

## Student Pre-ID Layout

Field Name	Field Type	Number of Characters	Mandatory
District Number	Alphanumeric	7	Yes
School Number	Alphanumeric	4	Yes
Student ID	Alphanumeric	15	Yes
Student Last Name	Alphanumeric, apostrophe	25	Yes
Student First Name	Alphanumeric, apostrophe	20	Yes
Student Middle Initial	Alpha, blank	1	No
Examiner ID	Alphanumeric, apostrophe	50	No
Examiner Last Name	Alphanumeric, apostrophe	25	Yes
Examiner First Name	Alphanumeric, apostrophe	20	Yes
Class Code	Alphanumeric, apostrophe	50	Yes
Grade	02; 03; 04; 05; 06; 07; 08; 09; 10; 11; 12; 13 = Adult Education	-	Yes
Testing Form	If testing form is different from grade level select from the following forms  02; 03; 04; 05; 06; 07; 08; 09; 10	-	No
Date of Birth	MM/DD/YYYY	10	Yes
Gender	Drop Down (F; M) F= Female M= Male	-	Yes
Ethnicity	Drop Down (Options Below) Please use the <b>number code scheme below</b> to indicate student ethnicity  1 Omitted / Blank 2 Hispanic 3 Asian 4 Native Hawaiian or Pacific Islander 5 American Indian or Alaskan Native 6 Black 7 White 8 Multiracial	-	Yes
ResearchCode1	Alphanumeric, blank	20	No
ResearchCode2	Alphanumeric, blank	20	No
ResearchCode3	Alphanumeric, blank	20	No

\* Highlighted fields are optional

## Organizational Layout

### \*Notes\*

- There must be at least one school per district

Field Name	Field Type	Number of Characters	Mandatory
District Name	Alphanumeric	50	Yes
District Number (Provided by Questar)	Alphanumeric	7	No
School Name	Alphanumeric, blank	50	No
School Number (Provided by Questar)	Alphanumeric, blank	4	No
Examiner ID	Alphanumeric, blank	50	No
Account Type	Drop Down (DTC; DLU; STC; SLU; Examiner)		Yes
Questar Internal Use Only	Blank	-	No
Contact First Name	Alphanumeric, apostrophe	20	Yes
Contact Last Name	Alphanumeric, apostrophe	25	Yes
Contact Email	Alphanumeric	50	Yes
Contact Phone	Numeric	10	Yes
Mailing Address 1	Alphanumeric, blank	50	No
Mailing Address 2	Alphanumeric, blank	50	No
Mailing City	Alphanumeric, blank	30	No
Mailing State	Alphanumeric, blank	2	No
Mailing Zip	Numeric, blank	5	No
Testing Window	MM/DD/YYYY- MM/DD/YYYY	-	Yes

\* Highlighted fields are optional