WIDA Student Import (Pre-ID File) for 2025-2026 | Layout and Instructions

Instructions:
Information on the Student Import (Pre-ID) file is used to load students into WIDA AMS. Some SEAs also use the Pre-ID file upload to place the initial order of WIDA ACCESS testing materials for the state. Refer to your state's WIDA ACCESS checklist for information about how your state handles initial materials ordering.

To submit your Student Import (Pre-ID) file, you will need to create or edit it as a CSV file. CSV, which stands for "comma-separated values," is a simple file format used to store tabular data, such as a spreadsheet or database. Files in the CSV format can be imported to and exported from databases like the one used by DRC.

Usually, you'll create or edit CSV data in Microsoft Excel. Use Excel to open the CSV file. To save if CSV is not the default format:
- Excel 2016 or later: File > Export > Change File Type. Under Other File Types, choose CSV (Comma delimited).
- Older versions of Excel: File > Save As > Save as type. From the drop-down menu, choose CSV (Comma delimited).

To handle overall formatting and retain leading zeros when a file is opened in Excel, import the file into a blank Excel document by selecting Data > From Text/CSV > Import > Transform Data > Unselect the Changed Type in Applied Steps > Close & Load > Import Data. (This is for Windows only; this is not Mac compatible.) See above instructions for saving as .CSV once you have finished with the file. Instructions for .CSV formatting may differ between device type and OS version.

Below are some general file and field rules to follow when creating your CSV. Refer to the "Acceptance Values", "Examples", and "Required?" columns in the layout below to help you create your Student Import (Pre-ID) file.
See the "Changes/Notes for 2025-2026" column for changes and previous column locations.

File Rules:
- ❖ File must contain a header row.
- ❖ File must contain the data in the order listed in the file layout.
- ❖ File must be in a comma separated (.csv) format.
- ❖ Each student must appear ONLY ONCE in the data set.

Field Rules:
The field rules outlined in these instructions are for the initial student data upload.
- ❖ Fields cannot be longer than the value in the "Max # of Characters" column; fields indicated by an asterisk will be truncated if the submitted data is longer than the specified length.
- ❖ Fields cannot contain commas.
- ❖ All fields are not case sensitive.
- ❖ For fields that are not required, Blank is a valid value.
- ❖ Mode of Administration (AI) is required when the Pre-ID file will be used for ordering test materials for ACCESS.
- ❖ When Mode of Administration (AI) is equal to P (i.e. Paper), you must also complete Paper Tier (AJ).
- ❖ If you are ordering materials via Material Ordering in WIDA AMS, both Mode of Administration (AI) and Paper Tier (AJ) are not required.
- ❖ Refer to the Field Lengths for District and School Numbers table at the end of this document to identify how long your District Number and School Number fields should be.

Entering Accommodations:
All accommodations for a student are entered in a single field, separated by a pipe (|).
- ❖ Refer to the list of available accommodations contained within the example field in the layout below.
- ❖ Use the Shift + Backslash keys to create the pipe symbol. (|)
- ❖ Pipes are accepted but not required for a student with no accommodations.
- ❖ Pipes are accepted but not required for single accommodations or after the last accommodation in the entry.
- ❖ Do not use spaces between pipes.
- ❖ If Braille accommodations are listed for a student, then do not list LP (Large Print) for the same student.
- ❖ If Braille accommodations are listed for a student, then Mode of Administration (AI) and WIDA Alternate ACCESS Tester (AK) must be blank for the same student.

For subsequent imports, rules based on your state's profile and your WIDA AMS user role may impact the fields that can be updated. If you need a subsequent student import, and have questions about what data you can override, please contact DRC Customer Service at 1-855-787-9615 (TTY: 763-268-2889.

Column Letter	Column Header	Max Length	Acceptance Values	Examples	Required	Changes/Notes for 2025-2026
A	Testing Program	1	A = ACCESS S = Screener The value cannot be left blank and it must match the Registration Window selected in Import Management.	A	Y	
B	State Name Abbreviation	2	2 Letter State Code. Valid values: A-Z.	AL	Y	
C	District Name	50	For Reference only.	District Name	N	
D	District Number	15	Unique District Number identifying district within the state. District Number must already exist in AMS. This is an identifier and not necessarily a numeric field. Valid values: A-Z, 0-9, Cannot be blank.	AL001	Y	
E	School Name	50	For Reference only.	School Name	N	
F	School Number	15	Unique School Number identifying school within the district. School Number must already exist in AMS. This is an identifier and not necessarily a numeric field. Valid values: A-Z, 0-9,	0001	Y	
G	State Student ID	15	Unique Student ID value within a state. This must be unique and not blank. Valid values: 0-9, A-Z. Length does not need to be consistent within the state, but if the ID includes leading zeros, they must be included.	0000067890	Y	
H	District Student ID	15	Unique Student ID value within a district. This is considered a "pass-through" field and whatever is received will be accepted.	123456789	N	

Column Letter	Column Header	Max Length	Acceptance Values	Examples	Required	Changes/Notes for 2025-2026
I	Student Last Name	100*	Valid values: A-Z, hyphen/dash "-" spaces apostrophe " ' " period "." Not accepted: commas, accents, tildes, nor any other special characters. * Name would be truncated in reporting.	Brown	Y	
J	Student First Name	100*	Valid values: A-Z, hyphen/dash "-" spaces apostrophe " ' " period "." Not accepted: commas, accents, tildes, nor any other special characters. * Name would be truncated in reporting.	Charlie	Y	
K	Student Middle Name	100*	Valid values: A-Z hyphen/dash "-" spaces apostrophe " ' " period "." or Blank. Not accepted: commas, accents, tildes, nor any other special characters. * Name would be truncated in reporting.	A	N	
L	Birth Date	10	MM/DD/YYYY or Blank.	01/01/2005	N	
M	Gender	1	M = Male, F =Female, or Blank. Other values will be accepted, but will appear blank on reports.	M	N	
N	Grade	2	Kindergarten through 12th grade. 00 = Kindergarten, 01 through 12, Must contain leading zero for 01-09.	05	Y	
O	Primary Disability	3	AS = Autism Spectrum Disorder DB = Deaf-blindness DD = Developmental Delay HI = Hearing Impairment, including Deafness ID = Intellectual Disability MD = Multiple Disability OI = Orthopedic Impairment OHI = Other Health Impairment, ED = Emotional Disturbance, SLD = Specific Learning Disability, SLI = Speech or Language Impairment TBI = Traumatic Brain Injury, VI = Visual Impairment, including Blindness, or Blank.	AS	N	

Column Letter	Column Header	Max Length	Acceptance Values	Examples	Required	Changes/Notes for 2025-2026
P	Secondary Disability	3	AS = Autism Spectrum Disorder DB = Deaf-blindness DD = Developmental Delay HI = Hearing Impairment, including Deafness ID = Intellectual Disability MD = Multiple Disability OI = Orthopedic Impairment OHI = Other Health Impairment ED = Emotional Disturbance, SLD = Specific Learning Disability SLI = Speech or Language Impairment TBI = Traumatic Brain Injury VI = Visual Impairment, including Blindness or Blank.	TBI	N	
Q	Student Type	1	Student is N = Non-Public (Private) C = Charter H = Homeschool P = Public or Blank (which defaults to Public)	C	N	
R	LIEP Classification	3	EBL = EL Bilingual MBL = Mixed Bilingual ETI = EL-Specific Transition Instruction MNL = Mixed Class with Native Language Support EEO = EL-Specific with English-only Support MEO = Mixed Class with English-only Support NSP = No Support Provided or Blank.	MBL	N	
S	LIEP - Parental Refusal	1	Y = Yes, or Blank. Indicates if the student's parent has refused language services.	Y	N	
T	LIEP - Optional Data	9	Space for up to 3, 3-letter codes for more specific program identifiers, or Blank.	CATTWI	N	
U	Length of Time in LEP/ELL Program	2	Length of Time in LEP/ELL Program in a US school (regardless of country of origin). Valid values are 00-19. Represented in whole number of years by school year. Number of years that a student has been in a bilingual or ESOL program. Round down: year and 10 months=01 (A kindergarten student is always 00.) Don't include Pre-K ESOL services. Use best estimate. If not possible to get the information, leave blank.	00	N	
V	Ethnicity-Hispanic/Latino	1	Y = Yes, or Blank	Y	N	
W	Race - American Indian/Alaskan Native	1	Y = Yes, or Blank.	Y	N	
X	Race – Asian	1	Y = Yes, or Blank.	Y	N	
Y	Race - Black/African American	1	Y = Yes, or Blank.	Y	N	

Column Letter	Column Header	Max Length	Acceptance Values	Examples	Required	Changes/Notes for 2025-2026
Z	Race - Pacific Islander/Hawaiian	1	Y = Yes, or Blank.	Y	N	
AA	Race – White	1	Y = Yes, or Blank.	Y	N	
AB	Native Language	4	Unique code identifying language for each state. This is a state defined field. This is considered a "pass-through" field and whatever is received will be accepted.	112	N	
AC	Date First Enrolled US School	10	Date student first enrolled in a US school (regardless of country of origin). MM/DD/YYYY (Must include slashes), or Blank.	08/30/2011	N	
AD	Title III Status	1	Y =Yes, or Blank.	Y	N	
AE	Migrant	1	Y = Yes, or Blank.	Y	N	
AF	IEP Status	1	Y = Yes, or Blank.	Y	N	
AG	504 Plan	1	Y = Yes, or Blank.	Y	N	
AH	Accommodation	100	MC = Manual control of item audio RA = Repeat item audio, ES = Extended speaking test response time SD = Interpreter signs test directions in ASL IR = In-Person Human Reader RP = Repeat In-Person Human Reader SR = Scribe WD = Word processor or similar keyboarding device to respond to test items RD = Student responds using a recording device NS = Test may be administered in a non-school setting EM = Extended testing of a test domain over multiple days LV = Low Vision Test Administrator Script (WIDA ACCESS for Kindergarten only) Accommodations for ACCESS Paper Only: **LP = Large Print** **Braille Accommodations** NC = UEB Contracted ACCESS Grades 01-05, UEB with Nemeth Grades 06-12, NU = UEB Uncontracted ACCESS Grades 01-05, UEB with Nemeth Grades 06-12, TC = UEB Math/Science Contracted (Formerly Technical), TU = UEB Math/Science Uncontracted (Formerly Technical), or Blank. If Braille is selected, Mode of Administration (AI) and WIDA Alternate ACCESS (AK) must be blank. If LP is selected and Grade (N) = 01-12, then Mode of Administration (AI) must be P = Paper, and Paper Tier (AJ) must be populated. WIDA Alternate ACCESS (AK) must be blank.	**Example = MC|RA|ES** Multiple accommodations can be entered for a student. Each accommodation must separated by a Pipe (|) delimiter. Pipe delimiter is created by using the shift backslash key. • Pipe is accepted but not required for blanks, single accommodations, or after the last accommodation. No spaces between pipes (|) The Low Vision (LV) accommodation only applies to WIDA ACCESS for Kindergarten students. It does not apply to WIDA Alternate ACCESS.	N	New Low Vision (LV) Accommodation is available for WIDA ACCESS for Kindergarten Students.

Column Letter	Column Header	Max Length	Acceptance Values	Examples	Required	Changes/Notes for 2025-2026
			If LP is selected and Grade (N) = 00, then Mode of Administration (AI), WIDA Alternate ACCESS (AK), and Paper Tier (AJ) must be blank.			
AI	Mode of Administration	1	**WIDA Screener Online** O = Online generic registrations are created Blank = default to O and online registrations are created **WIDA ACCESS** Valid Values when using this file to import students into WIDA AMS (if allowed by state policy): Blank. Valid values when using the Pre-ID file for ordering student test material: P = Paper (Grades 01-12), O = Online (Grades 01-12), or Blank = Paper when Grade = 00, WIDA Alternate ACCESS Tester = Y, Braille Accommodation. Otherwise, student is assumed to be a WIDA ACCESS Online tester. "P" = Used to calculate paper test materials. Student will NOT be placed in online generic registrations. "O" = Used to calculate online test materials. Student will be placed in online generic registrations. DRC will send WIDA ACCESS Online handwriting materials for Grades 01-03 and appropriate handwriting materials for Grades 04-05 based on state profile. If a student is marked or defaulted to online then the student will be placed in online generic registrations. DRC will not send paper handwriting booklets unless paper materials are ordered through WIDA AMS Materials Ordering.	O	Y/N	WIDA Branding name change.
AJ	Paper Tier	2	Applicable for WIDA ACCESS Paper only. Valid values when Mode of Administration (AI) = P: A BC Valid values when Mode of Administration (AI) = O or Blank: Blank.	BC	Y/N	WIDA Branding name change.

Column Letter	Column Header	Max Length	Acceptance Values	Examples	Required	Changes/Notes for 2025-2026
AK	WIDA Alternate ACCESS Tester	1	Y = Yes, for Grades 00-12 testing WIDA Alternate ACCESS or Blank = WIDA ACCESS Online, WIDA ACCESS Paper, WIDA ACCESS for Kindergarten or Braille. If "Y" then Mode of Administration (AI) must be blank and student cannot have Braille (NC,NU,TC,TU) or Large Print (LP) Accommodations. Used to determine if WIDA Alternate ACCESS Materials should be sent for the student.	Y	N	WIDA Branding name change.
AL	State Defined Optional Data	10	State Designated Additional Data - Defined by State. This is considered a "pass-through" field and whatever is received will be accepted.	See State Provided Special Instructions	N	
AM	District Defined Optional Data	10	District Designated Additional Data - Defined by District. This is considered a "pass-through" field and whatever is received will be accepted.	See State Provided Special Instructions	N	
AN	Additional field to be used by a state if needed	50	State Additional Data. This is considered a "pass-through" field and whatever is received will be accepted.	See State Provided Special Instructions	N	

Field Lengths for District and School Numbers for 2025-2026

Use this table to identify the length for the District Number and School Number fields.

WIDA Consortium Member	District Length	School Length	Example for District Number	Example for School Number
Alabama	5	4	AL015	0055
Alaska	4	6	AK14	147010
Bureau of Indian Education	11	6	BIBOS123456	987654
Colorado	6	4	CO0120	1556
Delaware	6	4	DE0037	0730
DoDEA	6	6	DDEUSO	444444
Florida	4	4	FL01	0112
Georgia	9	4	GA0000613	2050
Hawaii	5	3	HI919	104
Idaho	5	4	ID381	0168
Illinois	13	4	IL05016036002	2001
Indiana	6	4	IN6895	7217
Kansas	7	4	KSA1234	1234
Kentucky	5	3	KY595	310
Maine	6	4	ME1016	1174
Maryland	4	4	MD12	0265
Massachusetts	10	8	MA02390000	02390515
Michigan	7	5	MI82155	06130
Minnesota	11	3	MN000101000	094
Missouri	8	4	MO096102	1050
Montana	6	4	MT0716	0817
Nevada	5	6	NV016	016201
New Hampshire	6	5	NH0441	21375
New Jersey	6	3	NJ4420	050
New Mexico	5	3	NM087	026
North Carolina	8	3	NC00043C	43C
North Dakota	7	4	ND49009	3633
Northern Mariana Islands	5	3	MP001	023
Oklahoma	8	3	OK59I001	705
Palau	5	3	PW101	101
Pennsylvania	12	5	PA0127041503	00642
Rhode Island	4	5	RI39	39118
South Carolina	6	3	SC3901	028
South Dakota	7	2	SD49007	01
Utah	4	3	UT10	104
Vermont	8	5	VT0SU052	PS137
Virgin Islands	5	3	VI001	125
Virginia	5	4	VA127	0370
Washington	7	4	WA14005	2834
Washington DC	6	4	DC0001	0206
Wisconsin	6	4	WI6692	0140
Wyoming	10	8	WY00502000	00202001