

New Mexico Assessments

District Pre-ID Upload Guidance

Spring 2023



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Key Dates

2022-2023 SY District Pre-ID Upload Window Opens	25 July 2022
State Pre-ID Upload	21 Jan – 25 Jan 2023
District Pre-ID Upload Window	26 Jan – 24 Mar 2023

District Pre-ID Upload Updates



Spring 2023

- Pre-ID Template: The fields Gifted and Title 1 have been removed
- Data Definitions File: The permitted value of Both has been removed for Student Testing Mode for all subjects, there are three permitted values Paper, Online, or Not Applicable.
- Error Code Table: Permitted values for student test mode error code updated to 1, 2, 4.


District Pre-ID Upload



- District Pre-ID Upload Window – processing at 9 & 11am; 1, 3, 5pm
- Any subsequent district Pre-ID upload will OVERWRITE previous changes
 - Students **will not** be deleted
 - Students **will be** added or moved
- Record limit: 40,000
- Initial Validation: file format & layout, contains data within record limits
- Second Validation (every 2 hours): valid values
- Error file provided
- File layout, data definitions templates in Portal on Pre-ID Management Page and on Cogna help and support site
- Error codes for error file in [Portal User Guide](#) and [Cognia help and support site](#)

District Pre-ID Upload



 [Home](#) [Site Readiness](#) [Students](#) [Enrollment Transfer](#) [Classes](#) [Test Sessions](#) [Pre-ID Management](#) [Dashboard](#) [Materials Management](#)

[Admin eMetric](#) [Help & Support](#) [Logout](#)

Pre-ID Management for New Mexico State

2

6

1 [Download Pre-ID Data Definitions File](#) | [Download Pre-ID Template](#)

3 No file chosen

4

File template and data definitions file (also available on help and support site)

Pending, Processed or Validation Error link

5

File Name	File Size (Bytes)	Upload Date	Uploaded By	Uploaded Records	Records with Error	Status
Pre-ID UAT 1-399 Initial2.txt	39118	09/12/2019 4:38:38 PM	Admin eMetric	399	0	Processed
Pre-ID UAT Partner.txt	17706	09/12/2019 11:29:10 AM	Admin eMetric	180	0	Processed
Pre-ID UAT 1-399 Initial.txt	38818	09/12/2019 11:23:42 AM	Admin eMetric	399	300	Validation Error

See portal user guide or help and support site for error codes provided in validation errors file

District Pre-ID Upload



NM Pre-ID Data Definitions File:

- Field Name
- Length of the field
- Required Fields indicated with a Y
- Permitted Values listed
- Brief Description

For more information on accommodations, their definitions, and their availabilities please see the following resources:

[New Mexico Assessments: Universal Tools, Accessibility Features, and Accommodations](#)

[2022 Assessment Accommodations and Accessibility Manual](#)

Note: Fields that have changed since the 2020-2021 school year are highlighted and notes on the change are in the notes field.

	Length	Required	Permitted Values	Description	Definition	Notes on field changes
StateID	9	Y	numeric	State student ID Permitted values are 0-9 Length must be 9	State issued student identification number. Must be valid New Mexico State Student ID. Student ID and DOB must match data contained in State ID system and STARS. It is used in Parental Portal for guardians to access results and by Accountability to match databases.	
NASISID	9	N	numeric, blank	NASIS ID (BIE only) Permitted values are 0-9 Length must be 9	Leave it blank as it is only applicable to BIE.	
DisCode	3	Y	numeric	District code Must be valid District code Permitted values are 0-9 Length must be 3 or district code is invalid	PED defined three character district code. If district code is less than 3 characters, then add leading zeros. Example: 001.	
SchCode	3	Y	numeric	School code Must be valid School code within District Permitted values are 0-9 Length must be 3 or school code is invalid	PED defined three character location code. If location code is less than 3 characters, then add leading zeros. Example: 021.	
TestedGrade	2	Y	01,02,03,04,05,06,07,08,09,10,11,12,K	Tested Grade Permitted values are 01,02,03,04,05,06,07,08,09,10,11,12, K	Students may test out of grade in Formative. Grade 10 Students may obtain a waiver to take the grade 11 NM-ASR. Accountability will orient on 120D Snapshot value or timely submitted and approved waiver to up-test.	Over the course of the year there will be additional grade levels available in the formative content library, these expanded grades are available for that purpose. Interim and Summative assessments will still be restricted to the allowable grade levels.
Grade	2	Y	01,02,03,04,05,06,07,08,09,10,11,12,K	Student Grade Permitted values are 001,02,03,04,05,06,07,08,09,10,11,12, K	Current grade level as reflected in the most recent STARS snapshot.	Over the course of the year there will be additional grade levels available in the formative content library, these expanded grades are available for that purpose. Interim and Summative assessments will still be restricted to the allowable grade levels.
LName	20	Y	Alpha, special characters	Student name: last name Permitted Values are a-z, A-Z, space, special characters	Student's Last Name as in STARS, truncated from the right side if exceeds 20 characters (this is current vendor's requirement).	

District Pre-ID Upload



NM Pre-ID Template:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	StateID	NASISID	DisCode	SchCode	TestedGrade	Grade	LName	FName	MI	DOB	Gender	Hispanic	Race	EL	Bilingual	SpecialED	Migrant
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	

Updates for 2022-2023 school year:

- The fields Gifted and Title 1 have been removed

District Pre-ID Upload



Error Code Table:

- Portal User guide starting on Page 30
- New Mexico Help & Support Site
<https://newmexico.onlinehelp.cognia.org/pre-id-file-upload/>

PRE-ID ERROR CODES

Below is a table containing the possible error codes you may encounter in the error file returned to you:

<i>Error Code</i>	<i>Field Name</i>	<i>Message</i>
4001	State student ID	Permitted values are 0-9 Length must be 9
4002	NASIS ID	Permitted values are 0-9 Length must be 9
4003	District code	Permitted values are 0-9 Length must be 3 or district code is invalid
4004	School code	Permitted values are 0-9 Length must be 3 or school code is invalid
4005	Student Grade	Permitted values are K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
4006	Tested Grade	Permitted values are K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
4007	Student name: last name	Permitted Values are a-z, A-Z, space Max length is 20 characters
4008	Student name: first name	Permitted Values are a-z, A-Z, space Max length is 16 characters
4009	Student name: middle initial	Permitted Values are a-z, A-Z Max length is 1 character
4010	Date of birth	Date format is MM/DD/YYYY
4011	Gender	Permitted values are M, F, U
4012	Hispanic/Latino Ethnicity	Permitted values are Y,N
4013	Race	Permitted values are A,B,C,P,I,M
4014	EL status	Permitted values are 0-6 (Cannot be blank)
4015	Bilingual education	Permitted values are Y, N, U
4016	Special Education	Permitted values are Y, N, U

District Pre-ID Upload



A few common mistakes:

- Leading zeros for district code, school code, and student date of birth
- Not populating the accommodation fields
 - If accommodation status is unknown at the time of Pre-ID upload a 0 can be entered in those fields
 - DTCs & STCs can add accommodations later using the accommodation upload or manually



Students



Students in Cyber City Sch1-998

Cyber City Sch1-998 (Cyber City-999)

Choose a Content Area

Add Student

Upload Accommodations

Exports

Last Name	First Name	Middle Initial	State Student ID	Grade				
EightEight	Student		999990808	7	View Classes	View Test Sessions	Enrollment Info	Edit
EightEighteen	Student		999990818	8	View Classes	View Test Sessions	Enrollment Info	Edit
EightEighty	Student		999990880	11	View Classes	View Test Sessions	Enrollment Info	Edit
EightEightyeight	Student		999990888	11	View Classes	View Test Sessions	Enrollment Info	Edit
EightEightyfive	Student		999990885	11	View Classes	View Test Sessions	Enrollment Info	Edit
EightEightyfour	Student		999990884	11	View Classes	View Test Sessions	Enrollment Info	Edit
EightEightynine	Student		999990889	11	View Classes	View Test Sessions	Enrollment Info	Edit
EightEightyone	Student		999990881	11	View Classes	View Test Sessions	Enrollment Info	Edit
EightEightyseven	Student		999990887	11	View Classes	View Test Sessions	Enrollment Info	Edit
EightEightysix	Student		999990886	11	View Classes	View Test Sessions	Enrollment Info	Edit

Showing 1 - 10 of 350

Page 1 of 35 [Next](#) [>|](#) 10 per page

Questions?