



California
English
Language
Development
Test

2011–12 Edition

Pre-Identification User Guide

Version 1.0

Connecting to the Pre-Identification (Pre-ID) Data Management Application

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.)

Figure 1 – CELDT District Portal

EDUCATIONAL DATA SYSTEMS

Text Size: [A](#) [A](#) [A](#)

District: 12345 | [Logout](#)

CELDT Home > District Portal

District Portal

The secure district Web portal allows access to district-specific functions, including order management, Pre-Identification (Pre-ID), and monthly electronic reports. Some functions are available only during applicable times of the year.

District CELDT Information

If any information below is incorrect, please [Contact Us](#) as soon as possible.

District: Sample EDS

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

Materials Shipping Address:
Sample EDS School District
Attn: Jennifer Levey
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, please complete the [Update Shipping Information](#) form.

Additional E-Mail Contacts

Up to three additional e-mail contacts may be added to the CELDT contact list using the [Additional District Contacts](#) form.

Coordinator Directory

Download the [CELDT Coordinator Directory](#) (CSV file) to contact other CELDT District Coordinators throughout California.

Portal Options

- [Order Management](#)
 - 2011–12 Edition Initial Orders
Available through March 25, 2011
 - 2010–11 Edition Additional Orders
Available through June 20, 2011
- [Scoring Training of Trainers \(STOT\) Workshops](#)
- [Data Review Module \(DRM\)](#)
The DRM window has closed.
- [Request a Pick Up](#)
 - Scorable Test Materials Pick Up
 - Nonscorable Materials Return (June 7 - August 20, 2010)
Request Pick-up or report local destruction
- [Student Score Files](#)
 - [2010–11 Edition Student Score File Layout](#)
Ver 1.0 (PDF - 542KB - 15pp)
- [Pre-ID Data Management](#)
 - Regular Window: June 20 – September 30, 2011
 - Late Label Window: October 3–21, 2011
- [Track Shipments](#)

Secure Documents

Secure documents for District Coordinators are available in the [Secure Document Archive](#).

- On the Pre-ID Data Management Web page, 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 district’s estimated Pre-ID costs, refer to the Pre-Identification Services Web page at <http://www.celdt.org/resources/pre-id/>. The *Pre-ID Data File Layout* can also be downloaded from this location.

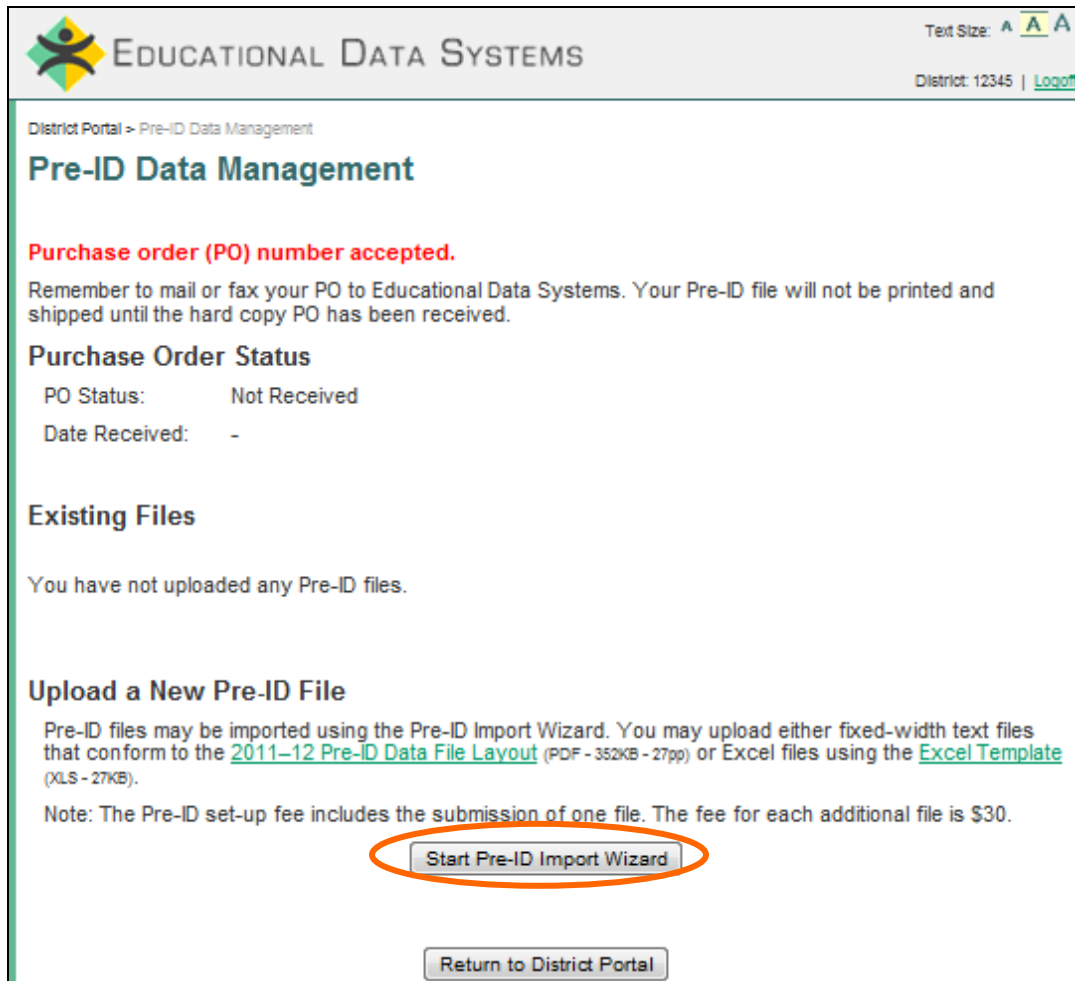
Figure 2 – Enter Purchase Order Number

The screenshot shows the 'Pre-ID Data Management' web page. 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, it says 'District: 12345 | Logoff'. The main content area has a breadcrumb 'District Portal > Pre-ID Data Management' and a title 'Pre-ID Data Management'. Underneath is the section 'Enter Purchase Order Number'. The text explains that a purchase order (PO) number must be provided for billing purposes and that once entered, the user can proceed to the Pre-ID Import Wizard. A note states that a hard copy of the PO is also required and that labels will be shipped in two to three weeks. Contact information for Educational Data Systems is provided: 15850 Concord Circle, Suite A, Morgan Hill, CA 95037; or fax to 408-776-7696. The form includes a text input field for 'Purchase Order #' and two buttons: 'Submit PO Number' (which is circled in orange) and 'Return to District Portal'.

Uploading Files to the Pre-ID Data Management Application

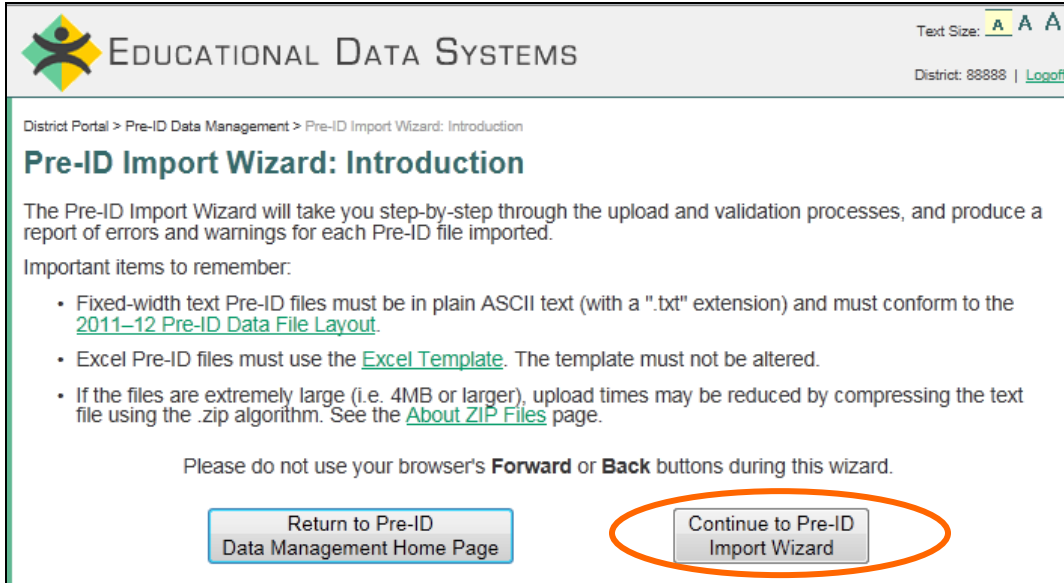
1. To upload a Pre-ID file, select the **Start Pre-ID Import Wizard** button on the Pre-ID Data Management Web page. (See Figure 3.)

Figure 3 – Start Pre-ID Import Wizard



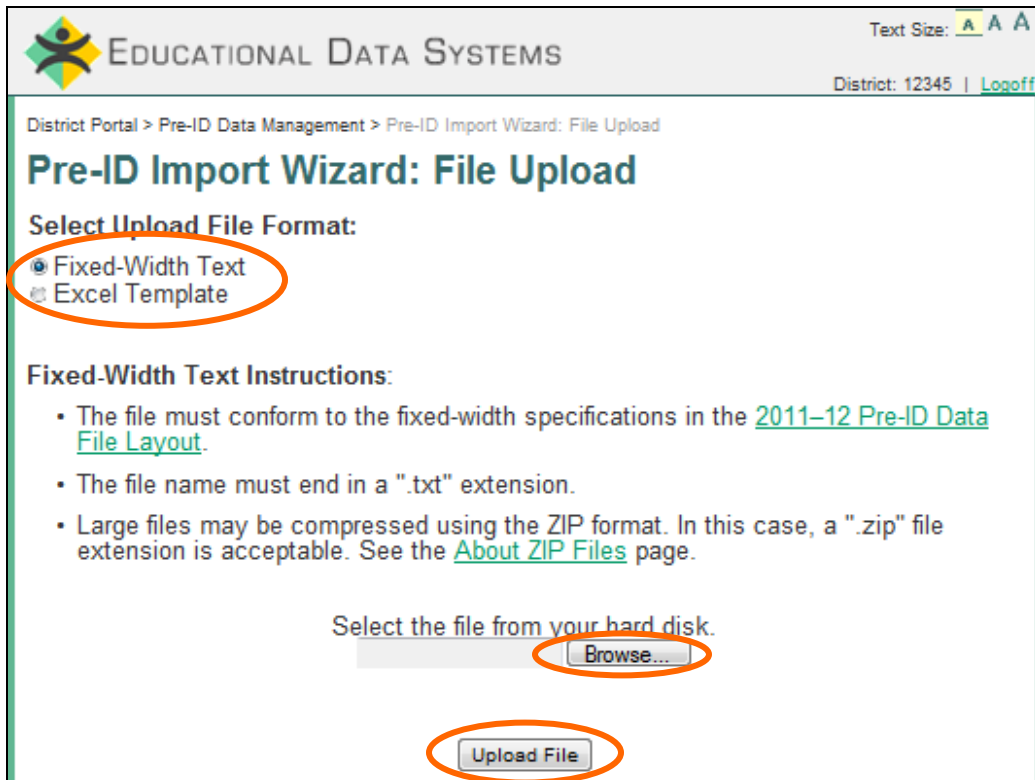
2. The Pre-ID Import Wizard: Introduction Web page displays information on file upload requirements. (See Figure 4.) Read this section carefully to ensure that your file is formatted to match application requirements. Then, select the **Continue to Pre-ID Import Wizard** button at the bottom of the Web page and the File Upload Web page is displayed. (See Figure 5.)

Figure 4 – Pre-ID Import Wizard: Introduction



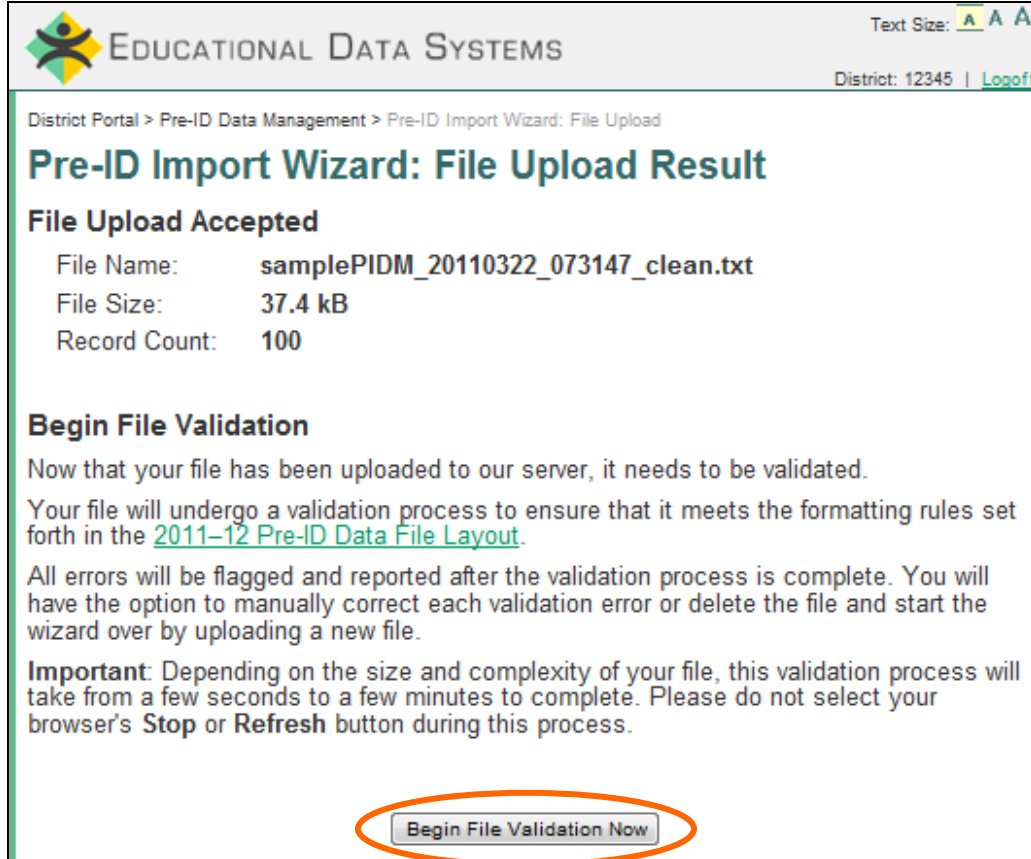
3. On the File Upload Web page, select either the **Fixed-Width Text** or **Excel Template** file format radio button. (See Figure 5.)
4. Select the **Browse** button and navigate to the Pre-ID file stored on your computer. Then select the **Upload File** button.

Figure 5 – Pre-ID Import Wizard: File Upload



5. The File Upload Result Web 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 – Pre-ID Import Wizard: File Upload Result



6. The file validation process verifies that the file itself is in the expected format and that it contains information critical to the upload. If the file upload was not successful, the Critical File Error screen displays details of the file issue. (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 Data Management Home Page** button to make changes to the file on your computer. It is recommended that you take note of the errors, fix the file offline, and upload it again.

Figure 7 – Pre-ID Import Wizard: File Upload Result

EDUCATIONAL DATA SYSTEMS

District: 12345 | [Logoff](#)

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

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)
Test Program ID	1	6


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 Data Management Home Page](#)

7. After successful file upload and validation, the File Validation Results screen is displayed. (See Figure 8.) The left side of the screen confirms the total number of records uploaded, how many records are valid (no errors), and how many records contain errors or warnings, as well as a breakdown of records by test purpose.
8. If the file contains errors, the error details, listed by fields that generate fatal errors, are identified on the right-hand side of the screen. From this screen there are three options:
 - a) **Delete File & Start Over:** If the file has a high number of records with fatal errors (e.g. more than 25 percent of the records with 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 issues online.
 - c) **Correct Later & Go to Pre-ID Data Management Home Page:** To save the file and correct errors or warnings later and upload additional files, or review previously uploaded files, select this button.

Figure 8 – Pre-ID Import Wizard: File Validation Results


EDUCATIONAL DATA SYSTEMS
Text Size: [A](#) [A](#) [A](#)

District: 12345 | [Logoff](#)

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: samplePIDM_20110322_073523.txt

File Summary

File Status: Pending

Total Records: 500

Valid Records (No Errors): 435

Records with Errors: 65

District Test Purpose Counts

Annual Assessment (AA)	Initial Assessment (IA)
246	254

Understanding Errors:

Errors (Fatal): Errors that go uncorrected will cause the student record to be invalid. A Pre-ID label will **not** be printed for records with errors.

Warnings (Non-Fatal): Warnings indicate inaccuracies in the data. Warnings should be reviewed and corrected, if possible, prior to submission. If not corrected, a Pre-ID label **will** still be printed.

Error Details

Total Errors and Warnings: **94**

Errors (Fatal): **72**

- School Code 5
- Test Purpose 0
- Grade 8
- Last Name 3
- First Name 6
- Date of Birth 14
- Gender 1
- SSID (Invalid) 10
- Ethnicity/Race 10
- Primary Language Code 1
- Program Participation 24
- Primary Disability Code 1
- Date First Enrolled in USA School 5
- Most Recent CELDT Admin Date 0
- Most Recent CELDT Admin Grade 0
- Most Recent CELDT Scale Scores 0

Warnings (Non-Fatal): **22**

This ends the Pre-ID Import Wizard.

This file contains fatal errors. If you feel the errors are too numerous to manually correct, you may delete this file and upload a new file using the Pre-ID Import Wizard.

If you want to correct the errors manually, you may do so now, or return later. Correct errors and submit all files prior to the close of the Pre-ID Regular or Late Label Window.

Delete File & Start Over

Correct Errors Now

Correct Later & Go to Pre-ID Data Management Home Page

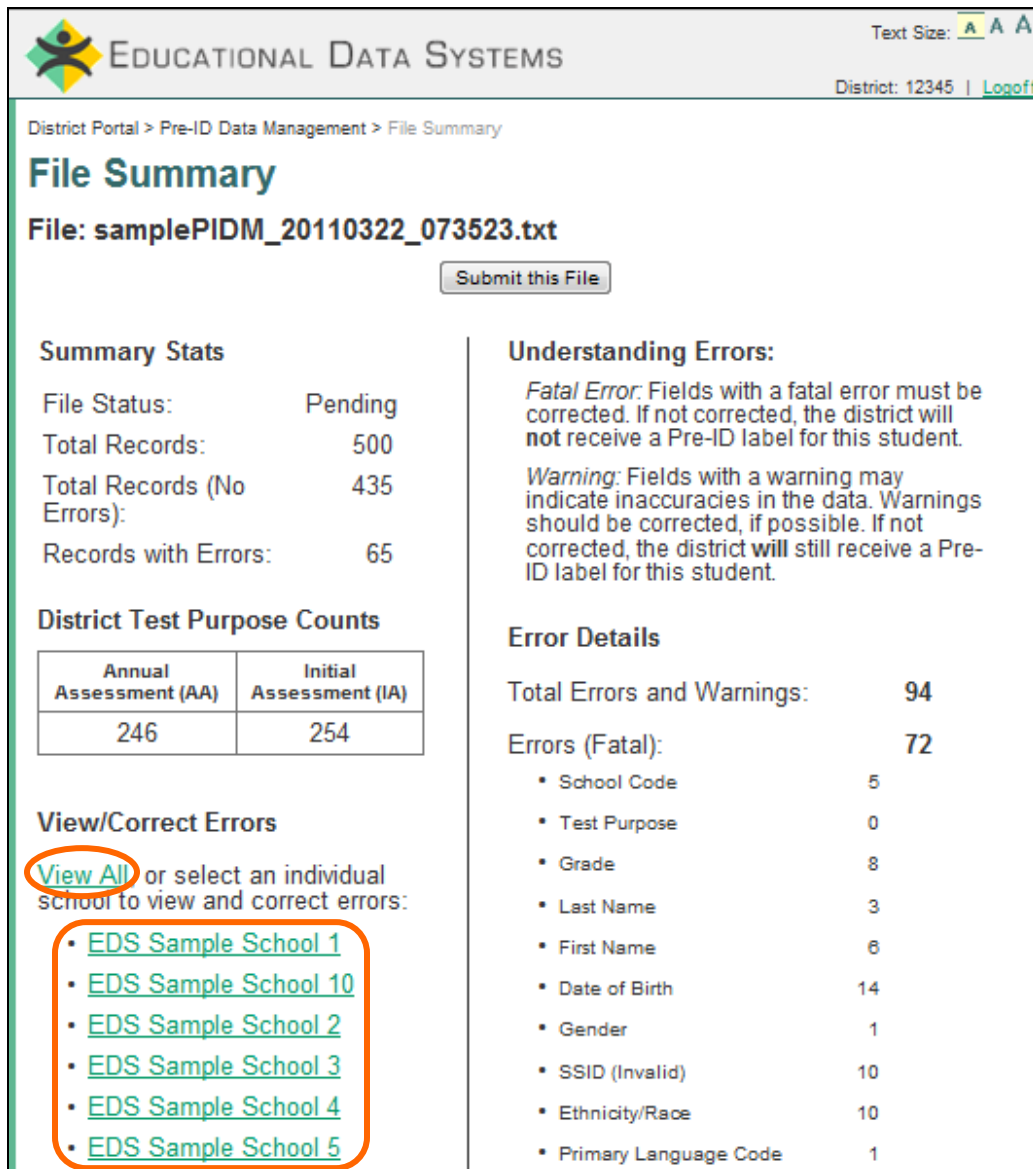
Correcting Errors

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

From this point there are two options:

- a) **View All:** To view a list of all errors or warnings for all schools in the district, select this link.
- b) **View individual school records:** To view a list of errors or warnings for a specific school, select the school name from the links provided.

Figure 9 – File Summary



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Text Size: [A](#) [A](#) [A](#)

District: 12345 | [Logoff](#)

District Portal > Pre-ID Data Management > File Summary

File Summary

File: **samplePIDM_20110322_073523.txt**

[Submit this File](#)

Summary Stats

File Status: Pending

Total Records: 500

Total Records (No Errors): 435

Records with Errors: 65

District Test Purpose Counts

Annual Assessment (AA)	Initial Assessment (IA)
246	254

View/Correct Errors

[View All](#) or select an individual school to view and correct errors:

- [EDS Sample School 1](#)
- [EDS Sample School 10](#)
- [EDS Sample School 2](#)
- [EDS Sample School 3](#)
- [EDS Sample School 4](#)
- [EDS Sample School 5](#)

Understanding Errors:

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

Warning: Fields with a warning may indicate inaccuracies in the data. Warnings should be corrected, if possible. If not corrected, the district will still receive a Pre-ID label for this student.

Error Details

Total Errors and Warnings: **94**

Errors (Fatal): **72**

- School Code: 5
- Test Purpose: 0
- Grade: 8
- Last Name: 3
- First Name: 6
- Date of Birth: 14
- Gender: 1
- SSID (Invalid): 10
- Ethnicity/Race: 10
- Primary Language Code: 1

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

On this Web page, the following actions can be performed:

- Sort by the fields shown as headers
- Filter by error field
- Filter by type (All Types, Errors or Warnings only)

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

To edit individual student records, select the **Edit** action link.

To delete individual student records from the file, select the **Del** action link.

Figure 10 – Error List

The screenshot shows the 'Error List' page for the file 'PG_CELDT_PreID_88888_Sample_xls.0000.xls'. It includes a navigation breadcrumb, a title, and a table of error/warning records. The table has columns for Last Name, First Name, Grade, Field Name, Type, and Action. The first row is highlighted and has its 'Edit' and 'Del' links circled in orange. The 'Go' button in the filter section is also circled in orange.

District Portal > Pre-ID Data Management > File Summary (PG_CELDT_PreID_88888_Sample_xls.0000.xls) > Error List

Error List

File: PG_CELDT_PreID_88888_Sample_xls.0000.xls

Print this List (PDF)

Back to File Summary Submit this 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
<<blank>>	EUGENE	00	School Code	Error	[Edit] [Del]
<<blank>>	EUGENE	00	Last Name	Error	[Edit] [Del]
<<blank>>	EUGENE	00	Most Recent CELDT Admin Grade	Warning	[Edit] [Del]
<<blank>>	EUGENE	00	Most Recent CELDT Scale Score Reading	Warning	[Edit] [Del]
<<blank>>	EUGENE	00	Most Recent CELDT Scale Score Writing	Warning	[Edit] [Del]
<<blank>>	EUGENE	00	Most Recent CELDT Scale Score Overall	Warning	[Edit] [Del]
ALABAMA	ADDISON	09	School Code	Error	[Edit] [Del]
ALABAMA	ADDISON	09	Most Recent CELDT Scale Score Listening	Warning	[Edit] [Del]
ALABAMA	MONTGOMER	01	School Code	Error	[Edit] [Del]
ALABAMA	MONTGOMER	01	SSID	Warning	[Edit] [Del]
ALASKA	JUNE	01	School Code	Error	[Edit] [Del]
ALASKA	KENAI	09	School Code	Error	[Edit] [Del]
ANA	LOUISE	08	School Code	Error	[Edit] [Del]
ARIZONA	PHEONIX	02	School Code	Error	[Edit] [Del]

- After selecting the **Edit** action link from the Error List, the Correction Form Web page displays a list of fields for the individual student's record. (See Figure 11.)

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

Enter the correct information for this student. Only items displayed in text boxes, drop downs or with radio button or checkbox options may be edited.

Select the **Apply Edits** button at the bottom of this screen (not shown below) to save the changes made to this record. Otherwise, select the **Cancel Changes & Go Back** button (not shown below) to begin again without saving changes.

Figure 11 – Correction Form

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Text Size: [A](#) [A](#) [A](#)

District: 12345 | [Logout](#)

District Portal > Pre-ID Data Management > File Summary (samplePIDM_20110322_073523.txt) > List Errors > Correction Form

Correction Form

Errors were found in the following fields:

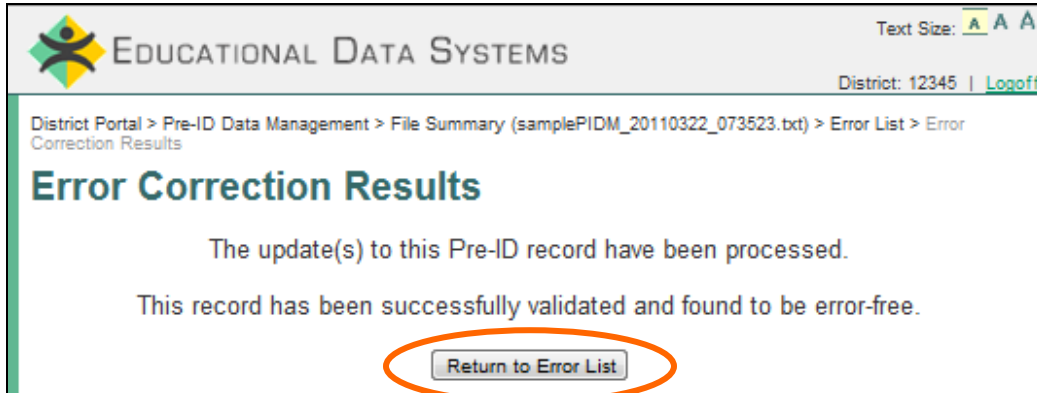
- Error: Grade** Invalid Grade. Valid Values are 00-12. [Jump](#)
- Warning: Program Part. - Migrant Ed** Invalid Program Participation - Migrant Ed. Value provided was blanked. Valid values are Y or blank. [Jump](#)

Mouse over the field name to review the Pre-ID requirements for that field.

District Name	EDS SAMPLE UNIFIED
County/District Code	0112345
School Name	EDS SAMPLE SCHOOL 05
School Code	<input type="text" value="1234565"/>
Test Purpose	1 - Initial Assessment (IA) <input type="button" value="v"/>
Delivery Name	KC <input type="text"/>
Delivery Code	91 <input type="text"/>
! Student Grade	<<blank>> <input type="button" value="v"/>
Student's Last Name	<input type="text" value="GONZALES"/>
Student's First Name	<input type="text" value="RITA"/>

- After applying edits to a corrected record, the application revalidates the record to ensure all changes meet the field criteria and whether new errors or warnings are introduced. The Error Correction Results screen displays validation information for that record. (See Figure 12.) Select the **Return to Error List** button to continue editing additional student records. If new errors or warnings are introduced, an **Edit Record Again** button will display on this screen.

Figure 12 – Error Correction Results

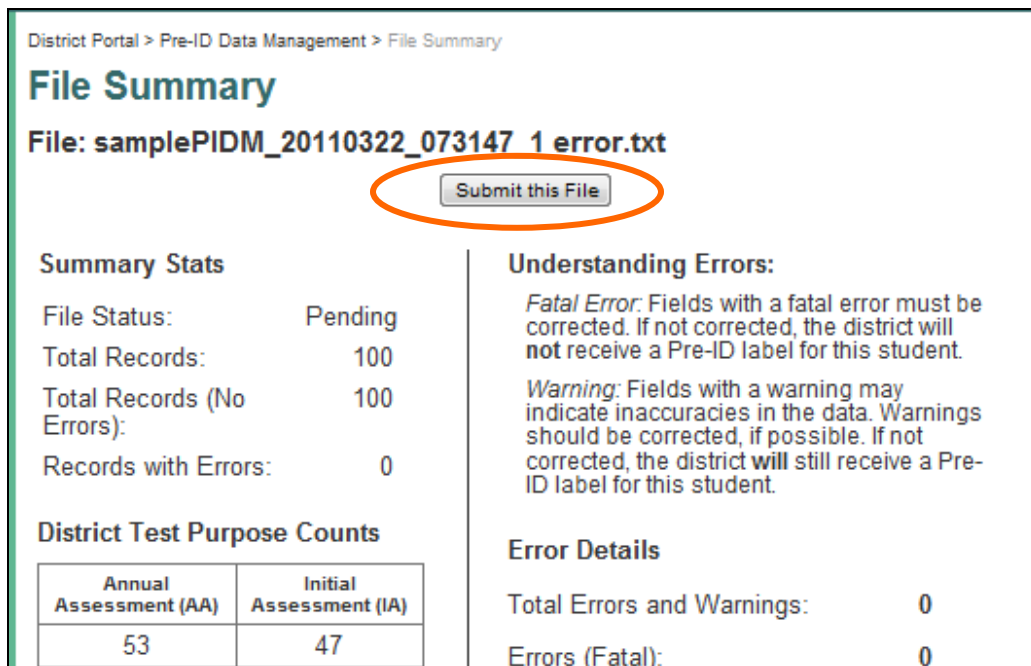


Submitting Files

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

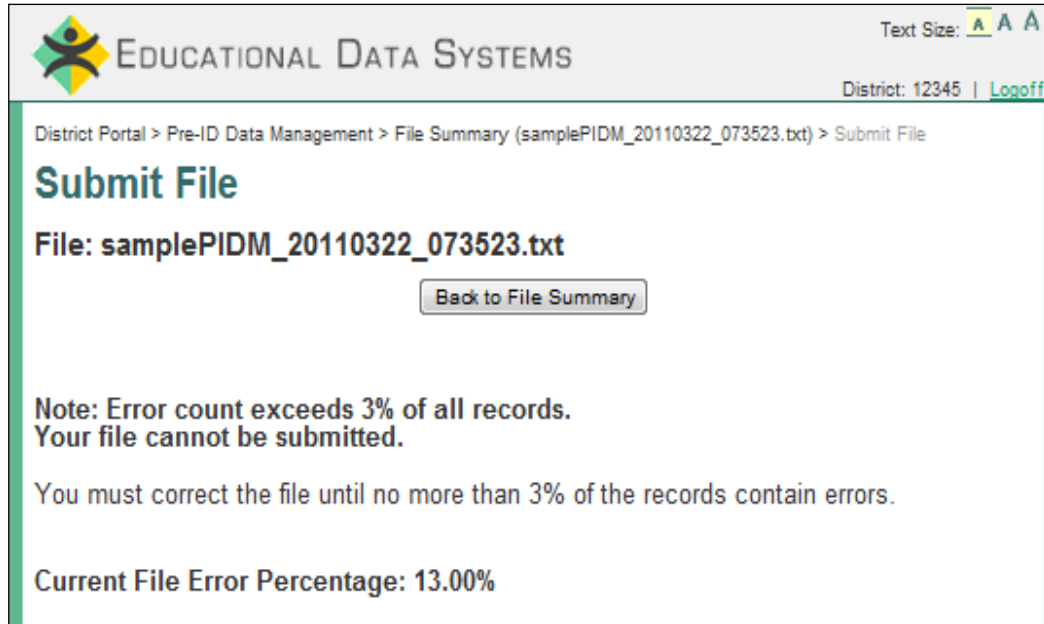
Note: Records that are deleted and any records with fatal errors remaining in the file upon submission are dropped and labels are not printed for these records.

Figure 13 – File Summary Submit this File Button



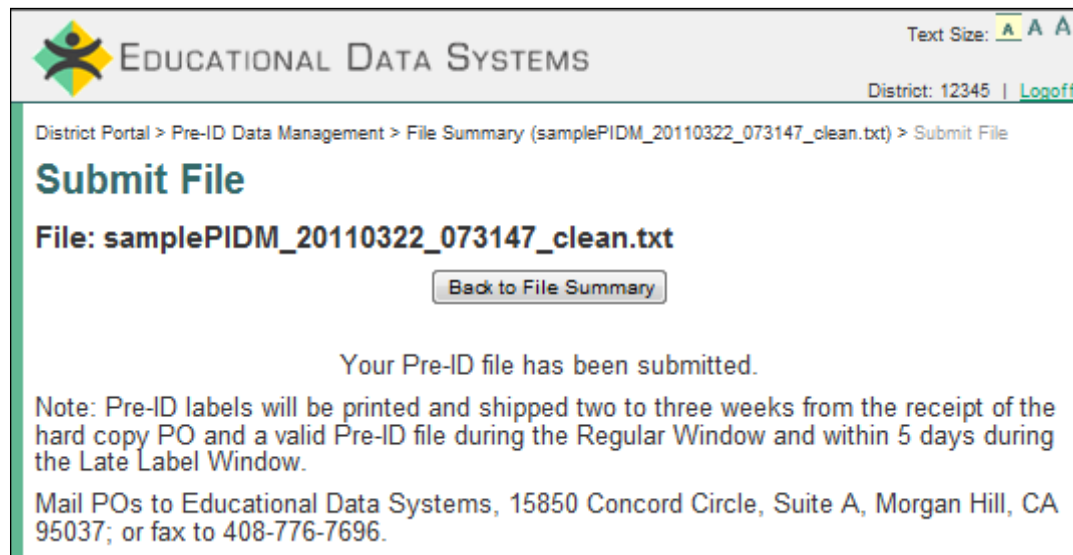
- If the file contains more than 3% of records with fatal errors, the file cannot be submitted. Navigate back to the Errors List Web page to continue correcting data errors and/or deleting records with errors. (See Figure 14.)

Figure 14 – File Errors Exceed 3%














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

Figure 15 – File Submitted



Pre-ID Label Samples

<p>Grade: 09 Deliv. Name: Deliv. Code: Azure High Test Deck District 2 88-88888-9900003</p> <p>2011-12 CELDT</p>	<p>Carolina, Charlotte A SSID: 9999990001 Local ID: 0000123464 DOB: 99/99/9999 Grade: 09 Azure High Test Deck District 2 88-88888-9900003 Initial Assessment</p> <p>2011-12 CELDT Barcode No.: 03688816</p>		<p>Louisiana, Shrimp A SSID: 9999990002 Local ID: 0000123465 DOB: 99/99/9999 Grade: 09 Azure High Test Deck District 2 88-88888-9900003 Initial Assessment</p> <p>2011-12 CELDT Barcode No.: 03688817</p>	
<p>Alaska, Sara A SSID: 9999990011 Local ID: 0000123462 DOB: 99/99/9999 Grade: 09 Azure High Test Deck District 2 88-88888-9900003 Annual Assessment</p> <p>2011-12 CELDT Barcode No.: 03688814</p>	<p>California, Poppy A SSID: 9999990012 Local ID: 0000123463 DOB: 99/99/9999 Grade: 09 Azure High Test Deck District 2 88-88888-9900003 Annual Assessment</p> <p>2011-12 CELDT Barcode No.: 03688815</p>		<p>Nevada, Reno A SSID: 9999990013 Local ID: 0000123466 DOB: 99/99/9999 Grade: 09 Azure High Test Deck District 2 88-88888-9900003 Annual Assessment</p> <p>2011-12 CELDT Barcode No.: 03688818</p>	
<p>Northern, Lights A SSID: 9999990014 Local ID: 0000123467 DOB: 99/99/9999 Grade: 09 Azure High Test Deck District 2 88-88888-9900003 Annual Assessment</p> <p>2011-12 CELDT Barcode No.: 03688819</p>	<p>Peoria, Corning A SSID: 9999990015 Local ID: 0000123468 DOB: 99/99/9999 Grade: 09 Azure High Test Deck District 2 88-88888-9900003 Annual Assessment</p> <p>2011-12 CELDT Barcode No.: 03688820</p>		<p>Sandals, Jamaica A SSID: 9999990016 Local ID: 0000123461 DOB: 99/99/9999 Grade: 09 Azure High Test Deck District 2 88-88888-9900003 Annual Assessment</p> <p>2011-12 CELDT Barcode No.: 03688821</p>	
<p>Grade: 01 Deliv. Name: Deliv. Code: Azure Elementary Test Deck District 2 88-88888-9900003</p> <p>2011-12 CELDT</p>	<p>Keyone, Grdten A SSID: 9999990017 Local ID: 0000123468 DOB: 99/99/9999 Grade: 01 Azure Elementary Test Deck District 2 88-88888-9900003 Annual Assessment</p> <p>2011-12 CELDT Barcode No.: 03688820</p>		<p>Grade: 02 Deliv. Name: Deliv. Code: Azure Elementary Test Deck District 2 88-88888-9900003</p> <p>2011-12 CELDT</p>	
<p>Grade: 02 Deliv. Name: Deliv. Code: Azure Elementary Test Deck District 2 88-88888-9900003</p> <p>2011-12 CELDT</p>	<p>Keyone, Grdeleven A SSID: 9999990019 Local ID: 0000123469 DOB: 99/99/9999 Grade: 02 Azure Elementary Test Deck District 2 88-88888-9900003 Annual Assessment</p> <p>2011-12 CELDT Barcode No.: 03688821</p>		<p>Grade: 12 Deliv. Name: Deliv. Code: Azure High Test Deck District 2 88-88888-9900003</p> <p>2011-12 CELDT</p>	
<p>Grade: 12 Deliv. Name: Deliv. Code: Azure High Test Deck District 2 88-88888-9900003</p> <p>2011-12 CELDT</p>	<p>National, Joshua A SSID: 9999990020 Local ID: 0000123470 DOB: 99/99/9999 Grade: 12 Azure High Test Deck District 2 88-88888-9900003 Annual Assessment</p> <p>2011-12 CELDT Barcode No.: 03688822</p>		<p>Grade: 12 Deliv. Name: Deliv. Code: Azure High Test Deck District 2 88-88888-9900003</p> <p>2011-12 CELDT</p>	