Guidance Document for 2023-2024 Ohio Pre-ID Files

July 24, 2023

Contents

About This Document

This guidance document provides key details to assist districts as they prepare their Pre-ID files. Please make sure your district's data manager or your Information Technology Center has the necessary information and layouts to prepare Pre-ID file uploads for the upcoming school year.

Pre-ID Layout for all Ohio Assessments

For school year 2023-2024, districts must use the 2023-2024 Pre-ID layout to prepare and submit their student information. The layout collects student information for Ohio's State Tests (OST), the Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD), the Ohio English Language Proficiency Assessment (OELPA), the Ohio English Language Proficiency Screener (OELPS) and the Ohio Alternate English Language Proficiency Assessment (Alt-OELPA).

Districts will use the Test Information Distribution Engine (TIDE), which is available at https://oh.tide.cambiumast.com, to preidentify students who are taking all Ohio assessments. TIDE will only accept the 2023-2024 Pre-ID layout. Districts will not be able to use Ohio's prior layouts.

What's New for the 2023-2024 Pre-ID Layout

The Pre-ID Layout has been **significantly simplified** for the 2023-2024 school year. The Pre-ID Layout is now focused only on student demographics and the fields directly involved in test administration, such as eligibility fields. This has reduced the record length from almost 900 to just 311. As this is a major revision, only the minor updates to individual remaining fields are marked in red.

Note that many of the remaining fields have been moved to logically consistent locations. Other notable changes include:

- The eight individual "Race and Ethnicity" fields have been rolled into a single one-character field named "Ethnicity", under the Student Demographics section. This now matches the way ethnicity is reported in the Centralized Reporting System (CRS)

- Class, Teacher, and Course Fields have been removed from the layout.

- The "Limited English Proficient (LEP)" field has been renamed to "English Learner (EL)."

- The "Migrant Student" field has been renamed to "Student's Migrant Status."

Additionally, the rules for how fields are updated when a newer version of a record is uploaded have been changed. See topic #3 below for details.

Key Information for 2023-2024

1. **The AASCD is administered online, with paper testing only available as an accommodation, and for those districts that submitted a Board Resolution to test grade 3 AASCD subject(s) using paper.**

   - The primary disability field is **required** to be populated if the Alternate Assessment field is indicated as Yes (Y) when preidentifying students in TIDE.

   - The test mode fields must be marked when preidentifying AASCD students in TIDE. Test modes for the AASCD include online (O), paper (P) and supplemental (S). A test mode must be indicated for each subject that a student will be administered.

   - See the table at the end of this document for information on marking AASCD test eligibility within the Pre-ID file.

2. **TIDE will collect all student information under the "Ohio State Tests" administration. Some things to note:**

   - Student Pre-ID information from the 2022-2023 school year was removed prior to the 2023-2024 TIDE opening on 8/1.

   - Districts will submit their 2023-2024 Pre-ID data for all Ohio assessments under the "Ohio State Tests 2023-2024" administration.

   - The test eligibility listed in the student's Pre-ID record applies to all test windows (fall, spring and summer) in the school year.

   - It is not necessary to upload new Pre-ID data prior to each test administration unless data has changed (for example, a student has moved to a new school).

3. **Rules for uploading subsequent Pre-ID files and overwriting records:**

   - New Pre-ID file uploads will not overwrite previous Pre-ID file uploads in TIDE. TIDE checks each record in the new file to determine what updates to make.

   - If the SSID is new, TIDE appends the new record to the student listing.

- If the SSID is already present in the student listing, TIDE will update all demographic fields, additional student data fields, attending district and school information and home district and school information. Optional and "required when applicable" fields in these sections will accept blank as a new value (**note this is a change from prior years**). TIDE will ignore blank values in test eligibility and mode fields, including accelerated testing (this is the same as prior years).

- Districts can upload test eligibility and mode information for each subject or program separately by leaving all other test eligibility and mode fields blank. For example, a district may upload one Pre-ID file that includes students' English language arts test eligibility and mode information. Then, a subsequent file can include students' math test eligibility and mode information. If the ELA test eligibility and mode fields are left blank in the subsequent file, the students' existing ELA eligibility will be retained in TIDE and the math eligibility will be appended.

- Any records with SSIDs that were included as part of a prior upload but are not included on a subsequent Pre-ID file upload will remain in TIDE (unless an authorized user deletes them).

4. **OELPS Eligibility:**

- There are no OELPS specific eligibility fields in the Pre-ID file layout.

- Students that need to take the screener should be added to TIDE with the correct enrolled grade. When the student logs into the Student Testing Site, the screener test available will be based on the enrolled grade.

- If the student is receiving the paper accommodation, the Test Eligibility & Mode: OELPA/OELPS field should be marked with a (P) for paper.

- For additional information about administering the OELPS, review the materials available on the Ohio English Language Proficiency Assessments portal.

Frequently Asked Questions

1. **Which file formats are accepted?**

   TIDE accepts TXT, Excel or CSV format. Templates are available for the Excel and CSV formats under the Upload Pre-ID File page in the Student Information task.

2. **What is the difference between enrolled grade 13 and enrolled grade 14?**

   - Grade level 13 indicates "adult ed" and is for students enrolled in adult education classes with the district.

   - Grade level 14 indicates "proficiency only" and is for students returning to the district to test who are not enrolled in classes.

3. **How is student test eligibility for testing marked?**

   Districts must expressly mark student test eligibility in the Pre-ID file for OST, AASCD, OELPA and Alt-OELPA. See the table at the end of this document for information on marking test eligibility within the Pre-ID file. OELPS eligibility is based only on enrolled grade.

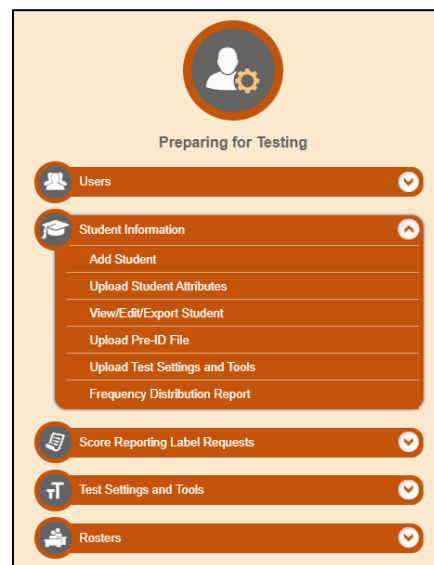4. **Does my district have to submit separate Pre-ID files for each Ohio assessment program?**

   No. The Pre-ID layout includes test eligibility fields that allow districts to identify the test(s) for which students are eligible. Therefore, districts can include students who are eligible for OST, AASCD, OELPA, OELPS and Alt-OELPA in the same Pre-ID file. However, districts may choose to upload separate files for each program provided they observe the rules in the Key Information section above.

5. **Where in TIDE do I submit Pre-ID data?**

   When logging into TIDE, district test coordinators will select the "Ohio State Tests 2023-2024" administration. Under "Preparing for Testing," locate the Student Information dropdown. Click the dropdown arrow, then select "Upload Pre-ID File."

6. **Does my district have to submit a new Pre-ID file for each test administration (fall, spring and summer) of Ohio's State Tests?**

   No. The test eligibility listed in a student's Pre-ID record will apply to the entire school year. For example, if a student is preidentified as eligible for the fall 2023 grade 3 English language arts test, that eligibility also applies to the spring 2024 and the summer 2024 test administrations. **Districts are responsible for ensuring that student records are up-to-date and accurate prior to each test administration**.

7. **How are domain exemptions entered for OELPA, OELPS, and Alt-OELPA?**

   Domain exemptions are not captured in the pre-ID file. These are entered as student test settings, either manually in TIDE or with a test settings and tools file upload. If a student is domain exempt for either OELPA, OELPS, or Alt-OELPA the test coordinator **must** mark the domains that the student is exempt for in TIDE **prior** to administering the test.

8. **Does my district have to Pre-ID all students who are taking an OST, AASCD, OELPA, OELPS or Alt-OELPA test?**

   Yes. Districts must preidentify all students who are taking any Ohio assessment in TIDE.

9. **What happens if my district misses the deadline for submitting Pre-ID data?**

   For deadlines for the OST assessments, visit the Important Dates page of the OST portal.

   - **OST**: Districts that fail to confirm contact information and submit Pre-ID data with a test mode of (P) paper for students who will take the OST using paper test booklets by the published deadline will not receive printed Pre-ID labels. Districts that do not receive printed Pre-ID labels must preidentify their students in TIDE and generate print-on-demand Pre-ID labels before the close of the test administration. Blank label stock for print-on-demand Pre-ID labels can be ordered during the

additional order window. **Failure to apply a Pre-ID label will result in scores not being reported. Failure to apply the correct test administration Pre-ID label will result in scores not being reported on-time.** Specific guidance for Pre-ID labels can be found in the Supplemental Instructions for Paper Testing manual, available on the test [portal](#).

Deadlines for the AASCD can be found on the [Important Dates page](#) of the AASCD portal.

- **AASCD:** Does not use printed Pre-ID labels. All students must be properly preidentified in TIDE for the appropriate test mode (online, supplemental or paper) before taking the test.

For deadlines for OELPA, Alt-OELPA and OELPS visit the [Important Dates page](#) of the OELPA portal.

- **OELPA:** Districts that fail to submit Pre-ID data by the published deadline for students who will take the OELPA using paper test booklets will not receive OELPA printed Pre-ID labels. Districts that do not receive printed Pre-ID labels must preidentify their students in TIDE and generate print-on-demand Pre-ID labels. Blank label stock for on-demand Pre-ID labels can be ordered through MI directly during the additional order window. Failure to apply a Pre-ID label will result in scores not being reported. **Failure to apply the correct test administration Pre-ID label will result in scores not being reported on-time.**

Data Entry Interface (DEI): Students must be preidentified before scores or responses can be entered into the DEI. If the deadline for the test administration has passed, the test administrator will not be able to enter scores or responses. **Failure to enter scores or responses will result in no results being reporting for the student.**

10. **Will Pre-ID files determine order quantities for paper test materials?**

    No. Paper tests are intended as an accommodation for students or districts unable to test online. Paper ordering policies and procedures are detailed in each administration's Test Administration Manual (TAM). Please visit the [test portal](#) for each administration to review its TAM.

    - **EXCEPTION for OST Grade 3**: Board Resolution districts that selected paper for grade 3, that verify contact information, confirm supplemental material pickup date and select "Search Orders" in TIDE **during the on-time order window only,** will receive a scorable test booklet for each student that was preidentified in TIDE by the close of that administration's (fall, spring) on-time order window. **Failure to complete these tasks by the end of the on-time order window will result in no material shipments for Board Resolution districts.** The Board Resolution district will need to place an order manually during that test administration's additional order window. All orders for the summer test administration must be entered manually; there is no auto calculation.

11. **Will districts be able to submit online accessibility features and accommodations in the Pre-ID file?**

    The Pre-ID layout includes an accommodations field by subject for districts to indicate whether a student is eligible to receive accommodations in that subject. Note that the accommodations fields can be set to "yes" only for students who are marked as having an IEP or 504 Plan or who are marked as EL in their Pre-

ID records. These fields do not turn on features in the Student Testing Site. Districts can upload an optional Test Settings and Tools file to make updates to student test settings and accommodations.

12. **If I set the "English Learner (EL)" field to "yes," does that make my student eligible for the OELPA, Alt-OELPA or the OELPS in the online Student Testing Site?**

    No. The "English Learner (EL)" field is for district reference. Districts must use the "Test eligibility & mode: OELPA/OELPS" field, to indicate student eligibility for OELPA. OELPS eligibility is based only on enrolled grade. Students need to be marked as having an IEP and for "Y" for Alt-OELPA in TIDE to be eligible for that assessment. See the table at the end of this document for additional guidance.

Identifying Test Eligibility in Pre-ID Files

Tests	Test Eligibility Is Based on These Pre-ID Fields	Notes
Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD) **English language arts** Grades 3-8 and High School **Mathematics** Grades 3-8 and High School **Science** Grades 5, 8 and High School **Social Studies** High School	Test Eligibility: AASCD	If the student is eligible for the Alternate Assessment, mark this field as Y (yes). The primary disability field must also be populated for this field to be marked Y. Additionally the test mode field must be marked.
	Enrolled Grade	If the "Test eligibility: AASCD" field is set to Y (yes), the appropriate AASCD grade level test will be available in the Student Interface for DEI, depending on the test mode field. AASCD students with an enrolled grade of 9, 10, 11, 12, 13 or 14 will have access to the High School AASCD Tests.
	OST and AASCD Test Mode: [SUBJECT]	In addition to the AASCD test eligibility, enrolled grade and primary disability fields, this test mode field must be marked for students taking AASCD [SUBJECT] tests: • O (online): indicates the district plans to test the student online using the student interface via the secure browser, without any paper materials. • P (paper): indicates that the district plans to test the student using a full paper test kit and enter student responses into the DEI. • S (supplemental): indicates the district plans to test the student online using the student interface via the secure browser, with supplemental paper response cards.
Ohio's State Tests (OST) **English Language Arts** Grades 3-8 **Mathematics** Grades 3-8 **Science** Grades 5 and 8	Test eligibility: AASCD	In order to be eligible for Ohio's State Tests, a student's AASCD test eligibility field must be set to N (no) or left blank.
	Enrolled Grade	Students must be entered with an enrolled grade to be eligible for that grade's subject test. Additionally, the test mode field must be marked: O (online) or P (paper).
	Accelerated [SUBJECT]	If the student is an accelerated tester (the tested grade is higher than the enrolled grade), enter the student's accelerated grade for the subject in this field that the student will be taking. **Note:** If a grade 6-8 student is taking a high school EOC test, do not mark the student as accelerated and do not mark the student to take the enrolled grade subject test. Student should be marked for the high school subject test that they will be taking (for example, Algebra I).
	OST and AASCD Test Mode: [SUBJECT]	In addition to enrolled grade or accelerated grade (if applicable), the student's test mode must be marked. • O (online): the student is eligible for an online test and will have access to the Student Testing Site. • P (paper): the student is eligible for a paper test and will receive a Pre-ID label if their record is uploaded by the deadline.

Tests	Test Eligibility Is Based on These Pre-ID Fields	Notes
Ohio's State Tests (OST) High School End-of-Course Tests **English Language Arts II** **Algebra I Geometry Integrated Mathematics I Integrated Mathematics II** **Biology** **American Government American History**	Test eligibility: AASCD	In order to be eligible for the end-of-course tests, a student's AASCD test eligibility field must be set to N (no).
	Enrolled Grade	Students in grades 6-14 can be eligible for end-of-course tests. The grade value listed in the enrolled grade will **not** set eligibility for end-of-course tests. End-of-course eligibility must be expressly marked for each student by test under the test's "Test eligibility & mode" field. Grade level 13 indicates "adult ed" and is for students enrolled in adult education classes with the district. Grade level 14 indicates "proficiency only" and is for students returning to the district to test who are not enrolled in classes.
	Accelerated	**This field should NOT be marked.** Students in grades 6-8 who are accelerated and are eligible to take an end-of-course test should be marked for the applicable end-of-course test. Students in grades K-5 are not eligible to take end-of-course tests in TIDE. Please contact the Department if your student is to take a high school test.
	The applicable "Test Eligibility & Mode" field only	A student's eligibility for each end-of-course test is based on what is marked in each of the applicable high school "Test Eligibility & Mode" fields. Marking the "O" online or "P" paper in these fields indicates the student is eligible for that end-of-course test to be taken in that test mode. Students may be eligible for more than one test as appropriate. If a student is eligible for the Algebra I test, for example, an "O" in the "Test Eligibility & Mode: Algebra I" field indicates the student is eligible for an online test and will have access to the Student Testing Site. If a student is eligible for American Government, for example, a "P" in the "Test Eligibility & Mode: American Government" field indicates the student is eligible for a paper test and will receive a Pre-ID label if the student record is uploaded and the district confirmed contact information by the deadline.

Tests	Test Eligibility Is Based on These Pre-ID Fields	Notes
Ohio English Language Proficiency Assessment (OELPA) **Reading** **Writing** **Listening** **Speaking**	Enrolled Grade	• Students whose enrolled grade is 22 (kindergarten) will be eligible for the kindergarten OELPA. • Students whose enrolled grade is 1 will be eligible for the Grade 1 OELPA. • Students whose enrolled grade is 2 or 3 will be eligible for the Grades 2-3 OELPA. • Students whose enrolled grade is 4 or 5 will be eligible for the Grades 4-5 OELPA. • Students whose enrolled grade is 6, 7 or 8 will be eligible for the Grades 6-8 OELPA. • Students whose enrolled grade is 9, 10, 11 or 12 will be eligible for the HS OELPA. • Students whose enrolled grade is 13 (marked as "Adult Ed") will be eligible for the HS OELPA
	Test Eligibility & Mode: OELPA/OELPS	In addition to enrolled grade, the student's test mode must be marked. • O (online): the student is eligible for an online test and will have access to the Student Testing Site. • P (paper): the student is eligible for a paper test and will receive a Pre-ID label if their record is uploaded by the deadline.
Ohio English Language Proficiency Screener (OELPS)	Enrolled Grade	• Students whose enrolled grade is 22 (kindergarten) will be eligible for the kindergarten OELPS. • Students whose enrolled grade is 1 will be eligible for the Grade 1 OELPS. • Students whose enrolled grade is 2 or 3 will be eligible for the Grades 2-3 OELPS. • Students whose enrolled grade is 4 or 5 will be eligible for the Grades 4-5 OELPS. • Students whose enrolled grade is 6, 7 or 8 will be eligible for the Grades 6-8 OELPS. • Students whose enrolled grade is 9, 10, 11 or 12 will be eligible for the HS OELPS. • Students whose enrolled grade is 13 (marked as "Adult Ed") will be eligible for the HS OELPS.
	Test Eligibility & Mode: OELPA/OELPS	Students taking the OELPS online do not need anything marked in this field. Students taking the OELPS on paper should be marked with a P in this field.

Tests	Test Eligibility Is Based on These Pre-ID Fields	Notes
Ohio Alternate English Language Proficiency Assessment (Alt-OELPA)	Test Eligibility: Alternate OELPA	If the student is eligible for the Alt-OELPA, mark this field as Y (yes). Students taking the Alt-OELPA also need to have the IEP field marked Y (Yes).
	Enrolled Grade	• Students whose enrolled grade is 22 (kindergarten) will be eligible for the kindergarten Alt-OELPA. • Students whose enrolled grade is 1 will be eligible for the Grade 1 Alt-OELPA. • Students whose enrolled grade is 2 or 3 will be eligible for the Grades 2-3 Alt-OELPA. • Students whose enrolled grade is 4 or 5 will be eligible for the Grades 4-5 Alt-OELPA. • Students whose enrolled grade is 6, 7 or 8 will be eligible for the Grades 6-8 Alt-OELPA. • Students whose enrolled grade is 9, 10, 11 or 12 will be eligible for the Grades 9-12 Alt-OELPA. • Students whose enrolled grade is 13 (marked as "Adult Ed") will be eligible for the HS Alt-OELPA.