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The purpose of the ACCESS for ELLS Student Biographical Data (SBD) is to review and update the biographical data associated with the ACCESS for ELLs and Alternate ACCESS for ELLs assessments.

**Dependencies:** 

None.

**Record Expectation:** 

N/A



Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Format	Example(s)	Updateable for SDB
Sequence Number	7	1	7	1	А	Numeric	0000001 Valid digits are 0-9	NO
District Code	4	8	11	2	В	Numeric	0010 (CDE assigned district code)	NO
District Name	18	12	29	3	С	Alphanumeric	Mapleton	NO
School Code	4	30	33	4	D	Numeric	0798 (CDE assigned school code)	NO
School Name	18	34	51	5	Е	Alphanumeric	Bertha Heid Elementary	NO
Grade	2	52	53	6	F	Alphanumeric	00 through 12	NO
SASID	10	54	63	7	G	Numeric	1234567890	YES
LASID	10	64	73	8	Н	Alphanumeric	1234567890 or blank	YES
Last Name	18	74	91	9	I	Alpha	Smith	YES
First Name	14	92	105	10	J	Alpha	Joe	YES
Middle Initial	1	106	106	11	K	Alpha	K	YES
Birthdate	8	107	114	12	L	MMDDYYYY	09172002	YES
Gender	1	115	115	13	M	Numeric	1, 2	YES



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Ethnicity	1	116	116	14	N	Numeric	0, 1	YES
Race: American Indian or Alaska Native	1	117	117	15	0	Numeric	0, 1	YES
Race: Asian	1	118	118	16	Р	Numeric	0, 1	YES
Race: Black or African American	1	119	119	17	Q	Numeric	0, 1	YES
Race: Native Hawaiian or Other Pacific Islander	1	120	120	18	R	Numeric	0, 1	YES
Race: White	1	121	121	19	S	Numeric	0, 1	YES
Federal Race/Ethnicity	2	122	123	20	Т	Numeric	01, 02, 03, 04, 05, 06, 07	YES*
Language Proficiency	1	124	124	21	U	AlphaNumeric	1,2	YES
Bilingual program	1	125	125	22	V	Numeric	0,1,5	YES
ESL Program	1	126	126	23	W	Numeric	0,1,5	YES
Colorado Continuously	1	127	127	24	Х	Numeric	0,1	YES
Date First Enrolled (Date Most Recently Enrolled in U.S.)	8	128	135	25	Υ	MMDDYYYY Date format	03052005	YES
Continuous in District	1	136	136	26	Z	Numeric	0,1	YES
Continuous in School	1	137	137	27	AA	Numeric	0,1	YES
October New to School	1	138	138	28	AB	Numeric	0,1	YES
IEP	1	139	139	29	AC	Numeric	0,1	YES
504 Plan	1	140	140	30	AD	Numeric	0,1	YES
Title 1	1	141	141	31	AE	Numeric	0,1	YES*
Migrant	1	142	142	32	AF	Numeric	0,1	YES
Immigrant	1	143	143	33	AG	Numeric	0,1	YES
Gifted and Talented	1	144	144	34	AH	Numeric	0,1,2,3,4	YES
Homeless	1	145	145	35	Al	Numeric	0,1	YES
Expelled	1	146	146	36	AJ	Numeric	0,1	YES
Free and Reduced Lunch Eligibility	2	147	148	37	AK	Numeric	00, 01,02	YES
Primary Disability	2	149	150	38	AL	Numeric	00, 01, 03, 04, 05, 06, 07, 08, 09, 10, 11, 13, 14, 15, 16	YES
Home Language	3	151	153	39	AM	Alpha	eng, spa	YES
Cluster	1	154	154	40	AN	Numeric	0, 1, 3, 6, 9	NO
Tier	1	155	155	41	AO	Alpha	-,A, B, C	NO
Absent Listening	1	156	156	42	AP	Alpha	YorN	Yes



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Alpha Y or N YES	Α	43	157	157	1	Absent Speaking
Alpha Y or N YES	А	44	158	158	1	Absent Reading
Alpha Y or N YES	А	45	159	159	1	Absent Writing
Alpha Y or N YES	А	46	160	160	1	Invalid Listening
Alpha Y or N YES	А	47	161	161	1	Invalid Speaking
Alpha Y or N YES	А	48	162	162	1	Invalid Reading
Y Alpha Y or N YES	A'	49	163	163	1	Invalid Writing
Alpha Y or N YES	А	50	164	164	1	Declined Listening
Alpha Y or N YES	А	51	165	165	1	Declined Speaking
Alpha Y or N YES	А	52	166	166	1	Declined Reading
Alpha Y or N YES	В	53	167	167	1	Declined Writing
Alpha Y or N YES	В	54	168	168	1	SPD Listening
Alpha Y or N YES	В	55	169	169	1	SPD Speaking
Alpha Y or N YES	В	56	170	170	1	SPD Reading
Alpha Y or N YES	В	57	171	171	1	SPD Writing
Numeric Vendor Student Record ID NO	В	58	181	172	10	Vendor Number
Numeric 0,1 NO	В	59	182	182	1	Pre-ID Label
Alpha G A NO	В	60	183	183	1	Assessment Type
Alpha Y or N YES Alpha Y or N YES Alpha Y or N YES Numeric Vendor Student Record ID NO Numeric 0,1 NO	B B B B	55 56 57 58 59	169 170 171 181 182	169 170 171 172 182	1	SPD Speaking SPD Reading SPD Writing Vendor Number Pre-ID Label

<sup>\*</sup>See description below for more information.

#### **BACKGROUND INFORMATION**

No blanks are allowed.

**Sequence Number** — A unique code assigned to a record by Data Pipeline used to identify records in this SBD file.

**District Code** — A unique code assigned to a district by CDE.

**District Name** — District Name assigned based on DISTRICT\_CODE and based on official CDE district name.

**School Code** — A unique code assigned to a school by CDE.

**School Name** — School Name assigned based on school code and based on official CDE school name.



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**Grade** — Student's grade level at test administration.

V	Vendor and SBD						
00	00 Kindergarten						
01	Grade 1						
02	Grade 2						
03	Grade 3						
04	Grade 4						
05	<b>05</b> Grade 5						
06	<b>6</b> Grade 6						
07	Grade 7						
08	Grade 8						
09	Grade 9						
10	<b>10</b> Grade 10						
11	<b>11</b> Grade 11						
12	Grade 12						

**Student's State ID (SASID)** — A **unique** ten digit number must be assigned to each student by CDE.

**Local ID (LASID)** — The student's Locally Assigned Student ID (LASID). This field may be left blank.

**Student's Last Name** — Student's last name as recorded in the RITS system. Vendor restricts field to 18 characters.

**Student's First Name** — Student's first name as recorded in the RITS system. Vendor restricts field to 14 characters.



**Student's Middle Initial** — If applicable, student's middle initial as recorded in the RITS system. Blanks are allowed.

Student's Date of Birth — The month, day, and year on which an individual was born in the MMDDYYYY format.

**Student's Gender** — An individual's sex.

Ven	dor and 2012/13 SBD	20	13/14 SBD
F	Female	1	Female
М	Male	2	Male

For additional information regarding the new ethnicity and race reporting categories below, visit <a href="http://www.cde.state.co.us/cdereval/rvRace-Ethnicity.htm">http://www.cde.state.co.us/cdereval/rvRace-Ethnicity.htm</a>

**Student's Ethnicity: Hispanic /Latino** — A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic/Latino or Latino."

Vendor and 2012/13 SBD			013/14 SBD
N	No – Not Hispanic or Latino	0	No – Not Hispanic or Latino
Н	Yes – Hispanic or Latino	1	Yes – Hispanic or Latino

**Student's Race:** American Indian or Alaska Native — A person having origins in any of the original peoples of North or South America (including Central America), and who maintains a tribal affiliation or community recognition.

Ve	endor and 2012/13 SBD	2013/14 SBD
N	No – Not American Indian or Alaska Native	0
Υ	Yes – American Indian or Alaska Native	1



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**Student's Race: Asian** — A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Ve	ndor and 2012/13 SBD	2013/14 SBD
N	No – Not Asian	0
Y	Yes – Asian	1

**Student's Race:** Black or African American — A person having origins in any of the Black racial groups of Africa.

Ve	ndor and 2012/13 SBD	2013/14 SBD
N	No – Not Black or African American	0
Υ	Yes – Black or African American	1

**Student's Race: Native Hawaiian or Other Pacific Islander** — A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Ve	ndor and 2012/13 SBD	2013/14 SBD
N	No – Not Native Hawaiian or Other Pacific Islander	0
Υ	Yes – Native Hawaiian or Other Pacific Islander	1

**Student's Race: White** — A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Ver	dor and 2012/13 SBD	2013/14 SBD
00	No – Not White	0
05	Yes – White	1



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**Student's Race: Federal Race/Ethnicity Category** — The single category used to classify the student or staff member in aggregated federal or state reporting such as pupil counts, graduation rates, and assessment results. This designation is based on the race and ethnicity information provided to the reporting district by the student (or his or her parent/guardian) or staff member.

• Updatable = Yes\*: This field will be auto-calculated based on the data in the Ethnicity and individual student race fields. To update this field, please update those individual fields.

Vendor and 2012/13 SBD		2013/14 SBD	
1	1 American Indian or Alaska Native 01		
2	Asian	02	
3	Black or African American	03	
4	Hispanic or Latino	04	
5	White	05	
6	Native Hawaiian or other Pacific Islander	06	
7	Two or more races	07	

Language Proficiency — A student's English language proficiency is described by his or her ability to speak, listen, read, and write in English. English Language Learners (ELL) must have an English Proficiency rating entered (1, 2, or 3) and non-ELL students must be coded as 0 or 4. Former English Language Learners are coded as 5.

• NOTE: ONLY NEP and LEP students should be assessed with ACCESS for ELLS or Alternate ACCESS for ELLS.

V	endor and 2012/13 SBD	2013/14 SBD
N	Not Applicable	0
1	<b>NEP - Non English Proficient -</b> A student who speaks a language other than English and does not comprehend, speak, read, or write English.	1
2	<b>LEP - Limited English Proficient -</b> A student who comprehends, speaks,	2



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	reads, or writes some English, but whose predominant comprehension or speech is in a language other than English.	
N	<b>FEP - Fluent English Proficient -</b> A student who has spoken, or currently speaks, a language other than English, but who is able to comprehend, speak, read, and write English on a level comparable to his or her monolingual English-speaking peers.	3
N	PHLOTE, English Proficient- A student, new to district, who has a Primary or Home Language Other Than English (PHLOTE), has never been served in a language instruction education program (i.e., ELA, ESL, Bilingual) and, after initial screening (currently W-APT) and review of a body of evidence, is determined to be proficient in English.	4
N	<b>FELL- Former ELL-</b> A student, new to district, who has a Primary or Home Language Other Than English (PHLOTE), previously received language instruction education program (i.e., ELA, ESL, Bilingual) services in a different district and, after initial screening (currently WAPT) and a review of a body of evidence, is determined to be proficient in English.	5

**Bilingual Program** — This one digit field indicates whether the student is currently enrolled in a bilingual program, is in the monitoring period, or is exited. The valid values for ACCESS for ELLs are below. NOTE: Only students with codes 0,1 or 5 should have been administered the ACCESS for ELLs assessment.

0	No or Not Applicable
1	Yes – Student is in a Bilingual Program
2	Redesignated Bilingual Program (Monitored Year 1)
3	Redesignated Bilingual Program (Monitored Year 2)



4	Exited Bilingual Program (Year 3+)	
5	Not in Bilingual Program, Parent Choice	

**ESL Program** — This one digit field indicates whether the student is currently enrolled in English as a Second Language Immersion program, is in the monitoring period, or is exited. The valid values for ACCESS for ELLs are below. NOTE: Only students with codes 0,1 or 5 should have been administered the ACCESS for ELLs assessment.

0	No or Not Applicable
1	Yes – Student is in a ESL Program
2	Redesignated ESL Program (Monitored Year 1)
3	Redesignated ESL Program (Monitored Year 2)
4	Exited ESL Program (Year 3+)
5	Not in ESL Program, Parent Choice

**Colorado Continuously (Enrolled 3 Years)** — Student has been enrolled in a Colorado public school since 3/10/11 for grades 3-10 or 4/23/11 for 11th grade. (All other grades may use 3/10/11.) Pre-Kindergarten and Kindergarten do NOT count towards the 3 years.

0	No
1	Yes

**Date Most Recently Enrolled in US** — This field collects the date a student mostly recently enrolled in any public or non-public US school (not Puerto Rico). MMDDYYYY format (e.g. 09012001).

- 1. If a student has never attended schools outside of the US, use the date the student first entered any US school at any grade (e.g. code 09012007 for a student currently in 4th grade who entered Kindergarten at the start of SY 2007-2008).
- 2. If a student has attended schools outside of the US, use the date the student most recently entered or re-entered any US school at any grade (e.g. code 09012009 for a student who entered a US school at the start of SY 2009-2010).



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- 3. Schools on US military bases count as US schools.
- 4. Homeschool does not count as a "public or non-public US school."

**Continuously in District (Enrolled 1 Year)** — Student has been enrolled in the SAME district since 3/10/13 for grades PK-10 and 12th grade -- or since 4/23/13 for 11th grade. Grades PK-12 count toward the 1 year continuously enrolled in district.

0	No
1	Yes

**Continuously in School (Enrolled 1 Year)** — Student has been enrolled in the SAME public school since 3/10/13 for grades PK-10 and 12th grade or since 4/23/13 for 11th grade. Grades PK-12 count toward the 1 year continuously enrolled in school.

0	No
1	Yes

October New to School — Student enrolled in current school on or after October 1 of the current school year.

0	No
1	Yes

**IEP** — Student has an Individualized Education Plan. NOTE: Data Pipeline will auto-populate with "1" if the primary disability field is not 0. Districts can change the field if necessary.

Vendor	and 2012/13 SBD	2013/14 SBD
N	No	0
Υ	Yes	1

504 Plan — The student is identified as handicapped under regulations implementing Section 504 of the Rehabilitation Act of 1973, but may or may not be



eligible for special education placement under the Individuals with Disabilities Education Act.

Vendor and 2012/13 SBD		2013/14 SBD
N	No	0
Y	Yes	1

**Title 1** — The student is part of Title 1 program.

- Updatable = Yes\*: This field will be calculated by Data Pipeline when a file is uploaded. If a school is designated as School Wide Title 1 then any student in that school is marked as Title 1. If the school is marked as Targeted Assistance School Data Pipeline looks for a student record in the Title 1 Interchange. If a student has a record in the Title 1 interchange this student is marked as Title 1. If the information in the Pre-Coded Label report is incorrect for a student in a:
  - School Wide Title 1 program: contact Donna Morganstern (Morganstern\_D@cde.state.co.us) to have the Title 1 School Table updated.
  - o Targeted Assistance School: Check the student information in the Title 1 interchange;
    - If the information is incorrect, update the Title 1 interchange and after the data has processed re-run the Pre-Coded Label report to verify the update has been included in the label extract. (Contact Donna Morganstern at Morganstern D@cde.state.co.us with questions about the Title 1 interchange).
    - If the information in the Title 1 interchange is correct but the Pre-coded label report is incorrect, contact the Assessment unit.

0	No
1	Yes



Migrant — A Migrant student according to 1115(b)(1)(A) and 1309(2) of the No Child Left Behind Act of 2001 and section 200.81(d) of the Code of Federal Regulations. For more information, please see the Student Interchange File Layout and Definitions - Student School Association document: (<a href="http://www.cde.state.co.us/DataPipeline/inter\_student.asp">http://www.cde.state.co.us/DataPipeline/inter\_student.asp</a>)

Vendor and 2012/13 SBD		2013/14 SBD
М	Migrant	1
N	Non-Migrant	0

Immigrant — A child is an immigrant if he/she is age 3 through 21 and was not born in any state and has not been attending one or more schools in any one or more States for more than 3 full academic years. The term 'immigrant children' means individuals who:

- 1. Are ages 3 through 21; AND
- 2. Were not born in any State; AND
- 3. Have not been attending one or more schools in any one or more States for more than 3 full academic years.

For more information, please see the Student Interchange School Association File Layout and Definitions: (http://www.cde.state.co.us/DataPipeline/inter student.asp)

0	No
1	Yes

**Gifted and Talented** — Students who have been formally identified, using district-wide procedures aligned with CDE guidelines, as being endowed with a high degree of exceptionality or potential in mental ability, academics, creativity, or talents (visual, performing, musical arts, or leadership). Students are provided instructional accommodations in the classroom, and other school or district options, on a continuum of services according to identified strengths. The instructional program provides special educational opportunities including acceleration, differentiated instruction, affective and career counseling, and high-level enrichment. A plan for services might include options and resources outside the classroom, such as parent, community, or higher-education interventions



and resources.

Vendor and 2012/13 SBD		2013/14 SBD
0	No/ Not Gifted	0
1	1 Language Arts Gifted 1	
1	1 Mathematics Gifted 2	
1	1 Both Language Arts and Mathematics Gifted 3	
1	Other Gifted 4	

**Homeless** — Flag if the student meets the criteria of a homeless individual according to the 2001 McKinney-Vento reauthorization Act. For more information, please see Student Interchange File Layout and Definitions – Student Demographics document: (http://www.cde.state.co.us/DataPipeline/inter\_student.asp).

0	No
1	Yes

**Expelled** — This field is used for tracking Expelled students. Mark "0" to indicate the student is not being provided with expelled services, or "1" to indicate the student is being provided with expelled services.

0	No
1	Yes

Free and Reduced Lunch Eligibility — Student meets the eligibility criteria for free or reduced lunch pursuant to the provisions of the "Federal National School Lunch Act." For specific guidelines in meeting the criteria for free/reduced lunch, refer to the procedures manual and the Rules for the Administration of the Public School Finance Act.

Note: Although a school may not provide a lunch program, eligibility should be marked, if documented. Districts may use Student October or updated



information if it is available.

2012/13 SBD		2013/14 SBD	
0	Not Eligible	00	
1	Free Lunch Eligible	01	
1	Reduced Lunch Eligible	02	

**Primary Disability** — A 2-digit code representing the student's Primary Disability. If the student has more than one disability, the code number reported must be that of his or her major disability, as reflected on the student's Individualized Education Program (IEP).

00	None	
01	Intellectual Disability or Significant Limited Intellectual Capacity	
03	Serious Emotional Disability or Emotional Disability	
04	Specific Learning Disability	
05	Hearing Impairment, including Deafness or Hearing Disability	
06	Visual Impairment, including Blindness or Visual Disability	
07	Physical Disability	
08	Speech or Language Impairment	
09	Deaf-Blindness or Deaf-Blind	
10	Multiple Disabilities	
13	Autism Spectrum Disorders or Autism	
14	Traumatic Brain Injury (TBI)	
15	Orthopedic Impairment	
16	Other Health Impairment	



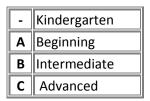
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Language Background/Home Language — Any student, who has a language proficiency code of Non English Proficient (NEP), Limited English Proficient (LEP), Fluent English Proficient (FEP), Primary or Home Language Other Than English (PHLOTE), or Former ELL (FELL), must have a language background other than English (ENG). An excel version of the language codes can be viewed at: <a href="http://www.cde.state.co.us/datapipeline/org\_language\_codes">http://www.cde.state.co.us/datapipeline/org\_language\_codes</a>

**Cluster** — The grade level cluster form administered to the student. You may not update this field. Please see your ACCESS for ELLS Test Administration Manual for more details.

0	Kindergarten	
1 Grades 1- 2		
3	<b>3</b> Grades 3-5	
6	<b>6</b> Grades 6-8	
<b>9</b> Grades 9-12		

**Tier** — The tier that was administered to the student. You may not update this field. Please see your ACCESS for ELLS Test Administration Manual for more details.





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#### **ACCESS for ELLs Test Invalidation Codes**

The following invalidation codes indicate if scoring on each section should occur. For full definitions and instructions see Colorado direction insert in the WIDA procedures manual.

**ABSENT** indicates the student was absent for a domain of the test; if so, fill in the appropriate boxes for the domain the student did not take. For Colorado, this code is used for students who were absent the entire testing window but have not withdrawn from the district or school.

**Absent Listening**: The student was absent for the listening sessions.



Absent Speaking: The student was absent for the speaking sessions.



**Absent Reading**: The student was absent for the reading sessions.

Y	Yes
N	No

**Absent Writing**: The student was absent for the writing sessions.



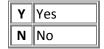


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**INVALIDATION** — indicates that even though a student may have completed some or all of the test items, the testing was not valid and no score should be reported for that domain. For example, this code can be used if a student becomes ill during the test or if a student engages in inappropriate testing practices or test administrator error.

For Colorado, this will be used to indicate ANY test misadministration as outlined in the "Colorado Department of Education's Procedures Manual". (See frequently requested document section of this webpage: <a href="http://www.cde.state.co.us/assessment">http://www.cde.state.co.us/assessment</a>)

**Invalidation Listening**: The listening sessions were misadministered.



**Invalidation Speaking**: The speaking sessions were misadministered.



Invalidation Reading: The speaking sessions were misadministered.

Υ	Yes
N	No

**Invalidation Writing**: The speaking sessions were misadministered.





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**DECLINED** — indicates a student refused to test. This annual state assessment is NOT an optional activity. It is a required activity. A student cannot opt out of the state's annual assessment. This indicator is typically used when a student refuses to participate even after the test administrator has made several attempts to engage the student in the assessment. In this event, fill in the appropriate box/boxes. For Colorado, typically this should only be used when a student is present during testing and was administered the test, but refused participation.

**Declined Listening**: The student refused to participate in the listening sessions.



**Declined Speaking**: The student refused to participate in the speaking sessions.



**Declined Reading:** The student refused to participate in the reading sessions.



**Declined Writing**: The student refused to participate in the writing sessions.





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**SPD** — This exception can be used for the following:

- 1. For **both** the general and alternate versions of ACCESS for ELLs it may be used for students who
  - a. withdrew from the school or district during the testing window and
  - b. should be used for "District Education Services," which is defined as a student who is homebound due to illness or injury (not discipline) and receiving instruction through district educational services.
- 2. For the general ACCESS for ELLs, it is used to indicate a student who was administered the standard ACCESS for ELLs but should have been administered the Alternate ACCESS for ELLs. Once test administration is corrected and the student is administered the Alternate ACCESS for ELLs, their standard ACCESS for ELLs needs to be invalidated using SPD.

**SPD Listening**: The student is exempted from participation in the listening sessions.



**SPD Speaking**: The student is exempted from participation in the speaking sessions.



**SPD Reading:** The student is exempted from participation in the reading sessions.



**SPD Writing**: The student is exempted from participation in the writing sessions.





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# 2013-2014 ACCESS for ELLs Student Biographical Data (SBD) ACCESS Test Book information.

Used to help identify record. None of these fields may be changed during SBD.

**Vendor Number**: Unique identification number assigned to the student by assessment vendor. You may not change this field.

Pre-ID Label: Flag that indicates if the biographical information in the record came off a pre-id label.



Assessment Type: Indicates if the record is for the general ACCESS for ELLS or the Alternate ACCESS for ELLs assessment.

G General ACCESS for ELLs

A Alternate ACCESS for ELLs



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