



Spring 2017

*WRITING and NON-WRITING
Test Administrations*

Student Data Upload File Requirements

A detailed description of the demographic data collected as part of the Virginia Standards of Learning Assessments Program

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Table of Contents

Change Log	ii
Introduction	1
Preparing a Student Data Upload (SDU) File.....	1
Field Preparation for Exports from Student Information Systems.....	2
Field Definitions.....	3
1. Administration (REQUIRED):	3
2. Student Last Name (REQUIRED):	3
3. Student First Name (REQUIRED):	3
4. Student Middle Initial:	3
5. Login ID:	3
6. Division Code (REQUIRED):	3
7. School Code (REQUIRED):	3
8. Test Code:	3
9. Group Name:	6
10. Group Code:	6
11. Date of Birth (REQUIRED):	6
12. Grade (REQUIRED):	6
13. Gender (REQUIRED):	6
14. State Testing Identifier (STI) (REQUIRED):	6
15. Ethnicity: Hispanic or Latino (REQUIRED):	6
16. Race (REQUIRED):	7
17. Military Connected Student Code (REQUIRED):	7
18. Student Number (Optional):	8
19. Initial Primary Nighttime Residence Code:	8
20. Foster Care:	8
21. N-Code/Economically Disadvantaged:	8
22. ELL Test Tier	9
23. ELL Overall Proficiency Level	9
24. ELL Literacy Proficiency Level	9
25. Disability Status:	9
26. Temporary Condition:	9
27. Formerly LEP	9
28. X-Code-B:	10
29. X-Code-C:	10
30. X-Code-D	10
31. SOA Adjustment-LEP:	10
32. SOA Adjustment-Transfer:	10
33. AYP Adjustment-A	10
34. AYP Adjustment-B	10
35. AYP Adjustment-C	10
36. AYP Adjustment-D	10
37. Special Code-A:	11

38. Special Code-B:.....	11
39. Special Code-C:.....	11
40. RP-Code:	11
41. Local Use Data – Student:	11
42. Local Use Data – Test:	11
43. Online Testing:.....	11
44. Recovery:.....	11
45. Retest:	11
46. D-Code:	11
47. Term Grad:	11
48. Project Graduation:.....	11
49. Retest for College Readiness:	11
50. Z-Code-C:	11
51. Z-Code-D	11
52. Z-Code-E:	11
53. Code VTLN:	11
54. Code TLN:	11
55. Code TFN:	11
56. End of Record (REQUIRED):.....	11
Appendix A: Recovery and Retest Table.....	12
Appendix B: ELL Test Tier, ELL Overall Proficiency Level, and ELL Literacy Proficiency Level Table.....	13
Appendix C: Uploading a Student Data Upload File.....	14

Change Log

The following table contains a record of changes made to the SDU File Requirements document.

No.	Date	Description
1	12/8/16	Published Spring 2017 SDU File Requirements

Introduction

The main purpose of this document is to identify and define the data fields included in a student assessment record for the Spring 2017 Writing and Non-Writing Test Administrations. School divisions have the option to electronically upload their student assessment records as a *Student Data Upload* (SDU) file into the PearsonAccess web-based system via a process called *Student Data File Submission* or manually code their student assessment records in PearsonAccess by using the various Test Management screens. Detailed directions regarding the *Student Data File Submission* process are available in Appendix C.

NEW FOR SPRING 2017:

The following computer adaptive tests (CAT) are being offered beginning in the Spring 2017 Non-Writing Test Administration:

- 3113 Gr 3 Reading CAT
- 4114 Gr 4 Reading CAT
- 4134 Gr 4 Mathematics CAT
- 4154 Gr 4 Plain English Mathematics CAT
- 5115 Gr 5 Reading CAT
- 5135 Gr 5 Mathematics CAT
- 5155 Gr 5 Plain English Mathematics CAT

Preparing a Student Data Upload (SDU) File

When preparing an SDU file, the file must be formatted as a comma separated values (CSV) file. The order, length, and types of characters in the data fields must follow the descriptions provided in this document. Any header rows must be removed from the file prior to upload. If the *Student Data Upload File Template* (a Microsoft® Excel spreadsheet) is used to prepare the SDU file, the header row (row 1) must be deleted, and the final version must be saved as a CSV file.

The following naming conventions are recommended for SDU files: **WRSP17###.csv** for Writing Spring 2017 and **NWSP17###.csv** for Non-Writing Spring 2017 (### is the 3-digit division code). The filename extension must be .csv, and the pathname of the file must not include any periods. For example, C:\D.Smith\WRSP17047.csv needs to be C:\DSmith\WRSP17047.csv.

Separate SDU files must be created for Spring 2017 Writing and Spring 2017 Non-Writing; however, multiple files may be uploaded for each administration. For example, divisions may wish to submit files separately by school rather than submitting one large division file. Regardless of the number of schools or students represented in a file, divisions are encouraged to submit SDU files at the division level in PearsonAccess for consistency. If uploading SDU files at levels other than the division level, users must remember to return to each specific level to review individual SDU file status and correct any errors.

While not all student data fields are required to be entered prior to testing, school divisions are encouraged to include as many fields as possible in the submitted student data file so that manual entry of data is limited.

Field Preparation for Exports from Student Information Systems

Export data from the local student information system into these specific fields and in the following order. Fields shown in **bold** are required and represent the minimum fields to be included in a *Student Data Upload* file. Fields shown as underlined are student-specific fields and should not vary among records for a given student.

Field	Description	Length
1.	Administration	8
2.	<u>Student Last Name</u>	11
3.	<u>Student First Name</u>	9
4.	<u>Student Middle Initial</u>	1
5.	<u>Login ID</u>	60
6.	<u>Division Code</u>	3
7.	<u>School Code</u>	4
8.	Test Code	6
9.	Group Name	20
10.	Group Code	10
11.	<u>Date of Birth</u>	8
12.	<u>Grade</u>	2
13.	<u>Gender</u>	1
14.	<u>State Testing Identifier (STI)</u>	10
15.	Ethnicity: Hispanic or Latino	1
16.	Race	2
17.	<u>Military Connected Student Code</u>	1
18.	Student Number	12
19.	<u>Initial Primary Nighttime Residence Code</u>	1
20.	<u>Foster Care</u>	1
21.	<u>N-Code/Economically Disadvantaged</u>	1
22.	<u>ELL Test Tier</u>	1
23.	<u>ELL Overall Proficiency Level</u>	2
24.	<u>ELL Literacy Proficiency Level</u>	2
25.	<u>Disability Status</u>	2
26.	<u>Temporary Condition</u>	1
27.	<u>Formerly LEP</u>	1
28.	<u>X-Code-B*</u>	1
29.	<u>X-Code-C*</u>	1
30.	<u>X-Code-D*</u>	1
31.	<u>SOA Adjustment-LEP</u>	1
32.	SOA Adjustment-Transfer	1

Field	Description	Length
33.	AYP Adjustment-A	1
34.	AYP Adjustment-B	1
35.	AYP Adjustment-C	1
36.	AYP Adjustment-D	1
37.	Special Code-A*	1
38.	Special Code-B*	1
39.	Special Code-C*	1
40.	<u>RP-Code</u>	1
41.	<u>Local Use Data – Student</u>	9
42.	Local Use Data – Test	9
43.	Online Testing	1
44.	Recovery	1
45.	Retest	1
46.	D-Code	1
47.	<u>Term Grad</u>	1
48.	Project Graduation	1
49.	Retest for College Readiness*	1
50.	Z-Code-C*	1
51.	Z-Code-D*	1
52.	Z-Code-E*	1
53.	Code VTLN	15
54.	Code TLN	40
55.	Code TFN	25
56.	End of Record	1

*Not used at this time; leave blank

Field Definitions

1. **Administration (REQUIRED):** This field must contain the code representing the administration for which the student is being registered (wrtg1617 for Writing 2016-2017; nwsprg17 for Non-Writing Spring 2017). This field is case sensitive.
2. **Student Last Name (REQUIRED):** This field must contain the student's last name. If the student's last name is longer than 11 characters and/or contains any spaces, accents, or special characters (e.g. - ` ~ : ; ' .), PearsonAccess will remove spaces, accents, special characters and truncate the last name to 11 characters. For example, Smith-Harrison will result in SMITHHARRIS being uploaded.
3. **Student First Name (REQUIRED):** This field must contain the student's first name. If the student's first name is longer than 9 characters and/or contains any spaces, accents, or special characters (e.g. - ` ~ : ; ' .), PearsonAccess will remove spaces, accents, special characters and truncate the first name to 9 characters.
4. **Student Middle Initial:** The field limit is 1 character. Valid characters are A-Z or blank. Do not use any spaces, special or accented characters in this field.
5. **Login ID:** This field may contain a unique ID for a student to use when logging in to TestNav, the online testing application. If this field is left empty, a unique 10 digit number will be assigned as the Login ID for each student. If the division provides Login IDs, the following conventions must be followed: a limit of 60 characters, no spaces or special characters, and no duplicate Login IDs. Login IDs are not case sensitive.
6. **Division Code (REQUIRED):** This field must contain the 3-digit division code assigned to a division by the Virginia Department of Education (VDOE).
7. **School Code (REQUIRED):** This field must contain the 4-digit school code assigned to a school by VDOE.
8. **Test Code:** This field should contain a valid test code from the following tables. The Test Code represents the level and subject of the test that will be administered to the student. Submit a separate student record for each test administered. For example, if a student is taking End-of-Course (EOC) Earth Science and EOC Algebra I, that student will need two records, one for Earth Science (2010) and a second for Algebra I (2009).

Spring 2017 Writing Administration¹

Current Standards	
Test Code	Description
8111	Gr 8 Writing
EOC112	EOC Writing (2010)

Previous Standards	
Test Code	Description
EOC002	English: Writing (2002) ²

¹The writing test consists of two components; however, submit only one writing test record per student.

²Students who have previously passed the class associated with the EOC English: *Writing* (2002 SOL) test but failed the test and need it for verified credit should be administered this test. Generally, a student who passed an English class with an associated EOC *Writing* test prior to Spring 2013 should take the writing test based on the 2002 SOL. This test is available in paper format only.

Spring 2017 Non-Writing Administration – Grades 6-8 and Content Specific History Test Codes

Current Standards	
Test Code	Description
3103	Gr 3 Reading (<i>paper</i>)
3113	Gr 3 Reading CAT (<i>online</i>)
3123	Gr 3 Mathematics (<i>paper</i>)
3133	Gr 3 Mathematics CAT (<i>online</i>)
3143	Gr 3 Plain English Mathematics (<i>paper</i>)
3153	Gr 3 Plain English Mathematics CAT (<i>online</i>)
4104	Gr 4 Reading (<i>paper</i>)
4114	Gr 4 Reading CAT (<i>online</i>)
4124	Gr 4 Mathematics (<i>paper</i>)
4134	Gr 4 Mathematics CAT (<i>online</i>)
4144	Gr 4 Plain English Mathematics (<i>paper</i>)
4154	Gr 4 Plain English Mathematics CAT (<i>online</i>)
5105	Gr 5 Reading (<i>paper</i>)
5115	Gr 5 Reading CAT (<i>online</i>)
5125	Gr 5 Mathematics (<i>paper</i>)
5135	Gr 5 Mathematics CAT (<i>online</i>)
5145	Gr 5 Plain English Mathematics (<i>paper</i>)
5155	Gr 5 Plain English Mathematics CAT (<i>online</i>)
5164	Gr 5 Science
6106	Gr 6 Reading
6126	Gr 6 Mathematics (<i>paper</i>)
6136	Gr 6 Mathematics CAT (<i>online</i>)
6146	Gr 6 Plain English Mathematics (<i>paper</i>)
6156	Gr 6 Plain English Mathematics CAT (<i>online</i>)
7107	Gr 7 Reading
7127	Gr 7 Mathematics (<i>paper</i>)
7137	Gr 7 Mathematics CAT (<i>online</i>)
7147	Gr 7 Plain English Mathematics (<i>paper</i>)
7157	Gr 7 Plain English Mathematics CAT (<i>online</i>)
8108	Gr 8 Reading (2010)
8128	Gr 8 Mathematics (2009) (<i>paper</i>)
8138	Gr 8 Mathematics (2009) CAT (<i>online</i>)
8148	Gr 8 Plain English Mathematics (2009) (<i>paper</i>)
8158	Gr 8 Plain English Mathematics (2009) CAT (<i>online</i>)
8165	Gr 8 Science
CSH174	Virginia Studies
CSH178	Civics & Economics

Spring 2017 Non-Writing Administration - Literacy and Numeracy Test Codes³

Current Standards	
Test Code	Description
8408	VMAST Gr 8 Reading ⁴
8128	Gr 8 Mathematics (2009) (<i>paper</i>)
8148	Gr 8 Plain English Mathematics (2009) (<i>paper</i>)
8138	Gr 8 Mathematics (2009) CAT (<i>online</i>)
8158	Gr 8 Plain English Mathematics (2009) CAT (<i>online</i>)
8428	VMAST Gr 8 Mathematics ⁴

Previous Standards	
Test Code	Description
8065	Gr 8 Reading (2002) ⁵
8075	Gr 8 Mathematics (2001) ⁶
8085	Gr 8 Plain English Mathematics (2001) ⁶

³The Modified Standard Diploma is available only to those students in high school who entered the 9th grade for the first time prior to the 2013-2014 school year.

⁴The VMAST Grade 8 Reading and Mathematics tests are available only to high school students with disabilities who are pursuing a Modified Standard Diploma and who meet the VMAST participation criteria. These tests are available in online format only.

⁵Students in grades 9-12 who are pursuing a Modified Standard Diploma should retake the Grade 8 Reading test based on the 2002 SOL to meet the literacy requirement for this diploma.

⁶Students in grades 9-12 who were taught the grade 8 mathematics curriculum based on the 2001 SOL and who are pursuing a Modified Standard Diploma may retake the Grade 8 Mathematics test based on the 2001 SOL to meet the numeracy requirement for this diploma. Generally, a student who took a grade 8 mathematics class prior to Spring 2012 should take the test based on the 2001 SOL.

Spring 2017 Non-Writing Administration - End-of-Course Test Codes

Current Standards	
Test Code	Description
EOC109	EOC Reading (2010)
EOC409	VMAST EOC Reading ⁷
EOC120	Algebra I (2009)
EOC129	Plain English Algebra I (2009)
EOC420	VMAST Algebra I ⁷
EOC121	Geometry (2009)
EOC122	Algebra II (2009)
EOC160	Earth Science (2010)
EOC161	Biology (2010)
EOC162	Chemistry (2010)
EOC170	VA & US History (2008)
EOC171	World History I (2008)
EOC172	World History II (2008)
EOC179	World Geography (2008)

Previous Standards	
Test Code	Description
EOC020	Algebra I (2001) ⁸
EOC013	Earth Science (2003) ¹⁰
EOC014	Biology (2003) ¹⁰

The following previous standards tests are available only in paper format:

Test Code	Description
EOC086	Plain English Algebra I (2001) ⁸ (<i>paper</i>)
EOC021	Geometry (2001) ⁸ (<i>paper</i>)
EOC041	Algebra II (2001 Revised) ⁸ (<i>paper</i>)
EOC030	English: Reading (2002) ⁹ (<i>paper</i>)
EOC015	Chemistry (2003) ¹⁰ (<i>paper</i>)

⁷The VMAST EOC *Algebra I* and *Reading* tests are available to students with disabilities pursuing a standard diploma with credit accommodations following these criteria: The student must have passed the course; the student must have taken the EOC test at least twice, with the test scores being 374 or below; the student must meet the VMAST Participation Criteria; and the test must be coded as retest. The VMAST for Algebra I and EOC Reading will remain available for students with disabilities who were administered the VMAST Algebra I and/or EOC Reading tests for the first time prior to Summer 2014 and are seeking to retake the

SDU File Requirements for Spring 2017 Writing and Non-Writing Test Administrations

test(s) for verified credit following these criteria: The student must have passed the course prior to Summer 2014; the student must meet the VMAST Participation Criteria; and the test must be coded as re-test. These tests are available in online format only.

⁸*Algebra I, Plain English Algebra I, Geometry, and Algebra II* tests based on the 2001 SOL are available only to students who were taught the mathematics curriculum based on the 2001 SOL, passed the class, and are retaking the SOL test for verified credit. Generally, a student who passed a mathematics class with an associated EOC mathematics test prior to Fall 2011 should take the test based on the 2001 SOL.

⁹EOC English: Reading tests based on the 2002 SOL are available only to students who were taught the curriculum based on the 2002 SOL, passed the class, and are retaking the SOL test for verified credit. Generally, a student who passed an English class with an associated EOC *Reading* test prior to Fall 2012 should take the test based on the 2002 SOL.

¹⁰Earth Science, Biology, and Chemistry tests based on the 2003 SOL are available only to students who were taught the curriculum based on the 2003 SOL, passed the class, and are retaking the SOL test for verified credit. Generally, a student who passed a science class with an associated EOC science test prior to Fall 2012 should take the test based on the 2003 SOL.

9. **Group Name:** This field may contain a teacher name and period number, block number, or other common identifier. The maximum allowable length of this field is 20 characters, and valid characters are A-Z and 0-9. No special characters can be used. To reduce confusion, divisions are strongly encouraged not to leave the field blank and not to duplicate group names. Divisions should consider how they prefer score reports to be organized when selecting group names. For example, if a teacher instructs several sections of Algebra I and it is preferred to generate separate sets of reports for each section, the naming convention may be "Slate Alg I Block 1" and "Slate Alg I Block 2". If it is preferred to generate a set of reports that includes all students in the sections belonging to the teacher, the naming convention could be "Slate Alg I".
10. **Group Code:** This optional field is available for use by divisions to further identify or track group information (e.g., course number, section number, period number, or other identifier). The group code will NOT appear on printed reports; however, it will appear in Student Data Extract files. The maximum allowable length of this field is 10 characters, and valid characters are A-Z and 0-9. No special characters can be used.
11. **Date of Birth (REQUIRED):** This field must contain the student's date of birth and must match the four other associated fields for the student within PearsonAccess including the student's First and Last Name, Gender, and STI. The format of this field must follow the convention **MMDDYYYY** where MM is the 2-digit month, DD is the 2-digit day, and YYYY is the 4-digit year. Supply leading zeros in the month and day fields where appropriate and include a 4-digit year. For example, if a student's date of birth was September 2, 2004, it would be entered into this field as 09022004.
12. **Grade (REQUIRED):** This field contains the student's grade level and must be one of the following values (leading zeros are required): **01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, TT**. Grade TT, or Test Taker, should be used for students not currently enrolled, but who already have sufficient standard credits to graduate and are returning to retake an EOC test for verified credit or retake the Grade 8 *Reading* and/or *Mathematics* tests to certify literacy and numeracy for the Modified Standard Diploma. Additionally, Grade TT may be completed for students who are beyond school age but are taking an SOL test for verified credit or to certify literacy and numeracy for the Modified Standard Diploma. Such students may be enrolled in a class within an adult education program.
13. **Gender (REQUIRED):** This field must contain the code representing the student's gender and match the four other associated fields for the student within PearsonAccess including the student's First and Last Name, Date of Birth, and STI. Valid values for this field are **F** for Female or **M** for Male.
14. **State Testing Identifier (STI) (REQUIRED):** This field must contain the student's STI and match the four other associated fields for the student within PearsonAccess including the student's First and Last Name, Date of Birth, and Gender.
15. **Ethnicity: Hispanic or Latino (REQUIRED):** This field must contain a **Y** if the student's ethnicity is Hispanic or Latino or an **N** if the student's ethnicity is not Hispanic or Latino.

- 16. Race (REQUIRED):** This 2-digit numeric field must contain the code from the table below representing the student's race (leading zeros are required):

One Race	
01=American Indian or Alaskan Native	
02=Asian	
03=Black or African American	
05=White	
06=Native Hawaiian or Other Pacific Islander	
Combination of Two Races	
07=American Indian or Alaskan Native and Asian	
08=American Indian or Alaskan Native and Black or African American	
09=American Indian or Alaskan Native and White	
10=American Indian or Alaskan Native and Native Hawaiian or Other Pacific Islander	
11=Asian and Black or African American	
12=Asian and White	
13=Asian and Native Hawaiian or Other Pacific Islander	
14=Black or African American and White	
15=Black or African American and Native Hawaiian or Other Pacific Islander	
16=Native Hawaiian or Other Pacific Islander and White	
Combination of Three Races	
17=American Indian or Alaskan Native, Asian and Black or African American	
18=American Indian or Alaskan Native, Asian and White	
19=American Indian or Alaskan Native, Asian and Native Hawaiian or Other Pacific Islander	
20=Asian, Black or African American and White	
21=Asian, Black or African American and Native Hawaiian or Other Pacific Islander	
22=Black or African American, White and Native Hawaiian or Other Pacific Islander	
23=Black or African American, Native Hawaiian or Other Pacific Islander and American Indian or Alaskan Native	
24=White, Black or African American and American Indian or Alaskan Native	
25=White, Native Hawaiian or Other Pacific Islander and American Indian or Alaskan Native	
26=White, Native Hawaiian or Other Pacific Islander and Asian	
Combination of Four Races	
27=American Indian or Alaskan Native, Asian, Black or African American and White	
28=Asian, Black or African American, White and Native Hawaiian or Other Pacific Islander	
29=Black or African American, White, Native Hawaiian or Other Pacific Islander and American Indian or Alaskan Native	
30=White, Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native and Asian	
31=Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native, Asian and Black or African American	
Combination of Five Races	
32=American Indian or Alaskan Native, Asian, Black or African American, White and Native Hawaiian or Other Pacific Islander	

- 17. Military Connected Student Code (REQUIRED):** This field must contain a code from the following table indicating if the student is not military connected or if the student is a dependent of a member of the National Guard, active duty, or reserve forces. Valid values are 1, 2, 3, or 4.

Code	Description
1	Student is not military connected.
2	Active duty; Student is a dependent of a member of the Active Duty Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, the Commissioned Corps of the National Oceanic and Atmospheric Administration, or the Commissioned Corps of the U.S. Public Health Services).
3	Reserve; Student is a dependent of a member of the Reserve Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard).
4	National Guard; active or reserve.

18. **Student Number (Optional):** This field may contain a locally assigned student number, up to 12 digits. Leading or trailing zeros are not necessary unless utilized by the division. If this field is used, it must be populated for each test assignment.
19. **Initial Primary Nighttime Residence Code:** This field should contain a code from the following table identifying the primary nighttime residence when the student was identified as a homeless child or youth at any point during the current school year. It is the responsibility of the local homeless education liaison to ensure the recording and reporting of the type of primary nighttime residence at the time of identification. Valid values are blank, 1, 2, 3, or 4.

Code	Description
Blank	Student is not identified as a homeless child or youth.
1	Unsheltered; Children and youth living in abandoned buildings, campgrounds and vehicles, space not meant for habitation, trailers or FEMA trailers, cars, bus and train stations, and abandoned in the hospital. Unsheltered may include substandard or inadequate housing that does not easily fit into any category as it is not governed by a specific definition and is judged on a case-by-case basis. An inadequate dwelling may shelter but it is not adequate housing.
2	Shelters; Children and youth living in shelters and transitional housing programs (homeless and domestic violence programs). Children and youth awaiting foster care placement.
3	Doubled-up; Children and youth (including runaway youth or unaccompanied youth) who live with relatives or friends due to being homeless.
4	Hotels/motels; Children and youth living in hotels/motels due to a lack of alternative adequate accommodations.

Notes: Once the student is identified as experiencing homelessness at any point in the school year, the student is automatically eligible for the Free and Reduced Meals Program and therefore identified as **Economically Disadvantaged**. Although it is well within the scope of the division to store the Initial Primary Nighttime Residence Code in their Student Information Systems, it is the Homeless education liaison who should coordinate the benefits for the student.

Initial Primary Nighttime Residence is defined as the type of residence (e.g., shelter, hotel, doubled-up in the home of a relative or friend) where a homeless child or youth was staying at time of enrollment or type of residence where a currently enrolled child or youth was staying when he or she was identified as homeless.

20. **Foster Care:** This field should contain a Y if the student is in a foster care setting. Foster care is defined as 24-hour substitute care for children outside their own home. The reporting system includes all children who have or had been in foster care at least 24 hours. The care settings include, but not limited to, family foster homes, relative foster homes (whether payments are made or not), group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes.
21. **N-Code/Economically Disadvantaged:** This field should contain a Y if the student is classified as economically disadvantaged. This field is required when **Initial Primary Nighttime Residence Code** is populated. A student is economically disadvantaged if he/she:
- (1) is eligible for Free/Reduced Meals;
 - (2) receives TANF (Temporary Aid for Needy Families);
 - (3) is eligible for Medicaid; or
 - (4) is identified as experiencing Homelessness.

Note: Free/Reduced Meals applications are not collected in schools participating in the Community Eligibility Program (CEP). Students in CEP schools are identified as economically disadvantaged based on the following categories used to determine a school's eligibility for CEP: 1) students who are directly certified for free meals on the basis of their participation in the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF); and 2) homeless, runaways, migrant youth, Head Start, Even Start, and

foster children approved by means other than a meal application. This information is outlined in [Superintendent's Memo #104-14: Identification of the Economically Disadvantaged Subgroup for Title I Accountability Under the Community Eligibility Provision](#).

22. **ELL Test Tier¹¹**: If the student participated in WIDA® ACCESS for ELLs 2.0® testing in Spring 2016, this field must be **A**, **B**, or **C** to represent the tier of the test completed. This information is available on the ACCESS for ELLs 2.0 score reports. See Appendix B for additional information regarding other English Language Proficiency (ELP) Assessments.
23. **ELL Overall Proficiency Level¹¹**: If the student participated in WIDA ACCESS for ELLs 2.0 testing in Spring 2016, this field must contain the student's ACCESS for ELLs 2.0 Overall Proficiency Level. This score contains a decimal value as shown on the ACCESS for ELLs 2.0 score reports; however, the decimal point must be removed when entering the number in PearsonAccess or in the SDU template. The possible range of values for this field in PearsonAccess is 10 to 60, 99, or 00. See Appendix B for additional information regarding other ELP Assessments.
24. **ELL Literacy Proficiency Level¹¹**: If the student participated in WIDA ACCESS for ELLs 2.0 testing in Spring 2016, this field should contain the student's ACCESS for ELLs 2.0 Literacy Proficiency Level. This score contains a decimal value as shown on the ACCESS for ELLs 2.0 score reports; however, the decimal point must be removed when entering the number in PearsonAccess or in the SDU template. The possible range of values for this field in PearsonAccess is 10 to 60. See Appendix B for additional information regarding other ELP Assessments.
- ¹¹The ELL Test Tier, ELL Overall Proficiency Level, and the ELL Literacy Proficiency Level fields (fields 22, 23, and 24) must be left blank for students that met the English Language Proficiency (ELP) criteria. *See field 27 (Formerly LEP) for details on ELP criteria.*
25. **Disability Status**: This field must be used for any student who is identified as having a disability. Use codes 03-10, 12-14, 16, and 19 for students who are eligible for services under the *Individuals with Disabilities Education Improvement Act of 2004* (IDEIA) and who have Individualized Education Programs (IEPs). Use code 15 for students who are eligible for services under Section 504 of the *Rehabilitation Act of 1973*. If more than one disability exists, select the primary disability.
- | | |
|--|---|
| 03=Multiple Disabilities | 12=Deaf-Blindness |
| 04=Orthopedic Impairment | 13=Autism |
| 05=Visual Impairment (including blindness) | 14=Traumatic Brain Injury |
| 06=Hearing Impairment/Deafness | 15=Qualified Individual with Disabilities under Section 504 of the Rehabilitation Act |
| 07=Specific Learning Disability | 16=Developmental Delay |
| 08=Emotional Disability | 19=Intellectual Disability |
| 09=Speech or Language Impairment | |
| 10=Other Health Impairment | |
26. **Temporary Condition**: This field should contain a **Y** for students who do not have an IEP, 504 Management Plan, or LEP Student Assessment Participation Plan but who, due to a temporary condition such as a broken arm or injured hand, are in need of a test accommodation to access the SOL tests. Documentation of the temporary condition and necessary accommodations must be maintained in the student's school/division file.
27. **Formerly LEP¹²**: This field should be **Y** for students who met the following English Language Proficiency (ELP) criteria: Students who tested on Tier C of the WIDA ACCESS for ELLs test and earned a Composite Proficiency Level of 5.0 or greater and a Literacy Proficiency Level of 5.0 or greater in Spring 2013, 2014, or 2015 **OR** Students who tested on Tiers B or C of the WIDA ACCESS for ELLs 2.0 test and earned an Overall Proficiency Level of 5.0 or greater and a Literacy Proficiency Level of 5.0 or greater in Spring 2016 **OR** students who were assessed with the Proficiency Level 5 checklist from the Virginia ELP Checklist for LEP Students in Kindergarten through Grade 12 with Hearing and Visual Impairments in Spring 2013, 2014, 2015 or 2016.

SDU File Requirements for Spring 2017 Writing and Non-Writing Test Administrations

¹²The ELL Test Tier, ELL Overall Proficiency Level, and the ELL Literacy Proficiency Level fields (fields 22, 23, and 24) must be left blank if Formerly LEP contains a Y.

28. **X-Code-B:** This field should be left blank unless authorized by VDOE.
29. **X-Code-C:** This field should be left blank unless authorized by VDOE.
30. **X-Code-D:** This field should be left blank unless authorized by VDOE.
31. **SOA Adjustment-LEP:** This field should contain a value of **Y** if the student is currently classified as LEP and has been enrolled in a Virginia public school for fewer than 11 semesters. Students who are in membership for the majority of days in a semester are considered to have been enrolled for that semester.
32. **SOA Adjustment-Transfer:** This field should contain a **Y** if the student meets any of the following criteria:
- Grades 3-8 and Content Specific History tests – Regular Schedule:** Students enrolled from another school division, another state, private school, or home instruction AFTER the 20th instructional day following the opening of school; or
 - Grades 3-8 and Content Specific History tests – Block Schedule:** Students enrolled from another school division, another state, private school, or home instruction AFTER 20 instructional hours have elapsed since the beginning of the semester; or
 - End-of-Course tests:** Students enrolled from another state, private school, or home instruction AFTER 20 instructional hours have elapsed since the beginning of the school year (or beginning of the semester, if on block schedules) following the opening of school; or
 - All tests:** Students who have transferred out of and back into the division during the school year and have been carried in your division's membership for 50% or less of the school year (or 50% of the semester for those on block schedules).
33. **AYP Adjustment-A (Transfer from within division)**¹³: This field should be **A** if the student was enrolled in the division on or before September 30 of the school year and has been continuously enrolled in the same division after that date. The student must have transferred to another school within the same division anytime between the initial enrollment date and the date of testing¹⁴.
34. **AYP Adjustment-B (Transfer from outside division from within Virginia)**¹³: This field should be **B** if the student was enrolled in a Virginia public school on or before September 30 of the school year and has been continuously enrolled in a Virginia public school after that date. The student must have transferred between school divisions anytime between the initial enrollment date and the date of testing¹⁴.
35. **AYP Adjustment-C (Transfer from outside the state)**¹³: This field should be **C** if the student was not enrolled in a Virginia public school on or before September 30 of the school year and transferred into a Virginia public school between October 1 and up to the date of testing and/or has not been continuously enrolled in a Virginia public school throughout the school year up to the first date of testing¹⁴.
- Note:** AYP Adjustment-C may be applied to tests for which the student received the instruction out-of-state, through home school, or in a private school (passing the course) and where the current division is administering the SOL for the purpose of "verifying" the credit. AYP Adjustment codes do not apply to students "dropped" due to truancy or students under disciplinary sanctions such as long-term-suspension or expulsion.
36. **AYP Adjustment-D (Student Classified as LEP and enrolled in U.S. schools less than 12 months)**¹³: This field should be **D** for students who are classified as LEP and who have been enrolled in U.S. schools for less than 12 months. This includes LEP students who enrolled in a U.S. school on or after the first day of school in the 2016-2017 school year. *For the LEP student definition, see the [Limited English Proficient Students: Guidelines for Participation in the Virginia State Assessment Program](#).*

¹³For AYP Adjustments (fields 33 - 36), the only valid combinations are A, B, C, D, AD, BD, or CD.

SDU File Requirements for Spring 2017 Writing and Non-Writing Test Administrations

¹⁴The date of testing for this purpose is defined as the beginning of the testing window applicable to that student. For example if the student is taking the Algebra I (2009) test, the date of testing would be the beginning of the school's testing window for EOC tests.

- 37. **Special Code-A:** This field should be left blank unless authorized by VDOE.
- 38. **Special Code-B:** This field should be left blank unless authorized by VDOE.
- 39. **Special Code-C:** This field should be left blank unless authorized by VDOE.
- 40. **RP-Code:** This field should contain a **Y** for any student who is enrolled in a course requiring an SOL assessment AND who has been enrolled in a Regional Alternative Education Project during the 2016-2017 school year. For questions, contact the local Alternative Education Coordinator or contact the VDOE Office of Program Administration and Accountability at (804) 225-2869.
- 41. **Local Use Data – Student:** This alphanumeric field is available for optional use by the school division. This field has a character limit of 9. Valid values are A-Z, 0-9, and blank. No special characters can be used.
- 42. **Local Use Data – Test:** This alphanumeric field is available for optional use by the school division. This field has a character limit of 9. Valid values are A-Z, 0-9, and blank. No special characters can be used.
- 43. **Online Testing:** This field applies to the specific test being assigned in field 8 (Test Code). For a test that will be administered **ONLINE**, the field must contain a value of **Y**. For a test that will be administered in **PAPER**, the field must remain blank. *See the Test Implementation manuals for details on criteria for a paper test.*
- 44. **Recovery:** This field should contain a **Y** if the student is classified as described in Appendix A.
- 45. **Retest:** This field should contain a **Y** if the student is classified as described in Appendix A.
- 46. **D-Code:** This field should contain a **Y** if the student is in grades 9, 10, 11, or 12; taking Grade 8 *Reading* and/or Grade 8 *Mathematics*; and pursuing a Modified Standard Diploma.
- 47. **Term Grad:** For the Spring 2017 Writing and Non-Writing Administrations, this field should contain a **Y** if the student is attempting to accrue sufficient verified credits to graduate on or before August 31, 2017.
- 48. **Project Graduation:** This field should contain a **Y** for all Writing and Non-Writing SOL tests administered to current Project Graduation students.
- 49. **Retest for College Readiness:** This field should be left blank unless authorized by VDOE.
- 50. **Z-Code-C:** This field should be left blank unless authorized by VDOE.
- 51. **Z-Code-D:** This field should be left blank unless authorized by VDOE.
- 52. **Z-Code-E:** This field should be left blank unless authorized by VDOE.
- 53. **Code VTLN:** This optional field may be used to associate a valid Virginia Teacher Licensure Number (VTLN) with a specific SOL test record.
- 54. **Code TLN:** This optional field may be used with field 53 to associate a valid Teacher Last Name (TLN) with a specific SOL test record.
- 55. **Code TFN:** This optional field may be used with field 53 to associate a valid Teacher First Name (TFN) with a specific SOL test record.
- 56. **End of Record (REQUIRED):** This field must contain a **Y** at the end of a student record.

Appendix A: Recovery and Retest Table

Find the text in the left column that describes the student's scenario and code Recovery and/or Retest as indicated in the right two columns. N/A means not applicable and to leave the field blank.

If a student is ...	Recovery	Retest
<ul style="list-style-type: none"> re-enrolled in a course with an associated SOL, and has previously taken and failed both the course and SOL test (these students are considered first time test takers) 	N/A	N/A
<ul style="list-style-type: none"> being accounted for by submitting a blank test coded with testing status 10 (substitute test taken) for the first time in lieu of the corresponding SOL test, which was never attempted 	N/A	N/A
<ul style="list-style-type: none"> taking an EOC test for verified credit for the first time after having been coded with one of the following testing statuses in a previous administration: 1=Absent, 4=Medical Emergency, 6=Did Not Attempt <i>Reading, Mathematics</i> or <i>Science</i> Test, or 8=Did Not Attempt <i>Writing</i> or <i>History/Social Science</i> Test 	N/A	N/A
<ul style="list-style-type: none"> taking an EOC test for verified credit for the first time after having been coded with one of the following testing statuses in a previous administration: 50=Student Refusal/Disruptive, 51=Parent Refusal, 7=Student Cheated, or 5=Refusal/Disruptive 	N/A	Y
<ul style="list-style-type: none"> retaking an EOC test for verified credit 	N/A	Y
<ul style="list-style-type: none"> retaking an EOC test under the expedited retake policy¹⁵ 	N/A	Y
<ul style="list-style-type: none"> being accounted for by submitting a blank test coded with testing status 10 (substitute test taken) after having previously failed the corresponding SOL test¹⁶ 	N/A	Y
<ul style="list-style-type: none"> retaking an EOC <i>Reading/Mathematics</i> test for verified credit, and participated in a remediation recovery program¹⁷ 	Y	Y
<ul style="list-style-type: none"> retaking a grade 3, 4, 5, 6, 7, 8 or Content Specific History test under the expedited retake policy 	N/A	Y
<ul style="list-style-type: none"> promoted to grade 4, 5, 6, 7, or 8, and failed the previous Grade's <i>Reading/Mathematics</i> test; and participated in a remediation recovery program; and taking the current grade level <i>Reading/Mathematics</i> test 	Y	N/A
<ul style="list-style-type: none"> promoted to grade 4, 5, 6, 7, or 8, and failed the previous Grade's <i>Reading/Mathematics</i> test; and participated in a remediation recovery program; and retaking the current grade level <i>Reading/Mathematics</i> test under the expedited retake policy 	Y	Y
<ul style="list-style-type: none"> taking the <i>Algebra I</i> test for the first time, and failed the Grade 8 <i>Mathematics</i> test in the previous school year; and participated in a remediation recovery program¹⁸ 	Y	N/A
<ul style="list-style-type: none"> promoted to grade 9, and failed the Grade 8 <i>Reading/Mathematics</i> test in the previous school year, and retaking the Grade 8 <i>Reading/Mathematics</i> test; and participated in a remediation recovery program 	Y	Y

¹⁵Recovery cannot be applied to the EOC expedited retake test given during the same administration as the initial (failing) attempt.

¹⁶Submit only one EOC test record per subject with testing status 10 to account for the passing substitute test, regardless of how many times the student attempts a substitute test for that subject. Note: Recovery cannot be coded for substitute tests taken for verified credit.

¹⁷Recovery can only be coded one time per EOC subject test. All references to *Reading* and *Mathematics* include VMAST tests.

¹⁸*Algebra I* may be coded one time for a failed Grade 8 *Mathematics* test and one time for a failed *Algebra I* test.

Appendix B: ELL Test Tier, ELL Overall Proficiency Level, and ELL Literacy Proficiency Level Table

Find the text in the left column that describes the LEP student's scenario, and provide the data indicated in the three columns on the right.

If the student...	ELL Test Tier	ELL Overall Proficiency Level	ELL Literacy Proficiency Level
<ul style="list-style-type: none"> participated in WIDA ACCESS for ELLs 2.0 testing in the previous spring 	A, B, or C	10 - 60	10 - 60
<ul style="list-style-type: none"> participated in WIDA Alternate ACCESS for ELLs testing in the previous spring 	Leave Blank	10, 20, or 30	10, 20, or 30
<ul style="list-style-type: none"> was assessed using the Virginia ELP Checklist for LEP Students in K-12 with Hearing and Visual Impairments 	Leave Blank	10, 20, 30, 40, or 50	Leave Blank
<ul style="list-style-type: none"> has incomplete ACCESS for ELLs 2.0 or Alternate ACCESS for ELLs test scores from the previous spring 	Leave Blank	99	Leave Blank

If the student does not have proficiency levels from the WIDA ACCESS for ELLs 2.0, WIDA Alternate ACCESS for ELLs, or Virginia ELP Checklist for LEP Students in K-12 with Hearing and Visual Impairments from the previous spring but the student was administered...	ELL Test Tier	ELL Overall Proficiency Level	ELL Literacy Proficiency Level
<ul style="list-style-type: none"> the WIDA Screener (Online or Paper) 	Leave Blank	10 - 60	Leave Blank
<ul style="list-style-type: none"> the WIDA-ACCESS Placement Test (W-APT™) 	Leave Blank	10 - 60	Leave Blank
<ul style="list-style-type: none"> the WIDA Measure of Developing English Language (MODEL™) 	Leave Blank	10 - 60	Leave Blank
<ul style="list-style-type: none"> an ELP placement test or screening test other than the WIDA Screener, W-APT, or WIDA MODEL and the division considers the student to be LEP¹⁹. 	Leave Blank	99	Leave Blank

¹⁹Divisions must have a rationale for determining the student to be LEP. A body of evidence is not an accepted justification.

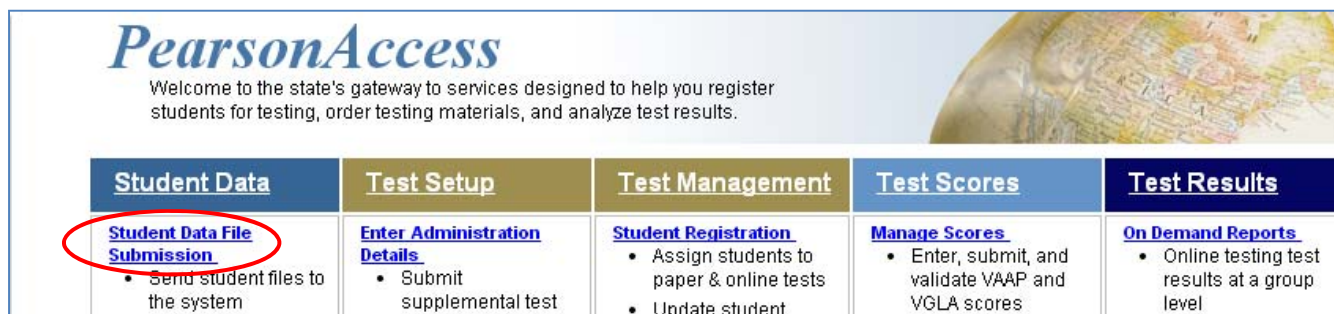
If the student does not have proficiency levels from the WIDA ACCESS for ELLs 2.0, WIDA Alternate ACCESS for ELLs, or Virginia ELP Checklist for LEP Students in K-12 with Hearing and Visual Impairments from the previous spring <u>due to parent refusal</u> of ELP testing...	ELL Test Tier	ELL Overall Proficiency Level	ELL Literacy Proficiency Level
<ul style="list-style-type: none"> the student is not eligible for testing accommodations or exemptions on SOL assessments that are available to LEP students; however, the student must be included in the LEP subgroup used for federal accountability purposes 	Leave Blank	00	Leave Blank

Additional information regarding LEP student participation in the Virginia Assessment Program is provided in the [*Limited English Proficient Students: Guidelines for Participation in the Virginia State Assessment Program*](#).

Appendix C: Uploading a Student Data Upload File

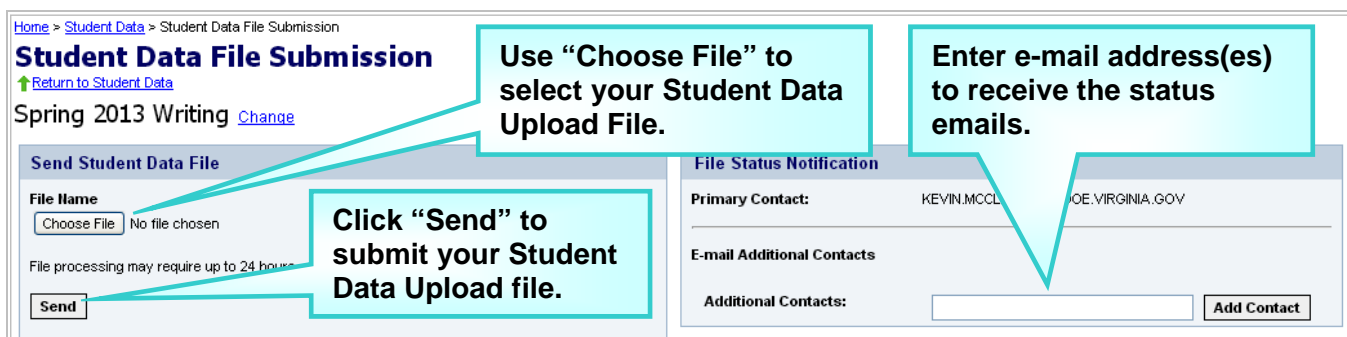
Once the student data file is ready for upload, the user must log into PearsonAccess: www.pearsonaccess.com/va/.

After an authorized user is logged on, select *Student Data File Submission*.



The Student Data File should be submitted at the division level and under the proper test administration. If a file is submitted under the wrong test administration, the file will be rejected with the following error message: "Test Administration selected does not match the Test Administration in the File."

Users will click "Choose File" to select the Student Data Upload file and then click "Send" to submit the file. Users may provide one or multiple e-mail addresses where the system will send a notification that the file is being processed.



After the user submits a file, a processing step will validate the records and check for errors. All valid records will be uploaded into PearsonAccess. If an e-mail address was provided, a second e-mail notification will be sent once the file is processed. The e-mail will detail the status of the file and provide a link to return to PearsonAccess.

The status of the file will appear in the table at the bottom of the Student Data File Submission screen. The table will display all file submissions beginning with the most recent. The Status column will indicate one of the following messages:

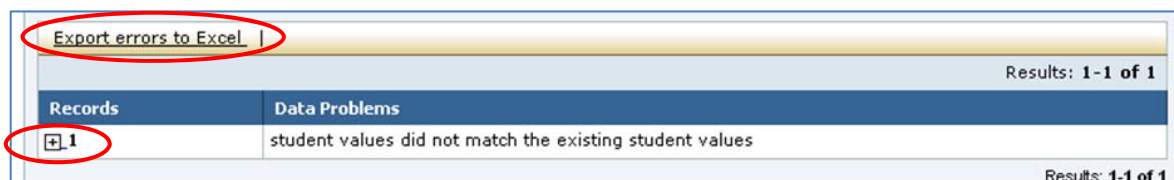
Processing...	The file is still running through the editing process.
Rejected	File format was invalid or ALL of the records in the file were invalid.
Complete	All records were successfully uploaded.
Complete with problems	Only valid records were uploaded.

If a file is "Complete with problems" in the Messages column, a link will indicate how many records were invalid.

The screenshot shows a table with the following columns: File Name, Sent By, Sent Date, Status, and Messages. The first row shows a file named 'NWSP12' with a status of 'Complete with problems' and a message that says '3 of 11457 records (< 1% of the file) had data problems.' A callout points to the link '(1).csv' in the File Name column, saying 'Click to view list of errors.'

SDU File Requirements for Spring 2017 Writing and Non-Writing Test Administrations

Clicking on the link will bring up a table that includes the number of student data records that contain a particular data problem. Click on the "+" sign to expand the list. The first one hundred occurrences of invalid records will be displayed. Regardless of the number of errors, an error file can be downloaded by clicking on the Export errors to Excel link.



Refer to the following table for a complete list of error types and a brief description.

Data Problem	Description
Invalid Boolean value	Field must contain a Y or blank.
Invalid date	Field must be a valid date.
Invalid numeric value	Field must contain a valid numeric value.
Missing value	Field was empty when it was a required field.
Value was larger than allowed	Field contained a value that was larger than the maximum that is allowed.
Value was too small	Field contained a value that was smaller than what is allowed.
Value cannot contain	Field contained a value that was not allowed.
Value must contain	Field can only contain a value of...
Value is not in the set of values	Field contained a value that was not in a set of values. Example, Grade field must contain a 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, TT.
Value was not in a range	Field contained a value that was not in a range of values.
Invalid organization code	Tried to assign a Student to a School that does not exist.
Invalid test administration	Tried to assign a Student to a Test Administration that does not exist.
Invalid student test assignment	Tried to assign a Student to a Test that does not exist.
Value contained a character that was not alpha, alpha-numeric, numeric, or blank	Field contained a value that was not alpha, alpha-numeric, numeric, or blank.
The student values did not match the existing student values	The First Name, Last Name, Gender, and/or Date of Birth provided for the STI did not match the currently loaded demographics for the STI.
Invalid combination of values	Field contained a value that caused another field value to be invalid.
Missing State Testing Identifier	The State Testing Identifier provided does not exist.

Divisions are encouraged to review the entire student data file for the indicated error(s) before resubmitting the file. Once corrections have been made, the file may be resubmitted via the *Student Data File Submission* screen and all valid records will be uploaded into PearsonAccess.

An SDU file may be used to electronically update student data fields within PearsonAccess, with the following restrictions:

- Test Code cannot be updated electronically for an existing test assignment. Re-uploading a student record with a revised Test Code will create a new test assignment and the previous test assignment will remain unchanged.
- Group Name cannot be updated electronically for an existing test assignment. Re-uploading a student record with a revised Group Name for an existing test assignment will result in a rejected record with an error message stating a test assignment for that test code already exists.
- After a test has been processed within PearsonAccess, test-specific data (e.g., Retest, Recovery, etc.) cannot be updated via an SDU file. The changes must be completed manually within PearsonAccess.