**PARCC SPRING STUDENT REGISTRATION FILE (SRF)**

**INSTRUCTIONS FOR ORDERING PAPER MATERIALS**

The Student Registration File (SRF) can be used to enroll students into test sessions for online administration and to order paper-based testing materials. This document includes instructions for ordering paper materials through the SRF for the Spring 2014 PARCC assessments and is supplementary to the webinar on Registering Students for Paper-Based Materials available at the following location: <http://www.cde.state.co.us/assessment/newassess-parcc>. The file layout that districts should use for the SRF file transfer is available at the following location http://www.cde.state.co.us/assessment/parcc\_co\_srf\_layout. Paper orders must be placed by December 3.

Fields marked as required on the file layout are needed to register students for the assessments. Most of these fields are also used to match records uploaded by districts to PearsonAccessnext against existing records that were prepopulated by CDE. The Colorado Specific Information column in the file layout indicates which fields may be left blank at the end of the testing window; all other fields will be needed for reporting or for indicating student accommodations.

**CDE’s Initial Data Upload**

CDE uploaded student data to PearsonAccessnext on November 12. Data from this upload came from the information that districts provided to the Student Interchange Student Demographic and Student School Association Files as of noon on November 10.

CDE uploaded all PARCC eligible students enrolled in grades 3-11 for the ELA assessments. CDE uploaded all PARCC eligible students enrolled in grades 3-7 for the mathematics assessments. The test format was defaulted to “online” for both ELA and math student records. . For example, when districts review information uploaded to PearsonAccessnext a 4th grader will be registered for the online version of the Grade 4 ELA assessment and the online version of the Grade 4 mathematics assessment.

**General Information about Updating Data in PearsonAccessnext**

* Two Registration Records per Student: Students will have two records in PearsonAccessnext: one for English language arts (ELA), and one for mathematics. When registering a new student for the ELA and mathematics assessments, districts will need to enter each student into PearsonAccessnext twice: once for the ELA assessment and once for the mathematics assessment. Both records can be uploaded in one SRF, in multiple SRFs, or manually through the PearsonAccessnext user interface.
* Matching Criteria: To determine if a record is new or if it already exists in PearsonAccessnext, the following SRF fields are used to match records in the SRF against records in PearsonAccessnext. If these fields need to be revised, updates must be made within the PearsonAccessnext User Interface to avoid creating duplicate records.
	+ SASID\*
	+ First 10 characters of Last Name (all special characters and spaces are removed)
	+ First 8 characters of First Name (all special characters and spaces are removed)
	+ Gender
	+ Date of Birth

\*If SASID is unknown, it is recommended that a student record is not loaded and that paper materials are ordered during the additional ordering window.

* Updating fields provided by CDE in the initial file upload: LEA/District Coordinators and School Test Coordinators with the Sensitive Data Role can update any of the non-matching fields pre-populated by CDE at any time during the test administration window using an SRF upload or through the PearsonAccessnext User Interface.
* Updating fields CDE left blank in the initial file upload: LEA/District Coordinators and School Test Coordinators with the Sensitive Data role can update any of the non-matching fields pre-populated by CDE during the test administration window using an SRF upload or through the PearsonAccessnext User Interface.
* Only Valid Records are Uploaded to PearsonAccessnext: When the file is submitted, a processing step will validate the records and check for errors. All valid records will be loaded to the database. Records with data problems will not be loaded to the database. The user who uploaded the file will receive an email notification when processing is complete. This email will detail the status of the uploaded file and provide a link to the PearsonAccessnext website so that the user can review the file upload details.

**Steps to create paper orders**

At each district’s discretion, all students may take paper-based mathematics assessments in Spring 2014. For English language arts, third grade students may take paper-based assessments. Students with disabilities and English learners requiring paper-based accommodations may take paper-based assessments in either content area at all grade levels. For more information regarding making decisions about paper-based forms, see the Registering for paper-based materials webinar available on the CDE website. Use the following steps to order paper-based materials for eligible students:

1. Verify student records uploaded by CDE to PearsonAccessnext.
	1. Districts should review the data uploaded by CDE to PearsonAccessnext and compare the data with their district enrollment records. The following steps can be used to verify the information.
		1. Download the SRF file from PearsonAccessnext. Detailed steps can be found at the following location: <http://www.cde.state.co.us/assessment/newassess-parcc> (Registering for paper-based materials webinar and PPT).
		2. Import the file into a data program. Steps on importing the file into excel can be found at the following location: <http://www.cde.state.co.us/assessment/newassess-parcc>.
		3. For a list of uploaded students, review the ELA records uploaded by CDE to PearsonAccessnext.
			* 1. Select the cases where Test Code is in **ELA03, ELA04, ELA05, ELA06, ELA07, ELA08, ELA09, ELA10 and ELA11.**
		4. Compare the student records from step iii to your current district enrollment records.
			1. Add any missing students (see below - Adding Records to PearsonAccessnext).
			2. Contact CDE about any students who are in your file but who are not enrolled in your district.
2. Add New Students to PearsonAccessnext
	1. An excel template can be downloaded from the PearsonAccessnext support tab under Templates. Template name: Spring Student Registration File Sample Layout.
	2. When adding new students to PearsonAccessnext, the following fields are required to create the new record. Matching criteria are indicated with an asterisk. Use the layout at the end of this document for Colorado specific instructions for filling out these fields.
		1. State Abbreviation (A)
		2. Testing District (B)
		3. Testing School (C)
		4. State Student Identifier (SASID)\* (F)
		5. Last or Surname\* (I)
		6. First Name\* (J)
		7. Birthdate\* (L)
		8. Sex\* (M)
		9. Grade Level When Assessed (O)
		10. Test Code (AN)
		11. End of Record (AY)
	3. Create two records for each student.
		1. Record 1= ELA test record
		2. Record 2= Math test record.
3. Add Records for Grade 8 and high school mathematics assessments: Districts will need to add mathematics test registrations for students in grades 8-11 and eligible 12th graders. LEA/District Coordinators and School Test Coordinators with the Sensitive Data Role can make these updates. To ensure that students have both ELA and Mathematics registrations (grades 8-11):
	1. Log into PearsonAccessnext.
	2. Download the current SRF file from PearsonAccessnext. Steps can be found at the following location: <http://www.cde.state.co.us/assessment/newassess-parcc>.
	3. Import the file into a data program. Steps on importing the file into excel can be found at the following location: <http://www.cde.state.co.us/assessment/newassess-parcc>
	4. Select cases where the Grade Level When Assessed is in 08, 09, 10, and 11.
	5. For student records identified in step d, change the Test Code field from the ELA code to the appropriate Math assessment code.
	6. Save the file in .csv format.
	7. Upload the changed cases to PearsonAccessnext.
4. Selecting Paper Forms
	1. See <http://www.cde.state.co.us/assessment/newassess-parcc> training for eligibility criteria.
	2. Log into PearsonAccessnext.
	3. Download the current SRF file from PearsonAccessnext. Steps can be found at the following location: <http://www.cde.state.co.us/assessment/newassess-parcc>.
	4. Import the file into a data program. Steps on importing the file into excel can be found at the following location: <http://www.cde.state.co.us/assessment/newassess-parcc>.
	5. Select the students who need the paper assessment.
	6. For student records identified in step e, use the table below to identify the correct paper form.
	7. Save the file in .csv format.
	8. Upload the changed cases to PearsonAccessnext.

Direct link to webinar on Registering for Paper-based Materials: <http://connect.enetcolorado.org/p4ha87md9en/>.

The table below outlines the fields that are needed to assign a student to paper-based forms.

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| --- | --- | --- |
| Content Area | Paper Form Type Form | SRF Data Field and Values |
| Test Code (AN) | Assessment Accommodation: EL (AQ), 504 (AR) or IEP (AS) | Test Format (AO) | Retest (AP) | Alternate Representation – Paper Test (AT) | Translation of the Mathematics Assessment in Paper (AU) | Human Reader or Human Signer (AV) | Large Print (AW) | Braille with Tactile Graphics (AX) |
| Math or ELA (3rd grade) | Regular (No accommodation needed) | Select correct code for student | All blank | P | N | Blank | Blank | Blank | Blank | Blank |
| Math or ELA | Large Print | Select correct code for student | At least 1 marked “Y” | P | N | Blank | Blank  | Blank  | Y | Blank |
| Math or ELA | Braille\* | Select correct code for student | At least 1 marked “Y” | P | N | Blank | Blank | Blank | Blank | Y |
| Math or ELA | Translation – Other Languages | Select correct code for student | EL marked “Y” | P | N | Blank  | Blank | Human Read Aloud ORHuman Signer | Blank | Blank |
| Math or ELA | Oral Presentation | Select correct code for student | At least 1 marked “Y” | P | N | Blank | Blank | Human Read Aloud ORHuman Signer | Blank | Blank |
| Math or ELA  | Accommodated\*\* | Select correct code for student | At least 1 marked “Y” | P | N | Y | Blank | Blank | Blank | Blank |
| Math Only | Translated - Spanish  | Select correct code for student | EL marked “Y” | P | N | Blank | Y | Blank | Blank | Blank |

\*Braille includes tactile graphics

\*\*Used for students who are unable to take computer-based assessment who may take a paper-based alternative as documented in their IEP, 504, EL plan.

All of these forms, other than large print and braille, are available in the online platform.