

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

TO: District Assessment Coordinators

FROM: LynnAnn Tabeling, Director of Scoring and Reporting

SUBJECT: Spring 2010 PreID File Layout

DATE: October 13, 2009

The spring 2010 preidentification (PreID) layout information is attached. The Excel file provides the layout for the file and the Word document provides additional information about some of the important fields on the file.

Please review the fields for students taking the Computer-Based Retake. Populate these fields as you indicated in the Spring 2010 Enrollment file submitted last week. We will compare the enrollment data to the PreID data to ensure these fields have been populated as expected.

Also, there are two new fields to denote an alternate testing district and/or school number. The addition of these fields was necessary due to virtual school students being enrolled at one school, but testing at another. The PreID labels will be sent to the alternate school where the students will test.

The PreID files must be uploaded using PearsonAccess by Friday, October 23, 2009.

Upload Preidentification (PreID) File Steps

- Create a text file on your computer using the FCAT Spring 2010 District Preidentification File Layout.
- Name the file Spring2010Dxx.txt where the **xx** is your district number.
- Click **Student Data**.
- Click **Student Data File Submission**.

KRIS ELLINGTON
ASSISTANT DEPUTY COMMISSIONER
ACCOUNTABILITY, RESEARCH, AND MEASUREMENT
OFFICE OF ASSESSMENT

District Assessment Coordinators

October 13, 2009

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- Click **Browse** and locate your saved PreID file.
- Click on the PreID file name and then click **Open**.
- Click **Send**.
- To check the upload status, click on the message in the Message column. See the User Guide for more information regarding PreID files.
- Click **add/change additional contacts** if you would like email notifications sent to other individuals that are not listed on the Contacts tab. (These individuals will only receive PreID file status notifications, not access to the PearsonAccess site.)
- All contacts for your districts will receive an email notification of the status of the file.

Let me know if you have any questions.

VA/lt

Attachments