

WIDA Registration Import File Layout for WIDA ACCESS Online 2025-2026

Instructions and Layout

Instructions:

Use the Registration Import file to re-organize students in WIDA ACCESS Online registrations that have been previously created. Use the export details from existing registrations in View Registrations when applicable.

To submit a Registration Import file, you will need to use Comma-Separated Values (CSV) which 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 WIDA AMS.

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).

Below are some general file and field rules to follow when creating the Registration Import CSV file. Refer to the "Field Definition" and "Required?" columns in the layout below to help you create your Registration Import file.

File Rules:

- ❖ File must contain a header row.
- ❖ File must contain the required fields as indicated.
- ❖ File must be in a comma separated (.csv) format.
- ❖ Each student must appear ONLY ONCE for each assessment in the data set. All other reference documents:

Field Rules:

- ❖ Students within the Registration Import file must already exist within WIDA AMS.
 - o *Additional/new students may be loaded into WIDA AMS individually or via the Student Import File process. File layout requirements and a sample .csv file can be found in WIDA AMS in the Online Help.*
- ❖ Values 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.
- ❖ Fields are not case sensitive.
- ❖ For fields that are not required, Blank is a valid value.
- ❖ 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.

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 a .CSV once you have finished with the file. Instructions for .CSV formatting may differ between device type and OS version.

Column Letter	Column Header	Max # of Characters	Field Definition	Example	Required
A	Registration Window Name	N/A	For Reference only. This is the registration window name in WIDA AMS.	WT ACCESS Online – 2025-2026	N
B	District Code	15	<p>Unique District Number identifying district within the state. Prepend the 2 letter State Name Abbreviation. District Number must already exist in AMS. This is an identifier and not necessarily a numeric field.</p> <p>Valid values: A-Z 0-9 Cannot be blank</p>	WT99999	Y
C	District Name	50	For Reference only.	Johnson-Thompson District	N
D	School Code	15	<p>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.</p> <p>Valid values: A-Z 0-9 Cannot be blank</p>	99999	Y
E	School Name	50	For Reference only.	DRC Use Only – Sample School	N
F	Registration Name	100	<p>. Valid values: A-Z a-z 0-9 hyphen period apostrophe space</p> <p><i>Suggestion: A registration can be considered a group or class. Use a specific name for future reference/clarification (e.g., Ms. Smith Period 3") because vague registration names can make it difficult to quickly identify the group of students involved with the registration.</i></p>	Mr. Smith's Period 3	Y
G	Domain	N/A	For Reference only.	Listening	N

Column Letter	Column Header	Max # of Characters	Field Definition	Example	Required
H	Assessment	100	<p>Valid values Text for Listening: Listening Gr 1 Listening Gr 2-3 Listening Gr 4-5 Listening Gr 6-8 Listening Gr 9-12</p> <p>Valid values Text for Reading: Reading Gr 1 Reading Gr 2-3 Reading Gr 4-5 Reading Gr 6-8 Reading Gr 9-12</p> <p>Valid values Text for Speaking: Speaking Gr 1 Speaking Gr 2-3 Speaking Gr 4-5 Speaking Gr 6-8 Speaking Gr 9-12</p> <p>Valid values Text for Writing: Writing Gr 4-5 Writing Gr 4-5 HW Writing Gr 6-8 Writing Gr 6-8 HW Writing Gr 9-12 Writing Gr 9-12 HW</p> <p>NOTE: Must match the above text</p>	Listening Gr 1	Y
I	Begin Date	N/A	For Reference only. This is the registration window begin date.	12/1/24	N
J	End Date	N/A	For Reference only. This is the registration window end date.	2/23/25	N
K	Student Last Name	100	<p>Valid values: A-Z, hyphen/dash "-", spaces, apostrophe "'", period ".".</p> <p>Not accepted: commas, accents, tildes, nor any other special characters.</p>	Johnson	Y
L	Student First Name	100	<p>Valid values: A-Z, hyphen/dash "-", spaces, apostrophe "'", period ".".</p> <p>Not accepted: commas, accents, tildes, nor any other special characters.</p>	Luis	Y
M	Date of Birth	10	MM/DD/YYYY Or Blank	01/01/2015	Y

Column Letter	Column Header	Max # of Characters	Field Definition	Example	Required
N	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	879876555	Y
O	Grade	2	01-12 Must contain leading zero for 01-09	01	Y

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