State-Developed Alternative Assessment

Spring 2004

SDAA

Precoding
Data File Format

Grades 3–8

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PRECODING DATA FILE SPECIFICATIONS

DATA TAPES

Tapes should carry standard IBM labels.
DSN = SDAA.PRECODE.Y04
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 WEB SITE

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 SDAA precoding fields are listed on the enclosed SDAA 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 SDAA precoding labels to diskettes, do not cover the hub openings or shutter. Trim the label if necessary. To label a CD, place the identifying SDAA 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) ____ Compare distribution of students on file to numbers on the enrollment worksheet that you submitted to Pearson Educational Measurement. If the distribution of students on the file is correct and is different from numbers on the worksheet, include a message with the file that tells Pearson Educational Measurement that counts from the worksheet should be ignored.

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

6) 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.

PRECODING DATA FILE FORMAT

LOCATION FROM-TO	FIELD LENGTH	PEIMS DATA ELEMENT ID AND CODE	SDAA FIELD DESCRIPTION AND ANSWER DOCUMENT CODES (PEIMS data element names are used where available)	SDAA ANSWER DOCUMENT COLUMN HEADINGS (AND CODES)
1-4	4		**ADMINISTRATION DATE***	
			1504 = Spring 2004	
5-6	2	E0017	**GRADE-LEVEL-CODE**	
			Grades 03, 04, 05, 06, 07, 08	
7-8	2		**TEST ADMINISTRATION IDENTIFIER***	
			AA = State-Developed Alternative Assessment	
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	**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**	ED
			(For precoding file use only the second digit.)	
		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	SDAA FIELD DESCRIPTION AND ANSWER DOCUMENT CODES (PEIMS data element names are used where available)	SDAA 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.	
110-116	7		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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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-CD** (grades 7 and 8 only) 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* (February administration)**	
127-130	4		**LOCAL USE* (April administration)**	
131-138	8		BLANK	
139-139	1		**WRITING SCORE CODE*** (grades 4 and 7 only)	W
			L = Student is Exempt-LEP, do not score	(L)
			X = Student is Exempt-ARD, do not score	(X)
140-140	1		**READING SCORE CODE***	R
			L = Student is Exempt-LEP, do not score	(L)
			X = Student is Exempt-ARD, do not score	(X)
141-141	1		**MATHEMATICS SCORE CODE***	M
			L = Student is Exempt-LEP, do not score	(L)
			X = Student is Exempt-ARD, do not score	(X)
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
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 (February administration)	123-126
Local Use (April administration)	127-130
Writing Score Code	139-139
Reading Score Code	140-140
Mathematics Score Code	141-141

SDAA

District Name

County District #

Tape/Disk/CD Created by:

NAME

TELEPHONE ( ) - EXT

If tape, circle density: 1600 / 6250 bpi
Circle Grades: 3 4 5 6 7 8

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

Attn: Data Prep-SDAA

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