Colorado Department of Education

CSI additions in orange font

2024-2025 DLM: ELA and Mathematics Student Biographical Data (SBD) Review

Colorado Department of Education

Purpose:

The purpose of the Dynamic Learning Maps (DLM) ELA and Mathematics Student Biographical Data (SBD) Review is to review and to update the biographical data for students who participate in the DLM 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 SBD support: sbdsupport@cde.state.co.us or 720.696.0185~~

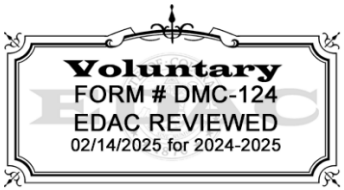
This document refers to RITS. RITS is the acronym for Record Integration Tracking System. If you are unfamiliar with RITS, ~~contact SBD support using the contact information above.~~

For questions or support, contact kaliwinn@csi.state.co.us

Dependencies:
None

Record Expectation:
N/A

Indicates Primary Key



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

Data Fields:

Name of Field	Max Field Length	CSV Order	Excel Column	Start Position	End Position	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Sequence Number	7	1	A	1	7	A unique seven character alphanumeric code assigned to each record, generated by Data Pipeline. This number cannot be changed.	No
Responsible District Code	4	2	B	8	11	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. **IMPORTANT**: If you update the Responsible District Code during the SBD review process to a district that is different from the Testing District Code, verify the change in enrollment with the receiving district first. Do not submit a Failsafe Request. ~~**Contact SBD support for more information.**~~	Yes
Responsible School Code	4	3	C	12	15	The school code where the student is enrolled. This school will be used for accountability calculations and public reporting. The school must be a valid school in the Responsible District with an official CDE school code.	Yes
Responsible District Name	35	4	D	16	50	Official CDE District name where the student is enrolled based on Responsible District Code.	No
Responsible School Name	35	5	E	51	85	Official CDE School name where the student is enrolled based on Responsible School Code.	No
Testing District Code	10	6	F	86	95	The district code where the assessment was administered.	No

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

Name of Field	Max Field Length	CSV Order	Excel Column	Start Position	End Position	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Testing School Code	4	7	G	96	99	The school code where the assessment was administered.	No
Testing District Name	35	8	H	100	134	Official CDE District name where the assessment was administered based on Testing District Code.	No
Testing School Name	35	9	I	135	169	Official CDE School name where the assessment was administered based on Testing School Code.	No
Student Last Name	30	10	J	170	199	Student's last name as recorded in RITS.	Yes
Student First Name	30	11	K	200	229	Student's first name as recorded in RITS.	Yes
Student Middle Name	30	12	L	230	259	Student's middle name. This field is not compared to data in RITS. You may leave this field blank.	Yes
Student Gender	2	13	M	260	261	Student's sex as recorded in RITS. 01 = Female; 02 = Male; 03 = Nonbinary	Yes
Student Date of Birth	8	14	N	262	269	Student's date of birth as recorded in RITS. Format = MMDDYYYY.	Yes
Grade Level	2	15	O	270	271	Identifies the grade level of the assessment that was administered to the student. The value for Grade Level cannot be changed during the SBD Review process. **IMPORTANT:** If a student tested at the incorrect grade level, invalidate the record by using **13836** as the Special Circumstance Code. ~~**DO NOT submit a Failsafe requesting grade changes.**~~ Please see below for a listing of valid grade level values.	No
Student State ID (SASID)	10	16	P	272	281	A unique ten-digit number assigned to each student by CDE.	Yes
Local ID (LASID)	10	17	Q	282	291	A unique number assigned to each student locally. You may leave this field blank	Yes
Student Ethnicity: Hispanic or Latino	1	18	R	292	292	0 = No; 1 = Yes See the field definition below for more information.	Yes
Student Race: American Indian or Alaska Native	1	19	S	293	293	0 = No; 1 = Yes See the field definition below for more information.	Yes
Student's Race: Asian	1	20	T	294	294	0 = No; 1 = Yes See the field definition below for more information.	Yes

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

Name of Field	Max Field Length	CSV Order	Excel Column	Start Position	End Position	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Student Race: Black or African American	1	21	U	295	295	0 = No; 1 = Yes See the field definition below for more information.	Yes
Student Race: White	1	22	V	296	296	0 = No; 1 = Yes See the field definition below for more information.	Yes
Student Race: Native Hawaiian or Other Pacific Islander	1	23	W	297	297	0 = No; 1 = Yes See the field definition below for more information	Yes
Primary Disability	2	24	X	298	299	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 taking the DLM assessment ***must*** have an IEP and a Primary Disability. Please see the field definition in the "Additional Field Information" section for a list of valid values.	Yes
Language Background	3	25	Y	300	302	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. For a complete list of Language Background codes go to https://www.cde.state.co.us/datapipeline/org_orgcodes	Yes
Subject	4	26	Z	303	306	Indicates the content area being reported in the record. Values: ELA; Math **NOTE**: There is a separate record for each content area for each student. The demographic data in each record must match.	No

Name of Field	Max Field Length	CSV Order	Excel Column	Start Position	End Position	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Special Circumstance Code	5	27	AA	307	311	Use Special Circumstance Code to invalidate a student record. If a student record is invalidated, the student will not receive a report from Dynamic Learning Maps (DLM) for that subject. You may use different codes for ELA and Math records. ~~Some districts choose to enter Parent Excuse coding during SBD. Check with your DAC to confirm if these need to be added.~~ Please see the field definition in the next section for a listing of valid values.	Yes
Free/Reduced Lunch Eligible	2	28	AB	312	313	Valid Values: 00 = Not eligible; 01 = Free lunch eligible; 02 = Reduced lunch eligible	Yes
Homeless	1	29	AC	314	314	Valid Values: 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
Language Proficiency	1	30	AD	315	315	A rating that describes a student's ability to speak, to listen, to read, and to write in English. See the field definition below for more information.	Yes
Continuous in District	1	31	AE	316	316	0 = No; 1 = Yes See the field definition below for more information.	Yes
Continuous in School	1	32	AF	317	317	0 = No; 1 = Yes See the field definition below for more information.	Yes
Date First Enrolled in US	8	33	AG	318	325	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. See the field definition below for more information.	Yes
Expelled	1	34	AH	326	326	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
IEP	1	35	AI	327	327	Use this field to indicate if a student has an individualized education program (IEP). 0 = No; 1 = Yes All students taking the DLM assessment ***must*** have an IEP and a Primary Disability.	Yes

Name of Field	Max Field Length	CSV Order	Excel Column	Start Position	End Position	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Section 504	1	36	AJ	328	328	0 = No; 1 = Yes See the field definition below for more information.	Yes
Language Instruction Program	2	37	AK	329	330	Type of English language instructional program used to educate a student who is a multilingual learner. Please see the field definition in the next section for more information.	Yes
Participation Indicator	1	38	AL	331	331	Y = Student tested N = Student did not test	No

Additional Field Information

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

Responsible District Code: 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. This field is updateable. Contact kaliwinn@csi.state.co.us if a student record should be moved to another district/school.

~~**NOTE: If you update the Responsible District Code during the SBD review process to a district that is different from the Testing District Code, verify the change in enrollment with the receiving district first. Do not submit a Failsafe Request.**~~

Responsible School Code: The school code where the student is enrolled. This school will be used for accountability purposes (i.e. reporting school). This must be a valid CDE school code in the Responsible District. Unofficial program codes cannot be used for accountability.

~~**NOTE: If you update the Responsible School during the SBD review process to a school in a district that is different from the Testing District, verify the change in enrollment with the receiving district first. Do not submit a Failsafe Request.**~~

Contact kaliwinn@csi.state.co.us if a student record should be moved to another district/school.

Responsible District Name: Official CDE District name where the student is enrolled. Auto-filled by Data Pipeline based on Responsible District Code.

Responsible School Name: Official CDE School name where the student is enrolled. Auto-filled by Data Pipeline based on Responsible School Code.

Testing District Code: The district code where the assessment was administered.

Testing School Code: The school code where the assessment was administered.

Testing District Name: Official CDE District name where the assessment was administered. Auto-filled by Data Pipeline based on Testing District Code.

Testing School Name: Official CDE School name where the assessment was administered. Auto-filled by Data Pipeline based on Testing School Code.

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

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

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

Student Gender: Student's sex as recorded in RITS. 01 = Female; 02 = Male; 03 = Nonbinary

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

Grade Level: Grade level test that was administered to the student. The value for Grade Level cannot be changed during the SBD Review process.
Values:
3 = Grade 3
4 = Grade 4
5 = Grade 5
6 = Grade 6
7 = Grade 7
8 = Grade 8
9 = Grade 9
10 = Grade 10
11 = Grade 11

NOTE:
If a student tested at the incorrect grade level, invalidate the record by using 13836 as the special circumstance code. ~~**DO NOT submit a Failsafe form requesting to change a student's grade.**~~

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.

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: White**: A person having origins in any of the original peoples of Europe, the Middle East, or North 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.

Note: ~~The final, calculated value for the race and ethnicity fields used to classify the student in aggregated federal or state reporting such as student counts, graduation rates, and assessment results is included in the Initial and Final Summary COGNOS Reports~~. For assessment results, this designation is based on the race and ethnicity information provided during the SBD review process.

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.

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
- 13 = Autism spectrum disorders
- 14 = Traumatic brain injury
- 15 = Orthopedic impairment
- 16 = Other health impairment

All students taking the DLM assessment ***must*** have an IEP and a Primary Disability.

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

Subject: Indicates the content area being reported in the record.
Values:

- ELA
- Math

NOTE: There is a separate record for each content area for each student. The demographic data must match across content areas for each set of student records.

Special Circumstance Code: Use Special Circumstance Codes to invalidate a student record. **If a student record is invalidated, the student will not receive a report from Dynamic Learning Maps (DLM) for that subject**. You may use different codes for ELA and Math records.

NOTE: ~~Check with your District Assessment Coordinator (DAC) to see if schools logged special circumstances codes for Parent Excuses in Educator Portal or if they planned to enter them during SBD~~.

Schools and the DAC enter Special Circumstances codes in Educator Portal during the testing window. Contact kaliwinn@csi.state.co.us for more details.

Valid Values:

- Blank = No code applied/Student Tested
- 03454 = Medical waiver
- 13813 = Chronic Absences
- 13815 = Home schooled
- 13818 = Special treatment center (District Education Services)
- 13820 = Parent excuse
- 13824 = Homebound (District Education Services)
- 13826 = Student refusal
- 13831 = Other reason for nonparticipation (Took general assessment)
- 13832 = Left testing (Interrupted/Not completed)
- 13836 = Misadministration
- 09999 = Withdrew before/during testing

Information not Collected by DLM

CDE does not share information in the following fields with Dynamic Learning Maps (DLM).

Free/Reduced Lunch 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.

Homeless: Students meet the criteria of a homeless individual according to the 2001 reauthorization of the McKinney-Vento Homeless Assistance 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

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

Rules regarding FEP (6, 7, 8, and 9) and FELL (5):
Once a student has been FEP for four consecutive school years (two years monitored followed by two years exited) the student should be moved to FELL status.

Valid Values:

Code	Definition
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 English Language Learner
6	FEP (Fluent English Proficient) Monitor Year 1
7	FEP (Fluent English Proficient) Monitor Year 2
8	FEP (Fluent English Proficient) Exited Year 1
9	FEP (Fluent English Proficient) Exited Year 2

More information regarding Language Proficiency Identification and Placement can be found using the following URL:
http://www.cde.state.co.us/cde_english/elpa

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.
- 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.

NOTE: The value that you provide for this field will be compared to the CDE calculated value. 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.~~

Contact kaliwinn@csi.state.co.us

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. Criteria is the same as the conditions for the Continuous in District field.
0 = No; 1 = Yes

NOTE: The value that you provide for this field will be compared to the CDE calculated value. 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.~~

Contact kaliwinn@csi.state.co.us

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.
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.

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.~~ Contact kaliwinn@csi.state.co.us

IEP: Use this field to indicate if a student has an individualized education program (IEP). All students taking the DLM assessment ***must*** have an IEP
1 = Yes

Section 504: 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

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

Valid Values:

Code	Definition
00	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
04	Content classes with integrated ESL support
05	Newcomer programs
97	Other
98	Not in a language instruction program, parent choice

NOTES:

- Students with a Language Background that is English should be coded as 00 (Not Applicable).
- Students who have a Language Proficiency code of PHLOTE (4) or FELL (5) should be coded as 00 (Not Applicable).
- Students with a Language Background that is not English must have a valid code other than 00.
- Students with a Language Background that is not English and have a Language Proficiency code of NEP (1), LEP (2), or FEP Monitored Year 1 (6) or FEP Monitored Year 2 (7) must have a valid code other than 00.
- Students who have a Language Proficiency code of FEP Exited Year 1 (8) or FEP Exited Year 2 (9) should be coded using any Language Instruction Program value.
- Students may not 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.

Participation Indicator: This field indicates whether the student completed the test and has a valid score.
Y = Student tested
N = Student did not test