Common Louisiana

Processing Rules

Reporting

Revision/Review/Sign-Off History

Date	Description	Contributors
10/5/2018	**LDOE Sign-off for Fall 2018.**	**Xiujuan Yuan**
10/8/2018	Updated for Spring 2019.	Mallory Johannes
10/30/2018	**LDOE Sign-off for Spring 2019.**	**Marieanne Hollay**

Outstanding Items

Ref. #	Section	Description	Responsible Party	Resolution Date	
				Expected	**Actual**
1					
2					
3					

Changes from Previous Administration

Ref. #	Section	Description
1	Multiple	Added State Placement Test, Practice Test, and Diagnostic/Interim to the document.
2	1.10	Updated the Void subjects in Ref. 3 to remove USE and USEAE, update BL and BLAE to BLE and BLEAE, and added BLL and BLLAE to the possible values.
3	Multiple	Removed RNO.
4	1.10	Added "12" as a possible LAA 1/LEAP Connect grade.
5	1.7	Removed School/School System names from list of audit sites.
6		
7		
8		
9		
10		

Changes for Future Administration

Ref. #	Section	Description
1		
2		

Table of Contents

1.   Common Report Requirements

1.1.   References

Throughout this document there are references to other documents used for additional processes and/or logic. Locations to these documents are listed below:

Document Name	LDE SFTP Location	DRC Location
Common Louisiana Processing Rules - Materials	Louisiana/<YYYY> - <Admin>/Processing Rules – Final/	https://drive.google.com/drive/folders/1mewC9F9L2VqXZYECQAG9ghrec7RXyeCN
Processing Rules – School Master File	Louisiana/<YYYY> - <Admin>/Processing Rules – Final/	https://drive.google.com/drive/folders/1eNLAey0VnaFSGBRreoMGaW-Sj8L5piUQ
LEAP 2025 Gr. 3-8 Processing Rules – Reporting	Louisiana/<YYYY> - <Admin>/Processing Rules - Final	https://drive.google.com/drive/folders/1YBaNlfgVmOGx-Vrs-_gZKYuLxwffkVAr
EOC/LEAP 2025 HS Processing Rules – Reporting	Louisiana/<YYYY> - <Admin>/Processing Rules - Final	https://drive.google.com/drive/folders/0By73zwd94eLSV2ZtUXloZl9kRWM

<Admin> = "LEAP 2025 Gr. 3-8 Spring", "LAA 1/LEAP Connect", "LEAP 2025 HS Fall", "LEAP 2025 HS Spring", "LEAP 2025 HS Summer", "Practice Test", "State Placement Test", "Diagnostic", "Interim"

1.2.　Table of Reports Produced for Each Administration

Admin	Posted to eDIRECT										eDIRECT On Demand			Posted to SFTP Site		
	Class Roster Reports	School Roster Reports	Student Reports	Current Admin CSV File	Test Session Response Map	Test Session Summary Report	School Summary Report	Test Session Roster Report	School List Report	School System List Report	Student Reports	Student Response Map	Student Summary Report	Media Reports School System Level	Media Reports School Level	Void CSV File
LEAP 2025 Gr. 3-8		X	X	X										X*	X*	X
LAA 1/ LEAP Connect		X	X	X												X
EOC/LEAP 2025 HS Fall	X	X	X	X												X
EOC/LEAP 2025 HS Spring	X	X	X	X												X
EOC/LEAP 2025 HS Summer	X	X	X	X												X
EOC/LEAP 2025 HS End of Year**														X	X	
Practice Test				X	X							X				
State Placement Test				X							X					
Diagnostic/Interim				X	X	X	X	X	X	X		X	X			

* Refer to the **Media Reports** section of the Processing Rules – Reporting document for which versions of the Media Report are produced.

Refer to the EOC Processing Rules – Reporting document for which reports are produced In-Window and which reports are produced Post-Window.

**EOC End of Year includes Fall and Spring results.

1.3. Site Types and Descriptions

Each school system and school is classified by its assess group code in the School Master File.

Assess Group or School Code	Name	LEAP 2025 Gr. 3-8 Spring	LAA 1/LEAP Connect Spring	EOC/LEAP 2025 HS (Fall, Spring, Summer)	State Placement Test	Practice Test	Diagnostic/Interim
LAB	**Laboratory Schools**						
These are elementary or secondary schools that are associated with a teacher training department of a university in which all or part of the teaching staff consists of student teachers. The control and operation of the school rests with an institution that prepares teachers.		X	X	X	X	X	X
CHA	**Charter Schools**						
These are Type II Charter Schools in the state. A Type II school is a new or pre-existing public school converted and operated as the result of and pursuant to a charter between a nonprofit corporation created to operate the school and BESE. These independent public schools provide a program of elementary and/or secondary education, and were established pursuant to and in accordance with R.S. 17:3971 et seq.		X	X	X	X	X	X
TRI	**Tribal School**						
Federally funded school dedicated to educating students who are members of a Native American tribe.		X	X	X	X	X	X
NPB	**Nonpublic Schools – Diploma**						
These are nonpublic schools. A major portion of the operational revenue is obtained through private sources such as donations, tuition, or endowments.		X		X	X	X	X
STA	**State Schools**						
Daily operations are controlled directly by a state public board. A major portion of the operational revenue is obtained through other public resources such as local taxes, legislative appropriations, etc.		X	X	X	X	X	X
BSE	**Board of Elementary and Secondary Education Schools**	X	X	X	X	X	X
These are BESE or Legislatively defined school school systems.							
OJJ	**Office of Juvenile Justice**						
These are Correctional Facilities. Correctional Facilities are any facility for youth and adults who are incarcerated.		X	X	X	X	X	X
MAR	**AMIkids Inc.**						
AMIkids Inc. is a national non-profit organization dedicated to providing a promising future to troubled youth who have been adjudicated or have failed in conventional school settings.		X	X	X	X	X	X
RLA	**Recovery School School System—Louisiana**						
These are recovery schools that are managed by the state of Louisiana, which include Type V Charter Schools.		X	X	X	X	X	X
~~**RNO**~~	~~**Recovery School School System—New Orleans**~~						
~~These are recovery schools physically located in the New Orleans area, that are managed by the state of Louisiana, which include Type V Charter Schools.~~		~~X~~	~~X~~	~~X~~	~~X~~	~~X~~	~~X~~
RBR	**Recovery School School System—Baton Rouge**						
These are recovery schools physically located in the Baton Rouge area, that are managed by the state of Louisiana, which include Type V Charter Schools.		X	X	X	X	X	X
LEA	**Local Education Agency Schools**						
These are "regular" schools, which include Type I, III, and IV Charter Schools. These "regular" schools generally include elementary, middle, and high school programs in which the majority of students, staff, administrators, facilities, materials, instructional methods, curricula, etc. are involved in instructional activities designed primarily to prepare pupils for experience as citizens, family members, and workers.		X	X	X	X	X	X
RES	**Residential Nonpublic Schools**						
These are nonpublic boarding schools where students are assigned by a judge. A Boarding School is an educational facility in which students are boarded and lodged as well as taught.		X	X	X	X	X	X
NPS	**Nonpublic Scholarship Schools**						
These are nonpublic schools in which students will be given scholarships to attend.		X	X	X	X	X	X

Assess Group or School Code	Name	LEAP 2025 Gr. 3-8 Spring	LAA 1/LEAP Connect Spring	EOC/LEAP 2025 HS (Fall, Spring, Summer)	State Placement Test	Practice Test	Diagnostic/Interim
JUV	**Juvenile Justice Facilities**						
	An alternative or educational program operated within a juvenile residential or detention center or any facility under the jurisdiction of a local office of juvenile justice.	X	X	X	X	X	X
997	**Nonpublic Schools**						
	These are made up of Non-Scholarship Testers who received permission to test at a Scholarship Site and Tuition Donation Rebate (TDR) students, and Non-Public School Testers who tested at traditional public school school systems (001-069). These students are assigned a site code that contains the school system code the Nonpublic School is part of and a code of "997" for the school. The students at the nonpublic school who receive scholarships (Student Scholarships for Educational Excellence Program) are not included at this 997 site code.	X	X	X	X	X	X
998*	**Home Study Programs**						
	These are made up of students who are participating in the Home Study Program. These students are assigned a site code that contains the school system code the Home Study Program is part of and a code of "998" for the school.	X		X	X	X	X
888*	**Unknown Schools**						
	These are made up of students who are considered part of an "Unknown School". These students are assigned a site code that contains the school system code the "Unknown School" is part of and a code of "888" for the school.	X	X				
777*	**Training Sites**						
	These sites are used within the school system for training purposes only. Training sites will be excluded from all files and reports.	X	X	X	X	X	X

*998, 888, and 777 schools are not included in the School Master File.

1.4. School System/School Code and Name Appearance on Reports

The maximum length of the school system and school names will be 40 characters unless otherwise specified in the data elements for the school system and school name values.

For each Assess Group, the actual school code and name is displayed on slipsheets, reports, and in bookmarks.

The table below lists what should appear in the school system code and school system name fields on the slip-sheets, reports, and in bookmarks based on the School's Assess Group Codes (GROUP) in the School Master File.

Refer to the **Site Types and Descriptions** section of this document for which school types test in each administration.

School Assess Group Code	All Reports	Bookmarks*
LAB	School System Code and School System Name	School System Code and School System Name
CHA	School System Code and School System Name	School System Code and School System Name
TRI	School System Code and School System Name	School System Code and School System Name
NPB	School System Code and School System Name	School System Code and School System Name
STA	School System Code and School System Name	School System Code and School System Name
BSE	School System Code and School System Name	School System Code and School System Name
OJJ	School System Code and School System Name	School System Code and School System Name
MAR	School System Code and School System Name	School System Code and School System Name
RLA	No School System Code, just "**Recovery School School System—Louisiana**" left justified starting where the School System Code used to appear (if the School System Code and name usually appear on the same line on the report).	School System Code and School System Name
RBR	No School System Code, just "**Recovery School School System—Baton Rouge**" left justified starting where the School System Code used to appear (if the School System Code and name usually appear on the same line on the report).	School System Code and School System Name
LEA and R36**	School System Code and School System Name	School System Code and School System Name
RES	School System Code and School System Name	School System Code and School System Name
NPS	School System Code and School System Name	School System Code and School System Name
JUV	School System Code and School System Name	School System Code and School System Name
~~**R36****~~	~~School System Code and School System Name~~	~~School System Code and School System Name~~

* When the **Reporting Summarization and Delivery Table** states that "Summarize to Assess Group Code for school system level reporting?" is "Yes", the School System's Assess Group Code is printed in place of the School System Code and the School System's Assess Group Name as displayed in the "All Reports" column of the **School System/School Code and Name Appearance on Reports** table is displayed in place of the School System Name.

**R36 will be a site's School System Report Code. ~~The School Assess Group Codes may be LEA or RNO.~~ For these sites, the School System Code and School System Name associated with R36 will display on reports.

1.5. Reporting Summarization and Delivery Table

The values in this table match those found in the School Master File provided to DRC by LDE.
- Refer to the **School Master File Layout** in the Processing Rules – School Master File document for specific field locations.
- Refer to the **Site Types and Descriptions** section of this document for which assess groups and school types test in each administration.

School Assess Group Code	School Type	Include in State Summary Totals? [1]	School System Summarization Report Summary Level? [5] (School System Report Code)	"N/A" Appears in place of school system results on school reports? [4]	Complete PII included in LDE Files / Reports
LAB	998 Home Study Program	No	Site Code	Yes	Yes
	School System 319	Yes	School System Code	No	No
	All other schools	Yes	Site Code	Yes	No
	777 Schools	Not Reported	Not Reported	Not Reported	Not Reported
CHA	998 Home Study Program	No	Site Code	Yes	Yes
	All other schools	Yes	Site Code	Yes	No
	777 Schools	Not Reported	Not Reported	Not Reported	Not Reported
TRI	All	No	Site Code	Yes	No
	777 Schools	Not Reported	Not Reported	Not Reported	Not Reported
NPB *	All	No	Site Code	Yes	Yes
	777 Schools	Not Reported	Not Reported	Not Reported	Not Reported
STA	All	Yes	School System Code	No	No
	777 Schools	Not Reported	Not Reported	Not Reported	Not Reported
BSE	998 Home Study Program	No	Site Code	Yes	Yes
	School System 304	Yes	School System Code	No	No
	All other schools	Yes	Site Code	Yes	No
	777 Schools	Not Reported	Not Reported	Not Reported	Not Reported
OJJ	All other schools	Yes	Site Code	Yes	No
	777 Schools	Not Reported	Not Reported	Not Reported	Not Reported
MAR	All other schools	Yes	Site Code	Yes	No
	777 Schools	Not Reported	Not Reported	Not Reported	Not Reported
RLA RNO, & RBR	998 Home Study Program	No	Site Code	Yes	Yes
	All other schools	Yes	Assess Group	No	No
	777 Schools	Not Reported	Not Reported	Not Reported	Not Reported
LEA and R36**	998 Home Study Program	No	Site Code	Yes	Yes
	997 Schools	No	Site Code	Yes	Yes
	LEA 036 and Type 6 Charter Schools (R36 Schools)	Yes	School System R36	No	No
	307001	Yes	Site Code	Yes	No
	All other schools	Yes	School System Code	No	No
	777 Schools	Not Reported	Not Reported	Not Reported	Not Reported
RES	All other schools	No	Site Code	Yes	No
	777 Schools	Not Reported	Not Reported	Not Reported	Not Reported
NPS	All other schools	Yes	Site Code	Yes	Yes
	777 Schools	Not Reported	Not Reported	Not Reported	Not Reported
JUV	All other schools	Yes	Site Code	Yes	No
	777 Schools	Not Reported	Not Reported	Not Reported	Not Reported
~~R36**~~	~~All schools~~	~~Yes~~	~~R36 (School System Code)~~	~~No~~	~~No~~

* TDR testers are reported to NPB sites.

**The R36 school system is a dummy site and will not have any students testing at it. It will only be used for reporting purposes. Schools ~~in the 036 LEA school system and all RNO assess group sites~~ with a school system report code = R36 will be reported under the R36 school system code. The R36 school system should be sorted where the 036 site would be sorted. Schools reported under R36 will retain their original site codes for reporting purposes. For example, site 036 001 will be reported under the R36 school system on media reports but will use the 036001 school code.

School Master File Field Names:

[1] ROLLUP   [4] NAAPPR   DISREPORTCD[5]

1.6. Table of School System/School Types Included on Each Report

This table shows which school types are included on each type of report. The values in this chart match those found in the School Master File provided to DRC by LDE.

- Refer to the **School Master File Layout** section in the Processing Rules – School Master File document for specific field locations.
- Refer to the **Table of Reports Produced for Each Administration** section of this document for which reports are produced for each administration.
- Refer to the **Site Types and Descriptions** section of this document for which assess group codes and school types test each administration.

School Assess Group Code	School Type	Cleanup System [1]	School System Level Media Report [2]	School Level Media Report [3]
LAB	998 Home Study Programs	No	No	No
	777 Training Schools	No	No	No
	All other schools	Yes	Yes	Yes
CHA	998 Home Study Programs	No	No	No
	777 Training Schools	No	No	No
	All other schools	Yes	Yes	Yes
TRI	All other schools	No	No	No
	777 Training Schools	No	No	No
NPB	All other schools	Yes	No	No
	777 Training Schools	No	No	No
STA	All other schools	Yes	No	Yes
	777 Training Schools	No	No	No
BSE	998 Home Study Programs	No	No	No
	777 Training Schools	No	No	No
	All other schools	Yes	No	Yes
OJJ	All other schools	Yes	No	Yes
	777 Training Schools	No	No	No
MAR	All other schools	Yes	No	Yes
	777 Training Schools	No	No	No
RLA, ~~RNO~~, & RBR	998 Home Study Programs	No	No	No
	777 Training Schools	No	No	No
	All other schools	Yes	Yes	Yes
LEA & R36	998 Home Study Programs	No	No	No
	997 Schools	Yes	No	No
	307001 Howard School	Yes	No	Yes
	777 Training Schools	No	No	No
	LEA 036 and Type 6 Charter Schools (R36 Schools)	Yes	Yes	Yes
	All other schools	Yes	Yes	Yes
RES	All other schools	No	No	No
	777 Training Schools	No	No	No
NPS	All other schools	Yes	Yes	Yes
	777 Training Schools	No	No	No
JUV	All other schools	Yes	No	Yes
	777 Training Schools	No	No	No
~~R36~~	~~All schools~~	~~Yes~~	~~Yes~~	~~Yes~~

~~* Included on the Achievement Level Reports.~~

School Master File Field Names:

[1] CLEANUP   [2] MEDIAD   [3] MEDIAS

1.7.   Student Level Bluedot Audit School

Results for the following schools will be provided to LDE during the bluedot timeframe in an audit file. This file will contain full PII for the sites in the table below. LDE will also have access to reports and live answer documents for schools in the table below.

School System Code	School Code	School/School System Name	School System Name
036	All	Orleans Parish	-
017	ALL	East Baton Rouge Parish	-
023	All	Iberia Parish	
026	All	Jefferson Parish	-
009	025	Green Oaks Performing Arts Academy	Caddo Parish
009	059	Southwood High School	Caddo Parish
036	997		
036	998		
037	036	West Monroe High School	Ouachita Parish
041	008	Ware Youth Center	Red River Parish
062	006	Oak Grove High School	West Carroll Parish
101	031	Renaissance Home for Youth	Special School School System
101	036	Methodist Home for Children of Greater N	Special School School System
300	001	Pierre A. Capdau Learning Academy	RSD-New Beginnings Schools Foundation
300	003	Lake Area New Tech Early College High	RSD-New Beginnings Schools Foundation
304	001	Louisiana School for the Deaf	LA Schools for the Deaf and Visually Imp
304	002	Louisiana School for the Visually Impair	LA Schools for the Deaf and Visually Imp
318	001	LSU Laboratory School	LSU Laboratory School
319	002	Southern University Laboratory Virtual S	Southern University Lab School
345	001	University View Academy Inc.	University View Academy Inc.
371	001	Linwood Public Charter School	Shreveport Charter School, Inc.
395	004	McDonogh #32 Literacy Charter School	RSD-Algiers Charter Schools Association
395	005	Lord Beaconsfield Landry-Oliver Perry Wa	RSD-Algiers Charter Schools Association
398	005	KIPP Renaissance High School	RSD-Knowledge is Power Program (KIPP) N.
652	001	Riverside Academy	Riverside Academy
652	997	Riverside Academy	Riverside Academy
719	001	Evangel Christian Academy (AG)	First Assembly of God/Evangel Academy
719	997	Evangel Christian Academy (AG)	First Assembly of God/Evangel Academy
3A5	001	Mary D. Coghill Charter School	RSD-Better Choice Foundation
3C1	001	Thrive Academy	Thrive Academy
A02	003	Southside Alternative High School	Office of Juvenile Justice
W31	001	Dr. Martin Luther King Charter School fo	Dr. Martin Luther King Charter School fo
W5B	001	Northeast Claiborne Charter	Northeast Claiborne Charter
W7A	001	Louisiana Key Academy	Louisiana Key Academy
WAG	001	Louisiana Virtual Charter Academy	Louisiana Virtual Charter Academy
WAW	001	Baton Rouge Bridge Academy, Inc.	RSD-Baton Rouge Bridge Academy, Inc.
WAZ	001	Audubon Charter School	Audubon Charter School
WBE	001	Lusher Charter School	Lusher Charter School
R36	All Schools with DistRptCode = R36	Orleans Parish and RSDNO	

1.8. Rounding Test Results

While calculating scores and percents, numbers with six decimal places should be used (with no rounding at this step). Once all the calculations have been performed for a specific score or percent, the following logic should be used:

- When (X) decimal places are used to report results, remove any numbers after the (X + 1) decimal place and then round to the (X) position. If the value in position (X + 1) is 5 or higher then round (X) up, otherwise round down. Finally, truncate the result to the (X) position.

Example:
When one decimal place is used on the report results, remove any numbers after the second decimal place and then round to one decimal place (e.g. 8.45999 = 8.45 = 8.5, or 8.44999 = 8.44 = 8.4).

1.9. Reports Not Produced When Student Count Equals Zero

If there are no students meeting the report selection criteria within a grade/subject at a school or school system level, then a report will not be generated for the grade/subject for that particular school or school system.

1.10. Voiding a Subject for a Student

Students may be voided whether or not a document was returned or a subject/domain was attempted, as long as they have a record in the Precode File or they returned a hand-coded document that was scanned in from the site where they are to be voided.

Off-Grade Void (LEAP and LAA1/LEAP Connect)
DRC will pre-populate the void spreadsheet with potential off-grade voids for LDE to review. All DRC fields, the LDE Type of Void field and the LDE Subject to Void field will be populated. All other LDE fields and the Match Indicator field will be blank. Any student listed that should not be voided will be deleted from the spreadsheet by LDE. LDE will need to populate the LDE fields for any student listed that should be voided. Students meeting the following criteria are considered for off-grade voids:

LEAP 2025 Gr. 3-8
- Student's precode grade is greater than the document grade
  - Example: precode grade = '04' and document grade = '03'
- Test Taken for any subject = 'Y'

LAA 1/LEAP Connect
- Student's precode grade is greater than the document grade
  - Example: precode grade = '05' and document grade = '04'
- Document Grade = 03-08
- Test Taken for any subject = 'Y'

Paper Process
Using the process outlined in the **Void Collection Process** found in the Appendix of this document, LDE will add records of students to void in a .csv file to provide to DRC by populating the first seven "LDE" columns in the file with as much information as is available. At least a security code or a lithocode will be required in order to identify a document, along with the subject/domain to void, the type of void, and the student's state ID (LASID). The first character of the student's first name and the first three characters of the student's last name will also be useful to help ensure the correct record is identified. DRC will read in the data entered by the LDE and then output the remaining fields for the LDE to review. The "Match Indicator" column will show how closely the entered data could be matched to a record in DRC's system.

DRC will use the data supplied by LDE in columns 1-7 to locate a matching record in the student table. The results of the match will be used to populate the values in columns 8-26 and the .csv file will be returned to LDE for review. Once all of the information has been verified by LDE, then voids will be processed.

Online Process

Refer to the process outlined in the **Void Collection Process** found in the Appendix. Online tests that are voided will be added to the void spreadsheet by DRC. All LDE fields, except subject and void type will be blank. All DRC fields will be populated. These students will be voided within eDIRECT. Online tests that are voided by a school system user will have the Invalidation flag set within the eDIRECT system. DRC will process these as a school system void. Online tests that are voided by LDOE will have the Do Not Score flag set within the eDIRECT system. DRC will process these as an LDE void.

DRC can also process a reversal of a void if it is found necessary.

Refer to the **Table of Reports Produced for Each Administration** section of this document to determine when the report is produced.

The .csv file will contain the following and a column header row containing the data element field names:

Ref. #	Data Element Voids	Format	Possible Values	Location	Business Rules
Fields populated by LDE					
1	LDE Security Code	Font: NR Size: NR Style: NR Case: NR Format: ######## (Include leading zeroes)	\<Security Code\> Blank		Blank for LEAP 2025 Gr. 3-8, EOC/LEAP 2025 HS, and LEAP Connect online tests.
2	LDE Lithocode	Font: NR Size: NR Style: NR Case: NR Format: ####### (Include leading zeroes)	\<Lithocode\> Blank		Blank for LEAP 2025 Gr. 3-8, EOC/LEAP 2025 HS, and LEAP Connect online tests.
3	LDE Subject to Void	Font: NR Size: NR Style: NR Case: NR Format: NR	\<SUBJECT\>		**LEAP 2025 Gr. 3-8** \<SUBJECT\> = "ELA", "MTH", "MATH", "SCI", "SCIENCE", "SOC", or "SOCIAL" **EOC/ LEAP 2025 HS** \<SUBJECT\> = "AL", "E1", "E2", "GM", "BLE", "E3", "USE", "USL", "BLL", "ALAE", "E1AE", "E2AE", "GMAE", "BLEAE", "E3AE", "USEAE", "USLAE", "BLLAE" **LAA1/LEAP Connect** \<SUBJECT\> = 'ELA', 'MTH', 'SCI' **LEAP 2025 Gr. 3-8 and LAA 1/LEAP Connect Only:** DRC will update this field to a three position value. The three position values are the only valid values on files sent from DRC to LDE. For potential off-grade voids, this field will be pre-populated by DRC
4	LDE Type of Void	Font: NR Size: NR Style: NR Case: NR Format: NR	"1" "2" "3" "4"		"1" = LDE/Plagiarism/Erasure Void "2" = School System Void "3" = Admin Error "4" = Off-Grade Void **LEAP 2025 Gr. 3-8 and LAA 1/LEAP Connect Only:** For potential off-grade voids, this field will be pre-populated by DRC

Ref. #	Data Element Voids	Format	Possible Values	Location	Business Rules
5	LDE Last Name	Font: NR Size: NR Style: NR Case: NR Format: NR	\<Student's Last Name\> Blank		Only the first three characters will be passed. Blank for LEAP 2025 Gr. 3-8, EOC/LEAP 2025 HS, and LEAP Connect online tests.
6	LDE First Name	Font: NR Size: NR Style: NR Case: NR Format: NR	\<Student's First Name\> Blank		Only the first character will be passed. Blank for LEAP 2025 Gr. 3-8, EOC/LEAP 2025 HS, and LEAP Connect online tests.
7	LDE State ID (LASID)	Font: NR Size: NR Style: NR Case: NR Format: ########## (Include leading zeroes)	\<State ID\> Blank		Blank for LEAP 2025 Gr. 3-8, EOC/LEAP 2025 HS, and LEAP Connect online tests.
Fields populated by DRC					

Ref. #	Data Element Voids	Format	Possible Values	Location	Business Rules
8	Match Indicator	Font: NR Size: NR Style: NR Case: NR Format: NR	"Same" "Different" "Not Found" "Invalid Subject" "Invalid Void Type" "Invalid Subject/Doc Combo" "Multiple" Blank		"Same" when the security number or lithocode and the student ID (LASID) of the LDE / DRC values provided match. "Different" when the student ID (LASID) valued by LDE has a different value than DRC (not including blanks). "Not Found" when a document and student are not found based on the information provided. "Invalid Subject" when the Subject value provided is not one of the possible values. "Invalid Void Type" when the Type of Void value provided is not one of the possible values. "Invalid Subject/Doc Combo" is only a possible value for the LEAP and LAA1 administrations. **For LEAP 2025 Gr. 3-8 Paper** "Invalid Subject/Doc Combo" when the 2nd position of the Lithocode = "2" and the Subject to Void is not "ELA", or when the 2nd position of the Lithocode = "3" or "4" and the subject is not "MTH", or when the 2nd position of the Lithocode = "1" and the Subject is not Science, or when the 2nd position of the Lithocode = "5" and the subject is not "SOC". For LAA 1/LEAP Connect "Invalid Subject/Doc Combo" when the 1st position of the Lithocode = "3", "5", "6", "7", or "0" and subject is "SCI", or when the 1st position of the Lithocode = "1" and the subject is "ELA" or "MTH". "Multiple" when a document is not found, but multiple student records are found based on the student ID (LASID) provided by LDE. "Same" is the only valid Match Indicator values that can appear on the Final iteration of the Void .CSV file sent to LDE. Blank for LEAP 2025 Gr. 3-8, EOC/LEAP 2025 HS, and LEAP Connect online tests.

Ref. #	Data Element Voids	Format	Possible Values	Location	Business Rules
9	DRC Security Code	Font: NR Size: NR Style: NR Case: NR Format: ######## (Include leading zeroes)	\<Security Code> Blank		As valued on the DRC student record. Blank when DRC Lithocode value = "No Document", or when Match Indicator value = "Not Found" Blank for LEAP 2025 Gr. 3-8, EOC/LEAP 2025 HS, and LEAP Connect online tests.
10	DRC Lithocode	Font: NR Size: NR Style: NR Case: NR Format: ####### (Include leading zeroes)	\<Lithocode> "No Document" Blank		As valued on the DRC student record. **LEAP 2025 Gr. 3-8 and LAA1 Paper:** "No Document" when the LDE Lithocode value cannot be found based on the information provided. Blank when Match Indicator value = "Not Found"
11	DRC Last Name	Font: NR Size: NR Style: NR Case: NR Format: NR	\<Student's Last Name> Blank		As valued on the DRC student record. Only the first three characters will display. Blank when Match Indicator value = "Not Found", "Multiple".
12	DRC First Name	Font: NR Size: NR Style: NR Case: NR Format: NR	\<Student's First Name> Blank		As valued on the DRC student record. Only the first character will display. Blank when Match Indicator value = "Not Found", "Multiple".
13	MI	Font: NR Size: NR Style: NR Case: NR Format: NR	\<Student's Middle Initial> Blank		As valued on the DRC student record. Blank when Match Indicator value = "Not Found", "Multiple".
14	DOB	Font: NR Size: NR Style: NR Case: NR Format: DD	\<Day of birth> Blank		As valued on the DRC student record. Blank when Match Indicator value = "Not Found", "Multiple".

Ref. #	Data Element Voids	Format	Possible Values	Location	Business Rules
15	Summarized/ Reporting Grade	Font: NR Size: NR Style: NR Case: NR Format: ## (Include leading zeroes)	<Grade> Blank		As valued on the DRC student record. **LEAP 3-8:** For paper testers, this is the document grade. For online testers, this is the grade associated with the test session. **LAA1/LEAP Connect:** For paper testers, this is the document grade. For online testers, this is the grade from eDIRECT. <Grade> = 　**LEAP 2025 Gr. 3-8:** 03-08 　**EOC/LEAP 2025 HS:** 06-12, "T9" 　**LAA1/LEAP Connect:** 03-08, 11, 12 Blank when Match Indicator value = "Not Found", "Multiple".
16	Precode Grade	Font: NR Size: NR Style: NR Case: NR Format: ## (Include leading zeroes)	<Grade> Blank		As valued on the DRC student record. For all LEAP, LEAP Connect testers, this is the grade from the March LAP file. <Grade> = 　**LEAP 2025 Gr. 3-8:** 03-08 　**EOC/LEAP 2025 HS:** 06-12, "T9" 　**LAA1/LEAP Connect:** 03-08, 11 Blank when Match Indicator value = "Not Found", "Multiple".
17	DRC State ID (LASID)	Font: NR Size: NR Style: NR Case: NR Format: ########## (Include leading zeroes)	<State ID> Blank		As valued on the DRC student record. Blank when Match Indicator value = "Not Found", "Multiple".
18	Student School System Code	Font: NR Size: NR Style: NR Case: NR Format: Matches EPIC	<3-digit School System Code> Blank		As valued on the DRC student record. Blank when Match Indicator value = "Not Found", "Multiple".
19	Student School System Name	Font: NR Size: NR Style: NR Case: NR Format: NR	<School System Name> Blank		As valued on the DRC student record. Blank when Match Indicator value = "Not Found", "Multiple".

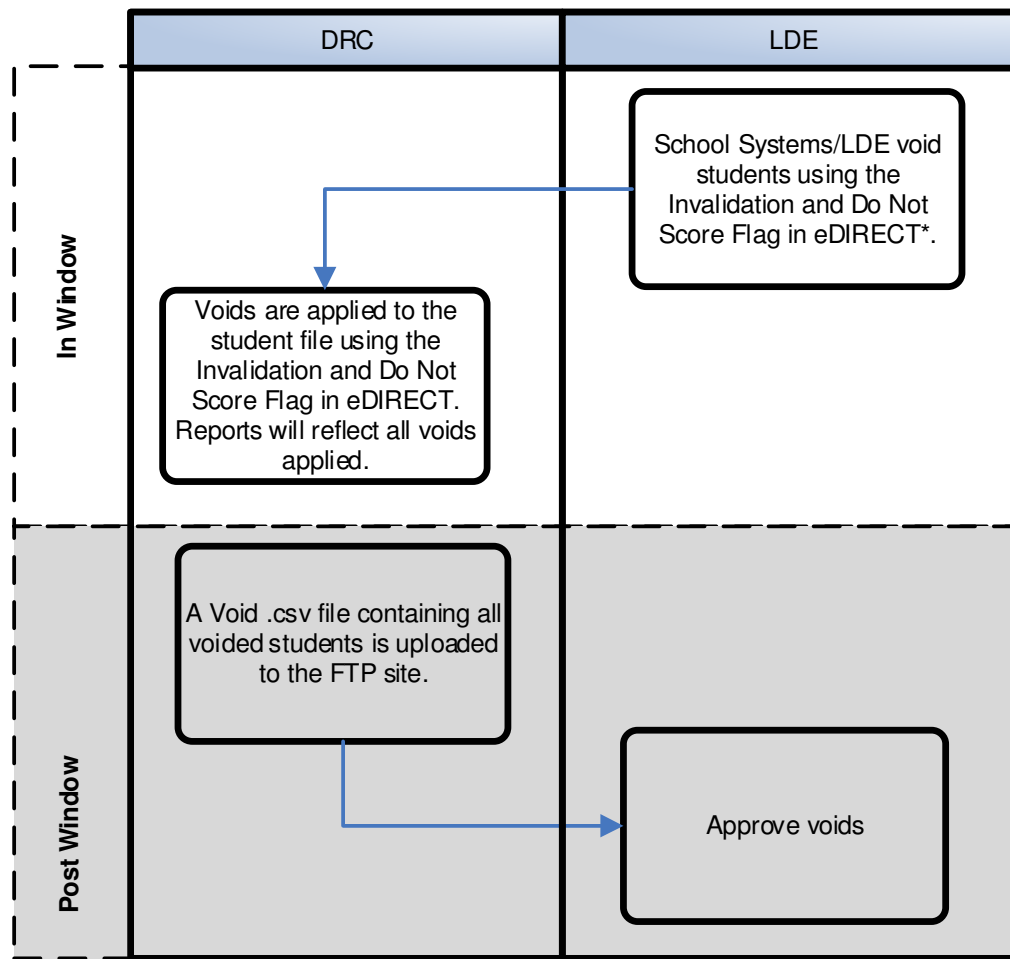| Ref. #	Data Element Voids	Format	Possible Values	Location	Business Rules
20	Student School Code	Font: NR Size: NR Style: NR Case: NR Format: ### (Include leading zeroes)	<3-digit School Code> Blank		As valued on the DRC student record. Blank when Match Indicator value = "Not Found", "Multiple".
21	Student School Name	Font: NR Size: NR Style: NR Case: NR Format: NR	<School Name> Blank		As valued on the DRC student record. Blank when Match Indicator value = "Not Found", "Multiple".
22	TA School System Code	Font: NR Size: NR Style: NR Case: NR Format: Matches EPIC	<3-digit School System Code> Blank		As valued on the DRC student record. Blank when DRC Lithocode value = "No Document" or Blank.
23	TA School Code	Font: NR Size: NR Style: NR Case: NR Format: ### (Include leading zeroes)	<3-digit School Code> Blank		As valued on the DRC student record. Blank when DRC Lithocode value = "No Document" or Blank.
24	TA Number	Font: NR Size: NR Style: NR Case: NR Format: ###	<3-digit TA Number> Blank		As valued on the DRC student record. Blank when DRC Lithocode value = "No Document" or Blank.
25	TA Last Name	Font: NR Size: NR Style: NR Case: NR Format: NR	<TA Last Name> Blank		As valued on the DRC student record. Blank when DRC Lithocode value = "No Document" or Blank.
26	TA First Name	Font: NR Size: NR Style: NR Case: NR Format: NR	<TA First Name> Blank		As valued on the DRC student record. Blank when DRC Lithocode value = "No Document" or Blank.
27	Scale Score	Font: NR Size: NR Style: NR Case: NR Format: NR	<Scale Score> Blank		Scale score for the subject when void type = '4' Blank when void type = '1', '2', or '3' Note: This field is not final until the final iteration of voids as initial scores may not reflect completed handscoring.

Ref. #	Data Element Voids	Format	Possible Values	Location	Business Rules
28	Achievement Level	Font: NR Size: NR Style: NR Case: NR Format: NR	\<Achievement Level\> Blank		Achievement Level for the subject when void type = '4' Blank when void type = '1', '2', or '3' Note: This field is not final until the final iteration of voids as initial scores may not reflect completed handscoring.

2.   Appendix

2.1.   Void Collection Process

2.1.1. LEAP 2025 HS Void Process

DRC	LDE
In Window	School Systems/LDE void students using the Invalidation and Do Not Score Flag in eDIRECT*.
Voids are applied to the student file using the Invalidation and Do Not Score Flag in eDIRECT. Reports will reflect all voids applied.	
Post Window — A Void .csv file containing all voided students is uploaded to the FTP site.	Approve voids

* NOTE: Voids should be applied within 4 days of a student completing testing to ensure they only receive one score on reports. If a potentially voided test requires longer than 4 days to review, the test should be voided in eDIRECT prior to the 4 days. If it's determined the test should not be voided, the void can be removed in eDIRECT. Voiding the test will ensure no report is produced for the student. Refer to the **Reportable Status by Subject** section of the EOC Processing Rules – Scoring document for additional information on not reporting voided scores.

2.1.2. LEAP and LAA1/LEAP Connect Void Process

DRC	LDE

In Window

School Systems/LDE void online students using the Invalidation Flag or Do Not Score button in eDIRECT.

A Void .csv file containing all online void students and potential off-grade voids is uploaded to the FTP site.

Tasks repeated as necessary per the project schedule.

Post Window

Paper void data added or updated.

Paper records looked up and void data added

No

Final Void data approved?

Yes

Voids applied to the student file using data from the approved Void .csv file