

Fall 2014 Student Data Upload (SDU) Layout

The file layout that should be used for the Student Data Upload (SDU) file transfer is included at the end of this document. Fields marked as required are needed to register a student for the assessment. Most of these fields will also be used to match uploaded records against existing records that have already been uploaded into PearsonAccess. All fields should be filled in for all students by the end of the test window. Starting in Fall 2014, there will be a post-test clean-up window for districts to update most of the demographic information included in this SDU layout and invalidation codes.

Two Registration Records per Student

For the FALL 2014 CMAS/CoAlt: Science and Social Studies administration, each student will need to be entered into PearsonAccess two times. One record will be for the Science assessment and the other for the Social Studies assessment. Both records can be uploaded in one SDU file or the SDU can be loaded twice, once for Science and once for Social Studies. When you load the second file, the only fields that should change for a student record are the Test Code field and the accommodation fields (as needed).

Matching Criteria

To determine if a record is new or if it already exists in PearsonAccess, the following SDU fields are used to match records in the SDU against records in PearsonAccess

- SASID*
- First 10 characters of Last Name (all special characters and spaces are removed)
- First 8 characters of First Name (all special characters and spaces are removed)
- Gender
- Date of Birth

*If a SASID is left blank, a temporary SASID will be assigned.

The following outcomes are possible based on the results of the matching criteria.

Outcome	Match Outcome
Existing Student Record Updated	Matching criteria met for all fields
New Student Record Created	SASID does not match, but Last Name, First Name, Gender and Date of Birth match.
New Student Record Created	SASID is blank and Last Name, First Name, Gender and Date of Birth Match
Error – no record created	SASID matches existing SASID but any of the other 4 fields do NOT match.

NOTE: In order for the record update to be successful, the SASID, Last Name (first 10 characters), First Name (first 8 characters), Gender, and Date of Birth must match what exists in the database.

PearsonAccess is the Primary Data Source for CMAS/CoAlt demographic and Accommodation Data.

Although there is an opportunity to fill in data during the Student Biographical Data (SBD) Review, districts should keep in mind that SBD should not be used to fill in data for the first time¹. Also, keep in mind that accommodation fields are not included in SBD, so if they are left blank in PearsonAccess at the end of the testing window, these fields will be blank in the score file.

PearsonAccess User Roles with SDU permissions

Only District Assessment Coordinators and Student Enrollment user roles can upload the SDU file. The fields highlighted in pink indicate fields that CDE cannot pre-populate in the initial SDU upload. Districts need to complete this information. The fields highlighted in blue indicate Pearson Use only fields. Districts will receive an error if they update or change these fields. The file extension must be .csv (comma delimited).

Excel users will need to follow the Student Registration/SDU upload instructions found on Pearsonaccess > Support > Resources > Templates.

To upload the file:

- Log onto the PearsonAccess Colorado website (www.pearsonaccess.com/co)
- Select "Send Student Data"
- Select browse in the Send Student Data File box and locate the file on your local computer or local network
- Select send to upload the file to PearsonAccess

Only Valid Records are Uploaded to PearsonAccess

When the file is submitted, a processing step will validate the records and check for errors. All valid records will be loaded to the database. Records with data problems will not be loaded to the database. The user that uploaded the file will receive an email notification when processing is complete. This email will detail the status of the uploaded file and provide you with a link to the PearsonAccess website so that you can review the file upload details.

¹ See the Assessment Unit Data Pipeline Manual for more information about SBD processes and procedures. This manual is posted on CDE's Assessment Unit website.

Changes from Spring 2014

- CMAS online test form assignment can be done through an SDU upload. District Assessment Coordinators and Student Enrollment Users can use the following fields in the SDU to assign online accommodated forms:

Column	Header
BA	CMAS Accommodations- Before Testing
BE	Text to Speech
BF	Contrast Settings
BG	Spanish Audio

- Invalidation Codes are no longer part of this layout. Invalidation codes can be batch updated during a new post-test clean-up window.
- CoAlt Accommodations must be entered and updated via the PearsonAccess User Interface. District Assessment Coordinators and CoAlt Score Entry Users have the ability to enter CoAlt accommodations when scores are being checked or entered.
- Pearson Use Only field "BT" can be used to update registrations and test assignments.

Column	Header	Field Description	Field Notes
A	Filler		Leave Blank
District and School Data			
B	Testing District Code	Contains the testing district code.	Required fields. The district and school codes where the student will take the assessment. Combination of the district/school code must be valid in PearsonAccess. If you receive this error and think the codes are valid, please contact CDE's Assessment Unit.
C	Testing School Code	Contains the testing school code.	
D	Filler		Leave Blank.
E	Testing District Name	Testing District Name	Not Required field.
F	Testing School Name	Testing School Name	Not Required field.
G	Reporting District Code	Reporting district code.	Not Required field. The district and school codes where reports will be sent. If the combination of the Reporting District and School Code is blank or not valid, the field will be populated with data from the Testing District Code and Testing School Code fields.
H	Reporting School Code	Reporting school code.	
I	Reporting District Name	Reporting district name.	Not Required field.
J	Reporting School Name	Reporting school name.	Not Required field.
Student Identifying Data			
K	SASID	Contains the SASID number for the student.	Required field. The unique ten digit student number assigned by CDE. If student does not yet have a SASID and this field is left blank, PearsonAccess will generate a temporary SASID that will need to be updated once the student has a permanent SASID.
L	Local Student ID (LASID)	Contains the student's local student ID number.	Not Required. Numeric, blank
M	Student Last Name	Contains student's last name.	Required field. Student's last name as it appears in CDE's Record Integration Tracking System (RITS). Valid Values:

Column	Header	Field Description	Field Notes
			A-Z, a-z, 0-9, space, dash (-), apostrophe ('), comma (,), period (.)
N	Student First Name	Contains student's first name.	Required field. Valid Values: A-Z, a-z, 0-9, space, dash (-), apostrophe ('), comma (,), period (.)
O	Student Middle Name	Contains student's middle initial.	Not Required. Valid Values: A-Z, a-z, 0-9, space, dash (-), apostrophe ('), comma (,), period (.), blank
P	Date of Birth	Contains student's date of birth.	Required field. Student's date of birth as it appears in CDE's Record Integration Tracking System (RITS). Format: MMDDYYYY Month - values 01 - 12 Day - values 01 - 31 Year Range - 1900-current
Q	Gender	Contains student's gender.	Required field. 01 = Female 02 = Male
Data in CDE's Data Pipeline -Student Interchange Student Demographic File			
R	Grade	Contains student's testing grade, not the student's administrative grade.	Required field. Valid Values: 120
S	Hispanic or Latino	Contains if the student is Hispanic or Latino.	Not Required field. Valid Values: 0 = No 1 = Yes blank
T	American Indian or Alaskan Native	Contains if the student is American Indian or Alaskan Native.	Not Required field. Valid Values: 0 = No 1 = Yes blank
U	Asian	Contains if the student is Asian.	Not Required field. Valid Values: 0 = No 1 = Yes blank

Column	Header	Field Description	Field Notes
V	Black or African American	Contains if the student is Black or African American.	Not Required field. Valid Values: 0 = No 1 = Yes blank
W	White	Contains if the student is White.	Not Required field. Valid Values: 0 = No 1 = Yes blank
X	Native Hawaiian or Other Pacific Islander	Contains if the student is Native Hawaiian or Other Pacific Islander.	Not Required field. Valid Values: 0 = No 1 = Yes blank
Y	Federal Race/Ethnicity Reporting	Contains what the student is reporting for Race/Ethnicity.	Not Required. 01 = American Indian or Alaska Native 02 = Asian 03 = Black or African American 04 = Hispanic or Latino 05 = White 06 = Native Hawaiian or other Pacific Islander 07 = Two or more races blank = could not resolve
Z	Economic Disadvantage	Contains if the student is eligible for free/reduced lunch.	Not Required field. Valid Values: 00 = Not Eligible 01 = Free Lunch Eligible 02 = Reduced Lunch Eligible blank
AA	504 Plan	Contains if the student has a 504 Plan.	Not Required field. 0 = No 1 = Yes blank
AB	Migrant	Contains if the student is migrant.	Not Required field. 0 = No 1 = Yes blank
AC	Immigrant	Contains if the student is an immigrant.	Not Required field. 0 = No 1 = Yes blank

Column	Header	Field Description	Field Notes
AD	Language Background	Contains student's language background.	<p>Not Required field.</p> <p>000 = N/A blank</p> <p>Valid values are listed in the 'New Code' column of the <i>Language Background Codes List</i> document. The document is available at the following location: http://www.cde.state.co.us/DataPipeline/org_language_codes.asp</p>
AE	Primary Disability	Contains student's primary disability.	<p>Not Required field.</p> <p>Numeric</p> <p>00 = None</p> <p>01 = Intellectual Disability or Significant Limited Intellectual Capacity</p> <p>03 = Serious Emotional Disability or Emotional Disability</p> <p>04 = Specific Learning Disability</p> <p>05 = Hearing Impairment, including Deafness or Hearing Disability</p> <p>06 = Visual Impairment, including Blindness or Visual Disability</p> <p>07 = Physical Disability</p> <p>08 = Speech or Language Impairment</p> <p>09 = Deaf-Blindness or Deaf-Blind</p> <p>10 = Multiple Disabilities</p> <p>13 = Autism Spectrum Disorders or Autism</p> <p>14 = Traumatic Brain Injury (TBI)</p> <p>15 = Orthopedic Impairment</p> <p>16 = Other Health Impairment</p> <p>blank</p>
AF	Homeless	Contains if the student is homeless.	<p>Not Required field.</p> <p>0 = No</p> <p>3 = Yes and is in the physical custody of a parent or guardian</p> <p>4 = Yes and is not in the physical custody of a parent or guardian (unaccompanied youth)</p> <p>blank</p>
AG	Language Proficiency	Contains student's language proficiency.	<p>Not Required field.</p> <p>0 = Not Applicable</p> <p>1 = NEP - Non English Proficient</p> <p>2 = LEP - Limited English Proficient</p> <p>3 = FEP - Fluent English Proficient</p> <p>4 = PHLOTE - English Proficient</p> <p>5 = FELL - Former ELL</p> <p>blank</p>

Column	Header	Field Description	Field Notes
AH	Bilingual	Contains if the student is bilingual.	Not Required field. 0 = No 1 = Yes 2 = Re-designated Monitored Y1 3 = Re-designated Monitored Y2 4 = Exited Y3 5 = Not in Bilingual Program, Parent Choice blank
AI	ESL	Contains if the student is an ESL student.	Not Required field. 0 = No 1 = Yes 2 = Re-designated Monitored Y1 3 = Re-designated Monitored Y2 4 = Exited Y3 5 = Not in Bilingual Program, Parent Choice blank
AJ	Filler		Leave Blank
AK	Filler		Leave Blank
Data in CDE's Data Pipeline -Student Interchange: Student School Association File			
AL	Colorado Continuously	Contains if the student has resided in Colorado continuously.	Not Required field. 0 = No 1 = Yes blank
AM	Continuous in District	Contains if the student has been continuous in the district.	Not Required field. 0 = No 1 = Yes blank
AN	Continuous in School	Contains if the student has been continuous in the school.	Not Required field. 0 = No 1 = Yes blank
AO	Date Most Recently Enrolled in US	Contains the date the student was most recently enrolled in the US.	Not Required field. MMDDYYYY Month - values 01 - 12 Day - values 01 - 31 Year Range - 1900-current blank
AP	Expelled	Contains if the student is expelled.	Not Required field. 0 = Enrolled 1 = Expelled blank

Column	Header	Field Description	Field Notes
AQ	Gifted/Talented	Contains if the student is gifted/talented.	Not Required field. 0 = No 1 = Language Arts 2 = Mathematics 3 = Both Language Arts and Mathematics 4 = Other blank
AR	IEP	Contains if the student has an IEP.	Not Required field. 0 = No 1 = Yes blank
AS	Title 1	Contains if the student is enrolled in Title 1.	Not Required field. 0 = No 1 = Yes blank
AT	October New to School	Contains if the student is new to school in October.	Not Required field. 0 = No 1 = Yes blank
AU	Filler		Leave Blank
Administration Data			
AV	Test Code	Contains test student is taking. CMAS Social Studies=sumsoc12 Science=sumsci12 CoAlt Social Studies=altsoc12 Science=altsci12	Required field. Valid values: sumsoc12 sumsci12 altsoc12 altsci12
AW	Administration Code	Contains which test the student is participating in.	Required field. A = CoAlt S = CMAS
AX	Filter		Leave Blank
AY	Group Name	Contains the group name of the group of students you would like to test together. If left blank, this field will default as follows: "SS DEFAULT GROUP" Or "SCI DEFAULT GROUP"	Required field. A-Z, a-z, 0-9, space, dash (-), apostrophe ('), comma (,), period (.)
AZ	Filter		Leave Blank
CMAS Accommodations – Before Testing – This section should only be filled out for CMAS students. For more information about how to select appropriate CMAS accommodations, see CDE’s Accommodations Guide.			

Column	Header	Field Description	Field Notes
Test Forms			
BA	CMAS Accommodations -Before Testing	<p>Contains if the student has any accommodations for CMAS.</p> <p>Populates Participation Counts</p> <p>Note: This field will be updated using the SDU process if a Test Attempt does not exist, a new Test Assignment will be created.</p>	<p>Not Required field.</p> <p>0 = No Accommodation Needed</p> <p>1 = Accommodated Online Form</p> <p>2 = Paper Form (Regular)</p> <p>3 = Large Print</p> <p>4 = Contracted Braille</p> <p>5 = Uncontracted Braille</p> <p>X = Does not apply</p> <p>blank</p>
BB	Filler		Leave blank.
Scripts			
BC	Oral Script (if needed)	<p>Populates Oral Script on participation counts. If left blank, no Oral Script is needed.</p> <p>Note: This field will be updated using the SDU process if a Test Attempt doesn't exist. If a Test Attempt does exist, a new Test Assignment will be created.</p>	<p>Not Required field.</p> <p>1 = English Oral Script</p> <p>2 = Spanish Oral Script</p> <p>3 = Script for Translation</p> <p>X = Does not apply</p> <p>blank</p>
BD	Filler		Leave blank.
CMAS Accommodations- For more information on determining student eligibility for scripts see CDE's Accommodations Guide.			
BE	Text to Speech	Contains if the student will need text to speech.	<p>Not Required field.</p> <p>Y= Yes</p> <p>N=No</p> <p>X= Does not apply/CoAlt Student</p> <p>blank</p>
BF	Contrast Settings	Contains if the student will need contrast settings.	<p>Not Required field.</p> <p>Y= Yes</p> <p>N=No</p> <p>X= Does not apply</p> <p>blank</p>
BG	Spanish Audio	Contains if the student will need Spanish audio.	<p>Not Required field.</p> <p>Y= Yes</p> <p>N=No</p> <p>X= Does not apply</p> <p>blank</p>
BH	Extended Time	Contains if the student will need extended time.	<p>Not Required field.</p> <p>Y= Yes</p> <p>N=No</p> <p>X= Does not apply</p> <p>blank</p>
BI	Human Scribe	Contains if the student will need a human scribe.	<p>Not Required field.</p> <p>Y= Yes</p> <p>N=No</p>

Column	Header	Field Description	Field Notes
			X= Does not apply blank
BJ	Low Vision Devices	Contains if the student will need a low vision device.	Not Required field. Y= Yes N=No X= Does not apply Blank
BK	Multiple Breaks	Contains if the student will need multiple breaks.	Not Required field. Y= Yes N=No X= Does not apply Blank
BL	Student Spoken Responses- Native Language (spoken)	Contains if student will speak responses in their native language.	Not Required field. Y= Yes N=No X= Does not apply blank
BM	Student Written Responses- Other		Not Required field. Y= Yes N=No X= Does not apply blank
BN	Student Written Responses- Spanish		Not Required field. Y= Yes N=No X= Does not apply blank
BO	Filler		Leave Blank.
BP	Filler		Leave Blank.
Pearson			
BQ	Filler		Leave Blank
BR	Pearson Student ID	PEARSON USE ONLY	Not Required field.
BS	Filler		Leave Blank
BT	Pearson Internal Use Only	DISTRICTS CAN USE THIS FIELD Updates Student Registration information.	Not Required field. Leave Blank for initial student record uploads. To update a student record: D=Remove Registration, and Test Assignments.
BU	End of Record	Must be a Y.	Required field. Must be a Y