# Spring 2015 PARCC Student Registration File Layout – With Colorado Specific Information

Fields required for testing are **bolded.** Other fields are required for reporting or assigning a student to a paper or accommodated paper form.

| Column  Letter | Field Name | Required  For Testing | Max  Field  Length | CEDS Definitions | PARCC Definitions and Notes | Expected Values | Colorado Specific Information. | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **State Abbreviation** | **Y** | **2** |  | **State’s 2 character abbreviation** | **CO = Colorado** | **Fill with CO for all students.** | |
| **B** | **Testing District** | **Y** | **4** |  | **The Testing District responsible for administering the test for a student.** | **A-Z**  **0-9** | **The district and school codes where the student will take the assessment. Combination of the district/school code must be valid in PearsonAccessnext.**  **If you receive this error and think the codes are valid, please contact CDE‟s Assessment Unit.** | |
| **C** | **Testing School** | **Y** | **4** |  | **The Testing School responsible for administering the test for a student** | **A-Z**  **0-9** |
| D | Responsible District Identifier | N | 4 | The district responsible for specific educational services and/or instruction of the student. | Also known as the Reporting District  Only populate this field if the Reporting District is different than Testing District. If this field is left blank, it is assumed the Testing District is also the Reporting District. | A-Z  0-9 | 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, it is assumed that the Testing District is also the Reporting District. | |
| E | School/Institution Identifier | N | 4 | A unique number or alphanumeric code assigned to an institution by a school, school system, a state, or other agency or entity. | Also known as the Reporting School  Only populate this field if the Reporting School is different than Testing School. If this field is left blank, it is assumed the Testing School is also the Reporting School. | A-Z  0-9 |
| **F** | **State Student Identifier** | **Y** | **10** | **A unique number or alphanumeric code assigned to a student by a state or any other entity** | **State Student Identifier needs to be**  **unique by state** | **A-Z**  **0-9**  **No embedded spaces** | **MATCHING FIELD**  **The unique ten digit student number assigned by CDE.**  **A student cannot be assigned to a test session without a SASID. If a student does not yet have a SASID, do not upload them at this time. This November, upload is for paper orders and any student without a SASID who needs a paper assessment should be handled through the additional order window.** | |
| G | Local Student Identifier | N | 10 | 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 | May be left blank. | |
| H | PARCC Student ID | N | 36 |  | Unique PARCC Student ID that will move intra state if a student moves district to district or school to school. Assigned within PearsonAccessnext. | Blank | Leave blank when uploading a student for the first time.  Fill in with proper ID if the student is already in PearsonAccessnext. | |
| **I** | **Last or Surname** | **Y** | **35** | **The full legal last name borne in common by members of a family.** |  | **A-Z**  **0-9**  **.**  **-**  **' (Standard Apostrophe) Embedded Spaces** | **MATCHING FIELD. (First 10 Characters)**  **Use the last name as it appears in RITS.** | |
| **J** | **First Name** | **Y** | **35** | **The full legal first name given to a person at birth, baptism, or through legal change.** |  | **A-Z**  **0-9**  **.**  **-**  **' (Standard Apostrophe) Embedded Spaces** | **MATCHING FIELD (first 8 characters)**  **Use the first name as it appears in RITS.** | |
| 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 | Use the middle name as it appears in RITS. If the student does not have a middle name, leave this field blank. | |
| **L** | **Birthdate** | **Y** | **10** | **The year, month and day on which a person was born.** |  | **YYYY-MM-DD** | **MATCHING FIELD** | |
| **M** | **Sex** | **Y** | **1** | **The concept describing the biological traits that distinguish the males and females of a species.** |  | **F = Female**  **M = Male** | **Conversions from Data Pipeline**   |  |  | | --- | --- | | **Pipeline** | **PARCC** | | **01** | **F** | | **02** | **M** | | |
| N | Optional State Data 1 | N | 20 |  | Leave blank unless you receive other direction from your state. | A-Z  0-9  .  -  ' (Standard Apostrophe) Embedded Spaces  Blank | Leave blank. | |
| **O** | **Grade Level When Assessed** | **Y** | **11** | **The grade or developmental level of a student when assessed.** |  | **IT = Infant/toddler**  **PR = Preschool**  **PK = Prekindergarten**  **TK = Transitional Kindergarten**  **KG = Kindergarten**  **01 = First grade**  **02 = Second grade**  **03 = Third grade**  **04 = Fourth grade**  **05 = Fifth grade**  **06 = Sixth grade**  **07 = Seventh grade**  **08 = Eighth grade**  **09 = Ninth grade**  **10 = Tenth grade**  **11 = Eleventh grade**  **12 = Twelfth grade**  **13 = Grade 13**  **PS = Postsecondary**  **UG = Ungraded**  **Other = Other**  **OutOfSchool = Out of school** | **In Colorado, developmental level is the same as enrollment grade.**  **Only use the values listed in the table below**  **Conversions from Data Pipeline: entry Grade Level.**   |  |  | | --- | --- | | **Pipeline** | **PARCC** | | **030** | **03** | | **040** | **04** | | **050** | **05** | | **060** | **06** | | **070** | **07** | | **080** | **08** | | **090** | **09** | | **100** | **10** | | **110** | **11** | | **120** | **12** |   **Please see Math Assessment rules for more information about 12th 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 PearsonAccessnext.  Only users with the Sensitive Data Add-on Role will be able to view this field after students have been imported into PearsonAccessnext. | Y = Yes  N = No  Blank | Conversions from Data Pipeline Student’s Ethnicity: Hispanic or Latino   |  |  | | --- | --- | | Pipeline | PARCC | | 1 | Y | | 2 | N | | |
| 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 PearsonAccessnext 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 this field after students have been imported into PearsonAccessnext. | Y = Yes  N = No  Blank | Conversions from Data Pipeline Student’s Race: American Indian or Alaska Native   |  |  | | --- | --- | | Pipeline | PARCC | | 1 | Y | | 2 | N | | |
| 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 PearsonAccessnext 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 this field after students have been imported into PearsonAccessnext. | Y = Yes  N = No  Blank | Conversions from Data Pipeline Student’s Race: Asian   |  |  | | --- | --- | | Pipeline | PARCC | | 1 | Y | | 2 | N | | |
| 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 PearsonAccessnext 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 this field after students have been imported into PearsonAccessnext. | Y = Yes  N = No  Blank | Conversions from Data Pipeline Student’s Race: Black or African American   |  |  | | --- | --- | | Pipeline | PARCC | | 1 | Y | | 2 | N | | |
| 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 PearsonAccessnext 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 this field after students have been imported into PearsonAccessnext. | Y = Yes  N = No  Blank | Conversions from Data Pipeline Student’s Race: Native Hawaiian or Other Pacific Islander   |  |  | | --- | --- | | Pipeline | PARCC | | 1 | Y | | 2 | N | | |
| 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 PearsonAccessnext 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 this field after students have been imported into PearsonAccessnext. | Y = Yes  N = No  Blank | Conversions from Data Pipeline Student’s Race: White   |  |  | | --- | --- | | Pipeline | PARCC | | 1 | Y | | 2 | N | | |
| V | English Learner (EL) | N | 1 |  | This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccessnext.  Only users with the Sensitive Data Add- on Role will be able to view this field after students have been imported into PearsonAccessnext. | Y = Yes  N = No  Blank | Conversions from Data Pipeline Language Proficiency   |  |  | | --- | --- | | Pipeline | PARCC | | 0 – No or NA | N | | 1 - NEP | Y | | 2 – LEP | Y | | 3 – FEP | N | | 4 – PHLOTE | N | | 5 - FELL | N | | |
| W | Title III Limited English Proficient Participation Status | N | 1 | An indication that a limited English proficient (LEP) student is served by an English language instruction educational program supported with Title III of ESEA funds. | This field is not required during import of student data, but if left blank, this field will create a Critical Warning in PearsonAccessnext.  Only users with the Sensitive Data Add- on Role will be able to view this field after students have been imported into PearsonAccessnext. | Y = Yes  N = No  Blank | District use only. Districts may leave this blank. | |
| X | 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 PearsonAccessnext.  Only users with the Sensitive Data Add- on Role will be able to view this field after students have been imported into PearsonAccessnext. | Y = Yes  N = No  Blank | Conversions from Data Pipeline Gifted and Talented   |  |  | | --- | --- | | Pipeline | PARCC | | 0 – No/Not | N | | 1 – LA G | Y | | 2 – Math | Y | | 3 – Both LA & Math | Y | | 4 –Other | Y | | |
| Y | 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, but if left blank, this field will create a Critical Warning in PearsonAccessnext.  Only users with the Sensitive Data Add- on Role will be able to view this field after students have been imported into PearsonAccessnext. | Y = Yes  N = No  Blank | Conversions from Data Pipeline Migrant   |  |  | | --- | --- | | Pipeline | PARCC | | 1 | Y | | 2 | N | | |
| Z | 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, but if left blank, this field will create a Critical Warning in PearsonAccessnext.  Only users with the Sensitive Data Add- on Role will be able to view this field after students have been imported into PearsonAccessnext. | Y = Yes  N = No  Blank | Conversions from Data Pipeline Migrant   |  |  | | --- | --- | | Pipeline | PARCC | | 00 –Not Eligible | N | | 01 – Free Lunch Eligible | Y | | 02 – Reduced Lunch Eligible | Y | | |
| AA | Student With Disabilities | N | 1 |  | Only users with the Sensitive Data Add- on Role will be able to view this field after students have been imported into PearsonAccessnext. | Y = Yes  N = No  Blank | Conversions from Data Pipeline IEP Status   |  |  | | --- | --- | | Pipeline | PARCC | | 1 | Y | | 2 | N | | |
| AB | Primary Disability Type | N\* | 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 “Y”.  Only users with the Sensitive Data Add- on Role will be able to view this field after students have been imported into PearsonAccessnext. | 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 | Conversions from Data Pipeline Primary Disability   |  |  | | --- | --- | | Pipeline | PARCC | | 01 | ID | | 03 | EMN | | 04 | SLD | | 05 | HI | | 06 | VI | | 07 | OI | | 08 | SLI | | 09 | DB | | 10 | MD | | 13 | AUT | | 14 | TBI | | 15 | OI | | 16 | OHI | | |
| AC | Optional State Data 2 | N | 20 |  | Leave blank unless you receive other direction from your state.  Only users with the Sensitive Data Add- on Role will be able to view this field after students have been imported into PearsonAccessnext. | A-Z  0-9  .  -  ' (Standard Apostrophe) Embedded Spaces | Fill with the following fields using the order below. (number of spaces used for each field)  Date Most Recently Enrolled in U.S. (8)  Language Background (3)  Immigrant (1)  Bilingual (1)  ESL Status (1)  Title 1 (1)  Language Proficiency (1)  Homeless (1)  Expelled Education (1)  Federal Race Student (2) | |
| AD | Optional State Data 3 | N | 20 |  | Leave blank unless you receive other direction from your state.  Only users with the Sensitive Data Add- on Role will be able to view this field after students have been imported into PearsonAccessnext. | A-Z  0-9  .  -  ' (Standard Apostrophe) Embedded Spaces | Fill with the following fields using the order below. (number of spaces used for each field)  October New to School (1)  Colorado Continuously (1)  Continuous in District (1)  Continuous in School (1)  Zero fill (16) | |
| AE | Optional State Data 4 | N | 20 |  | Leave blank unless you receive other direction from your state.  Only users with the Sensitive Data Add- on Role will be able to view this field after students have been imported into PearsonAccessnext. | A-Z  0-9  .  -  ' (Standard Apostrophe) Embedded Spaces  Blank | Leave blank | |
| AF | Optional State Data 5 | N | 20 |  | Leave blank unless you receive other direction from your state.  Only users with the Sensitive Data Add- on Role will be able to view this field after students have been imported into PearsonAccessnext. | A-Z  0-9  .  -  ' (Standard Apostrophe)  Embedded Spaces  Blank | Leave blank | |
| AG | Optional State Data 6 | N | 20 |  | Leave blank unless you receive other direction from your state.  Only users with the Sensitive Data Add- on Role will be able to view this field after students have been imported into PearsonAccessnext. | A-Z  0-9  .  -  ' (Standard Apostrophe) Embedded Spaces  Blank | Leave blank | |
| AH | Optional State Data 7 | N | 20 |  | Leave blank unless you receive other direction from your state.  Only users with the Sensitive Data Add- on Role will be able to view this field after students have been imported into PearsonAccessnext. | A-Z  0-9  .  -  ' (Standard Apostrophe)  Embedded Spaces  Blank | Leave blank | |
| AI | Optional State Data 8 | N | 20 |  | Leave blank unless you receive other direction from your state.  Only users with the Sensitive Data Add- on Role will be able to view this field after students have been imported into PearsonAccessnext. | A-Z  0-9  .  -  ' (Standard Apostrophe) Embedded Spaces Blank | Leave blank | |
| AJ | Assessment Session  Location | N | 45 | The description of the place where an assessment is administered. | Online = Session Name. If this field is populated, students will automatically be grouped together and placed into a test session.  Paper Test = room number or classroom name where paper tests are administered. Value is used to group student ID labels together by school, grade, and subject. | A-Z  a-z  -  ' (Standard Apostrophe)  .  ) (  &  /  \  +  0-9  embedded spaces  Blank | For Online records: Field is similar to “Group Name” field used in CMAS/CoAlt: Science and Social Studies.  For paper records: Leave this field blank. |
| AK | Assessment Session Test Administrator Identifier | N | 30 | The unique identifier of the person overseeing the assessment session in the setting. | Test Administrator | A-Z  a-z  -  ' (Standard Apostrophe)  .  ) (  &  /  \  +  0-9  embedded spaces  Blank | Districts may leave this field blank for all records. |
| AL | Classroom Identifier | N | 38 | A unique number or alphanumeric code assigned to a room by a school, school system, state, or other agency or entity.. | Used for reporting and student roster reports | A-Z  a-z  -  ' (Standard Apostrophe)  .  )  (  &  /  \  +  0-9  embedded spaces  Blank | Districts may leave this field blank for all student records. |
| AM | Staff Member Identifier | N | 30 | A unique number or alphanumeric code assigned to a staff member by a school, school system, a state, registry, or other agency or entity. | Student's assigned teacher | A-Z  a-z  -  ' (Standard Apostrophe)  .  ) (  &  /  \  +  0-9  embedded spaces  Blank | Districts may leave this field blank for all student records. |
| **AN** | **Test Code** | **Y** | **5** |  |  | **MAT03 = Grade 3 Mathematics**  **MAT04 = Grade 4 Mathematics**  **MAT05 = Grade 5 Mathematics**  **MAT06 = Grade 6 Mathematics**  **MAT07 = Grade 7 Mathematics**  **MAT08 = Grade 8 Mathematics**  **ALG01 = Algebra I**  **ALG02 = Algebra II**  **GEO01 = Geometry**  **MAT1I = Mathematics I**  **MAT2I = Mathematics II**  **MAT3I = Mathematics III**  **ELA03 = Grade 3 ELA/Literacy**  **ELA04 = Grade 4 ELA/Literacy**  **ELA05 = Grade 5 ELA/Literacy**  **ELA06 = Grade 6 ELA/Literacy**  **ELA07 = Grade 7 ELA/Literacy**  **ELA08 = Grade 8 ELA/Literacy**  **ELA09 = Grade 9 ELA/Literacy**  **ELA10 = Grade 10 ELA/Literacy**  **ELA11 = Grade 11 ELA/Literacy** | **For ELA records. The test level assigned should be the student’s enrolled grade level.**  **For Mathematics records:**  **Grades 3-7\*: the test level assigned should be the student’s grade level.**  **Grades 8-12: the test level assigned should be based on district/school policy.**  **\*Districts participating in the math flexibility pilot should follow their district’s policy for assigning test level for students in grade 7.** |
| **AO** | **Test Format** | **Y** | **1** |  | **Paper = Paper Based Testing (PBT)**  **Online = Computer Based Testing (CBT)** | **P = Paper**  **O = Online** | **Required for assigning test format to student.** |
| **AP** | **Retest** | **Y** | **1** | **Indicates if this registration is for a retest (retake). Retest can occur if a student failed a prior attempt and is eligible to retake. Other retest scenarios also can occur.** | **The data in this field will be ignored in Year 1.** | **Y = Yes**  **N = No** | **For 2014-2015, the only valid value for this field is N.** |
| AQ | Assessment Accommodation: English Learner (EL) | N | 1 |  | English learner accommodations needed for a given assessment.  This field will be used for cross validation on the PNP file for all EL accommodations. | Y = Yes  Blank | ONLINE TESTS: Online Accessibility or accommodated forms can only be assigned to students with “Y” in this field. The Personal Needs Profile (PNP) file will cross reference these fields to validate online accessibility or accommodations.  PAPER TEST: Use these fields to indicate if a student has one of these accommodations. No validation will occur. | |
| AR | Assessment Accommodation: 504 | N | 1 |  | 504 accommodations needed for a given assessment.  This field will be used for cross validation on the PNP file for all 504 accommodations. | Y = Yes  Blank |
| AS | Assessment Accommodation: Individualized Educational Plan (IEP) | N | 1 |  | Individualized Educational Plan accommodations needed for a given assessment.  This field will be used for cross validation on the PNP file for all IEP accommodations. | Y = Yes  Blank |
| AT | Alternate Representation – Paper Test | N | 1 |  | Student requires paper and pencil test format as an approved accommodation.  If expected value equals “Y”; then the student must have Format field populated with "P" or record will error. | Y = Yes  Blank | Fill in only for students who need this accommodation. All other students leave this field blank. | |
| AU | Translation of the Mathematics Assessment in Paper | N | 3 |  | Used to assign the form administered for paper testing based on another language other than English.  Paper Only  If expected value equals “SPA”; then the student must have Format field populated with "P" or record will error | SPA = Spanish  Blank | Fill in only for students who need this accommodation. All other students leave this field blank. | |
| AV | Human Reader or Human Signer | N | 14 |  | The paper test is read aloud or signed to the student by the test administrator (Human Reader).  Pearson to supply a second test book to be Read Aloud or Signed.  If expected value equals “HumanReadAloud” or “HumanSigner”; then the student must have Format field populated with "P" or record will error  For computer-based testing, Human Read Aloud and Human Signer values will be captured in the PNP. | HumanReadAloud  HumanSigner  Blank | Fill in only for students who need this accommodation. All other students leave this field blank. | |
| AW | Large Print | N | 1 | A Large Print test booklet is provided with text increased 150% to an 18 point font. | PARCC to provide Large Print Booklet for student to read. Answer Document will be the standard edition so that a Proctor can transcribe the student’s responses. | Y = Yes  Blank | Fill in only for students who need this accommodation. All other students leave this field blank.  If expected value equals “Y”; then the student must have Format field populated with "P". | |
| AX | Braille with Tactile Graphics | N | 1 |  | A hard copy Braille test booklet is provided with embedded tactile graphics.  Student responds and responses are transcribed. | Y = Yes  Blank | Fill in only for students who need this accommodation. All other students leave this field blank.  If expected value equals “Y”; then the student must have Format field populated with "P". | |
| **AY** | **End of record** | **Y** | **1** |  | **Must be “Y” in order for file to be imported properly.** | **Y** | **This field must be filled with “Y” for all student records.** | |