Student Registration/Personal Needs Profile
Field Definitions and File Layout

Version 1.0

Document Revisions

Revision Date	Version	Description
8/1/2023	1.0	Initial Version

If assistance is needed, *call 1-888-687-4759 or visit* https://co.pearsonaccessnext.com/, *sign into your account, and select* **Contact COLORADO Support.**

Mandatory
FORM # DMC-122A
EDAC REVIEWED
10/06/2023 for 2023-2024

Using the Student Registration/Personal Needs Profile Data File

The purpose of this document is to provide the information needed to populate values in the Student Registration/Personal Needs Profile (SR/PNP) data file and instructions for importing the file into PearsonAccess[next] (PA[next]). The first section of this document includes a checklist of tasks to complete before importing the file, Matching Criteria used to match SR/PNP records to existing PA[next] student records, step-by-step instructions for importing the file into PA[next], and Helpful Hints. The second section of this document contains a table with the list of fields in the data file. This table also indicates if the field is required, field length requirements, field definitions, notes/validations, and expected values or criteria for entering valid values. It also contains CMAS content area-specific information for particular fields and CoAlt Science-specific information. The Personal Needs Profile (PNP) section is used to gather information regarding testing materials, accessibility features, and accommodations a student may need to take the math, ELA/CSLA, and science assessments.

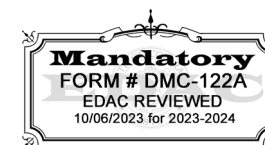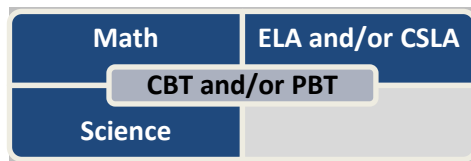## Policy for Importing the Student Registration/Personal Needs Profile

CDE initially loads student registrations into PA[next] using October Count data. Districts have from January 8-26, 2024 to update student registrations, mode of testing, and indicate the need for special forms and materials (e.g., large print, braille, auditory/signed presentation scripts).

Checklist Prior to File Import		
1	Verify student demographic fields used for matching criteria are the same between what is populated in the SR/PNP data file and what is populated currently in PA[next].	☐
2	Verify that all required fields are populated.	☐
3	All expected values match the values found in this document. Bolded text in the **Expected Values** column must be entered exactly as it appears.	☐
4	Do not delete the header row.	☐
5	Import the file as a Comma Delimited File (.csv file extension) or Fixed File (.txt file extension).	☐

Key:

- Blue rows identify required fields. This is also flagged as Y in the Required Y/N column.
- Green rows identify fields that only users with the Sensitive Data Role can view/update after students are imported into PAnext. The following text is included in the Field Notes and Validations column: Note: Field only visible in UI to users with the Sensitive Data role.

The following icon appears in the Test Data/PNP section of this document. This icon indicates which testing conditions, materials, or accessibility features and accommodations are available/compatible with computer-based tests (CBT), paper-based tests (PBT), math, ELA/CSLA, and/or science. The icon only appears when the accessibility feature or accommodation is **not** available for all test formats and contents.

Math	ELA and/or CSLA
CBT and/or PBT	
Science	

Mandatory
FORM # DMC-122A
EDAC REVIEWED
10/06/2023 for 2023-2024

Important

Read the file layout Field Definitions and Notes carefully to prevent records from encountering cross validation errors.

If a student has more than one test assignment (e.g., a 5th grade student taking ELA, math, and science), **each test assignment must appear as a separate record on the SR/PNP Import File**. For example, a 5th grade student taking Grade 5 ELA, Grade 5 Math, and Grade 5 Science, has three records on the CMAS SR/PNP Import File (one for each test assignment) used in the *CMAS Spring 2024* administration in PA^next.

Separate SR/PNP Import Files are required for separate administrations in PA^next. For example, an SR/PNP Import File with CMAS test codes is used in the *CMAS Spring 2024* administration; another SR/PNP Import File with CoAlt test codes is used in the *CoAlt Science Spring 2024* administration. While many data fields across administrations contain the same information, some fields are administration-specific or have different expected values.

Helpful Hints:

- Online Test Sessions: Users decide whether test sessions are auto created, and tests are assigned to those sessions during the SR/PNP import process.
  - The **Don't auto-create Test Sessions for online testing** option appears on the Import/Export Task screen.
    - When checked, test sessions are not auto created, and tests are not assigned to them.
    - When left unchecked *and* the **Session Name** field is populated, test sessions are automatically created, and students are added to them.
  - If the **Session Name** field is left blank, online test sessions can be auto created at a later time by importing an updated SR/PNP or sessions can be manually created, and student tests manually added to them through the PA^next user interface.
  - Once students are added to sessions, updating the **Session Name** field and re-importing the SR/PNP does **not** move students to new sessions or update the current session name. There are two options to move students to different test sessions:
    - Users can manually move students to different session through the user interface.
    - Users can remove students from the current test sessions and then import a SR/PNP with updated Session Name field values.
  - The SR/PNP can be used to add students to existing sessions that are in a **not prepared** and **not started** status but cannot be used to add students to prepared or started sessions. Students need to be manually added to prepared or started sessions.
- The **Update demographic data only** option appears on the Import/Export Task screen. When checked, changes to accessibility feature and accommodation fields are ignored.
- If using Microsoft Excel and a .csv file, it is recommended that the source file is saved as an Excel spreadsheet to keep formatting. Prior to each import attempt, save the data file as an Excel spreadsheet. Then save again as a .csv file. If an error is encountered, make the updates in the source Excel spreadsheet and save, and then save again as a .csv file. Repeat as necessary.
- A file may contain records with or without errors. The records without errors will be imported into PA^next. Records with errors will need to be corrected and re-imported into PA^next. If errors are discovered, the initial import file may be reused by leaving the records without errors in the file and correcting only the records with errors. When re-importing this file, PA^next will treat the records without errors as updates, even if no values changed. This will not cause any issues.
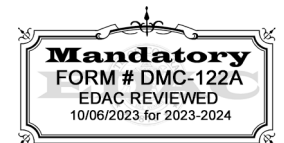
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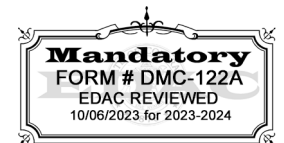10/06/2023 for 2023-2024
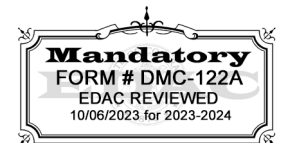
Student Matching Rules

When student data is imported into PA^{next}, demographic fields are used to identify unique students. When data is updated in PA^{next}, matching rules are applied to these fields to identify if records currently exist within the system. The table below provides information on the fields used for matching and if they can be updated through the SR/PNP Import.

| Core Demographic Fields	Match Hierarchy Level	How Matching Works	Can this field be updated via Student Registration File Import?	Definitions and Notes
Pearson ID	1	Record will match if Pearson ID and at least two of the following Core Demographic Fields Match: • State Student Identifier • Local Student Identifier • Last or Surname • First Name • Gender • Birthdate	No. The Pearson ID is generated by PA^{next} and cannot be modified by end users.	Unique Pearson ID that will move intra state if a student moves district to district or school to school. Assigned within PA^{next}.
State Student Identifier	2	If Pearson ID is blank; Record will match if State Student Identifier and at least two of the following Core Demographic Fields Match: • Local Student Identifier • Last or Surname • First Name • Gender • Birthdate	No. The State Student Identifier cannot be updated by importing a Student Registration File. However, it can be updated through the PA^{next} user interface.	A unique number or alphanumeric code assigned to a student by a state or any other entity.
Local Student Identifier		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels. *Note this is not a required field	Yes. The Local Student Identifier value can be updated if the Pearson ID and/or State Student Identifier and at least two of the following Core Demographic Fields match: • Last or Surname • First Name • Gender • Birthdate	A unique number or alphanumeric code assigned to a student by a school system or any other entity.
Last or Surname		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels. (Note, only the first 10 characters are used to match on the Last or Surname Field)	Yes. The Last or Surname value can be updated if the Pearson ID and/or State Student Identifier and at least two of the following Core Demographic Fields match: • Local Student Identifier • First Name • Gender • Birthdate	The full legal last name borne in common by members of a family.

Mandatory
FORM # DMC-122A
EDAC REVIEWED
10/06/2023 for 2023-2024

| Core Demographic Fields	Match Hierarchy Level	How Matching Works	Can this field be updated via Student Registration File Import?	Definitions and Notes
First Name		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels. (Note, only the first 8 characters are used to match on the First Name Field)	Yes. The First Name value can be updated if the Pearson ID and/or State Student Identifier and at least two of the following Core Demographic Fields match: • Local Student Identifier • Last or Surname • Gender • Birthdate	The full legal first name given to a person at birth, baptism, or through legal change.
Gender		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels.	Yes. The Gender value can be updated if the Pearson ID and/or State Student Identifier and at least two of the following Core Demographic Fields match: • Local Student Identifier • Last or Surname • First Name • Birthdate	An individual's sex.
Birthdate		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels.	Yes. The Birthdate value can be updated if the Pearson ID and/or State Student Identifier and at least two of the following Core Demographic Fields match: • Local Student Identifier • Last or Surname • First Name • Gender	The year, month, and day on which a person was born.

Importing the SR/PNP Data File

1. Log into PearsonAccess^next. Verify the current year's administration is selected in the top bar of the screen: Colorado > 2023 – 2024 > CMAS Spring 2024 or CoAlt Science Spring 2024

2. Select **Import / Export Data** under **Setup** drop down menu.

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10/06/2023 for 2023-2024
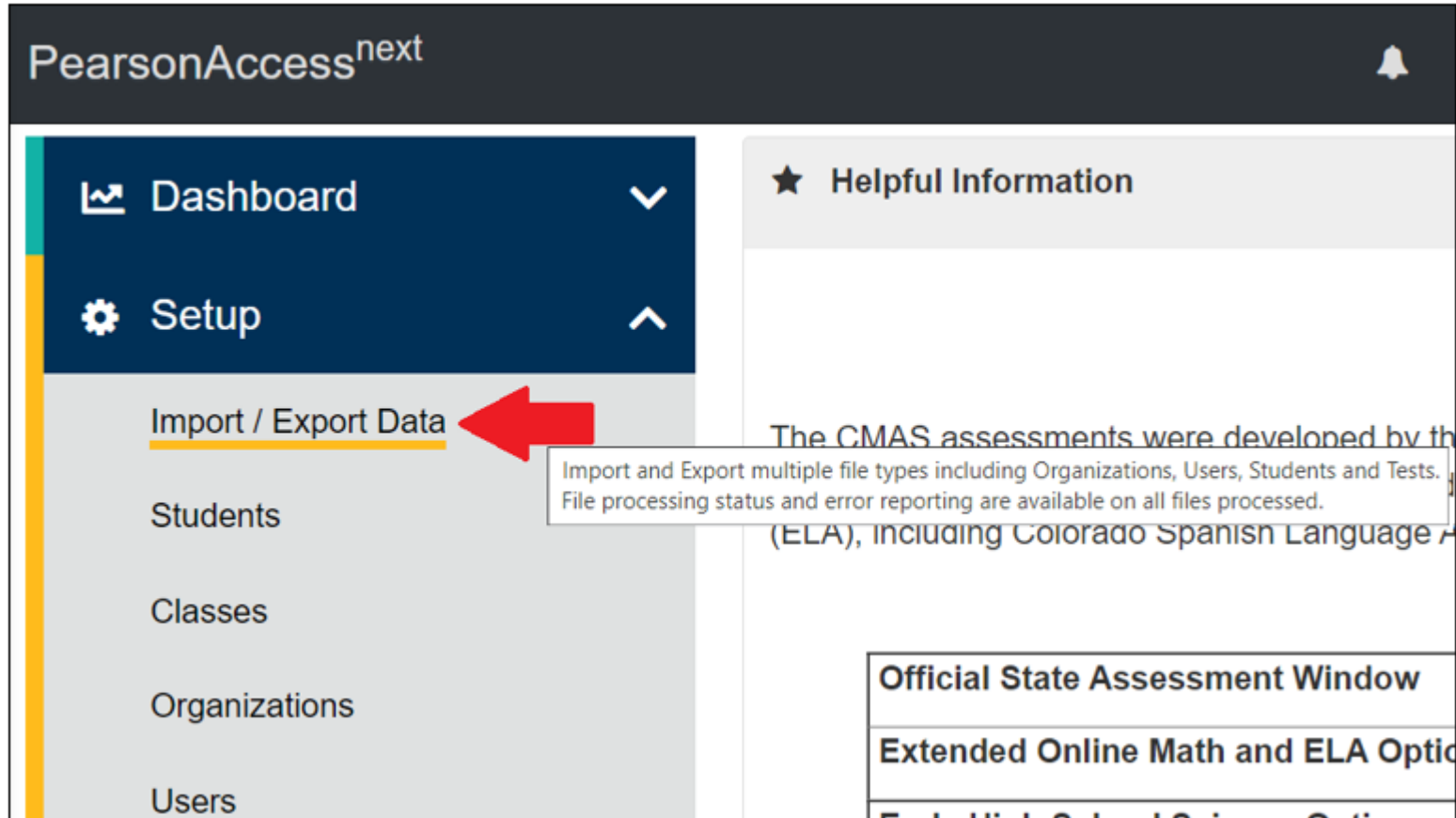
3. Select **Import / Export Data** under **Select Tasks** drop down menu, then **Start**.
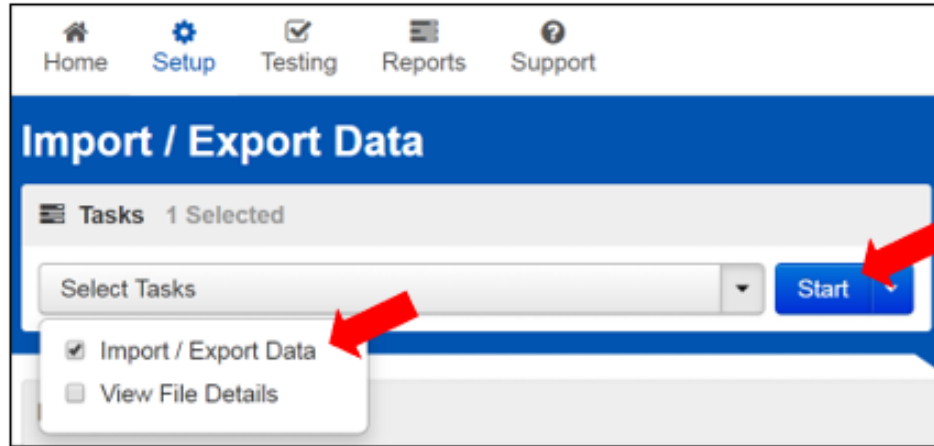
4. Select **Student Registration Import** from the **Type** drop down menu.

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FORM # DMC-122A
EDAC REVIEWED
10/06/2023 for 2023-2024
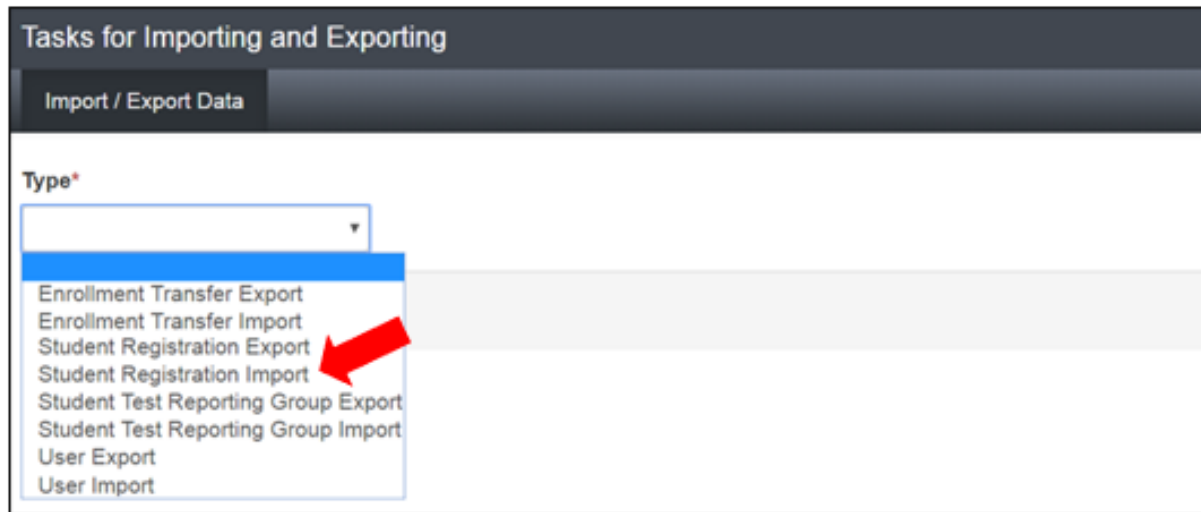
5. Select 'CSV' as the **File Type**, review options for File Import, then click **Choose File** to select the file to import.

    a. This option allows users to decide whether the system should auto-create and assign tests to test sessions.

        i. If sessions should not be auto-created upon import and **Session Name** field is populated, select the **Don't auto-create Test Sessions** for online testing option on the PA^next Import/Export Data screen when SR/PNP file is imported.

    b. Select **Update demographic data only** if you only want to update existing student demographic information but do not want to create new test assignments or update accessibility features and accommodations.

6. Once the correct .csv file is selected, click **Process** to submit the selected file.

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FORM # DMC-122A
EDAC REVIEWED
10/06/2023 for 2023-2024

Checking the Status of an Imported File

The **View File Details** screen appears after selecting **Process.** This screen shows the processing status. Select the ⟳ icon to refresh the screen.
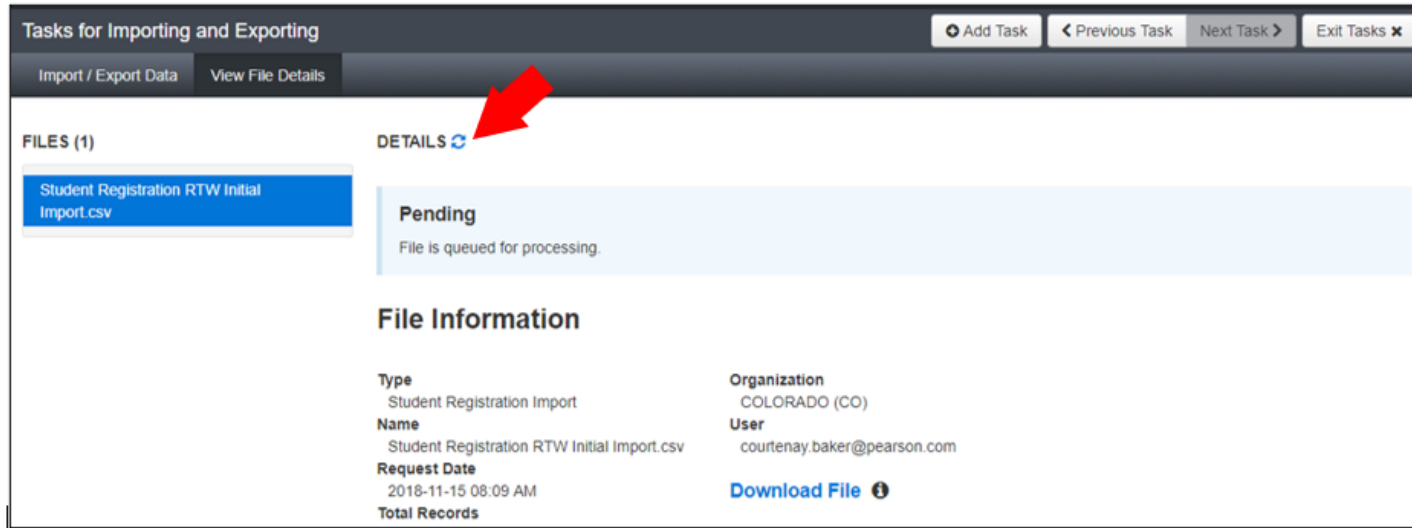
After the file processes, the **View File Details** screen shows a **Complete** message, and the number of **Successful Records** processed is indicated. The number of **Error Records** is also indicated.

Mandatory
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EDAC REVIEWED
10/06/2023 for 2023-2024
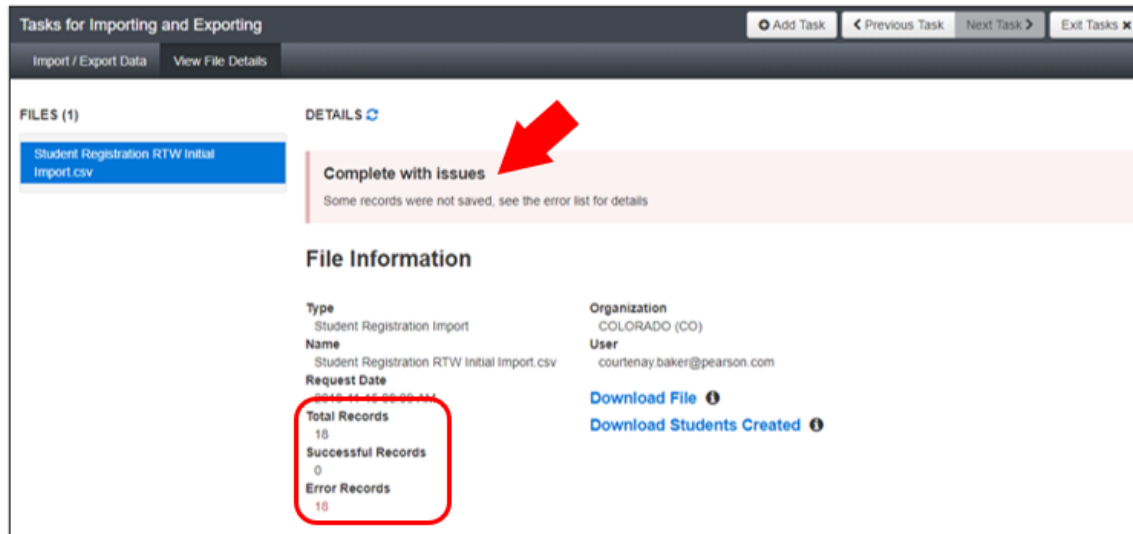
If there are errors, they are displayed at the bottom of the screen. There is an option to download a file with just the records that contained an error in order to resolve these records and import them. There is also an option to view a list of error messages (without the records).

Helpful Hint:
A file may contain records with or without errors. The records without errors are imported into PA^next^. Correct and re-import records with errors into PA^next^. You may re-use the initial import file by leaving the records without errors in the file and correcting only the records with errors. When re-importing this file, PA^next^ treats the records without errors as updates, even if no values changed. This does not cause any issues.
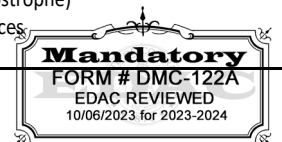
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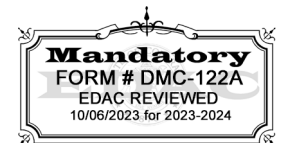EDAC REVIEWED
10/06/2023 for 2023-2024

Student Data

Note: Fields A – AM are consistent across CMAS and CoAlt. Starting with Field AN, fields with a 'CMAS Only' note are 'filler' for CoAlt, and some CMAS Field Notes, Validations, and Expected Values are broken out to identify appropriate information for each content area.

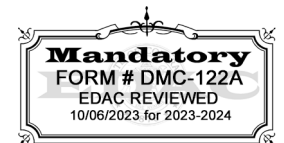| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
Core Student Data						
A	State Abbreviation	Y	2	State's 2-character abbreviation		**CO** = Colorado
B	Testing District Code	Y	4	The Testing District responsible for administering the test for a student.	Error and reject record if organization does not exist and set to participate in administration within PA^next.	A-Z 0-9
C	Testing School Code	Y	4	The Testing School responsible for administering the test for a student.		Identifier Length = 4
D	Responsible District Code	N* *See Field Notes and Validations	4	The district responsible for specific educational services and/or instruction of the student.	*Only populate this field if the Responsible District is different than Testing District. If this field is left blank, it is assumed the Testing District is also the Responsible District. District reporting directly to the State Error and reject record if organization does not exist and set to participate in administration within PA^next.	A-Z 0-9 Blank Identifier Length = 4
E	Responsible School Code	N* *See Field Notes and Validations	4	The school responsible for specific educational services and/or instruction of the student.	*Only populate this field if the Responsible School is different than Testing School. If this field is left blank, it is assumed the Testing School is also the Responsible School. School/Institution reporting to a District Error and reject record if organization does not exist and set to participate in administration within PA^next.	
F	State Student Identifier (SASID)	Y	10	A unique number or alphanumeric code assigned to a student by CDE. (SASID)	Error and reject record if blank and if SASID do not meet the 10-digit character length.	A-Z 0-9
G	Local Student Identifier	N	30	A unique number or alphanumeric code assigned to a student by a school system or any other entity.		A-Z 0-9 Blank
H	Pearson ID	N	36	Unique student code assigned by the system.	Assigned within PA^next.	
I	Last or Surname	Y	35	The full legal last name borne in common by members of a family.	Error and reject record if blank.	A-Z 0-9
J	First Name	Y	35	The full legal first name given to a person at birth, baptism, or through legal change.		. - ' (Standard Apostrophe) Embedded Spaces
K	Middle Name	N	35	A full legal middle name given to a person at birth, baptism, or through legal change.		A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces Blank

Mandatory FORM # DMC-122A EDAC REVIEWED 10/06/2023 for 2023-2024

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values	
L	**Birthdate**	Y	10	The year, month and day on which a person was born.	Error and reject record if blank.	YYYY-MM-DD MM/DD/YYYY	
M	**Gender**	Y	1	An individual's sex.	Error and reject record if blank.	**F =** Female **M =** Male **N =** Nonbinary	
N	**Date First Enrolled in US School**	N	20	The first date on which the student enrolled in a US public school.	Will accept MM/DD/YYYY. Must be a valid year. Date cannot be in the future and must be after the student's birthdate.	YYYY-MM-DD Blank	
Student Registration							
O	**Grade Level When Assessed**	Y	2	The grade of a student when assessed.	Error and reject record if blank. The student's Grade Level must match the grade indicated as part of the Test Code or record will error.	**CMAS** **03** = Third grade **04** = Fourth grade **05** = Fifth grade **06** = Sixth grade **07** = Seventh grade **08** = Eighth grade **11** = Eleventh grade	**CoAlt** **05** = Fifth grade **08** = Eighth grade **11** = Eleventh grade
P	**Hispanic or Latino Ethnicity**	N	1	An indication that the person traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	While not required during import of student data, this field will create a Critical Warning in PA^next if left blank. (Note: Field only visible in UI to users with the Sensitive Data role.)	**Y** = Yes **N** = No Blank	
Q	**American Indian or Alaska Native**	N	1	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.	While not required during import of student data, these fields create a Critical Warning in PA^next if all race fields (Columns Q-U) are blank. (Note: Field only visible in UI to users with the Sensitive Data role.)		
R	**Asian**	N	1	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.			
S	**Black or African American**	N	1	A person having origins in any of the black racial groups of Africa.			
T	**Native Hawaiian or Other Pacific Islander**	N	1	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.			
U	**White**	N	1	A person having origins in any of the original peoples of Europe, Middle East, or North Africa.			
V	**Filler Field**	N	1	N/A	This field is a placeholder for possible future data.	**N/A**	
W	**Gifted and Talented**	N	1	An indication that the student is participating in and served by a Gifted/Talented program.	These fields are not required during import of student data. (Note: Field only visible in UI to users with the Sensitive Data role.)		

Mandatory
FORM # DMC-122A
EDAC REVIEWED
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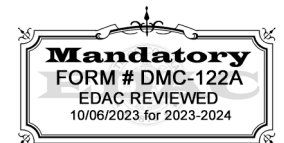| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
X	Migrant Status	N	1	Persons who are, or whose parents or spouses are, migratory agricultural workers, including migratory dairy workers, or migratory fishers, and who, in the preceding 36 months, in order to obtain, or accompany such parents or spouses, in order to obtain, temporary or seasonal employment in agricultural or fishing work (A) have moved from one LEA to another; (B) in a state that comprises a single LEA, have moved from one administrative area to another within such LEA; or (C) reside in an LEA of more than 15,000 square miles, and migrate a distance of 20 miles or more to a temporary residence to engage in a fishing activity.		**Y** = Yes **N** = No Blank
Y	**Economic Disadvantage Status**	N	1	An indication that the student met the State criteria for classification as having an economic disadvantage.		
Z	**Student with Disabilities**	N	3	A student with disability may only receive allowable accommodations if the student has an IEP or 504 plan.	This field is used to validate assignment of certain accommodations for students with disabilities (must be non-blank). (Note: Field only visible in UI to users with the Sensitive Data role.)	**IEP** = Student has IEP **504** = Student has 504 Plan Blank
AA	**Primary Disability Type**	N* *See Field Notes and Validations	3	The major or overriding disability condition that best describes a person's impairment.	*This field is ONLY required if Student with Disabilities field equals 'IEP'. This field creates a Critical Warning in PA^{next} if blank. (Note: Field only visible in UI to users with the Sensitive Data role.)	**AUT** = Autism **DB** = Deaf-blindness **DD** = Developmental delay **EMN** = Emotional disturbance **HI** = Hearing impairment **ID** = Intellectual disability **MD** = Multiple disabilities **OI** = Orthopedic impairment **OHI** = Other health impairment **SLD** = Specific learning disability **SLI** = Speech or language impairment **TBI** = Traumatic brain injury **VI** = Visual impairment Blank
AB	**Homeless**	N	3	Student meets the criteria of a homeless individual according to the 2001 McKinney-Vento reauthorization Act.	(Note: Field only visible in UI to users with the Sensitive Data role.)	**0** = No **3** = Yes and is in the physical custody of a parent or guardian **4** = Yes and is not in the physical custody of a parent or guardian (unaccompanied youth) Blank
AC	**Language Background**	N	3	Visit the following CDE link for a complete list of language background codes: https://www.cde.state.co.us/datapipeline/org_orgcodes	Three-digit language code. For a student using the Spanish Transadaptation of the Assessment accommodation (including CSLA) or Spanish Text-to-Speech, this field must equal SPA. (Note: Field only visible in UI to users with the Sensitive Data role.)	**A-Z** **000** = N/A Blank

Mandatory
FORM # DMC-122A
EDAC REVIEWED
10/06/2023 for 2023-2024

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AD	Language Proficiency	N	3	A student's English language proficiency is described by his or her ability to speak, listen, read, and write in English.	This field is used to validate assignment of certain accommodations for students learning English (must be 1 = NEP OR 2 = LEP). If Language Proficiency is not blank, then Language Instruction Program field and Language Background field cannot be blank. (Note: Field only visible in UI to users with the Sensitive Data role.)	**0** = Not Applicable **1** = NEP - Non-English Proficient **2** = LEP - Limited English Proficient **4** = PHLOTE - English Proficient **5** = FELL - Former ELL **6** = FEP - Monitor Year 1 **7** = FEP - Monitor Year 2 **8** = FEP - Exited Year 1 **9** = FEP - Exited Year 2 Blank
AE	Language Instruction Program	N* *See Field Notes and Validations	3	Student is currently enrolled in language instruction program. Indicates the type of English language instructional program used to educate a student who is a Multilingual Learner.	* ONLY required if Language Proficiency field is not blank. If Language Proficiency is not blank, this field creates a Critical Warning if blank. • Students with a language background of English should be coded as 00 (No or Not Applicable). • Students with a Language Proficiency code of NEP (1), LEP (2), FEP (6 or 7) should have a valid non-zero (00) code for this field. • Students who have a Language Proficiency code of FELL (5) should be coded as 00 (No or Not Applicable). • Field cannot be blank for students who have a Language Proficiency code of FEP (8-9). • Students may not be coded in more than one Language Instruction Program. If multiple programs are used, use the one that is predominately used to educate the student. (Note: Field only visible in UI to users with the Sensitive Data role.)	**00** = No or Not Applicable **01** = English as a Second Language (ESL) or English Language Development (ELD) **02** = Dual Language or Two-way Immersion **03** = Transitional Bilingual Education or Early-Exit Bilingual Education **04** = Content Classes with integrated ESL Support **05** = Newcomer programs **97** = Other **98** = Not in a Language Instruction Program, Parent Choice Blank
AF	Title 1	N	3	Student receives Title 1 funding.	(Note: Field only visible in UI to users with the Sensitive Data role.)	**0** = No **1** = Yes Blank
AG	Continuous in District	N	3	Student enrolled in the district continuously since the October Count date for 2023-24 school year.		
AH	Continuous in School	N	3	Student enrolled in the school continuously since the October Count date for 2023-24 school year.		
AI	Expelled	N	3	Student is expelled from school or district.		
AJ	Accommodation Type	N	6	Student has an IEP/504, ML plan, or both.	This field is used to validate assignment of certain accommodations for students with disabilities and/or students learning English. • If expected value = 'IEP504', then Students with Disabilities must = 'IEP' or '504'. • If expected value = 'ML', then Language Proficiency must = '1' or '2'. • If expected value = 'Both', then Students with Disabilities must = 'IEP' or '504' and Language Proficiency must = '1' or '2'.	**IEP504** = Student has an IEP or 504 plans **ML** = Student has a Multilingual Learner plan **Both** = Student has an IEP or 504 plan and a Multilingual Learner plan Blank
AK	Preferred First Name	N	35	The first name used by a student other than their legal first name.		A-Z 0-9 . - ' (Standard Apostrophe) Embedded Spaces Blank
AL	Filler Field	N	1	N/A	This field is a placeholder for possible future data.	N/A
AM	Filler Field	N	1	N/A	This field is a placeholder for possible future data.	N/A

Test Data

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values	
AN	Session Name	N	50	**CMAS Only**	**Computer-based Testing**	A-Z	
				The description of the place where an assessment is administered. **Do not use commas in Session Names.**	If this field is populated on an import, the online session is auto created, and the student's test is placed into that session. If students are already in test sessions, remove students from current test sessions prior to importing an updated SR/PNP.	0-9 - .) (& / +	
					If populated and sessions should not be auto-created, select **Don't auto-create Test Sessions** on the PA[next] Import/Export Data screen.		
					Paper-based Testing		
					If this field is populated on an import prior to the enrollment window closing (Jan. 26) and the test format is paper, this field is used for sorting and rostering of students and Student ID labels.	' (Standard Apostrophe) embedded spaces	
AO	Class Name	N	45	**CMAS Only**	Use this field to add students to test sessions by groups (i.e., Class Name) through the PA[next] user interface.	Blank	
				The name of a group of students. **Do not use commas in Class Names.**			
AP	Test Code	Y	5	Identifier assigned to the test name.	The student's Grade Level must match the grade indicated as part of the Test Code or record will error.	**CMAS**	**CoAlt**
						MAT03 = Grade 3 Math	**SC05A** = Grade 5 Science
					If 'Test Code' = SC11S or SC11A, then 'Grade Level When Assessed' must = 11	**MAT04** = Grade 4 Math	**SC08A** = Grade 8 Science
						MAT05 = Grade 5 Math	**SC11A** = Grade 11 Science
					If 'Test Code' = SC08S or SC08A, then 'Grade Level When Assessed' must = 08	**MAT06** = Grade 6 Math	
						MAT07 = Grade 7 Math	
						MAT08 = Grade 8 Math	
						ELA03 = Grade 3 ELA	
						ELA04 = Grade 4 ELA	
						ELA05 = Grade 5 ELA	
						ELA06 = Grade 6 ELA	
						ELA07 = Grade 7 ELA	
						ELA08 = Grade 8 ELA	
						SLA03 = Grade 3 CSLA	
						SLA04 = Grade 4 CSLA	
						SC05S = Grade 5 Science	
						SC08S = Grade 8 Science	
						SC11S = Grade 11 Science	
AQ	Test Format	Y	1	Format of the Test	Paper = Paper-based Testing (PBT)	**CMAS**	**CoAlt**
					Online = Computer-based Testing (CBT)	**P** = Paper	**P** = Paper
						O = Online	
AR	**Filler Field**	N	1	N/A	This field is a placeholder for possible future data.	**N/A**	

Mandatory
FORM # DMC-122A
EDAC REVIEWED
10/06/2023 for 2023-2024

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AS	Color Contrast	N	2	**CMAS Only** Defines as part of an Assessment Personal Needs Profile the access for preference to invert the foreground and background colors.	**Computer-based Testing** The interface launches a pre-selected alternate color combination for the text (foreground) and background colors. This is available to **ALL** students testing and is available on all test forms. If expected value = '01'- '06' then Test Format must = 'O' or record will error. **Paper-based Testing** Color overlays for background color. Font color cannot be changed. Proctor/School-provided **Procedures Manual Reference:** 6.1.2 Color Contrast	**01** = black font on cream background **02** = black font on light blue background **03** = black font on light magenta background **04** = white font on black background **05** = yellow font on blue background **06** = low contrast color, dark gray font on pale green background **07** = locally provided color overlay Blank
AT	**Enlarged Pointer**	N	2	**CMAS Only** Defines as part of an Assessment Personal Needs Profile the access for preference for an enlarged pointer.	If expected value is non-blank, then Test Format must = 'O' or record will error. Import will add leading zero if single value present example: 1 or 01 will be accepted as valid. **Procedures Manual Reference:** 6.1.2 Enlarged Pointer	**Blank** **01** = medium **02** = large **03** = extra-large **04** = extra-large-black **05** = extra-large-green **06** = extra-large-yellow
AU	**Zoom Percentage**	N	3	**CMAS Only** Defines as part of an Assessment Personal Needs Profile the access for preference for a magnified page view.	If expected value is non-blank, then Test Format must = 'O' or record will error. **Procedures Manual Reference:** 6.1.2 Zoom Percentage	**110** = 110% **120** = 120% **150** = 150% **175** = 175% **200** = 200% Blank
AV	**Assistive Technology** (Math/ELA Only)	N	1	**CMAS Only** This form allows use of Assistive Technology Applications for CBT math and ELA assessments (e.g., screen reader). **Note**: Do not use this field to indicate the use of Speech-to-Text (recorded in Response Accommodation fields).	**Mathematics and ELA Only** If expected value = 'Y' then the following criteria must be met, or record will error: • Test Format = 'O', • Student with Disabilities = '504' OR 'IEP' OR 'Both', • Spanish Transadaptation of the Assessment must be blank, • Auditory Presentation: Text-to-Speech must be blank, • AND Auditory Signed Presentation: Script must be blank. Math ELA CBT **Procedures Manual Reference:** 6.1.3 Assistive Technology	**Y** = Yes Blank

Mandatory
FORM # DMC-122A
EDAC REVIEWED
10/06/2023 for 2023-2024

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AW	**Visual Accommodations**	N	2	**CMAS Only** Accommodated materials for students with visual impairments. UEB w/Nemeth or UEB Math/Science (Braille) - A hard copy Braille test booklet is provided with embedded tactile graphics. The student responds and the TVI transcribes responses into the regular print test book provided in the braille kit. Visual Descriptors – Provides a document containing descriptions of select images to provide access to certain images on the assessment. Tactile Graphics (UEB w/Nemeth or UEB Math/Science) - Provides embossed graphics the student uses to access images on online assessments.	If expected value = non-blank then Accommodation Type must = 'IEP504' or 'Both', or record will error. If expected value = '01', '02' or '06' then Test Format must = 'P' If expected value = '02' then Subject must = Math or Science If expected value = '01', '02', '03', '04' or '05' then: • Spanish Transadaptation must = blank • AND Auditory Presentation: Text-to-Speech (Eng. and Spa.) must = blank If expected value = '03' then Subject cannot = Science If expected value = '04' or '05' then Subject cannot = ELA or Science If expected value = '03', '04' or '05' then Assistive Technology must = 'Y' If expected value = '06' and Spanish Transadaptation of the Assessment = 'SPA' then Subject must = Math or CSLA **Procedures Manual References:** 6.1.3 Braille, 6.1.3 Tactile Graphics, 6.1.3 Visual Descriptions, 6.1.3 Large Print	**01** = UEB **02** = UEB Math/Science **03** = Visual Descriptors **04** = Tactile Graphics (UEB w/Nemeth) **05** = Tactile Graphics (UEB Math/Science) **06** = Large Print Blank
AX	**Calculation Device and/or Math Charts and/or Counters** Math: Approved UAR required	N	1	**CMAS Only** The student is allowed to use a calculator, an arithmetic table (including addition/ subtraction and/or multiplication/division charts), and/or manipulatives as an accommodation, including for items in test sections designated as non-calculator sections. If this field is populated, an Accommodation Reminder displays stating that adding the accommodation without proper documentation may result in the student's test being invalidated. Reminders cannot be cleared. Proctor/School Provided Accommodation	**Mathematics Only** If expected value = 'C', 'T', OR 'B' then the following criteria must be met, or record will error: • Test Code = Mathematics Subject • AND Accommodation Type must = 'IEP504' or "Both'. If expected value = 'C' or 'B' the Unique Accommodation/Modification must = 'Y'. Math — CBT or PBT **Procedures Manual Reference:** 6.1.4 Calculator on Non-calculator Sections for Math	**C** = Uses calculator on non-calculator section **T** = Uses math charts and/or counters on non-calculator section **B** = Uses both calculator and math charts and/or counters on non-calculator section Blank
AY	**Response Accommodation for ELA/CSLA Constructed Response** ELA and CSLA Scribe: Approved UAR required	N	2	**CMAS Only** The student's response is captured by an external Speech to Text device, external AT device, Scribe or Signer for Constructed Response item types. If Scribe for ELA/CSLA Constructed Response is populated, an Accommodation Reminder will be displayed stating: 'Adding Scribe without proper documentation may result in the student's test being invalidated.' Reminders cannot be cleared. Proctor/School Provided Accommodation	**ELA and CSLA Only** If expected value = non-blank then the following criteria must be met, or record will error: • Accommodation Type = non-blank • AND Test Code = ELA or CSLA Subject. If expected value = '02' or '03' then Unique Accommodation/Modification must = 'Y'. ELA and CSLA — CBT or PBT **Procedures Manual Reference:** 6.1.3 Assistive Technology 6.1.3 Speech-to-Text 6.1.4 Scribe for ELA and CSLA CR	**01** = Speech-to-Text **02** = Scribe **03** = Signer **04** = External AT Device Blank

Mandatory
FORM # DMC-122A
EDAC REVIEWED
10/06/2023 for 2023-2024

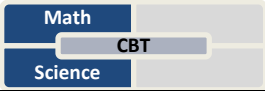| Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AZ	Response Accommodation for ELA/CSLA Selected Response	N	2	**CMAS Only** The student's response is captured by an external Speech to Text device, external AT device, Scribe or Signer for Selected Response or Technology Enhanced item types. Proctor/School Provided Accommodation	**ELA and CSLA Only** If expected value = non-blank then the following criteria must be met, or record will error: • Accommodation Type = non-blank • AND Test Code = ELA or CSLA Subject. ELA and CSLA / CBT or PBT **Procedures Manual Reference:** 6.1.3 Assistive Technology 6.1.3 Speech-to-Text	**01** = Speech-to-Text **02** = Scribe **03** = Signer **04** = External AT Device Blank
BA	Response Accommodation for Math and Science	N	2	**CMAS Only** The student's response is captured by an external Speech to Text device, external AT device, Scribe or Signer. Proctor/School Provided Accommodation	**Mathematics and Science Only** If expected value = non-blank then the following criteria must be met, or record will error: • Test Code = Math or Science Subject • AND Accommodation Type = non-blank. Math / CBT or PBT / Science **Procedures Manual Reference:** 6.1.3 Assistive Technology 6.1.3 Scribe for Math, Science 6.1.3 Speech-to-Text	**01** = Speech-to-Text **02** = Scribe **03** = Signer **04** = External AT Device Blank
BB	Word Prediction	N	1	**CMAS Only** The student uses a word prediction external device that provides a bank of frequently- or recently used words when the student enters the first few letters of a word. Proctor/School Provided Accommodation	If expected value = 'Y' then Accommodation Type must be non-blank, or record will error. **Procedures Manual Reference:** 6.1.3 Word Prediction	**Y** = Yes Blank
BC	Administration Directions Read Aloud/Clarified in Student's Native Language	N	3	**CMAS Only** The test administrator reads aloud, and repeats as needed, test directions in the student's native language. Proctor/School Provided Accommodation - Spanish directions available on coassessments.com. Translate other native language directions locally.	If expected value = non-blank then Accommodation Type must = 'ML' or 'Both', or record will error. **Procedures Manual Reference:** 6.1.3 Translated General Administration (SAY) Directions	**SPA** = Spanish **HT** = Translator Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
BD	**Non-English Response** (Math, Science and CSLA)	N	2	**CMAS Only** The student responds in their native language. • Spanish written responses do not require transcription Proctor/School Provided Accommodation: • Spanish oral responses require a scribe • Written responses in languages other than English or Spanish require transcription • Oral responses in languages other than English or Spanish require a scribe and transcription	For all content areas, if expected value is non-blank then the following criteria must be met, or record will error: • 'Accommodation Type' must = 'ML' or 'Both', • Test Subject must not = ELA • AND additional criteria must be met as follows: If Non-English Response = '03' or '04' then Spanish Transadaptation of the Assessment' must not = 'SPA'. **Mathematics and Science** If Non-English Response = '02' and Spanish Transadaptation = 'SPA' then 'Accommodation Type' must = 'both'. **Math** / **CBT or PBT** / **Science** **Procedures Manual Reference:** 6.1.3 Spanish Response 6.1.3 Response in Language other than English/Spanish **CSLA Tests** If expected value = '01' or '02' the following criteria must be met: • Language Background = 'SPA' OR Blank, • AND Test Code = 'SLA03' OR 'SLA04'. If Non-English Response = '02' then 'Accommodation Type' must = 'both' or record will error. **CSLA** / **PBT** **Procedures Manual Reference:** 6.1.3 Spanish Response 6.1.4 Scribe for ELA and CSLA Constructed Response	**01** = Spanish – Written **02** = Spanish – Oral (Scribe Only) **03** = Lang other than Eng/Spa – Written (Transcription) **04** = Lang other than Eng/Spa – Oral (Scribe and Transcription) Blank
BE	**Spanish Transadaptation Form**	N	3	**CMAS Only** Used to assign/order a Spanish form of the assessment. • To order paper Spanish forms, indicate the following by Jan. 26: ○ Test Code = Math, Science, or CSLA ('SLA03' or 'SLA04') ○ Spanish Transadaptation = 'SPA' ○ AND Test Format = 'P' • To assign online Spanish forms: ○ If Spanish Transadaptation = 'SPA' and Test Format = 'O' then the Spanish online form will be assigned. • Auditory Presentation only: ○ **For computer-based testing:** If Spanish Transadaptation = blank and Text-to-Speech = '03' then the Spanish Text-to-Speech form will be assigned to the student. ○ **For paper-based testing:** If Spanish Transadaptation = 'SPA', Test Format = 'P', and Auditory/Signed Presentation: Script = '02' is indicated by Jan. 26 then the Spanish Oral Script and test book will be ordered.	For all content areas, if expected value = 'SPA' then the following criteria must be met, or record will error: • Language Background = 'SPA' • Accommodation Type = 'ML' or 'Both', • Assistive Technology must be blank, • AND additional criteria must be met as follows: **Mathematics and Science Tests** Test Code must = Math or Science or the record will error. **Math** / **CBT or PBT** / **Science** **Procedures Manual Reference:** 6.1.3 Spanish Form **CSLA Tests** • Test Format = 'P', • Test Code = 'SLA03' OR 'SLA04', • AND Visual Accommodations must not = '01' – '05'. **CSLA** / **PBT** **Procedures Manual Reference:** 6.1.3 Spanish Form	**SPA** = Spanish Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
BF	**Word-to-Word Dictionary** (English/Native Language)	N	1	**CMAS Only** The student uses a published word-to-word hand-held dictionary. Proctor/School Provided Accommodation	If expected value = 'Y' then 'Accommodation Type' must = 'ML' or 'Both' and • 'Spanish Transadaptation' cannot equal SPA or record will error. • 'Auditory Presentation: Text-to-Speech' cannot equal 03 or record will error. **Procedures Manual Reference:** 6.1.3 Word-to-Word Dictionary	**Y** = Yes Blank
BG	**Auditory Presentation: Text-to-Speech**	N	2	**CMAS Only** Used to assign the online form of the assessment with embedded auditory presentation. Through text-to-speech (TTS), on-screen text is read aloud to the student by means of embedded audio software. **Notes:** • This form is only to be used by students who receive auditory presentation of text during instruction and classroom-based assessment. • TTS is not intended to support students who are blind.	For all content areas, if expected value = non-blank then the following criteria must be met, or record will error: • Test Format = 'O' • Assistive Technology must be blank, • Auditory Presentation: Script must be blank, • Spanish Transadaptation must be blank, AND additional criteria must be met as follows: **Mathematics and Science Tests** If expected value = '02' or '03' then Test Code must = a Math or Science Subject, or the record will error. If expected value = '03' then Language Background must = 'SPA' and Accommodation Type must = 'ML' or 'Both' or record will error. **Math / CBT / Science** **Procedures Manual Reference:** 6.1.2 AP - Text-to-Speech for Math and Science	**02** = English Text-to-Speech **03** = Spanish Text-to-Speech

BH	**Auditory/Signed Presentation: Script**	N	2	**CMAS Only**
				
				The test is read aloud or signed to the student by the test administrator. **This field is used to order the appropriate auditory/signer presentation script for testing.**
				
				Notes:
				• **Auditory/signer scripts are available for use with paper-based testing.**
				• Under certain circumstances scripts are available for computer-based testing.
				  ○ Students requiring a signed presentation or an auditory presentation (AP) in a language other than English or Spanish (math and science only) must be placed in a specific auditory/signer script session. To do this, change the Session Name field to a different value to automatically place students requiring a computer-based test with auditory/signer script in a separate session.
				  ○ Once created, the session will need the **Form Group Type** to be manually switched to 'Auditory/Signed Presentation" under **Edit Sessions** screen in PA^next.
					For all content areas, if expected value = '01' OR '02' then the following criteria must be met, or record will error:
					• Assistive Technology must be blank,
					• Text-to-Speech must be blank,
					• AND additional criteria must be met as follows:
					
					Mathematics and Science Tests
					If expected value = '01' and Test Code = Math or Science subject, then Accommodation Type must = non-blank
					
					Math / CBT and PBT / Science
					
					Procedures Manual Reference:
					6.1.2 AP – PBT Auditory/Signed Presentation Script for Math, Science
					6.1.3 Signer/Auditory Script for Translation
					6.1.3 AP – Translated
					
					If expected value = '02' then the following criteria must be met:
					• Test Code = Math or Science Subject
					• AND Test Format = 'P'.
					
					Math / PBT / Science
					
					Procedures Manual Reference:
					6.1.2 AP – PBT Auditory/Signed Presentation Script for Math, Science
						01 = Signer/Lang Other than Eng/Spa
						02 = Auditory Presentation
						Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
BI	Unique Accommodation/Modification	N	1	**CMAS Only** Populated if the student was approved for use of a unique accommodation through the CDE-UAR process.	Not Valid when Subject = Science If "Unique Accommodation/Modification" = "Y"; then 'Accommodation Type' must not be blank. While data appears in this field in a file export, changes can only be made through a file import through Jan. 26.	**Y** = Yes Blank
BJ	Emergency Accommodation	N	2	**CMAS Only** An emergency accommodation for a student who incurs a temporary disabling condition that interferes with test performance shortly before or during the assessment window.	**Procedures Manual Reference:** 6.1.5 Emergency Accommodations Appendix G	**01** = Scribe **99** = Other Blank

BK	Extended Time	N	6	**CMAS Only**
				Extended Time is provided to the student.
				
				Proctor/School Provided Accommodation
					• If expected value equals 'ML' then the following criteria must be met, or the record will error:
					  o Accommodation Type must equal 'ML' or 'Both'
					  o Test Code = Math, ELA, or Science Subject
					  o AND Spanish Transadaptation must be blank.
					• If expected value equals 'IEP504' then the Accommodation Type must = 'IEP504' OR 'Both' or record will error.
					• If expected value equals 'Both' then the Accommodation Type must = 'Both' or record will error.
					
					Procedures Manual Reference:
					6.1.3 Time-and-a-Half for Math/ELA including CSLA
					6.1.3 Double Time
						ML = Student qualifies for extended time based on an ML plan
						IEP504 = Student qualifies for extended time based on an IEP or 504 plan
						Both = Student qualifies for extended time based on an ML plan and an IEP or 504 plan
						Blank

BL	**End-of-Record**	Y	1		Error and reject record if blank.	**Y**