

January 3, 2005

To the District Testing Coordinator Addressed:

Enclosed is the Precoding Data File Format that has been sent to all school districts selecting Option 2 precoding for the spring 2005 TELPAS test administration. All districts selecting Option 2 precoding must submit a data file to Pearson Educational Measurement by **February 18, 2005**. Labels for students enrolled in Grade 3 and precoded answer documents for students in Grades K–2 and 4–12 will be provided from information submitted on your data file.

CREATING A DATA FILE

To ensure efficient processing of data files, school districts must follow exactly the Precoding Data File Format to create a precoding data file for the TELPAS administration.

The TELPAS precode file should include students enrolled in Grades K–12 who are limited English proficient (LEP) even if they have attained an "Advanced" proficiency rating on a previous RPTE test. All students enrolled in Grades K–12 who are limited English proficient (LEP) should be on your data file.

For additional information regarding the spring 2005 TELPAS administration, please refer to the 2005 TELPAS District and Campus Coordinator Manual on the Texas Education Agency website at www.tea.state.tx.us/student.assessment.

Your data file **must** be sorted by grade within each campus.

SUBMITTING YOUR DATA FILE

Precoding data files are due in Iowa City by **February 18, 2005**.

You are encouraged to use the Pearson Educational Measurement Texas Assessment website to transfer your data file. Please refer to the User's Guide at http://k12testing.tx.ncspearson.com/tx_dist_corresp.htm for specific instructions. If you choose to mail your data file, see page 10 of the attached data file layout for the adhesive labels to affix to your data tape, data diskette, or CD case. An address label for sending your file to Pearson Educational Measurement is also included. Districts submitting data diskettes may send them in the enclosed diskette mailer. To ensure that your data files arrive on time, it is recommended that an express delivery service (signature required) be used.

RECEIVING PRECODED MATERIALS

Precoded labels and answer documents will be delivered to your school district by **March 14, 2005**. The information preprinted on the labels and answer documents will reflect the information submitted on your district's data file. Review the student identification and demographic information, following the Instructions for Verifying Precoded Student Information sent with the precoded materials.

If you have any questions about creating or submitting your data file, please call me at 800-627-8902 (ext. 6475).

Sincerely,

Nancy Mendoza
Pearson Educational Measurement
2510 North Dodge
Iowa City, Iowa 52245
FAX 319-339-6669

Enclosures

Spring 2005

**TELPAS
Precoding
Data File Format**

Grades K - 12

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PRECODING DATA FILE SPECIFICATIONS

DATA TAPES

Tapes should carry standard IBM labels.

DSN = TELPAS.PRECODE.Y05

VOL = SER = aaabbb, where aaa = county number and bbb = district number

Record length = 265

Block factor = 10

Block size = 2650

Density = 1600 or 6250 BPI

Recording mode = EBCDIC or ASCII

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 TELPAS precoding fields are listed on this TELPAS 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 TELPAS precoding labels to diskettes, do not cover the hub openings or shutter. Trim the label if necessary. To label a CD, place the identifying TELPAS 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.
- 6) Do not compress the file if you are submitting a data tape. Do not password protect files.

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 a HD drive, only a 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 documents will be printed in the exact order by grade within campus as submitted on your file.

TELPAS

PRECODING DATA FILE FORMAT

| LOCATION FROM-TO | FIELD LENGTH | PEIMS DATA ELEMENT ID AND CODE | TELPAS FIELD DESCRIPTION AND ANSWER DOCUMENT CODES (PEIMS data element names are used where available) | TELPAS ANSWER DOCUMENT COLUMN HEADINGS (AND CODES) |
|------------------|--------------|--------------------------------|--|--|
| 1-4 | 4 | | ADMINISTRATION DATE* 1505 = Spring 2005 | |
| 5-6 | 2 | E0017 | GRADE-LEVEL-CODE Grades 0K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 | |
| 7-8 | 2 | | TEST ADMINISTRATION IDENTIFIER* RP=TELPAS Administration | |
| 9-17 | 9 | E0782 | CAMPUS-ID-OF-ENROLLMENT | |
| 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 M F | SEX-CODE M = Male F = Female | SEX CODE (M) (F) |
| 84-89 | 6 | E0006 | DATE-OF-BIRTH (MMDDYY) | |
| 90-98 | 9 | | BLANK | |
| 99-99 | 1 | E0005 1 2 3 4 5 | ETHNICITY-CODE 1 = American Indian or Alaskan Native 2 = Asian or Pacific Islander 3 = African American 4 = Hispanic 5 = White, not of Hispanic Origin | E (1) (2) (3) (4) (5) |
| 100-100 | 1 | E0785 01 02 99 00 | ECONOMIC-DISADVANTAGE-CODE (For precoding file, use only the second digit.) 1 = Eligible for free meals under the National School Lunch and Child Nutrition Program 2 = Eligible for reduced-price meals under the National School Lunch and Child Nutrition Program 9 = Other economic disadvantages 0 = Not identified as economically disadvantaged | ED (01) (02) (99) (00) |

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

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|--|--------------|--------------------------------|---|--|
| 101-101 | 1 | E0894 | TITLE-I-PART-A-INDICATOR-CODE 6 = Student attends campus with schoolwide program 7 = Student participates in program at targeted assistance school 8 = Student is previous participant in program at targeted assistance school (not a current participant) 9 = Student does not attend a Title I, Part A school but receives Title I, Part A services because the student is homeless 0 = Student does not currently participate in and has not previously participated in program at current campus | TIA (6) (7) (8) (9) (0) |
| 102-102 | 1 | E0984 | MIGRANT-INDICATOR-CODE Student has been identified as a migrant student. 1 = Yes 0 = No | MS (1) (0) |
| 103-107 | 5 | | BLANK | |
| 108-108 | 1 | E0032 | BILINGUAL-INDICATOR-CODE 1 = Student is participating in a state-approved full bilingual program 0 = Student is not participating in a state-approved full bilingual program | B (1) (0) |
| 109-109 | 1 | E0800 | ESL-INDICATOR-CODE Student participates only in an English as a Second Language (ESL) program. 1 = Student is participating in a state-approved ESL program 0 = Student is not participating in a state-approved ESL program | ESL (1) (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 1 = Student is participating in a special education program 0 = Student is not participating in a special education program | SE (1) (0) |
| 112-116 | 5 | | BLANK | |
| 117-117 | 1 | E0034 | GIFTED-TALENTED-INDICATOR-CODE Student is participating in a state-approved Gifted/Talented program. 1 = Yes 0 = No | G/T (1) (0) |

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PRECODING DATA FILE FORMAT

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|------------------|--------------|--------------------------------|--|--|
| 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. 1 = Yes 0 = No | AR (1) (0) |
| 119-121 | 3 | | BLANK | |
| 122-122 | 1 | E0031 | CAREER-AND-TECHNOLOGY-ED-IND-CD (Grades 7–12) Indicates whether student is enrolled in one or more state-approved vocational education courses. 1 = Enrolled in one or more state-approved career and technology courses as an elective 2 = Participant in the district’s career and technology coherent sequence of courses program 3 = Participant in district’s tech prep courses 0 = No participation in career and technology courses | CT (1) (2) (3) (0) |
| 123-126 | 4 | | LOCAL USE* | |
| 127-136 | 10 | | BLANK | |
| 137-137 | 1 | | LISTENING SCORE CODE* X = Student is Exempt-ARD, do not score | (X) |
| 138-138 | 1 | | SPEAKING SCORE CODE* X = Student is Exempt-ARD, do not score | (X) |
| 139-139 | 1 | | WRITING SCORE CODE* X = Student is Exempt-ARD, do not score | (X) |
| 140-140 | 1 | | READING SCORE CODE* X = Student is Exempt-ARD, do not score | (X) |
| 141-144 | 4 | | BLANK | |
| 145-154 | 10 | E0923 | LOCAL-STUDENT-ID Optional, assigned by the school district. | |
| 155-161 | 7 | | BLANK | |
| 162-162 | 1 | | YEARS IN U.S. SCHOOLS 0 = First enrolled in U.S. schools in the second semester of 2004–2005 school year 1 = First enrolled in U.S. schools in the first semester of 2004–2005 school year 2 = Has been enrolled in U.S. schools for all or part(s) of 2 school years 3 = Has been enrolled in U.S. schools for all or part(s) of 3 school years 4 = Has been enrolled in U.S. schools for all or part(s) of 4 school years 5 = Has been enrolled in U.S. schools for all or part(s) of 5 or more schools years | |

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|---------------------|-----------------|--------------------------------------|--|--|
| 163-163 | 1 | | PARENTAL-DENIAL-CODE Y = The parent or guardian has denied placement of the student in any special language program. Note: This is equivalent to a value of 'C' in the PARENTAL-PERMISSION-CODE (PEIMS data element E0896). | PD-CODE |
| 164-265 | 102 | | 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 |
| 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 |
| Years in U.S. Schools | 162-162 |
| Parental-Denial-Code | 163-163 |

TEST ADMINISTRATION INFORMATION

| | |
|--------------------------------|---------|
| Administration Date | 1-4 |
| Test Administration Identifier | 7-8 |
| Local Use | 123-126 |
| Listening Score Code | 137-137 |
| Speaking Score Code | 138-138 |
| Writing Score Code | 139-139 |
| Reading Score Code | 140-140 |

District Name

TELPAS

County District #

Tape/Disk/CD

Created by:

NAME

TELEPHONE () - EXT

If tape, circle density: 1600 / 6250 bpi

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 Iowa City, IA 52245

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