



ACCESS for ELLs 2.0 General Data Correction Request Information 2016-2017

General Data Corrections are most often requested by the state education agency (SEA). They are applicable only when all data validation opportunities for a state have passed. Most states had a data validation window and some had an additional post-data validation window. General Data Corrections correct issues that could have been resolved via data validation but were not.

Below are common issues that generate the need for a General Data Correction.

- Students' demographic data did not match between online testing (Listening, Reading, Speaking) and Writing on paper, so two records appeared. During data validation, the SEA or local education agency (LEA) had an opportunity to edit the data in the fields State ID, Last, First, DOB, and Grade so that they matched. However, this was not done. Because the fields were not matched, DRC could not merge the two records. The student received two Individual Student Reports (ISRs) and no composite score. The site would like to provide the corrected data so the records can be merged and the student can receive one new ISR with a composite score.
- During test setup, the LEA or school mistakenly added a Do Not Score (DNS) code to a domain or domains. That DNS code was in error. The SEA or LEA had the opportunity to remove the DNS codes during data validation, but did not do so. The site would like the code removed and a report produced.
- During data validation, the LEA or school added a DNS code to a domain or domains. That DNS code was in error. The site would like the code removed and a report produced.
- Due to a test administrator misbubbling, two or more students had the same district code, school code, and state student ID, grade, and first six characters of first and last name, and thus were matched and became one record for reporting. If identified during data validation, DRC separated the record. If discovered after data validation, a General Data Correction Request is needed to separate and report.

DRC has established a General Data Correction process for these instances.

General Data Corrections Process

The SEA completes and fax/mails the **General Data Correction Request Form** to DRC. A \$100 fee will be incurred by the LEA and/or SEA for each student needing a Data Correction.

DRC will have two Data Correction processing windows:

- The first window will be for all Data Corrections received at DRC by July 14. The posting of the online reports will be August 30.
- The second window will be for all Data Corrections received at DRC by September 22. The posting of the online reports will be October 30.

General Data Correction Request Forms will result in a new State Student Response File, District Student Response File (corrected records only), and an Individual Student Report (corrected students only) generated and posted on WIDA AMS. No other reports will be generated.



General Data Correction Request Form
Data Recognition Corporation
8900 Wyoming Avenue, Brooklyn Park, MN 55445
Phone: 1-855-787-9615 Fax: 763-268-2534

DIRECTIONS: All information must be completed on this form to initiate a Data Correction Request. Return this form to the Customer Service Team at Data Recognition Corporation, 8900 Wyoming Avenue, Brooklyn Park, MN 55445; or fax to 763-268-2534. There is a \$100 fee for each student needing a Data Correction.

District Test Coordinator Information

District: _____
Telephone: _____

DTC Name: _____
Email: _____

Student Information

Student Name: _____
State Student ID Number: _____
School Name: _____

Birthdate: _____
Test Administration Date: _____
State: _____

Explain in detail the requested changes to the student record:

SEA Signature: _____ Title: _____ State: _____ Date: _____