



Spring 2019

***WRITING and NON-WRITING
Test Administrations***

Student Registration Import File Requirements

A detailed description of the demographic data collected as part of the Virginia Standards of Learning Assessments Program

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Table of Contents

Change Log	ii
Introduction	1
Preparing a Student Registration Import (SRI) File	2
Field Preparation for Exports from Student Information Systems	3
Field Definitions	4
1. Administration (REQUIRED):.....	4
2. Student Last Name (REQUIRED):.....	4
3. Student First Name (REQUIRED):.....	4
4. Student Middle Name:	4
5. Login ID:	4
6. Division Code (REQUIRED):	4
7. School Code (REQUIRED):.....	4
8. Test Code:	4
9. Group Name:	7
10. Group Code:	7
11. Date of Birth (REQUIRED):.....	7
12. Grade (REQUIRED):	7
13. Gender (REQUIRED):	7
14. State Testing Identifier (STI) (REQUIRED):.....	7
15. Ethnicity: Hispanic or Latino (REQUIRED):	7
16. Race (REQUIRED):	8
17. Military Connected Student Code (REQUIRED):.....	8
18. Student Number (Optional):.....	9
19. Initial Primary Nighttime Residence Code:	9
20. Foster Care:.....	9
21. N-Code/Economically Disadvantaged:	10
22. EL Overall Proficiency Level	10
23. Disability Status:	10
24. Temporary Condition:	10
25. Formerly EL	11
26. X-Code-B:	11
27. X-Code-C:.....	11
28. X-Code-D	11
29. SOA Adjustment-EL:.....	11
30. Transfer:	11
31. Recently Arrived EL	12
32. Local Use Data – Student:.....	12
33. Local Use Data – Test:	12
34. Online Testing:.....	12
35. Session Name	12
36. Recovery:.....	12

37. Retest:	12
38. D-Code:	12
39. Term Grad:	12
40. Project Graduation:	12
41. Z-Code-C:	13
42. Z-Code-D	13
43. Z-Code-E:	13
44. Code VTLN:	13
45. Code TLN:	13
46. Code TFN:	13
47. End of Record (REQUIRED):.....	13
Appendix A: Recovery and Retest Table	14
Appendix B: EL Overall Proficiency Level Table.....	15
Appendix C: Importing a Student Registration Import File	16

Change Log

The following table contains a record of changes made to the SRI File Requirements document.

No.	Date	Description
1	12/07/2018	Published Spring 2019 SRI File Requirements

Introduction

The main purpose of this document is to identify and define the data fields included in a student assessment record for the Spring 2019 Writing and Non-Writing Test Administrations. School divisions have the option to electronically import their student assessment records as a *Student Registration Import* (SRI) file into the PearsonAccess^{next} web-based system via a process called *Student Registration Import Submission* or manually code their student assessment records in PearsonAccess^{next} by using the various Test Setup screens. Detailed directions regarding the *Student Registration Import Submission* process are available in Appendix C.

NEW FOR SPRING 2019:

Z-Code-C: This field should contain a **C** for each additional EOC test administered to a student as a parent-requested test. See the full definition on page 13 for additional details.

The following tests are now available:

- 3223 Gr 3 Mathematics (*paper*)
- 3233 Gr 3 Mathematics CAT (*online*)
- 4224 Gr 4 Mathematics (*paper*)
- 4234 Gr 4 Mathematics CAT (*online*)
- 5225 Gr 5 Mathematics (*paper*)
- 5235 Gr 5 Mathematics CAT (*online*)
- 6226 Gr 6 Mathematics (*paper*)
- 6236 Gr 6 Mathematics CAT (*online*)
- 7227 Gr 7 Mathematics (*paper*)
- 7237 Gr 7 Mathematics CAT (*online*)
- 8228 Gr 8 Mathematics (*paper*)
- 8238 Gr 8 Mathematics CAT (*online*)
- EOC220 Algebra I (2016)
- EOC221 Geometry (2016)
- EOC222 Algebra II (2016)

The following tests are no longer available:

- 3123 Gr 3 Mathematics (*paper*)
- 3133 Gr 3 Mathematics CAT (*online*)
- 3143 Gr 3 Plain English Mathematics (*paper*)
- 3153 Gr 3 Plain English Mathematics CAT (*online*)
- 4124 Gr 4 Mathematics (*paper*)
- 4134 Gr 4 Mathematics CAT (*online*)
- 4144 Gr 4 Plain English Mathematics (*paper*)
- 4154 Gr 4 Plain English Mathematics CAT (*online*)
- 5125 Gr 5 Mathematics (*paper*)
- 5135 Gr 5 Mathematics CAT (*online*)
- 5145 Gr 5 Plain English Mathematics (*paper*)
- 5155 Gr 5 Plain English Mathematics CAT (*online*)
- 6126 Gr 6 Mathematics (*paper*)
- 6136 Gr 6 Mathematics CAT (*online*)
- 6146 Gr 6 Plain English Mathematics
- 6156 Gr 6 Plain English Mathematics CAT
- 7127 Gr 7 Mathematics (*paper*)

SRI File Requirements for Spring 2019 Writing and Non-Writing Test Administrations

The following tests are no longer available (continued):

- 7137 Gr 7 Mathematics CAT (*online*)
- 7147 Gr 7 Plain English Mathematics (*paper*)
- 7157 Gr 7 Plain English Mathematics CAT (*online*)

Preparing a Student Registration Import (SRI) File

When preparing an SRI file, the file must be formatted as a comma separated values (CSV) file. The order, length, and types of characters in the data fields must follow the descriptions provided in this document. Leading zeros are not required for the following fields: **Division Code**, **School Code**, **Date of Birth**, **Grade**, **Race**, and **Disability Status**. If leading zeros are not included in the Student Registration Import file, PearsonAccess^{next} will automatically add them during the import process. A header row must be present. If the *Student Registration Import File Template* (a Microsoft® Excel spreadsheet) is used to prepare the SRI file, the final version must be saved as a CSV file.

The following naming conventions are recommended for SRI files: **WRSP19###.csv** for Writing Spring 2019 and **NWSP19###.csv** for Non-Writing Spring 2019 (### is the 3-digit division code). The filename extension must be .csv.

Separate SRI files must be created for Spring 2019 Writing and Spring 2019 Non-Writing; however, multiple files may be imported for each administration. For example, divisions may wish to submit files separately by school rather than submitting one large division file. Regardless of the number of schools or students represented in a file, divisions are encouraged to submit SRI files at the division level in PearsonAccess^{next} for consistency. If importing SRI files at levels other than the division level, users must remember to return to each specific level to review individual SRI file status and correct any errors.

While not all student data fields are required to be entered prior to testing, school divisions are encouraged to include as many fields as possible in the submitted student data file so that manual entry of data is limited.

SRI File Requirements for Spring 2019 Writing and Non-Writing Test Administrations

Field Preparation for Exports from Student Information Systems

Export data from the local student information system into these specific fields and in the following order. Fields shown in **bold** are required and represent the minimum fields to be included in a *Student Registration Import* file. Fields shown as underlined are student-specific fields and should not vary among records for a given student.

Field	Description	Length
1.	Administration	8
2.	<u>Student Last Name</u>	25
3.	<u>Student First Name</u>	15
4.	<u>Student Middle Name</u>	15
5.	<u>Login ID</u>	60
6.	<u>Division Code</u>	3
7.	<u>School Code</u>	4
8.	Test Code	6
9.	Group Name	20
10.	Group Code	10
11.	<u>Date of Birth</u>	8
12.	<u>Grade</u>	2
13.	<u>Gender</u>	1
14.	<u>State Testing Identifier (STI)</u>	10
15.	Ethnicity: Hispanic or Latino	1
16.	Race	2
17.	<u>Military Connected Student Code</u>	1
18.	Student Number	12
19.	<u>Initial Primary Nighttime Residence Code</u>	1
20.	<u>Foster Care</u>	1
21.	<u>N-Code/Economically Disadvantaged</u>	1
22.	<u>EL Overall Proficiency Level</u>	2
23.	<u>Disability Status</u>	2
24.	<u>Temporary Condition</u>	1
25.	<u>Formerly EL</u>	1
26.	<u>X-Code-B*</u>	1
27.	<u>X-Code-C*</u>	1
28.	<u>X-Code-D*</u>	1
29.	<u>SOA Adjustment-EL</u>	1
30.	Transfer	1
31.	Recently Arrived EL	1
32.	<u>Local Use Data-Student</u>	9

Field	Description	Length
33.	Local Use Data - Test	9
34.	Online Testing	1
35.	Session Name	50
36.	Recovery	1
37.	Retest	1
38.	D-Code	1
39.	<u>Term Grad</u>	1
40.	Project Graduation	1
41.	Z-Code C	1
42.	Z-Code D*	1
43.	Z-Code E*	1
44.	Code VTLN	15
45.	Code TLN	40
46.	Code TFN	25
47.	End of Record	1

*Not used at this time; leave blank

Field Definitions

1. **Administration (REQUIRED):** This field must contain the code representing the administration for which the student is being registered (**wrtg1819** for Writing 2018-2019; **nwsprg19** for Non-Writing Spring 2019). This field is case sensitive.
2. **Student Last Name (REQUIRED):** This field must contain the student’s last name. Valid characters are A-Z, 0-9, hyphens (-), and apostrophes ('). PearsonAccess^{next} will remove blank spaces and unapproved characters, and truncate the last name to 25 characters.
Note: OnDemand and Published reports will only contain the first 11 characters of the student’s last name.
3. **Student First Name (REQUIRED):** This field must contain the student’s first name. Valid characters are A-Z, 0-9, hyphens (-), and apostrophes ('). PearsonAccess^{next} will remove blank spaces and unapproved characters, and truncate the first name to 15 characters.
Note: OnDemand and Published reports will only contain the first 9 characters of the student’s first name.
4. **Student Middle Name:** Valid characters are A-Z, 0-9, hyphens (-), apostrophes ('), and blank. PearsonAccess^{next} will remove blank spaces and unapproved characters, and truncate the middle name to 15 characters.
Note: OnDemand and Published reports will only contain the first 1 character of the student’s middle name.
5. **Login ID:** This field may contain a unique ID for a student to use when logging in to TestNav, the online testing application. If this field is left empty, a unique 10-digit number will be assigned as the Login ID for each student. If the division provides Login IDs, the following conventions must be followed: a limit of 60 characters, no spaces or special characters, and no duplicate Login IDs. Login IDs are not case sensitive.
6. **Division Code (REQUIRED):** This field must contain the 3-digit division code assigned to a division by the Virginia Department of Education (VDOE).
7. **School Code (REQUIRED):** This field must contain the 4-digit school code assigned to a school by VDOE.
8. **Test Code:** This field should contain a valid test code from the following tables. The Test Code represents the level and subject of the test that will be administered to the student. Submit a separate student record for each test administered. For example, if a student is taking End-of-Course (EOC) Earth Science and EOC Algebra I, that student will need two records, one for Earth Science (2010) and a second for Algebra I (2016).

Spring 2019 Writing Administration¹	
Test Code	Description
8111	Gr 8 Writing
EOC112	EOC Writing (2010)

¹The writing test consists of two components; however, submit only one writing test record per student.

SRI File Requirements for Spring 2019 Writing and Non-Writing Test Administrations

Spring 2019 Non-Writing Administration Grades 3-8 and Content Specific History Test Codes	
Test Code	Description
3103	Gr 3 Reading (<i>paper</i>)
3113	Gr 3 Reading CAT (<i>online</i>)
3223	Gr 3 Mathematics (<i>paper</i>)
3233	Gr 3 Mathematics CAT (<i>online</i>)
4104	Gr 4 Reading (<i>paper</i>)
4114	Gr 4 Reading CAT (<i>online</i>)
4224	Gr 4 Mathematics (<i>paper</i>)
4234	Gr 4 Mathematics CAT (<i>online</i>)
5105	Gr 5 Reading (<i>paper</i>)
5115	Gr 5 Reading CAT (<i>online</i>)
5164	Gr 5 Science
5225	Gr 5 Mathematics (<i>paper</i>)
5235	Gr 5 Mathematics CAT (<i>online</i>)
6106	Gr 6 Reading (<i>paper</i>)
6116	Gr 6 Reading CAT (<i>online</i>)
6226	Gr 6 Mathematics (<i>paper</i>)
6236	Gr 6 Mathematics CAT (<i>online</i>)
7107	Gr 7 Reading (<i>paper</i>)
7117	Gr 7 Reading CAT (<i>online</i>)
7227	Gr 7 Mathematics (<i>paper</i>)
7237	Gr 7 Mathematics CAT (<i>online</i>)
8108	Gr 8 Reading (2010) (<i>paper</i>)
8118	Gr 8 Reading (2010) CAT (<i>online</i>)
8165	Gr 8 Science
8228	Gr 8 Mathematics (2016) (<i>paper</i>)
8238	Gr 8 Mathematics (2016) CAT (<i>online</i>)
CSH174	Virginia Studies
CSH178	Civics & Economics

SRI File Requirements for Spring 2019 Writing and Non-Writing Test Administrations

Spring 2019 Literacy and Numeracy Test Codes ²	
Test Code	Description
8408	VMAST Gr 8 Reading ³
8065	Gr 8 Reading (2002) ⁴
8128	Gr 8 Mathematics (2009) (<i>paper</i>)
8148	Gr 8 Plain English Mathematics (2009) (<i>paper</i>)
8138	Gr 8 Mathematics (2009) CAT (<i>online</i>)
8158	Gr 8 Plain English Mathematics (2009) CAT (<i>online</i>)

²The Modified Standard Diploma is available only to those students in high school who entered the 9th grade for the first time prior to the 2013-2014 school year.

³The VMAST Grade 8 Reading test is available only to high school students with disabilities who are pursuing a Modified Standard Diploma and who meet the VMAST participation criteria.

⁴Students in grades 9-12 who are pursuing a Modified Standard Diploma should retake the Grade 8 Reading test based on the 2002 SOL to meet the literacy requirement for this diploma.

Spring 2019 Non-Writing Administration - End-of-Course Test Codes	
Test Code	Description
EOC109	EOC Reading (2010)
EOC220	Algebra I (2016)
EOC221	Geometry (2016)
EOC222	Algebra II (2016)
EOC160	Earth Science (2010)
EOC161	Biology (2010)
EOC162	Chemistry (2010)
EOC170	VA & US History (2008)
EOC171	World History I (2008)
EOC172	World History II (2008)
EOC179	World Geography (2008)
EOC409	VMAST EOC Reading ⁵ (<i>online</i>)
EOC120	Algebra I (2009) ⁶
EOC129	Plain English Algebra I (2009) ⁶
EOC121	Geometry (2009) ⁶
EOC122	Algebra II (2009) ⁶

⁵The VMAST EOC *Reading* test is available to students with disabilities pursuing a standard diploma with credit accommodations following these criteria: The student must have passed the course; the student must have taken the EOC test at least twice, with the test scores being 374 or below; the student must meet the VMAST Participation Criteria; and the test must be coded as retest. The VMAST for EOC Reading will remain available for students with disabilities who were administered the VMAST EOC Reading test for the first time prior to Summer 2014 and are seeking to retake the test for verified credit following these criteria: The student must have passed the course prior to Summer 2014; the student must meet the VMAST Participation Criteria; and the test must be coded as retest.

⁶*Algebra I, Plain English Algebra I, Geometry, and Algebra II* tests based on the 2009 SOL are available only to students who were taught the mathematics curriculum based on the 2009 standards, passed the class, and are retaking the SOL test for verified credit. Generally, a student who passed a mathematics class with an associated EOC mathematics test prior to Spring 2019 should take the test based on the 2009 standards.

SRI File Requirements for Spring 2019 Writing and Non-Writing Test Administrations

9. **Group Name:** This field may contain a teacher name and period number, block number, or other common identifier. The maximum allowable length of this field is 20 characters, and valid characters are A-Z, 0-9, hyphens (-), and blank spaces. To reduce confusion, divisions are strongly encouraged not to leave the field blank and not to duplicate group names. Divisions should consider how they prefer score reports to be organized when selecting group names. For example, if a teacher instructs several sections of Algebra I and it is preferred to generate separate sets of reports for each section, the naming convention may be “Slate Alg I Block 1” and “Slate Alg I Block 2”. If it is preferred to generate a set of reports that includes all students in the sections belonging to the teacher, the naming convention may be “Slate Alg I”.
- Note:** Group Name can be updated electronically via a Student Registration Import for an existing student’s test assignment if the student’s test is in any status other than Completed.
10. **Group Code:** This optional field is available for use by divisions to further identify or track group information (course number, section number, period number, or other identifier). The group code will NOT appear on printed reports; however, it will appear in Student Data Extract files. The maximum allowable length of this field is 10 characters, and valid characters are A-Z, 0-9, and blank spaces. No special characters can be used.
11. **Date of Birth (REQUIRED):** This field must contain the student’s date of birth and must match the four other associated fields for the student within PearsonAccess^{next} including the student’s First and Last Name, Gender, and STI. The format of this field must follow the convention **MMDDYYYY** where MM is the 2-digit month, DD is the 2-digit day, and YYYY is the 4-digit year. Supply leading zeros where appropriate and include a 4-digit year. For example, if a student’s date of birth was September 2, 2004, it would be entered into this field as 09022004.
12. **Grade (REQUIRED):** This field contains the student’s grade level and must be one of the following values: **01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, TT**. Grade TT, or Test Taker, should be used for students not currently enrolled, but who already have sufficient standard credits to graduate and are returning to retake an EOC test for verified credit or retake the Grade 8 *Reading* and/or *Mathematics* tests to certify literacy and numeracy for the Modified Standard Diploma. Additionally, Grade TT may be completed for students who are beyond school age but are taking an SOL test for verified credit or to certify literacy and numeracy for the Modified Standard Diploma. Such students may be enrolled in a class within an adult education program.
13. **Gender (REQUIRED):** This field must contain the code representing the student’s gender and match the four other associated fields for the student within PearsonAccess^{next} including the student’s First and Last Name, Date of Birth, and STI. Valid values for this field are **F** for Female or **M** for Male.
14. **State Testing Identifier (STI) (REQUIRED):** This field must contain the student’s STI and match the four other associated fields for the student within PearsonAccess^{next} including the student’s First and Last Name, Date of Birth, and Gender.
15. **Ethnicity: Hispanic or Latino (REQUIRED):** This field must contain a **Y** if the student’s ethnicity is Hispanic or Latino or an **N** if the student’s ethnicity is not Hispanic or Latino.

SRI File Requirements for Spring 2019 Writing and Non-Writing Test Administrations

16. Race (REQUIRED): This field must contain a code from the following table representing the student's race:

One Race	
01	American Indian or Alaskan Native
02	Asian
03	Black or African American
05	White
06	Native Hawaiian or Other Pacific Islander
Combination of Two Races	
07	American Indian or Alaskan Native and Asian
08	American Indian or Alaskan Native and Black or African American
09	American Indian or Alaskan Native and White
10	American Indian or Alaskan Native and Native Hawaiian or Other Pacific Islander
11	Asian and Black or African American
12	Asian and White
13	Asian and Native Hawaiian or Other Pacific Islander
14	Black or African American and White
15	Black or African American and Native Hawaiian or Other Pacific Islander
16	Native Hawaiian or Other Pacific Islander and White
Combination of Three Races	
17	American Indian or Alaskan Native, Asian and Black or African American
18	American Indian or Alaskan Native, Asian and White
19	American Indian or Alaskan Native, Asian and Native Hawaiian or Other Pacific Islander
20	Asian, Black or African American and White
21	Asian, Black or African American and Native Hawaiian or Other Pacific Islander
22	Black or African American, White and Native Hawaiian or Other Pacific Islander
23	Black or African American, Native Hawaiian or Other Pacific Islander and American Indian or Alaskan Native
24	White, Black or African American and American Indian or Alaskan Native
25	White, Native Hawaiian or Other Pacific Islander and American Indian or Alaskan Native
26	White, Native Hawaiian or Other Pacific Islander and Asian
Combination of Four Races	
27	American Indian or Alaskan Native, Asian, Black or African American and White
28	Asian, Black or African American, White and Native Hawaiian or Other Pacific Islander
29	Black or African American, White, Native Hawaiian or Other Pacific Islander and American Indian or Alaskan Native
30	White, Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native and Asian
31	Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native, Asian and Black or African American
Combination of Five Races	
32	American Indian or Alaskan Native, Asian, Black or African American, White and Native Hawaiian or Other Pacific Islander

17. Military Connected Student Code (REQUIRED): This field must contain a code from the following table to identify students who have a parent or legal guardian in the uniformed services. Valid values are **1, 2, 3, or 4**.

Code	Description
1	Student is not military connected.
2	Active duty; student is a dependent of a member of the Active Duty Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, the Commissioned Corps of the National Oceanic and Atmospheric Administration, or the Commissioned Corps of the U.S. Public Health Services).
3	Reserve; student is a dependent of a member of the Reserve Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard).
4	National Guard; active or reserve; student is a dependent of a member of the National Guard (and not a dependent of a member of the US Armed Services).

Note: If one parent is an active member of the US Armed Services and one is a member of the National Guard, code for the parent that is on active duty.

SRI File Requirements for Spring 2019 Writing and Non-Writing Test Administrations

- 18. Student Number (Optional):** This field may contain a locally assigned student number, up to 12 digits. Leading and trailing zeros are not necessary unless utilized by the division. If this field is used, it must be populated for each test assignment.
- 19. Initial Primary Nighttime Residence Code:** This field should contain a code from the following table identifying the primary nighttime residence when the student was identified as a homeless child or youth at any point during the current school year. It is the responsibility of the local homeless education liaison to ensure the recording and reporting of the type of primary nighttime residence at the time of identification. Valid values are blank, 1, 2, 3, or 4.

Code	Description
Blank	Student is not identified as a homeless child or youth.
1	Unsheltered; Children and youth living in abandoned buildings, campgrounds and vehicles, space not meant for habitation, trailers or FEMA trailers, cars, bus and train stations, and abandoned in the hospital. Unsheltered may include substandard or inadequate housing that does not easily fit into any category as it is not governed by a specific definition and is judged on a case-by-case basis. An inadequate dwelling may shelter but it is not adequate housing.
2	Shelters; Children and youth living in shelters and transitional housing programs (homeless and domestic violence programs). Children and youth awaiting foster care placement.
3	Doubled-up; Children and youth (including runaway youth or unaccompanied youth) who live with relatives or friends due to being homeless.
4	Hotels/motels; Children and youth living in hotels/motels due to a lack of alternative adequate accommodations.

Note: Once the student is identified as experiencing homelessness at any point in the school year, the student is automatically eligible for the Free and Reduced Meals Program and therefore identified as **Economically Disadvantaged**. Although it is well within the scope of the division to store the Initial Primary Nighttime Residence Code in their Student Information Systems, it is the Homeless education liaison who should coordinate the benefits for the student.

Initial Primary Nighttime Residence is defined as the type of residence (shelter, hotel, doubled-up in the home of a relative or friend) where a homeless child or youth was staying at time of enrollment or type of residence where a currently enrolled child or youth was staying when he or she was identified as homeless.

- 20. Foster Care:** This field should contain a **Y** if the student is in a foster care setting. Foster care is defined as 24-hour substitute care for children placed away from their parents and for whom the agency under Title IV-E of the Social Security Act has placement and care responsibility. This includes, but is not limited to, placements in family foster homes, relative foster homes, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.

21. N-Code/Economically Disadvantaged: This field should contain a **Y** if the student is classified as economically disadvantaged. This field is required when **Initial Primary Nighttime Residence Code** is populated. A student is economically disadvantaged if he/she:

- (1) is eligible for Free/Reduced Meals;
- (2) receives TANF (Temporary Assistance for Needy Families);
- (3) is eligible for Medicaid; or
- (4) is identified as experiencing Homelessness.

Note: Free/Reduced Meals applications are not collected in schools participating in the Community Eligibility Program (CEP). Students in CEP schools are identified as economically disadvantaged based on the following categories used to determine a school's eligibility for CEP: 1) students who are directly certified for free meals on the basis of their participation in the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF); and 2) homeless, runaways, migrant youth, Head Start, Even Start, and foster children approved by means other than a meal application. This information is outlined in [Superintendent's Memo #104-14: Identification of the Economically Disadvantaged Subgroup for Title I Accountability Under the Community Eligibility Provision](#).

22. EL Overall Proficiency Level: If the student participated in WIDA ACCESS for ELLs 2.0 testing in Spring 2018, this field must contain the student's ACCESS for ELLs 2.0 Overall Proficiency Level. This score contains a decimal value as shown on the ACCESS for ELLs 2.0 score reports; however, the decimal point must be removed when entering the number in PearsonAccess^{next} or in the SRI template. The possible range of values for this field in PearsonAccess^{next} is 10 to 60, 99, or 00. See Appendix B for additional information regarding other ELP Assessments.

Note: The EL Overall Proficiency Level must be left blank for students that met the English Language Proficiency (ELP) criteria. See *field 25 (Formerly EL)* for details on ELP criteria.

23. Disability Status: This field must be used for any student who is identified as having a disability. Use codes 03-10, 12-14, 16, and 19 for students who are eligible for services under the *Individuals with Disabilities Education Improvement Act of 2004* (IDEIA) and who have Individualized Education Programs (IEPs). Use code 15 for students who are eligible for services under Section 504 of the *Rehabilitation Act of 1973*. If more than one disability exists, select the primary disability.

03 =Multiple Disabilities	12 =Deaf-Blindness
04 =Orthopedic Impairment	13 =Autism
05 =Visual Impairment (including blindness)	14 =Traumatic Brain Injury
06 =Hearing Impairment/Deafness	15 =Qualified Individual with Disabilities under Section 504 of the Rehabilitation Act
07 =Specific Learning Disability	16 =Developmental Delay
08 =Emotional Disability	19 =Intellectual Disability
09 =Speech or Language Impairment	
10 =Other Health Impairment	

24. Temporary Condition: This field should contain a **Y** for students who do not have an IEP, 504 Management Plan, or EL Student Assessment Participation Plan but who, due to a temporary condition such as a broken arm or injured hand, are in need of a test accommodation to access the SOL tests. Documentation of the temporary condition and necessary accommodations must be maintained in the student's school/division file.

SRI File Requirements for Spring 2019 Writing and Non-Writing Test Administrations

25. Formerly EL⁷: This field should be **1, 2, 3, or 4** for students who met the following English Language Proficiency (ELP) criteria:

Code	Description
1	Students who earned an Overall Proficiency Level of 4.4 or greater on the WIDA ACCESS for ELLs 2.0 test in Spring 2018 OR Students who were assessed with the Proficiency Level 5 checklist from the Virginia ELP Checklist for EL Students in Kindergarten through Grade 12 with Hearing and Visual Impairments in Spring 2018.
2	Students who earned an Overall Proficiency Level of 4.4 or greater on the WIDA ACCESS for ELLs 2.0 test in Spring 2017 OR Students who were assessed with the Proficiency Level 5 checklist from the Virginia ELP Checklist for EL Students in Kindergarten through Grade 12 with Hearing and Visual Impairments in Spring 2017.
3	Students who tested on Tier B or C of the WIDA ACCESS for ELLs 2.0 test <u>and</u> earned an Overall Proficiency Level of 5.0 or greater <u>and</u> a Literacy Proficiency Level of 5.0 or greater in Spring 2016 OR Students who were assessed with the Proficiency Level 5 checklist from the Virginia ELP Checklist for EL Students in Kindergarten through Grade 12 with Hearing and Visual Impairments in Spring 2016.
4	Students who tested on Tier C of the WIDA ACCESS for ELLs test <u>and</u> earned a Composite Proficiency Level of 5.0 or greater <u>and</u> a Literacy Proficiency Level of 5.0 or greater in Spring 2015 OR Students who were assessed with the Proficiency Level 5 checklist from the Virginia ELP Checklist for EL Students in Kindergarten through Grade 12 with Hearing and Visual Impairments in Spring 2015.

⁷The EL Overall Proficiency Level must be left blank if Formerly EL is populated.

Students within their first two years of monitoring as a formerly EL Monitor Status Years 1 and 2 (Codes 1 and 2) are eligible for direct and indirect linguistic accommodations on the Virginia Standards of Learning (SOL) assessments. Students in Monitor Status Years 3 and 4 (Codes 3 and 4) are not eligible for direct or indirect accommodations on SOL assessments.

26. X-Code-B: This field should be left blank unless authorized by VDOE.

27. X-Code-C: This field should be left blank unless authorized by VDOE.

28. X-Code-D: This field should be left blank unless authorized by VDOE.

29. SOA Adjustment-EL: This field should contain a value of **Y** if the student is currently classified as EL **and** has been enrolled in a Virginia public school for fewer than 11 semesters. Students who are in membership for the majority of days in a semester are considered to have been enrolled for that semester.

30. Transfer: This field should contain a **Y** if the student meets any of the following criteria:

Grades 3-8 and Content Specific History tests – Regular Schedule: Students enrolled from another school division, another state, private school, or home instruction AFTER the 20th instructional day following the opening of school; or

Grades 3-8 and Content Specific History tests – Block Schedule: Students enrolled from another school division, another state, private school, or home instruction AFTER 20 instructional hours have elapsed since the beginning of the semester; or

End-of-Course tests: Students enrolled from another school division, another state, private school, or home instruction AFTER 20 instructional hours have elapsed since the beginning of the school year (or beginning of the semester, if on block schedules) following the opening of school; or

All tests: Students who have transferred out of and back into the division during the school year and have been carried in your division’s membership for 50% or less of the school year (or 50% of the semester for those on block schedules).

SRI File Requirements for Spring 2019 Writing and Non-Writing Test Administrations

- 31. Recently Arrived EL (Student Classified as EL and enrolled in U.S. schools less than 12 months):** This field should be **Y** for students who are classified as EL and who have been enrolled in U.S. schools for less than 12 months. This includes EL students who enrolled in a U.S. school on or after the first day of school in the 2018-2019 school year. For the EL student definition, see the English Learners: Guidelines for Participation in the Virginia State Assessment Program.
- 32. Local Use Data – Student:** This field is available for optional use by the school division. This field has a character limit of 9. Valid values are A-Z, 0-9, and blank spaces. No special characters can be used.
- 33. Local Use Data – Test:** This field is available for optional use by the school division. This field has a character limit of 9. Valid values are A-Z, 0-9, and blank spaces. No special characters can be used.
- 34. Online Testing:** This field applies to the specific test being assigned in field 8 (Test Code). For a test that will be administered ONLINE, the field must contain a value of **Y**. For a test that will be administered in PAPER, the field must remain blank. *See the Test Implementation manuals for details on criteria for a paper test.*
- 35. Session Name:** This optional field may be used to add students to existing online test sessions or create new online test sessions in PearsonAccess^{next}. Valid values are 0-9, A-Z, blank spaces, and the following special characters: - ' () / \ & +. Commas cannot be used. This field is only applicable if field 34 **Online Testing** is set to **Y**.

A new session will automatically be created if the **Session Name** is not currently used in PearsonAccess^{next} for the particular test and school being imported. Test session names are unique by Test and School, therefore, all students listed with the same session name will be put into the same test session.

Note: Students cannot be added to a session via a Student Registration Import if the session has already been Prepared or Started in PearsonAccess^{next}.

Session details will need to be updated manually within PearsonAccess^{next}. Default values for these fields are:

Session Details	Default Value
Scheduled Start Date	date of the SRI import
Proctor Reads Aloud	blank
Scheduled Start Time	blank
Form Group Type Context	regular
Form Group Type	main
Lab Location	blank
Precaching Computer	the default configuration selected for the school

Note: Students already placed in online test sessions cannot be moved to a new session or removed from an online test through the import process. The students must first be removed manually from the session in PearsonAccess^{next} before a new file can be imported.

- 36. Recovery:** This field should contain a **Y** if the student is classified as described in Appendix A.
- 37. Retest:** This field should contain a **Y** if the student is classified as described in Appendix A.
- 38. D-Code:** This field should contain a **Y** if the student is in grades 9, 10, 11, or 12, taking Grade 8 *Reading* and/or Grade 8 *Mathematics*, and pursuing a Modified Standard Diploma.
- 39. Term Grad:** For the Spring 2019 Writing and Non-Writing Administrations, this field should contain a **Y** if the student is attempting to accrue sufficient verified credits to graduate on or before August 31, 2019.
- 40. Project Graduation:** This field should contain a **Y** for all Writing and Non-Writing SOL tests administered to current Project Graduation students.

SRI File Requirements for Spring 2019 Writing and Non-Writing Test Administrations

41. Z-Code-C: This field should contain a **C** for each additional EOC test administered to a student as a parent-requested test. Parents may request that their student complete an EOC test after having met the required verified credits for graduation and/or federal testing requirements in that content area. Prior to the administration of any additional EOC test to the student, the school division shall obtain and maintain written documentation of the parent's request and affirmative consent to complete each additional EOC test.

Note: Any additional EOC test that is administered at the request of a parent after the student has earned the required verified credits for graduation and met the federal testing requirements will not be included in calculations for state accreditation or federal accountability.

42. Z-Code-D: This field should be left blank unless authorized by VDOE.

43. Z-Code-E: This field should be left blank unless authorized by VDOE.

44. Code VTLN: This optional field may be used to associate a valid Virginia Teacher Licensure Number (VTLN) with a specific SOL test record. Valid values are A-Z, 0-9, hyphen (-), and blank spaces.

45. Code TLN: This optional field may be used with field 44 to associate a valid Teacher Last Name (TLN) with a specific SOL test record. Valid values are A-Z, apostrophe ('), hyphen (-), and blank spaces.

46. Code TFN: This optional field may be used with field 44 to associate a valid Teacher First Name (TFN) with a specific SOL test record. Valid values are A-Z, and blank spaces.

Note: Fields 44 through 46 are not validated against teacher licensure records at the Virginia Department of Education during the import process.

47. End of Record (REQUIRED): This field must contain a **Y** at the end of a student record.

SRI File Requirements for Spring 2019 Writing and Non-Writing Test Administrations

Appendix A: Recovery and Retest Table

Find the text in the left column that describes the student's scenario and code Recovery and/or Retest as indicated in the right two columns. N/A means not applicable and to leave the field blank.

If a student is ...	Recovery	Retest
<ul style="list-style-type: none"> ▪ re-enrolled in a course with an associated SOL, and ▪ has previously taken and failed both the course and SOL test (these students are considered first time test takers) 	N/A	N/A
<ul style="list-style-type: none"> ▪ being accounted for by submitting a blank test coded with testing status 10 (substitute test taken) for the first time in lieu of the corresponding SOL test, which was never attempted 	N/A	N/A
<ul style="list-style-type: none"> ▪ taking an EOC test for verified credit for the first time after having been coded with one of the following testing statuses in a previous administration: 1=Absent, 4=Medical Emergency, 6=Did Not Attempt <i>Reading, Mathematics</i> or <i>Science</i> Test, or 8=Did Not Attempt <i>Writing</i> or <i>History/Social Science</i> Test 	N/A	N/A
<ul style="list-style-type: none"> ▪ taking an EOC test for verified credit for the first time after having been coded with one of the following testing statuses in a previous administration: 50=Student Refusal/Disruptive, 51=Parent Refusal, 7=Student Cheated, or 5=Refusal/Disruptive 	N/A	Y
<ul style="list-style-type: none"> ▪ retaking an EOC test for verified credit 	N/A	Y
<ul style="list-style-type: none"> ▪ retaking an EOC test under the expedited retake policy⁸ 	N/A	Y
<ul style="list-style-type: none"> ▪ being accounted for by submitting a blank test coded with testing status 10 (substitute test taken) after having previously failed the corresponding SOL test⁹ 	N/A	Y
<ul style="list-style-type: none"> ▪ retaking an EOC <i>Reading/Mathematics</i> test for verified credit, and ▪ participated in a remediation recovery program¹⁰ 	Y	Y
<ul style="list-style-type: none"> ▪ retaking a grade 3, 4, 5, 6, 7, 8 or Content Specific History test under the expedited retake policy 	N/A	Y
<ul style="list-style-type: none"> ▪ promoted to grade 4, 5, 6, 7, or 8, and ▪ failed the previous Grade's <i>Reading/Mathematics</i> test¹¹; and ▪ participated in a remediation recovery program; and ▪ taking the current grade level <i>Reading/Mathematics</i> test 	Y	N/A
<ul style="list-style-type: none"> ▪ promoted to grade 4, 5, 6, 7, or 8, and ▪ failed the previous Grade's <i>Reading/Mathematics</i> test¹¹; and ▪ participated in a remediation recovery program; and ▪ retaking the current grade level <i>Reading/Mathematics</i> test under the expedited retake policy 	Y	Y
<ul style="list-style-type: none"> ▪ taking the <i>Algebra I</i> test for the first time, and ▪ failed the Grade 8 <i>Mathematics</i> test in the previous school year¹¹; and ▪ participated in a remediation recovery program¹² 	Y	N/A
<ul style="list-style-type: none"> ▪ promoted to grade 9, and ▪ failed the Grade 8 <i>Reading/Mathematics</i> test in the previous school year¹¹, and ▪ retaking the Grade 8 <i>Reading/Mathematics</i> test; and ▪ participated in a remediation recovery program¹³ 	Y	Y

⁸Recovery cannot be applied to the EOC expedited retake test given during the same administration as the initial (failing) attempt.

⁹Submit only one EOC test record per subject with testing status 10 to account for the passing substitute test, regardless of how many times the student attempts a substitute test for that subject.

Note: Recovery cannot be coded for substitute tests taken for verified credit.

¹⁰Recovery can only be coded one time per EOC subject test. All references to *Reading* include VMAST tests.

¹¹The failure cannot be from a testing status of 50=Student Refusal/Disruptive, 51=Parent Refusal, or 7=Student Cheated.

¹²*Algebra I* may be coded one time for a failed Grade 8 *Mathematics* test and one time for a failed *Algebra I* test.

¹³A 9th grade student retaking the Grade 8 *Reading/Mathematics* test under remediation recovery is not eligible for an expedited retake.

SRI File Requirements for Spring 2019 Writing and Non-Writing Test Administrations

Appendix B: EL Overall Proficiency Level Table

Find the text in the left column that describes the EL student’s scenario, and provide the data indicated in the column on the right.

If the student...	EL Overall Proficiency Level
<ul style="list-style-type: none"> ▪ participated in WIDA ACCESS for ELLs 2.0 testing in the previous spring 	10 – 43*
<ul style="list-style-type: none"> ▪ participated in WIDA Alternate ACCESS for ELLs testing in the previous spring 	10, 20, or 30
<ul style="list-style-type: none"> ▪ was assessed using the Virginia ELP Checklist for EL Students in K-12 with Hearing and Visual Impairments 	10, 20, 30, 40, or 50

*Students who achieved an Overall Proficiency Level of 4.4 or above on the ACCESS for ELLs 2.0 assessment are considered Formerly EL. Leave this field blank and complete field 25, **Formerly EL**, with the appropriate code.

If the student does not have proficiency levels from the WIDA ACCESS for ELLs 2.0, WIDA Alternate ACCESS for ELLs, or Virginia ELP Checklist for EL Students in K-12 with Hearing and Visual Impairments from the previous spring but the student was administered...	EL Overall Proficiency Level
<ul style="list-style-type: none"> ▪ the WIDA Screener (Online or Paper) 	10 - 60
<ul style="list-style-type: none"> ▪ the WIDA Measure of Developing English Language (MODEL™) 	10 - 60
<ul style="list-style-type: none"> ▪ an ELP placement test or screening test other than the WIDA Screener or WIDA MODEL and the division considers the student to be EL¹⁴. 	99

¹⁴Divisions must have a rationale for determining the student to be EL. A body of evidence is not an accepted justification.

If the student does not have proficiency levels from the WIDA ACCESS for ELLs 2.0, WIDA Alternate ACCESS for ELLs, or Virginia ELP Checklist for EL Students in K-12 with Hearing and Visual Impairments from the previous spring <u>due to parent refusal</u> of ELP testing...	EL Overall Proficiency Level
<ul style="list-style-type: none"> ▪ the student is not eligible for testing accommodations or exemptions on SOL assessments that are available to EL students; however, the student must be included in the EL reporting group used for federal accountability purposes 	00

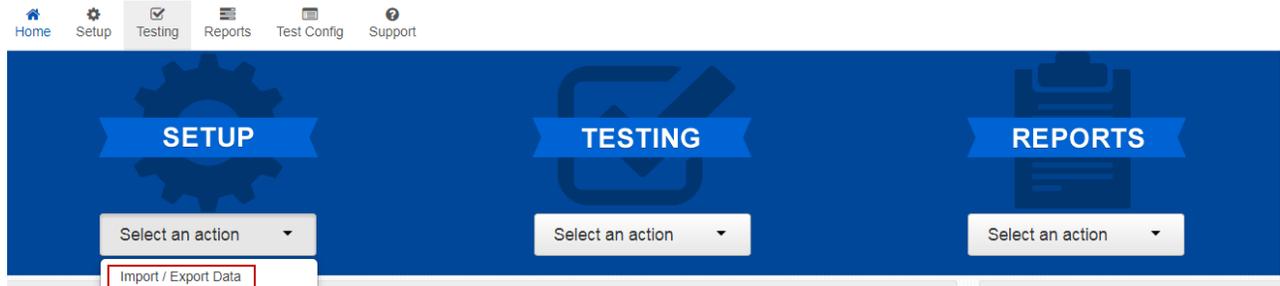
Additional information regarding EL student participation in the Virginia Assessment Program is provided in the *English Learners: Guidelines for Participation in the Virginia Assessment Program*.

Appendix C: Importing a Student Registration Import File

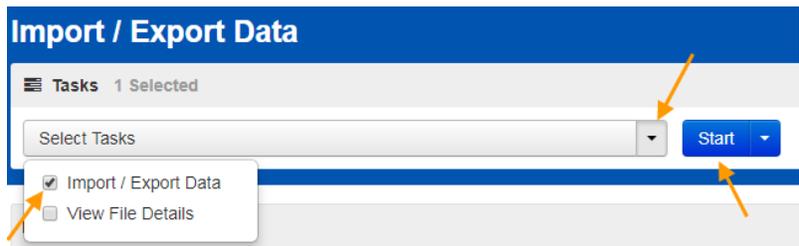
Once the student registration import file is ready for import, the user must log into PearsonAccess^{next}: <https://va.pearsonaccessnext.com/>

The Student Registration Import File should be submitted at the division level and under the proper test administration. If a file is submitted under the wrong test administration, the file will be rejected.

After an authorized user is logged on, select **Import / Export Data** under *Setup*.



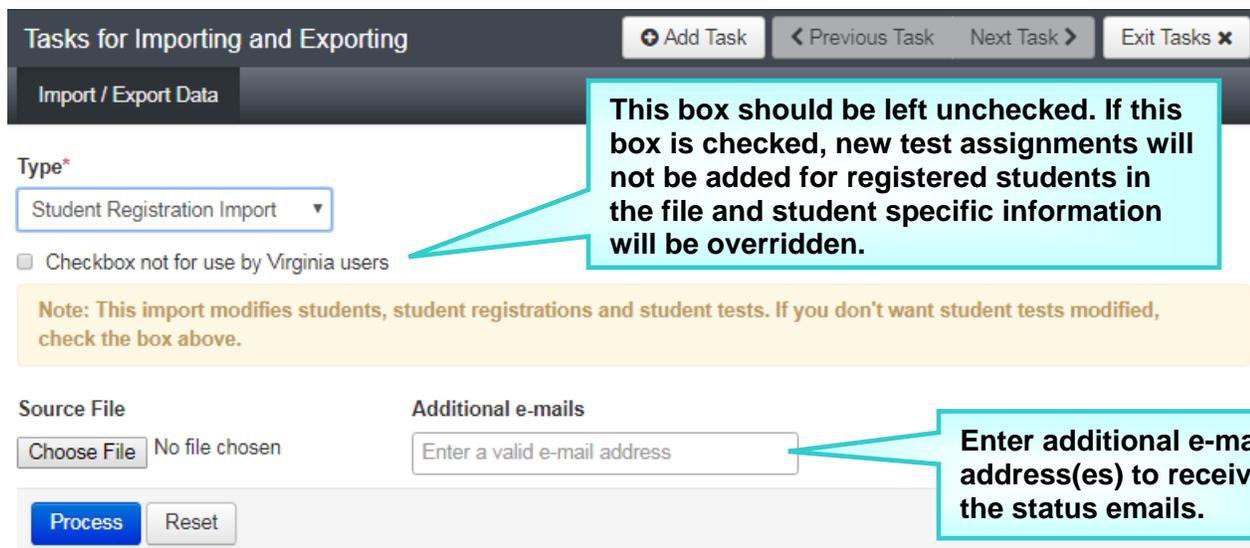
Select **Import/Export Data** from the *Select Tasks* dropdown menu and click **Start**.



In the *Type* dropdown select **Student Registration Import**.



Click **Choose File** to select the Student Registration Import file and then **Process** to submit the file.



SRI File Requirements for Spring 2019 Writing and Non-Writing Test Administrations

Important: Leave the check box for “**Checkbox not for use by Virginia users**” unchecked.

After the user submits a file, a processing step will validate the records and check for errors. All valid records will be imported into PearsonAccess^{next}. An email notification will be sent to the user upon import. If an additional email address was provided, an email notification will be sent with details and the status of the file and a link to return to PearsonAccess^{next}.

The status of the file will appear at the top of the *View File Details* screen. The *Status* will indicate one of the following messages:

Status	Message
Pending	File is being processed.
Complete	File is successfully imported.
Complete with Issues	File was imported, but there were problems with some or all of the records.

If a file is *Complete with Issues* in the *Message* column, a note will indicate how many records were invalid. Regardless of the number of errors, the user will click on the files in the *Errors* section to view the records in error and error messages.

Complete with issues

Some records were not saved, see the error list for details

File Information

Type

Student Registration Import

Name

uat_wrtg1718_SRI_SessionCreate2.csv

Request Date

07/31/2017 11:48:39 PM

Total Records

2

Successful Records

1

Error Records

1

Organization

Virginia Dept of Education (VA)

User

shannon.bergmann@pearson.com

[Download File](#) ⓘ

[Download Students Created](#) ⓘ

Steps

Step	Message
Format Verification	Complete
Import	Encountered 1 records with issues, data for these records was not saved
Generate Error Files	Complete

Errors

[Download Records in Error](#) ⓘ

Click to download a file containing only the records with errors.

[Download Error Messages](#) ⓘ

Record Number	Message
2	The student birth date (2003-04-03) did not match the value of the student birth date in the database.
2	The student gender (M) did not match the value of the student gender in the database.

SRI File Requirements for Spring 2019 Writing and Non-Writing Test Administrations

Divisions are encouraged to review the entire student registration import file for the indicated error(s) before resubmitting the file. Once corrections have been made, the file may be resubmitted via the *Student Registration Import File Submission* screen and all valid records will be imported into PearsonAccess^{next}.

An SRI file may be used to electronically update student data fields within PearsonAccess^{next}, with the following restrictions:

- Test Code cannot be updated electronically for an existing test assignment. Re-importing a student record with a revised Test Code will create a new test assignment and the previous test assignment will remain unchanged.
- Session Name cannot be updated electronically for an existing test assignment. Re-importing a student record with a revised Session Name for an existing test assignment will result in a rejected record with an error message stating that the student is already placed in an existing online test session.
- After a test has been processed within PearsonAccess^{next}, test-specific data (Retest, Recovery, etc.) cannot be updated via an SRI file. The changes must be completed manually within PearsonAccess^{next}.