

# School Pathways SIS

## Pre-ID

### What is Pre-ID?

Pre-ID Export allows you to create an extract from School Pathways in the CDE-defined Common File Format that can be used to request pre-filled answer documents for several test programs.

Currently, the four major programs using the CDE Pre-ID Common File Format are: STAR, CAHSEE, CELDT, and DPLT

### General Overview

1. **Set Options** - This is where the contents of the export (which students to include, what test to generate for, etc.) are determined
2. **View Export** - Allows you to examine how the export will "look" like to test vendors
3. **Download** - When satisfied with the export contents, download the file

Click the "Set Options" tab at the top to begin

### Related Links

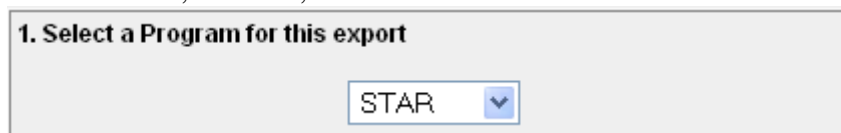
- [Standardized Testing And Reporting Program](#)
- [California High School Exit Exam \(CDE\)](#)
- [California English Language Development Test \(via CTB-McGraw Hill\)](#)
- [The California Department of Education's Pre-ID, Data Editing and Reporting Services](#)

### Instructions:

Go to Administration >> Reports >> Export >> PreID in Common Format

### Set Options:

1. **Select a Program for this export** – From the drop-down menu choose: STAR, CAHSEE, CELDT, or DPLT.



1. Select a Program for this export

STAR ▼

2. **Enter Date of Assessment Administration (mm/dd/YYYY)** – Enter the test date.

**2. Enter Date of Assessment Administration (mm/dd/YYYY)**

3. **Select Grade Level(s) of students to be included** – Generally choose grades: 10, 11, 12.

**3. Select Grade Level(s) of students to be included**

All  K-8  9-12

AD  US  UE  IN  PS  KN  01  02  
 03  04  05  06  07  08  09  10  
 11  12

4. **Individual Students** – Lists all currently enrolled students with State Student ID's in order to select individual students.

- If you wish to Pre-ID specific students, you may select them here by highlighting each student and holding down the SHIFT key to select multiple students. Click on "Include selected students."
- Otherwise, all matching students will be included in the file.

**4. Individual Students**

If you wish to Pre-ID specific students, you may select them here. Otherwise, all matching students will be included in the file.

Currently enrolled students with a State Student ID:

Gutierrez, Jazmine	▲
Jaworski, Meghan	☰
Jensen, Michael	
Kester, John	
Lasky, Megan	▼

Include selected students

Included students:

Baker, Joyce	▲
Broderick, Samantha	
Brown, Steve	

Remove students

5. **Set Optional Values** – Enter additional information for labels – not usually set.

**5. Set OPTIONAL Values**

Delivery Name:

Delivery Code:

6. **Generate as a CSV file?** – From drop-down menu:

- Choose "Yes" – To view file before creating vendor file (Note: If choosing "Yes" to view, you must go back and choose "No" to create the vendor file.
- Choose "No" – To create file for vendor.

**6. Generate as a CSV file? (Comma Separated Values)**

No

\* CSV files are available so you can import this data into a program such as a spreadsheet. **For pre-id files formatted normally for the test vendor, select NO.**

7. **Select additional test options** – Examine additional test options for each test.

**7. Select additional test options**

**CAHSEE OPTIONS**

**Exclude Students Who've passed CAHSEE**

- No exclusions.
- Exclude students who've passed CAHSEE **Math**
- Exclude students who've passed CAHSEE **Language Arts**
- Exclude students who've passed **both** CAHSEE tests.

**Optional (additional) Student Information**

Include optional student information.

**Check this if:** "you would like the name and address to print on the *CAHSEE Parent and Student Report*. There is an additional charge to print the Parent Name on the *CAHSEE Parent and Student Report* if the information below is provided. If these fields are completed, the district will be charged an **additional \$0.18 per student**. Be sure to include a purchase order to allow for this extra charge." [Emphasis added by SchoolPathways] ([Source of quotation](#))

**STAR OPTIONS**

[Test Ordering Support](#)

Select the purpose of the test:

- Multiple Choice
- Writing Test

**Multiple Choice Admin Period**

01 ▾

**Writing Test Date**

March 4 ▾

REQUIRED to receive Pre-ID Writing Documents for students in grades 4, 7, and 11 (EAP Essay).

**ESEA Title 1 (for all students)\***

– Choose – ▾

\* Choose YES if all students participated in Title 1 programs at Title I Targeted Assistance Schools.

**CELDT OPTIONS**

**Test Purpose**

- Initial Identification
- Annual Assessment

8. **Warning** – Pre-ID files require an SSID. This warning lets you know how many students will be excluded from the final report. In order to proceed, you must type 'CONFIRM' in all caps in the following space before clicking the 'Next' button.

**Warning:** There are 26 students who do not have student numbers, and so will not be included in the final export.  
In order to proceed, you must type 'CONFIRM' in all caps in the following space before clicking the 'Next' button.

Confirm:

Next

9. **View Export** – Displays the number of students in the export.

- To change options, click on "Set Options" tab.
- When satisfied, click on the "Download" tab to download the Pre-ID file to your computer.

**Pre-ID Export in Common File Format (STAR, CAHSEE, CELDT, DPLT) 2007-2008**

Start Set Options View Export Download

There are 11 students in the export

- To view what an individual student's raw Pre-ID Export record will look like, select the student name and click View Student.
- To change options, click the Set Options tab
- When satisfied, click the Download tab to download the Pre-ID file
- To view how this record is created, [click here](#).

Broderick, Samantha  
Jaworski, Meghan  
Jensen, Michael  
Lasky, Megan  
Painter, Alan

View Student