ProgressBook
StudentInformation

Creating Preident Files for Ohio Graduation Test

Change Log

Date	Section Number/Name	Change Description
1/4/17	Entire document	Update screenshots
10/30/14	Entire document	Update screenshots and breadcrumb trail
8/3/12	Overview	13.0.0 Updates – Added to the Course Section information since the Course Section – EMIS Override tab was added
9/29/11	Overview	Added clarification as to which students are included
6/14/11	Task #3	11.4.4 Updates – Added notes about course codes being truncated to 10 characters for this export file.

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The OGT Pre-identification export process is performed whenever there is a need to create Pre-identification labels to submit to the testing company prior to a test administration.

The OGT Pre-Ident will include the following students in the file:
- Any 10th grade student who is actively enrolled and has not yet taken the OGT test
- Any student in grades 10, 11, 12, and 13 who have taken the test but have not passed all parts of the test
- JVS, Contract Vocational and ESC students with zero percent of time who are attending elsewhere but need to take the test (should the district choose the options to include these students.

As of 10.3.0.16150, JVS students are determined by saying that only students who had JVS as their Sent To or Alt Sent To reason AND had 0 for their attendance percentage were considered JVS for purposes of this selection. The same kind of logic was used for Contract Vocational Out students (with CT as the Sent To or Alt Sent To reason).

A student's admission history records are checked to determine whether he is actively enrolled in the district or not.

Course Section information for the courses a student is enrolled in which are related to the test subject areas are also included in the record. As of 13.0.0, the records are based on the value in the EMIS Subject Code field on the Course Section – EMIS Override tab, if defined; otherwise, the records are based on the value in the EMIS Subject Code field on the Course – EMIS tab.

The following checklist will provide you with instructions on how to complete the process of creating the Pre-Identification file for the OGT test .

The Pre-id will include the following students:

1. Percent of time greater than zero
2. Percent of time equal to zero and Sent to Reason 1 = ES, JV, MR, PS, OS, PI, CI, NI)

Task #1 - Run the report 'Students With no SSID' to verify that all students have an SSID

- Navigation: StudentInformation – SIS – School – Student Reports – Students with no SSID (SSID)

All students to be included on the Preident file must have an SSID.

As of 10.3.0.16150, students without SSIDs will display in a list at the bottom of the Pre-Identification Export page and give the user the option to continue (excluded the students in this list from the export) or cancel. The user can also click on the student information and have a window pop-up with the Student Profile Edit screen.

Task #2 - Make sure Home school field is filled in for students at the JVS or for Contract Vocational students coming into your district.

- Navigation: StudentInformation – SIS – Student – Edit Student Profile – General tab

For students attending the JVS or non-resident students attending another district as contract vocational school, make sure the home school field is filled on the General tab of the student profile. This value will be used to populate the home school IRN and school name for the student's home district and home school field values on the Pre-identification record for vocational students only. Please note that this is the building IRN and not the district IRN. In some cases (i.e. community schools), the district and building IRN are the same.

Home school IRN:	Q
Home School:	

Task #3 - Run the Pre-ident Export

- Navigation: StudentInformation – Management – Import/Export – Pre-Identification Export

Please note that you must have a district in context.

As of 10.3.0.16150, students without SSIDs will display in a list at the bottom of the Pre-Identification Export page and give the user the option to continue (excluded the students in this list from the export) or cancel. The user can also click on the student information and have a window pop-up with the Student Profile Edit screen.

Available Schools in District (required) – Select the district or school(s) that are to be included in the export file. One export file will be created that will contain data for all selected schools.

Include the following grades – Select which grade levels should be included in the Pre-ID file.

Include the following types of students – Check those options that apply, indicates whether you wish to include students attending elsewhere as Contract Vocational - In, Contract Vocational – Out, JVS, CVI home school or JVS home school students in your file.

Contract Vocational students – In are students that are non-residents of your district attending as a contract vocational student.

Contract Vocational students – Out are students that are residents of your district attending another district as a contract vocational student.

If the district is testing these students and wishes to have the results returned to their district, then include these students in your file.

Include CVI home school information - Hint for non-Home Schools: If you are not the resident district and you want the information sent back to the home school AND you have checked to include "Contract Vocational – In" students, then you will need to check "Include CVI home school Information".

Hint for Home Schools: If you are the Home School, do not check the "Include CVI home school Information".   If you do, any Contract Vocational – In students in your file will generate an error and you will not be able to upload the file.

If the district that is creating the file is a JVS, make sure to check the "Include JVS home school information" checkbox so that all home school IRN's and names will be included in the records.

Include JVS home school information - Hint for non-Home Schools: If you are not the resident district and you want the information sent back to the home school AND you have checked to include "JVS" students, then you will need to check "Include JVS home School information".

Hint for Home Schools: If you are the Home School, do not check the "Include JVS home school Information".   If you do, any JVS students in your file will generate an error and you will not be able to upload the file.

Include only Required students: when this checkbox is checked, this will include only those students in the file that still need to take the test or have yet to pass all parts of the OGT.

Return only these students: Use this box to enter the student ID's in a comma separated list in the text box for any student taking a summer test administration or Alternate Assessment. You must also check the checkbox for the corresponding grade level or appropriate JVS or Contract Vocational checkboxes for any student that you are including in the file using this method.

File Options (required): Select the appropriate file option; Download or Email.

Click on **Export** to create the file. Save the file to your harddrive named as it is named by the export.

Note: If any students are encountered without SSID's, a grid will display below the Export button listing the students with errors. If the students listed do not need to be included in the file you are creating, then click the **Continue** button to create the file.

Please Note: In this export file, course codes longer than 10 characters are truncated to 10 characters by removing the necessary number of characters from the right side of the course code.

Click on **Reset** to clear selected options.

Task #4 - Transfer/upload the file to the appropriate vendor per their instructions