

2018

**Student  
Data File Format  
for Student Registration  
and Precoding**



# Submission Schedule of Student Data Files for the 2018 Calendar Year

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Refer to the Calendar of Events for submission window deadlines for the 2018 student registration data files.

# Key Changes to the Student Data File Format for Student Registration and Precoding

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The following changes have been made to the Student Data File Format for Student Registration and Precoding for 2018.

## Changes to STAAR Alternate 2 and TELPAS

- The *LEP-INDICATOR-CODE* field (column U) can be used for the TELPAS administration.
- The *SPECIAL-ED-INDICATOR-CODE*, *GIFTED-TALENTED-INDICATOR-CODE*, and *AT-RISK-INDICATOR-CODE* fields (columns X, Y, and Z) can be used for the STAAR Alternate 2 administration.
- The *CAREER-AND-TECHNICAL-ED-IND-CD* (Column AA) has been updated to include only values 1, 2, and 0. A value of 3, “Participant in district’s tech prep program,” is no longer a valid value for this field.

## Changes to STAAR Grades 3–8

- The *GROUP NAME* field (column E) can be used to specify a Group Name for tests being delivered on paper as well as online. This field should only be used to organize test takers into groups; otherwise the field should be left blank.
- For online testing, The *READING TEST VERSION CODE*, *WRITING TEST VERSION CODE*, *MATHEMATICS TEST VERSION CODE*, *SCIENCE TEST VERSION CODE*, and *SOCIAL STUDIES TEST VERSION CODE* fields (columns BD – BG) have been updated to reflect the 2018 Personal Needs and Preferences (PNP) accommodation codes and now include an option for districts to indicate Designated Supports (formerly General Accommodations) for students taking an online test only.
- The *CAREER-AND-TECHNICAL-ED-IND-CD* (column AA) has been updated to include only values 1, 2, and 0. A value of 3, “Participant in district’s tech prep program,” is no longer a valid value for this field.
- Two columns have been added for the STAAR Assessment Management System to indicate a grade 5 or 8 retester that has previously passed one of the two retest subjects (mathematics or reading). These columns are *RETESTER INDICATOR-MA* (column BO) and *RETESTER INDICATOR-RE* (column BP). For grade 5 and 8 retest administrations, if you download a retester file (e.g., District Student Home Campus Report), these columns will be populated if a student has previously met the passing standard for either of the two subjects. These fields are not updatable by districts if the retester file is modified and re-uploaded.

## Changes to STAAR End-of-Course (EOC)

- The *GROUP NAME* field (column E) should only be used to organize paper or online test takers into groups, otherwise the field should be left blank.
- For online testing, the *STAAR EOC TEST VERSION CODE* field (column AW) has been updated to reflect the 2018 Personal Needs and Preferences (PNP) accommodation codes and now includes an option for districts to indicate Designated Supports (formerly General Accommodations) for students taking an online test only.
- The *CAREER-AND-TECHNICAL-ED-IND-CD* field (Column AA) has been updated to include only values 1, 2, and 0. A value of 3, “Participant in district’s tech prep program,” is no longer a valid value for this field.

# Student Data File Specifications

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## Submitting Student Data

Student data should be submitted as a CSV file. The most common reason for a failure to process is that the file was not created as a CSV file. Excel spreadsheets are not accepted, and simply renaming an Excel spreadsheet to CSV will not work. See below for instructions on creating CSV files.

**NOTE:** Some fields are not applicable for some programs; those columns should be left blank.

An addendum is available, starting on page 30, listing all fields in CSV column order. The addendum may be used to quickly determine which fields are available on the data file for each testing program. Refer to the Student Data File Format section for required fields.

## Creating CSV Data Files

PEIMS Data Element ID numbers and codes that correspond to columns are listed on the following pages. All fields are alphanumeric. Data that are missing or not applicable are represented by blank columns.

An Excel template, *2018 Student Upload Registration-Precoding Header Template*, is available for use at <http://www.TexasAssessment.com/technology>.

When your file is complete, save the file to your desktop or to a file directory. When saving, choose to save as a “CSV (Comma delimited) (\*.csv)” file type.

**NOTE:** Depending on your software, you might have several CSV file types from which to choose. PC users can select any CSV file type; however, Mac users must select the “CSV (Windows)” file type to avoid errors in their file submission.

See the instructions below for prompts you may see when saving your file as a CSV:

- If you are prompted with a message about multiple sheets, click OK.
- If you are prompted with a message about the format of your file, click Yes.

## General Student Registration Procedures

For help with creating a data file, registering students, and resolving error records, go to <http://www.TexasAssessment.com/technology/>.

For questions about STAAR grades 3–8 or EOC:

Contact the Texas Assessment Support Center

By phone: 1-855-333-7770

By email: [STAAR3-8@ets.org](mailto:STAAR3-8@ets.org) or [STAAREOC@ets.org](mailto:STAAREOC@ets.org)

For questions about STAAR Alternate 2 and TELPAS:

Contact the Customer Service Center

By phone: 800-627-0225

Refer to the administration procedures below to create a student data file upload to register students, or update currently registered students for a specific administration.

# STAAR Alternate 2

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Use the information below to validate the STAAR Alternate 2 student data file prior to uploading to the Assessment Management System.

1. Grade levels for this administration should include only grades 3–12.

2. The following fields are required on the student data file:

Grade  
Campus ID of Enrollment (County/District/Campus Number)  
District Name  
Campus Name  
Student Name fields (Last Name, First Name) **NOTE:** Middle initial not required  
PEIMS-ID  
Date of Birth

3. Sex Code is required for new students only.

4. The End-of-Course Code (Course Code) field is mandatory for all students in grades 9–12.

5. For the following fields, if left blank, the system will try to match the student in the Student Directory. If a match is found, it will populate these fields with information in the Student Directory.

Hispanic-Latino-Code  
American-Indian-Alaska-Native-Code  
Asian-Code  
Black-African-American-Code  
Native-Hawaiian-Pacific-Islander-Code  
White-Code  
Economic-Disadvantage-Code  
Title-I-Part-A-Indicator-Code  
Migrant-Indicator-Code  
LEP-Indicator-Code  
Bilingual-Program-Type-Code  
ESL-Program-Type-Code  
Special-Ed-Indicator-Code  
Gifted-Talented-Indicator-Code  
At-Risk-Indicator-Code  
Career-And-Technical-Ed-Indicator-Code

6. If students are enrolled in more than one course with a corresponding EOC test, they will need to have multiple records on the data file. List each student for each assessment for which they are to be registered.

7. Home County/District/Campus Code (Reporting CDC) should only be provided if the student is testing at a different campus from the campus of enrollment.

**Student Data File Format Cross-Reference  
STAAR Alternate 2**

DISTRICT INFORMATION	FIELD LENGTH	CSV FILE COLUMN
Campus-ID-of-Enrollment	9	B
District-Name	15	C
Campus-Name	15	D

STUDENT INFORMATION	FIELD LENGTH	CSV FILE COLUMN
Grade-Level-Code	2	A
Last-Name	15	F
First-Name	10	G
Middle-Initial	1	H
PEIMS-ID	9	I
Sex-Code	1	J
Date-of-Birth	6	K
Hispanic-Latino-Code	1	L
American-Indian-Alaska-Native-Code	1	M
Asian-Code	1	N
Black-African-American-Code	1	O
Native-Hawaiian-Pacific-Islander-Code	1	P
White-Code	1	Q
Local-Student-ID	9	AF

PROGRAM INFORMATION	FIELD LENGTH	CSV FILE COLUMN
Economic-Disadvantage-Code	1	R
Title-I-Part-A-Indicator-Code	1	S
Migrant-Indicator-Code	1	T
LEP-Indicator-Code	1	U
Bilingual-Program-Type-Code	1	V
ESL-Program-Type-Code	1	W
Special-Ed-Indicator-Code	1	X
Gifted-Talented-Indicator-Code	1	Y
At-Risk-Indicator-Code	1	Z
Career-And-Technical-Ed-Ind-Code	1	AA

TEST ADMINISTRATION INFORMATION	FIELD LENGTH	CSV FILE COLUMN
Local Use	4	AB-AE
End-of-Course Code	2	AI
Home County/District/Campus Code	9	BH



# TELPAS

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Use the information below to validate TELPAS student data files prior to uploading to the Assessment Management System.

1. Grade levels for this administration should include grades K–12.
2. The following fields are required on the student data file:

Grade  
Campus ID of Enrollment (County/District/Campus Number)  
Campus Name  
Student Name fields (Last Name, First Name) **NOTE:** Middle initial not required  
PEIMS-ID  
Date of Birth  
TELPAS Code

3. Sex Code is required for new students only.
4. For the following fields, if left blank, the system will try to match the student in the Student Directory. If a match is found, it will populate these fields with information in the Student Directory.

Hispanic-Latino-Code  
American-Indian-Alaska-Native-Code  
Asian-Code  
Black-African-American-Code  
Native-Hawaiian-Pacific-Islander-Code  
White-Code  
Economic-Disadvantage-Code  
Title-I-Part-A-Indicator-Code  
Migrant-Indicator-Code  
LEP-Indicator-Code  
Bilingual-Program-Type-Code  
ESL-Program-Type-Code  
Special-Ed-Indicator-Code  
Gifted-Talented-Indicator-Code  
At-Risk-Indicator-Code  
Career-And-Technical-Ed-Indicator-Code

5. The Group Name field is needed to load student records into selected groups of your choice. If this field is left blank, all students will have a generic group name of “No Group Name Given,” and students will be grouped by campus. It is advised to provide the Group Name field on your files so students will be grouped by more than just the campus level.
6. Years in U.S. Schools is a field you can populate on your data file if you want to have it preloaded. This field cannot be pulled from PEIMS submissions. It can only be preloaded through your Student Data File submission. If left blank, the district will need to update each student record to supply this information in the Assessment Management System.

7. The Test Format field should be left blank. The system will default this to O for online testing.
8. The TELPAS Code is a required field and must be present for each record. Verify that the appropriate TELPAS Code has been entered on each student record.
9. The Unschooled Asylee/Refugee and Students with Interrupted Formal Education (SIFE) Codes are not mandatory fields, but these fields can be populated on your data file if you want them preloaded. If any of these fields are left blank, the system will default that field to N for No.
10. Home County/District/Campus Code (Reporting CDC) should only be provided if the student is testing at a different campus from the campus of enrollment.

## Student Data File Format Cross-Reference TELPAS

DISTRICT INFORMATION	FIELD LENGTH	CSV FILE COLUMN
Campus-ID-of-Enrollment	9	B
District-Name	15	C
Campus-Name	15	D

STUDENT INFORMATION		
Grade-Level-Code	2	A
Last-Name	15	F
First-Name	10	G
Middle-Initial	1	H
PEIMS-ID	9	I
Sex-Code	1	J
Date-of-Birth	6	K
Hispanic-Latino-Code	1	L
American-Indian-Alaska-Native-Code	1	M
Asian-Code	1	N
Black-African-American-Code	1	O
Native-Hawaiian-Pacific-Islander-Code	1	P
White-Code	1	Q
Local-Student-ID	9	AF

PROGRAM INFORMATION		
Economic-Disadvantage-Code	1	R
Title-I-Part-A-Indicator-Code	1	S
Migrant-Indicator-Code	1	T
LEP-Indicator-Code	1	U
Bilingual-Program-Type-Code	1	V
ESL-Program-Type-Code	1	W
Special-Ed-Indicator-Code	1	X
Gifted-Talented-Indicator-Code	1	Y
At-Risk-Indicator-Code	1	Z
Career-And-Technical-Ed-Ind-Code	1	AA
Years in U.S. Schools	1	AG
Parental Denial Code	1	AH

TEST ADMINISTRATION INFORMATION		
Local Use	4	AB-AE
TELPAS Code	1	AV
Unschooling Asylee/Refugee Code	1	AY
Students with Interrupted Formal Education Code	1	AZ
Group Name	20	E
Home County/District/Campus Code	9	BH



# STAAR Grades 3–8

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Use the information below to validate STAAR grades 3–8 student data files prior to uploading to the Assessment Management System.

1. Grade levels should include grades 3–8 that will be testing in the 2018 April and May STAAR test administrations.

2. The following fields are required on the student data file:

Grade  
Campus ID of Enrollment (County/District/Campus Number)  
District Name  
Campus Name  
Student Name fields (Last Name, First Name) **NOTE:** Middle initial not required  
PEIMS-ID  
Date of Birth  
Sex Code

3. For the following fields, if left blank, the system will try to match the student in the Student Directory. If a match is found it will populate these fields with information in the Student Directory.

Hispanic-Latino-Code  
American-Indian-Alaska-Native-Code  
Asian-Code  
Black-African-American-Code  
Native-Hawaiian-Pacific-Islander-Code  
White-Code  
Economic-Disadvantage-Code  
Title-I-Part-A-Indicator-Code  
Migrant-Indicator-Code  
LEP-Indicator-Code  
Bilingual-Program-Type-Code  
ESL-Program-Type-Code  
Special-Ed-Indicator-Code  
Gifted-Talented-Indicator-Code  
At-Risk-Indicator-Code  
Career-And-Technical-Ed-Indicator-Code

4. The Group Name field is used if you chose a sort order other than by campus/grade/student alpha order to receive your precode materials. If you provide a Group Name for the student, your precode materials will be sorted by campus/grade/Group Name/student. Any student without a Group Name will be given the default group “NO GROUP NAME GIVEN”. If you want to have your precode materials sorted by just campus/grade/student alpha order, leave the Group Name field blank.

**NOTE:** The Group Name will also be used as the default online test group name if no online test group name is provided for a subject. This field should only be used to organize test takers into groups; otherwise the field should be left blank.

5. The Reading Test Version Code, Writing Test Version Code, Mathematics Test Version Code, Science Test Version Code, and Social Studies Test Version Code fields will be used to indicate the following for STAAR grades 3-8:

PNP accommodation codes:

- E = Spelling Assistance (delivered online for grades 4 and 7 writing only)
- R = Content and Language Supports (delivered online)
- T = Text-to-Speech (includes click word, delivered online)

Designated Supports (online testers only):

- D = Designated supports for a student testing online

Online test with no accommodations:

- O = Student will test online with no PNP accommodations

**NOTES:**

- The applicable Version Code field(s) should be left blank for students testing on paper.
- Not all accommodations may be available for all tests.
- Accommodations codes can be entered in the Test Version Code field(s) in any order, with no punctuation. Each Test Version code field may contain up to 3 accommodations codes for tests other than writing, or up to 4 for grades 4 or 7 writing. For example: TR in this column is for a student who requires Text-to-Speech and Content and Language Supports. The test will be delivered online.
- A value of E (Spelling Assistance) should only be entered for grades 4 or 7 writing; this accommodation is not available for any other grades 3-8 assessments. For example: ER in column BI (Writing Test Version Code) is for a student who requires Spelling Assistance and Content and Language Supports.
- For online testing with no PNP accommodations, O must be entered.
- To modify Version Code field(s), enter all the codes for the student. The previous codes will be replaced by the new set.

6. The Above Grade Code field is used if a student is testing above grade level for a specific subject. If a student is indicated as needing an above grade level assessment, you will receive both the enrolled grade answer document and the above grade answer document in your precode materials.

**NOTE:** Students testing above grade level must be registered for each administration in which they will test. For example, a 7<sup>th</sup> grade student taking grade 8 mathematics should be registered in each of the following administrations:

- April 2018 Grade 7 Writing
- April 2018 Grade 8 Mathematics (above grade level)
- May 2018 Grade 7 Reading

7. Column BH, Home County District/Campus Code (Reporting CDC) should only be provided if the student is testing at a different campus from the campus of enrollment.

**NOTE:** if column B (Campus-ID-of-Enrollment) and column BH (Home County/District/Campus Code) are different, the system will default the student to testing at the campus in column B and reporting to the campus in column BH.

8. For each subject being delivered as an online test, districts can specify an Online Test Group Name. All students in the group will be listed in the same online test group. If no online test group is specified for a subject, the Group Name in column E will be used. If Group Name is not provided, then the default group “NO GROUP NAME GIVEN” will be used for the online test group name.

**NOTE:** Online test group names entered for tests that are not delivered online will be ignored.

9. Action-Indicator will be used for STAAR grades 3–8 registrations.

**NOTE:** Registrations for paper testing uploaded during the precode window for an administration will generate precoded answer documents and cannot be deleted after the precode deadline. Additions and updates made after the precode deadline for an administration will not impact the precoded documents districts will receive. Unused precoded answer documents must be voided.

10. To register a grade 5–8 student for an EOC test, use the STAAR EOC student data file for the EOC test(s) and use the 3–8 data file for the required 3–8 tests. Unused precoded answer documents for grades 3–8 must be voided.

11. If a retester file (e.g., the District Student Home Campus Report or District Student Test Campus Report) is downloaded from the STAAR Assessment Management System, the Retester Indicator - MA and Retester Indicator - RE fields (columns BO and BP) will be auto-populated with a P for any student that has previously met the passing standard for one of the subjects (mathematics or reading) but needs to test the other subject during a retest administration (May or June).

**NOTES:**

- These indicator columns are for informational purposes only; districts cannot create registrations or update these indicators by uploading values in these columns.
- A blank in either column indicates the student has not yet met the passing standard for that subject and is registered for the subject area test. Blanks in both columns indicate the student is registered for both subject area tests.
- To retain this registration for a student who is new to a campus or district and has previously met the passing standard in one of the subjects, use the Action Indicator (column AS) to transfer the student to the proper campus and/or district, rather than creating a new registration.

## Student Data File Format Cross-Reference STAAR Grades 3–8

DISTRICT INFORMATION	FIELD LENGTH	CSV FILE COLUMN
Campus-ID-of-Enrollment	9	B
District-Name	15	C
Campus-Name	15	D

STUDENT INFORMATION		
Grade-Level-Code	2	A
Last-Name	15	F
First-Name	10	G
Middle-Initial	1	H
PEIMS-ID	9	I
Sex-Code	1	J
Date-of-Birth	6	K
Hispanic-Latino-Code	1	L
American-Indian-Alaska-Native-Code	1	M
Asian-Code	1	N
Black-African-American-Code	1	O
Native-Hawaiian-Pacific-Islander-Code	1	P
White-Code	1	Q
Local-Student-ID	9	AF

PROGRAM INFORMATION		
Economic-Disadvantage-Code	1	R
Title-I-Part-A-Indicator-Code	1	S
Migrant-Indicator-Code	1	T
LEP-Indicator-Code	1	U
Bilingual-Program-Type-Code	1	V
ESL-Program-Type-Code	1	W
Special-Ed-Indicator-Code	1	X
Gifted-Talented-Indicator-Code	1	Y
At-Risk-Indicator-Code	1	Z
Career-And-Technical-Ed-Ind-Code	1	AA

TEST ADMINISTRATION INFORMATION		
Above Grade Code	2	AX
Local Use	4	AB–AE
Group Name	20	E
Reading Test Version Code	3	BD
Mathematics Test Version Code	3	BE
Science Test Version Code	3	BF
Social Studies Test Version Code	3	BG



TEST ADMINISTRATION INFORMATION		
Writing Test Version Code	4	BI
Home County/District/Campus Code	9	BH
Reading Online Test Group Name	20	BJ
Mathematics Online Test Group Name	20	BK
Science Online Test Group Name	20	BL
Social Studies Online Test Group Name	20	BM
Writing Online Test Group Name	20	BN
Action-Indicator	1	AS
Retester Indicator – MA	1	BO
Retester Indicator – RE	1	BP

# STAAR End-of-Course

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Use the information below to validate STAAR EOC student data files prior to uploading to the Assessment Management System.

1. Grade levels for the April, May, June, and December administrations should only include grades 5–12.
2. The following fields are required on the student data file:

Grade

Campus ID of Enrollment (County/District/Campus Number)

District Name

Campus Name

Student Name fields (Last Name, First Name) **NOTE:** Middle initial not required

PEIMS-ID

Date of Birth

End-of-Course Code (Course Code)

Test Format (Choose paper or online testing mode; for students with PNP accommodations, enter O in the Test Format field.)

Sex Code

3. For the following fields, if left blank, the system will try to match the student in the Student Directory. If a match is found, it will populate these fields with information in the Student Directory.

Hispanic-Latino-Code

American-Indian-Alaska-Native-Code

Asian-Code

Black-African-American-Code

Native-Hawaiian-Pacific-Islander-Code

White-Code

Economic-Disadvantage-Code

Title-I-Part-A-Indicator-Code

Migrant-Indicator-Code

LEP-Indicator-Code

Bilingual-Program-Type-Code

ESL-Program-Type-Code

Special-Ed-Indicator-Code

Gifted-Talented-Indicator-Code

At-Risk-Indicator-Code

Career-And-Technical-Ed-Indicator-Code

4. The Group Name field is used if you chose a sort order other than by campus/subject/student alpha order to receive your paper testing precode materials. If you provide a Group Name for the student, your precode materials will be sorted by campus/subject/Group Name/student. Any student without a Group Name, will be given the default group "NO GROUP NAME GIVEN". If you want to have your precode materials sorted by just campus/subject/student alpha order, leave the Group Name field blank.

**NOTE:** This field should only be used to organize test takers into groups; otherwise the field should be left blank.

**NOTE:** The Group Name field will also be used to name and populate online testing groups.

5. The STAAR EOC Test Version Code will be used to indicate the following for STAAR EOC:

PNP accommodation codes:

E = Spelling Assistance (delivered online for English I and English II)

R = Content and Language Supports (delivered online, not available for Algebra II or English III)

T = Text-to-Speech (includes click word, delivered online)

Designated Supports (online testers only):

D = Designated Supports for a student testing online

**NOTES:**

- Not all accommodations may be available for all tests.
  - Accommodations codes can be entered in the Test Version Code field in any order, with no punctuation. Each Test Version code field may contain up to 3 accommodations codes for tests other than English I or English II; up to 4 for English I or English II. For example: TR in this column is for a student who requires Text-to-Speech and Content and Language Supports. The test will be delivered online.
  - A value of E (Spelling Assistance) should only be entered for English I or English II; this accommodation is not available for any other EOC assessments. For example: ER in column AW (EOC TEST Version Code) is for a student who requires Spelling Assistance and Content and Language Supports.
  - To modify the STAAR EOC Test Version Code, enter all the codes for the student. The previous codes will be replaced by the new set.
  - Students may test online with no accommodations by leaving the EOC Test Version Code blank, and entering O in the Test Format-EOC field.
6. If students are enrolled in more than one course with a corresponding EOC test, they will need to have multiple records on the data file. List each student for each assessment for which they are to be registered.
7. Home County/District/Campus Code (Reporting CDC) should only be provided if the student is testing at a different campus from the campus of enrollment.

**NOTE:** if column B (Campus-ID-of-Enrollment) and column BH (Home County/District/Campus Code) are different, the system will default the student to testing at the campus in column B and reporting to the campus in column BH.

8. Action-Indicator will be used for STAAR EOC registrations.

**NOTE:** Registrations for paper testing uploaded during the precode window for an administration will generate precoded answer documents and cannot be deleted after the precode deadline. Additions and updates made after the precode deadline for an

administration will not impact the precoded documents districts will receive. Unused precoded answer documents must be voided.

**Student Data File Format Cross-Reference  
STAAR End-of-Course**

DISTRICT INFORMATION	FIELD LENGTH	CSV FILE COLUMN
Campus-ID-of-Enrollment	9	B
District-Name	15	C
Campus-Name	15	D

STUDENT INFORMATION		
Grade-Level-Code	2	A
Last-Name	15	F
First-Name	10	G
Middle-Initial	1	H
PEIMS-ID	9	I
Sex-Code	1	J
Date-of-Birth	6	K
Hispanic-Latino-Code	1	L
American-Indian-Alaska-Native-Code	1	M
Asian-Code	1	N
Black-African-American-Code	1	O
Native-Hawaiian-Pacific-Islander-Code	1	P
White-Code	1	Q
Local-Student-ID	9	AF

PROGRAM INFORMATION		
Economic-Disadvantage-Code	1	R
Title-I-Part-A-Indicator-Code	1	S
Migrant-Indicator-Code	1	T
LEP-Indicator-Code	1	U
Bilingual-Program-Type-Code	1	V
ESL-Program-Type-Code	1	W
Special-Ed-Indicator-Code	1	X
Gifted-Talented-Indicator-Code	1	Y
At-Risk-Indicator-Code	1	Z
Career-And-Technical-Ed-Ind-Code	1	AA

TEST ADMINISTRATION INFORMATION		
Local Use	4	AB-AE
End of Course Code	2	AI
STAAR EOC Test Version Code	4	AW
Group Name	20	E
Test Format – EOC	1	AO
Home County/District/Campus Code	9	BH
Action-Indicator	1	AS

# STUDENT DATA FILE FORMAT

PEIMS Data Element ID and Code	Field Description and Answer Document Codes (PEIMS data element names are used where available)	ANS Doc Column Headings (And Codes)	CSV File Column	Field Length
E0017	<p><b>GRADE-LEVEL-CODE</b> STAAR Alternate 2 = grades 03, 04, 05, 06, 07, 08, 09, 10, 11, 12</p> <p>TELPAS = grades 0K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 STAAR EOC = grades 05, 06, 07, 08, 09, 10, 11, 12 STAAR grades 3–8 = grades 03, 04, 05, 06, 07, 08</p>		A	2
	<p><b>ABOVE-GRADE-CODE†</b> (Applicable for STAAR grades 3–8 administrations) Valid codes are 04, 05, 06, 07 and 08</p>		AX	2
E0782	<p><b>CAMPUS-ID-OF-ENROLLMENT</b> County/District/Campus Number</p>		B	9
E0213	<p><b>DISTRICT-NAME</b></p>		C	15
E0267	<p><b>CAMPUS-NAME</b></p>		D	15
E0705	<p><b>LAST-NAME</b> Valid values: A-Z; a-z; hyphen; apostrophe; period; embedded spaces</p>		F	15
E703	<p><b>FIRST-NAME</b> Valid values: A-Z; a-z; hyphen; apostrophe; period; embedded spaces</p>		G	10
E0704	<p><b>MIDDLE-INITIAL</b> Take the first character from “MIDDLE-NAME” Valid Values: A-Z; a-z; hyphen; blank</p>		H	1
E0704	<p><b>PEIMS-ID</b> Either a Student’s ID number or a state approved alternative ID number consisting of an “S” followed by eight digits.</p>		I	9
E0004	<p><b>SEX-CODE</b> M = Male F = Female</p>	(SEX CODE) (M) (F)	J	1
E0006	<p><b>DATE-OF-BIRTH</b> MMDDYY (Note: The Assessment Management System will convert the date to MM/DD/YYYY)</p>	(DATE-OF-BIRTH)	K	6
E1064	<p><b>HISPANIC-LATINO-CODE</b> Student has been identified as Hispanic/Latino</p> <p>1 1=Hispanic/Latino 0 0=Not Hispanic/Latino</p>	(ETH) (1) (0)	L	1
E1059	<p><b>AMERICAN-INDIAN-ALASKA-NATIVE-CODE</b> Student has been identified as American Indian or Alaska Native.</p> <p>1 1=Yes 0 0=No</p>	(I) (1) (0)	M	1

†This element is not part of the PEIMS data collection system.

PEIMS Data Element ID and Code	Field Description and Answer Document Codes (PEIMS data element names are used where available)	ANS Doc Column Headings (And Codes)	CSV File Column	Field Length
E1060	<b>ASIAN-CODE</b> Student has been identified as Asian.	(A)	N	1
1	1=Yes	(1)		
0	0=No	(0)		
E1061	<b>BLACK-AFRICAN-AMERICAN-CODE</b> Student has been identified as Black or African American.	(B)	O	1
1	1=Yes	(1)		
0	0=No	(0)		
E1062	<b>NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE</b> Student has been identified as Native Hawaiian or Pacific Islander.	(P)	P	1
1	1=Yes	(1)		
0	0=No	(0)		
E1063	<b>WHITE-CODE</b> Student has been identified as White.	(W)	Q	1
1	1=Yes	(1)		
0	0=No	(0)		
E0785	<b>ECONOMIC-DISADVANTAGE-CODE</b> <b>NOTE:</b> For precoding file, use only the second digit.	(ED)	R	1
01	1 = Eligible for free meals under the National School Lunch and Child Nutrition Program	(01)		
02	2 = Eligible for reduced-price meals under the National School Lunch and Child Nutrition Program	(02)		
99	9 = Other economic disadvantage	(99)		
00	0 = Not identified as economically disadvantaged	(00)		
E0894	<b>TITLE-I-PART-A-INDICATOR-CODE</b>	(TIA)	S	1
6	6 = Student attends campus with school wide program	(6)		
7	7 = Student participates in program at targeted assistance school	(7)		
8	8 = Student is previous participant in program at targeted assistance school (not a current participant)	(8)		
9	9 = Student does not attend a Title I, Part A school but receives Title I, Part A services because the student is homeless	(9)		
0	0 = Student does not currently participate in and has not previously participated in program at current campus	(0)		
E0984	<b>MIGRANT-INDICATOR-CODE</b> Student has been identified as a migrant student.	(MS)	T	1
1	1=Yes	(1)		
0	0=No	(0)		
	<b>LEP-INDICATOR-CODE†</b>	(L)	U	1
	Student has been identified as limited English proficient by the language proficiency assessment committee (LPAC).			
	C = Student is currently identified as LEP	(C)		
	F = Student has met criteria for bilingual/ESL program exit, is no longer classified as LEP in PEIMS, and is in his or her first year of monitoring	(M1)		
	S = Student has met criteria for bilingual/ESL program exit, is no longer classified as LEP in PEIMS, and is in his or her second year of monitoring	(M2)		
	0 = All other enrolled students	(0)		

†This element is not part of the PEIMS data collection system.

PEIMS Data Element ID and Code	Field Description and Answer Document Codes (PEIMS data element names are used where available)	ANS Doc Column Headings (And Codes)	CSV File Column	Field Length
E1042	<b>BILINGUAL-PROGRAM-TYPE-CODE</b> 2 = Transitional bilingual/early exit 3 = Transitional bilingual/late exit 4 = Dual language immersion/two-way 5 = Dual language immersion/one-way 0 = Student does not participate in the bilingual program	(B) (2) (3) (4) (5) (0)	V	1
E1043	<b>ESL-PROGRAM-TYPE-CODE</b> 2 = English as a second language/content-based 3 = English as a second language/pull-out 0 = Student does not participate in the English as a second language (ESL) program <b>NOTE:</b> For bilingual or ESL students, program information should reflect enrollment in either a bilingual or an ESL program, not both.	(ESL) (2) (3) (0)	W	1
E0794	<b>SPECIAL-ED-INDICATOR-CODE</b> 1 = Student is participating in a special education program 0 = Student is not participating in a special education program	(SE) (1) (0)	X	1
E00034	<b>GIFTED-TALENTED-INDICATOR-CODE</b> Student is participating in a state-approved Gifted/Talented program. 1 = Yes 0 = No	(G/T) (1) (0)	Y	1
E0919	<b>AT-RISK-INDICATOR-CODE</b> Student is designated as being at risk of dropping out of school under state-mandated academic criteria only. 1 = Yes 0 = No	(AR) (1) (0)	Z	1
E0031	<b>CAREER-AND-TECHNICAL-ED-IND-CD</b> Indicates whether student is enrolled in one or more state-approved vocational education courses. (Grades 6–12, all programs) 1 = Enrolled in one or more state-approved career and technical courses as an elective 2 = Participant in the district's career and technical coherent sequence of courses 0 = No participation in career and technical courses	(CT) (1) (2) (0)	AA	1
	<b>LOCAL USE†</b>		AB-AE	4
E0923	<b>LOCAL-STUDENT-ID</b> Optional, assigned by the school district.	(LOCAL-STUDENT-ID)	AF	9
	<b>END-OF-COURSE CODE†</b> <b>NOTE:</b> The following codes are applicable for STAAR EOC and STAAR Alternate 2. A1 = Algebra I A2 = Algebra II (Not applicable to STAAR Alternate 2) B1 = Biology E1 = English I E2 = English II E3 = English III (Not applicable to STAAR Alternate 2) US = U.S. History		AI	2

†This element is not part of the PEIMS data collection system.



PEIMS Data Element ID and Code	Field Description and Answer Document Codes (PEIMS data element names are used where available)	ANS Doc Column Headings (And Codes)	CSV File Column	Field Length
	<p><b>STAAR EOC TEST VERSION CODE†</b></p> <p>Enter online testing PNP accommodations needed for this subject:  E = Spelling Assistance (delivered online for English I and English II only)  R = Content and Language Supports (delivered online, not available for Algebra II or English III)  T = Text-to-Speech (includes click word, delivered online)</p> <p>Enter Designated Supports for this subject:  D = Designated Supports for a student testing online</p> <p>Leave blank for no PNP accommodations or designated supports.</p> <p>NOTE: They may be entered in any order. No punctuation. Example: TR in this column is for a student who requires Text-to-Speech and Content and Language Supports. The test will be delivered online.</p>		AW	4
	<p><b>YEARS IN U.S. SCHOOLS†</b></p> <p><b>NOTE:</b> Applicable for TELPAS grades 1–12; not applicable for kindergarten.</p> <p>1 = First enrolled in U.S. schools during part or all of the current school year  2 = Has been enrolled in U.S. schools for all or part(s) of 2 school years  3 = Has been enrolled in U.S. schools for all or part(s) of 3 school years  4 = Has been enrolled in U.S. schools for all or part(s) of 4 school years  5 = Has been enrolled in U.S. schools for all or part(s) of 5 school years  6 = Has been enrolled in U.S. schools for all or part(s) of 6 or more school years</p>	YEARS IN US SCHOOLS (YRS on "Register Students" screen)	AG	1
	<p><b>PARENTAL DENIAL CODE</b></p> <p>The parent or guardian has denied placement of the student in any special language program.</p> <p><b>NOTE:</b> Applicable for TELPAS only.</p> <p>1 = Yes  0 = No</p> <p>NOTE: "Yes" is equivalent to a value of "C" in the PARENTAL-PERMISSION-CODE (PEIMS data element E0896).</p>		AH	1
	<p><b>TELPAS CODE†</b></p> <p><b>NOTE:</b> Applicable for TELPAS only.</p> <p>H = Holistic Ratings only (Writing for grades 2-12; all language domains for grades K-1)  O = Online Listening &amp; Speaking and Reading test only  A = All applicable (Holistic Rating Writing test, Online Listening &amp; Speaking test, and Online Reading test for grades 2–12; Holistic Ratings only for grades K–1)  N = None (Used when no registration record is created. Used only for updating student information, such as Years in U.S. Schools.)</p>		AV	1
	<p><b>UNSCHOOLED ASYLEE/REFUGEE CODE†</b></p> <p><b>NOTE:</b> Applicable for TELPAS only.</p> <p>Y = Yes  N = No</p>		AY	1

†This element is not part of the PEIMS data collection system.

PEIMS Data Element ID and Code	Field Description and Answer Document Codes (PEIMS data element names are used where available)	ANS Doc Column Headings (And Codes)	CSV File Column	Field Length
	<p><b>STUDENTS WITH INTERRUPTED FORMAL EDUCATION (SIFE) CODE†</b></p> <p><b>NOTE:</b> Applicable for TELPAS only. Y = Yes N = No</p>		AZ	1
	<p><b>GROUP NAME†</b></p> <p>If you chose to receive your precode materials by class group, this field will be used to determine the sort order. If this field is left blank It will be defaulted to "NO NAME GIVEN". Valid values: A-Z; a-z; 0-9; hyphen; apostrophe; period; embedded spaces; colon</p>		E	20
	<p><b>READING TEST VERSION CODE†</b></p> <p>(NOTE: Applicable for STAAR grades 3–8 only.) This column denotes the test delivery method and accommodations for a student, by subject. Test delivery method codes: O = Online with no accommodations Leave blank for paper testing</p> <p>Enter online testing PNP accommodations needed for this subject: R = Content and Language Supports (delivered online) T = Text-to-Speech (includes click word, delivered online)</p> <p>Enter Designated Supports for this subject: D = Designated Supports for a student testing online</p> <p><b>NOTE:</b> They may be entered in any order. No punctuation. Example: TR in this column is for a student who requires Text-to-Speech and Content and Language Supports. The test will be delivered online.</p>		BD	3
	<p><b>MATHEMATICS TEST VERSION CODE†</b></p> <p>(NOTE: Applicable for STAAR grades 3–8 only.) This column denotes the test delivery method and accommodations for a student, by subject. Test delivery method codes: O = Online with no accommodations Leave blank for paper testing</p> <p>Enter online testing PNP accommodations needed for this subject: R = Content and Language Supports (delivered online) T = Text-to-Speech (includes click word, delivered online)</p> <p>Enter Designated Supports for this subject: D = Designated Supports for a student testing online</p> <p><b>NOTE:</b> They may be entered in any order. No punctuation. Example: TR in this column is for a student who requires Text-to-Speech and Content and Language Supports. The test will be delivered online.</p>		BE	3

†This element is not part of the PEIMS data collection system.

PEIMS Data Element ID and Code	Field Description and Answer Document Codes (PEIMS data element names are used where available)	ANS Doc Column Headings (And Codes)	CSV File Column	Field Length
<b>SCIENCE TEST VERSION CODE<sup>†</sup></b>	<p>(NOTE: Applicable for STAAR grades 3–8 only.)</p> <p>This column denotes the test delivery method and accommodations for a student, by subject.</p> <p>Test delivery method codes:</p> <ul style="list-style-type: none"> <li>O = Online with no accommodations</li> <li>Leave blank for paper testing</li> </ul> <p>Enter online testing PNP accommodations needed for this subject:</p> <ul style="list-style-type: none"> <li>R = Content and Language Supports (delivered online)</li> <li>T = Text-to-Speech (includes click word, delivered online)</li> </ul> <p>Enter Designated Supports for this subject:</p> <ul style="list-style-type: none"> <li>D = Designated Supports for a student testing online</li> </ul> <p><b>NOTE:</b> They may be entered in any order. No punctuation. Example: TR in this column is for a student who requires Text-to-Speech and Content and Language Supports. The test will be delivered online.</p>		BF	3
<b>SOCIAL STUDIES TEST VERSION CODE<sup>†</sup></b>	<p>(NOTE: Applicable for STAAR grades 3–8 only.)</p> <p>This column denotes the test delivery method and accommodations for a student, by subject.</p> <p>Test delivery method codes:</p> <ul style="list-style-type: none"> <li>O = Online with no accommodations</li> <li>Leave blank for paper testing</li> </ul> <p>Enter online testing PNP accommodations needed for this subject:</p> <ul style="list-style-type: none"> <li>R = Content and Language Supports (delivered online)</li> <li>T = Text-to-Speech (includes click word, delivered online)</li> </ul> <p>Enter Designated Supports for this subject:</p> <ul style="list-style-type: none"> <li>D = Designated Supports for a student testing online</li> </ul> <p><b>NOTE:</b> They may be entered in any order. No punctuation. Example: TR in this column is for a student who requires Text-to-Speech and Content and Language Supports. The test will be delivered online.</p>		BG	3

<sup>†</sup>This element is not part of the PEIMS data collection system.

PEIMS Data Element ID and Code	Field Description and Answer Document Codes (PEIMS data element names are used where available)	ANS Doc Column Headings (And Codes)	CSV File Column	Field Length
	<p><b>WRITING TEST VERSION CODE†</b>            (NOTE: Applicable for STAAR grades 3–8 only.)            This column denotes the test delivery method and accommodations for a student, by subject.            Test delivery method codes:                O = Online with no accommodations                Leave blank for paper testing</p> <p>Enter online testing PNP accommodations needed for this subject:                E = Spelling Assistance (delivered online for grade 4 and grade 7 Writing only)                R = Content and Language Supports (delivered online)                T = Text-to-Speech (includes click word, delivered online)</p> <p>Enter Designated Supports for this subject:                D = Designated Supports for a student testing online</p> <p><b>NOTE:</b> They may be entered in any order. No punctuation. Example: TR in this column is for a student who requires Text-to-Speech and Content and Language Supports. The test will be delivered online.</p>		BI	4
	<p><b>READING ONLINE TEST GROUP NAME†</b>            For 3–8 online registrations only</p>		BJ	20
	<p><b>MATHEMATICS ONLINE TEST GROUP NAME†</b>            For 3–8 online registrations only</p>		BK	20
	<p><b>SCIENCE ONLINE TEST GROUP NAME†</b>            For 3–8 online registrations only</p>		BL	20
	<p><b>SOCIAL STUDIES ONLINE TEST GROUP NAME†</b>            For 3–8 online registrations only</p>		BM	20
	<p><b>WRITING ONLINE TEST GROUP NAME†</b>            For 3–8 online registrations only</p>		BN	20
	<p><b>TEST FORMAT–EOC†</b>  <b>NOTE:</b> Applicable for all STAAR EOC tests.            P = Paper            O = Online</p>		AO	1
	<p><b>HOME COUNTY/DISTRICT/CAMPUS CODE†</b>            Indicates the home county/district/campus (reporting CDC) number of a student testing online (or a STAAR Alternate 2 student). This code indicates that the student should be reported to a campus other than the one at which the student is testing. If the student is testing at his or her own campus, this field can be left blank.</p> <p><b>NOTE:</b> For paper testing, the campus header is used for reporting.</p>		BH	9
	<p><b>TEST CODE†</b>  <b>NOTE:</b> Applicable for STAAR Alternate 2 and TELPAS.            Not required; populated on student registration export</p>		AT	5

†This element is not part of the PEIMS data collection system.

PEIMS Data Element ID and Code	Field Description and Answer Document Codes (PEIMS data element names are used where available)	ANS Doc Column Headings (And Codes)	CSV File Column	Field Length
<b>ACTION-INDICATOR<sup>†</sup></b>	<p>D = Delete Used to unregister students from the administration</p> <p>M = Move Used to move student registrations from campus to campus within a district or between districts</p> <p><b>NOTE:</b> Applicable for STAAR grades 3–8 and EOC administration registrations only.</p>		AS	1
<b>RETESTER INDICATOR - MA<sup>†</sup></b>	<p>P = Previously met passing standard for mathematics.</p> <p><b>NOTE:</b> Applicable for STAAR grades 5 &amp; 8 retest administrations only. Field is for information purposes only, value cannot be changed via upload.</p>		BO	1
<b>RETESTER INDICATOR - RE<sup>†</sup></b>	<p>P = Previously met passing standard for reading.</p> <p><b>NOTE:</b> Applicable for STAAR grades 5 &amp; 8 retest administrations only. Field is for information purposes only, value cannot be changed via upload.</p>		BP	1

<sup>†</sup>This element is not part of the PEIMS data collection system.

## Addendum

Registration Layout in CSV Column Order, with usage by testing program.

STAAR Alternate 2	TELPAS	STAAR 3-8	STAAR EOC	Field Name	CSV Column
X	X	X	X	Grade-Level-Code	A
X	X	X	X	Campus-ID-of-Enrollment	B
X	X	X	X	District-Name	C
X	X	X	X	Campus-Name	D
	X	X	X	Group Name	E
X	X	X	X	Last-Name	F
X	X	X	X	First-Name	G
X	X	X	X	Middle-Initial	H
X	X	X	X	PEIMS-ID	I
X	X	X	X	Sex-Code	J
X	X	X	X	Date-of-Birth	K
X	X	X	X	Hispanic-Latino-Code	L
X	X	X	X	American-Indian-Alaska-Native-Code	M
X	X	X	X	Asian-Code	N
X	X	X	X	Black-African-American-Code	O
X	X	X	X	Native-Hawaiian-Pacific-Islander-Code	P
X	X	X	X	White-Code	Q
X	X	X	X	Economic-Disadvantage-Code	R
X	X	X	X	Title-I-Part-A-Indicator-Code	S
X	X	X	X	Migrant-Indicator-Code	T
X	X	X	X	LEP-Indicator-Code	U
X	X	X	X	Bilingual-Program-Type-Code	V
X	X	X	X	ESL-Program-Type-Code	W
X	X	X	X	Special-Ed-Indicator-Code	X
X	X	X	X	Gifted-Talented-Indicator-Code	Y
X	X	X	X	At-Risk-Indicator-Code	Z
X	X	X	X	Career-And-Technical-Ed-Ind-Code	AA
X	X	X	X	Local Use	AB-AE
X	X	X	X	Local-Student-ID (assigned by district)	AF
	X			Years in U.S. Schools	AG
	X			Parental Denial Code	AH
X			X	End-of-Course Code	AI
			X	Test Format - EOC	AO
		X	X	Action-Indicator	AS

<b>STAAR Alternate 2</b>	<b>TELPAS</b>	<b>STAAR 3-8</b>	<b>STAAR EOC</b>	<b>Field Name</b>	<b>CSV Column</b>
X	X			Test Code	AT
	X			TELPAS Code	AV
			X	STAAR EOC Test Version Code	AW
		X		Above Grade Code	AX
	X			Unschooling Asylee/Refugee Code	AY
	X			Students with Interrupted Formal Education Code	AZ
		X		Reading Test Version Code	BD
		X		Mathematics Test Version Code	BE
		X		Science Test Version Code	BF
		X		Social Studies Test Version Code	BG
X	X	X	X	Home County/District/Campus Code	BH
		X		Writing Test Version Code	BI
		X		Reading Online Test Group Name	BJ
		X		Mathematics Online Test Group Name	BK
		X		Science Online Test Group Name	BL
		X		Social Studies Online Test Group Name	BM
		X		Writing Online Test Group Name	BN
		X		Retester Indicator-MA	BO
		X		Retester Indicator-RE	BP