



2022-2023 ACCESS for ELLs Student Biographical Data (SBD) Review

Additional Field Information

Sequence Number: A unique seven character alphanumeric code assigned to each record, generated by Data Pipeline. This number cannot be changed.

Reporting District Code: The district code where the student is enrolled at test administration. This district will receive student reports and will also be used as the district for accountability calculations and public reporting of assessment results. Use the four-character code assigned to the district by CDE.

NOTE:

If the student did not take the assessment in your district and the student score needs to be transferred to another school in another district (this situation is rare), follow the steps below:

- [RQWDFW6;GELJHFWOLIRXKDYHDVWXGHQWVFRUHHWKDWQHHCYVREHWWDDQVHHUJHGWWRDQRWKFHUVFKRRRQGLEVWUJEFW](#)

Reporting District Name: District name based on District Code and based on the official CDE district name.

Reporting School Code: The school code where the student is enrolled at test administration. This school will be used for accountability calculations and public reporting. Use the four-character code assigned to the school by CDE. You may change the school code during the SBD Review Process as long as the new school is in the same district.

NOTE:

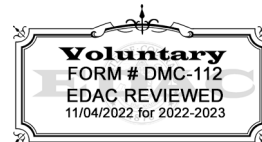
If the student did not take the assessment in your district and the student score needs to be transferred to another school in another district (this situation is rare), follow the steps shown above under “Reporting District Code.”

Reporting School Name: School name based on School Code and based on the official CDE school name.

Grade Level: Student’s grade level at test administration.

Valid Values:

- 00 = Kindergarten
- 01 = Grade 1





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- 02 = Grade 2
- 03 = Grade 3
- 04 = Grade 4
- 05 = Grade 5
- 06 = Grade 6
- 07 = Grade 7
- 08 = Grade 8
- 09 = Grade 9
- 10 = Grade 10
- 11 = Grade 11
- 12 = Grade 12

NOTE:

If there is more than one record for a student based on SASID, grade level must match across records.

Grade level must fit the tested cluster. See field definition for clusters below.

CDE will invalidate the scores of students who were given the incorrect test for their grade based on the cluster reported.

Student's State ID (SASID): A unique ten-digit number assigned to each student by CDE.

Local ID (LASID): A unique number assigned to each student locally. You may leave this field blank.

Student's Last Name: Student's last name as recorded in RITS.

Student's First Name: Student's first name as recorded in RITS.

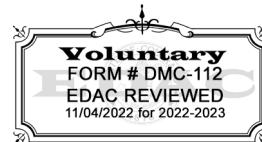
Student's Middle Name: Student's middle name. This field is not compared to data in RITS. You may leave this field blank.

Student's Date of Birth: Student's date of birth as recorded in RITS. Format = MMDDYYYY.

Student's Gender: Student's sex as recorded in RITS. 01 = Female; 02 = Male

Race/Ethnicity Fields:

For information regarding the ethnicity and race reporting categories, see the *CDE Race and Ethnicity Brochure* at





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<http://www.cde.state.co.us/cdereval/rvRace-Ethnicity.htm>

For each of the fields below, use 1 to indicate that the definition describes the race/ethnicity of the student or 0 to indicate that the definition does not describe the student’s race/ethnicity.

IMPORTANT: A student can be included in more than one race group.

- **Student’s Ethnicity: Hispanic or Latino:** A person having origins in Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture, regardless of race. The term ‘Spanish origin’ can be used in addition to ‘Hispanic/Latino or Latino.
- **Student’s Race: American Indian or Alaska Native:** A person having origins in any of the original peoples of North or South America (including Central America) and who maintains a tribal affiliation or community recognition
- **Student’s Race: Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- **Student’s Race: Black or African American:** A person having origins in any of the Black racial groups of Africa
- **Student’s Race: Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- **Student’s Race: White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Federal Race/Ethnicity Category: The single category used to classify the student in aggregated federal or state reporting such as student counts, graduation rates, and assessment results. For assessment results, this designation is based on the race and ethnicity information provided during the SBD review process.

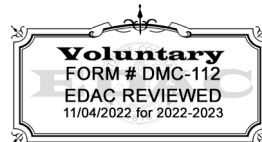
Valid Values:

- 01 = American Indian or Alaskan Native
- 02 = Asian
- 03 = Black or African American
- 04 = Hispanic or Latino
- 05 = White
- 06 = Native Hawaiian or Pacific Islander
- 07 = Two or more races

NOTE: This field is a calculated field based on the data in the ethnicity and individual student race/ethnicity fields described above. To update the value for this field, make appropriate changes to the race/ethnicity fields above.

Language Proficiency: A rating that describes a student’s ability to speak, to listen, to read, and to write in English.

Valid Values:





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- 1 = NEP (Non English Proficient)
- 2 = LEP (Limited English Proficient)

NOTE: ONLY NEP (Code = 1) and LEP (Code = 2) students should take ACCESS for ELLs or Alternate ACCESS for ELLs. If a student took this assessment (any domain has a non-blank cluster) and is not NEP or LEP, invalidate the scores in all 4 domains using “INV” as the invalidation code. Even if you do not invalidate the scores, all four scores will be invalidated by CDE.

Information regarding Language Proficiency Identification and Placement, can be found using the following URL:

http://www.cde.state.co.us/cde_english/elpa

Language Instruction Program: Type of English language instructional program used to educate a student who is a multilingual learner. Students cannot be coded in more than one Language Instruction Program. If multiple programs are used to educate a student, use the one that is predominately used to educate the student.

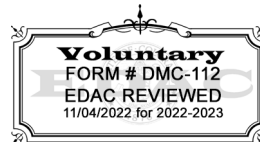
Valid Values:

- 01 = English as a Second Language (ESL) or English Language Development (ELD)
- 02 = Dual language or two-way immersion
- 03 = Transitional bilingual education or early-exit bilingual education
- 04 = Content classes with integrated ESL support
- 05 = Newcomer programs
- 97 = Other
- 98 = Not in a language instruction program, parent choice

NOTE: Since all students taking the ACCESS for ELLs or Alternate ACCESS for ELLs are NEP or LEP, Language Instruction Program cannot be 00 (Not Applicable).

Date First Enrolled in U.S.: Date a student first enrolled in any public or non-public US school (not Puerto Rico) in grade kindergarten or higher. Date must be entered in MMDDYYYY format.

- Schools on US military bases count as US schools even if the base is in a different country.
- Home school does not count as a public or non-public school.
- Date First Enrolled in US is based on the earliest entry date in grades kindergarten and higher. The date that a student is enrolled in a pre-school program does not count as the Date First Enrolled in US.
- If you enter a date that is later than the date of first enrollment according to CDE’s enrollment records, you will receive an error message. In this case, we recommend that you fill this field with 8 zeros and CDE will provide the earlier date.





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- If you do not know the date of first enrollment, you may fill this field with 8 zeros. If information is available, CDE will provide the date of first enrollment.
- If you fill this field with 8 zeros and CDE has no prior enrollment information, you will receive an error message. In this case, use the table below to determine the date to use for date of first enrollment. You may need to work with the District Data Respondent or a school registrar to find the entry type code for a student.

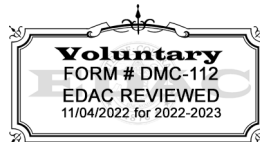
Entry Type Code	Definition	Value to enter for Date First Enrolled
01	New to educational system.	Provide the date that the student enrolled in your district.
05	Transfer from a school located in a different country.	Provide the date that the student enrolled in your district.
06	Student entering from an unknown educational setting/status.	Provide the date that the student enrolled in your district.
14	Transfer from a school located in a different state.	Provide the date that the student first enrolled in a US school as reported by the out-of-state school that the student previously attended.
15	Transfer from a non-public school.	Provide the date that the student first enrolled in a US school as reported by the non-public school that the student previously attended.
16	Transfer from home-based education (home schooling).	Provide the date that the student enrolled in your district.
18	Transfer from a Career and Technical (vocational) Education Program not administered by a Colorado School District or BOCES.	Contact the CSI submissions inbox
21	Transfer from a facility operated by the Department of Corrections or Division of Youth Corrections.	Contact the CSI submissions inbox

Continuous in District: Use this field to indicate that a student has been continuously enrolled in the district over the course of the academic year leading up to the administration of annual state assessments.

0 = No; 1 = Yes

A student is considered to be continuously enrolled in a district if all of the statements listed below are true. Students failing to meet one or more of these criteria are considered to be non-continuous:

- The student had an active enrollment record in the district on the October count date.
- The student had an active enrollment record in the district at the start of the testing window or at any point prior to the end of the testing window.





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- The district code in the student's enrollment record as of the October count date was equal to the district code in the student's enrollment record at the time of the test administration.
- Between the student's enrollment on the October count date and the testing date, there has been no single enrollment gap within the district lasting 10 or more consecutive instructional days.
- Between the student's enrollment on the October count date and the testing date, there have not been multiple non-consecutive enrollment breaks within the district cumulatively equaling 10 or more instructional days.

Continuous in School: Use this field to indicate that a student has been continuously enrolled in the school over the course of the academic year leading up to the administration of annual state assessments.

0 = No; 1 = Yes

A student is considered to be continuously enrolled in a school if all of the statements listed below are true. Students failing to meet one or more of these criteria are considered to be non-continuous:

- The student had an active enrollment record in the school on the October count date.
- The student had an active enrollment record in the school at the start of the testing window or at any point prior to the end of the testing window.
- The school code in the student's enrollment record as of the October count date was equal to the school code in the student's enrollment record at the time of the test administration.
- Between the student's enrollment on the October count date and the testing date, there has been no single enrollment gap within the school lasting 10 or more consecutive instructional days.
- Between the student's enrollment on the October count date and the testing date, there have not been multiple non-consecutive enrollment breaks within the school cumulatively equaling 10 or more instructional days.

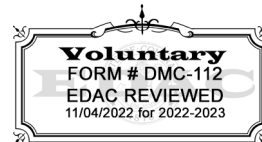
NOTE: The values that you provide for these fields will be compared to the CDE calculated value. During the SBD Review Process, you will receive an error if the value you provide does not match CDE's. If you believe there is an error with CDE's calculated value, contact SBD Support.

IEP: Use this field to indicate if a student has an individualized education program (IEP) at test administration. All students with an IEP must also have a Primary Disability.

0 = No; 1 = Yes

Section 504 Handicapped: Indicates if a student is identified as handicapped under regulations implementing Section 504 of the Rehabilitation Act of 1973, but may or may not be eligible for special education placement under the Individuals with Disabilities Education Act.

0 = No; 1 = Yes





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Gifted and Talented: Indicates a student who has been formally identified, using district-wide procedures aligned with CDE guidelines, as being endowed with a high degree of exceptionality or potential in mental ability, academics, creativity, or a talent (e.g., visualization, performance, musical arts, or leadership). Students are provided instructional accommodations in the classroom and other school or district options on a continuum of services according to identified strengths. The instructional program provides special educational opportunities including acceleration, differentiated instruction, affective and career counseling, and high-level enrichment. A plan for services might include options and resources outside the classroom such as parent, community, or higher-education interventions and resources
0 = No; 1 = Yes

Homeless: Students meet the criteria of a homeless individual according to the 2001 McKinney-Vento Reauthorization Act.
Valid Values:

- 0 = No
- 3 = Yes and in custody of parent/guardian
- 4 = Yes and not in custody of parent/guardian

For more information see Student Interchange File Layout and Definitions at the following url:
http://www.cde.state.co.us/DataPipeline/inter_student.asp

Expelled: Use this field to indicate that a student was expelled at the time of testing.
0 = No; 1 = Yes

NOTES:

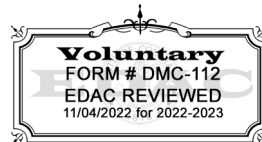
- The scores of expelled students will not be included in school level reporting, but will be included for all district level and state level reporting.
- Do not invalidate a student score just because the student was expelled on test day. As long as the student completed the assessment, the score will be included for all district level and state level reporting. For more information contact SBD support.

Free/Reduced Lunch Price Eligible: Students meets the eligibility criteria for free or reduced lunch pursuant to the provisions of the Federal National School Lunch Act.

Valid Values:

- 00 = Not eligible
- 01 = Free lunch eligible
- 02 = Reduced lunch eligible

For specific guidelines in meeting the criteria for free/reduced lunch, refer to the procedures manual and the Rules for the Administration of the





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Public School Finance Act.

NOTE: Although a school may not provide a lunch program, students who are eligible for Free/Reduced lunch must be coded as such. Districts may use October count data or updated information if it is available.

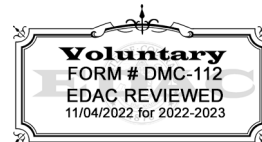
Primary Disability: Student's primary disability. If the student has more than one disability, report the major disability as reflected on the student's IEP. All students with a Primary Disability must also have an IEP.

Valid Values:

- 00 = None
- 01 = Intellectual disability
- 03 = Emotional disability
- 04 = Specific learning disability
- 05 = Hearing impairment
- 06 = Visual impairment
- 08 = Speech or language impairment
- 09 = Deaf-blindness
- 10 = Multiple disabilities
- 11 = Developmental delay (Valid for Grades 00, 01, 02 and 03 ONLY)
- 13 = Autism spectrum disorders
- 14 = Traumatic brain injury
- 15 = Orthopedic impairment
- 16 = Other health impairment

Language Background: A three-character code that identifies the native language of multilingual learners. Following is a list of some of the most commonly-used Language Background codes:

- spa = Spanish
- vie = Vietnamese
- cmn = Chinese, Mandarin
- kor = Korean
- rus = Russian





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- ara = Arabic

For a complete list of Language Background codes go to https://www.cde.state.co.us/datapipeline/language_codes

Clusters:

- Cluster - Listening
- Cluster - Reading
- Cluster - Speaking
- Cluster - Writing

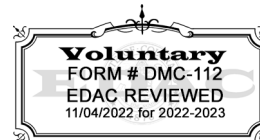
The value for each of the clusters is provided by WIDA and identifies the grade cluster in which the student *actually* tested for each domain. The value for clusters cannot be changed during the SBD Review Process. The clusters are provided in the SBD file for your information.

NOTES:

- If a cluster is blank, check to see if there is another record for the same student (based on SASID) where that cluster is not blank. In that case, make sure that the demographic data in both records are the same. Do not remove or invalidate either record.
- If a cluster is blank and there is no other record for that student (based on SASID), then the student did not complete that domain and will not receive scores for that domain or any composites that include it. In this case, if you are certain that the student did in fact complete that domain, contact SBD support.
- CDE will invalidate the scores of students who tested in the incorrect cluster for their grade.

The table below shows the valid cluster based on a student’s grade, the mode of administration (paper or online) and whether the student took the general or alternate assessment. The values in the table below apply to all 4 domains.

Student’s Grade	General Assessment		Alternate Assessment
	Paper	Online	Paper (Online not available)
	Valid Cluster	Valid Cluster	Valid Cluster
Kindergarten	0	NA (Online not available for Kindergarten)	NA
Grade 1	1	1	1
Grade 2	2	2	1





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Grade 3	3	2	3
Grades 4-5	4	4	3
Grades 6-8	6	6	6
Grades 9-12	9	9	9

Do Not Score Codes:

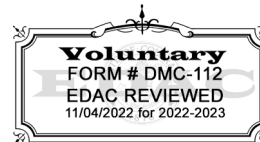
- Do Not Score Code - Listening
- Do Not Score Code - Reading
- Do Not Score Code - Speaking
- Do Not Score Code - Writing

Use the following Do Not Score (Invalidation) codes to indicate that a domain should not be scored. Please review these carefully. If a student has multiple records or tests due to transfers or testing on paper, the DNS codes will be applied across all records and may not be appropriate after the final test record is created.

NOTES:

- Participation rates are NOT calculated for ACCESS for ELLs; therefore, invalidating a student’s score will have no impact on the participation rate for your district.
- If a student’s score is invalidated in at least one domain, that student will not be included in growth model calculations. Since the growth model requires a minimum of two consecutive years of scores, the student will not receive growth information for the current year or for the following year.

Code	Explanation
ABS	Absent: Student was absent for a domain of the test. This code should not be added to records during SBD, but it can be removed if the student did take the domain and the district would like to receive those domain scores or the student has multiple records that need to merge.
INV	Invalidation: Even though a student may have completed some or all of the test items, the testing was not valid and no score should be reported for that domain. For example, this code can be used if a student becomes ill during the test or if a student was reclassified to FEP before testing.
DEC	Declined: Student is present during testing and was administered the test, but the student refused to participate. DO NOT use this code to indicate that a student’s parent requested to opt out. This annual state assessment is REQUIRED . A student’s parent cannot request to opt out of this assessment.
SPD	Withdrew from State: Student who withdrew from the district during the testing window after starting the assessment and did not





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enroll in another Colorado district (student transferred out of state).

DRC Student ID: Unique identification number assigned to the student by WIDA.

Assessment Type: Indicates whether the student took the General ACCESS for ELLs or the Alternate ACCESS for ELLs assessment.

G = General A = Alternate

Reported Record: A number assigned by WIDA for each record associated with a student. If a student has more than one record in the file, the value for the first record is 1, the second record 2 and so on.

