

# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

**Purpose:**

The purpose of the CO PSAT/CO SAT Student Biographical Data (SBD) Review is to review and to update the biographical data for students who participate in the CO PSAT/CO SAT assessment.

This document provides the file layout, field definitions, and specific instructions for each field. Please read through this document before completing the SBD review. **If there are any issues or questions during the review, contact CSI at [submissions\\_csi@csi.state.co.us](mailto:submissions_csi@csi.state.co.us)**

This document refers to RITS. RITS is the acronym for Record Integration Tracking System.

**Please be sure to highlight (fill) ALL cells in your SBD file with yellow that you edit.**

**Dependencies:**

None

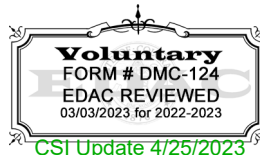
**"Pre-ID" refers to student demographic data for the PSAT-SAT assessments that was extracted by the state during the October Count collection window for the current school year, and was provided to College Board for the assessment phase.**

**Record Expectation:**

N/A



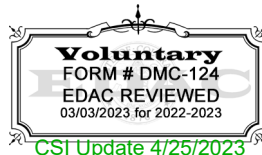
**Indicates Primary Key**



# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

CSI schools should not edit data in fields with a values of "No" in this column.

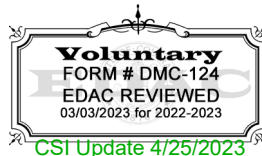
Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
CO SAT Record ID Number	9	1	9	1	A	A unique alphanumeric code assigned to each record, generated by Data Pipeline. This number cannot be changed.	No
Pre-ID District Code	4	10	13	2	B	This is the district of the student's primary enrollment during October Count. If this is blank, then the record was not part of the Pre-ID upload.	No
Pre-ID District Name	50	14	63	3	C	Official CDE District name based on Pre-ID District Code.	No
Pre-ID School Code	4	64	67	4	D	This is the school of the student's primary enrollment during October Count. If this is blank, then the record was not part of the Pre-ID upload.	No
Pre-ID School Name	50	68	117	5	E	Official CDE School name based on Pre-ID School Code.	No
Testing District Code	4	118	121	6	F	This is the district where the student was tested based on the Supervisor Report Form. If this is blank, no answer sheet was received for the student.	No
Testing District Name	50	122	171	7	G	Official CDE District name where the student was tested based on Testing District Code.	No
Testing School Code	4	172	175	8	H	This is the school where the student was tested based on the Supervisor Report Form. If this is blank, no answer sheet was received for the student.	No
Testing School Name	50	176	225	9	I	Official CDE School name where the student was tested based on Testing District Code.	No



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# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

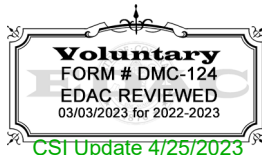
Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Responsible District Code	4	226	229	10	J	This is the district where the student was enrolled during testing and where they will be counted for accountability. This field will be populated with your district but may be updated to either the Pre-ID or Testing District if appropriate. DO NOT send a Failsafe to move a student to another district. See Field Definition below for more information about how to update the Responsible District Code field.	Yes
Responsible District Name	50	230	279	11	K	Official CDE District name where the student was enrolled during testing and where they will be counted for accountability based on Responsible District Code. This field will update automatically if Responsible District Code is changed.	No
Responsible School Code	4	280	283	12	L	This is the school where the student was enrolled during testing and where they will be counted for accountability. This field will be populated with a school in your district, but may be updated to either the Pre-ID or Testing School, or another school in your district if appropriate. DO NOT send a Failsafe to move a student to another school.  See Field Definition below for more information about how to update the Responsible School Code field.	Yes



# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

CSI schools should not edit data in fields with a value of "No" in this column.

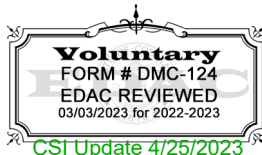
Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Responsible School Name	50	284	333	13	M	Official CDE School name where the student was enrolled during testing and where they will be counted for accountability based on Responsible District Code. This field will update automatically if Responsible School Code is changed.	No
Test	6	334	339	14	N	Identifies the test associated with the student record. Values: <ul style="list-style-type: none"> <li>• PSAT9</li> <li>• PSAT10</li> <li>• SAT</li> </ul>	No
Student Last Name	30	340	369	15	O	Student's last name as recorded in RITS.	Yes
Student First Name	30	370	399	16	P	Student's first name as recorded in RITS.	Yes
Student Middle Initial	1	400	400	17	Q	Student's middle initial. This field is not compared to data in RITS. You may leave this field blank.	Yes
Grade Level	2	401	402	18	R	Student's grade level at test administration. If a student is not in the appropriate grade for the test they took, <b>you will need to contact CSI so they can work with CDE to ignore your errors and determine the most appropriate invalidation code.</b>  Valid Values <ul style="list-style-type: none"> <li>• 09</li> <li>• 10</li> <li>• 11</li> </ul>	Yes



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Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Student Gender	2	403	404	19	S	Student's sex as recorded in RITS. 01 = Female; 02 = Male	Yes
Hispanic or Latino	1	405	405	20	T	0 = No; 1 = Yes See the field definition below for more information.	Yes
American Indian or Alaskan	1	406	406	21	U	0 = No; 1 = Yes See the field definition below for more information.	Yes
Asian	1	407	407	22	V	0 = No; 1 = Yes See the field definition below for more information.	Yes
Black or African American	1	408	408	23	W	0 = No; 1 = Yes See the field definition below for more information.	Yes
White	1	409	409	24	X	0 = No; 1 = Yes See the field definition below for more information.	Yes
Native Hawaiian	1	410	410	25	Y	0 = No; 1 = Yes See the field definition below for more information.	Yes
Student Date of Birth	8	411	418	26	Z	Student's date of birth as recorded in RITS. Format = MMDDYYYY.	Yes
SASID	10	419	428	27	AA	A unique ten-digit number assigned to each student by CDE.	Yes
Free/Reduced Lunch Eligible	2	429	430	28	AB	Valid Values: 00 = Not eligible 01 = Free lunch eligible 02 = Reduced lunch eligible  See the field definition below for more information	Yes
Gifted and Talented	1	431	431	29	AC	0 = No; 1 = Yes See the field definition below for more information.	Yes

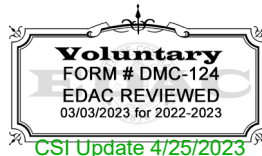




CSI schools should not edit data in fields with a values of "No" in this column.

# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Homeless	1	432	432	30	AD	Valid Values: <ul style="list-style-type: none"> <li>0 = No</li> <li>3 = Yes and in custody of parent/guardian</li> <li>4 = Yes and not in custody of parent/guardian</li> </ul> See the field definition below for more information.	Yes
Language Proficiency	1	433	433	31	AE	A rating that describes a student’s ability to speak, to listen, to read, and to write in English. Valid Values: <ul style="list-style-type: none"> <li>0 = NA (Use this code for students who are not multilingual learners)</li> <li>1 = NEP (Non English Proficient)</li> <li>2 = LEP (Limited English Proficient)</li> <li>4 = PHLOTE (Primary or Home Language Other Than English)</li> <li>5 = FELL (Former English Language Learner)</li> <li>6 = FEP (Fluent English Proficient) Monitor Year 1</li> <li>7 = FEP (Fluent English Proficient) Monitor Year 2</li> <li>8 = FEP (Fluent English Proficient) Exited Year 1</li> <li>9 = FEP (Fluent English Proficient) Exited Year 2</li> </ul> See the field definition below for more information.	Yes

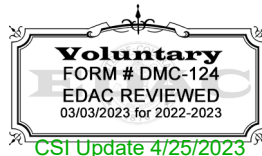




# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

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Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Language Background	3	434	436	32	AF	A three-character code that identifies the native language of multilingual learners. Multilingual learners are students whose Language Proficiency code is anything other than 00.  See this page for a complete list of Language Background codes: <a href="https://www.cde.state.co.us/datapipeline/org_orgcodes">https://www.cde.state.co.us/datapipeline/org_orgcodes</a>	Yes
Continuous in District	1	437	437	33	AG	0 = No; 1 = Yes See the field definition below for more information.	Yes
Continuous in School	1	438	438	34	AH	0 = No; 1 = Yes See the field definition below for more information.	Yes
Date First Enrolled in US	8	439	446	35	AI	Date a student first enrolled in any public or non-public US school (not Puerto Rico) in grade kindergarten or higher.  Format = MMDDYYYY  See the field definition below for more information.	Yes

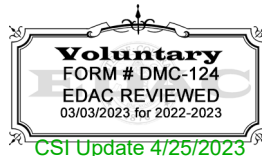




CSI schools should not edit data in fields with a value of "No" in this column.

# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Expelled	1	447	447	36	AJ	Use this field to indicate if the student was expelled at the time of testing.  0 = No; 1 = Yes  See the field definition below for more information.	Yes
Primary Disability	2	448	449	37	AK	Student's primary disability. If the student has more than one disability, report the major disability as reflected on the student's IEP.  Valid Values: <ul style="list-style-type: none"> <li>• 00 = None</li> <li>• 01 = Intellectual disability</li> <li>• 03 = Emotional disability</li> <li>• 04 = Specific learning disability</li> <li>• 05 = Hearing impairment</li> <li>• 06 = Visual impairment</li> <li>• 08 = Speech or language impairment</li> <li>• 09 = Deaf-blindness</li> <li>• 10 = Multiple disabilities</li> <li>• 11 = Developmental delay</li> <li>• 13 = Autism spectrum disorders</li> <li>• 14 = Traumatic brain injury</li> <li>• 15 = Orthopedic impairment</li> <li>• 16 = Other health impairment</li> </ul> All students with a Primary Disability must also have an IEP.	Yes

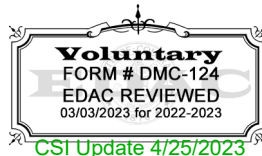






# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

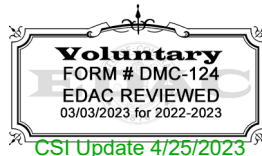
Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
IEP	1	450	450	38	AL	Student has an Individual Education Program (IEP) 0 = No; 1 = Yes	Yes
Section 504	1	451	451	39	AM	Student has a 504 Plan 0 = No; 1 = Yes	Yes
Language Instruction Program	2	452	453	40	AN	Type of English language instructional program used to educate a student who is a multilingual learner.  Valid Values: <ul style="list-style-type: none"> <li>• 00 = Not Applicable. Use this code for students who are not multilingual learners.</li> <li>• 01 = English as a Second Language (ESL) or English Language Development (ELD)</li> <li>• 02 = Dual language or two-way immersion</li> <li>• 03 = Transitional bilingual education or early-exit bilingual education</li> <li>• 04 = Content classes with integrated ESL support</li> <li>• 05 = Newcomer programs</li> <li>• 97 = Other</li> <li>• 98 = Not in a language instruction program, parent choice</li> </ul>	Yes



# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

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Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Valid Answer Sheet Received	1	454	454	41	AO	<p>This field provides information on whether College Board received an answer sheet and whether any information was provided on the answer sheet.</p> <p>Values:</p> <ul style="list-style-type: none"> <li>Y = Yes - An answer sheet was received AND there is at least one item response OR an invalidation code on the answer sheet.</li> <li>N = No - Student was included in information at Pre-ID, but no answer sheet was received that matches the enrollment information for this student.</li> <li>B = Blank - An answer sheet was received BUT there are no item responses and no invalidation code on the answer sheet.</li> </ul>	No

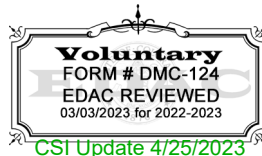




# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

CSI schools should not edit data in fields with a values of "No" in this column.

Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Invalidation Code	10	455	464	42	AP	<p>This code will be used to determine the student’s invalidation for accountability purposes. If you see multiple codes indicated, then that is what was submitted on the student answer sheet. Please update multiple values with a single valid code. This will only invalidate the record in CDE reporting; it will not prevent the student from receiving a score report or being included in reports generated by College Board if they have a valid score.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> <li>• Blank - no invalidation applied</li> <li>• 1 - Took Other Assessment OR Duplicate Attempt</li> <li>• 2 - Newcomer to US</li> <li>• 3 - Withdrew Before/During Testing</li> <li>• 4 - Student Test Refusal</li> <li>• 7 - Medical Exemption</li> <li>• 8 - Part Time Public/Home School Student</li> <li>• 9 - Parent Excuse</li> <li>• 10 - Absent</li> </ul>	Yes
College Board ID	12	465	476	43	AQ	Unique ID assigned by College Board for each student, per assessment/per sitting.	No

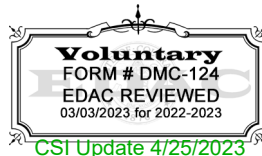




CSI schools should not edit data in fields with a value of "No" in this column.

# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Student Participation Indicator	1	474	478	44	AR	<p>This field provides information from College Board around assessment attemptedness.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>Y=Yes: An answer sheet was received by College Board and it met attemptedness criteria, which means at least 1 gridded response across the Math and EBRW sections.</li> <li>Blank: An answer sheet was not returned, or an answer sheet was returned that did not contain any multiple-choice responses, therefore it does not meet the criteria for an attempt.</li> </ul>	No





# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

T and P records appear in both "Pre-Id" and "Testing" district's data to confirm whether students moved or just tested in a different location (common with remote students).

**CO SAT Record ID Number:** A unique code assigned to a record by Data Pipeline used to identify records in this SBD file

**There are three sets of district and school codes to help identify the correct responsible district. Responsible District and School are updateable, DO NOT send a Failsafe file to move students from one district to another.** Failsafe files would only be submitted by CSI; not by schools. If a student should not be in the data for your school, then update the Responsible District and School fields to reflect the other district/school and the student will be removed from your final data.

**Pre-ID District Code:** A unique code assigned to a district by CDE. This is the district of the student's primary enrollment during October Count. If this is blank, then the record was not part of the Pre-ID upload.

**Pre-ID District Name:** Auto-filled by Data Pipeline.

**Pre-ID School Code:** A unique code assigned to a school by CDE. This is the district of the student's primary enrollment during October Count. If this is blank, then the record was not part of the Pre-ID upload.

**Pre-ID School Name:** Auto-filled by Data Pipeline.

**Testing District Code:** A unique code assigned to a district by CDE. This is the district where the student was tested based on the Supervisor

Report Form. If this is blank, no answer sheet was received for the student.

The four "Testing" fields contain data that come from the Test Administrator Report sent to the College Board.

**Testing District Name:** Auto-filled by Data Pipeline.

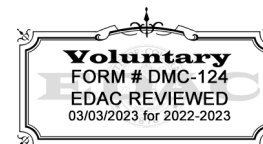
**Testing School Code:** A unique code assigned to a district by CDE. This is the school where the student was tested based on the Supervisor Report Form. If this is blank, no answer sheet was received for the student.

**Testing School Name:** Auto-filled by Data Pipeline.

**Responsible District Code: Updateable.** This is the district where the student was enrolled during testing and where they will be counted for accountability. This field will be populated with your district so that the Continuous in District field will automatically calculate. If you are not responsible for the student, then you may update this field to the correct district. During the SBD collection, a warning will highlight records where the Pre-ID and Testing District and School Codes do not match. Make sure to update the Responsible District and School Codes if the students SHOULD NOT be in that district or school for accountability. Students with mismatched Pre-ID and Testing District and School will appear in the SBD for both districts and each district may indicate what they believe to be the correct responsible District and School. If both districts assign the same Responsible District, the record will be placed in that District and no further action is needed. If there is disagreement, CDE will contact both districts after SBD to determine who should be responsible.

The "Responsible" district and school fields are not pre-populated from the October Count.

If a student has a different Pre-ID School and Testing School (based on the school that returned their answer sheet to the College Board), then Responsible District and Responsible School will be blank and should be filled in during the SBD to reflect where the student should be enrolled. These types of records will appear in the SBD for both districts so that CDE can compare what gets submitted and confirm that both are in agreement before assigning the record to the district of accountability.





# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

If you have records for students where the Responsible District, Responsible District Name, Responsible School Code, and Responsible School Name are blank AND the student for sure took the test at your school, then fill in those fields with the CSI district code of 8001, "Charter School Institute" for district name, and your four digit school code and school name in the applicable fields.

See the [Administrative Unit and District Codes PDF](https://www.cde.state.co.us/datapipeline/org_orgcodes) on the [Frequently Requested Codes](https://www.cde.state.co.us/frequently-requested-codes) page of the CDE website for other district 4-digit codes ([https://www.cde.state.co.us/datapipeline/org\\_orgcodes](https://www.cde.state.co.us/datapipeline/org_orgcodes)). School codes are available on the same page, but use the current year School Building Codes document in Excel.

**Responsible District Name:** Auto-filled by Data Pipeline.

**Responsible School Code:** *Updateable*. This field follows the same rules as the Responsible District. If a student needs to be moved to another school in your district then this field can be updated with no further validation.

**Responsible School Name:** Auto-filled by Data Pipeline.

**Test** - Indicates whether the student completed the SAT, PSAT10, or PSAT9 assessment. This is not updateable.

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

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

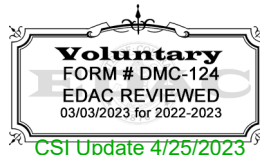
**Middle Initial:** Student's middle initial. Blanks are allowed.

**Grade Level:** Students must be in 9<sup>th</sup> grade to take CO PSAT 9, 10<sup>th</sup> grade to take the CO PSAT 10, and 11<sup>th</sup> grade to take the CO SAT. If a student is not in the appropriate grade for the assessment they took, you will need to [contact CSI so we can work with CDE](#) to ignore your errors and determine the most appropriate invalidation code. If the student is in 12<sup>th</sup> grade, you should invalidate the record using code '03' (Withdrew Before or During Testing).

Valid Values:

- 09 = Grade 9
- 10 = Grade 10
- 11 = Grade 11

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





# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

## Race/Ethnicity Fields:

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

<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.

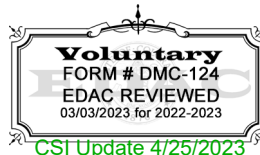
- **Hispanic or Latino** - A person having origins in Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture, regardless of race. The term 'Spanish origin' can be used in addition to 'Hispanic/Latino or Latino
- **American Indian or Alaska Native** - A person having origins in any of the original peoples of North or South America (including Central America) and who maintains a tribal affiliation or community recognition
- **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
- **Black or African American** - A person having origins in any of the Black racial groups of Africa
- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
- **Native Hawaiian** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**NOTE:** The summary value for the race and ethnicity fields will be calculated based on the data in the ethnicity and individual student race fields described above. To review the final updated values, a calculated field will be included in the Final Summary report in COGNOS. To update the value for this calculated field, make appropriate changes to the six ethnicity and individual student race fields noted above.

**Student Date of Birth:** The month, day, and year on which a student was born in MMDDYYYY format (e.g. 09012001)

**SASID:** A unique number assigned to each student by CDE.

Could be missing from some records. The state has tried to fill in as many missing SASIDS as possible prior to the release of the SBD data. Each record will need to have a SASID, so missing ones must be corrected. Please reach out to CSI if you are unable to find the SASID and we will provide assistance.





# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

The following fields are not collected by College Board. They will be added to the SBD file from the Student Interchange Data Pipeline collection for inclusion in the final CO PSAT/CO SAT data file to meet federal and state reporting requirements. If these data are not correct or available in Data Pipeline, they may be updated during the SBD review.

**Free and Reduced Lunch Eligibility:** Student meets the eligibility criteria for free or reduced lunch pursuant to the provisions of the Federal National School Lunch Act. For specific guidelines in meeting the criteria for free/reduced lunch, refer to the procedures manual and the Rules for the Administration of the Public School Finance Act.

**NOTE:** Although a school may not provide a lunch program, eligibility should be marked if documented. Districts may use October count data or updated information if it is available.

Valid Values: (Interchange or vendor values may be used)

- 00 or N = Not eligible
- 01 or Y = Free lunch eligible
- 02 or Y = Reduced lunch eligible

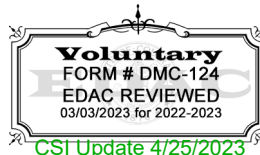
**Gifted and Talented:** Student who has been formally identified, using district-wide procedures aligned with CDE guidelines, as being endowed with a high degree of exceptionality or potential in mental ability, academics, creativity, or a talent (e.g., visualization, performance, musical arts, or leadership). 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:** Student meets the criteria of a homeless individual according to the 2001 reauthorization of the McKinney-Vento Homeless Assistance Act. For more information, please see Student Interchange File Layout and Definitions - Student Demographics document at the following link: [http://www.cde.state.co.us/DataPipeline/inter\\_student.asp](http://www.cde.state.co.us/DataPipeline/inter_student.asp).

Valid Values:

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





# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

**Language Proficiency:** Student's English language proficiency is described by his or her ability to speak, to listen, to read, and to write in English. Multilingual learners must have an English proficiency rating entered (1 or 2), and non-multilingual students must be coded as 0 or 4. Former multilingual learner students should be coded as 5.

Valid Values:

- 0 = Not Applicable
- 1 = NEP - Non English Proficient
- 2 = LEP - Limited English Proficient
- 4 = PHLOTE - Primary or Home Language Other Than English
- 5 = FELL - Former ELL
- 6 = FEP, Monitor Year 1
- 7 = FEP, Monitor Year 2
- 8 = FEP, Exited Year 1
- 9 = FEP, Exited Year 2

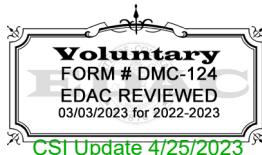
**Language Background/Home Language:** Student who has a language proficiency code of Non English Proficient (NEP), Limited English Proficient (LEP), Fluent English Proficient (FEP), Primary or Home Language Other Than English (PHLOTE), or Former ELL (FELL) must have a language background other than English (eng). Please see a Microsoft Excel version of the language codes at the following link:

[https://www.cde.state.co.us/datapipeline/org\\_orgcodes](https://www.cde.state.co.us/datapipeline/org_orgcodes) .

**Continuous in District:** Student has been continuously enrolled in the district over the course of the academic year leading up to the administration of annual state assessments. This field will be filled with a calculated value based on October Count enrollment in the Responsible District. Please review and check this field carefully especially if you are changing the Responsible District field. Students coded with 0 will not be included in your accountability data.

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:

1. The student had an active enrollment record in the district on the October count date.
2. 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.
3. 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.





# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

- 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.

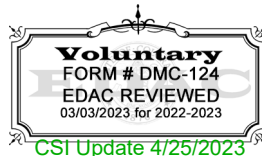
**Continuous in School:** Student has been continuously enrolled in the school over the course of the academic year leading up to the administration of annual state assessments. Students who have been continuously enrolled in the school should be coded as 1. Students who have not been continuously enrolled should be coded as 0. This field will be filled with a calculated value based on October Count enrollment in the Responsible School. Please review and check this field carefully especially if you are changing the Responsible School field. Students coded with 0 will not be included in your accountability data.

**NOTE:** The values that you provide for these fields will be compared to the CDE calculated values and will trigger an error if the value you provide does not match the interchange records. **If you believe there is an error with the calculated value, contact CSI.**

**Date First Enrolled in US:** 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.
- 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.





# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

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 CSI for assistance.
21	Transfer from a facility operated by the Department of Corrections or Division of Youth Corrections.	Contact CSI for assistance.

**Expelled:** Use this field to indicate that a student was expelled at the time of testing.

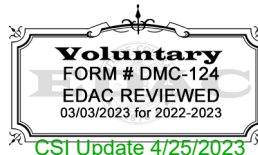
0 = No; 1 = Yes

**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.

**Primary Disability:** Student’s primary disability. If the student has more than one disability, the code number reported must be that of his or her major disability, as reflected on the student’s IEP.

00	None
01	Intellectual Disability or Significant Limited Intellectual Capacity
03	Serious Emotional Disability or Emotional Disability
04	Specific Learning Disability





# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

05	Hearing Impairment, including Deafness or Hearing Disability
06	Visual Impairment, including Blindness or Visual Disability
08	Speech or Language Impairment
09	Deaf-Blindness or Deaf-Blind
10	Multiple Disabilities
13	Autism Spectrum Disorders or Autism
14	Traumatic Brain Injury (TBI)
15	Orthopedic Impairment
16	Other Health Impairment

**IEP:** Student has an individualized education program (IEP). **NOTE:** Data pipeline will auto-populate with 1 if the primary disability field is not 0. Districts can change the field if necessary.

0 = No; 1 = Yes

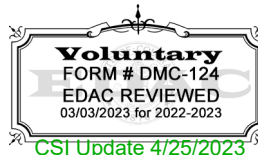
**504 Plan:** Student is identified as handicapped under regulations implementing Section 504 of the Rehabilitation Act of 1973 but may or may not be eligible for special education placement under the Individuals with Disabilities Education Act

0 = No; 1 = Yes

**Language Instruction Program:** Type of English language instructional program used to educate a student who is a multilingual learner.

- Students with a language background of English should be coded 00 (No or Not Applicable).
- Students with a language background that is not English and have a Language Proficiency code of NEP (1), LEP (2), FEP (6), or FEP Monitor Year 1 and Year 2 (6, or 7) should have a valid non-zero (00) code for this field.
- Students who have a Language Proficiency code of PHLOTE (4) or FELL (5) should be coded as Not Applicable (00).
- Students who have a Language Proficiency code of FEP Exited Year 1 or Year 2 (8 or 9) may be coded using any LIP value.
- Students may not be coded in more than one Language Instruction Program. If multiple programs are used to educate a student, please use the one that is predominately used to educate the student.

00	No or Not Applicable
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





# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

04	Content classes with integrated ESL support
05	Newcomer programs
97	Other
98	Not in a language instruction program, parent choice

**Valid Answer Sheet Received:** This field provides information on whether an answer sheet has been received and whether any information was gridded on the received answer sheet.

**It's very important that you review the accuracy of data in this field.**

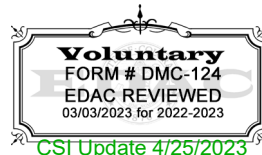
While this field is not updateable, it provides important information that may indicate a change needed to other fields in the file, including the "Invalidation Code" which follows below.

Y	Yes - An answer sheet was received with at least one <b>item response</b> or <b>an invalidation code</b> gridded.
N	No - No answer sheet was received with a label or gridded demographics that match Pre-ID record - Student will not receive a score on this record
B	Blank - An answer sheet was received with a label or gridded demographics, but there were no item responses nor any invalidation codes

Please be aware that each of the Y, N, and B answers can be marked as such for multiple reasons (notice the "or" in each one).

If the value is Y (Yes) and there is no invalidation code from the school, then that student will receive a valid score and an invalidation code should not be added.

If you have records with N (No) or B (Blank) values, then these will count against your school for participation accountability. Be sure to double check the accuracy of these records because they may need to have invalidations applied.





**Invalidation Code:** This code will be used to determine the student’s invalidation for accountability purposes. If you see multiple codes indicated, then that is what was submitted on the student answer sheet. Please update multiple values with a single valid code. If a student does not meet attemptedness requirements and no invalidation code is applied, the record will trigger a warning. Make sure to review the student information to check if an invalidation should be applied to the record. This can impact school and district participation for accountability as any non-participating record with no invalidation is counted as a non-participant.

**Providing an invalidation code invalidates the record for CDE reporting only. As long as there is a valid score, it will not prevent the student from receiving a score report nor will it prevent the student’s scores from being included in reports generated by College Board.**

**Note:** Misadministrations will be determined by the schools in conjunction with College Board and cannot be added to records during SBD.

Values apply to to both PSAT and SAT.  
A blank implies that a student took the test and no invalidations are applied.

Other values imply that a student either did not take the test OR they are exempt from having their test score included in accountability calculations.

It is possible to have student records in your file that are blank for this field but the student did not take the test OR they should not be included in the accountability calculations. If you find this to be true, then you should add the applicable invalidation code to those records.

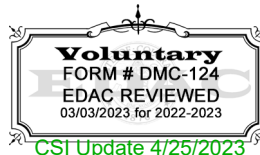
1	Took Other Assessment OR Duplicate Attempt
2	Newcomer to US - Did not test ELA
3	Withdrew Before or During Testing (if the student tested in another Colorado District based on the Testing District field, please update the Responsible District rather than using this invalidation)
4	Student Test Refusal
7	Medical Exemption
8	Part Time Public and Part Time Home School Student
9	Parent Excuse
10	Absent
Blank	No Invalidation Applied

**Using Invalidation Code 03**

If a student exits before testing, then the Responsible District and Responsible School fields should be updated with the correct codes for where the student transferred to. If you do not know the district or school the student went to, then contact CSI to help conduct a search in RITS and the EL history.

**Cancel Test Scores Form**

Students may complete and submit this form at the time of testing (or within 4 days following). If this happens, do not adjust the SBD record to invalidate the test. The form simply stops the College Board from sending scores to colleges and scholarship resources. The test score needs to still be included for accountability calculations.





# 2022-2023 CO PSAT/CO SAT Student Biographical Data (SBD) Review

**College Board ID:** Unique ID assigned by College Board for each student, per assessment/per sitting; may change for a given student if duplicate records are created and/or merged.

**Duplicate records may occur in the following two situations:**

--One student has two valid answer sheets. If neither record has an invalidation, then the test taken second should be invalidated with "01".

--Answer sheet was bubbled rather than pre-labeled and the demographic information could not be matched to any existing student record. Fixing SASID issues/errors on these records will usually allow a correct match to a student and resolve the issue.

**No invalidation should be applied!**

**Student Participation Indicator:** This field is new for the 2022-2023 collection and provides information from College Board around assessment attemptedness. It is intended to aid districts in understanding the status of student records.

Valid Values:

- Y=Yes: An answer sheet was received by College Board and it met attemptedness criteria, which means there was at least 1 gridded response across the Math and Evidence-Based Reading and Writing (EBRW) sections.
- Blank: An answer sheet was not returned, or an answer sheet was returned that did not contain any multiple-choice responses, therefore it does not meet the criteria for an attempt. Refer to the Valid Answer Sheet Received field to determine which scenario applies to this record.

