



**CALIFORNIA**

**Standardized Testing and Reporting Program**

**Pre-ID Instructions  
for the Spring 2011 Administration**

- ☆ **California Standards Tests**
- ☆ **California Modified Assessment**
- ☆ **California Alternate Performance Assessment**
- ☆ **Standards-based Tests in Spanish**

STAR Program

**Contact Information**

STAR Technical Assistance Center  
2731 Syston Drive  
Concord, CA 94518

Phone: 800-955-2954

Fax: 800-541-8455

E-mail: [Star@ets.org](mailto:Star@ets.org)

Web Site: <http://www.startest.org>

# Table of Contents

Acronyms and Initialisms Used in the <i>STAR Pre-ID Instructions Manual</i> .....	ii
<b>Introduction</b> .....	<b>1</b>
Service Summary .....	1
What’s New—Programs and System .....	2
What’s New—File Layout.....	3
About Test Administration Dates.....	3
STAR Management System Requirements .....	3
About This Manual .....	4
<b>Pre-ID Processes</b> .....	<b>5</b>
Options.....	5
Deadlines .....	7
Fees .....	8
<b>Preparation</b> .....	<b>9</b>
District STAR Coordinator Checklists .....	9
Preparing Files .....	10
Acceptable File Types.....	10
Editing Tools.....	12
<b>Module Access and Login</b> .....	<b>13</b>
Things to Know .....	13
Steps to Log in .....	13
Use Passwords.....	14
Welcome! Web Page .....	15
“Change Text Size” .....	16
“Dashboard Summary” .....	16
Log Out.....	16
<b>Accept Pre-ID Terms and Conditions</b> .....	<b>18</b>
<b>Upload Files</b> .....	<b>19</b>
File Types.....	19
Order of Operations .....	19
Load a File.....	19
<b>View File Status and Reports</b> .....	<b>21</b>
Review Error Reports.....	21
Download the District Data Profile Report .....	27
<b>Delete Pre-ID Files/Pre-ID Student Profile Records</b> .....	<b>30</b>
<b>Add a Student Profile Record in Pre-ID</b> .....	<b>31</b>
Add a New Student Profile Record in Pre-ID.....	31
<b>Search, View, and Edit Student Profile Records</b> .....	<b>38</b>
Search .....	38
<b>Transfer a Student Record</b> .....	<b>40</b>
Transfer in User Interface .....	40
Transfer in Bulk.....	42
<b>Appendix A: Buttons and Links</b> .....	<b>44</b>
Buttons.....	44
Links .....	46
<b>Appendix B: Pre-ID Form</b> .....	<b>48</b>
<b>Appendix C: 2010–11 Pre-ID File Layout and Descriptions</b> .....	<b>49</b>
Demographic Fields .....	49
Primary Language Codes .....	74
Primary Disability Codes .....	75
Country of Origin Codes.....	76

**Acronyms and Initialisms Used in the *STAR Pre-ID Instructions Manual***

ASAM	Alternative School Accountability Model
CAPA	California Alternate Performance Assessment
CBEDS	California Basic Educational Data System
CDE	California Department of Education
CDS	county/district/school
CMA	California Modified Assessment
CSTs	California Standards Tests
CSU	California State University
EAP	Early Assessment Program
ELA	English–language arts
ELD	English language development
EOC	end-of-course
I-FEP	initially fluent English proficient
IEP	individualized education program
NPS	nonpublic, nonsectarian school
NSLP	National School Lunch Program
P.O.	purchase order
Pre-ID	pre-identification
R-FEP	reclassified fluent English proficient
RLA	reading/language arts
SDAIE	pecially designed academic instruction in English
SSID	Statewide Student Identifier
STAR	Standardized Testing and Reporting
STAR TAC	STAR Technical Assistance Center
STS	Standards-based Tests in Spanish

What follows is an overview of the Pre-ID service.

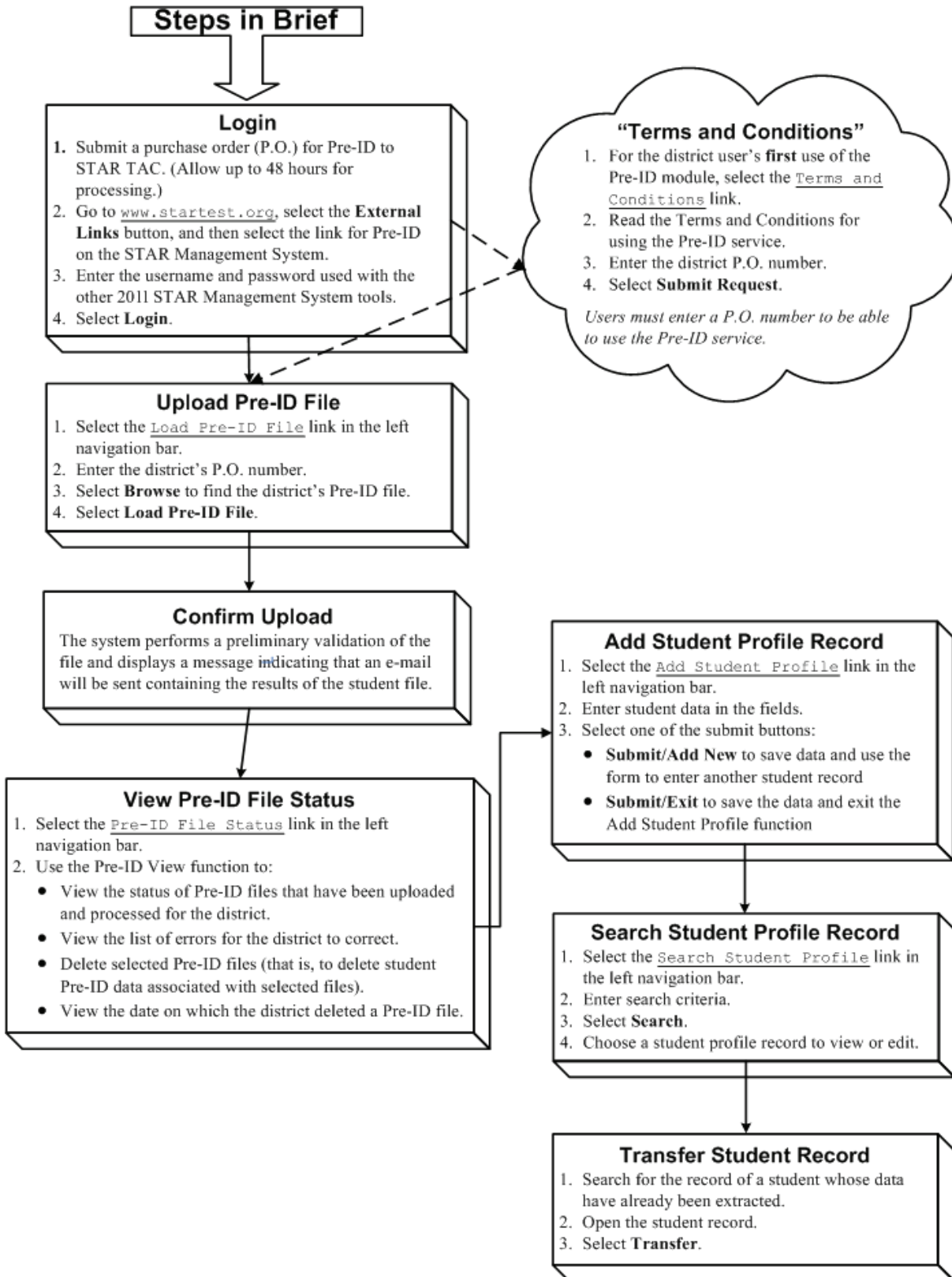


Figure 1. Pre-ID Overview



## Introduction

---

The *2011 Pre-ID Instructions Manual* describes the Standardized Testing and Reporting (STAR) Program Pre-ID module, one of the five modules accessible through the STAR Management System.

The STAR Management System is accessible through

<http://www.startest.org/> (select the **External Links** button on the left navigation bar, and then select the link—presented as the URL—under the “STAR Management System” heading to access the Pre-ID module). The other modules that make up the STAR Management System are the Test Administration Setup and Order Management modules which are described in their respective manuals available at <http://www.startest.org/instruct.html>, the Extended Pre-ID Data Corrections module; and the Data Corrections module.

**These sites are intended for access by district STAR coordinators only.**

## Service Summary

### *Benefits*

The benefits of the STAR Pre-Identification (Pre-ID) process include the following:

- Minimize coding errors on test booklets and answer documents
- Reduce time dedicated to hand-marking
- Identify missing data at an early stage

### *Function*

Pre-ID is a service that allows school districts to submit student demographic data via the Internet. The district then receives test booklets and answer documents with printed student demographic information or adhesive labels with bar codes that are used to link students’ test booklets and answer documents with the demographic data in the Pre-ID file. School districts that use the Pre-ID service also receive a supply of blank test booklets and answer documents.

School districts that are unable to submit demographic data via the Internet should contact the STAR Technical Assistance Center (STAR TAC) for information about submitting data on a CD-ROM.

The district STAR coordinator should follow this procedure to ensure an error-free Pre-ID submission:

1. Review the error report to verify that no other types of errors exist.
2. Contact the school district’s STAR TAC representative to confirm that the Pre-ID file will be processed with the required fields that were left blank.
3. Submit to STAR TAC the signed “Demographic Fields to Be Hand-Marked on 2011 STAR Answer Documents or Entered During Extended Pre-ID Data Corrections” form, located on page 48. STAR TAC will update the school district’s information on the STAR Management System to prevent those fields from being in error during the Pre-ID process.

### *Due Dates*

To see the date of the school district’s Pre-ID deadline, see the appropriate Pre-ID cutoff date in the school district’s Test Administration Summary in the STAR Management System; you can also see other dates associated with STAR administrations, like the last day of testing for a particular administration. To view dates in the STAR Management System, select the [Test Admin Summary](#) link in the “VIEW” section of the “Test Administration” area of the left navigation bar, and then find the Pre-ID cutoff date.

## What's New—Programs and System

Feature	Description
<b>Programs</b>	
CST and CMA for Writing	The California Writing Standards Test (CST for Writing) and the California Modified Writing Standards Test (CMA for Writing) for grade four have been reinstated. Testing administration setup, materials ordering, Pre-ID, and Extended Pre-ID Data Corrections services will be offered for the grade four writing tests.
CMA	<p>Three new California Modified Assessment (CMA) multiple-choice tests will be available beginning in 2011 for CMA-eligible students:</p> <ul style="list-style-type: none"> <li>• Grade ten, the CMA for English–Language Arts (ELA) (Grade 10)</li> <li>• Grade eleven, the CMA for ELA (Grade 11)</li> <li>• Grades eight through eleven, the CMA for Geometry; For students to be eligible for the CMA for Geometry, they must meet the CMA eligibility criteria and they must have completed a Geometry course in the 2010 summer session or complete it during the 2010–11 school year</li> </ul>
<b>STAR Management System</b>	
Pre-ID	<ul style="list-style-type: none"> <li>• The template is also available in .xlsx (Excel 2007) format.</li> <li>• There is a new report, the “District Data Summary” report, that displays a breakdown of student counts for selected fields within a selected test administration.</li> <li>• There is a new report, the “District Data Profile,” that shows user-requested data for a selected multiple-choice test administration.</li> </ul>
Test Admin Summary	If the calculated Pre-ID cutoff date for a writing or multiple-choice administration falls on January 1, the date will be automatically recalculated to fall on the next school district working day.

## What's New—File Layout

Pre-ID File Layout (See Appendix C)				
<b>New fields</b>	<b>Position</b>	<b>Name</b>		
	221	CMA student will take CST end of course test		
<b>Rule changes</b>	<b>Position</b>	<b>Name</b>	<b>Old Rule</b>	<b>New Rule</b>
	165–166	Student's Primary Language	Alpha (00–13, 15–30, 32–54, 56–57, 60, 99) or blank.	Alpha (00–13, 15–30, 32–54, 56–57, 60–65, 99) or blank. If 1–9, must include a leading zero. See Table 6 for Primary Language Codes.
	172–175	Student's English Proficiency	Alpha (1–4)	Alpha EO = English only IFEP = Initially fluent English proficient EL = English learner RFEP = Reclassified fluent English proficient Must be left justified
	180	English Learner Services	5 = Other 6 = None	5 = Other EL instructional services 6 = None (EL only)
	216–217	Writing Test Date	Alpha 01, 02, 03	Numeric 01, 02, 03
	218	Student will be assessed with CMA – ELA	Valid only for grades 3–9	Valid for grades 3–11
<b>Field changes</b>	<b>Position</b>	<b>New Name</b>	<b>Old Name</b>	
	169	Filler	Student's English Proficiency	
	172–175	Student's English Proficiency	Filler	
	180	English Learner Services	English Learner	
	247	Enter county and district codes for students with IEPs if student's residence is other than where student attends school/receives services.	County/District Code for student's residence if residence is other than district where student attends school/receives services. (Includes students in county office of education special education programs.)	

### About Test Administration Dates

The CMA, the California Alternate Performance Assessment (CAPA), and the Standards-based Tests in Spanish (STS) testing windows correspond with the CST multiple-choice testing window. Students who will be assessed with the CMA, CAPA, and STS should have been included in the appropriate multiple-choice test administration period. For each test administration period, the delivery of test materials, actual testing dates, pickup of materials, and reporting schedules may vary.

### STAR Management System Requirements

The STAR Management System uses Internet Explorer (5.5 or higher); any other browser may cause the Web site to function improperly. The STAR Management System Web site is optimal when viewed using a resolution of 1280 x 1024.

Please note that, because of the nature of Microsoft Internet Explorer's multi-tab/window functionality, only one session of any module of the STAR Management System should be open for editing at one time. STAR data records may become inaccurate if, for example, one school's order is updated from one open browser tab or window and another school's order is updated from another open browser tab or window.

## **About This Manual**

1. Web site users may notice slight differences between what is displayed on the Web page and what is shown in this manual.
2. Data displayed on the Web pages or forms shown as examples in this manual are for demonstration purposes only and may not reflect valid data.
3. Web pages may appear slightly different under Macintosh, using various versions of Windows, or because of differences in browsers or browser versions.
4. Descriptions of buttons and links found in the Pre-ID module are listed in Appendix A starting on page 44.

## Pre-ID Processes

### Options

#### *Submitting Data*

There are two ways to submit Pre-ID information. The most basic method is to enter individual student information directly in the STAR Management System. This method is recommended for small school districts and independently testing charter schools with an enrollment of 100 or fewer students because each record needs to be entered individually, which can take between two and five minutes.

School districts can also upload a file containing the demographic data for all the students to be tested during an administration. Districts typically use their student information system to extract a file for upload. School district files must be either in .xls, .xlsx, .csv, or .txt format that meet the criteria described starting on page 10. Follow the data layout described in “Appendix C: 2010–11 Pre-ID File Layout and Descriptions” on page 49.

#### *Student Identification*

##### **Documents versus Labels versus Supplemental/Late Labels**

Table 1 lists the differences between using Pre-ID test booklets and answer documents, Pre-ID labels, and Pre-ID supplemental/late labels. Use this information to decide which method is best for the school district.

**Table 1. Pre-ID Documents vs. Labels vs. Supplemental/Late Labels**

Pre-ID Type	Cost	Deadline	Convenience/ Inconvenience	Shipment
<b>Documents</b>	<b>\$0.38</b>	Submit the error-free Pre-ID file <b>30 working days</b> prior to the test material shipping date for each test administration.	<ul style="list-style-type: none"> <li>• Answer documents are ready to use, except for any fields that must be entered in Extended Pre-ID Data Corrections or hand-marked.</li> <li>• Adjustments to test booklet orders are made if the number of records being Pre-ID'd exceeds the number of books initially ordered.</li> </ul>	<ul style="list-style-type: none"> <li>• Answer documents are included in the shipment with the other STAR materials.</li> </ul>
<b>Labels</b>	<b>\$0.38</b>	Submit the error-free Pre-ID file <b>15 working days</b> prior to the test material shipping date for each test administration.	<ul style="list-style-type: none"> <li>• Allows school districts more time to prepare the Pre-ID file.</li> <li>• Allows school districts with high mobility to submit the most current data.</li> <li>• Must plan for additional time and labor to affix labels to answer documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Labels are shipped separately from other STAR materials.</li> </ul>
<b>Supplemental/ Late Labels</b>	<b>\$0.44</b>	Submit the error-free Pre-ID file <b>seven calendar days</b> prior to the <b>last day</b> of the selected testing window.	<ul style="list-style-type: none"> <li>• School districts ordering supplemental/late labels for late additions to class rosters may also need to order additional</li> </ul>	<ul style="list-style-type: none"> <li>• By default, supplemental/ late labels are shipped, by overnight carrier, to arrive before the last</li> </ul>

Pre-ID Type	Cost	Deadline	Convenience/ Inconvenience	Shipment
		The deadline to submit the Pre-ID file for supplemental/ late labels is the same as the supplemental order cutoff date.	answer documents or test booklets.	day of the selected testing window.

### Supplemental/Late Label Feature

Supplemental/late labels will be generated automatically for any new student records that are submitted between the Pre-ID cutoff date and seven calendar days before the selected last day of testing, including students whose records were transferred to another school within the school district using the Transfer function. Please note that student record data cannot be transferred if the transfer student cutoff date has passed.

Supplemental/late labels will be express-shipped to arrive at the school district before the last day of the selected testing window; the school district will be charged \$0.44 per student record. School districts ordering supplemental/late labels for late additions to class rosters may also need to order additional answer documents or test booklets.

Use the supplemental/late label feature for last-minute changes ONLY, such as:

- Obtaining Pre-ID labels for new students who move into the school district. Affix the supplemental/late label to a blank answer document.
- Obtaining updated Pre-ID labels for students who move from one school to another within the school district. Destroy the original Pre-ID document or label and affix the supplemental/late label to a blank answer document.

### The supplemental/late label feature is not intended to be used for a large Pre-ID file.

Supplemental/late labels for a large file will not arrive with enough time to be distributed districtwide before testing, and the \$0.44 late label charge will be costly to the school district. The supplemental/late label feature will be activated automatically for any Pre-ID file submitted between the Pre-ID cutoff date and seven calendar days before the final day of the selected testing window. Contact STAR TAC immediately if you have any concerns that this feature may have been activated for a large Pre-ID file.

Changes to demographic data submitted as regular Pre-ID or supplemental/late Pre-ID can be performed up until the last day of the administration's chosen testing window. This allows school districts to correct demographic data (for example, English learner status, school, mailing address for reports, and so forth) and add missing demographic data. A replacement Pre-ID label for the student will *not* be produced; use the original label or answer document and make corrections using the Extended Pre-ID Data Corrections service. The exception to this is for students whose records were transferred to another school within the school district using the Transfer function; new labels will be produced for these students and sent to the school district.

### Duplicate Record Checking

When a Pre-ID file or an individual student record is submitted, the system checks for duplicate records. A duplicate is found if *all* of the following student data match:

#### Scenario 1

- SSID
- County/district/school (CDS) code
- Test administration

OR

#### Scenario 2

- CDS code
- Test administration
- First and last names
- Date of birth
- Grade

The duplicate record will not be saved or stored in the database. An attempt to add a duplicate record online using the Add Student Profile function will return an error when submitting the record.

If the system finds any duplicate records in a file that is uploaded using the Load Pre-ID File function, the duplicates will be reported in the results of the upload.

### ***Submitting Pre-ID Files for Writing and Multiple-Choice***

Follow these rules when submitting Pre-ID files for the writing and multiple-choice administrations.

**Every test administration must be submitted separately.**

- For the writing test, enter “01” for the March administration or “02” for the May administration in the *Writing Test Date* fields (216–217). Leave the *Multiple-Choice Test Administration Period* fields (214–215) blank.
- For the multiple-choice test, enter the test administration number (“01”–“08”) in the *Multiple-Choice Test Administration Period* fields (214–215) and leave the *Writing Test Date* fields (216–217) blank.
- For the EAP essay, enter “03” in the *Writing Test Date* fields (216–217). Leave the *Multiple-Choice Test Administration Period* fields (214–215) blank.

### **File Check**

When a Pre-ID file is uploaded, the system checks the following:

1. File format, either: .xls, .xlsx, .csv, or .txt
2. Valid record data. The system checks each student record for valid data:
  - If all data in a student record are valid and no required data are missing, the record goes into the school’s Pre-ID database.
  - If any data in the student record are invalid or any required data are missing, the record goes into an error table.

During the Pre-ID process, the system will retrieve student records from the database. It will also retrieve, from the error table, any student records that contain all of the following:

- CDS code
- Test administration period number
- First and last name
- Date of birth
- Grade

## **Deadlines**

See your school district’s Pre-ID cutoff date and selected last day of testing by selecting the [Test Admin Summary](#) link in the “Test Administration” area, “VIEW” section, of the left navigation bar.

Each test administration has its own Pre-ID deadline.

**For Pre-ID documents:** Submit an **error-free** Pre-ID file 30 working days prior to the test material shipping date for each test administration.

**For Pre-ID labels:** Submit an **error-free** Pre-ID file 15 working days prior to the test material shipping date for each test administration.

Changes can be made to the Pre-ID file before a test administration provided the changes are made prior to the Pre-ID Cutoff Date. This allows the district STAR coordinator to add new students who have moved into the school district, transfer the records of students who have transferred within the school district, and delete students who left the school district between test administrations. To change or transfer a student record, use the online data entry screen. To resubmit the entire file prior to the Pre-ID Cutoff Date, delete the original file and resubmit the corrected file. After the Pre-ID cutoff date, data must be edited using the Extended Pre-ID data corrections process.

An e-mail will be sent automatically approximately one week prior to the Pre-ID cutoff date for each test administration to remind the district STAR coordinator to submit or correct and resubmit the Pre-ID file.

## Fees

The school district is responsible for paying ETS for all costs related to Pre-ID services. Reimbursement for these costs is included in the STAR apportionment that each school district receives from the California Department of Education (CDE). Fees are as follows:

- \$0.38 per student for Pre-ID—required for all student records submitted for Pre-ID
- \$0.22 per student for each parent/guardian address (parent/guardian address or student address) that will be included on a CST, CMA, or CAPA Student Report—school districts are charged only for records that include this information **(optional)**
- \$0.22 per student for each parent/guardian address (parent/guardian address or student address) that will be included on an STS Student Report—this is the data submitted to print parent addresses on those students' STAR Student Reports for the CSTs or CMA. School districts are charged only for records that include this information **(optional)**
- \$0.44 per supplemental/late label [Supplemental/late labels: An optional service used to order last-minute supplemental labels after the Pre-ID Cutoff and seven calendar days prior to the final day of testing.]

Pre-ID charges are assessed based on the total number of students in all multiple-choice test administrations for the school district. There is no additional charge for standard Pre-ID for the grades four and seven CST and CMA Writing Prompt and Response Booklets or for the Early Assessment Program (EAP) essay booklets.

**A purchase order (P.O.) is required before a school district can use the Pre-ID service.** The P.O. is to be faxed to STAR TAC. Processing time of the P.O. is approximately 48 hours.

The district STAR coordinator must enter the P.O. number into a field on the Terms and Conditions Web page. This number will be verified against the purchase order that was submitted. A completed purchase order with the estimated number of students for whom Pre-ID documents or labels are being ordered must be submitted by fax to 800-541-8455; or mailed to:

ETS  
Attn: STAR Technical Assistance Center  
2731 Systron Drive  
Concord, CA 94518

The purchase order should indicate "STAR Pre-ID Services."

If, at the point of scanning completed tests, more than three percent of the data for any of the following fields were not entered with the Pre-ID data, entered in Extended Pre-ID Data Corrections, or hand-marked onto student answer documents, the school district will also be assessed a fee of \$1.32 per student that is withheld from their district STAR apportionment.

- Gender
- Statewide Student Identifier (SSID)
- Hispanic or Latino?
- Student's English Proficiency
- National School Lunch Program
- Primary Disability
- Counted in District's October 2010 California Basic Educational Data System (CBEDS) Enrollment
- Counted in School's October 2010 CBEDS Enrollment

## Preparation

---

### District STAR Coordinator Checklists

- Identify the school district's Pre-ID cutoff date in the Test Administration Summary in the STAR Management System (select Test Admin Summary in the "Test Administration" area, "VIEW" section, of the left navigation bar).
- Set a timeline for the school district to have final student data that will be used for 2011 STAR Pre-ID.
- If applicable, provide the school district's data management staff or contractor with a copy of this manual, including "Appendix C: 2010–11 Pre-ID File Layout and Descriptions."
- If applicable, meet with the school district's data management staff or contractor to determine if data are coded differently in the school district's student data files from what is required for STAR Pre-ID. If data are coded differently in the school district's student data files, determine (with the school district's data management team or the school district's contractor, if applicable) how the data will be transformed to conform with the Pre-ID specifications.
- Determine if any data are not in the school district's student data files, and then work with the appropriate groups within the school district to determine how the data will be obtained.
- Submit the "Demographic Fields to Be Hand-Marked on 2011 STAR Answer Documents or Entered During Extended Pre-ID Data Corrections" form in Appendix B if test sites will be hand-marking any of the fields listed on the form or if the school district will be entering data during the Extended Pre-ID Data Corrections period.
  - If three percent or more of the school district's students do not have data entered in one or more of these fields when the Pre-ID data file is uploaded, the school district's Pre-ID error report will show these fields as being in error.
  - If, at the point of scanning completed tests, more than three percent of the data for any of these fields were not entered with the Pre-ID data, added during Extended Pre-ID Data Corrections, or hand-marked onto student answer documents, the school district will also be assessed a fee of \$1.32 per student that is withheld from the district's STAR apportionment.
- Use the list of changes in the "What's New" table that starts on page 3 to identify fields that have been added, deleted, or changed.
- Produce a preliminary Pre-ID file (with the school district's data management staff or contractor, if applicable).
- Complete and submit a purchase order for Pre-ID services to STAR TAC. Use the preliminary Pre-ID file(s) to estimate the number of students to include on the purchase order.
- Edit the preliminary Pre-ID file within the school district and verify that the demographic data are correct. Use each school's CBEDS, Language Census (R-30 LC), and/or other documentation to verify the following:
  - ✓ Number and percentage of students counted in the October 2010 CBEDS enrollment for the school
  - ✓ Number and percentage of students counted in the October 2010 CBEDS enrollment for the district
  - ✓ Number and percentage of English learners
  - ✓ Number and percentage of students by ethnic/racial group
  - ✓ Number and percentage of students eligible for the National School Lunch Program (NSLP)
  - ✓ Number and percentage of students with disabilities
- Correct demographic data, if needed.

- ❑ Submit the Pre-ID file to the STAR Management System.
- ❑ Make any updates to the Pre-ID file prior to the “Pre-ID Cutoff Date.”

## Preparing Files

### *Fields That Require Leading Zeros*

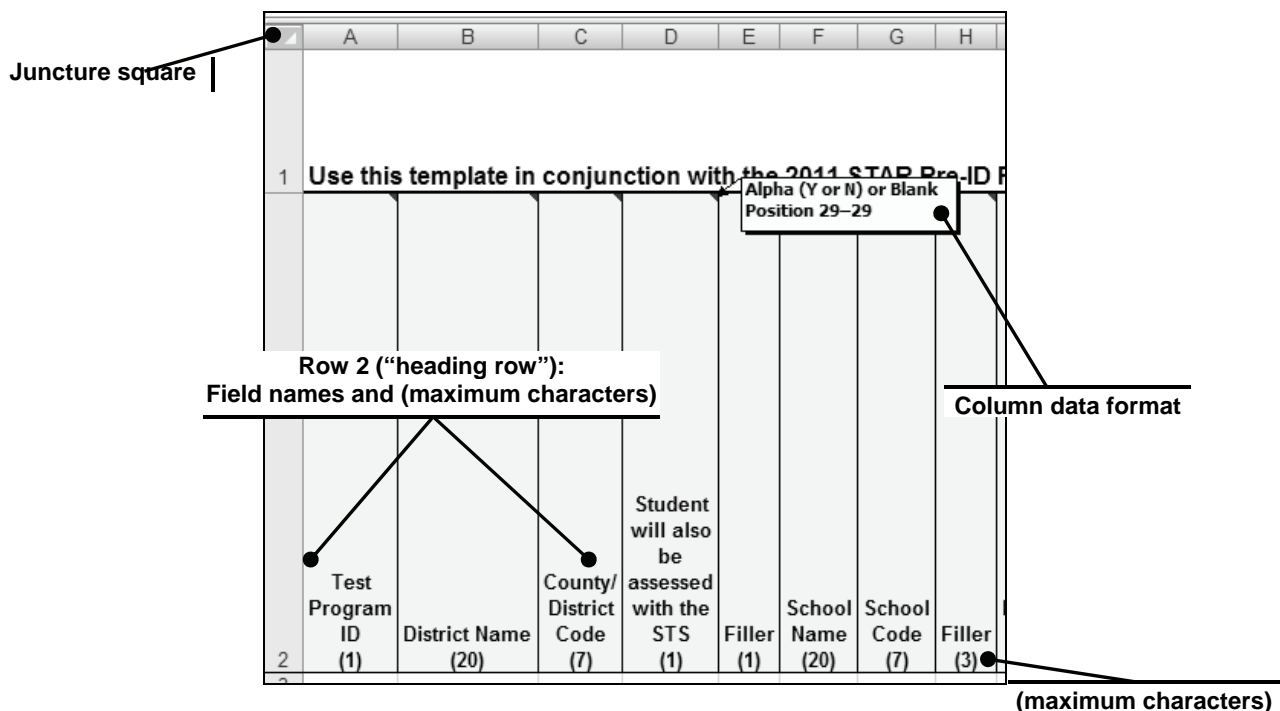
When preparing Pre-ID files, include leading zeros, if required, in the following fields in Table 2:

**Table 2. Fields That Require Leading Zeros**

Field name	Position	Rule
County/District Code	22–28	Must include leading zero if county code is 01–09
Grade in which student is enrolled	91–92	Must include leading zero if 02–09
Student’s ID Number (locally assigned)	114–123	Right-justify, zero-fill left
Date of Birth (Month)	124–125	Must include leading zero in months 01–09
Date of Birth (Day)	126–127	Must include leading zero in days 01–09
Student’s Primary Language	165–166	Must include leading zero if 01–09
Multiple-Choice Test Administration Period	214–215	Must include leading zero, 01–08
Writing Test Date	216–217	Must include leading zero, 01, 02, 03
Enter county and district codes for students with IEPs if student’s residence is other than where student attends school/receives services.	247–253	Must include leading zero if 01–09

## Acceptable File Types

### *Excel Files (.xls or .xlsx)*



**Figure 2. Excel Pre-ID template**

Use of the Pre-ID Excel template is optional, but recommended to ensure that the file is formatted correctly. A heading row defines each column in the template to make it easier to enter data in the correct column. Use the template, shown in Figure 2, in conjunction with the Pre-ID File Layout in Appendix C on page 49.

When preparing an Excel spreadsheet:

- Student data for different test administrations must be submitted in separate .xls or .xlsx files. There may be more than one file for a single test administration as long as the file names are unique.
- Understand that each .xls/.xlsx file will have a unique file name.
- Follow all rules listed in the *Required or Optional and Edits* column of the Pre-ID File Layout.
- Include leading zeros in cells that require leading zeros. See the *Required or Optional and Edits* column of the Pre-ID File Layout, or Table 2 on page 10, for more information. If the Excel file is not formatted as text, leading zeros will be dropped, which will cause errors.
- Do not change the column width.
- When entering data, be careful to enter data in the correct columns.
- Do not edit the *Test Program ID (1)* field.
- Refer to the number in parentheses under the column name for the maximum number of characters allowed in each cell of the column.
- Run the mouse cursor over the field name in Row 2 to see the character format and position for the field. Character formats may be alpha or blank.
- Format all cells as text cells:
  1. Right-click the square at the juncture of the rows and columns at the upper-left corner of the spreadsheet.
  2. Select *Format Cells* from the shortcut menu.
  3. Make sure “Text” is selected in the *Category* list prior to entering data into any of the cells.
  4. Select **OK**.

### ***Comma-Separated Files (.csv)***

When preparing a comma-separated file:

- Remove the header if you are using Excel to generate the .csv file.
- Understand that student data for different test administrations are stored in separate .csv files. There may be more than one file for a single test administration.
- Understand that each .csv file will have a unique file name.
- Use a comma to separate data fields.
- Do not use commas within the data. The system will read any comma as a field separator.
- Follow all rules listed in the *Required or Optional and Edits* column of the Pre-ID File Layout.
- Include leading zeros in cells that require leading zeros. See the *Required or Optional and Edits* column of the Pre-ID File Layout, or “Table 2. Fields That Require Leading Zeros” on page 10, for more information.

### ***Text Files (.txt)***

- Student data for different test administrations are stored in separate .txt files. There may be more than one file for a single test administration.
- Each .txt file will have a unique file name.
- Use spaces (not tabs) to align field positions.
- Follow all rules for *Start Position*, *Position Through*, and *Length* indicated for each field in the Pre-ID File Layout.

- Include leading zeros in fields that require leading zeros, as listed in the *Required or Optional and Edits* column of the Pre-ID File Layout, or in Table 2 on page 10.
- Insert spaces after any text that is shorter than the required field length.
  - Follow all rules listed in the *Required or Optional and Edits* column of the Pre-ID File Layout.
  - Be careful to enter data in the correct field positions.

## Editing Tools

When editing the file, it is critical that the “plain” text format be preserved. Use a plain text editor when working with the file. You may want to research a fully featured plain text editor on the Internet. While Windows Notepad can be used, Notepad will not allow the user to visualize blank positions or to determine which position number or record number is being edited. **NEVER edit plain-text data in Microsoft Excel or any other application that could potentially reformat the data and render the uploaded data unusable.**

# Module Access and Login

---

## Things to Know

- Understand the information presented in the Preparation section on page 9.
- The school district cannot use the Pre-ID service until an order for testing materials has been placed.
- Make sure that you have completed and returned both of the following forms to the STAR Technical Assistance Center (STAR TAC).

### If you are the district STAR coordinator:

- the “Superintendent’s Designation of District STAR Coordinator 2010–11 School Year” (or its charter school equivalent); and
- the “2010–11 STAR Test (including field tests) Security Agreement for District and Test Site Coordinators”

### If you are the STAR coordinator for an independently testing charter school:

- “Charter School STAR Program Designation, 2010–11 School Year”; and
- the “2010–11 STAR Test (including field tests) Security Agreement for District and Test Site Coordinators”

These forms can be downloaded from the page at <http://www.startest.org/forms.html> and can be mailed or faxed to STAR TAC using the submittal information on the forms.

- The password to access Pre-ID is the same password as that used to access the 2011 STAR Test Administration Setup and Order Management modules. The password does not need to be reset.
- If the school district has not accessed the STAR Management System to set up 2011 test administrations or to place an order for materials, the temporary password provided by STAR TAC is still active; users must choose another password at first login.
- The username and password are case sensitive.

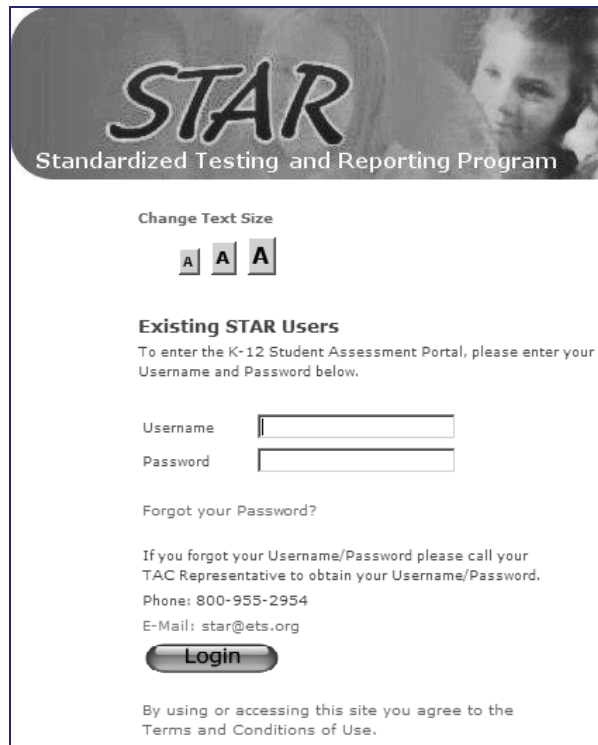
All schools scheduled to be in session on March 1 must administer the Writing test on March 1, with makeup tests on March 2.

All schools not in session on March 1 must administer the writing tests on May 3, with makeup tests on May 4.

## Steps to Log in

Follow these steps to log in to the Pre-ID module:

1. Open an Internet browser.
2. Go to <http://www.startest.org> and select the **External Links** button on the left navigation bar.
3. Select the link—presented as the URL—directly under the “STAR Management System” heading.
4. Select the **Continue** button next to the option “STAR 2011 Administration” to access the Login Web form, shown in Figure 3.

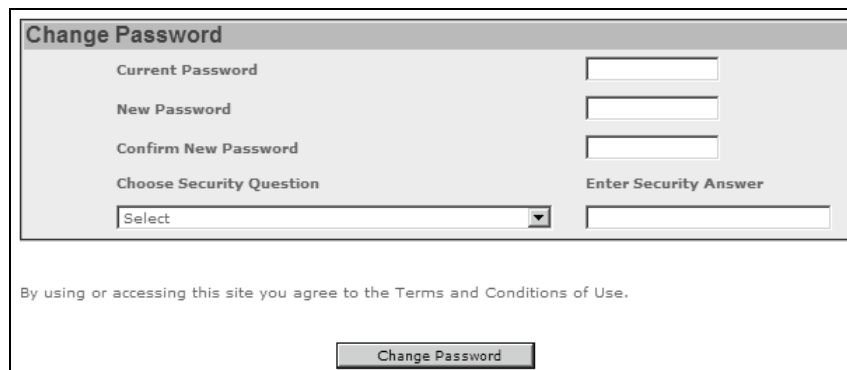


**Figure 3. STAR Management System Login Web form**

5. Enter the username—called “User Account Logon” in the e-mail notice that was sent to the STAR coordinator after designation and security forms were submitted to STAR TAC—and password in the *Username* and *Password* fields in the STAR Management System login Web form and then select the **Login** button. Note that the username and password are case sensitive. If this is the first login of the year, follow the instructions in the next section, “Use Passwords” to use the user account login name and temporary password provided in the e-mail sent by STAR TAC. You will also choose a personal security question and answer, which can be used to reset a forgotten password. Note that the security answer is case sensitive.

## Use Passwords

Using the temporary password to log in causes the system to prompt the user to change the password and choose a security question that may be used to reset a forgotten password. Follow the steps to log in. When logging in for the first time, selecting the **Login** button will send the user to the Change Password Web form shown in Figure 4, below.



**Figure 4. Change Password Web form**

To change the password:

1. Enter the temporary password in the *Current Password* field.
2. Enter the new password in the *New Password* field. A password must contain a minimum of six characters.
3. Re-enter the new password in the *Confirm New Password* field.
4. Use the Choose Security Question dropdown list to choose the security question to be asked if the password must be reset. A correct response will allow a forgotten password to be reset.
5. Enter the response to the security question in the Enter Security Answer field. Note that the security answer is case sensitive.
6. Select the **Change Password** button. This will transmit the new password information to the server and call up the Welcome! Web page.

### ***Change a Password***

To change a password, select the **Change Password** tab button and follow the instructions in the previous section to log in with a new password.

### ***Reset a Forgotten Password***

Follow these steps if you have forgotten your password:

1. Open an Internet browser.
2. Go to <http://www.startest.org/> and select the **External Links** button on the left navigation bar.
3. Select the link—presented as the URL—directly under the “STAR Management System” heading.
4. Select the [Forgot your Password?](#) link under the login fields to open the Obtain password Web form.
5. Enter your username and e-mail address in the Obtain password Web form (Figure 5), and then answer the security question by selecting your previously chosen security question from the Select dropdown list and typing the response in the blank field on the right. (Note that the security answer is case sensitive, and that users have only three attempts at a correct username/password combination before being locked out of the system. If this happens, contact STAR TAC to reset the password for access to the system.) You will receive an e-mail containing your user ID and password.

The image shows a web form titled "Obtain password". It contains three input fields: "Username", "Email:", and a dropdown menu labeled "Select". Below the input fields is a button labeled "Obtain Password".

**Figure 5. Obtain password Web form**

## **Welcome! Web Page**

If the login is correct, the Welcome! Web page will appear (see Figure 8 on page 17). However, if either the username or password has been typed incorrectly, the system will return this message on the Login Web page: “Invalid User ID or password. User ID and password are case sensitive.” Carefully retype the username and password and then select **Login**.

## “Change Text Size”

In the “Change Text Size” section, shown in Figure 6, you can change the size of the text of the 2011 STAR Management System by selecting the appropriate **A** button to select a desirable text size. This section is usually located above the “Dashboard Summary” on the right. The text size will be “remembered” the next time you log in.

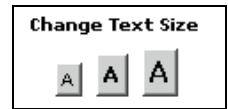


Figure 6. "Change Text Size" buttons

## “Dashboard Summary”

The “Dashboard Summary” lets district STAR coordinators see instantly which test administrations have been set up and the Pre-ID type associated with them. The “Dashboard Summary,” shown in Figure 7, appears on the right side of Web pages and may require some users to scroll to the right to view it.



Figure 7. “Dashboard Summary” section

## Log Out

To log out of the STAR Pre-ID module, select the **Logout** tab above the navigation bar on any of the Web pages or forms. Be sure to save any changes before logging out, as logging out will cancel any data that have been entered, but not saved, into a form.

**STAR**  
Standardized Testing and Reporting Program

Logoff Feedback Home Change Password

**Welcome!** Sample District

**Navigation tab buttons irce Center**  
 Profile  
 Test Administration  
 Order Management  
 Pre-ID  
 Extended Pre-ID Data Corrections

**Dashboard Summary**

**Administrations**  
 MC 01 - Answer Documents  
 WA 01 - Answer Documents  
 EP 01 - Answer Documents

**Orders**  
 MC 01 - Approved  
 WA 01 - Approved  
 EP 01 - Open

**Pre-ID**  
 The Pre-ID counts are being tallied. It may take a moment. Please continue browsing.

**Alerts as of 2010-10-11 10:32:11 PDT**  
 There are no alerts to display

**Change Text Size**  
 A A A

**Left navigation bar**

Figure 8. Welcome! Web page

## Accept Pre-ID Terms and Conditions

1. To be able to access Pre-ID functions, log in and select [Terms and Conditions](#) in the “Pre-ID” area of the left navigation bar. The Pre-ID Terms and Conditions Web page opens.
2. Read the Pre-ID Terms and Conditions (shown in Figure 9).
3. Check the *I agree* box to signify agreement with the terms and conditions of the Pre-ID process.
4. Type the purchase order (P.O.) number in the *Purchase Order Number* field to get started. Pre-ID functions cannot be accessed unless a P.O. number is entered. The P.O. number entered will be verified against the purchase order previously submitted to STAR TAC for Pre-ID services. Please allow 48 hours for processing after the P.O. is faxed to STAR TAC.
5. Select **Submit Request** to continue. If a correct P.O. number is entered, the *Purchase Order Number* field at the bottom of the Terms and Conditions Web page is replaced with text, as shown in Figure 10, below.

Figure 9. Terms and Conditions Web page

The links in the left navigation bar will also become active. If an incorrect P.O. number is entered, the text “Valid Purchase Order Number not found. Please verify.” appears. Verify the P.O. number and enter it again. Figure 10 shows the text that appears after the correct P.O. number was entered.

Figure 10. Purchase Order Number Validated message

6. If the box *I agree* was not checked, select **OK** on the alert box reminder, check the box, and select **Submit Request**.

## Upload Files

Use the “load” or “upload” function to upload the school district’s Pre-ID files. The Pre-ID files are supplied by the school district.

To avoid supplemental/late label fees, upload the file prior to the “Pre-ID Cutoff Dates” identified in the school district’s administration summary. Records in the Pre-ID application are referred to as “student profile records” on the STAR Management System Web site.

### Note

A Pre-ID file *cannot* be deleted after the data in the file have been extracted by the STAR Management System except when a record is transferred to another school within the district. Instead, use the Extended Pre-ID Data Corrections module to correct demographic data.

## File Types

Acceptable file formats are:

- Fixed format text file (.txt)
- Comma separated file (.csv)
- Excel spreadsheet (.xls or .xlsx)

Files uploaded to the STAR Management System server should have unique names. For example, the school district’s files for a multiple-choice administration might be

SampleDistrictName\_MC01\_v1\_2010.txt; the file for a writing administration might be

SampleDistrictName\_W02\_v3\_2010.xls.

## Order of Operations

When you are submitting data files (rather than making online updates and additions) for Pre-ID, operations are conducted in the following order.

1. User uploads a Pre-ID file.
2. System checks the data; when the data are correct, the system extracts the data.

## Load a File

Follow these steps to upload a Pre-ID file:

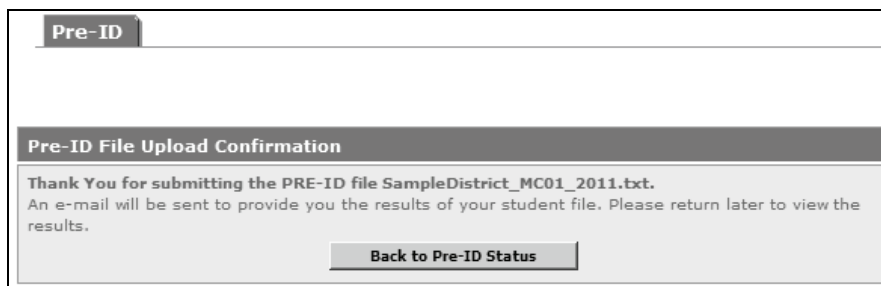
1. Select the [Load Pre-ID File](#) link in the left navigation bar to open the Load Pre-ID File Web form (shown in Figure 11).

The screenshot shows a web form titled "Pre-ID" with a sub-section "Load Pre-ID File". The sub-section contains the instruction "Browse your local machine for a Pre-ID upload file." Below this is an "Upload file:" label, a text input field, and a "Browse..." button with a help icon. A "Load Pre-ID File" button is positioned below the input field. At the bottom of the form, there is a link that says "Information from previously submitted Pre-ID files can be viewed here: Pre-ID File Status".

Figure 11. Load Pre-ID File Web form

2. Select **Browse** to find the file on the local computer.
3. Locate and select the file. The file name appears in the *Upload file* field.

- Confirm that the correct file is selected, and then select the **Load Pre-ID File** button below the *Upload file* field. If the upload was successful, a message like the one shown in Figure 12 appears:

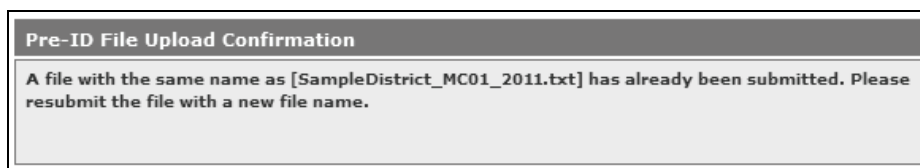


**Figure 12. Pre-ID File Upload Confirmation**

Other messages include the following:

Message	Description
“An e-mail will be sent to provide you the results of your student file. Please return later to view the results.”	The system has completed the preliminary check of the file and will process the file overnight. Check the file status again tomorrow for more information.
<i>Pre-ID:</i> “The file extension is not valid for upload. Please submit an Excel 2007 (.xlsx), Excel 2003 (.xls), comma-separated (.csv), or text file (.txt).”	The preliminary system check has determined that the file is not in one of the supported formats. Resubmit the file in an acceptable file format.
“Your file has been accepted. An e-mail address is not defined for you. Please return later to view the results.”	The system has completed the preliminary check of the file and will process the file overnight. No e-mail will be sent because an e-mail address has not been provided in the school district’s profile. Please return to the STAR Management System later to view upload results.
“A file with the same name as [filename] has already been submitted. Please resubmit the file with a new file name.”	A file with a non-unique name already exists on the system. Resubmit the file with a new name.

- The system will perform a preliminary check and send an e-mail message either confirming the upload or indicating that errors exist in the file. If errors exist in the file, you will be directed to return to the STAR Management System to download the .zip file that contains the “Missing Demographic Report.”
- If a file with the same name already exists on the server, the Web page will display a message to prompt the user to repost the file with a different file name, seen in Figure 13. Select the Load Pre-ID File link in the left navigation bar to select another file to upload, or select any of the links on the Web page to exit this function.



**Figure 13. File Upload Confirmation—Please Resubmit**

## View File Status and Reports

### View File Status

To view the status of a file:

1. Select the [File Status](#) link in the left navigation bar. The File Status Web page, shown in Figure 14, lists all files uploaded for the school district.
2. To view the list of errors, select either the link in the *File Name* column, or the link in the *Status* column. If there are errors the link will say [Error](#).
  - **To see the error report by student profile record**, select the name of the file in the *File Name* column. The list of student profile records with errors appears. See “Errors by Student Profile Record” in the next section for more information.
  - **To see the error report by data field**, select the [Error](#) link in the *Status* column. The summary of errors by data field appears.

Date Submitted	File Name	Total Student Records	Valid Student Records	Invalid Student Records	Submitted by	Status	Deleted Date
11/28/2010 07:23 AM	SampleDistrict_MC01_2011.txt	26579	6454	20125	Pat Birch	Error	
11/29/2010 10:16 AM	SampleDistrict_MC02_2011.txt	0	0	0	Pat Birch	Submitted	

Selecting "Delete Selected File(s)" will delete all of your student Pre-ID data associated with the files selected above.

[Delete Selected File\(s\)](#)

Figure 14. File Status Web page

### Column Descriptions

Column	Description
<i>Date Submitted</i>	Date when the file was uploaded
<i>File Name</i>	Name of the Pre-ID file
<i>Total Student Records</i>	Total number of student profile records in the file
<i>Valid Student Records</i>	Number of student profile records without invalid or missing data
<i>Invalid Student Records</i>	Number of student profile records with invalid or missing data
<i>Submitted by</i>	Name (username) of the person who uploaded the file
<i>Status</i>	Status of the file
<i>Deleted Date</i>	Date the file was deleted by the school district

### Review Error Reports

Three types of error reports are available:

- **Missing Demographic report:** This report, presented in a plain-text file and available as a downloadable .zip file, replaces the list of missing demographic data that had been e-mailed to the school district in previous years.

- **Student profile record:** This report lists the student profile records that contain errors and allows editing and deleting of individual student profile records.
- **Data field:** This summary report lists the data fields where errors occur, including the number of occurrences of errors for each.

### Important

When the Pre-ID file is processed, any required fields that are left blank will be flagged as errors. Errors should be corrected. Certain errors, when left uncorrected, may incur additional charges for the school district.

## ***Missing Pre-ID Demographic Report***

The Missing Demographic report lists, by student, the critical demographic data that are missing from student records. Table 3, below, shows the data that are required for Pre-ID processing and are present in the Missing Demographic report:

**Table 3. Critical demographic data**

Student demographic fields that will stop processing unless information is provided for each student	Pre-ID data file demographic field position
Statewide Student Identifier (SSID)	133–142
Hispanic or Latino	143
Student's English Proficiency	172–175
NSLP (National School Lunch Program)	185
Primary Disability (Disability code or "000" for students not receiving Special Education Services)	189–191
Student counted as part of <i>district's</i> enrollment in the most recent (October 2010) CBEDS data collection and has been continuously enrolled since that date.	212
Student counted as part of <i>school's</i> enrollment in the most recent (October 2010) CBEDS data collection and has been continuously enrolled since that date.	213

You will be prompted via e-mail when your Missing Demographic report is ready for viewing. To view this report:

1. Select the [Missing Demographic Report](#) link in the "Pre-ID" section of the left navigation bar.
2. Select a zip file, which has the same name as a corresponding Pre-ID file, from the list that will appear.
3. Open, save, or cancel the file in the "File Download" dialog box.

You can either add the missing data and resubmit the Pre-ID file or individual student record, or submit the "Demographic Fields to be Hand-Marked on 2011 STAR Answer Documents or Entered During Extended Pre-ID Data Corrections" and either mark the missing data directly on answer documents or in the STAR Management System during the extended Pre-ID data corrections period.

## ***Errors by Student Profile Record***

1. Select the [Pre-ID File Status](#) link in the left navigation bar.
2. Select the file name in the *File Name* column on the Pre-ID File Status Web page to open the Pre-ID File Error Report Web page, as shown in Figure 15, which will list the students whose records have missing or invalid data.

**Pre-ID**

**Pre-ID File Error Report** ?

**Sample District**

Below are the names of students in the file that contain errors which must be fixed to be stored successfully, or must be removed altogether:

Display Records: 1 - 2 of 2 found

	Last Name	First Name	Test Admin	Student ID	DOB	Gender	School Name	Grade
edit delete ?	ADAMSI	BRYAN	MC01	18679717	02212000	M	Valley Elementary	04
edit delete ?	LEE	DANIELLE	MC01	18679717	08152000	F	Valley Elementary	04

Display Records: 1 - 2 of 2 found

[Back to Pre-ID Status](#)

Figure 15. Pre-ID File Error Report, by file

- Delete a student profile by selecting its delete link or edit a student profile by selecting its edit link, which will open the Pre-ID File Error Detail Web form; the first part of this form is shown in Figure 16, below.

NOTE: items in **bold** are required fields.

**Pre-ID File Error Detail** ?

**Sample District**

School:

Student will also be assessed with the STS:

Country of Origin:

Delivery Name:

Delivery Code:

Grade in which student is enrolled:

Student's First Name:  Student's Middle Initial:

Student's Last Name:

Student's ID Number:

Birth Date:

Gender:

Statewide Student Identifier (SSID):

Hispanic or Latino:

Hispanic or Latino is invalid

Ethnicity/Race:

Figure 16. File Error Detail Web form, first section

4. Required data correction is indicated by the red error text under the field. Error fields must be corrected before the record can be submitted. An example of this is shown in Figure 17.

The screenshot shows a web form with the following fields and values:

- Student's Primary Language: 00 - English
- Parent Education Level: 12 - Some college (includes AA degree)
- Student's English Proficiency: Select
- Student's English Proficiency is invalid
- Migrant Education: No
- Gifted and Talented: No
- English Learner Services: Select
- NSLP: No
- Special Education - Primary Disability: Select
- Primary Disability is required (Red error text)
- English Learner date first enrolled in school in the United States (CCYYMMDD):
- FEP Date Reclassified (CCYYMMDD):
- R-FEP student scored Proficient or Advanced 3 years on ELA CST: Select
- English Learner enrolled in school in the United States less than 12 months at time of testing: Select
- ASAM Schools Only - Student enrolled in school less than 90 days prior to testing: Select
- Student with significant cognitive disability will be assessed with the CAPA: Select

**Figure 17. File Error Detail Web form, second section**

5. The fields and field descriptions on this Web form are exactly like the ones used to add a student record. See “Add a Student Profile Record” on page 31 for more information about this Web form. See also “Appendix C: 2010–11 Pre-ID File Layout and Descriptions” on page 49 for field description information.

Student counted in district's enrollment in most recent (October 2010) CBEDS data collection and has been continuously enrolled since that date.

Student counted in school's enrollment in most recent (October 2010) CBEDS data collection and has been continuously enrolled since that date.

The student is being associated with which test administration:

Multiple Choice:  Writing Application:  EAP:

Student will be assessed with CMA – ELA will include students in grades 3 – 11:

Student will be assessed with CMA – Mathematics will include students in grades 3 – 11:

Student will be assessed with CMA – Science will include students in grades 5, 8, 10:

CMA in grades 9 – 11 will take any end-of-course CST:

Student receives special education services at a nonpublic, nonsectarian school (NPS):

Nonpublic, nonsectarian 7-digit school code:

Exit Date from Special Education Services (CCYMMDD):

Enter county and district codes for students with IEPs if student's residence is other than where student attends school/receives services:

Local Use:

Figure 18. File Error Detail Web form, third section

- Select one of the buttons at the bottom of the Web page, shown in Figure 19, to enter the data:

\* Any data in any of these fields triggers a charge per record to the district. Refer to the Pre-ID Instructions Manual posted on [www.startest.org](http://www.startest.org) for pricing.

\* Student's Street Address First Line:

\* Student's Street Address 2nd Line:

\* Student's City Name:

\* State:

\* Student's Zip Code:

Customer Pre-ID Data Field:

Figure 19. File Error Detail Web form, bottom section

- Select **Submit/Get Next Errored Record** to save this data and move on to the next errored record; **Submit/Exit** to submit the student profile and exit this Web form; **Refresh** to delete any data that was just entered on the Web form and start over; or **Cancel** to return to the Pre-ID File Error Report student list Web page.
- Repeat until all errors are corrected.

**Note:** If there is an error that cannot be resolved, contact the school district's STAR TAC representative at 800-955-2954.

## Error Category Status Bar

The corrected file should be uploaded prior to the school district's Pre-ID cutoff date identified in the Test Administration Summary.

1. Select the [Error](#) link in the *Status* column on the Pre-ID File Status Web page to open the Error Category Status Bar Web page, shown in Figure 20, which will list errors in the file by category. There are three categories of errors:
  - **Critical Errors** are errors that, if not corrected, will cause the school district's file to be rejected by the Pre-ID system. Fields for which correct data are required by the system for processing include the *School* and *Grade Enrolled* fields. These fields are displayed in **bold** text in "Table 4. Demographic Data Fields" which starts on page 34.
  - **Grid [mark] Optional Errors** are errors that, if not corrected, will cause the school district to be assessed \$1.32 of the STAR apportionment for every student for whom data are missing. Grid Optional fields, which include *Gender*, *SSID*, and *Hispanic or Latino*, must be populated prior to uploading the Pre-ID file. The school district will incur the \$1.32 assessment for fields that are missing or not added during Extended Pre-ID Data Corrections for more than 3 percent of students noted within a school in a school district when the 2011 STAR answer documents are processed. These fields are displayed in **bold italic** text in "Table 4. Demographic Data Fields" on page 34.
  - **Minor Errors** are errors that should be corrected but will not prevent the system from processing the school district's Pre-ID file.

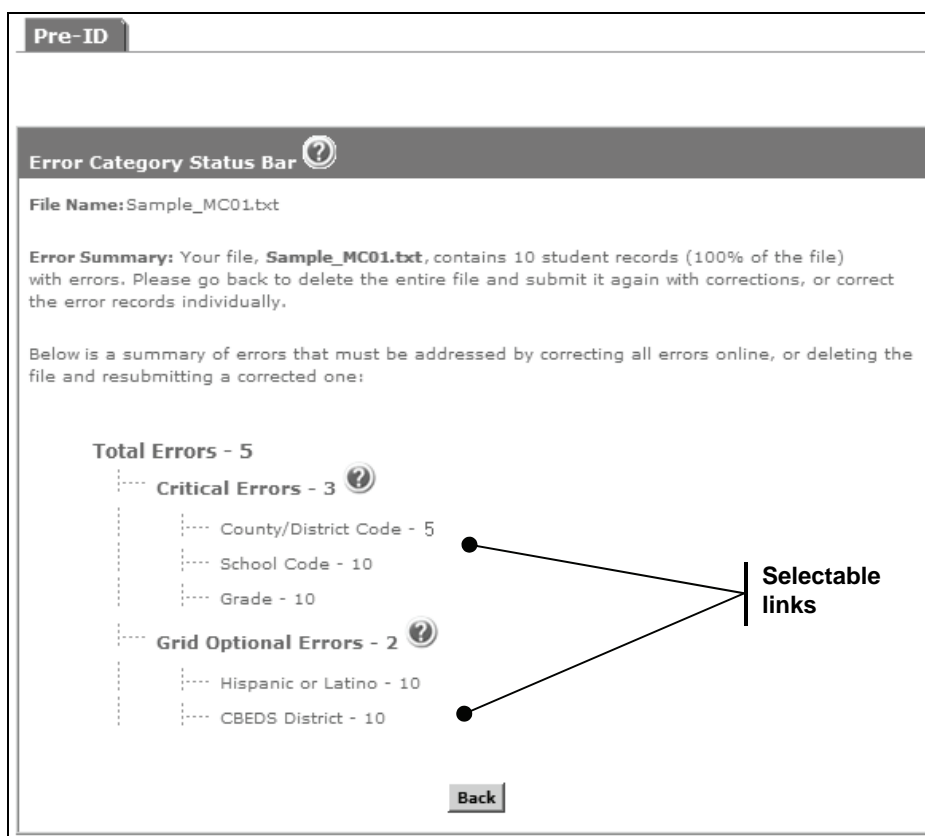


Figure 20. Error Category Status Bar Web page

2. Files with fewer than 100 student records with critical errors can be corrected online, in the STAR Management System. Files with more than 100 student records with critical errors must be deleted, the errors must be fixed locally, and then the file must be uploaded again.
3. To fix errors online, select the name of the field in error, seen in Figure 20, above, to open a list of students whose records include that error.

**Pre-ID**

**Pre-ID File Error Report** ?

Sample District

Below are the names of students in the file that contain errors which must be fixed to be stored successfully, or must be removed altogether:

Error Category: Student English Proficiency

Display Records: 1 - 2 of 2 found

	Last Name	First Name	Test Admin	Student ID	DOB	Gender	School Name	Grade
edit delete ?	ADAMSI	BRYAN	MC01	18679717	02212000	M	Valley Elementary	04
edit delete ?	LEE	DANIELLE	MC01	18679717	08152000	F	Valley Elementary	04

Display Records: 1 - 2 of 2 found

[Back to Pre-ID Status](#)

**Figure 21. File Error Report Web page**

- The Pre-ID File Error Report, such as the one shown in Figure 21, above, opens. Select the edit link next to the student's name to fix the error in the student data record (using the instructions in the "Add a Student Profile Record" section on page 31), or select the delete link next to the student's name to delete the student data record.
- Select **Back to Pre-ID Status** to return to the Pre-ID File Status Web page.

## Download the District Data Profile Report

The "District Data Profile" allows users to create a customized report that shows particular Pre-ID data for an administration. For example, request the report to break down the test-taking population by one, more, or all of the following demographic fields:

- Grade
- Gender
- SSID#
- Hispanic or Latino
- English Proficiency
- NSLP
- Primary Disability
- CBEDS District
- CBEDS School
- STS Flag
- Race
- Primary Language
- Parent Education Level
- Migrant Education
- Gifted and Talented
- English Learner
- R-FEP Student Scored Proficient or Advanced 3 years ELA CST
- ASAM Schools only
- Assessed with CAPA

After the report parameters are requested, the file is available for download the next day.

### ***Request the Report***

Follow these steps to request a District Data Profile report:

- Select the [Download District Data Profile](#) link from the "Pre-ID" area of the left navigation bar to open the Download file form, shown in Figure 22, on the next page.

**Download file**

Please send me the following data:

The Pre-ID District Data Profile for:

**Test Administration** <Select>

**Select from the following fields:**

- <Select>
- Grade
- Gender
- SSID#
- Hispanic or Latino
- English Proficiency
- NSLP
- Primary Disability
- CBEDS District
- CBEDS School
- STS Flag
- Race
- Primary Language
- Parent Education Level
- Migrant Education
- Gifted and Talented
- English Learner
- R-FEP Student Scored Proficient or Advanced 3 Years ELA CST
- ASAM Schools only

**Submit Data Request**

When available, file name will appear here.    STAR\_PreID\_StuDataProfile\_33736760000000\_Rpt.txt  
 Select the file name to download:

Note: Your request will be processed overnight and the report file will be available for download the next morning.

**Figure 22. Download District Data Profile Summary form**

2. Select a test administration from the Test Administration dropdown list.
3. Select criteria from the list of Pre-ID fields. To select multiple fields, press and hold the <Ctrl> key while selecting items on the list.
4. Select the **Submit Data Request** button.
5. Check back the next day to download a file that contains your requested data.

### ***Download the Report***

After 24 hours have passed, return to the STAR Management System to download the District Data Profile Summary Report:

1. Select the [Download District Data Profile](#) link from the “Pre-ID” area of the left navigation bar.
2. Select the file name link next to the text “When available, file name will appear hear.”
3. When the link has been selected, either open the file or save the file locally.

## Following is an example of a District Data Profile Summary Report:

STAR	DATE:10/22/2010		
PRE-ID DISTRICT DATA PROFILE REPORT			
County code	=33	County Name	= California County
District code	=3373676	District Name	= Sample Unified
Charter School code	=	Charter School Name	=
<p>The information below is based upon student data that have been submitted for Pre-ID. It is intended to help you identify data that may need to be updated. Updates to the data can be done online via the Load Pre-ID file process (using the normal pre-ID record layout) OR via the Search/Modify Student Data process for individual updates.</p>			
<p>MULTIPLE CHOICE TEST ADMINISTRATION 1: (TOTAL of 61 students)</p> <p>-----</p>			
<p>GRADE:</p> <p>-----</p>			
<p>Grade 2 - 3</p> <p>Grade 3 - 3</p> <p>Grade 4 - 20</p> <p>Grade 5 - 6</p> <p>Grade 6 - 4</p> <p>Grade 7 - 5</p> <p>Grade 8 - 6</p> <p>Grade 9 - 6</p> <p>Grade 10 - 4</p> <p>Grade 11 - 4</p> <p>Total - 61</p>			
<p>GENDER:</p> <p>-----</p>			
<p>Male - 18</p> <p>Female - 43</p> <p>Total - 61</p>			
<p>SSID:</p> <p>-----</p>			
<p>With SSID - 25</p> <p>Without SSID - 36</p> <p>Total - 61</p>			
<p>etc.</p>			

## Delete Pre-ID Files/Pre-ID Student Profile Records

### Note

Pre-ID files or student profile records *cannot* be deleted after the data in the file have been extracted by the STAR Management System except when a record is transferred to another school within the district. Instead, use the Extended Pre-ID Data Corrections module to correct demographic data.

To delete one or more Pre-ID files that were loaded into the system:

1. Select the [File Status](#) link in the left navigation bar. The File Status Web page, shown in Figure 23, lists all files uploaded for the school district.
2. Select the checkbox(es) in the column *Date Submitted*.

**Pre-ID**

**Pre-ID File Status**

Select the filename link below to see the student records contained in that file which need to be corrected.

Date Submitted	File Name	Total Student Records	Valid Student Records	Invalid Student Records	Submitted by	Status	Deleted Date
11/28/2010 07:23 AM	SampleDistrict_MC01_2011.txt	26579	6454	20125	Pat Birch	Error	
11/29/2010 10:16 AM	SampleDistrict_MC02_2011.txt	0	0	0	Pat Birch	Submitted	

Selecting "Delete Selected File(s)" will delete all of your student Pre-ID data associated with the files selected above.

**Delete Selected File(s)**

**Figure 23. Pre-ID File Status Web page**

3. Select **Delete Selected File(s)** The selected Pre-ID files will be deleted.

**Note:** To delete only specific student profile records, use the Search Student Profile function to find and delete student profile records individually.

## Add a Student Profile Record in Pre-ID

---

Use the Add Student Profile function to add student profile records online, or to edit individual student profile records to correct errors. Allow at least two to five minutes per student to add records or to correct records with errors.

The data in records that are added or changed online are written directly to the school district's file on the STAR Management System. Data added or changed after the school district's Pre-ID cutoff date will be subject to the supplemental/late label charges listed on page 8.

### Important:

To avoid duplicate records, make sure that the student profile record does not already exist in the database before adding a new student profile record. See "Search, View, and Edit Student Profile Records" on page 38 for information about searching for a student record.

## Add a New Student Profile Record in Pre-ID

1. Select the [Add Student Profile](#) link in the left navigation bar. The Add Student Profile form opens.
2. Enter data in fields, as appropriate. Note the following:
  - Field names in **bold-faced type** are required for processing; these fields must contain data.
  - Fields marked with an asterisk ( \* ) are to be filled with address information for the student's parent/guardian. Data in these fields are optional. If these fields are completed, the district will be charged \$0.22 per student in addition to the basic \$0.38 charge for the Pre-ID service for CSTs, CMA, and CAPA; and \$0.22 per student in addition to the basic \$0.38 charge for the Pre-ID service for STS. This information is not used with EAP.
  - An e-mail notification with instructions about how to access the Missing Demographic report will be sent to the district STAR coordinator for any state-required fields that are left blank.
    - Leading zeros are not to be inserted in any fields in the online form; the system handles data alignment automatically.
3. When entries are complete, either select **Submit/Add New** to submit the data and continue to add an additional record; or **Submit/Exit** to submit and exit out of the Add Student Profile Web form; or **Cancel** to cancel changes and return to the Welcome Web page.
  - If any fields that are required for processing were left blank or contain invalid data, the Web form re-opens with field error notations in red under the field wherever errors occur. Scroll the Web page to view and correct errors.
  - If the student record is a duplicate of a student record that is already in the database, an error appears. A duplicate record cannot be submitted or saved.
4. Once errors are resolved, select **Submit/Add New** or **Submit/Exit** again to save the record.

Screen captures of the Add Student Profile Web form are shown in Figure 24 and Figure 25, on the next two pages. A table containing field descriptions begins on page 34.

NOTE: items in **bold** are required fields.

### Add Student Profile

**Sample District**

**School:**

Student will also be assessed with the STS:

Country of Origin:

Delivery Name:

Delivery Code:

**Grade in which student is enrolled:**

**Student's First Name:**  **Student's Middle Initial:**  **Student's Last Name:**

Student's ID Number:

**Birth Date:**

**Gender:**

**Statewide Student Identifier (SSID):**

**Hispanic or Latino:**

**Ethnicity/Race:**

**Student's Primary Language:**

**Parent Education Level:**

**Student's English Proficiency:**

**Migrant Education:**

**Gifted and Talented:**

**English Learner Services:**

**NSLP:**

**Special Education - Primary Disability:**

English Learner date first enrolled in school in the United States (CCYYMMDD):

FEP Date Reclassified (CCYYMMDD):

R-FEP student scored Proficient or Advanced 3 years on ELA CST:

English Learner enrolled in school in the United States less than 12 months at time of testing:

ASAM Schools Only - Student enrolled in school less than 90 days prior to testing:

Student with significant cognitive disability will be assessed with the CAPA:

Figure 24. Add Student Profile Web form (top)

Student counted in district's enrollment in most recent (October 2010) CBEDS data collection and has been continuously enrolled since that date.

Student counted in school's enrollment in most recent (October 2010) CBEDS data collection and has been continuously enrolled since that date.

The student is being associated with which test administration:

Multiple Choice:  Writing Application:  EAP:

Student will be assessed with CMA – ELA will include students in grades 3 – 11:

Student will be assessed with CMA – Mathematics will include students in grades 3 – 11:

Student will be assessed with CMA – Science will include students in grades 5, 8, 10:

CMA in grades 9 – 11 will take any end-of-course CST:

Student receives special education services at a nonpublic, nonsectarian school (NPS):

Nonpublic, nonsectarian 7-digit school code:

Exit Date from Special Education Services (CCYYMMDD):

Enter county and district codes for students with IEPs if student's residence is other than where student attends school/receives services:

Local Use:

**\* Any data in any of these fields triggers a charge per record to the district. Refer to the Pre-ID Instructions Manual posted on [www.startest.org](http://www.startest.org) for pricing.**

\* Student's Street Address First Line:

\* Student's Street Address 2nd Line:

\* Student's City Name:

\* State:

\* Student's Zip Code:

Customer Pre-ID Data Field:

Figure 25. Add Student Profile Web form (bottom)

**Table 4. Demographic Data Fields**

<b>Demographic Data Fields for a Student Profile Record</b>	
⇒ Items in <b>bold</b> are required by the system for processing.	
⇒ Items in <b>bold italics</b> are required by the State of California and must be hand-marked on answer documents or entered during Extended Pre-ID Data Corrections if not included in Pre-ID.	
⇒ Detailed Pre-ID Demographic Field Descriptions can be found in Appendix C on page 49.	
<b>Field Name</b>	<b>Description</b>
<b>School:</b>	Select the school.
Student will also be assessed with the STS:	Select “Yes” or “No” to reflect the student’s participation. <b>Note:</b> STS test-takers not identified as such by the Pre-ID cutoff date cannot be Pre-ID’d later; their test booklets and answer documents must be hand-marked with full demographics.
Country of Origin:	Select the student’s Country of Origin if the student will also be assessed with the STS.
Delivery Name:	Enter the name for a group if pre-identified labels or answer documents are to be delivered in a specific order, that is, by teacher name.
Delivery Code:	Enter the code for a group if pre-identified labels or answer documents are to be delivered in a specific order, that is, by room number.
<b>Grade in which student is enrolled:</b>	Select the grade in which the student is enrolled.
<b>Student’s First Name, Middle Initial, Last Name:</b>	Enter the student’s first and last name; middle initial is optional.
Student’s ID Number:	Enter the student’s school or school district ID, if any.
<b>Birth Date:</b>	Select the year, month, and day of the student’s birth date.
<b>Gender:</b>	Select the student’s gender.
<b>Statewide Student Identifier (SSID):</b>	Enter the student’s Statewide Student Identifier.
<b>Hispanic or Latino:</b>	Select “Yes” or “No” to answer this question.
Ethnicity/Race:	Select all other ethnicities with which the student identifies. To select multiple secondary ethnicities, press and hold the <Ctrl> key while selecting items in the list.
Student’s Primary Language:	Select the student’s primary language.
Parent Education Level:	Select the parent/guardian education level.
<b>Student’s English Proficiency:</b>	Select the student’s English-language classification.
<b>Migrant Education:</b>	If the student participates in the migrant education program, select “Yes.”
<b>Gifted and Talented:</b>	If the student participates in the gifted and talented education program, select “Yes.” This indicator cannot be “Yes” for students who will take the CAPA.
English Learner Services:	If the student is an English learner, select the program in which he or she participates.
<b>NSLP:</b>	Select “Yes” or “No.”

### Demographic Data Fields for a Student Profile Record

- ⇒ Items in **bold** are required by the system for processing.
- ⇒ Items in ***bold italics*** are required by the State of California and must be hand-marked on answer documents or entered during Extended Pre-ID Data Corrections if not included in Pre-ID.
- ⇒ Detailed Pre-ID Demographic Field Descriptions can be found in Appendix C on page 49.

Field Name	Description
<b><i>Special Education – Primary Disability:</i></b>	Select either “000 Student does not have an IEP” or one of the primary disabilities listed. Please note the following: <ul style="list-style-type: none"> <li>• Students who do not have an IEP are not eligible to take the CMA or the CAPA.</li> <li>• “000 Student does not have an IEP” is not permitted for students who will take the CMA or the CAPA.</li> </ul>
English Learner date first enrolled in school in the United States (CCYYMMDD):	If the student is an English learner, enter the year, month, and day when the student first enrolled in school in the United States.
FEP Date Reclassified (CCYYMMDD):	If the student’s English proficiency is reclassified fluent English proficient (R-FEP), enter the year, month, and day when the student was reclassified.
R-FEP student scored Proficient or Advanced 3 years on ELA CST:	If R-FEP in grades five through eleven, select “Yes” or “No.” Leave blank if not available. The three years must be <b>after</b> the student was reclassified.
English Learner enrolled in school in the United States less than 12 months at time of testing:	If the student is an English learner who has been in a U.S. school for less than 12 months, select “Yes.” These are cumulative, not consecutive, months.
ASAM Schools Only – Student enrolled less than 90 days in school prior to testing:	If the student will have been enrolled in an Alternative School Accountability Model (ASAM) school less than 90 school days before testing begins, select “Yes.”
Student with significant cognitive disability will be assessed with the CAPA:	Select “Yes” if the student will take the CAPA. “Yes” will generate a Pre-ID CAPA answer document.
<b><i>Student counted as part of district’s enrollment in most recent (October 2010) CBEDS data collection and has been continuously enrolled since that date:</i></b>	Select “Yes” or “No.”
<b><i>Student counted as part of school’s enrollment in most recent (October 2010) CBEDS data collection and has been continuously enrolled since that date:</i></b>	Select “Yes” or “No.”
<b>The student is being associated with which test administration:</b>	Select the test administration or administrations with which a student is being associated. For example, a student in grade seven might be associated with a multiple choice administration and a Writing Application administration. A student in grade eleven might be associated with a multiple choice administration and the EAP administration. The choices are the administration(s) to which the school was assigned during the Order Management process. Required only if student is being Pre-ID’d for multiple choice.

**Demographic Data Fields for a Student Profile Record**

- ⇒ Items in **bold** are required by the system for processing.
- ⇒ Items in **bold italics** are required by the State of California and must be hand-marked on answer documents or entered during Extended Pre-ID Data Corrections if not included in Pre-ID.
- ⇒ Detailed Pre-ID Demographic Field Descriptions can be found in Appendix C on page 49.

Field Name	Description
Student will be assessed with CMA — ELA will include students in grades 3 – 11:	Select “Yes” if the student will take the CMA for ELA instead of the CST for ELA. Available to students in grades three through eleven only. Participation in the CMA must be in the student’s individualized education program (IEP). Students in grades four and seven who take the CMA for ELA will take the CMA for Writing test.  <b>Note:</b> Students in grades three, nine, and ten who will take both a CST and a CMA and who are identified for only one of the tests at the Pre-ID cutoff date cannot be Pre-ID’d later and must have test booklets/answer documents hand-marked.
Student will be assessed with CMA — Mathematics will include students in grades 3 – 11:	Select “Yes” if the student will take the CMA for Mathematics instead of the CST for Mathematics. Available to students in grades three through seven who will take the grade-level mathematics test and grades seven through eleven who will take the CMA for Algebra I or grades eight through eleven who will take the CMA for Geometry. Participation in the CMA must be in the student’s IEP.  <b>Note:</b> Students in grades three and eight through eleven who will take both a CST and a CMA and who are identified for only one of the tests at the Pre-ID cutoff date cannot be Pre-ID’d later and must have test booklets (grade three) and answer documents (grades eight through eleven) hand-marked.
Student will be assessed with CMA — Science will include students in grades 5, 8, 10:	Select “Yes” if the student will take the CMA for Science instead of the CST for Science. Available to students in grades five, eight, and ten only. Participation in the CMA must be in the student’s IEP.  <b>Note:</b> Students in grades eight and ten who will take both a CST and a CMA and who are identified for only one of the tests at the Pre-ID cutoff date cannot be Pre-ID’d later and must have answer documents hand-marked.
CMA in grades 9 – 11 will take any end-of-course CST:	Select “Yes” if at least one of the student’s end-of-course tests will be a CST.
Student receives special education services at a nonpublic, nonsectarian school (NPS):	Select “Yes” if the student receives special education services at an NPS. Complete only if the student’s primary disability code is other than “000.” If the school code is “0000001” then this field must be “Yes.”
Nonpublic, nonsectarian 7 digit school code:	Enter the NPS school code.
Exit Date from Special Education Services (CCYYMMDD):	If the student has exited special education services, enter the year, month, and day when the student exited. The valid range is 20060101–20110812.

**Demographic Data Fields for a Student Profile Record**

- ⇒ Items in **bold** are required by the system for processing.
- ⇒ Items in ***bold italics*** are required by the State of California and must be hand-marked on answer documents or entered during Extended Pre-ID Data Corrections if not included in Pre-ID.
- ⇒ Detailed Pre-ID Demographic Field Descriptions can be found in Appendix C on page 49.

<b>Field Name</b>	<b>Description</b>
Enter county and district codes for students with IEPs if student's residence is other than where student attends school/receives services.	Enter the county/district code for the student's county and school district of residence if the student has an IEP and is being tested through a county office of education or a school district other than the school district where the student resides.
Local Use:	Enter local-use data, if applicable.
* Student's Street Address First Line:	Enter if student's parent/guardian address will be printed on STAR Student Reports.  * <b>Note:</b> There is a \$0.22 total charge for each student profile record where addresses are included for students assessed with the CSTs, CMA, or CAPA; and an additional \$0.22 charge for each student profile record where addresses are included for students assessed with the STS.
* Student's Street Address 2nd Line:	Enter if student's parent/guardian address will be printed on STAR Student Reports.  * <b>Note:</b> There is a \$0.22 total charge for each student profile record where addresses are included for students assessed with the CSTs, CMA, or CAPA; and an additional \$0.22 charge for each student profile record where addresses are included for students assessed with the STS.
* Student's City Name:	Enter if student's parent/guardian address will be printed on STAR Student Reports.  * <b>Note:</b> There is a \$0.22 total charge for each student profile record where addresses are included for students assessed with the CSTs, CMA, or CAPA; and an additional \$0.22 charge for each student profile record where addresses are included for students assessed with the STS.
* State:	Select if student's parent/guardian address will be printed on STAR Student Reports.  * <b>Note:</b> There is a \$0.22 total charge for each student profile record where addresses are included for students assessed with the CSTs, CMA, or CAPA; and an additional \$0.22 charge for each student profile record where addresses are included for students assessed with the STS.
* Student's Zip Code:	Enter if student's parent/guardian address will be printed on STAR Student Reports.  * <b>Note:</b> There is a \$0.22 total charge for each student profile record where addresses are included for students assessed with the CSTs, CMA, or CAPA; and an additional \$0.22 charge for each student profile record where addresses are included for students assessed with the STS.
Customer Pre-ID Data Field:	Enter customer-defined data, if applicable.

## Search, View, and Edit Student Profile Records

Use the Search Student Profile function to find a specific student profile record (or, in Pre-ID, to determine that a student profile record does not already exist in the database before adding it.)

### Search

To search for a student profile record:

1. Select the [Search Student](#) (or [Search Student Profile](#)) link in the left navigation bar. The Search/Modify Pre-ID Web form, shown in Figure 26, opens.

**Search/Modify Pre-ID** ?

**Locate the student by entering at least one of the Primary Search criteria below:**

Student ID

Last Name

First Name

SSID

**If necessary, you can provide Secondary Search criteria below:**

Grade

Gender

Birth Date  (yyyymmdd)

School

**Figure 26. Search/Modify Pre-ID Web form**

2. Enter search criteria in at least one of the *Primary Search* fields.
3. Enter search criteria in any of the *Secondary Search* fields to narrow the search.
4. Select **Search** to perform the search function. The “Pre-ID Search Return” section, shown in Figure 27 on the next page, appears at the bottom of the Web page and lists student records with data matching the search criteria entered.

**Search/Modify Pre-ID** ?

**Locate the student by entering at least one of the Primary Search criteria below:**

Student ID

Last Name

First Name

SSID

**If necessary, you can provide Secondary Search criteria below:**

Grade

Gender

Birth Date  (yyyymmdd)

School

---

**Pre-ID Search Return**

Search Results

Display Records: 1 - 1 of 1 found

Last Name	First Name	Test Admin	Student ID	SSID	Birth Date	Gender	School	Grade
BBB	AAA	MC01		9098212961	1996-03-25	F	ABC Secondary, Altern.	09

Display Records: 1 - 1 of 1 found

Selectable link

Figure 27. Search results

5. Select the student's last name, which is a link, to view the associated profile.
  - If the school district's Pre-ID data have not been extracted by the system, the student data are presented in the Web form used to add or edit student data.
  - If the school district's Pre-ID data have been extracted by the system, the student data are presented in a static form; the message "Student record extracted. Please access the Extended Pre-ID Data Corrections module to make changes" appears across the top of the form.
  - Use the Extended Pre-ID Data Corrections module to modify data for this student *or* use the Transfer function—accessed by selecting the **Transfer** button at the bottom of the Update Student Profile Web page—to transfer the data to another school in the district, or select the **Cancel** button to exit this Web page.
- a. If the student's data are editable, select the **Update** button to update the student profile or **Delete** to delete the individual student profile record. To update, use the same procedure as described on page 31, "Add a Student Profile Record in Pre-ID."

## Transfer a Student Record

The Pre-ID module allows users to transfer students from one school to another within the same school district after Pre-ID data have been submitted and seven calendar days before the selected last testing date. The process will create a late label for the transferred student. This label must be placed on the student's test booklet or answer document.

### Transfer in User Interface

Take the following steps to transfer students' Pre-ID data to another school using the Pre-ID user interface:

1. Select the [Search Student Profile](#) link in the left navigation bar. The Search/Modify Pre-ID Web form, shown in Figure 28, opens.

**Search/Modify Pre-ID** ?

**Locate the student by entering at least one of the Primary Search criteria below:**

Student ID

Last Name

First Name

SSID

**If necessary, you can provide Secondary Search criteria below:**

Grade

Gender

Birth Date  (yyyymmdd)

School

**Figure 28. Search/Modify Pre-ID Web form**

2. Enter search criteria in at least one of the *Primary Search* fields.
3. Enter search criteria in any of the *Secondary Search* fields to narrow the search.
4. Select **Search** to perform the search function. The “Pre-ID Search Return” section, shown in Figure 29 on the next page, appears at the bottom of the page and lists student records with data matching the search criteria entered.

**Search/Modify Pre-ID** ?

**Locate the student by entering at least one of the Primary Search criteria below:**

Student ID

Last Name

First Name

SSID

**If necessary, you can provide Secondary Search criteria below:**

Grade

Gender

Birth Date  (yyyymmdd)

School

---

**Pre-ID Search Return**

Search Results

Display Records: 1 - 1 of 1 found

Last Name	First Name	Test Admin	Student ID	SSID	Birth Date	Gender	School	Grade
BBB	AAA	MC01		9098212961	1996-03-25	F	ABC Secondary, Altern.	09

Display Records: 1 - 1 of 1 found

Selectable link

**Figure 29. Search results**

5. If the student records is available for transfer, select the **Transfer** button at the bottom of the View Student Profile Web page to transfer the data to another school within the school district.
6. When student data are available for transfer, the message “Student record extracted. Please access Extended Data Corrections module to make changes” appears under the school district name on the top of the Web page, and the **Transfer** button appears at the bottom of the Web page, as shown in Figure 30. **Note that when you transfer records, you will also have to update the student’s CBEDS school data in Extended Pre-ID Data Corrections.**

Student's City Name: PRINCETON

\* State: California

\* Student's Zip Code:

Customer Pre-ID Data Field:

**Figure 30. The Transfer button**

7. Select **OK** on the “Are you sure you want to transfer this student” alert box.
8. In the Student Profile Web form that appears, change the school in the *School* dropdown list and update any other student data such as the student’s address.
9. Enter data in fields, as appropriate. Note the following:
  - Fields names in bold-faced type are required for processing; these fields must contain data.
  - Fields marked with an asterisk ( \* ) are to be filled with address information for the student’s parent/guardian. Data in these fields are optional. If these fields are completed, the district will be charged \$0.22 per student in addition to the basic \$0.38 charge for the Pre-ID service for CSTs, CMA, and CAPA; and \$0.22 per student in addition to the basic \$0.38 charge for the Pre-ID service for STS. This information is not used with EAP.

- An e-mail notification with instructions about how to access the Missing Demographic report will be sent to the district STAR coordinator for any state-required fields that are left blank.
  - Leading zeros are not to be inserted in any fields in the online form; the system handles data alignment automatically.
10. When entries are complete, select **Submit** to submit and exit out of the Transfer Student Profile Web form; or **Cancel** to cancel changes and return to the Search/Modify Pre-ID Web page.
    - If any fields that are required for processing were left blank or contained invalid data, the Web form re-opens with field error notations in red under the field wherever errors occur. Scroll the Web page to view and correct errors.
    - If the student record is a duplicate of a student record that is already in the database, the Transfer function voids the old record.
  11. Once errors are resolved, select **Submit** again to save the record and return to the Search/Modify Pre-ID Web page.

## Transfer in Bulk

Take the following steps to transfer students' Pre-ID data to another school using the file upload process:

1. Upload a Pre-ID file containing student records you wish to transfer (including the new school codes and CBEDS values) using the file upload process described starting on page 19. Duplicate errors will be created.
2. View the file error report by selecting the [Pre-ID File Status](#) link and then selecting the appropriate [error](#) link.
3. Select the [Duplicate](#) link under "Duplicate Errors" in the error tree as shown in Figure 31 to display a list of all duplicate students eligible for Transfer.

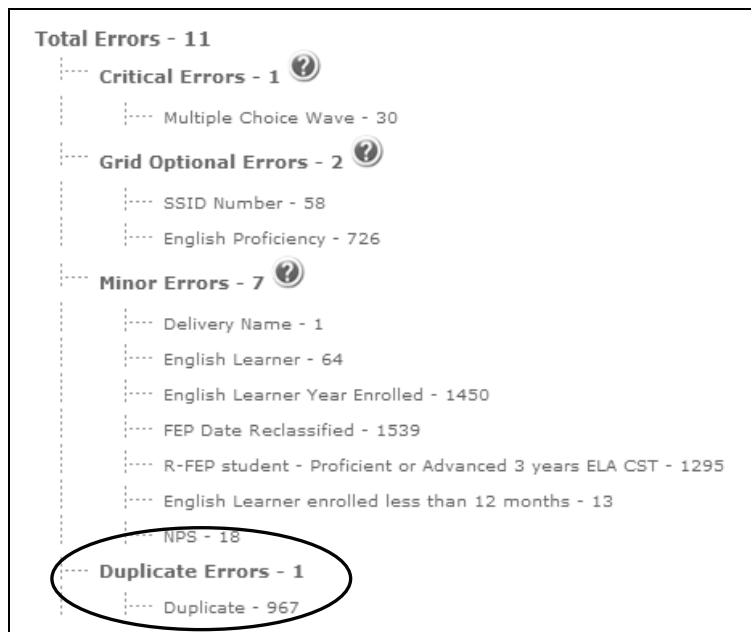


Figure 31. Sample Error Tree







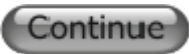










4. Take the following steps to transfer individual students on the "Pre-ID File Error Report" student list Web page:
  - a. Select a student to transfer on the Pre-ID Error Report Web page.
  - b. Select the **Transfer** button.




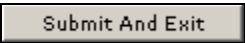



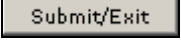





- c. Select **Transfer/Get Next Errored Record** to save changes and open the next student record to be transferred; or **Transfer/Exit** to save changes and return to the Pre-ID File Error Report Web page; or **Refresh** to delete any data that was just entered on the form and start over; or **Cancel** to return to the Pre-ID File Error Report student list Web page.
5. Take the following steps to transfer more than one student on the Pre-ID File Error Report student list Web page:
  - a. Check the boxes of the students to transfer or check the *Select All* box at the top of the column to select all available students for bulk transfer. Select the Delete link next to the student's name to remove the student's name from the list.
  - b. Select the **Bulk Transfer** button.
  - c. Select **OK** on the "Are you sure you want to bulk transfer students?" alert box.

## Appendix A: Buttons and Links

---

### Buttons

Button	Name	Select this button to ...
	<b>Back</b>	... return to the previous form or Web page.
	<b>Back to Pre-ID Status</b>	... return to the Pre-ID Status Web page.
	<b>Browse</b>	... browse the local computer for the Pre-ID file.
	<b>Cancel</b>	... cancel a request or action.
	<b>Change Password</b>	... choose a new password on the New Password Web form.
	<b>Change Password</b> (tab button)	... open the Change Password Web form. To exit this form, select the <b>Home</b> tab. Use the procedure to “login with the temporary password” on page 14 to change a password.
	<b>Continue</b>	... enter the STAR Management System.
	<b>Delete</b>	... delete an individual student profile record after a search. Cannot be used after the administration’s Pre-ID file has been extracted.
	<b>Delete Selected File(s)</b>	... delete all student Pre-ID data associated with the file(s) selected. Cannot be used after student data in the file or files has been extracted.
	<b>Feedback</b> (tab button)	... open a message in the default e-mail application to send a message to the STAR Technical Assistance Center, <a href="mailto:star@ets.org">star@ets.org</a> .
	<b>Help</b>	... see a definition of a data field.
	<b>Home</b> (tab button)	... return to the Welcome! Web page.
	<b>Load Pre-ID File</b>	... load the Pre-ID file listed in the <i>Upload file</i> field.
	<b>Login</b>	... gain access to the site after the username and password have been typed in.
	<b>Logout</b> (tab button)	... log out of the STAR Management System.
	<b>OK</b>	... allow the transaction to be completed or to acknowledge a system reminder.
	<b>Pre-ID File Status</b>	... view the status of Pre-ID files that have been uploaded and processed for the district.

Button	Name	Select this button to ...
	<b>Refresh</b>	. . . reset the data on the online form to its state before data was entered or saved.
	<b>Search</b>	. . . search for a student profile record.
	<b>Submit</b>	. . . submit a student record to be transferred.
	<b>Submit And Exit</b>	. . . submit the student data entered or changed and exit the Pre-ID File Error Detail Web form.
	<b>Submit Data Request</b>	. . . request that the selected parameters be assembled into the District Data Profile for download the next day.
	<b>Submit Request</b>	. . . accept the terms and conditions and submit a purchase order to get started.
	<b>Submit/Add New</b>	. . . save entries and re-open the Student Profile Web form to add another student profile record.
	<b>Submit/Exit</b>	. . . save new record and exit the New Student Profile Record Web form.
	<b>Submit/Get Next Errored Record</b>	. . . save corrections and re-open the Student Profile Web form to correct the next student profile record that contains errors.
	<b>Transfer</b>	. . . transfer a student's data from one school within a district to another.
	<b>Transfer/Exit</b>	. . . transfer a student's data from one school to another within the district and return to the Pre-ID File Error Report Web page.
	<b>Transfer/Get Next Errored Record</b>	. . . transfer a student's data from one school to another within the district and re-open the Pre-ID File Error Detail Web form to open the form to transfer the next student.
	<b>Update</b>	. . . edit a student profile record opened as the result of a search.

## Links

Link text	Purpose
<a href="#"><u>Add Student Profile</u></a>	In the “Pre-ID” area, opens the Web form to allow a district to add a new student profile online.
<a href="#"><u>delete</u></a>	Deletes a student profile record.
<a href="#"><u>Download District Data Profile</u></a>	Creates or downloads the District Data Profile report.
<a href="#"><u>edit</u></a>	Opens the student profile for editing to correct errors.
<a href="#"><u>Error</u></a>	Opens a report that shows the errors, by data field, in an uploaded file.
<a href="#"><u>First</u></a>	Opens the first student record in the administration student data file.
<a href="#"><u>Forgot Your Password?</u></a>	Opens the Web page to allow users to receive a password reminder via e-mail.
<a href="#"><u>Last</u></a>	Opens the last student record in the administration student data file.
<a href="#"><u>Load Pre-ID File</u></a>	In the “Pre-ID” area, opens the Load Pre-ID File Web page to upload a Pre-ID file.
<a href="#"><u>Next</u></a>	Opens the next student record in the administration student data file.
<a href="#"><u>Nondelivery / Nonworking Days</u></a>	Found in the “EDIT” section of the “Test Administration” area of left navigation bar, this link allows the user to edit the district’s nondelivery or nonworking days. In the “VIEW” section, it allows the user to view the district’s nondelivery/nonworking days. Nondelivery and nonworking days are days on which the district is closed or otherwise unable to accept materials for delivery.
<a href="#"><u>Noninstructional Days</u></a>	Found in the “VIEW” section of “Test Administration” area of the left navigation bar, this link displays the district’s noninstructional days. (Use the <a href="#"><u>Test Administration</u></a> link in the “EDIT” section to edit noninstructional days.)
<a href="#"><u>Order Home</u></a>	In the “Order Management” area, opens the page from which STAR test materials orders are entered, reviewed, and approved.
<a href="#"><u>Pre-ID File Status</u></a>	In the “Pre-ID” area, checks the error status of uploaded files.
<a href="#"><u>Previous</u></a>	Opens previous student record in the administration student data file.
<a href="#"><u>Primary Ship. Address (“EDIT”)</u></a>	In the “Test Administration” area, opens the Web form to allow changes to the school district’s main shipping address.
<a href="#"><u>Secondary Ship. Address (“EDIT”)</u></a>	In the “Test Administration” area, opens the Web form to allow changes to the school district’s secondary (supplemental) shipping address.

Link text	Purpose
<u>Search Student Profile</u>	In the “Pre-ID” area, opens the Search/Modify Pre-ID Web page to search for a student profile record.
<u>Terms and Conditions</u>	In the “Pre-ID” area, opens the Web page that introduces the Pre-ID service, explains what the user must agree to before proceeding to use the Pre-ID functions, and provides the district with a means of verifying the user’s identity by providing a field into which the purchase order that had been submitted by the district can be entered.
<u>Test Admin Summary</u>	Found in the “VIEW” section of the “Test Administration” area of the left navigation bar, this link displays the test administration dates the district has set up in the system.
<u>Test Administration</u>	Depending on the area of the left navigation bar, this link lets the user access the forms to schedule the test administration window (“ADD” section); or to edit the test administration dates the district has set up in the system (“EDIT” section).

## Appendix B: Pre-ID Form



### Demographic Fields to Be Hand-Marked on 2011 STAR Answer Documents or Entered During Extended Pre-ID Data Corrections

School District Name: \_\_\_\_\_

County/District Code: \_\_\_\_\_ Charter School Number: \_\_\_\_\_

The school district must fax this form to the STAR Technical Assistance Center (STAR TAC) prior to uploading Pre-ID data to the STAR Management System if any of the fields listed below are to be submitted as blank in the district's Pre-ID file. If this form is not submitted and the school district leaves these fields blank, the Pre-ID file will be in error. The only way to fix the error will be for the district to delete the file from the system, submit this form to STAR TAC, and then resubmit the Pre-ID file.

The fields listed on this form are required for Pre-ID processing. If the number of student records in a school that are blank or contain invalid data for any of the fields listed below exceed the percentages shown below, the Pre-ID process will stop, and an alert will be sent to the district to correct the Pre-ID file. Any fields that are not included in the Pre-ID file must either be entered during Extended Pre-ID Data Corrections after the Pre-ID data have been extracted and seven days before the administration's final day of testing, or hand-marked on the student answer documents.

Indicate which, if any, state-required demographic fields are not included in the Pre-ID file.

**Note:** An amount of \$1.32 per student will be withheld from the district's STAR apportionment if any of the data listed below are missing (not provided during Pre-ID process or entered during Extended Pre-ID Data Corrections or hand-marked at the time of testing) for more than 3 percent of the student answer documents submitted per school when answer documents are processed for scoring.

I certify that the indicated fields are not included in the Pre-ID file and will be entered during Extended Pre-ID Data Corrections or hand-marked on the student answer documents.

\_\_\_\_\_  
District Superintendent Signature

\_\_\_\_\_  
District STAR Coordinator Signature

Student demographic fields that will stop processing unless information is provided for each student		Pre-ID data file demographic field position	Check if field to be entered during Extended Pre-ID Data Corrections or hand-marked on student answer documents
Gender	3%	132	<input type="checkbox"/>
Statewide Student Identifier (SSID)	3%	133–142	<input type="checkbox"/>
Hispanic or Latino	3%	143	<input type="checkbox"/>
Student's English Proficiency	3%	172–175	<input type="checkbox"/>
NSLP (National School Lunch Program)	3%	185	<input type="checkbox"/>
Primary Disability (Disability code or "000" for students not receiving Special Education Services)	3%	189–191	<input type="checkbox"/>
Student counted as part of <i>district's</i> enrollment in the most recent (October 2010) CBEDS data collection and has been continuously enrolled since that date.	3%	212	<input type="checkbox"/>
Student counted as part of <i>school's</i> enrollment in the most recent (October 2010) CBEDS data collection and has been continuously enrolled since that date.	3%	213	<input type="checkbox"/>

**Please fax this form to STAR TAC at 800-541-8455.**

## Appendix C: 2010–11 Pre-ID File Layout and Descriptions

### Demographic Fields

Table 5. Pre-Identification File Layout

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
Test Program ID	01	01	1	Alpha (1) <i>This field is not updatable during Extended Pre-ID Data Corrections.</i>	<b>REQUIRED for Pre-ID.</b> Identifies the test the file is for: 1 = CST, CMA, CAPA, and STS <b>if other than 1, record will be deleted.</b>	
District Name	02	21	20	Alpha <i>This field is not updatable during Extended Pre-ID Data Corrections.</i>	OPTIONAL	
County / District Code (County [2], District [5])	22	28	7	Alpha (0–9) <i>This field is not updatable during Extended Pre-ID Data Corrections.</i>	<b>REQUIRED for Pre-ID.</b> Must match CDE valid CDS code list. <b>if invalid code, Pre-ID document will not be produced.</b>	Must include leading zero if county code is 02–09.
<b>Student will also be assessed with the STS</b>	29	29	1	Y or N or blank <i>This field is not updatable during Extended Pre-ID Data Corrections.</i>	if “Y” then Student’s Primary Language (165–166) must be “01” and Student’s English Proficiency (172–175) must be “EL,” and CAPA indicator (211) is not “Y.” Required to receive STS Pre-ID documents or labels.	This field must be “N” for all students whose English Proficiency in positions 172–175 is “EO,” “IFEP,” or “RFEF.” If “Y,” positions 165–166 must be “01” and positions 172–175 must be “EL.” The Standards-based Tests in Spanish are to be administered to students in grades 2–11 who are English learners and who: <ul style="list-style-type: none"> <li>• Will have been enrolled in a school in the United States less than 12 cumulative (not consecutive) months on the first day of testing (regardless of whether they are receiving instruction in English or Spanish); or</li> </ul>

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
<b>Filler</b>	30	30	1	Blank		<ul style="list-style-type: none"> <li>• Are receiving instruction in Spanish regardless of the length of time they have been enrolled in school in the United States.</li> </ul> <p>At the option of the school district, schools may also test English learners who will have been in school in the United States 12 cumulative (not consecutive) months or more who are not receiving instruction in Spanish. Students in grades 2–11 should not take the STS if they are:</p> <ul style="list-style-type: none"> <li>• Designated EO (English-only)</li> <li>• Designated initially fluent English proficient (I-FEP)</li> <li>• Reclassified fluent English proficient (R-FEP)</li> <li>• English learners whose primary language is not Spanish</li> <li>• Students in dual immersion classes who do not meet the inclusion criteria described above</li> </ul> <p>Students who take the STS will also take a CST or CMA (if designated in the student's IEP) appropriate to the student's grade level.</p>

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
<b>School Name</b>	31	50	20	Alpha or blank <i>This field is not updatable during Extended Pre-ID Data Corrections.</i>	OPTIONAL	
<b>School Code</b>	51	57	7	Alpha (0–9) <i>This field is not updatable during Extended Pre-ID Data Corrections.</i>	<b>REQUIRED for Pre-ID.</b> Must match CDE valid CDS code list. <b>If invalid code, Pre-ID document will not be produced.</b>	
<b>Filler</b>	58	60	3	Blank		
<b>Delivery Name</b>	61	80	20	Alpha or blank <i>This field is not updatable during Extended Pre-ID Data Corrections.</i>	OPTIONAL	Enter a name into positions 61–80 or a numerical code into positions 81–90 to have Pre-ID labels or answer documents delivered in a specific order, i.e., by teacher name, room number, and so forth. If these fields are left blank, Pre-ID materials will be delivered in alphabetical order by students' last names within each grade.
<b>Delivery Code</b>	81	90	10	Alpha (0–9) or blank <i>This field is not updatable during Extended Pre-ID Data Corrections.</i>	OPTIONAL	
<b>Grade in which student is enrolled</b>	91	92	2	Alpha (02–11)	<b>REQUIRED for Pre-ID.</b> Must be in range 02–11. Must contain leading zero in grades 2–9. <b>If invalid value, Pre-ID document will not be produced.</b>	Enter the student's current grade—this is the grade that the school shows as the student's enrollment grade, and must be the same as the test being taken. Schools may assign high school students to grades based on credits earned or years in school. <ul style="list-style-type: none"> <li>For ungraded programs, subtract 5 from the student's age on December 2, 2010, to determine grade.</li> <li>If students are counted as grade ten for the CAHSEE, they must take a grade ten STAR assessment.</li> <li>For students in independent study or contract programs, assign the grade and</li> </ul>

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
<b>Student's Last Name</b>	93	103	11	Alpha	<p><b>REQUIRED for Pre-ID.</b>  <b>If all blank, record will be dropped.</b>                      The following characters are converted to blanks in Pre-ID:                      #                      /                      &amp;</p> <p>All other non-alpha characters are invalid. If the field contains all blanks or contains invalid characters, Pre-ID will not be produced.</p>	<p>administer the test for the grade in which the student was enrolled for the majority of the school year preceding the test administration.</p> <p>Enter the first 11 letters of the student's last name. For hyphenated names, mark up to 11 letters beginning with the name preceding the hyphen. For example, for "Smith-Harrison" mark "Smith Harri." Use only the student's legal name from school records.</p>
<b>Student's First Name</b>	104	112	9	Alpha	<p><b>REQUIRED for Pre-ID.</b>  <b>If all blank, record will be dropped.</b>                      The following characters are converted to blanks in Pre-ID:                      #                      /                      &amp;</p> <p>All other non-alpha characters are invalid. If the field contains all blanks or contains invalid characters, Pre-ID will not be produced.</p>	<p>Enter and mark the first 9 letters of the student's legal first name. <b>Do not</b> use a nickname or middle name instead of a first name. For example, enter "Kenneth," not "Ken" or "Kenny."</p>

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
<b>Student's Middle Initial</b>	113	113	1	Alpha or blank	OPTIONAL	Enter the student's middle initial or leave blank.
<b>Student's ID Number</b> (Locally assigned)	114	123	10	Alpha (0–9) or blank	OPTIONAL Characters other than numbers will be converted to blank in Pre-ID.	Enter the ID number assigned by the school or school district. Include leading zeros if the ID number has fewer than 10 digits.
<b>Date of Birth (Month)</b>	124	125	2	Alpha (01–12) <b>Note: The entire date of birth must be a valid date (month, day and year).</b>	<b>REQUIRED for Pre-ID</b> Must have leading zero in months 1–9. Must be in the range 01 through 12. <b>If invalid value, Pre-ID document will not be produced.</b>	
<b>Date of Birth (Day)</b>	126	127	2	Alpha (01–31) See note above.	<b>REQUIRED for Pre-ID</b> Must have leading zero in days 1–9. Must be in the range 01 through 31. <b>If invalid value, Pre-ID document will not be produced.</b>	
<b>Date of Birth (Year)</b>	128	131	4	Alpha (1987–2004) See note above.	<b>REQUIRED for Pre-ID</b> Must be valid year. <b>If invalid value, Pre-ID document will not be produced.</b>	
<b>Gender</b>	132	132	1	Alpha: F = Female M = Male	<b>REQUIRED for Pre-ID</b> If not in the Pre-ID file, then submit form that data will be hand-marked on answer documents or entered during Extended Pre-ID Data Corrections to STAR TAC. This will allow the Pre-ID file to be submitted with a "blank" in this field. Data must be provided before answer documents can be processed. If 3% or more of the student records are blank when answer	

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
<b>Statewide Student Identifier (SSID)</b>	133	142	10	Alpha (0–9)	<p>documents are processed, the district will be alerted to provide data and receive a monetary penalty.</p> <p><b>REQUIRED for Pre-ID</b>                      If invalid number or characters other than numbers are included, field will be converted to blanks in Pre-ID.                      If not in the Pre-ID file, then submit form that data will be hand-marked on answer documents or entered during Extended Pre-ID Data Corrections to STAR TAC. This will allow the Pre-ID file to be submitted with a "blank" in this field.                      Data must be provided before answer documents can be processed.                      If 3% or more of the student records are blank when answer documents are processed, the district will be alerted to provide data and receive a monetary penalty.</p>	

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
Hispanic or Latino?	143	143	1	Alpha (Y, N, blank) Y = Yes N = No	<b>REQUIRED for Pre-ID</b> Must be a valid value (Y, N or blank). If not in the Pre-ID file, then submit form that data will be hand-marked on answer documents or entered during Extended Pre-ID Data Corrections to STAR TAC. This will allow the Pre-ID file to be submitted with a "Blank" in this field. Data must be provided before answer documents can be processed. If 3% or more of the student records are blank when answer documents are processed, the district will be alerted to provide data and receive a monetary penalty.	
<b>Filler</b>	144	145	2	Blank		
Ethnicity/Race	146	163	18	Alpha (Y) or blank. Indicate all that apply.	<b>OPTIONAL</b> Convert any value other than "Y" to blank in Pre-ID.	<ul style="list-style-type: none"> <li>• <b>American Indian or Alaska Native</b> Having origins in any of the original peoples of North, Central, or South America and maintaining tribal affiliation or community attachment</li> <li>• <b>Asian Indian</b> Having origins in any of the original peoples of the Indian subcontinent</li> <li>• <b>Black or African American</b> Having origins in any of the black racial groups of Africa</li> <li>• <b>Cambodian</b> Having origins in any of the original peoples of Cambodia</li> </ul>
Black or African American	146	146	1			
American Indian or Alaska Native	147	147	1			
Chinese	148	148	1			
Japanese	149	149	1			
Korean	150	150	1			
Vietnamese	151	151	1			
Asian Indian	152	152	1			
Laotian	153	153	1			
Cambodian	154	154	1			
Other Asian	155	155	1			
Hmong	156	156	1			
Filipino	157	157	1			
Native Hawaiian	158	158	1			
Guamanian	159	159	1			

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
Samoan Tahitian Other Pacific Islander White	160 161 162 163	160 161 162 163	1 1 1 1			<ul style="list-style-type: none"> <li>• <b>Chinese</b> Having origins in any of the original peoples of China or Taiwan</li> <li>• <b>Filipino</b> Having origins in any of the original peoples of the Philippine Islands</li> <li>• <b>Guamanian</b> Having origins in any of the original peoples of Guam</li> <li>• <b>Hmong</b> Having origins in any of the original peoples of the mountainous regions of Southeast Asia</li> <li>• <b>Japanese</b> Having origins in any of the original peoples of Japan</li> <li>• <b>Korean</b> Having origins in any of the original peoples of North or South Korea</li> <li>• <b>Laotian</b> Having origins in any of the original peoples of Laos</li> <li>• <b>Native Hawaiian</b> Having origins in any of the original peoples of Hawaii</li> <li>• <b>Other Asian</b> Having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent not included on this list</li> <li>• <b>Other Pacific Islander</b> Having origins in any of the original peoples of other Pacific Islands not included on this list</li> </ul>

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
	164	164	1	Blank		<ul style="list-style-type: none"> <li>• <b>Samoan</b> Having origins in any of the original peoples of the Samoa Islands</li> <li>• <b>Tahitian</b> Having origins in any of the original peoples of Tahiti</li> <li>• <b>Vietnamese</b> Having origins in any of the original peoples of Vietnam</li> <li>• <b>White</b> Having origins in any of the original peoples of Europe, the Middle East, or North Africa</li> </ul>
<b>Filler</b>						
<b>Student's Primary Language</b> <i>Changed in 2011.</i>	165	166	2	Alpha (00–13, 15–30, 32–54, 56–57, 60–65, 99) or blank. If 1–9, must include a leading zero. See Table 6 for Primary Language Codes.	If invalid value, field will be converted to blanks in Pre-ID.	Enter the two-digit code from Table 6 on page 74. "Primary language" is the language identified on the "Home Language Survey" as the language the student first learned, most frequently used at home, or most frequently spoken by parents or adults in the home.
<b>Parent Education Level</b>	167	168	2	Alpha (10–15) or blank 10 = Graduate school/ post-graduate training 11 = College graduate 12 = Some college (includes AA degree) 13 = High school graduate 14 = Not a high school graduate 15 = Declined to state or unknown	If invalid value, field will be converted to blanks in Pre-ID.	Enter the two-digit code for the educational attainment of the student's most educated parent or guardian with whom the student resides: <ul style="list-style-type: none"> <li>• <b>10 = Graduate school/postgraduate training:</b> Parent or guardian attended graduate school with or without attaining a graduate degree</li> <li>• <b>11 = College graduate:</b> BA or BS degree or equivalent degree from a foreign university</li> <li>• <b>12 = Some college (includes AA Degree):</b> Completion of</li> </ul>

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
						<p>any courses within a two- or four-year academic program, including AA degree, but not including vocational or technical schools</p> <ul style="list-style-type: none"> <li>• <b>13 = High school graduate:</b> Parent or guardian received a high school diploma, either by graduation or by testing or may have completed preparatoria or have received a comparable high school degree in another country</li> <li>• <b>14 = Not a high school graduate:</b> Parent or guardian may have attended some or no school and did not graduate or may have completed secundaria</li> <li>• <b>15 = Declined to state or unknown</b></li> </ul>
<b>Filler</b> <i>Changed in 2011.</i>	169	169	1	Blank		
<b>Country of Origin</b>	170	171	2	Alpha See Table 8 on page 76 for Country of Origin codes	If invalid value, field will be converted to blanks in Pre-ID. Complete only for student assessed with STS (position 29 = Y).	The STS student's country of origin.
<b>Student's English Proficiency</b> <i>Changed in 2011.</i>	172	175	4	Alpha EO = English only IFEP = Initially fluent English proficient EL = English learner RFEP = Reclassified fluent English proficient Must be left justified	If invalid value, field will be converted to blanks in Pre-ID. If not in the Pre-ID file, then submit form that data will be hand-marked on answer documents or entered during Extended Pre-ID Data Corrections to STAR TAC. This will allow the Pre-ID file to be submitted with a "blank" in this field.	<p>English-language proficiency is the student's English-language classification at the time of testing. Proficiency levels are:</p> <ul style="list-style-type: none"> <li>• <b>EO = English Only:</b> A student for whom there is a report of English as the primary language (i.e., language first learned, most frequently used at home, or most frequently spoken by the parents or adults</li> </ul>

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
					<p>Data must be provided before answer documents can be processed.</p> <p>If 3% or more of the student records are blank when answer documents are processed, the district will be alerted to provide data and receive a monetary penalty.</p>	<p>in the home) on the "Home Language Survey"</p> <ul style="list-style-type: none"> <li>• <b>IFEP = Initially Fluent English Proficient:</b> A student whose primary language is a language other than English who initially met the district criteria for determining proficiency in English</li> <li>• <b>EL = English Learner:</b> A student who first learned or has a home language other than English who was determined to lack sufficient fluency in English on the basis of state oral language (K–12) and literacy (3–12) assessments to succeed in the school's regular instructional program (For students tested for initial classification prior to May 2001, this determination is made on the basis of the state-approved instrument the district was using. For students tested after May 2001, use the CELDT results.)</li> <li>• <b>RFEF = Reclassified Fluent English Proficient (R-FEP):</b> A student whose primary language is a language other than English who was reclassified from English learner to fluent-English proficient</li> </ul> <p><b>If student is an English learner who may be reclassified prior to testing, leave blank and hand-mark on answer document or enter during Extended Pre-ID Data Corrections.</b></p>

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
<b>Filler</b> <i>Changed in 2011.</i>	176	176	1	Blank		
<b>Program Participation</b>	177	180	4	Alpha (indicate all that apply)	Invalid values will be converted to blanks in Pre-ID.	
Migrant Education	177	177	1	Alpha (Y, N) Y = Yes N = No	Enter "Y" for students who participated in a Migrant Education Program.	
<b>Filler</b>	178	178	1	Blank		
Gifted and Talented	179	179	1	Alpha (Y, N) Y = Yes N = No	Enter "Y" for students who participated in a Gifted and Talented Program. Cannot be "Y" if CAPA indicator (211) is "Y."	
English Learner Services <i>Changed in 2011.</i>	180	180	1	1 = EL in ELD 2 = EL in ELD and SDAIE 3 = EL in ELD and SDAIE with primary language support 4 = EL in ELD and academic subjects through primary language 5 = Other EL instructional services 6 = None (EL only)	Complete if positions 172-175="EL." If invalid value, field will be converted to blank in Pre-ID. If not in the Pre-ID file, then provide information on answer documents or during Extended Pre-ID Data Corrections.	<p>If the student is an English learner, mark one of the following.</p> <ul style="list-style-type: none"> <li>• <b>01 = EL in ELD:</b> The student is receiving English-language development (ELD) instruction, which is an academic subject of English-language instruction appropriate for the student's identified level of language proficiency. ELD is consistently implemented and designed to promote second-language acquisition of listening, speaking, reading, and writing. ELD instruction must be provided by an authorized teacher (either certified or in training for the type of service provided).</li> <li>• <b>02 = EL in ELD and SDAIE:</b> The student is receiving a program of English-language development and instruction through specially designed</li> </ul>

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
						<p>academic instruction in English (SDAIE) services, which is an approach used to teach academic courses to English learners in English. SDAIE must be designed for nonnative speakers of English and focused on increasing the comprehensibility of the academic courses normally provided to fluent-English proficient and English-only students in the district. SDAIE must be provided by an authorized teacher (either certified or in training for the type of service provided).</p> <ul style="list-style-type: none"> <li>• <b>03 = EL in ELD and SDAIE with primary language support:</b> The student is receiving a program of English-language development and instruction through specially designed academic instruction in English facilitated by primary language support. Primary language support is instructional support through the student's primary language. Primary language support may be used in order to clarify meaning and facilitate student comprehension of academic content-area concepts taught mainly through mainstream English and/or SDAIE. Primary language support must be provided by a credentialed teacher fluent in the student's primary language or by bilingual paraprofessional staff (aides fluent in the student's</li> </ul>

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
						<p>primary language and supervised by a credentialed teacher).</p> <ul style="list-style-type: none"> <li>• <b>04 = EL in ELD and academic subjects through primary language:</b> The student is receiving a program of English-language development and primary language instruction services, which is an approach used to teach academic courses in and/or through a primary language other than English. The curriculum must be equivalent to that provided to fluent-English proficient and English-only students. Instruction must be provided by an authorized teacher (either certified or in training for the type of service provided).</li> <li>• <b>05 = Other EL instructional services:</b> The student is receiving instructional or support services, specifically designed for EL students, that do not correspond to one of the previous four descriptions.</li> <li>• <b>06 = None (EL only):</b> The student is receiving no instructional or support services specifically designed for EL students that correspond to any of the five previous categories.</li> </ul>
<b>Filler</b>	181	184	4	Blank		
<b>N.S.L.P.</b> (National School Lunch Program)	185	185	1	Alpha (Y, N) Y = Yes N = No	If invalid value, field will be converted to blank in Pre-ID. If not in the Pre-ID file, then submit form that data will be hand-marked on answer documents or entered	"Y" for Yes or "N" for No if student is eligible for the National School Lunch Program, free or reduced-price lunch. If all students in the school receive free or reduced-

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
<b>Filler</b>	186	188	3	Blank		
<b>Special Education - Primary Disability</b>	189	191	3	Alpha or blank See Table 7 for Primary Disability Codes.	<p>during Extended Pre-ID Data Corrections to STAR TAC. This will allow the Pre-ID file to be submitted with a "blank" in this field.</p> <p>Data must be provided before answer documents can be processed.</p> <p>If 3% or more of the student records are blank when answer documents are processed, the district will be alerted to provide data and receive a monetary penalty.</p>	<p>price lunch, enter "Y" for all students.</p> <p>Every student with or without a disability must have an entry in this field.</p> <p>Enter "000" for all students not receiving special education services, including students with Section 504 plans. For every student receiving special education services, enter the 3-digit primary disability code from Table 7 on page 75.</p> <p>Please note the following:</p> <ul style="list-style-type: none"> <li>• Students who do not have an IEP are not eligible to take the CMA or CAPA.</li> <li>• "000" is not valid for students who will take the CMA or the CAPA.</li> </ul>

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
<b>English Learner date first enrolled in school in the United States</b>	192	199	8	Alpha or blank (CCYYMMDD)	Complete only if positions 172–175 = “EL.” If invalid value, field will be converted to blanks in Pre-ID. If not in the Pre-ID file, then provide information on answer documents or during Extended Pre-ID Data Corrections.	Enter the date the student first attended any public or private school in the United States or one of its territories. This is enrollment in any public or private school.
<b>FEP Date Reclassified</b>	200	207	8	Numeric or blank (CCYYMMDD)	Complete only if positions 172–175 = “RFEF.” If invalid number or characters other than numbers are included, field will be converted to blanks in Pre-ID. If not in the Pre-ID file, then provide information on answer documents or during Extended Pre-ID Data Corrections.	Enter the date the student’s English proficiency was reclassified from English learner to fluent-English proficient. For example, if the student was reclassified to R-FEP on October 16, 2003, enter “20031016.” Complete only if positions 172–175 = “RFEF.”
<b>R-FEP student scored Proficient or Advanced 3 years on ELA CST</b>	208	208	1	Alpha (Y, N for grades 5–11) Y = Yes N = No Blank for grades 2–4	Complete only if positions 172–175 = “RFEF” and student is in grades 5–11 (positions 91–92 = 5–11). If invalid value, field will be converted to blanks in Pre-ID. If not in the Pre-ID file, then provide information on answer documents or during Extended Pre-ID Data Corrections.	For all R-FEP students in grades 5 through 11, enter “Y” (Yes) or “N” (No) for the following question, “Has the student scored PRO or ADV on the ELA CST any three years—2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010?” The student must be classified as R-FEP <b>before</b> beginning to count the three years. The three years do not have to be consecutive.
<b>English Learner enrolled in school in the United States less than 12 months at time of testing</b>	209	209	1	Alpha or blank (Y, Blank) English Learner (EL) in School in the United States less than 12 Months = Y	Complete only if positions 172–175 = “EL.” If invalid value, field will be converted to blanks in Pre-ID. If not in the Pre-ID file, then provide information on answer documents or during Extended Pre-ID Data Corrections.	Enter only if the student will have been enrolled in a school in the <b>United States</b> less than 12 months on the first day of testing. These are cumulative, not consecutive, months.

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
<b>ASAM Schools Only – Student enrolled in school less than 90 days prior to testing</b> (Alternative Schools Accountability Model)	210	210	1	Alpha or blank (Y, blank) Y = Yes	Complete only if school is an ASAM school.	Use only if the school is participating in the Alternative School Accountability Model. Enter “Y” if student enrolled in school less than 90 school days before testing began.
<b>Student with significant cognitive disability will be assessed with the CAPA.</b>	211	211	1	Alpha or blank (Y, blank) Y = Yes	Value in positions 189–191 must equal valid disability code. May not be “000.” If invalid value, field will be converted to blank in Pre-ID and a Pre-ID CST answer document will be prepared for the student.	Enter “Y” (Yes) only if the student’s IEP indicates that the student is to participate in the STAR Program by taking the CAPA rather than the CSTs and/or the CMA. Student’s record must have a valid disability code in positions 189–191. <b>If a “Y” is entered in this field, only a CAPA answer document will be provided for the student.</b>
<b>Student counted as part of district’s enrollment in most recent (October 2010) CBEDS data collection and has been continuously enrolled since that date.</b>	212	212	1	Alpha (Y, N) Y = Yes N = No	If invalid value, field will be converted to blank in Pre-ID. If not in the Pre-ID file, then submit form that data will be hand-marked on answer documents or entered during Extended Pre-ID Data Corrections to STAR TAC. This will allow the Pre-ID file to be submitted with a “Blank” in this field. Data must be provided before answer documents can be processed. If 3% or more of the student records are blank when answer documents are processed, the district will be alerted to provide data and receive a monetary penalty.	Enter “Y” (Yes) if the student was counted in the district’s CBEDS enrollment and has been enrolled in schools in the district since the data collection. The student may have moved among schools in the district but not to another district. Enter “N” (“No”) if the student either was not enrolled in a district school for the CBEDS data collection or the student was counted in CBEDS, moved to another district, and then returned prior to the test administration. Use the following criteria to determine continuous enrollment. Evidence of withdrawal from a school or district includes, but may not be limited to, the following: <ul style="list-style-type: none"> <li>• The student died while enrolled in school.</li> <li>• The parent/guardian withdrew the student to enroll in another</li> </ul>

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
						<p>school or district.</p> <ul style="list-style-type: none"> <li>The parent/guardian withdrew the student with the intent to home school.</li> <li>The student was placed in the California Youth Authority.</li> </ul> <p>Reasons for dropping a student from a school's or district's enrollment include, but may not be limited to, the following:</p> <ul style="list-style-type: none"> <li>The student was expelled from the school and district with no further participation in an academic program.</li> <li>The school/district has evidence (documentation) that the student moved.</li> <li>The student left school and met the state criteria of a dropout.</li> </ul> <p>If a student is absent for an extended period of time because of illness, vacation, or a temporary move during which the student does not enroll in another school or district, the student is to be counted as continuously enrolled. Removal from a school's or district's enrollment generally means that the school received information that the student had moved or enrolled in another school or district or the school or district determined that the student met the state dropout criteria.</p>
<p><b>Student counted as part of school's enrollment in most recent (October 2010) CBEDS data collection and has been continuously enrolled since that</b></p>	213	213	1	<p>Alpha (Y, N) Y = Yes N = No</p>	<p>If invalid value, field will be converted to blank in Pre-ID. If not in Pre-ID file, then submit form that data will be hand-marked</p>	<p>Enter "Y" (Yes) if the student was counted in the school's CBEDS enrollment and has been continuously enrolled in the school since that data collection—that is,</p>

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
date.					<p>on answer documents or entered during Extended Pre-ID Data Corrections to STAR TAC. This will allow the Pre-ID file to be submitted with a "Blank" in this field.</p> <p>Data must be provided before answer documents can be processed.</p> <p>If 3% or more of the student records are blank when answer documents are processed, the district will be alerted to provide data and receive a monetary penalty.</p>	<p>the student has not been removed from the school's enrollment for any reason.</p> <p>Enter "N" (No) if the student was either not counted in the school's CBEDS enrollment or the student was counted, was disenrolled from the school, and enrolled in the school again prior to testing.</p> <p>Use the following criteria to determine continuous enrollment. Evidence of withdrawal from a school or district includes, but may not be limited to, the following:</p> <ul style="list-style-type: none"> <li>• The student died while enrolled in school.</li> <li>• The parent/guardian withdrew the student to enroll in another school or district.</li> <li>• The parent/guardian withdrew the student with the intent to home school.</li> <li>• The student was placed in the California Youth Authority.</li> </ul> <p>Reasons for dropping a student from a school's or district's enrollment include, but may not be limited to, the following:</p> <ul style="list-style-type: none"> <li>• The student was expelled from the school and district with no further participation in an academic program.</li> <li>• The school/district has evidence (documentation) that the student moved.</li> <li>• The student left school and met the state criteria of a dropout.</li> </ul> <p>If a student is absent for an extended period of time because</p>

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
						<p>of illness, vacation, or a temporary move during which the student does not enroll in another school or district, the student is to be counted as continuously enrolled. Removal from a school's or district's enrollment generally means that the school received information that the student had moved or enrolled in another school or district or the school or district determined that the student met the state dropout criteria.</p>
<b>Multiple-Choice Test Administration Period</b>	214	215	2	Numeric 01–08	<p><b>REQUIRED for Pre-ID.</b>                      If invalid value or characters other than numbers 01 to 08 are included, Pre-ID document will not be produced.                      Must include a leading zero.</p>	<p>Enter the administration period ("01"–"08") that was used when 2011 testing materials were ordered for the student's school, program, year-round schedule (track), or the NPS.</p>
<b>Writing Test Date</b> <i>Changed in 2011.</i>	216	217	2	Numeric 01, 02, 03 01 = Testing March 1 02 = Testing May 3 03 = EAP Essay	<p><b>REQUIRED to receive Pre-ID</b>                      Writing documents for students in grades 4, 7, and 11 (EAP Essay).                      If invalid value or numbers other than 01 to 03 are included, Pre-ID document will not be produced. Must include a leading zero.</p>	<p>For students in grades four and seven, enter the writing test administration period ("01" for March 1 or "02" for May 3). All students enrolled in schools, programs, and year-round schedules that are in session on March 1 must be tested on March 1.                      For students in grade 11, enter writing test administration "03" for students who will participate in the California State University (CSU) and California Community Colleges (CCC) Early Assessment Program for English.</p>

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
<p><b>Student will be assessed with CMA–ELA</b> <i>Changed in 2011.</i></p>	218	218	1	Alpha (Y or N) or blank Valid only for grades 3–11	<p>Complete only if Special Education Services (positions 189–191) is not "000." Not available for students participating in the CAPA. Complete only if position 211 is blank Required to receive CMA Pre-ID documents or labels.</p>	<p>When the CMA ELA indicator is "Y" (Yes) for students in grades four and seven, students will be automatically Pre-ID'd to take the CMA for Writing test. Students are eligible to take the CMA if they:</p> <ul style="list-style-type: none"> <li>• Have an IEP that specifies that they take the CMA for one or more subjects; and</li> <li>• Scored below basic or far below basic in a previous CST administration (students may have taken the CST with modifications, or may have taken CMA test(s) previously); and</li> <li>• Are not eligible to take the California Alternate Performance Assessment (CAPA).</li> </ul>
<p><b>Student will be assessed with CMA–Math</b></p>	219	219	1	Alpha (Y or N) or blank Valid only for grades 3–11	<p>Complete only if Special Education Services (positions 189–191) is not "000." Not available for students participating in the CAPA. Complete only if position 211 is blank. Required to receive CMA Pre-ID documents or labels.</p>	<p>Students are eligible to take the CMA if they:</p> <ul style="list-style-type: none"> <li>• Have an IEP that specifies that they take the CMA for one or more subjects; and</li> <li>• Scored below basic or far below basic in a previous CST administration (students may have taken the CST with modifications, or may have taken CMA test(s) previously); and</li> <li>• Are not eligible to take the California Alternate Performance Assessment (CAPA).</li> </ul>
<p><b>Student will be assessed with CMA–Science</b></p>	220	220	1	Alpha (Y or N) or blank Valid only for grades 5, 8, and 10	<p>Complete only if Special Education Services (positions 189–191) is</p>	<p>Students are eligible to take the CMA if they:</p>

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
					<p>not "000."                      Not available for students participating in the CAPA. Complete only if position 211 is blank.                      Required to receive CMA Pre-ID documents or labels.</p>	<ul style="list-style-type: none"> <li>• Have an IEP that specifies that they take the CMA for one or more subjects; and</li> <li>• Scored below basic or far below basic in a previous CST administration (students may have taken the CST with modifications, or may have taken CMA test(s) previously); and</li> <li>• Are not eligible to take the California Alternate Performance Assessment (CAPA).</li> </ul>
<b>CMA student will take CST end of course test</b> <i>New in 2011.</i>	221	221	1	Alpha (Y or N) or blank	Required for CMA student to receive CST Pre-ID documents or labels.	<b>Select "Yes" if at least one of the student's end-of-course tests will be a CST.</b>
<b>Filler</b> <i>Changed in 2011.</i>	222	230	9	Blank		
<b>Student receives special education services at a nonpublic, nonsectarian school (NPS)</b>	231	231	1	Y or blank	<p>Complete only if code in positions 189–191 is not "000".                      If school code in positions 51–57 is "0000001" then this field must contain "Y."                      If invalid value, field will be converted to blank in Pre-ID.                      If not in the Pre-ID file, then provide information on answer documents or during Extended Pre-ID Data Corrections.</p>	<p>Enter "Y" (Yes) for student the district enrolled in an NPS based on IEP team recommendations. Positions 189–191 must include a valid disability code and positions 232–238 must include the 7-digit NPS school code, and positions 51–57 must be "0000001."</p>

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
<b>Nonpublic, nonsectarian 7-digit school code</b>	232	238	7	Alpha	Complete only if code in positions 189–191 is not "000" and position 231 = "Y." If invalid code or invalid character, field will be converted to blank in Pre-ID. If not in the Pre-ID file, then provide information on answer documents or during Extended Pre-ID Data Corrections.	Enter the 7-digit school code for the NPS in which the student is enrolled. Positions 189–191 must include a valid disability code, position 231 must be "Y," and positions 51–57 must be "0000001." To find the code, go to <a href="http://www.cde.ca.gov/re/sd">http://www.cde.ca.gov/re/sd</a> . Select the radio button to choose "Nonpublic, Nonsectarian Schools." Use the scrolling menus to select the county and district. If the school is outside of California, scroll to the bottom of the County Name list and select "Non-California." Select Search. The NPS code is the last seven digits in the first column, "CDS Code."
<b>Exit Date from Special Education Services</b>	239	246	8	Alpha or blank (Valid date range 20060101–20110812) (CCYYMMDD)	Complete only if positions 189–191 = "000." If invalid number or characters other than numbers are included, field will be converted to blanks in Pre-ID. If not in the Pre-ID file, then provide information on answer documents or during Extended Pre-ID Data Corrections.	Enter the date that a student no longer received special education services.
Complete positions 247 through 253 only if applicable for students with disability codes not equal to "000" in positions 189–191.						
<b>Enter county and district codes for students with IEPs if student's residence is other than where student attends school/receives services. <i>Changed in 2011.</i></b>	247	253	7	Alpha or blank	Must match CDE valid CDS code list. If invalid code, field will be converted to blanks in Pre-ID. If not in the Pre-ID file, then provide information on answer documents or during Extended Pre-ID Data Corrections.	If a student with an IEP attends school or receives special education services through a county office of education or the IEP requires that the student be placed in a school or a special education program in a school district other than the school district in which the student resides, enter the 2-digit county

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
<b>Filler</b>	254	280	27	Blank		and 5-digit district CD code for the district where the student resides. Do not enter data into this section if the student is placed in another school district only at the request of the student's parent or guardian. Must include leading zero if county code is 02–09.
<b>Local Use</b>	281	290	10	Alpha or blank		
<b>Filler</b>	291	330	40	Blank		
<p>Note: Only provide the information in positions 331–421 if you would like the address to print on the STAR Student Report. If these fields are completed, the school district will be charged \$0.22 per student in addition to the basic \$0.38 charge for the Pre-ID service for CSTs, CMA, and CAPA; and \$0.22 per student in addition to the basic \$0.38 charge for the Pre-ID service for STS. Be sure to include a purchase order to allow for this extra charge.</p>						
<b>Student's Street Address—First Line</b>	331	360	30	Alpha or blank The following symbols are allowed: # . / - &	Optional	
<b>Student's Street Address—Second Line (If applicable)</b>	361	390	30	Alpha or blank The following symbols are allowed: # . / - &	Optional	
<b>Student's City Name</b>	391	410	20	Alpha or blank	Optional	
<b>State</b>	411	412	2	Alpha or blank	Optional	
<b>Student's Zip Code</b>	413	421	9	Alpha or blank	Optional	
Zip 5 digits	413	417	5			
Zip 4 digits	418	421	4			
<b>Customer Pre-ID Data Field</b>	422	500	79	Anything—customer defined. The following symbols are	Optional Note: School districts are not charged for the Customer Pre-ID	

Description	Start Position	Position Through	Length	Acceptable Values	Required or Optional and Edits	Additional Information
				allowed: # / &	Data Field.	
<b>Filler</b>	501	524	24	Blank		
<b>Filler</b>	525	525	1	Blank		
<b>Filler</b>	526	549	24	Blank		
<b>Filler</b>	550	550	1	Blank		
<b>Reserved for Future Use</b>	551	600	50	Blank		

## Primary Language Codes

Table 6. Primary Language Codes

Code	Language Name	Code	Language Name
00	English	04	Korean
56	Albanian	51	Kurdish (Kurdi, Kurmanji)
37	American Sign Language	47	Lahu
11	Arabic	10	Lao
12	Armenian	07	Mandarin (Putonghua)
42	Assyrian	64	Marathi
61	Bengali	48	Marshallese
13	Burmese	44	Mien (Yao)
03	Cantonese	49	Mixteco
36	Cebuano (Visayan)	40	Pashto
54	Chaldean	41	Polish
20	Chamorro (Guamanian)	06	Portuguese
39	Chaozhou (Chaochow)	28	Punjabi
15	Dutch	45	Rumanian
16	Farsi (Persian)	29	Russian
05	Filipino (Pilipino, Tagalog)	30	Samoan
17	French	52	Serbo-Croatian (Bosnian, Croatian, Serbian)
18	German	60	Somali
19	Greek	01	Spanish
43	Gujarati	46	Taiwanese
21	Hebrew	63	Tamil
22	Hindi	62	Telugu
23	Hmong	32	Thai
24	Hungarian	57	Tigrinya
25	Ilocano	53	Toishanese
26	Indonesian	34	Tongan
27	Italian	33	Turkish
08	Japanese	38	Ukrainian
65	Kannada	35	Urdu
09	Khmer (Cambodian)	02	Vietnamese
50	Khmu	99	All Other Non-English Languages

## Primary Disability Codes

Table 7. Primary Disability Codes

Code	Primary Disability Type
000	Student does not have an IEP
210	Mental retardation (MR)
220	Hard of hearing (HH)
230	Deafness (DEAF)
240	Speech or language impairment (SLI)
250	Visual impairment (VI)
260	Emotional disturbance (ED)
270	Orthopedic impairment (OI)
280	Other health impairment (OHI)
290	Specific learning disability (SLD)
300	Deaf-blindness (DB)
310	Multiple disabilities (MD)
320	Autism (AUT)
330	Traumatic brain injury (TBI)

## Country of Origin Codes

**Table 8. Country of Origin Codes**

<b>Code</b>	<b>Country of Origin</b>
<b>AR</b>	Argentina
<b>BO</b>	Bolivia
<b>BR</b>	Brazil
<b>CL</b>	Chile
<b>CO</b>	Colombia
<b>CR</b>	Costa Rica
<b>CU</b>	Cuba
<b>EC</b>	Ecuador
<b>ES</b>	Spain
<b>GT</b>	Guatemala
<b>MX</b>	Mexico
<b>NI</b>	Nicaragua
<b>PA</b>	Panama
<b>PE</b>	Peru
<b>PR</b>	Puerto Rico
<b>PY</b>	Paraguay
<b>SV</b>	El Salvador
<b>US</b>	United States
<b>UY</b>	Uruguay
<b>VE</b>	Venezuela
<b>ZZ</b>	Other