

# Pre-Id File Layout (Last Updated October 2025)

## Notes and Recent Updates

**Note 1:** The file format is comma delimited (.csv or .txt) instead of fixed field format. Therefore, field lengths are determined by the database, not by start and ending positions in the file. If the length of the data for a field in the file exceeds the record length established in the database, the data in the file will be truncated to fit the database field.

**Note 2:** While all positions in the file need to be accounted for, the fields **highlighted in yellow** are required to have the appropriate data entered.

**Note 3:** UIC is required for all students to pre-id (public, nonpublic, and homeschooled students).

**Note 4:** The following fields are available for *nonpublic and homeschooled students only* and will not be updated for public school students: SE, EL, MS, ED, Address, City, State, Zip Code, Birth Order, FEL, Homeless, Foster Care, and Military Connected. These fields will be populated using MSDS for public school students.

**Note 5:** The order of fields is important.

**Note 6:** Updated fields from the previous layouts are as follows:

| Column | Field Name                      | Update   | Update Date    |
|--------|---------------------------------|--|----------------|
| R      | EL                              | Changed Field Name from LEP (Limited English proficient) to EL (English learner)                   | July 2018      |
| V      | FEL                             | Changed Field Name from FLEP (Formerly limited English proficient) to FEL (Former English learner) | July 2018      |
| Y      | Foster Care                     | Added field  | September 2018 |
| Z      | Military Connected              | Added field  | September 2018 |
| BL     | Oral Language Proficiency Level | Changed Field Name from Oral CPL to Oral Language Proficiency Level                                | February 2022  |
| BM     | Literacy Proficiency Level      | Changed Field Name from Literacy CPL to Literacy Proficiency Level                                 | February 2022  |
| BN     | Overall Proficiency Level       | Changed Field Name from Overall CPL to Overall Proficiency Level                                   | February 2022  |
| BT     | Grade Cluster                   | Added field  | June 2023      |
| BU     | DATA Reporting Code             | Added field  | October 2025   |
| BV     | DATA Research Code 1            | Added field  | October 2025   |
| BW     | DATA Research Code 2            | Added field  | October 2025   |

## Assessment Short Names

| Assessment Name    | Assessment Short Name |
|--------------------|-----------------------|
| Early Literacy     | EarlyLit              |
| Field Test         | FT                    |
| K WIDA Screener    | KWIDAS                |
| M-STEP             | MSTEP                 |
| MI-Access FI       | FI                    |
| MI-Access P        | P                     |
| MI-Access SI       | SI                    |
| PILOT              | PILOT                 |
| PSAT 8             | PSAT8                 |
| PSAT 9             | PSAT9                 |
| PSAT 10            | PSAT10                |
| SAT                | SAT                   |
| WIDA               | WIDA                  |
| WIDA Screener      | WIDAS                 |
| WIN Work Readiness | WIN                   |
| WorkKeys           | WorkKeys              |

## Field Descriptions

| Column | Field Name           | Field Length | Data Type | Data Requirements   |
|--------|----------------------|--------------|-----------|---|
| A      | School Building Code | 5            | Text      | State assigned school number, cannot be blank   |
| B      | AssessmentShortName  | 10           | Text      | Abbreviated assessment name (See Assessments Table above)   |
| C      | SDSGradeCode         | 2            | Text      | Student Grade – 00 = K, 01-12, cannot be blank  |
| D      | Last Name            | 50           | Text      | Student Last Name – ‘a-z’, ‘A-Z’, ‘.’, ‘-’ or a space. The field can contain a space but the entire field cannot be blank; <i>the field cannot contain commas.</i>  |
| E      | First Name           | 50           | Text      | Student First Name – ‘a-z’, ‘A-Z’, ‘.’, ‘-’ or a space. The field can contain a space but the entire field cannot be blank; <i>the field cannot contain commas.</i> |
| F      | Middle Name          | 50           | Text      | Student Middle Name – ‘a-z’, ‘A-Z’ or a space; <i>the field cannot contain commas.</i>  |

| Column | Field Name         | Field Length | Data Type | Data Requirements   |
|--------|--------------------|--------------|-----------|---|
| G      | Ethnicity          | 1            | Numeric   | Student Ethnicity<br>1 - American Indian or Alaska Native<br>3 – Black or African American<br>4 – Hispanic or Latino<br>5 – White<br>6 – Two or More Races<br>9 – Asian<br>0 – Native Hawaiian or Other Pacific Islander  |
| H      | Date Of Birth      | 10           | Date      | Student Birth Date – (MM/DD/YYYY) cannot be blank   |
| I      | Gender             | 1            | Text      | Student Gender – 'M' or 'F' cannot be blank.  |
| J      | Birth Order        | 1            | Numeric   | Birth Order is used to indicate that the student is part of a multiple birth. This field is intended to provide some distinguishing data element for cases where the cultural practice is to provide twins (triplets, etc.) of the same gender with the same first name. Each student from such a multiple birth is to have a different birth order number. This is optional and will default to 0. |
| K      | Street Address     | 50           | Text      | Student Address. <i>The field cannot contain commas.</i>  |
| L      | City               | 30           | Text      | Student City. <i>The field cannot contain commas.</i>   |
| M      | State Code         | 2            | Text      | Student State   |
| N      | Zip Code           | 10           | Text      | Student Zip Code  |
| O      | UIC                | 10           | Text      | Unique Identifier from MSDS.  |
| P      | Student Number     | 20           | Text      | Local Student ID Number   |
| Q      | SE                 | 1            | Text      | Special Education – 'Y', 'N', or blank  |
| R      | EL                 | 1            | Text      | English learner – 'Y', 'N', or blank  |
| S      | MS                 | 1            | Text      | Migratory Status – 'Y', 'N', or blank   |
| T      | ED                 | 1            | Text      | Economically Disadvantaged – 'Y', 'N', or blank. Based on free/reduced lunch eligibility or other criteria.   |
| U      | Entered USA Date   | 10           | Date      | The first day the student entered the USA. (MM/DD/YYYY or blank); this is for EL students only.   |
| V      | FEL                | 1            | Text      | Former English learner – 'Y', 'N', or blank   |
| W      | Homeless           | 1            | Text      | Homeless – 'Y', 'N', or blank   |
| X      | HomeSchool         | 1            | Text      | Homeschooled – 'Y', 'N', or blank   |
| Y      | Foster Care        | 1            | Text      | Foster Care (FC) – 'Y', 'N', or blank   |
| Z      | Military Connected | 1            | Text      | Military Connected (MC) – 'Y', 'N', or blank  |

| Column | Field Name          | Field Length | Data Type | Data Requirements  |
|--------|---------------------|--------------|-----------|--|
| AA     | AP Reporting Code   | 4            | Text      | Accessing Print Reporting Code (formerly called Class Group Code); this is for MI-Access FI only.  |
| AB     | AP Research Code 1  | 2            | Text      | Accessing Print Research Code 1 - '01' thru '10' or blank; this is for MI-Access FI only.          |
| AC     | AP Research Code 2  | 2            | Text      | Accessing Print Research Code 2 - '01' thru '10' or blank; this is for MI-Access FI only.          |
| AD     | ELA Reporting Code  | 4            | Text      | English Language Arts Reporting Code (formerly called Class Group Code)                            |
| AE     | ELA Research Code 1 | 2            | Text      | English Language Arts Research Code 1 - '01' thru '10' or blank                                    |
| AF     | ELA Research Code 2 | 2            | Text      | English Language Arts Research Code 2 - '01' thru '10' or blank                                    |
| AG     | EI Reporting Code   | 4            | Text      | Expressing Ideas Reporting Code (formerly called Class Group Code); this is for MI-Access FI only. |
| AH     | EI Research Code 1  | 2            | Text      | Expressing Ideas Research Code 1 - '01' thru '10' or blank; this is for MI-Access FI only.         |
| AI     | EI Research Code 2  | 2            | Text      | Expressing Ideas Research Code 2 - '01' thru '10' or blank; this is for MI-Access FI only.         |
| AJ     | LS Reporting Code   | 4            | Text      | Listening Reporting Code (formerly called Class Group Code); this is for WIDA and W-APT only.      |
| AK     | LS Research Code 1  | 2            | Text      | Listening Research Code 1 - '01' thru '10' or blank; this is for WIDA and W-APT only.              |
| AL     | LS Research Code 2  | 2            | Text      | Listening Research Code 2 - '01' thru '10' or blank; this is for WIDA and W-APT only.              |
| AM     | MA Reporting Code   | 4            | Text      | Math Reporting Code (formerly called Class Group Code)   |
| AN     | MA Research Code 1  | 2            | Text      | Math Research Code 1 - '01' thru '10' or blank   |
| AO     | MA Research Code 2  | 2            | Text      | Math Research Code 2 - '01' thru '10' or blank   |
| AP     | RD Reporting Code   | 4            | Text      | Reading Reporting Code (formerly called Class Group Code)  |
| AQ     | RD Research Code 1  | 2            | Text      | Reading Research Code 1 - '01' thru '10' or blank  |
| AR     | RD Research Code 2  | 2            | Text      | Reading Research Code 2 - '01' thru '10' or blank  |
| AS     | SC Reporting Code   | 4            | Text      | Science Reporting Code (formerly called Class Group Code)  |
| AT     | SC Research Code 1  | 2            | Text      | Science Research Code 1 - '01' thru '10' or blank  |

| Column | Field Name                      | Field Length | Data Type | Data Requirements  |
|--------|---------------------------------|--------------|-----------|--|
| AU     | SC Research Code 2              | 2            | Text      | Science Research Code 2 - '01' thru '10' or blank  |
| AV     | SS Reporting Code               | 4            | Text      | Social Studies Reporting Code (formerly called Class Group Code)   |
| AW     | SS Research Code 1              | 2            | Text      | Social Studies Research Code 1 - '01' thru '10' or blank   |
| AX     | SS Research Code 2              | 2            | Text      | Social Studies Research Code 2 - '01' thru '10' or blank   |
| AY     | SP Reporting Code               | 4            | Text      | Speaking Reporting Code (formerly called Class Group Code); this is for WIDA and W-APT only.                                   |
| AZ     | SP Research Code 1              | 2            | Text      | Speaking Research Code 1 - '01' thru '10' or blank; this is for WIDA and W-APT only.   |
| BA     | SP Research Code 2              | 2            | Text      | Speaking Research Code 2 - '01' thru '10' or blank; this is for WIDA and W-APT only.   |
| BB     | WR Reporting Code               | 4            | Text      | Writing Reporting Code (formerly called Class Group Code)  |
| BC     | WR Research Code 1              | 2            | Text      | Writing Research Code 1 - '01' thru '10' or blank  |
| BD     | WR Research Code 2              | 2            | Text      | Writing Research Code 2 - '01' thru '10' or blank  |
| BE     | OT Reporting Code               | 4            | Text      | Other content area Reporting Code (formerly called Class Group Code)   |
| BF     | OT Research Code 1              | 2            | Text      | Other content area Research Code 1 - '01' thru '10' or blank   |
| BG     | OT Research Code 2              | 2            | Text      | Other content area Research Code 2 - '01' thru '10' or blank   |
| BH     | Listening Proficiency Level     | 2            | Integer   | Only complete for WIDA Screener (do not enter for K WIDA Screener).<br>Valid scores: 1, 2, 3, 4, 5, 6                          |
| BI     | Reading Proficiency Level       | 2            | Integer   | Only complete for WIDA Screener (do not enter for K WIDA Screener).<br>Valid scores: 1, 2, 3, 4, 5, 6                          |
| BJ     | Speaking Proficiency Level      | 2            | Integer   | Only complete for WIDA Screener (do not enter for K WIDA Screener).<br>Valid scores: 1, 2, 3, 4, 5, 6                          |
| BK     | Writing Proficiency Level       | 2            | Integer   | Only complete for WIDA Screener (do not enter for K WIDA Screener).<br>Valid scores: 1, 2, 3, 4, 5, 6                          |
| BL     | Oral Language Proficiency Level | (1,1)        | Decimal   | Only complete for WIDA Screener (do not enter for K WIDA Screener).<br>Valid scores: 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5, 5.5, 6 |

| Column | Field Name                 | Field Length | Data Type | Data Requirements   |
|--------|----------------------------|--------------|-----------|---|
| BM     | Literacy Proficiency Level | (1,1)        | Decimal   | Only complete for WIDA Screener (do not enter for K WIDA Screener).<br>Valid scores: 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5, 5.5, 6  |
| BN     | Overall Proficiency Level  | (1,1)        | Decimal   | Only complete for WIDA Screener (do not enter for K WIDA Screener).<br>Valid scores: 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5, 5.5, 6  |
| BO     | Test Mode                  | 1            | Text      | Do not enter for SAT, PSAT8, PSAT9, or PSAT10. Any value entered for these assessments will be ignored.<br><br>Online = O<br>Paper/Pencil = P   |
| BP     | Total Listening Correct    | 2            | Integer   | Only complete for K WIDA Screener (do not enter for WIDA Screener). Enter raw scores, not proficiency levels.<br>Valid scores: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15     |
| BQ     | Total Speaking Meets       | 2            | Integer   | Only complete for K WIDA Screener (do not enter for WIDA Screener). Enter raw scores, not proficiency levels.<br>Valid scores: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11                     |
| BR     | Total Writing Score        | 2            | Integer   | Only complete for K WIDA Screener (do not enter for WIDA Screener). Enter raw scores, not proficiency levels.<br>Valid scores: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 |
| BS     | Total Reading Correct      | 2            | Integer   | Only complete for K WIDA Screener (do not enter for WIDA Screener). Enter raw scores, not proficiency levels.<br>Valid scores: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 |

| Column | Field Name           | Field Length | Data Type | Data Requirements  |
|--------|----------------------|--------------|-----------|--|
| BT     | Grade Cluster        | 4            | Text      | <p>Only complete for WIDA Screener (do not enter for K WIDA Screener). <b>If Listening, Reading, Speaking, Writing, Oral, Literacy, or Overall Proficiency Levels are entered, then Grade Cluster is required.</b> The quotation marks around the grade cluster value are required. Directions on selecting the correct Grade Cluster can be found on page 9 of the Michigan Guide to the WIDA Screener (<a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/Michigan-Guide-to-the-WIDA-Screener.pdf">https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/Michigan-Guide-to-the-WIDA-Screener.pdf</a>).</p> <p>Valid value(s) for Grade 01: "1"<br/> Valid value(s) for Grade 02: "1" or "2-3"<br/> Valid value(s) for Grade 03: "2-3"<br/> Valid value(s) for Grade 04: "2-3" or "4-5"<br/> Valid value(s) for Grade 05: "4-5"<br/> Valid value(s) for Grade 06: "4-5" or "6-8"<br/> Valid value(s) for Grade 07: "6-8"<br/> Valid value(s) for Grade 08: "6-8"<br/> Valid value(s) for Grade 09: "6-8" or "9-12"<br/> Valid value(s) for Grade 10: "9-12"<br/> Valid value(s) for Grade 11: "9-12"<br/> Valid value(s) for Grade 12: "9-12"</p> |
| BU     | DATA Reporting Code  | 4            | Text      | Data Reporting Code (formerly called Class Group Code)   |
| BV     | DATA Research Code 1 | 2            | Text      | Data Research Code 1 - '01' thru '10' or blank   |
| BW     | DATA Research Code 2 | 2            | Text      | Data Research Code 2 - '01' thru '10' or blank   |