ACT Pre-Identification Export

Change Log

| Date	Section Number/Name	Change Description
11/12/18	Overall Document	Updated for changes to the FY19 Layout
1/18/18	Traditional Districts & Community Schools	Updated to include Analytics Hub
12/12/17	Overall Document	Updated for changes to the FY18 Layout

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Traditional Districts & Community Schools
## Creating the Pre-ID file for ACT using Ad Hoc Reports

Beginning in the 17/18 school year, 11th grade students are required to take the ACT or SAT assessment. An Ad Hoc report was created to produce the ACT Pre-ID file in CSV Format. Unlike other pre-ID files, this file will require additional information to be updated to the file prior to uploading it to the ACT assessment company. There are elements required that are not contained in StudentInformation. Because the format of the file is CSV, you may open it in Excel, update any necessary fields for optional and required information and submit the file. This report may be run at the district or building level. If your district only has one building containing 11th grade students, you can run it at the building level.

There are two methods to create the report. The first method is:

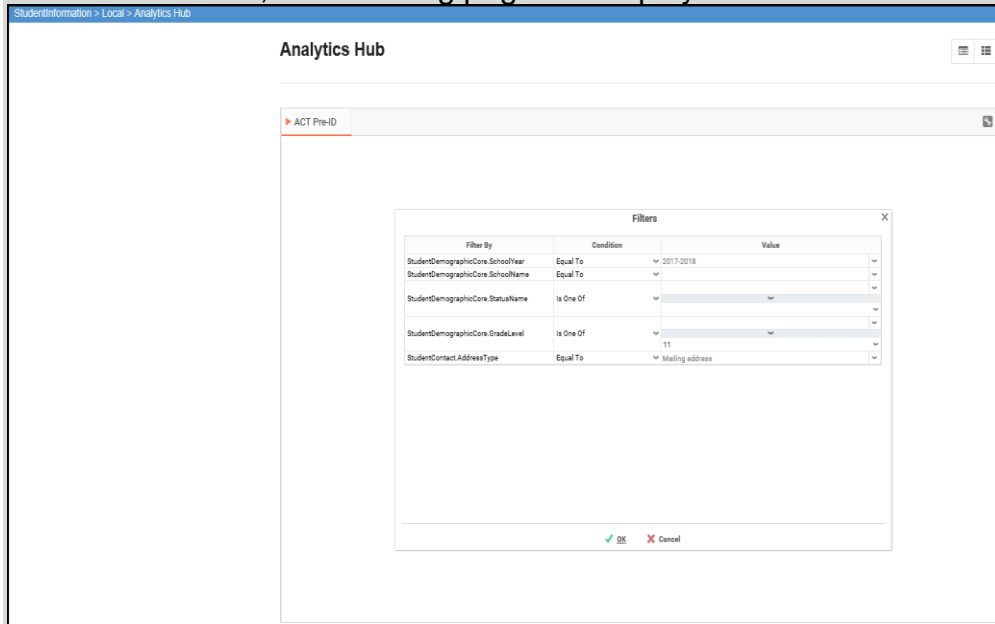1. At the district or building level, click on the 'paper' icon located at the top right of the masthead . Then click the Analytics Hub selection .
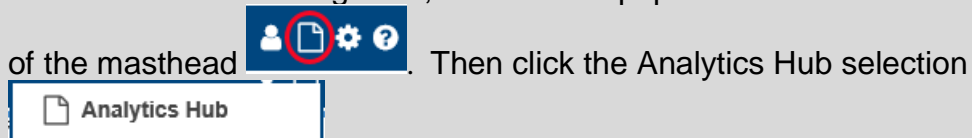
2. Select the ACT Pre-ID by clicking the blue link under the Assessment section.
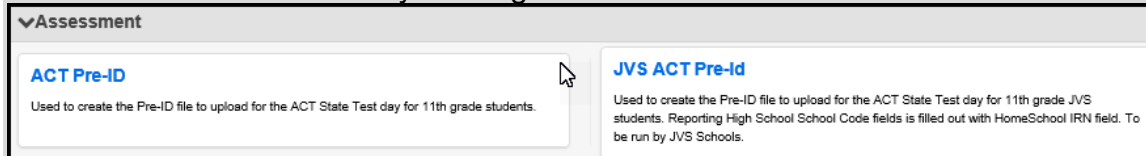
3. Once selected, the following page will display:

4. Close-up view of the Filters on this page:

Filters

Filter By	Condition	Value
StudentDemographicCore.SchoolYear	Equal To ▼	⚙ 2018-2019 ▼
StudentDemographicCore.SchoolName	Equal To ▼	⚙ ▼
StudentDemographicCore.StatusName	Is One Of ▼	⚙ ▼
		⌄
		▼
StudentDemographicCore.GradeLevel	Is One Of ▼	⚙ ▼
		⌄
		11 ▼
StudentContact.AddressType	Equal To ▼	⚙ Mailing address ▼

5. A value must be provided for each filter in order for data to be returned. The filter School year has already been defaulted. To select a value for each filter, click on the blue down arrow to the right of each filter name and make your selection. Multiple selections may be made if necessary. Complete the filters as follows:

    a. **School year** – 2018-2019 preselected, no action needed

    b. **SchoolName** – select the building where 11th grade students are enrolled in your district. If you have multiple buildings containing 11th grade students, select both buildings (and update the Condition value)

    c. **StatusName** – select the student status codes that would be used for students who are actively enrolled 11th graders who will be tested by your district

    d. **GradeLevel** - Select 11th Grade only

    e. **StudentContactAddressType** - Select Mailing Address

Once you've selected your filters, click ✔ OK. Your report will be generated and you have the options to open the report or save it.

The second method to create the report is:

1. At the District or Building level, navigate to:
   StudentInformation » Local » Ad Hoc Reports.
   The following page will be displayed:
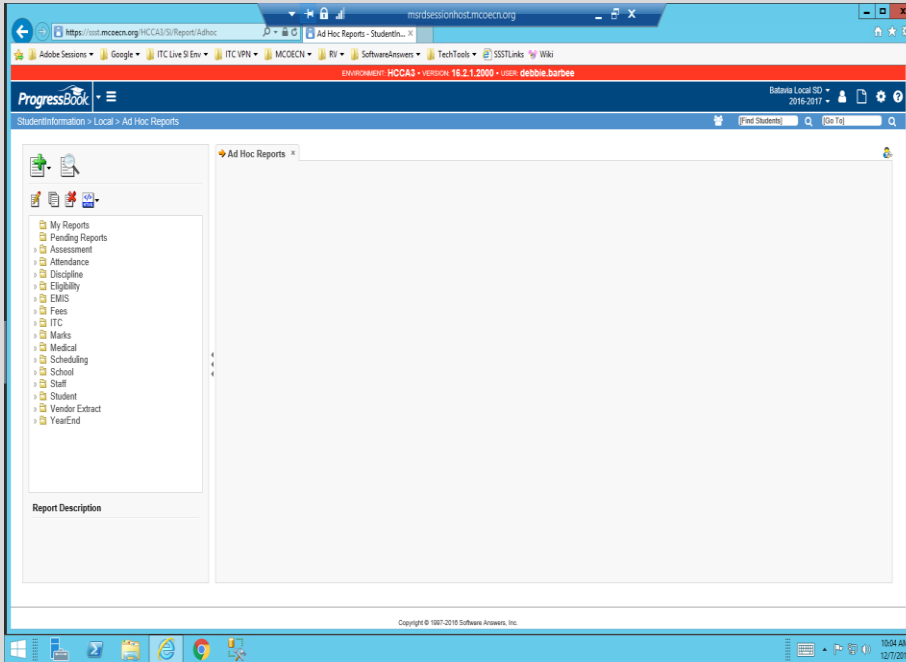
2. Expand the Assessment folder. The ACT Pre-ID will be listed under this folder. Highlight the ACT Pre-ID and then select the CSV option from the report format dropdown. It's the third option in the list.
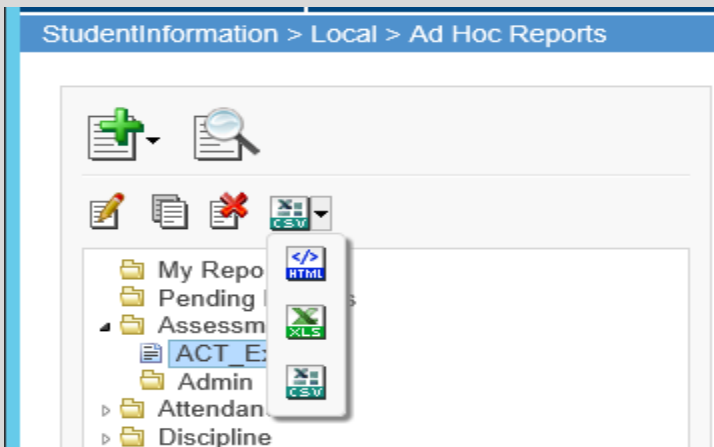
3. Once selected, the report Filters will appear in the larger tabbed section to the right of the folders list. A response must be provided for each filter in order for data to be returned. The filter School year has already been defaulted. To select a value for each filter, click on the blue down arrow to the right of

each filter name and make your selection. Multiple selections may be made if necessary. Complete the filters as follows:

    a. **School year** – 2018-2019 preselected, no action needed
    b. **SchoolName** – select the building where 11th grade students are enrolled in your district. If you have multiple buildings containing 11th grade students, select both buildings (and update the Condition value)
    c. **StatusName** – select the student status codes that would be used for students who are actively enrolled 11th graders who will be tested by your district
    d. **GradeLevel** - Select 11th Grade only

Once you've selected your filters, click ✔ OK. Your report will be generated and you have the options to open the report or save it.

Updates required to your file prior to submission

Before uploading your file to the ACT vendor, you will need to edit your file in Excel and make the following updates. All fields listed in this table are required:

Column	Column Header	Description	Update Needed
B	Organization Code	ACT High school code where the student is enrolled to take the test	*see the link below this table to access the ACT High school code lookup.
I	Test Code	Indicates the test the students are taking	Values are: mc – The ACT mw – The ACT with Writing w – The ACT writing only wk - WorkKeys Value is set to 'mc' by default. If you are giving a different test, please update the value for all students.
J	Delivery Format	Indicates if the student will be paper tested or tested online	Values are: P or p – paper O or o – online Column now defaults to P - Paper

*To Access the ACT High school code lookup, go to

http://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/high-school-codes-lookup.html

Do not alter or remove any other columns.
Once you have finished with your updates, save the file as a CSV file to your hard drive and prepare for uploading to the ACT vendor.

Follow the instructions from ACT to upload your SDU file.

JVSDs & ESCs
Creating the Pre-ID file for ACT using Ad Hoc Reports

If you're a JVS or an ESC and you have students in StudentInformation to include in the file, follow the directions for Traditional districts using either method through step 3 to create your report.

Once the file has been created, edit the file and make the following updates:
Updates required to your file prior to submission
Before uploading your file to the ACT vendor, you will need to edit your file in Excel and make the following updates. All fields listed in this table are required:

Column	Column Header	Description	Update Needed
B	Organization Code	Enter your ACT School code for your JVS or ESC	*see the link below this table to access the ACT High school code lookup.
I	Test Code	Indicates the test the students are taking	Values are: mc – The ACT mw – The ACT with Writing w – The ACT writing only wk - WorkKeys Value is set to 'mc' by default. If you are giving a different test, please update the value for all students.
J	Delivery Format	Indicates if the student will be paper tested or tested online	Values are: P or p – paper O or o – online Column now defaults to P - Paper
AK	Reporting High School Code	The ACT Code representing the school the results are to be returned to (student's home school)	The file includes the student's home school IRN from the General tab of the student profile. You will need to find the corresponding ACT HS code for each home school and do a find and replace changing the IRN to the ACT HS School code. **DO NOT UPLOAD THE FILE WITHOUT CHANGING THESE VALUES.**

*To Access the ACT High school code lookup, go to

http://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/high-school-codes-lookup.html

Do not alter or remove any other columns.
Once you have finished with your updates, save the file as a CSV file to your hard drive and prepare for uploading to the ACT vendor.

Follow the instructions from ACT to upload your SDU file.