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| MCA Export File Layout |

| **CSV File Column** | **Field Name** | **CSV Column Heading** | **Field Notes / Sample Data** |
| --- | --- | --- | --- |
| A | Admin | ADMINISTRATION | Example: mnmca18 |
| B | District Code | DIST\_CODE | The district code is 9 digits comprised of District Number (4 digits), District Type (2 digits), and School Number (3 digits, all zeroes), in DDDD-TT-SSS format  Example: 5555-01-000 |
| C | District Name | DISTRICT | Example: District Area Schools |
| D | School Code | SCH\_CODE | The school code is 9 digits comprised of District Number (4 digits), District Type (2 digits), and School Number (3 digits), in DDDD-TT-SSS format Example: 5555-01-201 |
| E | School Name | SCHOOL | Example: Wilson Elementary |
| F | Test Name | TEST\_NAME | Example: Grade 03 Mathematics MCA |
| G | Test Date | TEST\_DATE | Format as: YYYYMMDD  Example: 20180410 |
| H | Subject | SUBJECT | Example: Reading |
| I | Grade | GRADE | Includes leading zero on single digit grades Example: 03 |
| J | MARSS ID | MARSS\_SSID\_  NUMBER | Example: 1234567890123  To format the number, right-click on the MARSS column and select “Format Cells.” Under category, select “Custom.” In the “Type” text box enter thirteen zeros (e.g. 0000000000000). Select “OK.” |
| K | Local Use ID | LOCAL\_USE\_ID | This field is optional and may be blank if the district does not submit local use numbers in MARSS  Example: 12345, abcde, <blank> |
| L | Last Name | LAST\_NAME | Example: Smith |
| M | First Name | FIRST\_NAME | Example: John |
| N | Date of Birth | DATE\_OF\_BIRTH | Format as: YYYYMMDD  Example: 20070101 |
| O | Scale Score | SCALE\_SCORE | Will display the score; if a test/accountability code or other score code applies, it will be displayed in this field  Example: 0, 350, INV-S, INV-O, INV-D, REF-S, REF-P, NA, NC |
| P | Achievement Level | ACHIEVEMENT\_  LEVEL | Will be left blank when a test/accountability code is applied or the test has not been attempted (NA) or completed (NC) Example: Does Not Meet, Partially Meets, Meets, Exceeds |
| Q | Learning Locator | LEARNING\_  LOCATOR | Will be left blank when a test/accountability code is applied or the test has not been attempted (NA) or completed (NC) Example: 12345 |
| R | Reporting Strand 1 Scale Score | RS1 | Will be left blank when the test does not have a valid score Example: 9 |
| S | Reporting Strand 1 Performance Level | RS1\_PL | Will be left blank when the test does not have a valid score  Example: Below Expectations, At or Near Expectations, Above Expectations |
| T | Reporting Strand 2 Scale Score | RS2 | Will be left blank when the test does not have a valid score Example: 9 |
| U | Reporting Strand 2 Performance Level | RS2\_PL | Will be left blank when the test does not have a valid score  Example: Below Expectations, At or Near Expectations, Above Expectations |
| V | Reporting Strand 3 Scale Score | RS3 | Will be left blank when the test does not have a valid score Example: 9 |
| W | Reporting Strand 3 Performance Level | RS3\_PL | Will be left blank when the test does not have a valid score  Example: Below Expectations, At or Near Expectations, Above Expectations |
| X | Reporting Strand 4 Scale Score | RS4 | Will be left blank when the test does not have a valid score Example: 9 |
| Y | Reporting Strand 4 Performance Level | RS4\_PL | Will be left blank when the test does not have a valid score  Example: Below Expectations, At or Near Expectations, Above Expectations |
| Z | Science Strand 5 Scale Score | SC5 | Will be left blank when the test does not have a valid score  Only applies to HS Science Example: 9 |
| AA | Science Reporting Strand 5 Performance Level | SC5\_PL | Will be left blank when the test does not have a valid score Only applies to High School Science  Example: Below Expectations, At or Near Expectations, Above Expectations |
| AB | Science Strand 6 Scale Score | SC6 | Will be left blank when the test does not have a valid score  Only applies to High School Science Example: 9 |
| AC | Science Reporting Strand 6 Performance Level | SC6\_PL | Will be left blank when the test does not have a valid score Only applies to High School Science  Example: Below Expectations, At or Near Expectations, Above Expectations |
| AD | Science Strand 7 Scale Score | SC7 | Will be left blank when the test does not have a valid score  Only applies to High School Science Example: 9 |
| AE | Science Reporting Strand 7 Performance Level | SC7\_PL | Will be left blank when the test does not have a valid score Only applies to High School Science  Example: Below Expectations, At or Near Expectations, Above Expectations |
| AF | Science Strand 8 Scale Score | SC8 | Will be left blank when the test does not have a valid score Only applies to High School Science Example: 9 |
| AG | Science Reporting Strand 8 Performance Level | SC8\_PL | Will be left blank when the test does not have a valid score Only applies to High School Science  Example: Below Expectations, At or Near Expectations, Above Expectations |
| AH | Science Strand 9 Scale Score | SC9 | Will be left blank when the test does not have a valid score Only applies to High School Science Example: 9 |
| AI | Science Reporting Strand 9 Performance Level | SC9\_PL | Will be left blank when the test does not have a valid score Only applies to High School Science  Example: Below Expectations, At or Near Expectations, Above Expectations |

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| MTAS Export File Layout |

| **CSV File Column** | **Field Name** | **CSV Column Heading** | **Field Notes / Sample Data** |
| --- | --- | --- | --- |
| A | Admin | ADMINISTRATION | Example: mnmtas2018 |
| B | District Code | DIST\_CODE | The district code is 9 digits comprised of District Number (4 digits), District Type (2 digits), and School Number (3 digits, all zeroes), in DDDD-TT-SSS format  Example: 1234-12-000 |
| C | District Name | DISTRICT | Example: District Area Schools |
| D | School Code | SCH\_CODE | The school code is 9 digits comprised of District Number (4 digits), District Type (2 digits), and School Number (3 digits), in DDDD-TT-SSS format Example: 1234-12-001 |
| E | School Name | SCHOOL | Example: Wilson Elementary |
| F | Test Name | TEST\_NAME | Example: Grade 03 Mathematics MTAS |
| G | Test Date | TEST\_DATE | Format as: YYYYMMDD  Example: 20180410 |
| H | Subject | SUBJECT | Example: Reading |
| I | Grade | GRADE | Include leading zero on single digit grades  Example: 03 |
| J | MARSS ID | MARSS\_SSID\_  NUMBER | Example: 1234567890123  To format the number, right-click on the MARSS column and select “Format Cells.” Under category, select “Custom.” In the “Type” text box enter thirteen zeros (e.g. 0000000000000). Select “OK.” |
| K | Local Use ID | LOCAL\_USE\_ID | This field is optional and may be blank if the district does not submit local use numbers in MARSS  Example: 12345, abcde, <blank> |
| L | Last Name | LAST\_NAME | Example: Smith |
| M | First Name | FIRST\_NAME | Example: John |
| N | Date of Birth | DATE\_OF\_BIRTH | Format as: YYYYMMDD  Example: 20070101 |
| O | Scale Score | SCALE\_SCORE | Will display the score; if a test/accountability code or other score code applies, it will be displayed in this field  Example: 0, 350, INV-S, INV-O, INV-D, REF-S, REF-P, NA, NC |
| P | Achievement Level | ACHIEVEMENT\_  LEVEL | Will be left blank when a test/accountability code is applied or the test has not been attempted (NA) or completed (NC)  Example: Does Not Meet, Partially Meets, Meets, Exceeds |
| Q | Extended Standard 1 Points Earned | ES1\_EARNED | Will be left blank when the test does not have a valid score Example: 9 |
| R | Extended Standard 1 Points Possible | ES1\_POSSIBLE | Will be left blank when the test does not have a valid score Example: 9 |
| S | Extended Standard 2 Points Earned | ES2\_EARNED | Will be left blank when the test does not have a valid score Example: 9 |
| T | Extended Standard 2 Points Possible | ES2\_POSSIBLE | Will be left blank when the test does not have a valid score Example: 9 |
| U | Extended Standard 3 Points Earned | ES3\_EARNED | Will be left blank when the test does not have a valid score Example: 9 |
| V | Extended Standard 3 Points Possible | ES3\_POSSIBLE | Will be left blank when the test does not have a valid score Example: 9 |
| W | Extended Standard 4 Points Earned | ES4\_EARNED | Will be left blank when the test does not have a valid score Example: 9 |
| X | Extended Standard 4 Points Possible | ES4\_POSSIBLE | Will be left blank when the test does not have a valid score Example: 9 |
| Y | Extended Standards  Total Points Earned | ES\_TOTAL\_PTS\_  EARNED | Will be left blank when the test does not have a valid score  Example: 27 |
| Z | Extended Standards  Total Points Possible | ES\_TOTAL\_PTS\_  EARNED | Will be left blank when the test does not have a valid score  Example: 27 |