Pre-identification Export for SAT

Change Log

| Date	Section Number/Name	Change Description
11/9/2018	Overall Document	Updated for FY19

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Creating the Pre-ID file for SAT using Ad Hoc Reports

Beginning in FY17, 11th grade students are required to take either the ACT or the SAT assessment. Ad Hoc Reports were created to produce the Pre-ID file for both assessments in CSV Format. This document provides the instructions for creating the SAT Pre-ID file. Unlike other pre-ID files, this file will require additional information to be updated to the file prior to uploading it to the SAT 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.

To create the report:

1. At the District or Building level, click on the ▢ icon at the top of the page or navigate to ***StudentInformation » Local » Ad Hoc Reports.***
The following page will be displayed:
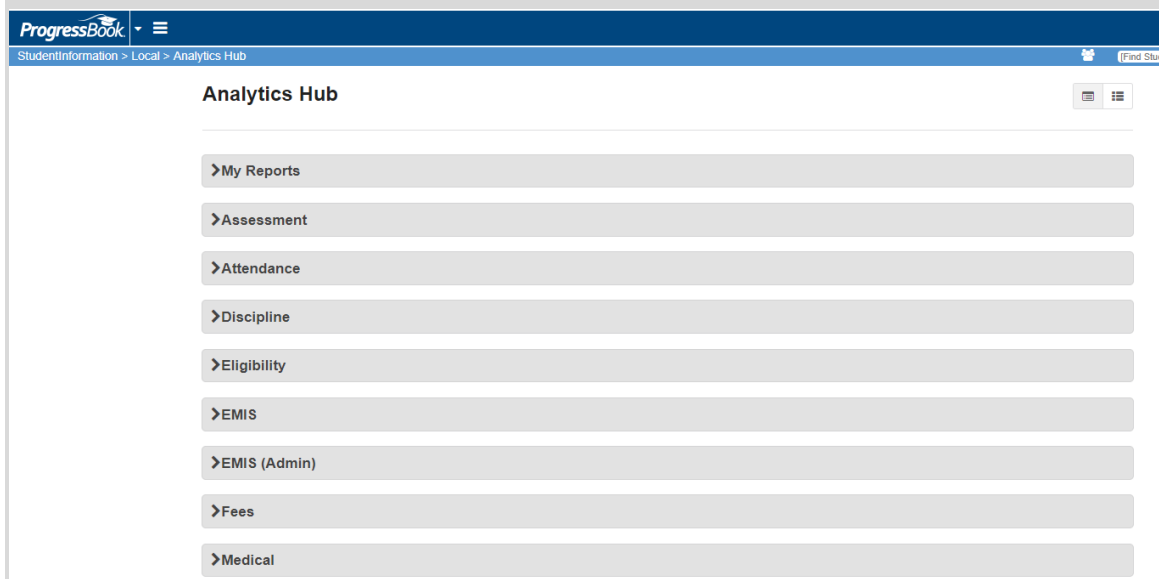
2. Expand the Assessment Folder (you must be on version 16.2 or higher of StudentInformation to see the Assessment folder). ***The SAT Export File*** will be listed under this folder. Highlight the SAT Export File report. The report is set up to run only in the CSV format option.

∨Assessment

ACT Pre-ID Used to create the Pre-ID file to upload for the ACT State Test day for 11th grade students.	**FY19 - Preschool ELA Pre-ID Enrollment File** This report creates the Enrollment file as part of the 2018 Preschool ELA Pre-ID process.
FY19 - Preschool ELA Pre-ID Student This report produces the 2018 Pre-ID student file for students taking the Preschool ELA Assessment. File should be saved as a CSV file	**FY19 - Preschool ELA Pre-ID Teacher File** Provides a file of Preschool Teachers needed to complete the 2018 PS ELA PRe-ID process. Run in conjunction with the Student File report and the Enrollment File Report
JVS ACT Pre-Id Used to create the Pre-ID file to upload for the ACT State Test day for 11th grade JVS students. Reporting High School School Code fields is filled out with HomeSchool IRN field. To be run by JVS Schools.	**Preschool ELA Pre-ID Enrollment File** This report creates the Enrollment file as part of the Preschool ELA Pre-ID process.
Preschool ELA Pre-ID Export This report produces the Pre-ID student file for students taking the Preschool ELA Assessment. File should be saved as a CSV file	**Preschool ELA Pre-ID Teacher File** Provides a file of Preschool Teachers needed to complete the PS ELA PRe-ID process. Run in conjunction with the Student File report and the Enrollment File Report
SAT Pre-ID File Used to create the Pre-ID file to upload for the SAT State Test day for 11th grade students. This report contains any 11th grade student with FTE > 0.	

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
    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
    c. **GradeLevel** - Select 11th Grade only (Grade Level 11 is preselected)
    d. **StatusName** – select the student status code(s) that would be used for students who are actively enrolled 11th graders who will be tested by your district

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 SAT 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
A	AI CODE	Attending Institution Codes which will be printed on Pre-ID labels. If your school code contains zeroes, include zeroes in the number	*For SAT, go to the link listed below this table to get your attending Institution code using the code search
AI	SAT TEST CENTER	Only required for some students. This field should only be used by schools sending students to test at sites other than their own school. If student is to be tested in another school, enter the Attending Institution Code for the entity where they will be tested	*go to the link listed below this table to get the attending Institution code for the entity that will be testing the student.

If student is being tested in your district, leave the value blank |

Note: Opening this file in Excel may drop the leading zeroes from the birthdate field. Before saving your changes, update the format on the birthdate column to be MMDDYYYY.

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

https://collegereadiness.collegeboard.org/k-12-school-code-search

Do not alter or remove any other columns or column headings. ALL column headings must be included when you upload the file regardless of whether or not they contain data.

Once you have finished with your updates, save the file as a CSV file to your hard drive and prepare for uploading to the SAT vendor.

Follow the instructions from SAT to upload your file.

A complete file layout explaining all columns for the SAT Pre-ID file can be viewed at
https://collegereadiness.collegeboard.org/pdf/bulk-registration-file-specifications.pdf