

## **Ready for Kindergarten Online: ISPROUT Early Learning Assessment (ELA) Guidelines for Data Managers in Indiana**

### **Required Data for ELA Administration**

1. **TEACHER Data** (*teachers.csv*): To create and update user accounts for teachers or individuals in the system.
2. **STUDENT Data** (*students.csv*): To populate the system with student records.
3. **ENROLLMENT Data** (*enrollments.csv*): To match teachers to students in the system.

### **Bulk Loading Data Files**

When an individual with the *Data Manager* role accesses the Ready for Kindergarten Online system, he/she will see a menu option for '**Administration**'. Clicking the 'Administration' link will allow data managers to access the bulk loader. The layout for each of the three CSV data files appears below, and downloadable templates for each file type are available within the system.

- When a file is loaded, the system will validate the file and provide feedback if any records are rejected (i.e. duplicate ID's, missing data in required fields, incorrect data format, etc.). *It is important to note that no validation process is perfect and that each district is responsible for providing clean and accurate data.*
- Teacher, Student and Enrollment data should be updated often during the administration window to ensure that:
  - Newly enrolled students appear in a teacher's class list;
  - Students who change classes appear in the correct teacher's list;
  - Students who leave your district are released for another district to add;
  - Accounts are created for teachers who may join the district after the first day of school.

### **Bulk CSV Files: General Information**

The system will accept properly prepared CSV files. In addition to adhering to the layout provided at the end of this document, each CSV file must comply with these formatting rules:

1. **You must provide a header line**- The first line of each file is the header line. The header line is automatically skipped by the bulk file process. Failing to provide a header line will result in your file not being processed. The template files provided already have the required headers. Please do not change the headers. The headers should be in all lowercase.
2. **Each record is on a single line.**
3. **Lines must end with either a Windows style (CRLF) carriage return or a Linux style (LF) carriage return.** Files using older Mac line endings (CR) may not load properly.
4. **Fields are separated with commas.**  
*Example: John,Doe,120 Main St.,"Anytown, WW",08123*
5. **Leading and trailing space-characters adjacent to comma field separators are ignored and will be automatically trimmed.**

(For example: John , Doe ,... resolves to "John" and "Doe", etc. Space characters can be spaces, or tabs.

6. **Fields with embedded commas must be encapsulated with double-quote characters.**  
In the above example. "Anytown, WW" had to be delimited in double quotes because it had an embedded comma.

### **Leading Zeroes, Microsoft Excel Formatting, and Quality checking**

You may choose to use Excel to create the CSV files. Please be aware that Excel can corrupt the values of your data if you are not careful. A District ID of 0123 may change to 123. You must prevent this from happening. We recommend spot checking your files with a tool, such as notepad++, which is free and can allow you to see things like line-endings and has other features to allow you to manipulate your files, if you discover a problem. <http://notepad-plus-plus.org/>. In addition, formatting your Excel column with the correct data type and length can help ensure that leading zeros are maintained when the file is saved as a CSV. Checking the file in a text-editor like Notepad is the best method to ensure leading zeros are not dropped by Excel.

## File Layouts: TEACHER, STUDENT, and ENROLLMENT files

**Please Note:**

1 - *teachers.csv*: All fields are required for a record to be accepted.

2 - *students.csv*: Fields marked 'No' for Required to Administer ISPROUT can be left blank if that field does not apply to the student.

3 - *enrollments.csv*: All fields are required for a record to be accepted.

File 1: teachers.csv – All fields are required for a record to be accepted.		
Field	Values	Required to Administer ISPROUT
district_id	IDOE Corporation ID Valid Four-Digit Number	Yes
teacher_id	Local District Teacher ID	Yes
school_id	IDOE School ID Valid Four-Digit Number	Yes
email	Teacher Email A valid email address	Yes
teacher_first_name	Teacher First Name Alpha.  No Punctuation	Yes
teacher_last_name	Teacher Last Name Alpha.  No Punctuation	Yes

File 2: students.csv – Records with data missing in fields marked ‘No’ in the Required to Administer ISPROUT column will be accepted.		
Field	Values	Required to Administer ISPROUT
district_id	IDOE Corporation ID Valid Four-Digit Number	Yes
district_student_id	Local assigned student number	No
state_student_id	STN (Student ID # in Indiana)	Yes
school_id	IDOE School ID Valid Four-Digit Number	Yes
student_first_name	Student First Name Alpha. This is the first name as it appears on the student’s birth certificate. <b>Do not Include Prefixes</b>	Yes
student_middle_name	Student Middle Name Alpha. This is the middle name as it appears on the student’s birth certificate.	Yes, if the student has a middle name
student_last_name	Student Last Name  Alpha. This is the last name as it appears on the student’s birth certificate. <b>Do not Include Suffixes</b>	Yes
dob	Student Date of Birth (MM/DD/YYYY)	Yes
race7	Ethnicity Valid values are:  1 = American Indian/Alaskan Native	Yes

	<p>2 = Black  3 = Asian  4 = Hispanic Ethnicity and of any race  5 = White  6 = Multiracial (two or more races)  7 = Native Hawaiian or Other Pacific Islander</p>	
gender	<p>Gender  Valid values are:  F = female  M = male</p>	Yes
lep	<p>Special Education (IEP)  Valid values are: Y = Yes; N = No</p> <p>This must be set to Y if a disability_code is provided in the next field.</p>	Yes
disability_code	<p>Exceptionality Codes (Disability Codes):  01 = Multiple Disabilities  02 = Orthopedic Impairment  03 = Blind or Low Vision  04 = Deaf or Hard of Hearing  05 = Emotional Disability (Full Time)  06 = Emotional Disability (Other)  07 = Specific Learning Disability  08 = Developmental Delay (Ages 3-5A only)  09 = Language or Speech Impairment  10 = Mild Cognitive Disability  11 = Moderate Cognitive Disability  12 = Severe Cognitive Disability  14 = Deaf-blind  15 = Autism spectrum disorder  16 = Traumatic brain injury  17 = Other health impairment</p>	Yes, if the IEP field has a value of Yes
low_ses	Low SES/Free Reduced Lunch Status	Yes

	Valid values are: Y = Yes; N = No	
ell_lep	English Language Learner Valid values are: Y = Yes; N = No	Yes

**File 3: enrollments.csv – Records with data missing in fields marked ‘No’ in the Required to Administer ISPROUT column will be accepted.**

Field	Values	Required to Administer ISPROUT
data_collection_token	This value will change for each administration. The token ID will be provided during training and is also posted within the system.	Yes
district_id	IDOE Corporation ID Valid Four-Digit Number	Yes
district_student_id	Local assigned student number	No
state_student_id	STN (Student ID # in Indiana)	Yes
school_id	IDOE School ID Valid Four-Digit Number	Yes
student_first_name	Student First Name Alpha. This is the first name that will be used when reporting student assessment results.  <b>Do not Include Prefixes</b>	Yes
student_last_name	Student Last Name  Alpha. This is the last name that will be used when reporting student assessment results.	Yes

	<b>Do not Include Suffixes</b>	
dob	Student Date of Birth (MM/DD/YYYY)	Yes
teacher_id	Local District Teacher ID	Yes
teacher_first_name	Teacher First Name Alpha. This is the first name that will be used when reporting Teacher name on assessment results.  No Punctuation	Yes
teacher_last_name	Teacher Last Name Alpha. This is the last name that will be used when reporting Teacher name on assessment results.  No Punctuation	Yes

Updated guidelines, directions, and other support materials for data managers will be maintained at:

<http://dataguidelines.kready.org>