



California  
English  
Language  
Development  
Test

2010-11 Edition

Pre-Identification  
Data Management System  
User Guide

Version 1.F

## Connecting to the Pre-identification (Pre-ID) Data Management System

1. To place an order for student Pre-ID labels, logon to the secure District Portal of the CELDT Web site at <http://www.celdt.org>.
2. Once logged on to the District Portal, select the **Pre-ID Data Management** link. (See Figure 1.) The Pre-ID File Layout and the Pre-ID User Guide can also be downloaded from this location.

Figure 1 – CELDT District Portal

**EDUCATIONAL DATA SYSTEMS** Text Size: [A](#) [A](#) [A](#)  
District: 12345 | [Logoff](#)

### District Portal

This Web portal will allow you to access district-specific functions, including order management, pre-ID, and reporting. Some functions are only shown and will be available during various periods of the testing year.

#### District CELDT Information

If this information is incorrect, please [Contact Us](#)

District: **Sample EDS**

**Primary Contact:**  
Jennifer Levey  
jennifer@eddata.com  
123-456-7890

**Materials Shipping Address:**  
Sample EDS School District  
Attn: Caroline Fahmy  
15850 Concord Circle  
Suite A  
Morgan Hill, CA 95037

To ensure timely delivery of materials, verify that the above shipping address is correct. If it is not, use the [Update Shipping Information](#) form.

**Additional E-Mail Contacts**

Need others in your district notified about CELDT related information? You may assign additional contacts using the [Additional District Contacts](#) form.

**Coordinator Directory**

#### Portal Options

- [Order Management](#)
  - 2010-11 Edition Initial Order (for testing 7/1/10 - 6/30/11)  
Available: March 1 – March 19, 2010
  - 2009-10 Edition Additional Orders (for testing 7/1/09 - 6/30/10)  
Available: Through June 21, 2010
- [Scoring Training of Trainers \(STOT\) Workshops](#)  
Available: March 1 – August 24, 2010
- **Data Review Module**  
The DRM window is now closed
- [Request a Pick-Up](#)
- [Student Score Files](#)
  - [Student Score File Layout](#):  
Ver 0.5 (PDF - 100KB - 13pp)
  - [Pre-ID Data Management](#) (circled in orange)
  - [Pre-ID File Layout](#)  
Ver 1.0 (PDF - 155KB - 24pp)
  - [Pre-ID User Guide](#)  
Ver 1.0 (PDF - 1.1MB - 12pp)

**Secure Documents**

3. On the Pre-ID Data Management screen, enter the purchase order number in the box and select the **Submit PO Number** button. (See Figure 2.) For details on how to calculate the amount of the purchase order, refer to the Pre-Identification Services Web page at <http://www.celdt.org/resources/pre-id/>.

Figure 2 – Enter Purchase Order Number

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District: 12345 | [Logout](#)

District Portal > Pre-ID Data Management

### Pre-ID Data Management

#### Purchase Order

In order to submit a Pre-ID file(s), a purchase order (PO) number must be provided for billing purposes. Once this number is submitted, you will be able to upload and validate Pre-ID file(s). Note that Pre-ID labels will not be printed and shipped until the actual purchase order has been received by Educational Data Systems via fax or mail. Fax PO's to 408-776-7696.

Purchase Order #

**Submit PO Number**

[Return to District Portal](#)

## Uploading Files to the Pre-ID Data Management System

1. To upload a Pre-ID file, select the **Start Pre-ID Import Wizard** button on the Pre-ID Data Management page. (See Figure 3.)

Figure 3 – Start Pre-ID Import Wizard

District Portal > Pre-ID Data Management

### Pre-ID Data Management

#### Purchase Order

Billing PO Number: 356  
PO Status: NOT Received

Fax your PO to (408) 776-7696. Your Pre-ID file will not be printed and shipped until the PO has been received by Educational Data Systems via fax or mail.

#### Existing Files

Upload Date	File Name	Status	Action
May 27, 2010	samplePIDM_20100517_10K_dirty.txt	Submitted	<a href="#">[Review]</a>

#### Upload a New Pre-ID File

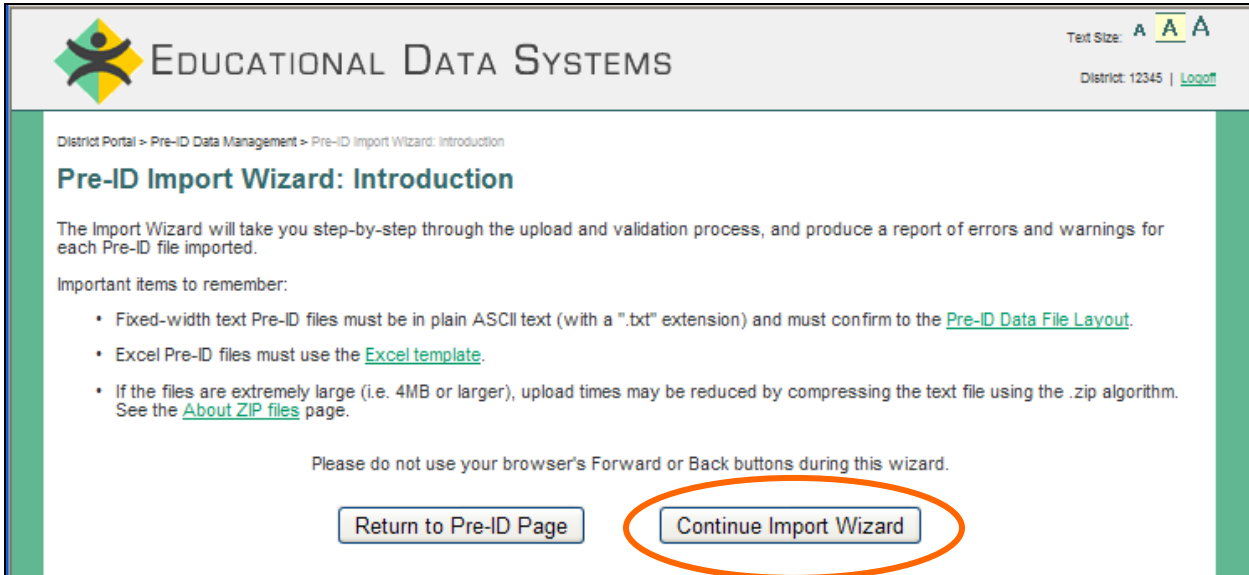
Pre-ID files may be added to the system using the Pre-ID Import Wizard. New this year — you may upload fixed-width text files that conform to the [Pre-ID File Layout](#) or Excel files using the [Excel template](#). The Pre-ID set-up fee includes the submission of one file. The fee for each additional file is \$30.

**Start Pre-ID Import Wizard**

[Return to District Portal](#)

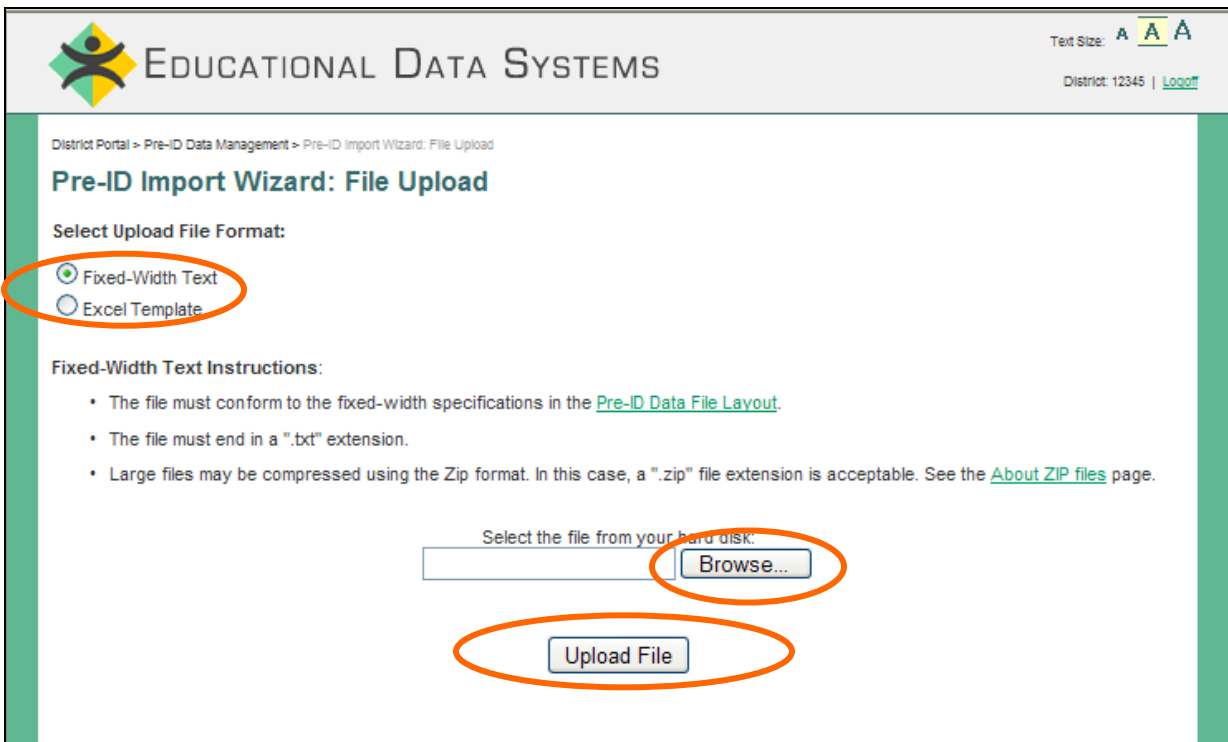
- The Pre-ID Import Wizard: Introduction page displays information on file upload requirements. Read this section carefully to ensure that your file is formatted to match system requirements. Then, select the **Continue Import Wizard** button at the bottom of the page. (See Figure 4.)

Figure 4 – Introduction



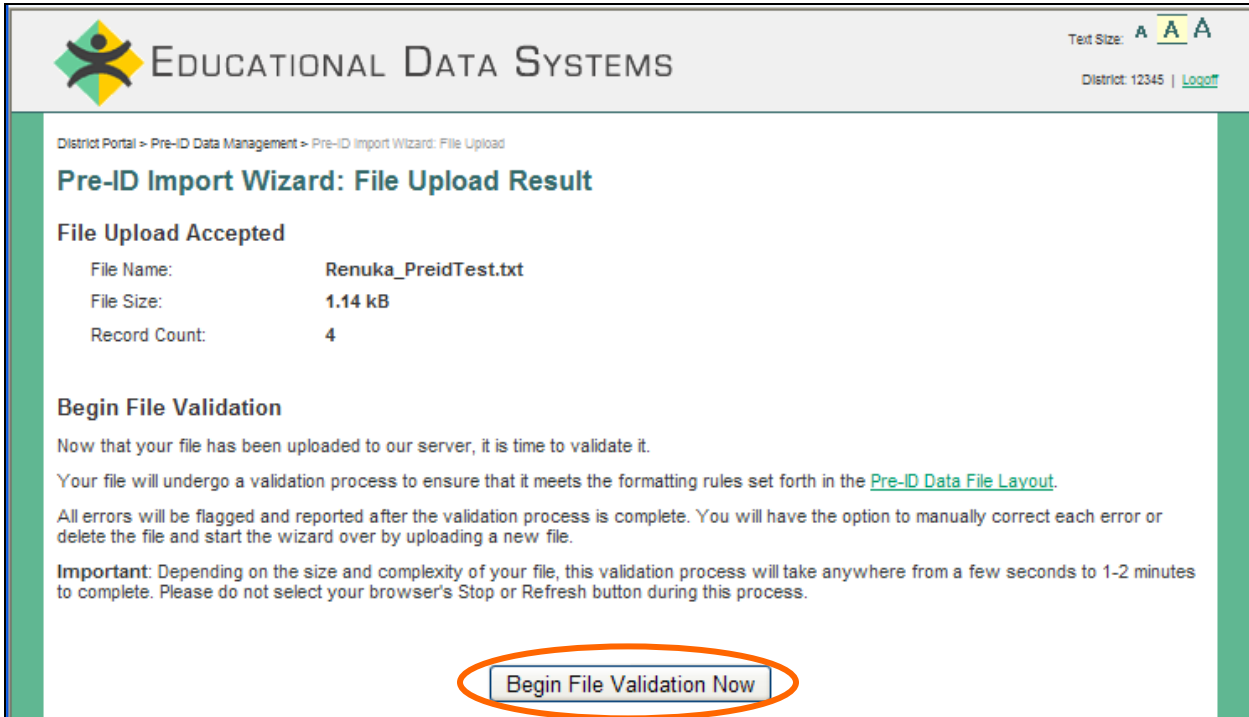
- Select the **Browse** button on the File Upload page, and navigate to the Pre-ID file stored on your computer. (See Figure 5.)
- Select either the **Fixed-Width Text** or **Excel Template** file format buttons and select the **Upload File** button. (See Figure 5.)

Figure 5 – File Upload



5. The File Upload Result page provides information on the success of the file upload. If the upload was successful, select the **Begin File Validation Now** button. (See Figure 6.)

**Figure 6 – File Upload Results**



6. If the file upload was not successful, the Critical File Error screen displays details of the file issue in red. (See Figure 7.)

From this point there are two options:

- a) Upload the file again by selecting the **Restart Pre-ID Import Wizard** button.
- b) Select the **Go to Pre-ID Menu** button to make changes to the file on your computer.

Figure 7 – File Upload Results

District Portal > Pre-ID Data Management > Pre-ID Import Wizard: File Upload

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District: 88888 | [Logout](#)

## Pre-ID Import Wizard: File Upload Result

**Critical File Error**

This file has been rejected because of the following condition(s):

Error Type	Error Count	Errors at Line Number(s)
Line Length	1	3


This error prevented the Pre-ID validation process from continuing. Based on these conditions, this file has been deleted.

Make the appropriate correction(s) within your file and restart the Pre-ID Import Wizard.

[Restart Pre-ID Import Wizard](#) [Go to Pre-ID Menu](#)

7. After successful file upload and validation, the File Validation Results screen is displayed. (See Figure 8.) This screen confirms the total number of records uploaded, how many records are valid (no errors), and how many records contain errors or warnings.
8. Error details, listed by fields that generate fatal errors, are identified on the right hand side of the screen. If the file contains errors, there are three options:
  - a) **Delete File & Start Over:** If the file has a high number of records with fatal errors, delete the entire file, correct all errors in the original file, and upload the file again.
  - b) **Correct Errors Now:** If the file has only a few errors or warnings, select this button to correct the file online.
  - c) **Correct Later & Go to Pre-ID Menu:** To save the file and correct errors or warnings later and upload additional files, or to review previously uploaded files, select this button.

Figure 8 – File Validation Results



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 District: 12345 | [Logout](#)

District Portal > Pre-ID Data Management > Pre-ID Import Wizard: File Validation Results

## Pre-ID Import Wizard: File Validation Results

**File Validated Successfully!**

File Name: Renuka\_PreidTest.txt

### Summary Stats

File Status:	Pending
Total Records:	4
Valid Records (No Errors):	0
Records with Errors:	4

**Understanding Errors:**

*Fatal Error:* Fields with a fatal error must be corrected. If not corrected the student will not receive a Pre-ID label.

*Warning:* Fields with a warning may indicate inaccuracies in the data. Warnings should be reviewed and corrected, if possible, prior to submission. If not corrected the student will receive a Pre-ID label.

### Error Details

Total Errors & Warnings:	<b>19</b>
Errors (fatal):	<b>17</b>
• School Code:	4
• Test Purpose:	1
• Grade:	1
• Last Name:	0
• First Name:	1
• Date of Birth:	3
• Gender:	1
• SSID (Invalid):	0
• Ethnicity:	0
• Primary Language Code:	1
• Program Participation:	2
• Primary Disability Code:	0
• Date First Enrolled in USA School:	4
• Most Recent CELDT Admin Date:	0
• Most Recent CELDT Admin Grade:	0
• Most Recent CELDT Scale Scores:	0
Warnings (non-fatal):	<b>2</b>

**This ends the Pre-ID Import Wizard.**

**More than 25% of the records in this file contain fatal errors.** This is often caused by a common problem repeated across all records. You must take the following actions:

1. Delete this file
2. Identify the problem
3. Correct the original file
4. Submit the revised file

To correct the errors on the screen, select **Correct Errors Now**, or select **Correct Later & Go to Pre-ID Menu** to correct errors at another time. Correct errors and submit the file before the Pre-ID submission deadline of September 24, 2010.

Delete File & Start Over

Correct Errors Now

Correct Later & Go to Pre-ID Menu

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## Correcting Errors

1. After selecting the **Correct Errors Now** button on the File Validation Results page, the File Summary screen is displayed. (See Figure 9.)

From this point there are two options:

- a) **View All**: To view a list of all errors or warnings in the file, select this link.
- b) **View individual school names**: To view a list of errors or warnings by school, select school names from the links provided.

Figure 9 – File Summary

The screenshot shows the 'File Summary' page for 'Renuka\_PreidTest.txt'. The page header includes the 'EDUCATIONAL DATA SYSTEMS' logo and navigation links for 'Text Size' and 'Logoff'. The main content area is divided into several sections:

- Summary Stats:**
  - File Status: Pending
  - Total Records: 4
  - Valid Records (No Errors):
  - Records with Errors: 4
- View/Correct Errors:**
  - [View All](#) or select an individual school:
  - [Edison Elementary](#)
  - [Lincoln Middle](#)
  - [Otis \(Frank\) Elementary](#)
- Submit File:** A button to submit the file.
- Understanding Errors:**
  - Fatal Error:* Fields with a fatal error must be corrected. If not corrected the student will not receive a Pre-ID label.
  - Warning:* Fields with a warning may indicate inaccuracies in the data. Warnings should be reviewed and corrected, if possible, prior to submission. If not corrected the student will receive a Pre-ID label.
- Error Details:**
  - Total Errors & Warnings: 15
  - Errors (fatal): 13
    - School Code: 4
    - Test Purpose: 1
    - Grade: 1

- The Error List page displays a list of all records with at least one error or warning. (See Figure 10.)

On this page, the following actions can be performed:

- Sort by the fields shown as headers
- Filter by error field
- Filter by type (fatal error or warning only)

After selecting sort and filter options, select the **Go** button.

To edit individual student records, select the **Edit** option.

To delete individual student records from the file, select the **Delete** option.

Figure 10 – Error List

District Portal > Pre-ID Data Management > File Summary (Renuka\_PreidTest.txt) > Error List

### Error List

File: Renuka\_PreidTest.txt

File Summary Submit File

Sort By: Last Name Filter by Error Field: Show All Filter by Type: All Types **Go**

A row is displayed for each error, not each student. The same student may be listed multiple times.

Last Name	First Name	Grade	Field Name	Type	Action
PEREZ	DANIEL	00	School Code	Error	[Edit] [Del]
PEREZ	DANIEL	00	Test Purpose	Error	[Edit] [Del]
PEREZ	DANIEL	00	Date Of Birth	Error	[Edit] [Del]
PEREZ	DANIEL	00	Gender	Error	[Edit] [Del]
PEREZ	DANIEL	00	Program Part. - Migrant Ed	Warning	[Edit] [Del]
R BERTS	EMIL	06	School Code	Error	[Edit] [Del]
R BERTS	EMIL	06	Date Of Birth	Error	[Edit] [Del]

- After selecting the **Edit** option from the Error List, the next screen displays a list of all fields for an individual student’s record. (See Figure 11.)

All errors and warnings are listed in a box at the top of the page.

Within the field list, errors are shaded in a red box and warnings are shaded in an orange box.

To edit a specific error, select the **Jump** link next to the error, or scroll down and select that item.

Items in boxes may be edited.

Select the **Submit Record** button at the bottom of this screen (not shown below) to save the changes for each record. Otherwise, select the **Cancel Changes and Go Back** button (not shown below) to begin again without saving changes.

Figure 11 – Correction Form

The screenshot shows the 'Correction Form' interface. At the top, there is a header for 'EDUCATIONAL DATA SYSTEMS' with a logo on the left and 'Text Size: A A A' on the right. Below the header, the breadcrumb trail reads: 'District Portal > Pre-ID Data Management > File Summary (Renuka\_PreidTest.txt) > List Errors > Correction Form'. The main title is 'Correction Form'. A box titled 'Errors were found in the following fields:' contains the following items:

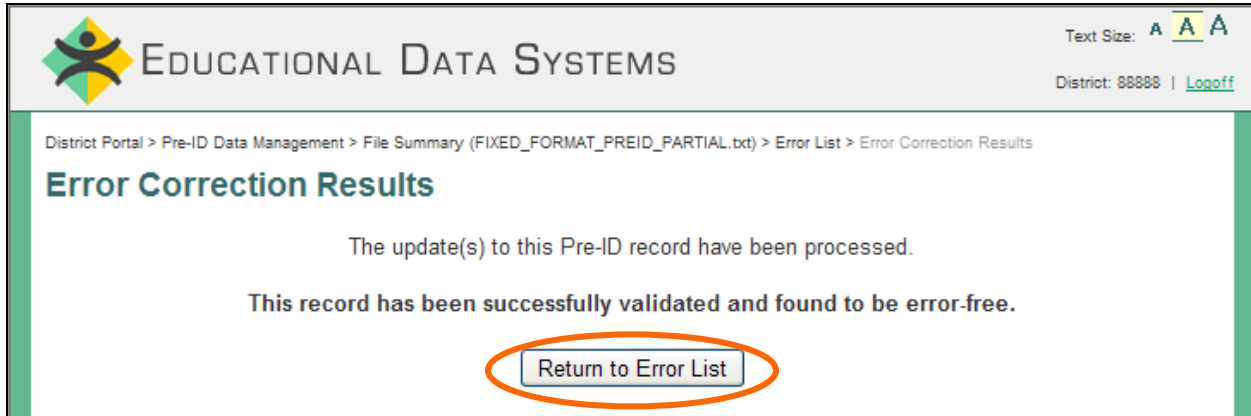
Error/Warning	Description	Action
! Error: School Code	Invalid School Code not found in California CDS Master File.	<a href="#">Jump</a>
! Error: Test Purpose	Invalid Test Purpose Code. Valid values are 1 or 2.	<a href="#">Jump</a>
! Error: Date Of Birth	Invalid Date of Birth Month: Valid values are 01-12.	<a href="#">Jump</a>
! Error: Gender	Gender missing.	<a href="#">Jump</a>
* Warning: Program Part. - Migrant Ed	Invalid Program Participation - Migrant Ed. Value provided was blanked. Valid values are Y or blank.	<a href="#">Jump</a>

Below the error list, a note says: 'Mouse over the field name to review the Pre-ID requirements for that field.' The form fields are as follows:

- Student's First Name: DANIEL
- Student's Middle Initial: K
- Student's Last Name: PEREZ
- District Name: EDS SAMPLE UNIFIED
- County/District Code: 01T2345
- School Name: FRANK OTIS ELEMENTAR
- School Code: 6090022 (highlighted in red)
- Test Purpose: (dropdown menu, highlighted in red)

- After submitting a corrected record, the screen displays validation information for that record. (See Figure 12.) Select the **Return to Error List** button to continue editing additional student records.

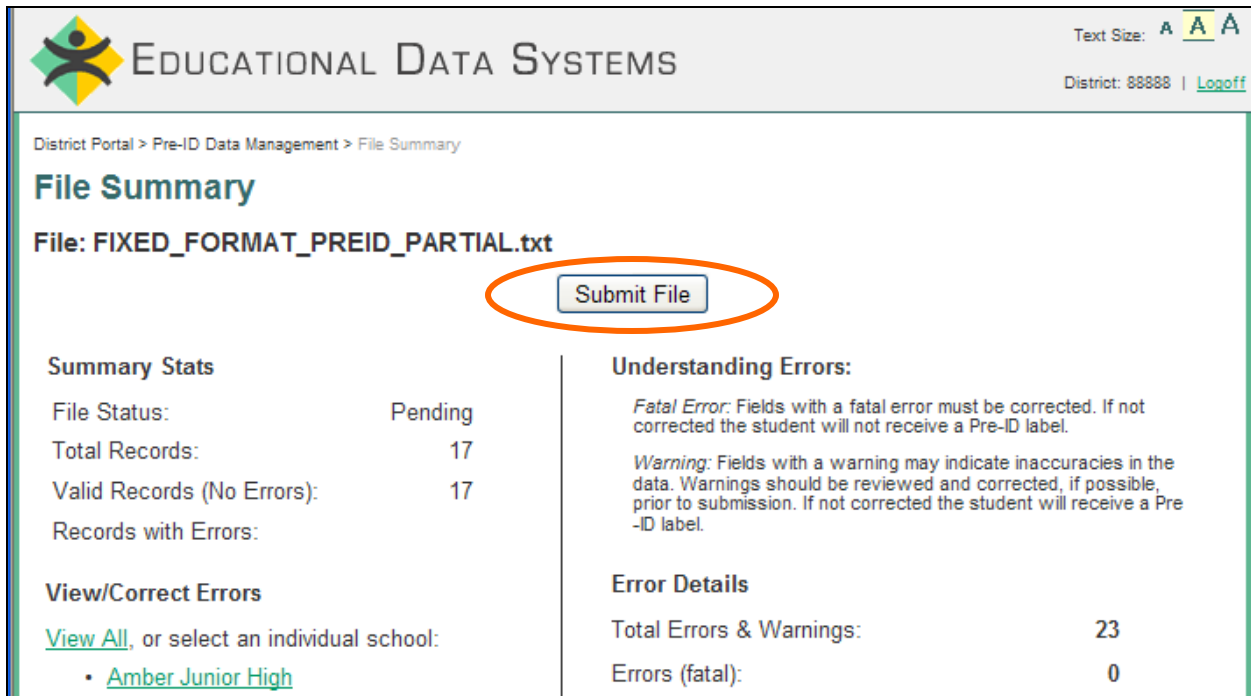
Figure 12 – Error Correction Results



## Submitting Files

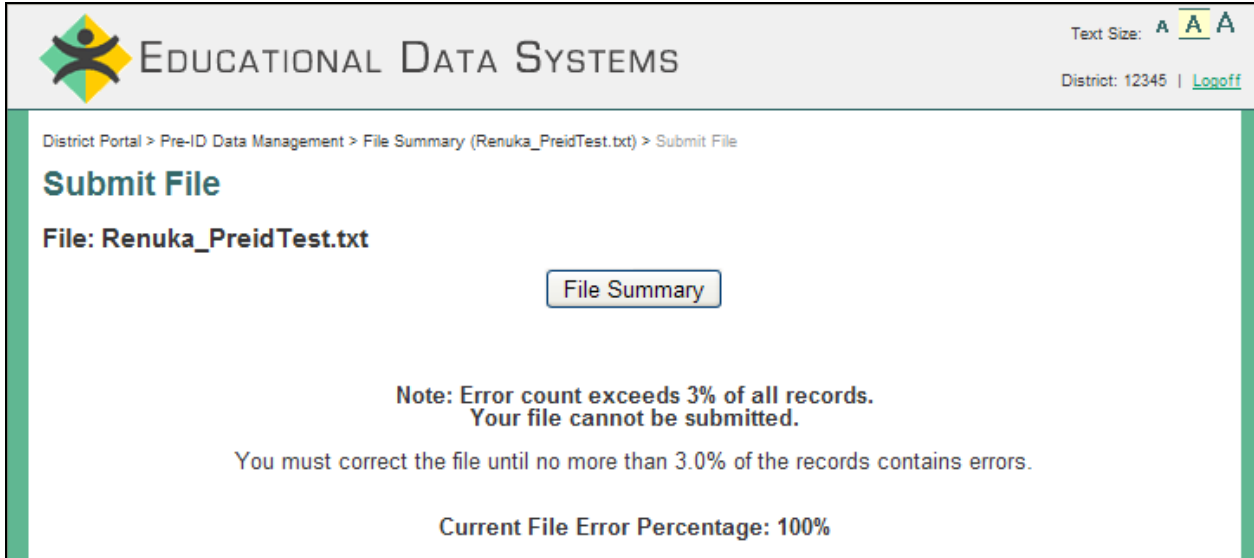
- Once all records have been edited, the file is ready to be submitted. Select the **Submit File** button at the top of the File Summary screen (available if the file contains fewer than 3% of records with fatal errors). (See Figure 13.)

Figure 13 – File Errors/Submit File



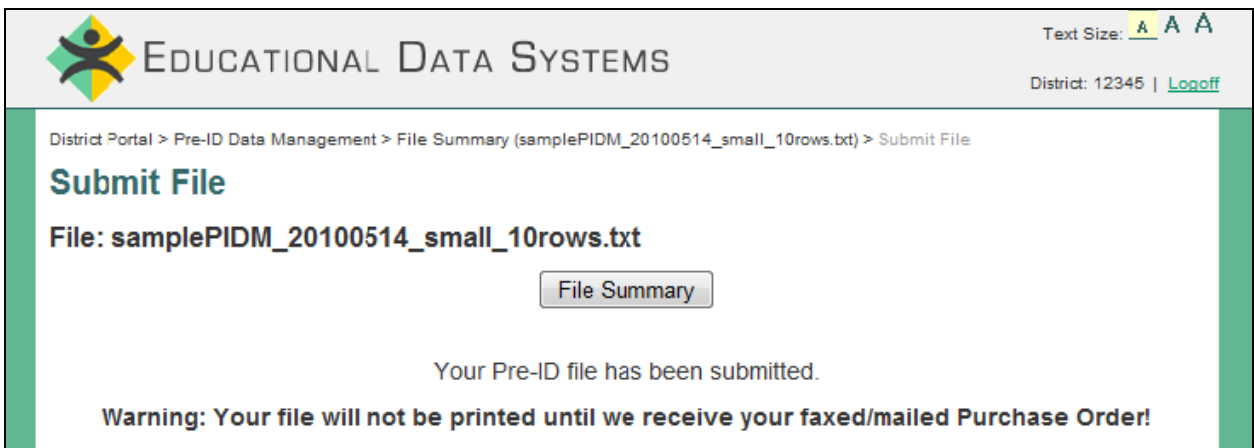
2. If the file contains more than 3% of records with fatal errors, the file cannot be submitted. Navigate back to the Errors List page to continue correcting data errors. (See Figure 14.)

Figure 14 – File Errors exceed 3%



3. Once the file has been submitted, a confirmation is shown on the next page. (See Figure 15.) Educational Data Systems will print a Pre-ID label for each valid record in the file when the district purchase order is received.

Figure 15 – File Submitted



Pre-ID Label Example

<p>Grade: K                      Deliv. Name: Span 1                      Deliv. Code: 1                      Students In NPS                      Testing Hill NPS                      99-99999-0000001</p> <p>2010-11 CELDT</p>	<p><b>Smyrnof, Igor</b>                      SSID: 9999990010                      Local ID:                      DOB: 99/99/9999                      Grade: K                      Students In NPS                      Testing Hill NPS                      99-99999-0000001                      Initial Identification                      2010-11 CELDT                      Barcode No.: 0011000001</p>		
<p>Grade: K                      Deliv. Name: Span 2                      Deliv. Code: 0                      Students In NPS                      Testing Hill NPS                      99-99999-0000001</p> <p>2010-11 CELDT</p>	<p><b>Cervantes, Lisa G</b>                      SSID: 9999990013                      Local ID: 7890123456                      DOB: 99/99/9999                      Grade: K                      Students In NPS                      Testing Hill NPS                      99-99999-0000001                      Annual Assessment                      2010-11 CELDT                      Barcode No.: 0011000004</p>		
<p>Grade: 01                      Deliv. Name: Span 2                      Deliv. Code: 0                      Students In NPS                      Testing Hill NPS                      99-99999-0000001</p> <p>2010-11 CELDT</p>	<p><b>Bykov, Semion</b>                      SSID: 9999990014                      Local ID:                      DOB: 99/99/9999                      Grade: 01                      Students In NPS                      Testing Hill NPS                      99-99999-0000001                      Annual Assessment                      2010-11 CELDT                      Barcode No.: 0011000005</p>		<p><b>Mendez, Oscar T</b>                      SSID: 9999990011                      Local ID: 0000000011                      DOB: 99/99/9999                      Grade: 01                      Students In NPS                      Testing Hill NPS                      99-99999-0000001                      Annual Assessment                      2010-11 CELDT                      Barcode No.: 0011000002</p> 