



# Oklahoma State Department of Education

Assessment Post-Code: Correction Window

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VERSION 01.00

**Oklahoma State Department of Education**

2500 North Lincoln Boulevard  
Oklahoma City, OK 73105-4599

## Table of Contents

1 – Introduction .....	2
<b>1.1 - Purpose</b> .....	<b>2</b>
<b>1.2 - How to use this document</b> .....	<b>2</b>
2 – Access to the Assessment Post-Code: Correction Window .....	3
<b>2.1 Go to the Wave Portal</b> .....	<b>3</b>
<b>2.2 Go to the Assessment Post-Code: Correction Window</b> .....	<b>4</b>
<b>2.3 Select Site and Reporting Status</b> .....	<b>5</b>
<b>2.4 General Navigation</b> .....	<b>7</b>
3 – On Screen Data Entry.....	8
<b>3.1 Editing an Individual Record</b> .....	<b>8</b>
<b>3.2 Downloading and Uploading a Correction File</b> .....	<b>10</b>
<b>3.3 Restore Original File - CAUTION</b> .....	<b>14</b>
4 – Final Report.....	15
<b>4.1 Reporting the Data</b> .....	<b>15</b>
<b>4.2 Filter Grid</b> .....	<b>15</b>
<b>4.3 Change the Report View</b> .....	<b>16</b>
<b>4.4 Export the Final Report</b> .....	<b>16</b>
<b>4.5 Confirm the Report</b> .....	<b>17</b>
5 – Reporting Tools.....	18
<b>5.1 Navigating the Report</b> .....	<b>18</b>
6 – Superintendent Responsibilities.....	20
<b>6.1 Certifying the Report</b> .....	<b>20</b>
<b>6.2 Releasing the Report</b> .....	<b>20</b>
<b>6.3 Decertification</b> .....	<b>21</b>
7 – Excel File Import File Layout .....	22
<b>7.1 Export and Import File Layout</b> .....	<b>22</b>

## 1 – Introduction

The Assessment Post-Code: Correction Window is an application on the Wave Web site that allows users to review and correct the demographic, testing, and indicator information for students prior to the final release of the data for State and Federal Reporting and for the Accountability portion of the A-F Report Card. Schools are provided a 30 day window to review the Assessment Data and make any necessary corrections in the Wave application. Two applications have been created: Grades 3 – 8 Assessments and End of Instruction Assessments. There are only minor differences between the data collected for Grades 3 – 8 and End of Instruction, but the method in which it will be reviewed and edited in the application is identical. Because of this, only one manual has been created to describe the functionality that exists in each of the applications.

### 1.1 - Purpose

The purpose of this manual is to provide a step-by-step resource for accessing and submitting the Assessment Post-Code: Correction Window to The Oklahoma State Department of Education for review and approval.

### 1.2 - How to use this document

This document is intended to be a step-by-step guide for reviewing and submitting the Assessment Post-Code: Correction Window. To access successfully, follow the steps outlined in this document. For assistance with a specific section, identify the exact area in the Table of Contents and navigate to that section with a click of the mouse to follow the instructional steps. If you have any questions regarding this report, please contact the State Department of Education at 405.521.3301 for assistance. For IT related issues please contact the Statewide IT Service Desk 405.521.2444.

## 2 – Access to the Assessment Post-Code: Correction Window

Access to the Assessment Post-Code: Correction Window is provided to a user by the District Superintendent or District Single Sign On Logon Administrator through the Single Sign On System. Individuals who already have the “District Superintendent,” “Site Principal,” or “District Administrator” role assigned to them in the Wave will automatically be granted access to the Assessment Post-Code: Correction Window. All others will need to have the “Assessment Post-Code Correction Window Access” role assigned to them.

The Superintendent or Logon Administrator will need to grant each person the access they would need to review or submit the report. This will include the site level person who will complete each site level report and any other individuals.

### 2.1 Go to the Wave Portal

To begin, go to the *Single Sign On* Web site (<https://sdweb01.sde.ok.gov/SSO2/Signin.aspx>), log in, and choose “the Wave’s Portal” option from the list of Systems. The list of systems will vary person-to-person depending on what other applications they have access to.

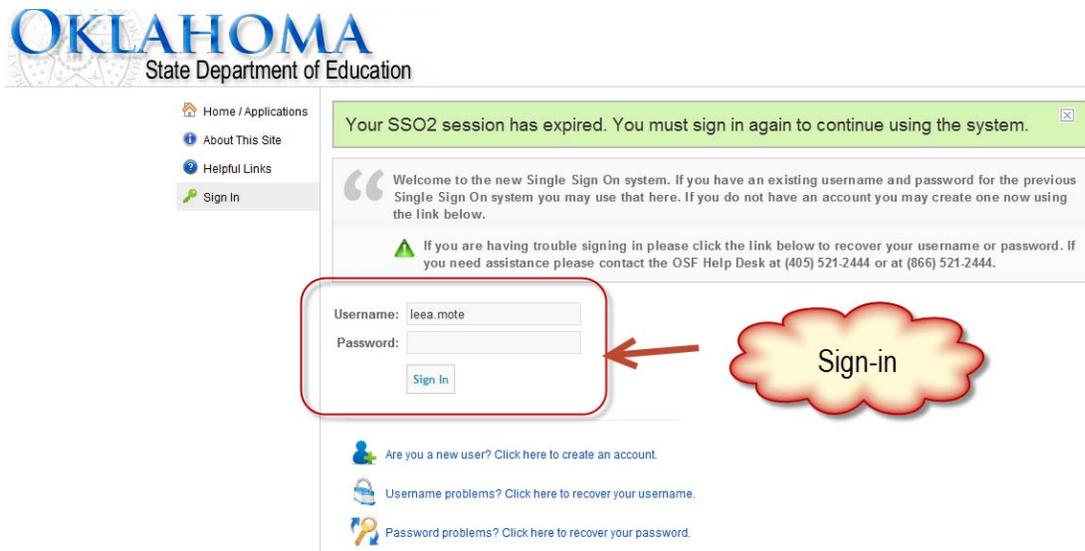


Figure 1 - Single Sign On Log-in Screen

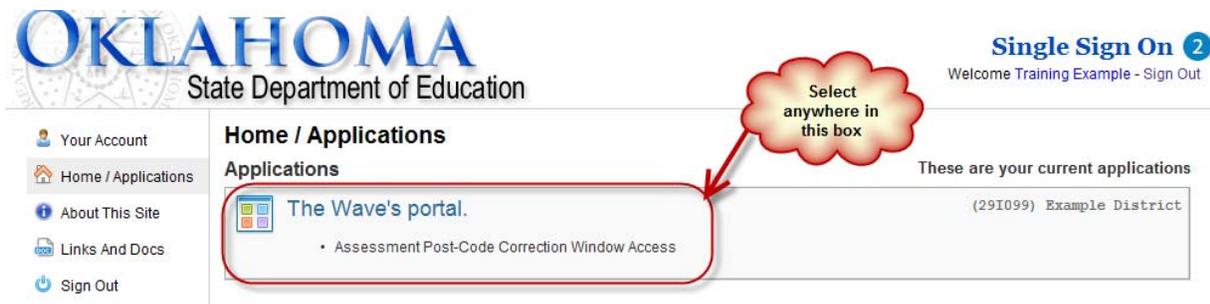


Figure 2 - Single Sign On Application List

## 2.2 Go to the Assessment Post-Code: Correction Window

Once into the Wave go to the Reporting tab and select State Reporting Certification. This is the application where reporting certification will take place. Once into the State Reporting Certification Application you can scroll to the bottom of the screen and it will list all of the current reports. Select either the Assessment Post-Code: Correction Window for Grades 3 – 8 or the Assessment Post-Code: Correction Window for End-of-Instruction in the Report Link column. Below is a list of the different columns in this table.

### Column Descriptions:

- **Report Link** - The link that will take you into the actual report
- **Status** - The "District" status. This will only change to the next level when all school sites associated with that report for your district reach the next level. There are four levels "Not Started," "In Process," "Confirmed," and "Certified."
- **Report Opens** - The first day you can access the report.
- **Due Date** - The day the report is due certified.
- **Contingent Report(s)** - This indicates the report requires another report to be completed first. You will not be permitted to begin a report that is contingent upon another until the other report shows a status of "Certified." If "None" is listed, the report is NOT contingent and can be started on or after the "Report Opens" date.
- **Report Note** - This is a summary about the report. Clicking on this will provide you with information related to this report (e.g. Purpose, applicable state or federal laws, new additions or functions in the report).
- **Program Area / Phone #** - The State Department of Education program area responsible for the collection of this report and the phone number you should call with questions related to this report.



Figure 3 - The Wave Reporting Tab, State Reporting Certification

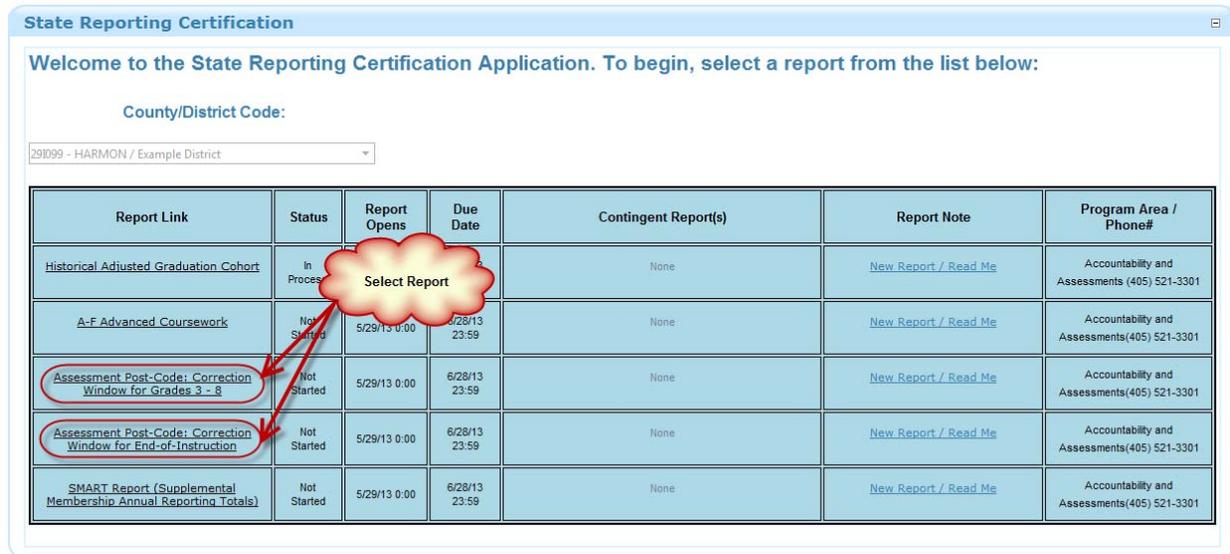


Figure 4 - State Reporting Dashboard

### 2.3 Select Site and Reporting Status

To begin the report click on a school in the school list under the column heading “Site Name”. For each site there is a site status to indicate what part in the process the school is in. All schools must reach a “Certified” status. Below is a graphical representation of the status’ that the report goes through. On this screen the following functions are available:

Functions:

- Confirm - Only the Superintendent and Site Principal will be able to click the "Confirm" button. This will lock the data so that it can no longer be edited. It will still be viewable.
- Release - Only the Superintendent can click the "Release" button. This will undo the "Confirm" and allow the data to be edited again. Do not call the state to have a report "Released" from Confirmation. Only the Superintendent can perform this task.
- Certify - Only the Superintendent can click the "Certify" button and only after all of the schools are listed with a status of "Confirmed." This will lock the "Release" button so that the report can no longer be edited by the district. Only the state can unlock the Certified Report. Call the phone number on the State Reporting Certification Dashboard associated with this report to have the report unlocked.



Figure 5 - Reporting Status'

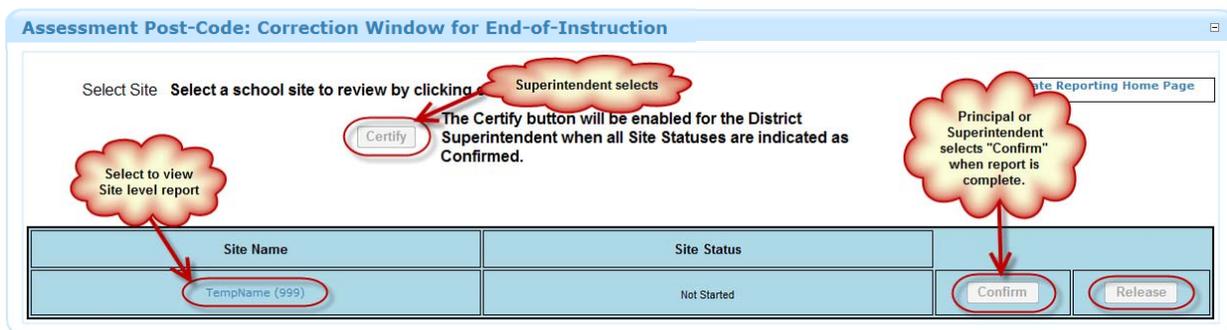


Figure 6 - Site Status Screen

## 2.4 General Navigation

Once in the Assessment Post-Code: Correction Window, there are standard buttons and links on every screen. The Navigation buttons at the top allow you to go between different sections of the application.

- **Site Selector** – This returns you to the Site Status screen to select a different site or Confirm/Certify.
- **On Screen Data Entry** – This section is where the report data can be reviewed and corrections can be made to individual students or through a bulk upload process.
- **Final Report** – This section contains the actual data that will be submitted to the state in a view only format.
- **Reporting Tools** – This section contains reports that will assist you in completing the Assessment Post-Code.



Figure 7 - Navigation

### 3 – On Screen Data Entry

This section provides instructions for using the On Screen Data Entry Page



Figure 8 – On Screen Data Entry Button

#### 3.1 Editing an Individual Record

To correct a single record that needs edited, click the “Edit” button to the left of the record.

	Test Name	District ID	District Name	School Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Edit</a>	OMAAP	01I025	STILWELL PUBLIC SCHOOLS	STILWELL PUBLIC HIGH SCHOOL
<a href="#">Edit</a>	OCCT	01I025	STILWELL PUBLIC SCHOOLS	STILWELL PUBLIC HIGH SCHOOL

Figure 9 – Edit Record Button

A screen will appear below the student’s record permitting you to edit certain fields as allowed by the testing company and the Accountability and Assessment office. Make the necessary changes and click the “Update” link located at the bottom. To cancel out of the edit screen without making any changes, select the “Cancel” link.

	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Edit"/>	OCCT	011025	STILWELL PUBLIC SCHOOLS	STILWELL PUBLIC HIGH SCHOOL	SMITH
Last Name:					<input type="text" value="SMITH"/>
First Name:					<input type="text" value="JANE"/>
Middle Initial:					<input type="text" value="DOE"/>
Birth Date:					<input type="text" value="01/01/1997"/> <input type="button" value="Calendar"/>
Gender:					<input type="text" value="F"/>
Federal Ethnicity/Race:					<input type="text" value="2 - American Indian/Alaska"/>
Grade:					<input type="text" value="12"/>
Local ID:					<input type="text" value="123456"/>
STN:					<input type="text" value="1001123456"/>
No Score Code:					<input type="text"/>
Second Time Testing:					<input type="checkbox"/>
Wave Second Opportunity:					<input type="checkbox"/>
NFAY:					<input type="text" value="0 - Student is FAY"/>
Alt Ed:					<input type="checkbox"/>
ELL Proficient:					<input type="text" value="0 - None/Not applicable"/>
ELL:					<input type="text" value="0 - Not ELL"/>
ELL Translator:					<input type="checkbox"/>
ELL Transcribe:					<input type="checkbox"/>
ELL Clarification:					<input type="checkbox"/>
ELL Grouping Sessions:					<input type="checkbox"/>
ELL W/W Dictionary:					<input type="checkbox"/>
Apply these changes to all records with the same Local ID and STN for the entire district.:					<input type="checkbox"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>					

Figure 10 – Update/Cancel Record Button

An option exists to “Apply these changes to all records with the same Local ID and STN for the entire district.” This allows for the correction of multiple records with the same Local ID and STN of certain data elements (e.g. the student was incorrectly marked as “M” (Male) on the state assessments. Changing the gender to “F” (Female) and selecting this option will change the gender to “F” (Female) on all records in the district. To use this functionality, the following has to be true:

1. An STN must exist on this record
2. A Local ID must exist on this record

3. If the edit being made is to the STN and/or Local ID, the new combination of STN/Local ID cannot exist elsewhere in the file for your district.

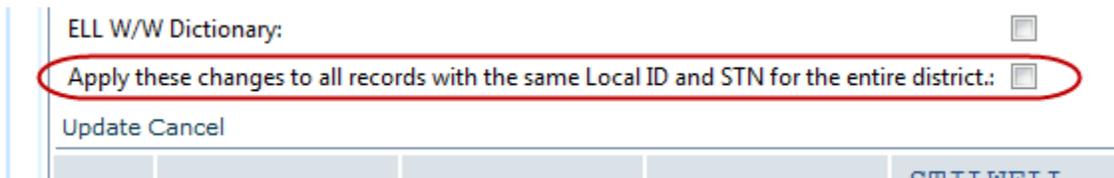


Figure 11 – Apply Changes to Multiple Checkbox

### 3.2 Downloading and Uploading a Correction File

If there are a large amount of changes that need to be made and the process could be completed in a more timely manner in an excel file, an option exists to export the entire school file, make the necessary changes and then re-upload the file. This can be done by doing the following:

1. Navigate to the On Screen Data Entry Page
2. Select the “Export Excel File” button.

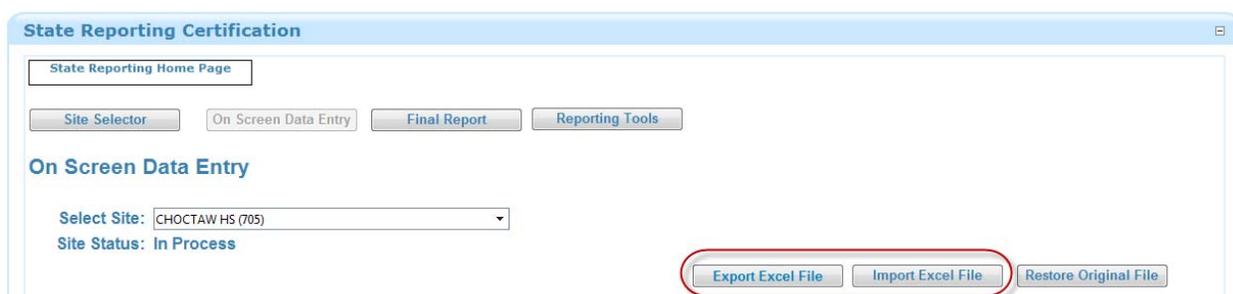


Figure 12 – Export and Import Excel File Buttons

3. This will prompt you to either Open or Save an Excel file to your local machine. Choose either, but if you select “Open” remember to save the file before closing it.

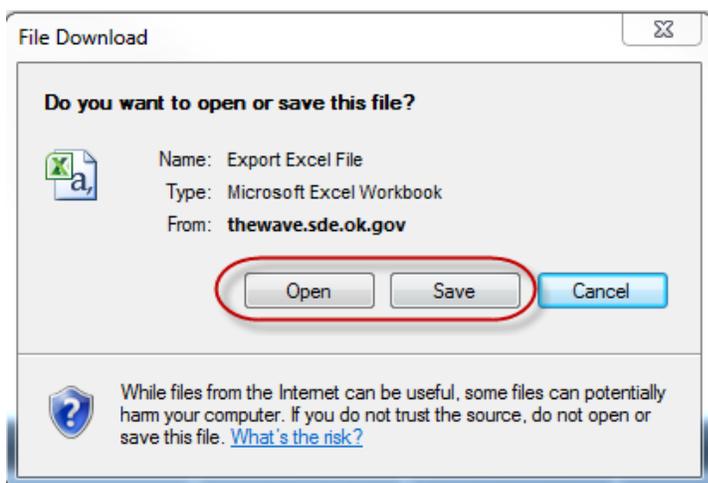


Figure 13 – Open or Save File Download Buttons

- 4. Make the necessary edits inside of the local excel file on your local computer.
- 5. Navigate back to the On Screen Data Entry page and select “Import Excel File”

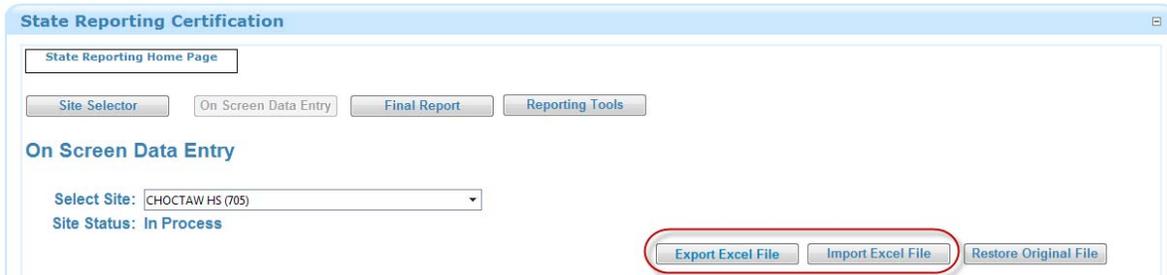


Figure 14 – Export and Import Excel File Buttons

- 6. Browse to the location of your file on your computer by clicking the “Browse” button and navigating to the location on your computer. Click “Open”



Figure 15 – Browse and Upload File Button

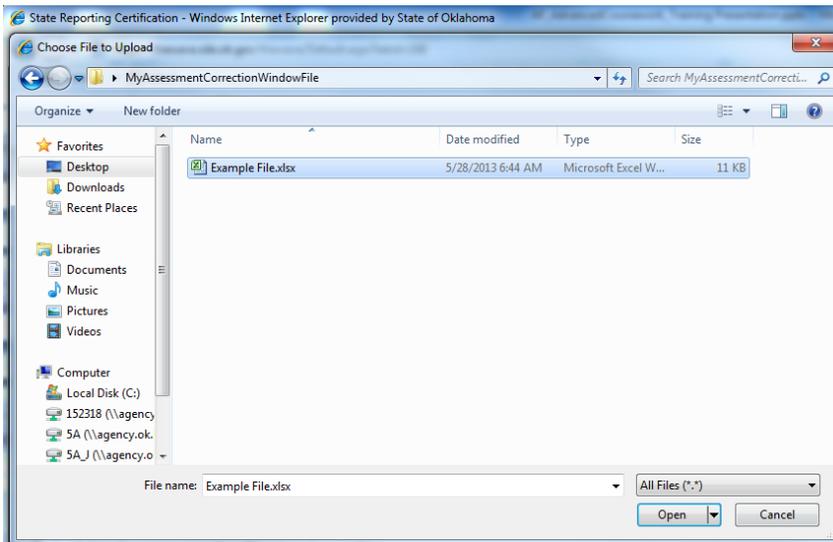


Figure 16 – Select Local File Image

- The path of your file will appear in the window on the left. Click “Upload File” and it will copy that file over to our server.

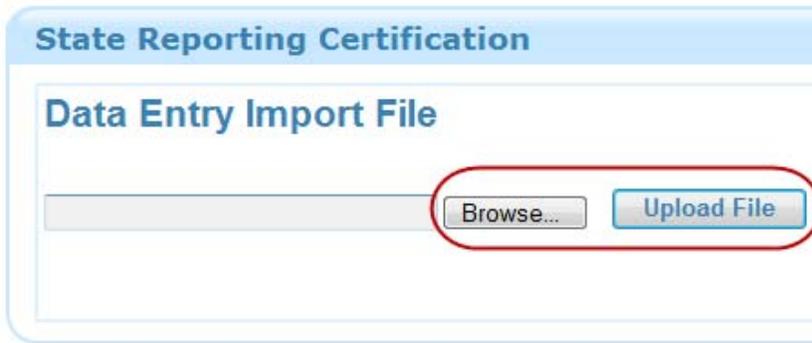


Figure 17 – Browse and Upload File Button

- The format of the file must be an Excel “.xlsx” file. You can verify this by opening the file on your local computer and clicking “Save As.” The file will appear in the box below with its current format. Note in the screen below, the “.xlsx” next to the file and the “Save as type” at the bottom is “Excel Workbook (.xlsx).”

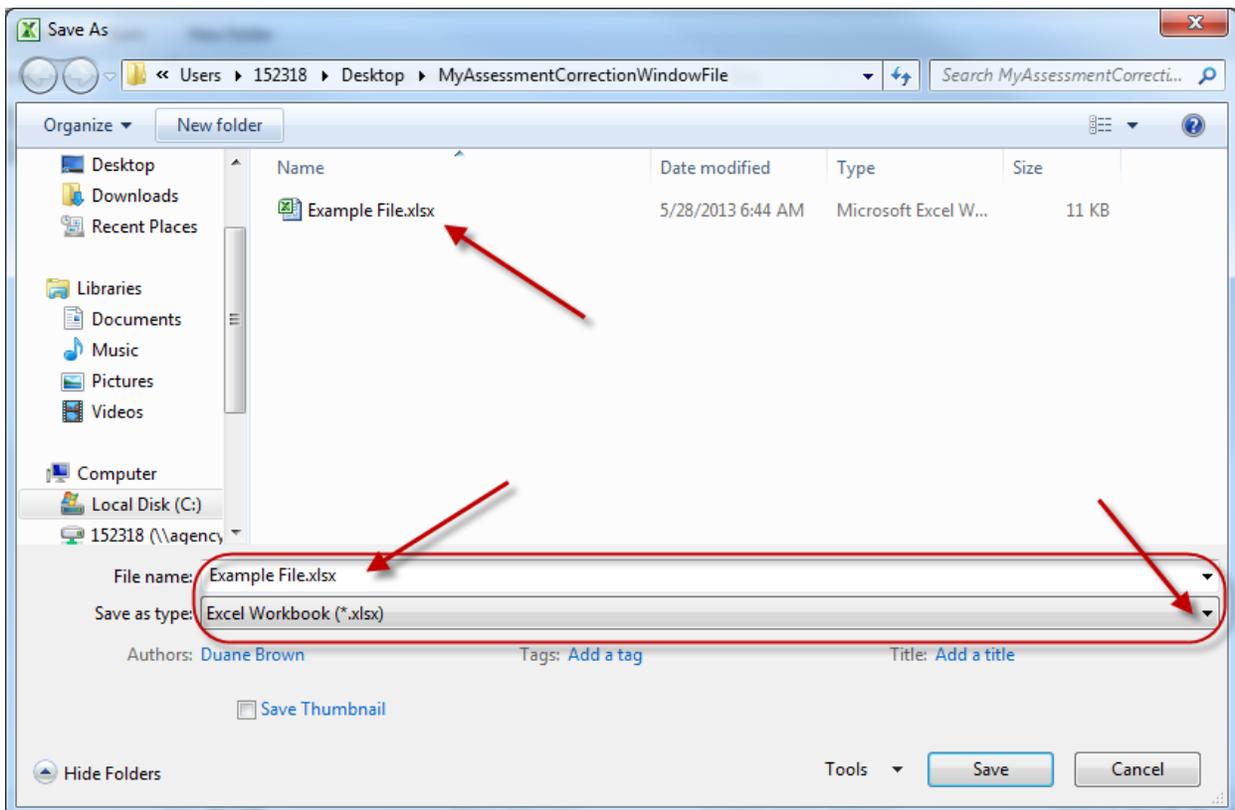


Figure 18 – Image of the .xlsx extension

- If the file is not an Excel “.xlsx” file, it will be rejected after clicking “Upload File” and an error message will appear.

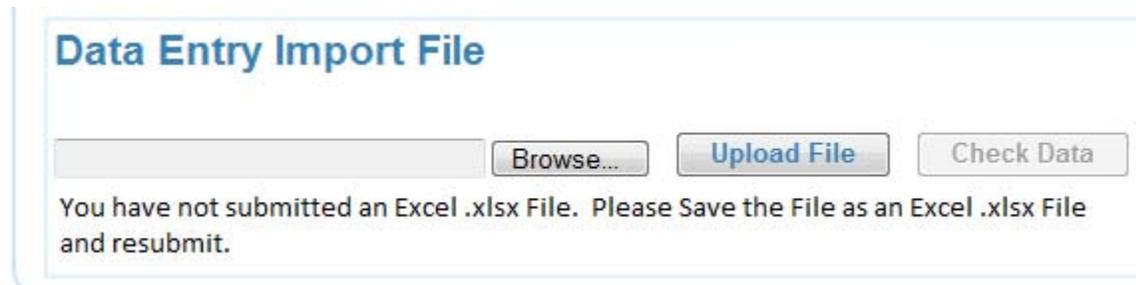


Figure 19 – Invalid Excel File Format Message

10. If the file is accepted, the message will show “Your file has been uploaded” and the “Check Data” button will enable. Click the “Check Data” button to have the system begin validating the data inside the file you submitted.

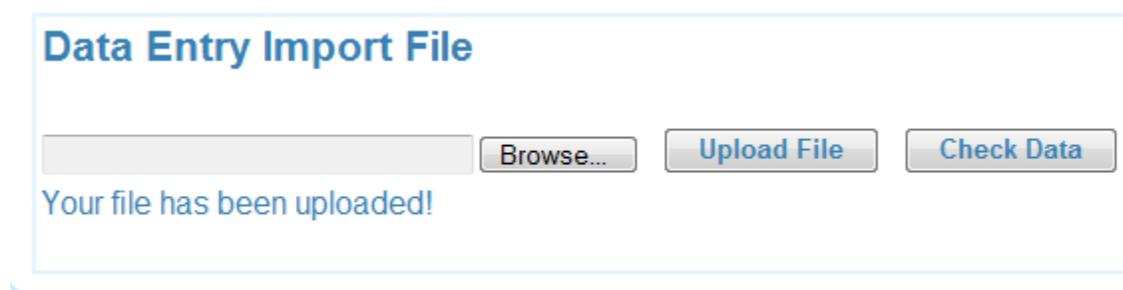


Figure 20 – Valid Excel File Format Message

11. After the system has validated the data, either the “View Good Data,” “View Bad Data,” or both buttons will enable. If all of the data met the necessary criteria, all of the data will appear under “View Good Data.” Any data that did not meet the necessary criteria will appear under the “View Bad Data” button. You can choose to either click the “Return” Button which will ignore all of the data sent, correct the issues and then resubmit the whole file, or you can choose to submit the good data. By selecting the “Submit Good Data” button, the data stored in the “View Good Data” location will be applied to the report. The data stored in the “View Bad Data” will be dumped. It is important to export a copy of the bad data so that the file can be corrected and then submitted as a supplemental file. Once the “Return” button is clicked, access to the “View Bad Data” and “View Good Data” will be lost. Multiple supplemental files can be submitted at any time.



Figure 21 – View Good Data, View Bad Data, and Submit Good Data Buttons

### 3.3 Restore Original File - CAUTION

Located on the “On Screen Data Entry” page is a “Restore Original File” button. The purpose of this button is to restore the file to the state it was in when the file was originally received from the testing company before any edits were made. CAUTION: Clicking this button and confirming the pop-up will erase any changes or updates made to the data for this entire school site. This should only be used if errors have been made in updating the data that cannot be corrected. It is a means for starting over again.



Figure 22 – Restore Original File Button

## 4 – Final Report

This section provides a step-by-step process for completing the Final Report.

### 4.1 Reporting the Data

The data located in the Final Report is what will be submitted back to the testing company and what will be used in calculating accountability for the A-F Report Card. When the report is marked as “Confirmed” the On Screen Data Entry page will no longer be visible. The information contained in the Final Report is a copy of the On Screen Data Entry page.



Figure 23 – Final Report Navigation Button

### 4.2 Filter Grid

The data grid can be filtered based on filter criteria you enter. At the top of each column under the column header there is a space for you to enter filter criteria, once you enter your filter criteria select the icon that looks like a cone (▼). This will bring up a list of filter options (contains, equal to, etc.). Select an option and the report will filter based on your selection. You can filter on multiple columns at one time (e.g. Grade and IEP). When you want to remove the filter criteria select the filter button again, and select “NoFilter”, this will remove the filter and return the list to all records. (If you filtered in multiple columns you will need to do this for each column to remove ALL filters.)

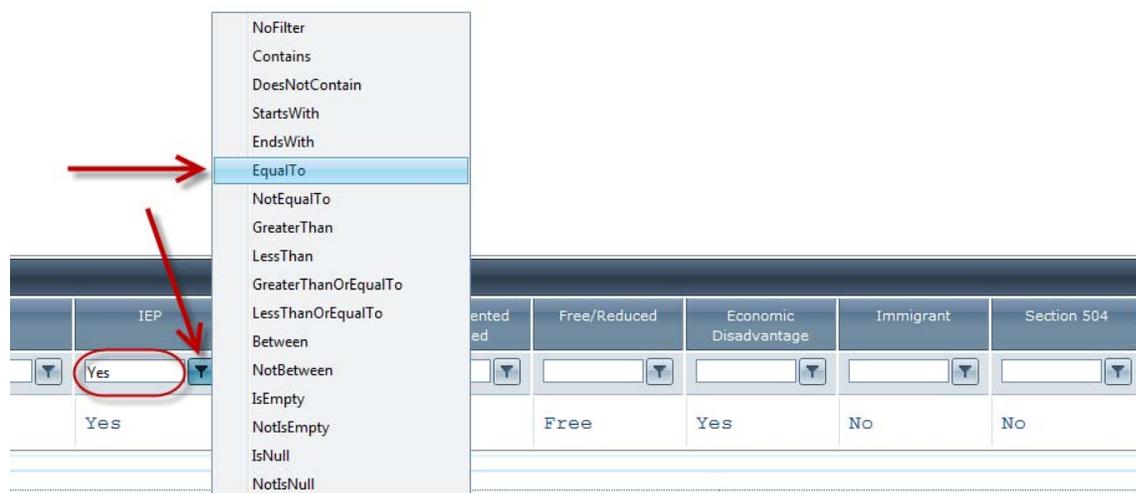


Figure 24 - Enter Filter Criteria and select Filter Button

### 4.3 Change the Report View

In the grid view you can change the order of the columns by dragging the column and placing it where you would like for it to appear. Hover over the column that you would like to move until it looks like crosshairs; , select the column and left click and hold the mouse button down, drag to where you want the column to move to and release the button, this will release the column and move it to that location.

You can also sort the report by select the column title, this will sort the report alphabetically based on the column header you selected.



Figure 25 - Dragging to Reorder Columns

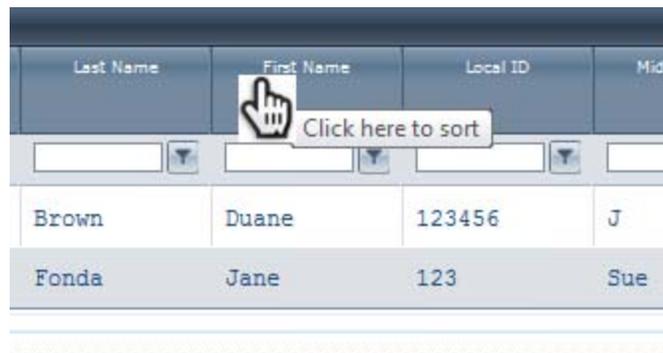


Figure 26 - Column Sorting

### 4.4 Export the Final Report

To the far right of the grid there are two small icons that will allow you to export to XLS (Excel) or CSV . After you select the icon look for a pop-up at the bottom of the screen (this may vary depending on what version of windows or other operating system you are using.)

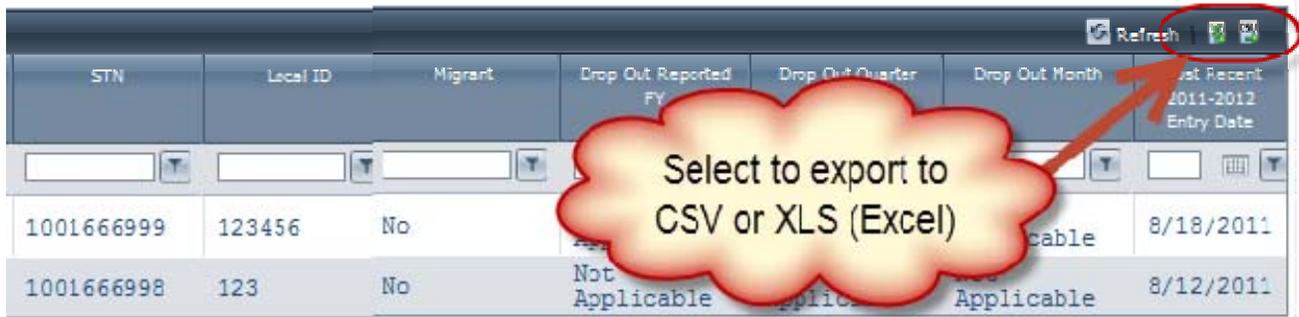


Figure 27 - Export Report

#### 4.5 Confirm the Report

There are two ways to confirm the report, through the Final Report screen or on the Site Selector Screen. On the Final Report page a person with the “Site Principal” role or the District Superintendent will see the “Confirm” button activated, if you do not see this button activated and your report is in the In Process status then you do not have the proper authority to “Confirm” the report.

The other method to confirm the report is on the Site Selector Screen, to the right of the site’s name the “Confirm” button will be available to those with the appropriate access.



Figure 28 - Confirm Button on the Final Report page



Figure 29 - Confirm Button on Site Selector page

## 5 – Reporting Tools

This section provides instructions for the Reporting Tools section of the report.



Figure 30 - Reporting Tools Navigation Button

There are currently three reports available in this section. The third report (Second Time Test Taker) only applies to the End-of-Instruction Report.

- **FAY NFAY Students** - This report contains a list of all of the students and what the Wave has calculated as their NFAY status using enrollment data across the state. It is not required for you to use this status code. It is intended only as a tool. Some students will show that the NFAY status could not be determined by the Wave at this time.
- **No Score Code Students** – This report supplies the list of all students/subjects that contain a No Score Code reason as currently reported in the application.
- **Second Time Test Taker** – This report contains a list of all of the students identified as Second Time Test Takers. Important: The Wave cannot calculate or determine all second time test takers, but rather is a list of students who are known based on STN to have taken this subject already. It is intended as a tool, but not as a complete list.

### 5.1 Navigating the Report

On the Reporting Tools page choose a report from the drop-down list then if applicable select the checkbox next to District Report, select the view report button. The District Report checkbox is optional and should only be used by district users to show all sites under a particular district. *All reports open up in a new window.*

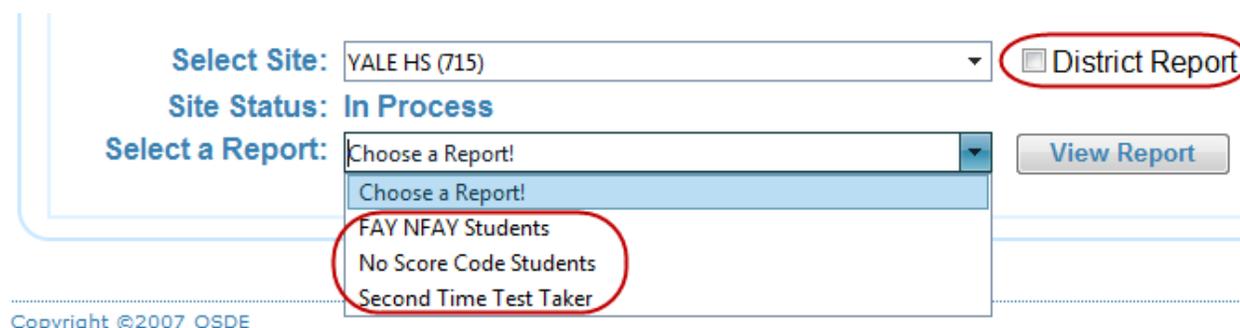


Figure 31 - Reporting Tools Screen Navigation

After clicking “View Report” a new screen will appear with the Report Information. Select a format from the drop down box at the top of the screen (e.g. Excel, Word, or PDF) and click “Export.” You will then be prompted to either “Open” or “Save” the document. Choose “Open” and the document format you selected will appear. For this report, Excel is probably the best option to choose for viewing the data.



Figure 32 - Reporting Tools Screen Navigation Formatting

## 6 – Superintendent Responsibilities

In this section we will review how the District Superintendent is to “Certify” the Assessment Post-Code: Correction Window.

### 6.1 Certifying the Report

To officially submit the report to OSDE for reporting the District Superintendent must select the “Certify” button located on the Site Selector screen. This can only be done when all sites list are in the Confirmed status.

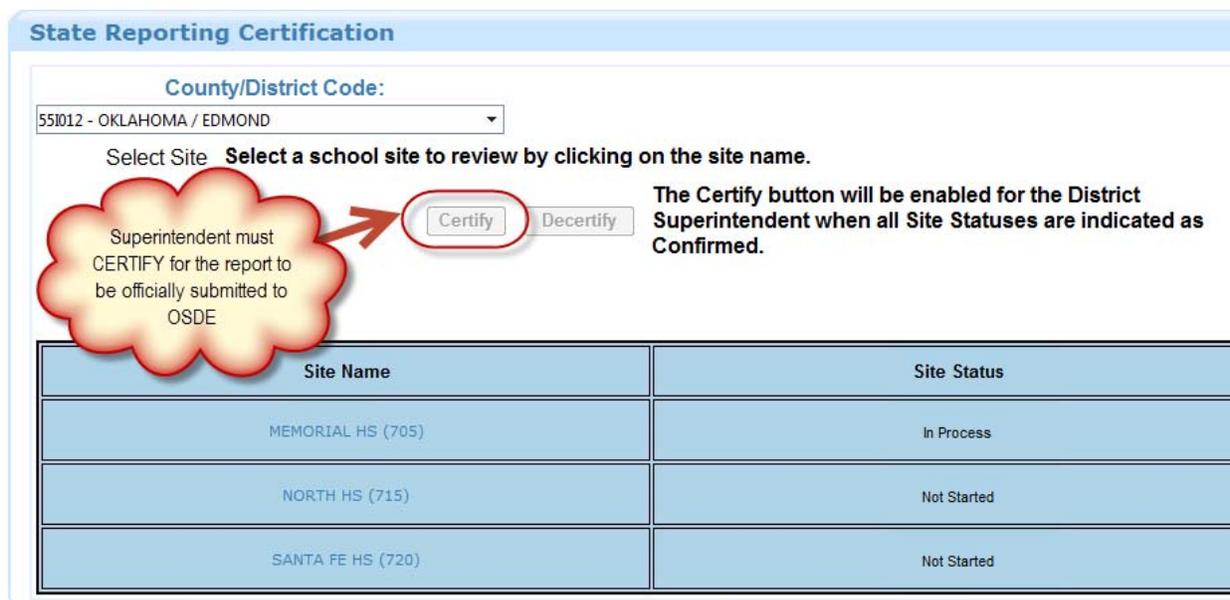


Figure 33 - Certify Button

### 6.2 Releasing the Report

If a site has already confirmed their report and they determine they need to make some additional changes, the District Superintendent has the authority to “Release” the site report for them to go back and make changes on the On Screen Data Entry screen. Doing this will change the report site status to “In Process” so the Principal will need to re-confirm the report and then the Superintendent can “Certify”.

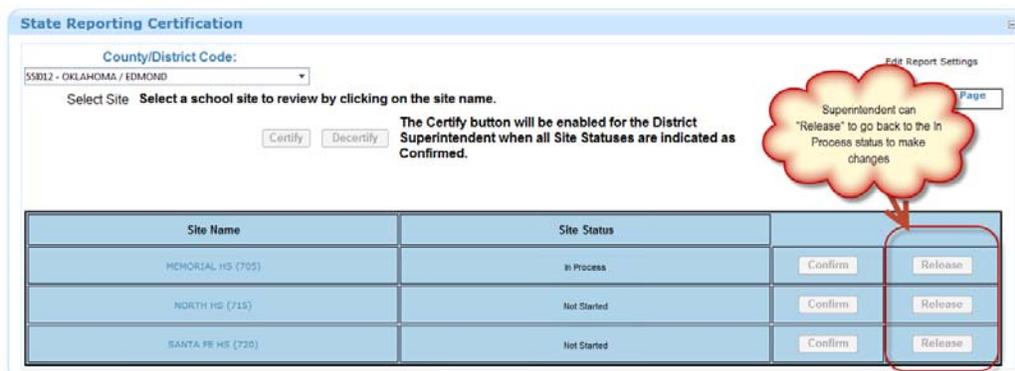


Figure 34 - Release Button

### 6.3 Decertification

If the Superintendent has already certified the report and the site/district determines they need to make additional changes to the report, they can call the OSDE to De-Certify their report. This will put it back to the Confirmed status and allow the Superintendent to Release the individual sites that need to make corrections.

## 7 – Excel File Import File Layout

The data exported when the “Export Excel File” button is clicked is in the format that it must be in when submitted back to the state. Below is a layout regarding the validation rules for the Export and Import File process.

### 7.1 Export and Import File Layout

It is important when importing the file that changes are made only to those records which are considered editable. It is necessary to provide more records than what can be edited to provide a reference to the record itself. Use the layouts below to interpret the data in the file and to provide the proper data back when making edits.

### Grades 3 – 8 File Layout

Column Name	Editable	Acceptable Values	Validation Rules
Id	No		Do not make any changes to this ID. It is the reference ID for the update. If these get reversed or rearranged improperly, the records will not update correctly when the data is Imported back in.
ContentArea	No	OCCT Tests 1 = Reading 2 = Math 3 = Science 4 = Writing 5 = Social Studies 6 = U.S. History 7 = Geography OMAAP Tests A = Reading B = Math C = Science	Dot Not Change
TestName	No	OCCT OMAAP	Dot Not Change
DistrictID	No		Dot Not Change
DistrictName	No		Dot Not Change
SchoolID	No		Dot Not Change
SchoolName	No		Dot Not Change
TeacherClass	No		Dot Not Change
CTBUseElmNumber	No		Dot Not Change
IEPBraille	No		Dot Not Change
Form	No	Spring Equivalent Braille	Dot Not Change
StudentValidAttempt	No		Dot Not Change

Column Name	Editable	Acceptable Values	Validation Rules
NoScoreCode	Yes	OCCT 1 = No longer Enrolled 2 = Absent 3 = State Alternate Testing (OAAP) 4 = Other 0 = Blank (there is NOT a No Score Code) OMAAP 1 = No Longer Enrolled 2 = Absent 0 = Blank (there is NOT a No Score Code)	If the Test Name = OMAAP, Codes 3 and 4 are not valid.
ELLFirstYearExempt	No		Dot Not Change
EmergencyExempt	No		Dot Not Change
OtherPlacement	No		Dot Not Change
Invalidation	No		Dot Not Change
Do Not Report	No		Dot Not Change
CTBUseDNRD	No		Dot Not Change
OnlineOrPaper	No	True = Online False = Paper	Dot Not Change
GradeLevelRepeatTester	Yes	True = Yes False = No	
DuplicateStudentSubject	No	1 = Duplicate 0 = Not Duplicate	Dot Not Change
LastName	Yes		A-Z, a-z, embedded blanks, apostrophe, dash, period
FirstName	Yes		A-Z, a-z, embedded blanks, apostrophe, dash, period
MiddleInitial	Yes		A-Z, a-z, blank
BirthDate	Yes		Valid Date
Gender	Yes	M = Male F = Female	M or F
FederalEthnicityRace	Yes	1 = Black/African American 2 = American Indian/Alaskan Native 3 = Hispanic/Latino 4 = Asian 5 = Pacific Islander 6 = White/Caucasian	Must exist

Column Name	Editable	Acceptable Values	Validation Rules
		7 = Two or More Races	
GradeFromGIS	No		Dot Not Change
Grade	Yes		03, 04, 05, 06, 07, 08
LocalID	Yes		Blank, A-Z, a-z, 0-9, space
STN	Yes		Blank, 0-9
NFAY	Yes	0 = Student is FAY 1 = NFAY School 2 = NFAY School and District 3 = NFAY School, District, and State	Must exist
AltEd	Yes	True False	Must exist
Migrant	Yes	True False	Must exist
TitleX	Yes	True False	Must exist
FreeReduced	Yes	True False	Must exist
DistanceLearning	Yes	True False	Must exist
Section504	Yes	0 = Not 504 1 = 504 with accommodations 2 = 504 without accommodations	Must exist
IEP	Yes	0 = Not IEP 1 = IEP with accommodations 2 = IEP without accommodations	Must exist  If IEP = 1 or 2, Section504 cannot = 1 or 2.  If IEPBraille = True, this must = 1 or 2.
IEP504Setting	Yes	True False	Must exist If IEP and 504 = 0 or 2, this must = False
IEP504Presentation	Yes	True False	Must exist If IEP and 504 = 0 or 2, this must = False
IEP504ReadAloud	Yes	True False	Must exist If IEP and 504 = 0 or 2, this must = False
IEP504TimingScheduling	Yes	True False	Must exist If IEP and 504 = 0 or 2, this must = False

Column Name	Editable	Acceptable Values	Validation Rules
IEP504Response	Yes	True False	Must exist If IEP and 504 = 0 or 2, this must = False
IEPLargePrint	Yes	True False	Must exist If IEP = 0, this must = False
ELLProficient	Yes	0 = None (n/a) 1 = 1 <sup>st</sup> year proficient 2 = 2 <sup>nd</sup> year proficient	Must exist If ELL = 1 or 2, this cannot = 1 or 2
ELL	Yes	0 = Not ELL 1 = ELL with Accommodations 2 = ELL without accommodations	Must exist If ELL First Year Exempt shows True, this value must be 1 or 2.
ELLTranslator	Yes	True False	If ELL = 0 or 2, this must = False
ELLTranscribe	Yes	True False	If ELL = 0 or 2, this must = False
ELLClarification	Yes	True False	If ELL = 0 or 2, this must = False
ELLGroupingSessions	Yes	True False	If ELL = 0 or 2, this must = False
ELLWWDictionary	Yes	True False	If ELL = 0 or 2, this must = False

**End-of-Instruction File Layout**

Column Name	Editable	Acceptable Values	Validation Rules
Id	No		Do not make any changes to this ID. It is the reference ID for the update. If these get reversed or rearranged improperly, the records will not update correctly when the data is Imported back in.
ContentArea	No	OCCT Tests 1 = Algebra I 2 = Algebra II 3 = Geometry 4 = English II 5 = English III 6 = Biology I 7 = U.S. History OMAAP A = Algebra I	Do Not Change

Column Name	Editable	Acceptable Values	Validation Rules
		B = English II C = Biology I D = U.S. History	
TestName	No	OCCT OMAAP	Do Not Change
DistrictID	No		Do Not Change
DistrictName	No		Do Not Change
SchoolID	No		Do Not Change
SchoolName	No		Do Not Change
TeacherClass	No		Do Not Change
CTBUseElmNumber	No		Do Not Change
IEPBraille	No		Do Not Change
Form	No	Retest Spring Equivalent Braille	Do Not Change
StudentValidAttempt	No		Do Not Change
NoScoreCode	Yes	OCCT 1 = No longer Enrolled 2 = Absent 3 = State Alternate Testing (OAAP) 4 = Previously Passed 5 = Other 0 = Blank (there is NOT a No Score Code) OMAAP 1 = No Longer Enrolled 2 = Absent 3 = Previously Passed 4 = Other 0 = Blank (there is NOT a No Score Code)	If the Test Name = OMAAP, Codes 3 and 4 are not valid.
ELLFirstYearExempt	No		Do Not Change
EmergencyExempt	No		Do Not Change
OtherPlacement	No		Do Not Change
Invalidation	No		Do Not Change
Do Not Report	No		Do Not Change
CTBUseDNRD	No		Do Not Change

Column Name	Editable	Acceptable Values	Validation Rules
SecondTimeTesting	No	True False	Do Not Change
OnlineOrPaper	No	True = Online False = Paper	Do Not Change
TestAdministration	No	Blank	Do Not Change
DuplicateStudentSubject	No	1 = Duplicate 0 = Not Duplicate	Do Not Change
EnglishMatchMerged	No	1 = Indicates this student has a complete matched and merged record (MC and Writing) for English II/III 2 = Indicates this student has a Not-Matched-Merged MC record for the subject indicated in the ContentArea field. 3 = Indicates this student has a Not Matched-Merged Writing record only.	Do Not Change
LastName	Yes		A-Z, a-z, embedded blanks, apostrophe, dash, period
FirstName	Yes		A-Z, a-z, embedded blanks, apostrophe, dash, period
MiddleInitial	Yes		A-Z, a-z, blank
BirthDate	Yes		Valid Date
Gender	Yes	M = Male F = Female	M or F
FederalEthnicityRace	Yes	1 = Black/African American 2 = American Indian/Alaskan Native 3 = Hispanic/Latino 4 = Asian 5 = Pacific Islander 6 = White/Caucasian 7 = Two or More Races	Must exist
Grade	Yes		00, 07, 08, 09, 10, 11, 12, 13

Column Name	Editable	Acceptable Values	Validation Rules
LocalID	Yes		Blank, A-Z, a-z, 0-9, space
STN	Yes		Blank, 0-9
NFAY	Yes	0 = Student is FAY 1 = NFAY School 2 = NFAY School and District 3 = NFAY School, District, and State	Must exist
AltEd	Yes	True False	Must exist
Migrant	Yes	True False	Must exist
TitleX	Yes	True False	Must exist
FreeReduced	Yes	True False	Must exist
DistanceLearning	Yes	True False	Must exist
Section504	Yes	0 = Not 504 1 = 504 with accommodations 2 = 504 without accommodations	Must exist
IEP	Yes	0 = Not IEP 1 = IEP with accommodations 2 = IEP without accommodations	Must exist  If IEP = 1 or 2, Section504 cannot = 1 or 2.  If IEPBraille = True, this must = 1 or 2.
IEP504Setting	Yes	True False	Must exist If IEP and 504 = 0 or 2, this must = False
IEP504Presentation	Yes	True False	Must exist If IEP and 504 = 0 or 2, this must = False
IEP504TimingScheduling	Yes	True False	Must exist If IEP and 504 = 0 or 2, this must = False
IEP504Response	Yes	True False	Must exist If IEP and 504 = 0 or 2, this must = False
IEPLargePrint	Yes	True False	Must exist If IEP = 0, this must = False

Column Name	Editable	Acceptable Values	Validation Rules
ELLProficient	Yes	0 = None (n/a) 1 = 1 <sup>st</sup> year proficient 2 = 2 <sup>nd</sup> year proficient	Must exist If ELL = 1 or 2, this cannot = 1 or 2
ELL	Yes	0 = Not ELL 1 = ELL with Accommodations 2 = ELL without accommodations	Must exist If ELL First Year Exempt shows True, this value must be 1 or 2.
ELLTranslator	Yes	True False	If ELL = 0 or 2, this must = False
ELLTranscribe	Yes	True False	If ELL = 0 or 2, this must = False
ELLClarification	Yes	True False	If ELL = 0 or 2, this must = False
ELLGroupingSessions	Yes	True False	If ELL = 0 or 2, this must = False
ELLWWDictionary	Yes	True False	If ELL = 0 or 2, this must = False