

Field Order	Title	Min. Length	Max. Length	Required?	Valid Values	Comments
1	Organization Code	1	30	Y	0-9 A-Z a-z - (hyphen)	Use the organization code displayed in the upper right-hand corner of the screen when you are logged into your PearsonAccess <sup>next</sup> account (including hypens).  For example: AZ-123456-1234
2	Student Identifier	11	11	N	0-9	Used in matching only; changes will not update data. Incorrect data will prevent the record from matching.
3	State Student ID		11	Y	0-9	Used in matching only; changes will not update data. Incorrect data will prevent the record from matching.
4	Local ID		20	N		Informational only; changes will not update data.
5	Last Name		35	Y	A-Z, a-z, 0-9, – (dash), *(asterisk), ( ) (parenthesis), .(period), ;(semi-colon), / (forward slash), \ (back slash), & (ampersand), # (hash), @ (at sign), '(single quote), +(plus sign), ~(tilde), !(exclamation), \$(dollar sign), %(percent), ^(caret), _(underscore), =(equal sign), :(colon), [, ], {, }<, >, ? and embedded spaces.  Note: , (comma) not included due to issues it presents when using .csv file format	Used in matching only; changes will not update data. Incorrect data will prevent the record from matching.
6	First Name		35	Y	A-Z, a-z, 0-9, – (dash), *(asterisk), ( ) (parenthesis), .(period), ;(semi-colon), / (forward slash), \ (back slash), & (ampersand), # (hash), @ (at sign), '(single quote), +(plus sign), ~(tilde), !(exclamation), \$(dollar sign), %(percent), ^(caret), _(underscore), =(equal sign), :(colon), [, ], {, }<, >, ? and embedded spaces.  Note: , (comma) not included due to issues it presents when using .csv file format	Used in matching only; changes will not update data. Incorrect data will prevent the record from matching.

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7	Middle Initial		1	N	A-Z, a-z, 0-9, – (dash), *(asterisk), ( ) (parenthesis), .(period), ;(semi-colon), / (forward slash), \ (back slash), & (ampersand), # (hash), @ (at sign), '(single quote), +(plus sign), ~(tilde), !(exclamation), \$(dollar sign), %(percent), ^ (caret), _(underscore), =(equal sign), :(colon), [, ], {, } <, >, ? and embedded spaces.  Note: , (comma) not included due to issues it presents when using .csv file format	Informational only; changes will not update data.
8	Date of Birth		10	Y	mm/dd/yyyy m/d/ yyyy mm/d/yyyy m/dd/yyyy	Used in matching only; changes will not update data. Incorrect data will prevent the record from matching.
9	Gender		1	N	F M A X Blank	Informational only; changes will not update data.  F: Female M: Male A: Another gender X: Prefer not to respond
10	Actual Grade		2	Y	9 10 11 12	Records with blanks and invalid values in this field will be rejected.  Actual grade student is currently enrolled  Error if invalid value is passed
11	Testing Grade		2	Y	9 10 11 12	

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12	English Group/Class		100	N	Alphanumeric A-Z, a-z, 0-9  Special Characters allowed: - * # @ & ( ) ; / ' : Embedded spaces only	If a group/class is provided, the group/class will be created on import if new and the student will be placed in that group/class. Reimporting the file with a new group/class will remove the student from a previously assigned group/class and the student will be placed in the new group/class.  If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import.
13	Mathematics Group/Class		100	N	Alphanumeric A-Z, a-z, 0-9  Special Characters allowed: - * # @ & ( ) ; / ' : Embedded spaces only	If a group/class is provided, the group/class will be created on import if new and the student will be placed in that group/class. Reimporting the file with a new group/class will remove the student from a previously assigned group/class and the student will be placed in the new group/class.  If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import.
14	Reading Group/Class		100	N	Alphanumeric A-Z, a-z, 0-9  Special Characters allowed: - * # @ & ( ) ; / ' : Embedded spaces only	If a group/class is provided, the group/class will be created on import if new and the student will be placed in that group/class. Reimporting the file with a new group/class will remove the student from a previously assigned group/class and the student will be placed in the new group/class.  If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import.
15	Science Group/Class		100	N	Alphanumeric A-Z, a-z, 0-9  Special Characters allowed: - * # @ & ( ) ; / ' : Embedded spaces only	If a group/class is provided, the group/class will be created on import if new and the student will be placed in that group/class. Reimporting the file with a new group/class will remove the student from a previously assigned group/class and the student will be placed in the new group/class.  If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import.
16	Writing Group/Class		100	N	Alphanumeric A-Z, a-z, 0-9  Special Characters allowed: - * # @ & ( ) ; / ' : Embedded spaces only	If a group/class is provided, the group/class will be created on import if new and the student will be placed in that group/class. Reimporting the file with a new group/class will remove the student from a previously assigned group/class and the student will be placed in the new group/class.  If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import.

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17	English Session Name		50	N	Alphanumeric A-Z, a-z, 0-9  Special Characters allowed: - (hyphen), .(period) and ' (standard apostrophe)	If a Session Name is provided, the test session will be created on import if new and the student will be placed in that test session. Reimporting the file with a new Session Name will <b>not</b> remove the student from the previously assigned test session and will <b>not</b> place the student in the new test session.  If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import.
18	Mathematics Session Name		50	N	Alphanumeric A-Z, a-z, 0-9  Special Characters allowed: - (hyphen), .(period) and ' (standard apostrophe)	If a Session Name is provided, the test session will be created on import if new and the student will be placed in that test session. Reimporting the file with a new Session Name will <b>not</b> remove the student from the previously assigned test session and will <b>not</b> place the student in the new test session.  If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import.
19	Reading Session Name		50	N	Alphanumeric A-Z, a-z, 0-9  Special Characters allowed: - (hyphen), .(period) and ' (standard apostrophe)	If a Session Name is provided, the test session will be created on import if new and the student will be placed in that test session. Reimporting the file with a new Session Name will <b>not</b> remove the student from the previously assigned test session and will <b>not</b> place the student in the new test session.  If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import.
20	Science Session Name		50	N	Alphanumeric A-Z, a-z, 0-9  Special Characters allowed: - (hyphen), .(period) and ' (standard apostrophe)	If a Session Name is provided, the test session will be created on import if new and the student will be placed in that test session. Reimporting the file with a new Session Name will <b>not</b> remove the student from the previously assigned test session and will <b>not</b> place the student in the new test session.  If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import.
21	Writing Session Name		50	N	Alphanumeric A-Z, a-z, 0-9  Special Characters allowed: - (hyphen), .(period) and ' (standard apostrophe)	If a Session Name is provided, the test session will be created on import if new and the student will be placed in that test session. Reimporting the file with a new Session Name will <b>not</b> remove the student from the previously assigned test session and will <b>not</b> place the student in the new test session.  If the student is assigned to multiple groups/classes, the word "Multiple" will be exported. The word "Multiple" will be ignored on import.
22	English TTS Audio	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.

Field Order	Title	Min. Length	Max. Length	Required?	Valid Values	Comments
23	English TTS Audio + Orienting Description	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
24	Human Reader English	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
25	Human Reader English + Orienting Description	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
26	Spanish Text + Audio	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.  This accessibility support is not available for Periodic testing and data in this field will be ignored on import for Periodic PNP assignments.
27	Translated Test Directions (Only)	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
28	Word-to-Word Dictionary	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
29	American Sign Language (ASL): Full Translation	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
30	American Sign Language (ASL): Directions Only	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
31	Signed Exact English (SEE): Full Translation	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
32	Signed Exact English (SEE): Directions Only	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
33	Cued Speech	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
34	Braille Contracted American Edition (EBAE)	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.

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35	Braille Contracted Unified English (UEB)	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
36	Large Print	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.  This accessibility support is not available for Periodic testing and data in this field will be ignored on import for Periodic PNP assignments.
37	Abacus	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
38	Custom Masking	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
39	Respond in Test Booklet or on Separate Paper	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
40	Dictate Responses	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
41	Keyboard AAC + Local Print	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
42	Electronic Spell Checker	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
43	Breaks: Securely Extend Session over Multiple Days	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
44	Extra time	0	3	N	1.5 2.0 2.5 3.0 4.0 N (on import)	For all accessibility support options, update the value to a N on import to remove the support assignment from the student.
45	Breaks-Supervised within Each Day	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
46	Special Seating / Grouping	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.

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47	Location for movement	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
48	Individual Administration	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
49	Home Administration	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
50	Other Setting	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
51	Audio Environment	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
52	Visual Environment	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.
53	Physical/Motor Equipment	0	1	N	Y N (on import) Blank	For all accessibility support options, update a Y to a N on import to remove the support assignment from the student.