

Pre-Id File Layout (Last Updated September 2018)

Notes and Recent Updates

Note 1: The file format is comma delimited (.csv or .txt) instead of fixed field format. Therefore, field lengths are determined by the database, not by start and ending positions in the file. If the length of the data for a field in the file exceeds the record length established in the database, the data in the file will be truncated to fit the database field.

Note 2: While all positions in the file need to be accounted for, the fields **highlighted in yellow** are required to have the appropriate data entered.

Note 3: UIC is required for all students to pre-id (public, nonpublic, and homeschooled students).

Note 4: The following fields are available for *nonpublic and homeschooled students only* and will not be updated for public school students: SE, EL, MS, ED, Address, City, State, Zip Code, Birth Order, FEL, Homeless, Foster Care, and Military Connected. These fields will be populated using MSDS for public school students.

Note 5: The order of fields is important.

Note 6: Updated fields from the previous layouts are as follows:

Column	Field Name	Update	Update Date
R	EL	Changed Field Name from LEP (Limited English proficient), to EL (English learner)	7/18
V	FEL	Changed Field Name from FLEP (Formerly limited English proficient), to FEL (Former English learner)	7/18
Y	Foster Care	Added field	9/18
Z	Military Connected	Added field	9/18

Assessment Short Names

Assessment Name	Assessment Short Name
Early Literacy	EarlyLit
Field Test	FT
M-STEP	MSTEP
MI-Access FI	FI
MI-Access P	P
MI-Access SI	SI
PILOT	PILOT
PSAT 8	PSAT8
PSAT 9	PSAT9
PSAT 10	PSAT10
SAT	SAT
W-APT	WAPT
WIDA	WIDA
WIDA Screener	WIDAS
WorkKeys	WorkKeys

Field Descriptions

Column	Field Name	Field Length	Data Type	Data Requirements
A	School Building Code	5	Text	State assigned school number, cannot be blank
B	AssessmentShortName	10	Text	Abbreviated assessment name (See Assessments Table above)
C	SDSGradeCode	2	Text	Student Grade – 00 = K, 01-12, cannot be blank
D	Last Name	50	Text	Student Last Name – ‘a-z’, ‘A-Z’, ‘.’, ‘-’ or a space. The field can contain a space but the entire field cannot be blank; <i>the field cannot contain commas.</i>
E	First Name	50	Text	Student First Name – ‘a-z’, ‘A-Z’, ‘.’, ‘-’ or a space. The field can contain a space but the entire field cannot be blank; <i>the field cannot contain commas.</i>
F	Middle Name	50	Text	Student Middle Name – ‘a-z’, ‘A-Z’ or a space; <i>the field cannot contain commas.</i>
G	Ethnicity	1	Numeric	Student Ethnicity 1 - American Indian or Alaska Native 3 – Black or African American 4 – Hispanic or Latino 5 – White 6 – Two or More Races 9 – Asian 0 – Native Hawaiian or Other Pacific Islander

Column	Field Name	Field Length	Data Type	Data Requirements
H	Date Of Birth	10	Date	Student Birth Date – (MM/DD/YYYY) cannot be blank
I	Gender	1	Text	Student Gender – 'M' or 'F' cannot be blank.
J	Birth Order	1	Numeric	Birth Order is used to indicate that the student is part of a multiple birth. This field is intended to provide some distinguishing data element for cases where the cultural practice is to provide twins (triplets, etc.) of the same gender with the same first name. Each student from such a multiple birth is to have a different birth order number. This is optional and will default to 0.
K	Street Address	50	Text	Student Address. <i>The field cannot contain commas.</i>
L	City	30	Text	Student City. <i>The field cannot contain commas.</i>
M	State Code	2	Text	Student State
N	Zip Code	10	Text	Student Zip Code
O	UIC	10	Text	Unique Identifier from MSDS.
P	Student Number	20	Text	Local Student ID Number
Q	SE	1	Text	Special Education – 'Y', 'N', or blank
R	EL	1	Text	English learner – 'Y', 'N', or blank
S	MS	1	Text	Migratory Status – 'Y', 'N', or blank
T	ED	1	Text	Economically Disadvantaged – 'Y', 'N', or blank. Based on free/reduced lunch eligibility or other criteria.
U	Entered USA Date	10	Date	The first day the student entered the USA. (MM/DD/YYYY or blank); this is for EL students only.
V	FEL	1	Text	Former English learner – 'Y', 'N', or blank
W	Homeless	1	Text	Homeless – 'Y', 'N', or blank
X	HomeSchool	1	Text	Homeschooled – 'Y', 'N', or blank
Y	Foster Care	1	Text	Foster Care (FC) – 'Y', 'N', or blank
Z	Military Connected	1	Text	Military Connected (MC) – 'Y', 'N', or blank
AA	AP Reporting Code	4	Text	Accessing Print Reporting Code (formerly called Class Group Code); this is for MI-Access FI only.
AB	AP Research Code 1	2	Text	Accessing Print Research Code 1 - '01' thru '10' or blank; this is for MI-Access FI only.
AC	AP Research Code 2	2	Text	Accessing Print Research Code 2 - '01' thru '10' or blank; this is for MI-Access FI only.
AD	ELA Reporting Code	4	Text	English Language Arts Reporting Code (formerly called Class Group Code)

Column	Field Name	Field Length	Data Type	Data Requirements
AE	ELA Research Code 1	2	Text	English Language Arts Research Code 1 - '01' thru '10' or blank
AF	ELA Research Code 2	2	Text	English Language Arts Research Code 2 - '01' thru '10' or blank
AG	EI Reporting Code	4	Text	Expressing Ideas Reporting Code (formerly called Class Group Code); this is for MI-Access FI only.
AH	EI Research Code 1	2	Text	Expressing Ideas Research Code 1 - '01' thru '10' or blank; this is for MI-Access FI only.
AI	EI Research Code 2	2	Text	Expressing Ideas Research Code 2 - '01' thru '10' or blank; this is for MI-Access FI only.
AJ	LS Reporting Code	4	Text	Listening Reporting Code (formerly called Class Group Code); this is for WIDA and W-APT only.
AK	LS Research Code 1	2	Text	Listening Research Code 1 - '01' thru '10' or blank; this is for WIDA and W-APT only.
AL	LS Research Code 2	2	Text	Listening Research Code 2 - '01' thru '10' or blank; this is for WIDA and W-APT only.
AM	MA Reporting Code	4	Text	Math Reporting Code (formerly called Class Group Code)
AN	MA Research Code 1	2	Text	Math Research Code 1 - '01' thru '10' or blank
AO	MA Research Code 2	2	Text	Math Research Code 2 - '01' thru '10' or blank
AP	RD Reporting Code	4	Text	Reading Reporting Code (formerly called Class Group Code)
AQ	RD Research Code 1	2	Text	Reading Research Code 1 - '01' thru '10' or blank
AR	RD Research Code 2	2	Text	Reading Research Code 2 - '01' thru '10' or blank
AS	SC Reporting Code	4	Text	Science Reporting Code (formerly called Class Group Code)
AT	SC Research Code 1	2	Text	Science Research Code 1 - '01' thru '10' or blank
AU	SC Research Code 2	2	Text	Science Research Code 2 - '01' thru '10' or blank
AV	SS Reporting Code	4	Text	Social Studies Reporting Code (formerly called Class Group Code)
AW	SS Research Code 1	2	Text	Social Studies Research Code 1 - '01' thru '10' or blank
AX	SS Research Code 2	2	Text	Social Studies Research Code 2 - '01' thru '10' or blank

Column	Field Name	Field Length	Data Type	Data Requirements
AY	SP Reporting Code	4	Text	Speaking Reporting Code (formerly called Class Group Code); this is for WIDA and W-APT only.
AZ	SP Research Code 1	2	Text	Speaking Research Code 1 - '01' thru '10' or blank; this is for WIDA and W-APT only.
BA	SP Research Code 2	2	Text	Speaking Research Code 2 - '01' thru '10' or blank; this is for WIDA and W-APT only.
BB	WR Reporting Code	4	Text	Writing Reporting Code (formerly called Class Group Code)
BC	WR Research Code 1	2	Text	Writing Research Code 1 - '01' thru '10' or blank
BD	WR Research Code 2	2	Text	Writing Research Code 2 - '01' thru '10' or blank
BE	OT Reporting Code	4	Text	Other content area Reporting Code (formerly called Class Group Code)
BF	OT Research Code 1	2	Text	Other content area Research Code 1 - '01' thru '10' or blank
BG	OT Research Code 2	2	Text	Other content area Research Code 2 - '01' thru '10' or blank
BH	LS Score	2	Integer	Only complete for the W-APT and WIDA Screener assessments. W-APT = listening raw score WIDA Screener = listening proficiency level score
BI	RD Score	2	Integer	Only complete for the W-APT and WIDA Screener assessments. W-APT = reading raw score WIDA Screener = reading proficiency level score
BJ	SP Score	2	Integer	Only complete for the W-APT and WIDA Screener assessments. W-APT = speaking raw score WIDA Screener = speaking proficiency level score
BK	WR Score	2	Integer	Only complete for the W-APT and WIDA Screener assessments. W-APT = writing raw score WIDA Screener = writing proficiency level score
BL	Oral CPL	(1,1)	Decimal	Oral Composite Proficiency Level Only complete for the WIDA Screener assessment. Valid scores: 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, 5.0, 5.5, 6.0

Column	Field Name	Field Length	Data Type	Data Requirements
BM	Literacy CPL	(1,1)	Decimal	Literacy Composite Proficiency Level Only complete for the WIDA Screener assessment. Valid scores: 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, 5.0, 5.5, 6.0
BN	Overall CPL	(1,1)	Decimal	Overall Composite Proficiency Level Only complete for the WIDA Screener assessment. Valid scores: 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, 5.0, 5.5, 6.0
BO	Test Mode	1	Text	Online = O Paper/Pencil = P