUDENTLASTNAME,Studentfirstname.BH.SPED.PGP

STUDENTLASTNAME,Studentfirstname.BH.SPEL.Evidence

etc

**For EIE students, please specify EV or BR**

STUDENTLASTNAME,Studentfirstname.EV.EIE.Midterm

STUDENTLASTNAME,Studentfirstname.BR.EIE.SelfAssessment

etc

**Elementary and ECE**

STUDENTLASTNAME,Studentfirstname.BH.ELED.Final

STUDENTLASTNAME,Studentfirstname.BH.ECE.Final

etc