Texas Assessment of Knowledge and Skills

October 2004

Precoding
Data File Format

Exit Level

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PRECODING DATA FILE SPECIFICATIONS

DATA DISKETTES

3 ½", 720 K; or 3 ½", 1.44M
Standard DOS/Windows text file format
Each record should end with a CRLF (carriage return, line feed).
File name = P followed by your county/district number followed by ".TXT" or ".ZIP".
Record Length = 265
Recording mode = ASCII

COMPACT DISC

CD-R or CD-RW media (means: CD-Recordable, CD-ReWritable)
Standard DOS/Windows text file format
Each record should end with a CRLF (carriage return, line feed).
File name = P followed by your county/district number followed by ".TXT" or ".ZIP".
Record Length = 265
Recording mode = ASCII

PEARSON EDUCATIONAL MEASUREMENT TEXAS ASSESSMENT WEBSITE

Standard DOS/Windows text file format
Each record should end with a CRLF (carriage return, line feed).
File name = P followed by your county/district number followed by ".TXT" or ".ZIP".
Record Length = 265
Recording mode = ASCII

PEIMS Data Element ID numbers and codes that correspond to TAKS precoding fields are listed on the enclosed TAKS Precoding Data File Format. All fields are alphanumeric (AN). Data that are missing or not applicable are represented by spaces (blanks).

INSTRUCTIONS FOR DISTRICTS SUPPLYING PRECODING DATA ON DISKETTE/CD

1) If you have high density drives (1.44M for 3 ½"), you must use high density (HD) diskettes. The use of double density (DD) media in high density drives can result in unreadable data.
2) Do not use the BACKUP command or other backup programs such as FASTBACK to create the diskette. Use COPY instead. Backup files cannot be passed directly to the mainframe computer.
3) Data must be in standard ASCII text file format. This means that there cannot be delimiters such as commas, tabs, or apostrophes between the different data fields in a record. Also, each field must be the exact length specified in the section of this document entitled "Precoding Data File Format." Spreadsheets, databases, word processors, or other commercial programs often use proprietary file formats. These will have file name extensions such as WK1, DBF, and DOC. If you are using such a program, you must invoke the appropriate command when copying or saving the data to produce a standard text file. This will vary from program to program. If you are uncertain of how to make your program write an ASCII text file, contact your district computer resource person, dealer, software vendor, or Pearson Educational Measurement.
4) When applying the identifying TAKS precoding labels to diskettes, do not cover the hub openings or shutter. Trim the label if necessary. To label a CD, place the identifying TAKS precoding label on the case, not on the CD.
5) As a quality control check, we strongly recommend that you list the directory of the diskette and several student records to be sure that the data format and sort order are correct.

PRECODING CHECKLIST

To avoid delays in the processing of your precoding files, use the following checklist before sending your data file to Pearson Educational Measurement.

1) Load data file and verify that –
   ____ file name is correct (P followed by your county/district number followed by ".TXT" or ".ZIP").
   ____ file is readable.
   ____ file is not blank.
   ____ record length is correct (must be 265).
   ____ all field lengths are correct.
   ____ file is complete (number of records on file must match total number of students).

2) ____ Multiple files cannot be accepted. Please call the Texas precoding coordinator if you have questions.

3) Load file and verify for each student record that –
   ____ student name is not blank and all character positions are filled when a name is longer than the allotted field length. A student's first and last name may contain a hyphen or an apostrophe; however, do not use other special characters within the first or last name field. As in PEIMS, use an equals sign (=) if the student has no middle name.
   ____ date of birth is correct and formatted as MMDDYY.
   ____ grade level is valid.
   ____ STUDENT-ID is valid. The value should be either the student's social security number or a state-approved alternative ID number consisting of an 'S' followed by eight digits. Do not leave this field blank, submit a value containing the same number in each position, or imbed any blank characters within the STUDENT-ID.
   ____ administration date and test administration identifier are correct and consistent in every record.

4) ____ Load file and verify that file is sorted by campus and then by grade within campus.

5) In addition, when supplying data on diskette verify that –
   ____ when you have an HD drive, only an HD diskette is used.
   ____ data is standard ASCII text file.
   ____ no delimiters are between fields in a record.
   ____ the identifying precoding label is filled out correctly.
   ____ the identifying precoding label is applied correctly to each diskette.

6) ____ Check the order of student names on your file. The precoded labels will be printed in the exact order by grade within campus as submitted on your file.

PRECODING DATA FILE FORMAT

LOCATION FROM-TO	FIELD LENGTH	PEIMS DATA ELEMENT ID AND CODE	TAKS FIELD DESCRIPTION AND ANSWER DOCUMENT CODES (PEIMS data element names are used where available)	TAKS ANSWER DOCUMENT COLUMN HEADINGS (AND CODES)
1-4	4		**ADMINISTRATION DATE*** 1004 = October 2004	
5-6	2	E0017	**GRADE-LEVEL-CODE** Grades 11 and 12	
7-8	2		**TEST ADMINISTRATION IDENTIFIER*** TK = TAKS Administration	
9-17	9	E0782	**CAMPUS-ID-OF-ENROLLMENT** County/District/Campus Number	
18-32	15	E0213	**DISTRICT-NAME**	
33-47	15	E0267	**CAMPUS-NAME**	
48-62	15	E0705	**LAST-NAME**	
63-72	10	E0703	**FIRST-NAME**	
73-73	1	(E0704)	**MIDDLE INITIAL** Take the first character from "MIDDLE-NAME" (PEIMS data element E0704).	
74-82	9	E0001	**STUDENT-ID** (as used for PEIMS) Either the student's social security number or a state-approved alternative ID number consisting of an "S" followed by eight digits.	
83-83	1	E0004	**SEX-CODE**	SEX CODE
		M	M = Male	(M)
		F	F = Female	(F)
84-89	6	E0006	**DATE-OF-BIRTH** (MMDDYY)	
90-98	9		BLANK	
99-99	1	E0005	**ETHNICITY-CODE**	E
		1	1 = American Indian or Alaskan Native	(1)
		2	2 = Asian or Pacific Islander	(2)
		3	3 = African American	(3)
		4	4 = Hispanic	(4)
		5	5 = White, not of Hispanic origin	(5)
100-100	1	E0785	**ECONOMIC-DISADVANTAGE-CODE** (For precoding file use only the second digit.)	ED
		01	1 = Eligible for free meals under the National School Lunch and Child Nutrition Program	(01)
		02	2 = Eligible for reduced-price meals under the National School Lunch and Child Nutrition Program	(02)
		99	9 = Other economic disadvantages	(99)
		00	0 = Not identified as economically disadvantaged	(00)

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

PRECODING DATA FILE FORMAT

LOCATION FROM-TO	FIELD LENGTH	PEIMS DATA ELEMENT ID AND CODE	TAKS FIELD DESCRIPTION AND ANSWER DOCUMENT CODES (PEIMS data element names are used where available)	TAKS ANSWER DOCUMENT COLUMN HEADINGS (AND CODES)
101-101	1	E0894	**TITLE-I-PART-A-INDICATOR-CODE**	TIA
		6	6 = Student attends campus with schoolwide program	(6)
		7	7 = Student participates in program at targeted assistance school	(7)
		8	8 = Student is previous participant in program at targeted assistance school (not a current participant)	(8)
		9	9 = Student does not attend a Title I, Part A school but receives Title I, Part A services because the student is homeless	(9)
		0	0 = Student does not currently participate in and has not previously participated in program at current campus	(0)
102-102	1	E0984	**MIGRANT-INDICATOR-CODE**	MS
			Student has been identified as a migrant student.	
		1	1 = Yes	(1)
		0	0 = No	(0)
103-106	4		BLANK	
107-107	1	E0790	**LEP-INDICATOR-CODE**	L
			Student has been identified as Limited English Proficient by the Language Proficiency Assessment Committee (LPAC).	
		1	1 = Yes	(1)
		0	0 = No	(0)
108-108	1	E0032	**BILINGUAL-INDICATOR-CODE**	B
		1	1 = Student is participating in a state-approved full bilingual program	(1)
		0	0 = Student is not participating in a state-approved full bilingual program	(0)
109-109	1	E0800	**ESL-INDICATOR-CODE**	ESL
			Student participates only in an English as a Second Language (ESL) program.	
		1	1 = Student is participating in a state-approved ESL program	(1)
		0	0 = Student is not participating in a state-approved ESL program	(0)
			Note: For bilingual or ESL students, program information should reflect enrollment in either a bilingual or an ESL program, not both.	
110-110	1		BLANK	
111-111	1	E0794	**SPECIAL-ED-INDICATOR-CODE**	SE
		1	1 = Student is participating in a special education program	(1)
		0	0 = Student is not participating in a special education program	(0)
112-116	5		BLANK	
117-117	1	E0034	**GIFTED-TALENTED-INDICATOR-CODE**	G/T
			Student is participating in a state-approved Gifted/Talented program.	
		1	1 = Yes	(1)
		0	0 = No	(0)

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LOCATION FROM-TO	FIELD LENGTH	PEIMS DATA ELEMENT ID AND CODE	TAKS FIELD DESCRIPTION AND ANSWER DOCUMENT CODES (PEIMS data element names are used where available)	TAKS ANSWER DOCUMENT COLUMN HEADINGS (AND CODES)
118-118	1	E0919	**AT-RISK-INDICATOR-CODE** Student is designated as being at risk of dropping out of school under state-mandated academic criteria only.	AR
		1	1 = Yes	(1)
		0	0 = No	(0)
119-121	3		BLANK	
122-122	1	E0031	**CAREER-AND-TECHNOLOGY-ED-IND-CODE** Indicates whether student is enrolled in one or more state-approved vocational education courses.	CT
		1	1 = Enrolled in one or more state-approved career and technology courses as an elective	(1)
		2	2 = Participant in the district's career and technology coherent sequence of courses program	(2)
		3	3 = Participant in district's tech prep courses	(3)
		0	0 = No participation in career and technology courses	(0)
123-126	4		**LOCAL USE***	
127-130	4		BLANK	
131-131	1		**SCIENCE SCORE CODE***	S
			X = Student is Exempt-ARD, do not score	(X)
			P = Student previously met the standard in Science	(P)
132-137	6		BLANK	
138-138	1		**SOCIAL STUDIES SCORE CODE***	SS
			X = Student is Exempt-ARD, do not score	(X)
			P = Student previously met the standard in Social Studies	(P)
139-139	1		BLANK	
140-140	1		**ELA SCORE CODE***	R / ELA
			X = Student is Exempt-ARD, do not score	(X)
			P = Student previously met the standard in ELA	(P)
141-141	1		**MATHEMATICS SCORE CODE***	M
			X = Student is Exempt-ARD, do not score	(X)
			P = Student previously met the standard in Mathematics	(P)
142-144	3		BLANK	
145-154	10	E0923	**LOCAL-STUDENT-ID** Optional, assigned by the school district.	
155-265	111		BLANK	

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

PRECODING DATA FILE FORMAT CROSS-REFERENCE

DISTRICT INFORMATION

Campus-ID-of-Enrollment	9-17
District-Name	18-32
Campus-Name	33-47

STUDENT INFORMATION

Grade-Level-Code	5-6
Last-Name	48-62
First-Name	63-72
Middle Initial	73-73
Student-ID (as used for PEIMS)	74-82
Sex-Code	83-83
Date-of-Birth	84-89
Ethnicity-Code	99-99
Local-Student-ID (assigned by district)	145-154

PROGRAM INFORMATION

Economic-Disadvantage-Code	100-100
Title-I-Part-A-Indicator-Code	101-101
Migrant-Indicator-Code	102-102
LEP-Indicator-Code	107-107
Bilingual-Indicator-Code	108-108
ESL-Indicator-Code	109-109
Special-Ed-Indicator-Code	111-111
Gifted-Talented-Indicator-Code	117-117
At-Risk-Indicator-Code	118-118
Career-And-Technology-Ed-Ind-Code	122-122

TEST ADMINISTRATION INFORMATION

Administration Date	1-4
Test Administration Identifier	7-8
Local Use	123-126
Science Score Code	131-131
Social Studies Score Code	138-138
ELA Score Code	140-140
Mathematics Score Code	141-141

District Name

County District #

Disk/CD Created by:

NAME

TELEPHONE ( ) - EXT

Circle Grades: 11 12

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Pearson Educational Measurement
2510 North Dodge Street
Iowa City, IA 52245

Attn: Nancy Mendoza—TAKS Exit

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