

2023-2024 ACCESS for ELLs Student Biographical Data (SBD) Review

CSI additions to this document in purple text.

Purpose:

The purpose of the ACCESS for ELLs Student Biographical Data (SBD) review is to review and to update the biographical data associated with the students who participate in the ACCESS for ELLs and Alternate ACCESS for ELLs assessments.

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 the CSI assessment coordinator at kaliwinn@csi.state.co.us

This document refers to RITS. RITS is the acronym for Record Integration Tracking System. If you are unfamiliar with RITS, reach out for support using the contact information above.

Dependencies:

None

Only students in grades K-12 with a language proficiency of NEP or LEP should have been given the WIDA ACCESS assessment. If any records are discovered in this file that are not NEP or LEP, then contact CSI for assistance.

Record Expectation:


N/A

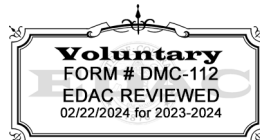
Contact CSI if you find records in this file where a student left your school before or during the testing window and DID NOT TEST at your school. If a student moved after testing at your school, the record(s) need to remain in your file.



Indicates Primary Key

CSI schools should not edit data in fields with a value of "NO" in the "Updateable for SBD" column

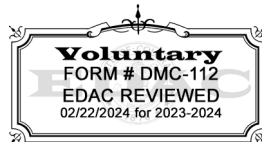
Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable During SBD
Sequence Number 	7	1	7	1	A	A unique seven character alphanumeric code assigned to each record, generated by Data Pipeline. This number cannot be changed.	No
Reporting District Code	4	8	11	2	B	The district code where the student is enrolled. 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. See the field definition below for more information about how to transfer student scores to another school in another district.	No
Reporting District Name	50	12	61	3	C	District name based on Reporting District Code and based on the official CDE district name.	No





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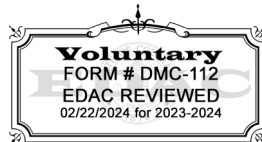
Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable During SBD
Reporting School Code	4	62	65	4	D	<p>The school code where the student is enrolled at test administration. This school will be used for accountability calculations and public reporting.</p> <p>Use the four-character code assigned by CDE.</p> <p>You may change the school code during the SBD Review Process as long as the new school is in the same district.</p> <p>See the field definition below for more information about how to transfer student scores to another school in another district.</p>	Yes
Reporting School Name	50	66	115	5	E	<p>School name based on Reporting School Code and based on the official CDE school name.</p>	No
Grade Level	2	116	117	6	F	<p>Student's grade level at test administration.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> • 00 = Kindergarten • 01 = Grade 1 • 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 <p>See the field definition below for more information</p>	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 During SBD
						about how grade relates to cluster.	
Student State ID (SASID)	10	118	127	7	G	A unique ten-digit number assigned to each student by CDE.	Yes
Local ID (LASID)	15	128	142	8	H	A unique number assigned to each student locally. You may leave this field blank.	Yes
Student Last Name	30	143	172	9	I	Student's last name as recorded in RITS.	Yes
Student First Name	30	173	202	10	J	Student's first name as recorded in RITS.	Yes
Student Middle Name	30	203	232	11	K	Student's middle name. This field is not compared to data in RITS. You may leave this field blank.	Yes
Student Date of Birth	8	233	240	12	L	Student's date of birth as recorded in RITS. Format = MMDDYYYY.	Yes
Student Gender	2	241	242	13	M	Student's sex as recorded in RITS. 01 = Female; 02 = Male; 03 = Nonbinary	Yes
Student Ethnicity: Hispanic or Latino	1	243	243	14	N	0 = No; 1 = Yes See the field definition below for more information.	Yes
Student Race: American Indian or Alaska Native	1	244	244	15	O	0 = No; 1 = Yes See the field definition below for more information.	Yes
Student's Race: Asian	1	245	245	16	P	0 = No; 1 = Yes See the field definition below for more information.	Yes
Student Race: Black or African American	1	246	246	17	Q	0 = No; 1 = Yes See the field definition below for more information.	Yes
Student Race: Native Hawaiian or Other Pacific Islander	1	247	247	18	R	0 = No; 1 = Yes See the field definition below for more information.	Yes
Student Race: White	1	248	248	19	S	0 = No; 1 = Yes See the field definition below for more information.	Yes





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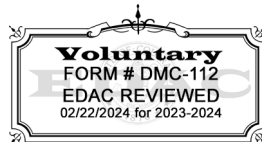
Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable During SBD
Federal Race/Ethnicity Category	2	249	250	20	T	Valid Values: <ul style="list-style-type: none"> 01 = American Indian or Alaskan Native 02 = Asian 03 = Black or African American 04 = Hispanic or Latino 05 = White 06 = Native Hawaiian or Pacific Islander 07 = Two or more races See the field definition below for more information about how this value is calculated by CDE.	No
Language Proficiency	1	251	251	21	U	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"> 1 = NEP (Non English Proficient) 2 = LEP (Limited English Proficient) See the field definition below for more information.	Yes
Language Instruction Program	2	252	253	22	V	Type of English language instructional program used to educate a student who is a multilingual learner. Valid Values: <ul style="list-style-type: none"> 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 	Yes

WIDA ACCESS is intended for English Learners only (NEP and LEP) and the values in this field must be correct or the record will be invalidated.

Students must be in a LIP if they are NEP or LEP

If a student has been opted out of a language instruction program by a parent (not the ACCESS test itself), then use a code of "98".

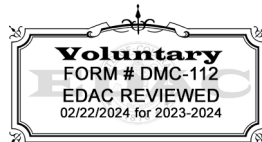
"00" or blank are not valid for NEP and LEP students and will trigger errors





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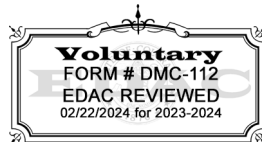
Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable During SBD
						See the field definition below for more information.	
Date First Enrolled in U.S.	8	254	261	23	W	Date a student first enrolled in any public or non-public US school (not Puerto Rico) in grade kindergarten or higher. Format = MMDDYYYY See the field definition below for more information.	Yes
Continuous in District	1	262	262	24	X	0 = No; 1 = Yes See the field definition below for more information.	Yes
Continuous in School	1	263	263	25	Y	0 = No; 1 = Yes See the field definition below for more information.	Yes
IEP	1	264	264	26	Z	Use this field to indicate if a student has an individualized education plan (IEP) at test administration. 0 = No; 1 = Yes All students with an IEP must also have a Primary Disability.	Yes
Section 504 Handicapped	1	265	265	27	AA	0 = No; 1 = Yes See the field definition below for more information.	Yes
Gifted and Talented	1	266	266	28	AB	0 = No; 1 = Yes See the field definition below for more information.	Yes
Homeless	1	267	267	29	AC	Valid Values: <ul style="list-style-type: none"> 0 = No 3 = Yes and in custody of parent/guardian 4 = Yes and not in custody of parent/guardian See the field definition below for more information.	Yes
Expelled	1	268	268	30	AD	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





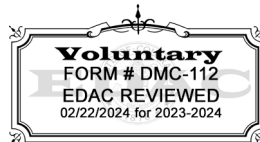
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Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable During SBD
Free/Reduced Lunch Price Eligible	2	269	270	31	AE	Valid Values: <ul style="list-style-type: none"> • 00 = Not eligible • 01 = Free lunch eligible • 02 = Reduced lunch eligible See the field definition below for more information.	Yes
Primary Disability	2	271	272	32	AF	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"> • 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 All students with a Primary Disability must also have an IEP.	Yes



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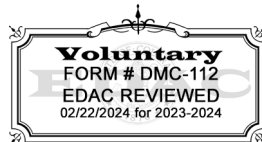
Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable During SBD
Language Background Cannot be "Eng" (English)	3	273	275	33	AG	A three-character code that identifies the native language of multilingual learners. Following is a list of some of the most commonly-used Language Background codes: <ul style="list-style-type: none"> • spa = Spanish • vie = Vietnamese • cmn = Chinese, Mandarin • kor = Korean • rus = Russian • ara = Arabic For a complete list of Language Background codes go to https://www.cde.state.co.us/datapipeline/org_orgcodes	Yes
Not Tested Reason	2	276	277	34	AH	A two-character code that denotes the reason why a student did not complete the test. Not Tested Reason Codes: <ul style="list-style-type: none"> • 00 = Absent • 03 = Withdrew Before Testing • 04 = Student Refusal • 07 = Medical Exemption • 10 = Did Not Attend • 11 = Data Error • Blank 	Yes
Cluster - Listening The following four cluster fields correspond to each test domain ACCESS tests are based on grade clusters rather than specific grade levels	1	278	278	35	AI	Grade Cluster in which the student <i>actually</i> tested for listening (reported by WIDA). If this field is blank, then either the student did not complete the listening	No





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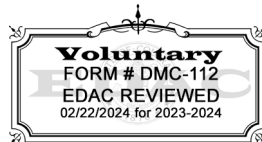
Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable During SBD
						domain or the record you are viewing is a duplicate record for the student. See the field definition below for more information.	
Cluster - Reading	1	279	279	36	AJ	Grade Cluster in which the student actually tested for reading (reported by WIDA). If this field is blank, then either the student did not complete the reading domain or the record you are viewing is a duplicate record for the student. See the field definition below for more information.	No
Cluster - Speaking	1	280	280	37	AK	Grade Cluster in which the student actually tested for speaking (reported by WIDA). If this field is blank, then either the student did not complete the speaking domain or the record you are viewing is a duplicate record for the student. See the field definition below for more information.	No
Cluster - Writing	1	281	281	38	AL	Grade Cluster in which the student actually tested for writing (reported by WIDA). If this field is blank, then either the student did not complete the writing domain or the record you are viewing is a duplicate record for the student. See the field definition below for more information.	No
Do Not Score Code - Listening	3	282	284	39	AM	Invalidation code for Listening <ul style="list-style-type: none"> INV = Invalidation See the field definition below for more information.	No





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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 During SBD
Do Not Score Code - Reading	3	285	287	40	AN	<p>Invalidation code for Reading</p> <ul style="list-style-type: none"> INV = Invalidation <p>See the field definition below for more information.</p>	No
Do Not Score Code - Speaking	3	288	290	41	AO	<p>Invalidation code for Speaking</p> <ul style="list-style-type: none"> INV = Invalidation <p>See the field definition below for more information.</p>	No
Do Not Score Code - Writing	3	291	293	42	AP	<p>Invalidation code for Writing</p> <ul style="list-style-type: none"> INV = Invalidation <p>See the field definition below for more information.</p>	No
DRC Student ID <i>This ID helps CDE and CSI to locate specific records</i>	12	294	305	43	AQ	Unique identification number assigned to the student by WIDA.	No
Assessment Type	1	306	306	44	AR	<p>Indicates whether the student took the General ACCESS for ELLs or the Alternate ACCESS for ELLs assessment.</p> <p>G = General A = Alternate</p>	No
Reported Record <i>Indicates if a record is being considered a duplicate or primary record. Can help resolve duplicate records in the file or missing domain issues.</i>	2	307	308	45	AS	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.	No





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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:

1. [Contact CSI directly if you have a student score that needs to be transferred to another school/district](#)

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:

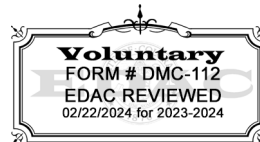
If the student did not take the assessment in your district and the student score needs to be transferred to another school in another district (this situation is rare), follow the steps shown above under “Reporting District Code.”

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
- 02 = Grade 2





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- 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.

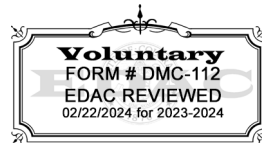
Student's First Name: Student's first name as recorded in RITS.

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. This refers to a student who identifies as female, including a transgender student who identifies exclusively as female.
- 02 = Male. This refers to a student who identifies as male, including a transgender student who identifies exclusively as male.
- 03 = Nonbinary. This refers to a student who does not identify exclusively as male or female. Nonbinary does not refer to a transgender student who identifies exclusively as either male or female.





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NOTE: As of October 2022, please note that WIDA is not configured to accept a nonbinary gender designation. Consequently, this selection will appear as null in any WIDA generated reports.

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.

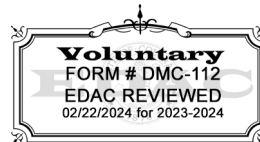
IMPORTANT: A student can be included in more than one race group.

- **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





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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:

- 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

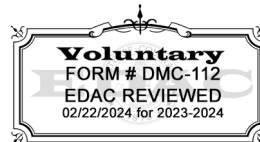
Language Instruction Program: Type of English language instructional program used to educate a student who is a multilingual learner. Students cannot be coded in more than one Language Instruction Program. If multiple programs are used to educate a student, use the one that is predominately used to educate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

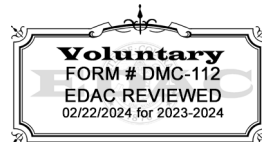




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- Schools on US military bases count as US schools even if the base is in a different country.
- Home school does not count as a public or non-public school.
- Date First Enrolled in US is based on the earliest entry date in grades kindergarten and 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.
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 SBD support.
21	Transfer from a facility operated by the Department of Corrections or Division of Youth Corrections.	Contact SBD support.





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NOTE: This year we would like the state ACCESS file to include all NEP/LEP students enrolled in Colorado public schools as recently as February 9th. If you did not already add recently arrived to the U.S. NEP/LEP students through WIDA AMS in February, use the Add a Newly Arrived to the U.S. Student Failsafe Form to add these students during SBD. We specifically encourage you to add students identified as NEP/LEP who: 1. were not included in the Colorado October 1 Count collection, 2. recently arrived to the United States and, 3. enrolled in your district as their first enrollment in US.

Please use the Add a Newly Arrived to the U.S. Student Failsafe Form to add these students even if their enrollment and identification were so close to the end of the ACCESS administration window on February 9 that they did not participate in ACCESS. These records do not need a Not Tested Code. Please do not add students who recently transferred from another district and took ACCESS in that other district.

To add any students identified as NEP/LEP not already in your file who enrolled on or before February 9 but were not included in the Colorado October 1 Count collection, recently arrived to the United States, enrolled in your district as their first enrollment in the U.S., and are identified as NEP/LEP, follow the steps below:

1. Submit an Add a Newly Arrived to the U.S. Student Failsafe form TO CDE using Syncplicity.
2. Send an email to SBD support at CDE (sbdsupport@cde.state.co.us) indicating that there is a file in the Syncplicity folder. If you do not let SBD Support know about the file in Syncplicity, the file will be overlooked and the student records will NOT be added.
3. Students provided through the Add a Newly Arrived to the U.S. Student Failsafe Form will be included in the final ACCESS file in the CDE warehouse unless adding the student will create a duplicate record.

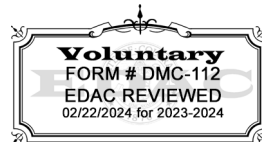
Use the link below and navigate to “Templates” to get a copy of the Failsafe form: https://www.cde.state.co.us/datapipeline/per_access-ell

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.
- 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.





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- 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.

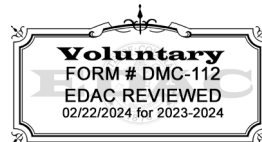
IEP: Use this field to indicate if a student has an individualized education program (IEP) at test administration. All students with an IEP must also have a Primary Disability.

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

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





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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.

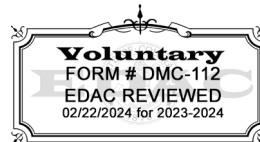
Free/Reduced Lunch Price Eligible: Students meets the eligibility criteria for free or reduced lunch pursuant to the provisions of the Federal National School Lunch Act.

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 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.





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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:

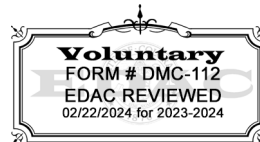
- 00 = None
- 01 = Intellectual disability
- 03 = Emotional disability
- 04 = Specific learning disability
- 05 = Hearing impairment
- 06 = Visual impairment
- 08 = Speech or language impairment
- 09 = Deaf-blindness
- 10 = Multiple disabilities
- 11 = Developmental delay (Valid for Grades 00, 01, 02 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
- ara = Arabic

For a complete list of Language Background codes go to the following link under “Language Codes”:

https://www.cde.state.co.us/datapipeline/org_orgcodes





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Not Tested Reason: A two-character code that indicates the reason why a student did not take the assessment. This code will apply to the entire record and can be used for any student who did not complete all four domains. If the “Additional field to be used by a state if needed” text box in WIDA AMS was utilized for a student, that code should be shown here.

NOTES:

- Participation rates are NOT calculated for ACCESS for ELLs; the type of Not Tested Reason applied will not impact participation calculations.
- There is no Parent Excuse for WIDA ACCESS for ELLs; that is not a valid Not Tested Reason for this assessment.

Code	Explanation
00	Absent: The student was absent for all domains, all five weeks of the test window and one of the other not tested reasons does not apply
03	Withdrew Before Testing: The student left the district before they started testing
04	Student Refusal: The student refused to begin testing all domains when the opportunity was provided
07	Medical Exemption
10	Did Not Attend: The student was not absent but Did Not Attend a scheduled/rescheduled test session for any domain
11	Data Error: There was an error in the data submitted at October Count and the student is not NEP or LEP
Blank	Student completed the test or no Not Tested Reason applies

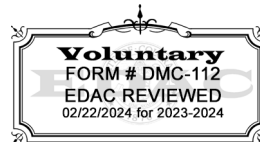
Clusters:

- 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.





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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 Paper - Valid Cluster	General Assessment Online - Valid Cluster	Alternate Assessment Paper (Online not available) - Valid Cluster
Kindergarten	0	NA (Online not available for Kindergarten)	0
Grade 1	1	1	0
Grade 2	2	2	0
Grade 3	3	2	3
Grades 4-5	4	4	3
Grades 6-8	6	6	6
Grades 9-12	9	9	9

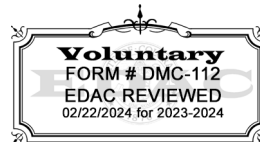
Do Not Score Codes:

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

The following Do Not Score (Invalidation) code indicates that a domain should not be scored. Please review this information carefully. The use of this code should have been discussed with CDE staff at the time of test administration. In 2023-24, this set of fields became not updateable during SBD but is provided for your information and review.

NOTES:

- Participation rates are NOT calculated for ACCESS for ELLs; therefore, an invalidation code on a student’s score will have no impact on the participation rate for your district.





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- 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
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.

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.

