

WIDA Student Import (Pre-ID File) for 2024-2025 | 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 ACCESS for ELLs testing materials for the state. Refer to your state's ACCESS for ELLs 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 2024-2025" 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 student 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 2024-2025
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	New required column to differentiate the import file for ACCESS or Screener.
B	State Name Abbreviation	2	2 Letter State Code. Valid values: A-Z.	AL	Y	Reordered column.
C	District Name	50	For Reference only.	District Name	N	Reordered column.
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	Reordered column.
E	School Name	50	For Reference only.	School Name	N	Reordered column.
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	Removed "When Site Type = "District" this field is Blank." – not applicable. Reordered column.
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	Reordered column.
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	Reordered column.
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	Reordered column.
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	Reordered column.

Column Letter	Column Header	Max Length	Acceptance Values	Examples	Required?	Changes/Notes for 2024-2025
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	Reordered column.
L	Birth Date	10	MM/DD/YYYY, or Blank.	01/01/2005	N	Reordered column.
M	Gender	1	M = Male, F =Female, or Blank. Other values will be accepted, but will appear blank on reports	M	N	Reordered column.
N	Grade	2	Kindergarten through 12th grade. 00 = Kindergarten, 01 through 12, Must contain leading zero for 01-09.	05	Y	Reordered column.
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	Reordered column.
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	Reordered column.
Q	Student Type	1	Student is N = Non-Public (Private), C = Charter, H = Homeschool, P = Public, or Blank (which defaults to Public).	C	N	Reordered column.
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	Reordered column.

Column Letter	Column Header	Max Length	Acceptance Values	Examples	Required?	Changes/Notes for 2024-2025
S	LIEP - Parental Refusal	1	Y = Yes, or Blank. Indicates if the student's parent has refused language services.	Y	N	Reordered column.
T	LIEP - Optional Data	9	Space for up to 3, 3-letter codes for more specific program identifiers, or Blank.	CATTWI	N	Reordered column.
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	Reordered column.
V	Ethnicity - Hispanic/Latino	1	Y = Yes, or Blank	Y	N	Reordered column.
W	Race - American Indian/Alaskan Native	1	Y = Yes, or Blank.	Y	N	Reordered column.
X	Race – Asian	1	Y = Yes, or Blank.	Y	N	Reordered column.
Y	Race - Black/African American	1	Y = Yes, or Blank.	Y	N	Reordered column.
Z	Race - Pacific Islander/Hawaiian	1	Y = Yes, or Blank.	Y	N	Reordered column.
AA	Race – White	1	Y = Yes, or Blank.	Y	N	Reordered column.
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	Reordered column.
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	Reordered column.
AD	Title III Status	1	Y = Yes, or Blank.	Y	N	Reordered column.
AE	Migrant	1	Y = Yes, or Blank.	Y	N	Reordered column.
AF	IEP Status	1	Y = Yes, or Blank.	Y	N	Reordered column.
AG	504 Plan	1	Y = Yes, or Blank.	Y	N	Reordered column.

Column Letter	Column Header	Max Length	Acceptance Values	Examples	Required?	Changes/Notes for 2024-2025
AH	Accommodation	100	<p>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.</p> <p><u>Accommodations for ACCESS Paper Only:</u> LP = Large Print</p> <p>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.</p> <p>Only one Braille Accommodation or Large Print may be chosen. If selected, Mode of Administration (AI) and WIDA Alternate ACCESS (AK) must be blank.</p>	<p>Example = MC RA ES</p> <p>Multiple accommodations can be entered for a student.</p> <p>Each accommodation must separated by a Pipe () delimiter.</p> <p>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.</p> <p>No spaces between pipes ()</p>	N	<p>Added clarifying text for paper accommodations only.</p> <p>WIDA Alternate ACCESS name change.</p> <p>Reordered column.</p>
AI	Mode of Administration	1	<p><u>WIDA Screener Online</u> O = Online generic registrations are created Blank = default to O and online registrations are created</p> <p><u>WIDA ACCESS</u> Valid Values when using this file to import students into WIDA AMS (if allowed by state policy): Blank.</p> <p>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, or Accommodations include LP or Braille. Otherwise, student is assumed to be an Online ACCESS tester.</p> <p>"P" = Used to calculate paper test materials. Student will NOT be placed in online generic registrations.</p> <p>"O" = Used to calculate online test materials. Student will be placed in online generic registrations. DRC will send Online ACCESS handwriting materials for Grades 01-03 and appropriate handwriting materials for Grades 04-05 based on state profile.</p> <p>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.</p>	O	Y/N	<p>Separated out Screener and ACCESS mode of administration valid values.</p> <p>Updated where blank is valid for LP Kindergarten and to use correct terminology should be registrations and not test sessions</p> <p>WIDA Alternate ACCESS name change.</p> <p>Reordered column.</p>

Column Letter	Column Header	Max Length	Acceptance Values	Examples	Required?	Changes/Notes for 2024-2025
AJ	Paper Tier	2	<p>Applicable for Paper ACCESS only.</p> <p>Valid values when Mode of Administration (AH) = P:</p> <p>A, BC.</p> <p>Valid values when Mode of Administration (AH) = O or Blank:</p> <p>Blank.</p>	BC	Y/N	<p>Added clarifying text to indicate that this field is only applicable for paper ACCESS.</p> <p>Reordered column.</p>
AK	WIDA Alternate ACCESS Tester	1	<p>Y = Yes, for Grades 00-12 testing WIDA Alternate ACCESS or Blank =ACCESS for ELLs Online, Paper, Kindergarten, Braille.</p> <p>If "Y" then Mode of Administration (AH) must be blank and student cannot have Braille</p> <p>(NC,NU,TC,TU) or Large Print (LP) Accommodations.</p> <p>Used to determine if WIDA Alternate ACCESS Materials should be sent for the student.</p>	Y	N	<p>WIDA Alternate ACCESS name change.</p> <p>Reordered column.</p>
AL	State Defined Optional Data	10	<p>State Designated Additional Data - Defined by State.</p> <p>This is considered a "pass-through" field and whatever is received will be accepted.</p>	See State Provided Special Instructions	N	Reordered column.
AM	District Defined Optional Data	10	<p>District Designated Additional Data - Defined by District.</p> <p>This is considered a "pass-through" field and whatever is received will be accepted.</p>	See State Provided Special Instructions	N	Reordered column.
AN	Additional field to be used by a state if needed	50	<p>State Additional Data.</p> <p>This is considered a "pass-through" field and whatever is received will be accepted.</p>	See State Provided Special Instructions	N	Reordered column.

Field Lengths for District and School Numbers for 2024-2025

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