Student Registration/ Personal Needs Profile Field Definitions

Version 3.0

Spring 2018 Administration

CoAlt: Science and Social Studies

Document Revisions

Revision Date	Version	Description
9/1/17	1.0	Initial Version
12/13/17	2.0	Updated language in continuous in district and school field definitions
1/4/18	3.0	Language Instruction Program rules updated for FEP Exited Year 1 and FEP Exited Year 2.

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

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]. The first section of this document has a checklist of tasks that need to be completed before importing the file, Matching Criteria used to match SR/PNP records to student records currently in PearsonAccess[next], step-by-step instructions for importing the file into PearsonAccess[next], and Helpful Hints. The second section of this document contains a table with the list of fields that are present in the data file.

State Policy for Importing the Student Registration/Personal Needs Profile

State will upload students into PearsonAccess[next]; districts will have from 1/8/2018-1/26/2018 to update student tests.

	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 PearsonAccess[next].	☐
2	Verify that all required fields are populated. Required field rows are highlighted in green.	☐
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).	☐

Helpful Hints:
- 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 PearsonAccess[next]. Records with errors will need to be corrected and re-imported into PearsonAccess[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, PearsonAccess[next] will treat the records without errors as updates, even if no values changed. This will not cause any issues.

Student Matching Rules

When student data is imported into PearsonAccess[next], demographic fields are used to identify unique students. When data is updated in PearsonAccess[next], matching rules are applied to these fields to identify if records currently exist within the system. This information is important for importing SR/PNP files for the 2017-18 administrations as many students already exist within PearsonAccess[next] from previous administrations. The table below provides information on the fields used for matching and if they can be updated through an 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 • Sex • Birthdate	No. The Pearson ID is generated by PearsonAccess[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 PearsonAccess[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 • Sex • Birthdate	No. The State Student Identifier cannot be updated by importing a Student Registration File. However, It can be updated through the PearsonAccess[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 • Sex • 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 • Sex • Birthdate	The full legal last name borne in common by members of a family.

| 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 • Sex • Birthdate	The full legal first name given to a person at birth, baptism, or through legal change.
Sex		This is a Core Demographic field used for matching in Hierarchy 1 and 2 Levels.	Yes. The Sex 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	The concept describing the biological traits that distinguish the males and females of a species.
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 • Sex	The year, month and day on which a person was born.

Importing a SR/PNP Data File

1. Log into PearsonAccess^{next}.

2. Select the **admin** from the **admin drop down** menu on the top of the screen (**CoAlt Science and Social Studies Spring 2018**).
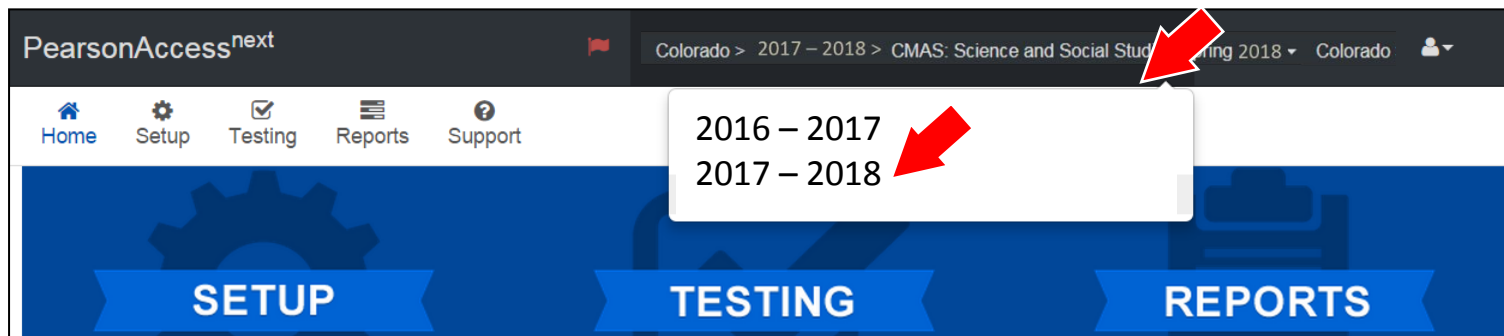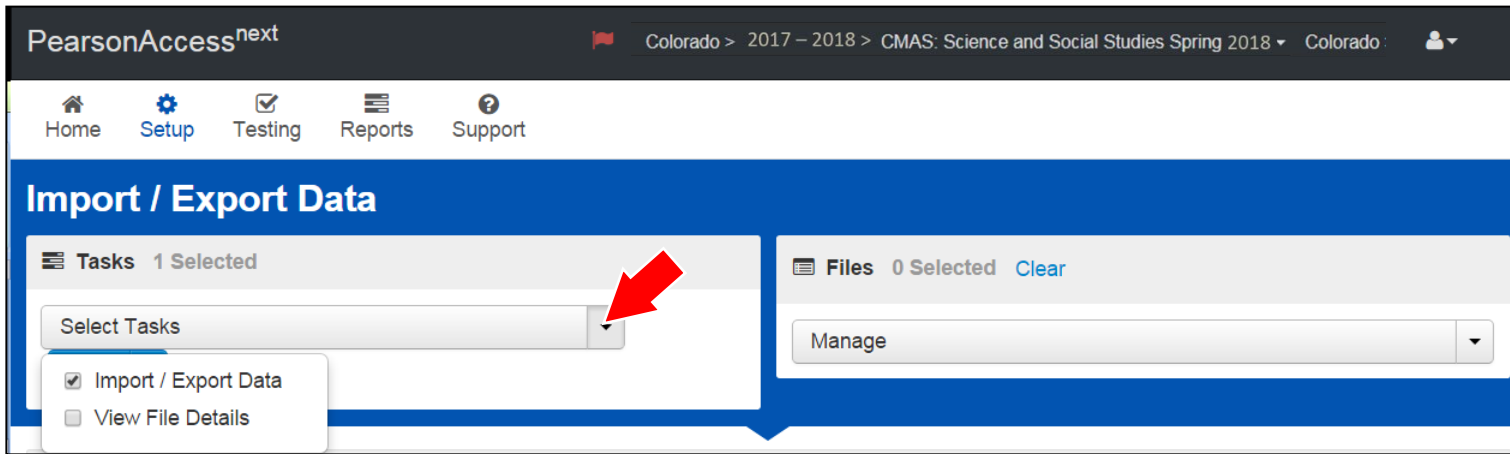

3. In the **SETUP** section, click on the **Select an action** dropdown menu, and then select **Import/Export Data**.
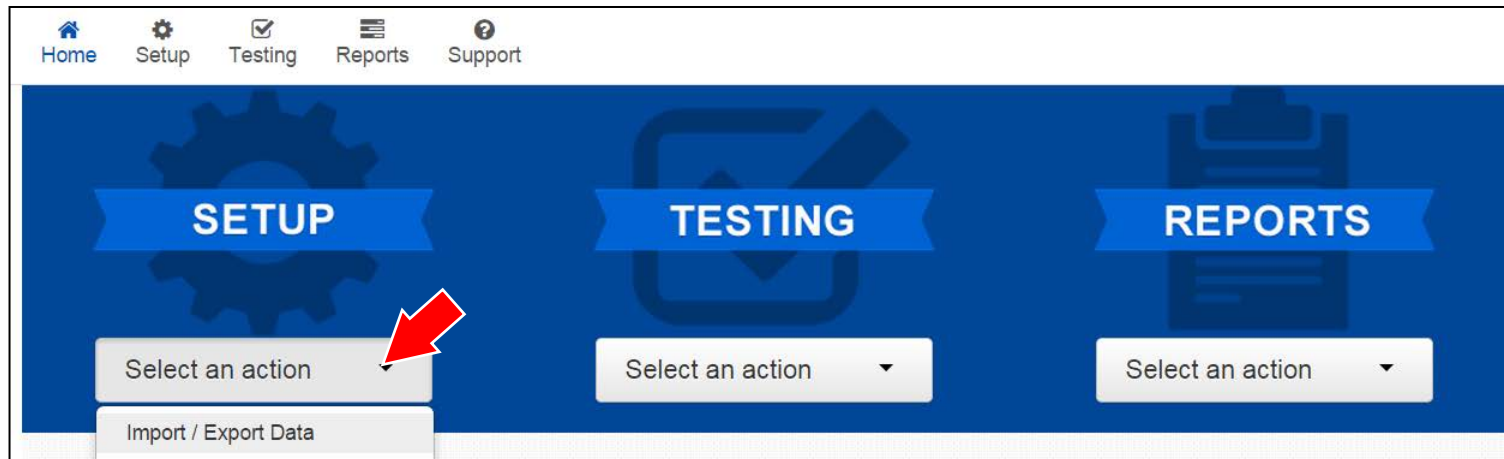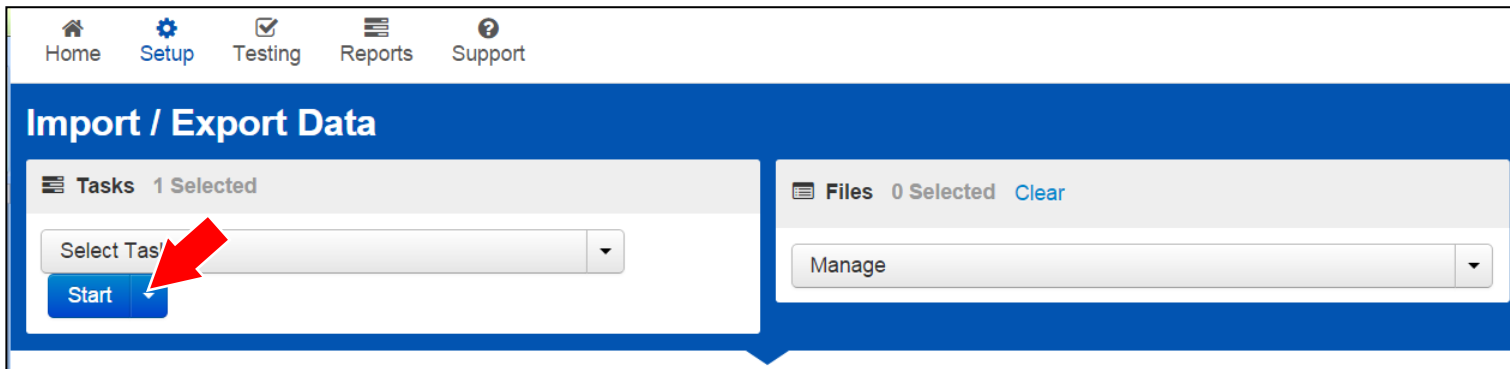
4. In the **Select Tasks** dropdown menu, select **Import/Export Data**.

5. Select **Start.**

6. In the **Type** dropdown menu, select **Student Registration Import**.

7. In the **File Layout Type** dropdown menu, select the type of file to import (.csv or Fixed).

8. Review options for File Import.

9. **Choose File** to select the file to import.

10. Once the correct .csv file is selected, click **Process** to submit the selected file.
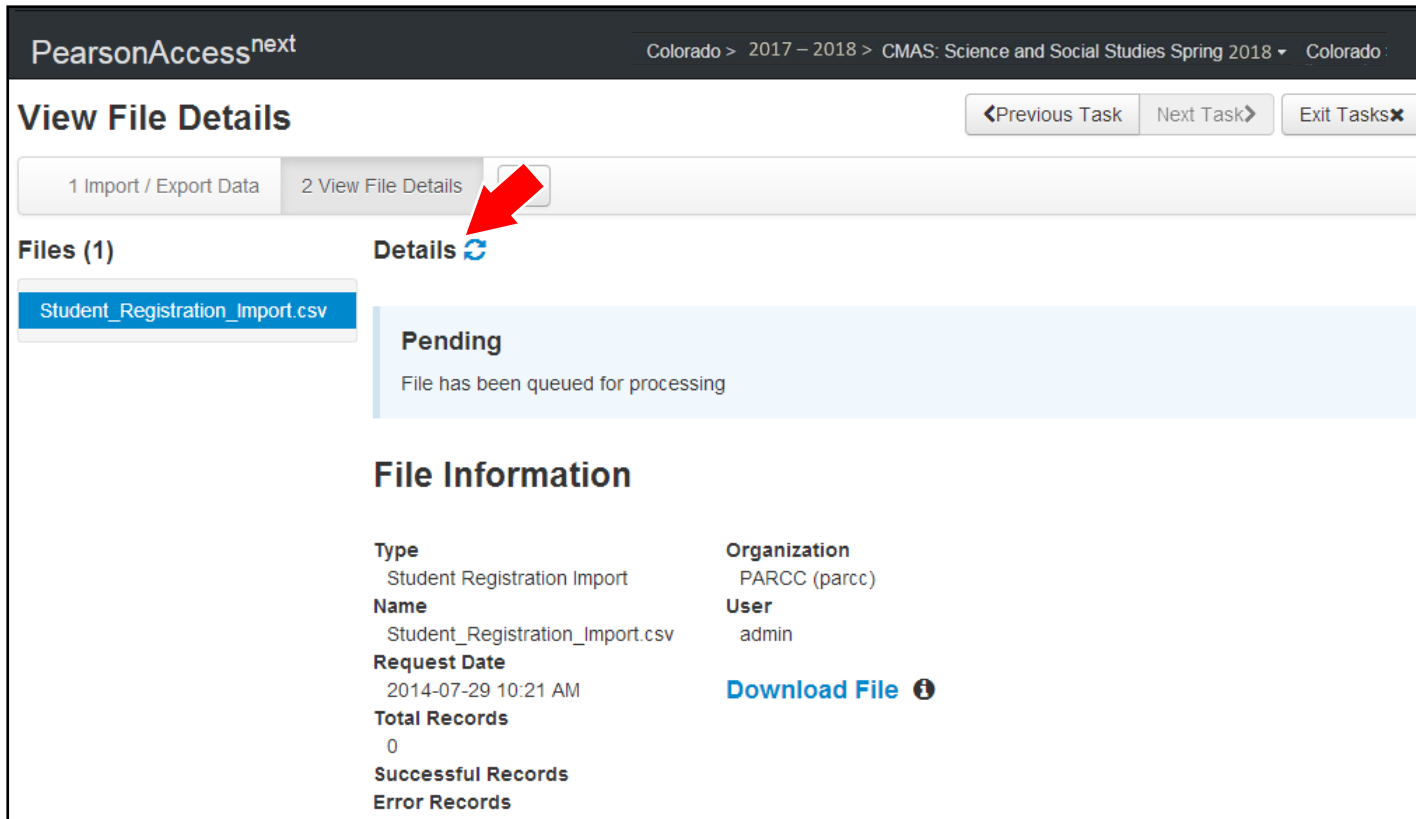
Checking the status of a imported file

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.

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 PearsonAccess[next]. Records with errors need to be corrected and re-imported into PearsonAccess[next]. 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, PearsonAccess[next] treats the records without errors as updates, even if no values changed. This does not cause any issues.

Student Data

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	15	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 PearsonAccess[next].	A-Z 0-9 Identifier Length: Colorado = 4
C	Testing School Code	Y	15	The Testing School responsible for administering the test for a student.	Error and reject record if organization does not exist and set to participate in administration within PearsonAccess[next].	A-Z 0-9 Identifier Length: Colorado = 4
D	Responsible District Code	N* *See Field Notes and Validations	15	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 or a Non-School/Private/Charter reporting directly to the State Error and reject record if organization does not exist and set to participate in administration within PearsonAccess[next].	A-Z 0-9 Blank Identifier Length: Colorado = 4
E	Responsible School Code	N* *See Field Notes and Validations	15	A unique number or alphanumeric code assigned to an institution by a school, school system, a state, or other agency or entity.	*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 PearsonAccess[next].	A-Z 0-9 Blank Identifier Length: Colorado = 4
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. Error and reject record if SASID does not meet the 10 digit character length.	A-Z 0-9 No embedded spaces
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 No embedded spaces Blank
H	Pearson ID	N	36	Unique student code assigned by the system.	Assigned within PearsonAccess[next].	

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
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 . - ' (Standard Apostrophe) Embedded Spaces
J	First Name	Y	35	The full legal first name given to a person at birth, baptism, or through legal change.	Error and reject record if blank.	A-Z 0-9 . - ' (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
L	Birthdate	Y	10	The year, month and day on which a person was born.	Error and reject record if blank. Will accept MM/DD/YYYY.	YYYY-MM-DD
M	Sex	Y	1	The concept describing the biological traits that distinguish the males and females of a species.	Error and reject record if blank.	**F =** Female **M =** Male
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.	YYYY-MM-DD Blank
Student Registration						
O	Grade Level When Assessed	Y	2	The grade or developmental level of a student when assessed.	The student's Grade Level must match the grade indicated as part of the Test Code or record will error.	**04** = Fourth grade **05** = Fifth grade **07** = Seventh 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.	This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess[next]. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**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.	This field is not required during import of student data. A Critical Warning will appear in PearsonAccess[next] if no race fields (Columns Q-U) have an expected value entered. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N =** No Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
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.	This field is not required during import of student data. A Critical Warning will appear in PearsonAccess[next] if no race fields (Columns Q-U) have an expected value entered. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N** = No Blank
S	Black or African American	N	1	A person having origins in any of the black racial groups of Africa.	This field is not required during import of student data. A Critical Warning will appear in PearsonAccess[next] if no race fields (Columns Q-U) have an expected value entered. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N** = No Blank
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.	This field is not required during import of student data. A Critical Warning will appear in PearsonAccess[next] if no race fields (Columns Q-U) have an expected value entered. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N** = No Blank
U	White	N	1	A person having origins in any of the original peoples of Europe, Middle East, or North Africa.	This field is not required during import of student data. A Critical Warning will appear in PearsonAccess[next] if no race fields (Columns Q-U) have an expected value entered. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N** = No Blank
V	Filler Field	N	1	N/A	Note this field is being used as 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.	This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess[next]. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N** = No Blank

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.	This field is not required during import of student data. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**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.	This field is not required during import of student data. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**Y** = Yes **N =** No Blank
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 not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess[next] Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**IEP** = Student has IEP **504** = Student has 504 Plan **N** = No, student does not have IEP or 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". If Student With Disabilities is IEP then this field will create a Critical Warning in PearsonAccess[next] if blank. Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**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

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AB	Homeless	N	20	Student meets the criteria of a homeless individual according to the 2001 McKinney-Vento reauthorization Act.	Only users with the Sensitive Data Add-on Role will be able to view/update this field after students have been imported into PearsonAccess[next].	**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	20	Visit the following CDE link for a complete list of language background codes: http://www.cde.state.co.us/DataPipeline/org_language_codes.asp	Three digit language Code 000 = N/A Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess[next].	A-Z **000** = N/A Blank
AD	Language Proficiency	N	20	A student's English language proficiency is described by his or her ability to speak, listen, read, and write in English.	This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccess[next] This field is used to validate assignments of English learner accommodations (must be 1 = NEP OR 2 = LEP). If Language Proficiency is not blank, then Language Instruction Program field cannot be blank. Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess[next].	**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	20	Student is currently enrolled in language instruction program. Indicates the type of English language instructional program used to educate a student who is an English learner.	*This field is ONLY required if Language Proficiency field is not blank. If Language Proficiency is not blank then this field will create a Critical Warning in PearsonAccess[next] if blank. • Students with a language background of English should be coded as 00 (No or Not Applicable). • Students with a language background that is not English and have a Language Proficiency code of NEP (1), LEP (2), FEP (6-7) should have a valid non-zero (00) code for this field. • Students who have a Language Proficiency code of PHLOTE (4) or 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 to educate a student please use the one that is predominately used to educate the student. Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess[next].	**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 **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	20	Student receives Title 1 funding.	Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess[next].	**0** = No **1** = Yes Blank

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AG	Continuous in District	N	20	Student has been enrolled in the district continuously since the October Count date for 2017.	Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess[next].	**0** = No **1** = Yes Blank
AH	Continuous in School	N	20	Student has been enrolled in the school continuously since the October Count date for 2017.	Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess[next].	**0** = No **1** = Yes Blank
AI	Expelled	N	20	Student is expelled from school or district.	Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccess[next].	**0** = No **1** = Yes (Expelled) Blank
AJ	Filler Field	N	20	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**

Test Data

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
AK	Filler Field	N	50	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
AL	Filler Field	N	45	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
AM	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. Same as Math/ELA	**SS04A** = Grade 4 Social Studies **SC05A** = Grade 5 Science **SS07A** = Grade 7 Social Studies **SC08A** = Grade 8 Science **SCHSA** = High School Science
AN	Test Format	Y	1	Format of the Test	Paper = Paper-based Testing (PBT) Online = Computer-based Testing (CBT)	**P =** Paper
AO	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
AP	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
AQ	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
AR	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
AS	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
AT	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
AU	Filler Field	N	2	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
AV	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
AW	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
AX	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
AY	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
AZ	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
BA	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
BB	Filler Field	N	2	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
BC	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
BD	Filler Field	N	2	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
BE	Filler Field	N	2	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**
BF	Filler Field	N	2	N/A	Note this field is being used as a placeholder for possible future data field.	**N/A**

Column Letter	Field Name	Required Y/N	Field Length	Field Definitions	Field Notes & Validations	Expected Values
BG	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	N/A
BH	Filler Field	N	3	N/A	Note this field is being used as a placeholder for possible future data field.	N/A
BI	Filler Field	N	2	N/A	Note this field is being used as a placeholder for possible future data field.	N/A
BJ	Filler Field	N	3	N/A	Note this field is being used as a placeholder for possible future data field.	N/A
BK	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	N/A
BL	Filler Field	N	2	N/A	Note this field is being used as a placeholder for possible future data field.	N/A
BM	Filler Field	N	2	N/A	Note this field is being used as a placeholder for possible future data field.	N/A
BN	Filler Field	N	1	N/A	Note this field is being used as a placeholder for possible future data field.	N/A
BO	Filler Field	N	2	N/A	Note this field is being used as a placeholder for possible future data field.	N/A
BP	Filler Field	N	6	N/A	Note this field is being used as a placeholder for possible future data field.	N/A
BQ	End-of-Record	Y	1		Error and reject record if blank.	Y