

## 2026-2027 WIDA Student Import (Pre-ID) File Layout and Instructions

### Instructions

Information on the Student Import (Pre-ID) file is used to load students into WIDA Assessment Management System (AMS) and create online registrations for WIDA Screener Online and WIDA ACCESS. Some State Education Agencies (SEAs) also use the file to order paper test materials for the state. Refer to your state's WIDA ACCESS checklist for information about initial material ordering.

A Student Import file must be submitted as a Comma Separated Value (CSV) file. CSV is a simple file format used to store tabular data, such as a spreadsheet. Files in CSV format can be imported into and exported from databases like WIDA AMS.

Typically, a Student Import file is created or edited using Microsoft Excel and then saved as a CSV file. If CSV is not the default format, save the file as a CSV by selecting File | Export | Change File Type | Save as Type = CSV (Comma delimited).

**For Windows only** - To handle overall formatting and retain leading zeros when a file is opened in Excel, import the file into a blank Excel document by selecting Data | From Text/CSV | Locate the file | Import | Transform Data | Unselect the Changed type in Applied Steps | Close & Load | Import Data. Save the file as a CSV file by selecting File | Save As | Save as Type | choose CSV (Comma Delimited) from the drop-down menu.

Instructions for CSV formatting may differ between device type and Operating System (OS) version.

When creating the Student Import file, follow the general file and field rules.

### File Rules:

- The file must contain a header row.
- The data in the file must be in the order listed in the file layout.
- The file must be in a comma separated value (.csv) format.
- Each student must appear **only once** in the data set.
- For subsequent imports, refer to your state policies for the WIDA AMS roles that can create subsequent files, as well as the rules for which fields can be updated using a subsequent file. If you have questions about this process, please contact DRC Customer Service at 1-855-787-9615 (TTY: 763-268-2889).

### Field Rules:

- Fields cannot be longer than the value in the Max # of Characters column; entries will be truncated if they exceed the limit.
- Do not use commas in the fields.
- Fields are not case sensitive.
- For fields that are not required, blanks are valid values.
- The Mode of Administration (column AI) is required when the Pre-ID file will be used for ordering test materials for ACCESS.
- When the Mode of Administration (column AI) is equal to P (paper), you must also add the paper tier in column AJ.

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- If you are ordering test materials via Material Ordering in WIDA AMS, the Mode of Administration (column AI) and Paper Tier (column AJ) are not required.
- Refer to the Field Lengths for District and School Numbers (table 2.0) for your state's district and school number lengths.

### Entering Accommodations:

All accommodations for a student are entered into the student import file in column AH, in a single field, and are separated by a pipe (|).

- Refer to the list of available accommodations within the example in table 1.0.
- To create a pipe delimiter (|), use the shift + backslash keys.
- Pipes are not required for a single accommodation value.
- Do not add spaces between the pipes or accommodations.
- If Braille accommodations are listed for a student, then Mode of Administration (column AI in table 1.0), WIDA Alternate ACCESS Tester (column AK in table 1.0), and Paper Tier (column AJ in table 1.0) must be blank for the student.

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### Student Import File Layout (table 1.0)

Use this table to format the Student Import File.

Column Letter	Column Header	Max Length	Field Details	Example	Required	Changes / Notes for 2026-2027
<b>A</b>	Testing Program	1	Valid Values: <ul style="list-style-type: none"> <li>• A (ACCESS)</li> <li>• S (Screener)</li> </ul> The testing program value cannot be left blank and must match the administration for which Registration Window is selected in Import Management.	A	Yes	No Change
<b>B</b>	State Name Abbreviation	2	Two-letter state code. Valid Values: A-Z	AL	Yes	No Change
<b>C</b>	District Name	50	Used as a reference only. Valid Values: <ul style="list-style-type: none"> <li>• A-Z</li> <li>• 0-9</li> </ul>	Morton District	No	No Change
<b>D</b>	District Number	15	Unique number identifying the district within the state. The district number must already exist in WIDA AMS. Valid Values: <ul style="list-style-type: none"> <li>• A-Z</li> <li>• 0-9</li> </ul> The district number cannot be blank. Refer to the Field Lengths for District and School Numbers (table 2.0) for district number lengths.	AL015	Yes	No Change
<b>E</b>	School Name	50	Used as a reference only. Valid Values: <ul style="list-style-type: none"> <li>• A-Z</li> <li>• 0-9</li> </ul>	Badger High-School	No	No Change
<b>F</b>	School Number	15	Unique number identifying the school within the district. The school number must already exist in WIDA AMS. Valid Values: <ul style="list-style-type: none"> <li>• A-Z</li> <li>• 0-9</li> </ul> The school number cannot be blank Refer to the Field Lengths for District and School Numbers (table 2.0) for school number lengths.	0055	Yes	No Change

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Column Letter	Column Header	Max Length	Field Details	Example	Required	Changes / Notes for 2026-2027
<b>G</b>	State Student Identifier	15	<p>Unique student ID value within a state. This value must be unique, and it cannot be blank.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> <li>• 0-9</li> <li>• A-Z</li> </ul> <p>Length does not need to be consistent within the state, but if the ID includes leading zeros, they must be included.</p>	11112345	Yes	No Change
<b>H</b>	District Student Identifier	15	<p>Unique student ID value within a district.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> <li>• 0-9</li> <li>• A-Z</li> </ul> <p>This is considered a pass-through field and whatever is entered will be accepted.</p>	1234567	No	No Change
<b>I</b>	Student Last Name	100 (will be truncated if longer than 100 characters)	<p>Valid Values:</p> <ul style="list-style-type: none"> <li>• A-Z</li> <li>• hyphen or dash</li> <li>• space</li> <li>• apostrophe</li> <li>• period</li> </ul> <p>Not accepted:</p> <ul style="list-style-type: none"> <li>• commas</li> <li>• accents</li> <li>• tilde</li> <li>• special characters</li> </ul>	Perez	Yes	No Change
<b>J</b>	Student First Name	100 (will be truncated if longer than 100 characters)	<p>Valid Values:</p> <ul style="list-style-type: none"> <li>• A-Z</li> <li>• hyphen or dash</li> <li>• space</li> <li>• apostrophe</li> <li>• period</li> </ul> <p>Not accepted:</p> <ul style="list-style-type: none"> <li>• commas</li> <li>• accents</li> <li>• tilde</li> <li>• special characters</li> </ul>	Roberto	Yes	No Change

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Column Letter	Column Header	Max Length	Field Details	Example	Required	Changes / Notes for 2026-2027
<b>K</b>	Student Middle Name	100 (will be truncated if longer than 100 characters)	Valid Values: <ul style="list-style-type: none"> <li>• A-Z</li> <li>• hyphen or dash</li> <li>• space</li> <li>• apostrophe</li> <li>• period</li> </ul> Not accepted: <ul style="list-style-type: none"> <li>• commas</li> <li>• accents</li> <li>• tilde</li> <li>• special characters</li> </ul>	A.	No	No Change
<b>L</b>	Birth Date	10	Valid Values: <ul style="list-style-type: none"> <li>• MM/DD/YYYY</li> <li>• Blank</li> </ul>	01/01/2009	No	No Change
<b>M</b>	Gender	1	Valid Values: <ul style="list-style-type: none"> <li>• M (male)</li> <li>• F (female)</li> <li>• Blank</li> </ul> Other values are accepted but will appear blank on reports.	M	No	No Change
<b>N</b>	Grade	2	Valid Values: <ul style="list-style-type: none"> <li>• 00 (Kindergarten)</li> <li>• 01 – 12 (grade 1 through grade 12)</li> </ul> Must contain leading zero for grades 01-09	05	Yes	No Change

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<b>Column Letter</b>	<b>Column Header</b>	<b>Max Length</b>	<b>Field Details</b>	<b>Example</b>	<b>Required</b>	<b>Changes / Notes for 2026-2027</b>
<b>O</b>	Primary Disability	3	Valid Values: <ul style="list-style-type: none"> <li>• AS (Autism Spectrum Disorder)</li> <li>• DB (Deaf-blindness)</li> <li>• DD (Developmental Delay)</li> <li>• HI (Hearing Impairment, including Deafness)</li> <li>• ID (Intellectual Disability)</li> <li>• MD (Multiple Disability)</li> <li>• OI (Orthopedic Impairment)</li> <li>• OHI (Other Health Impairment)</li> <li>• ED (Emotional Disturbance)</li> <li>• SLD (Specific Learning Disability)</li> <li>• SLI (Speech or Language Impairment)</li> <li>• TBI (Traumatic Brain Injury)</li> <li>• VI (Visual Impairment, including Blindness)</li> <li>• Blank</li> </ul>	AS	No	No Change
<b>P</b>	Secondary Disability	3	Valid Values: <ul style="list-style-type: none"> <li>• AS (Autism Spectrum Disorder)</li> <li>• DB (Deaf-blindness)</li> <li>• DD (Developmental Delay)</li> <li>• HI (Hearing Impairment, including Deafness)</li> <li>• ID (Intellectual Disability)</li> <li>• MD (Multiple Disability)</li> <li>• OI (Orthopedic Impairment)</li> <li>• OHI (Other Health Impairment)</li> <li>• ED (Emotional Disturbance)</li> <li>• SLD (Specific Learning Disability)</li> <li>• SLI (Speech or Language Impairment)</li> <li>• TBI (Traumatic Brain Injury)</li> <li>• VI (Visual Impairment, including Blindness)</li> <li>• Blank</li> </ul>	TBI	No	No Change
<b>Q</b>	Student Type	1	Valid Values: <ul style="list-style-type: none"> <li>• N (Non-Public)</li> <li>• C (Charter)</li> <li>• H (Homeschool)</li> <li>• P (Public)</li> <li>• Blank – If blank, the value will default to P (Public)</li> </ul>	C	No	No Change

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<b>R</b>	LIEP Classification	3	Valid Values: <ul style="list-style-type: none"> <li>• EBL (EL Bilingual)</li> <li>• MBL (Mixed Bilingual)</li> <li>• ETI (EL-Specific Transition Instruction)</li> <li>• MNL (Mixed Class with Native Language Support)</li> <li>• EEO (EL-Specific with English-only Support)</li> <li>• MEO (Mixed Class with English-only Support)</li> <li>• NSP (No Support Provided)</li> <li>• Blank</li> </ul>	MBL	No	No Change
<b>S</b>	LIEP – Parent Refusal	1	Indicates if the student’s parent has refused language services. Valid Values: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• Blank</li> </ul>	Y	No	No Change
<b>T</b>	LIEP – Optional Data	9	Space for up to three, three letter codes for more specific program identifiers. Blank is also a valid value.	CATTWI	No	No Change
<b>U</b>	Length of time in LEP/ELL Program	2	Length of time in LEP/ELL/bilingual/ESOL program in a U.S. school, regardless of country of origin. Represented in whole number of years by school year. Round down. Do not include Pre-K ESOL services. Use best estimate. Valid Values: <ul style="list-style-type: none"> <li>• 00-19 (00 – Kindergarten students)</li> <li>• Blank</li> </ul>	01 (one year and 10 months)	No	No Change
<b>V</b>	Ethnicity Hispanic / Latino	1	Valid Values: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• Blank</li> </ul>	Y	No	No Change
<b>W</b>	Race – American Indian / Alaskan Native	1	Valid Values: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• Blank</li> </ul>	Y	No	No Change
<b>X</b>	Race – Asian	1	Valid Values: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• Blank</li> </ul>	Y	No	No Change
<b>Y</b>	Race – Black / African American	1	Valid Values: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• Blank</li> </ul>	Y	No	No Change
<b>Z</b>	Race – Pacific Islander / Hawaiian	1	Valid Values: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• Blank</li> </ul>	Y	No	No Change

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<b>Column Letter</b>	<b>Column Header</b>	<b>Max Length</b>	<b>Field Details</b>	<b>Example</b>	<b>Required</b>	<b>Changes / Notes for 2026-2027</b>
<b>AA</b>	Race – White	1	Valid Values: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• Blank</li> </ul>	Y	No	No Change
<b>AB</b>	Native Language	4	Unique code identifying language for each state. This is a state-defined field and is considered a pass-through field so whatever is received will be accepted.	112	No	No Change
<b>AC</b>	Date First Enrolled US School	10	The date a student was first enrolled in a U.S. school, regardless of country of origin. Valid Values: <ul style="list-style-type: none"> <li>• MM/DD/YYYY (must include slashes)</li> <li>• Blank</li> </ul>	08/30/2011	No	No Change
<b>AD</b>	Title III Status	1	Valid Values: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• Blank</li> </ul>	Y	No	No Change
<b>AE</b>	Migrant	1	Valid Values: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• Blank</li> </ul>	Y	No	No Change
<b>AF</b>	IEP Status	1	Valid Values: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• Blank</li> </ul>	Y	No	No Change
<b>AG</b>	504 Plan	1	Valid Values: <ul style="list-style-type: none"> <li>• Y (Yes)</li> <li>• Blank</li> </ul>	Y	No	No Change

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AH	Accommodation	100	<p>Multiple accommodations can be entered for a student. Each accommodation must be separated by a pipe ( ) delimiter (shift backslash key). Do not use spaces between pipes. Pipes are accepted but not required for blanks, single accommodations, or after the last accommodation. Refer to the Accessibility and Accommodations manual for which accommodations apply to which assessments.</p> <p><b>Valid Values:</b></p> <ul style="list-style-type: none"> <li>• RA (Repeat item audio)</li> <li>• ES (Extended speaking test response time)</li> <li>• SD (Interpreter signs test directions in American Sign Language [ASL])</li> <li>• IR (In-Person Human Reader)</li> <li>• RP ( Repeat In-Person Human Reader)</li> <li>• SR (Scribe)</li> <li>• WD (Word processor or similar keyboarding device to respond to test items)</li> <li>• RD (Student responds using a recording device)</li> <li>• NS (Test may be administered in a non-school setting)</li> <li>• EM (Extended testing of a domain over multiple days)</li> <li>• LV (Low vision test administrator script [WIDA ACCESS for Kindergarten only])</li> <li>• MC (Manual Control of Item Audio [ACCESS Paper only])</li> <li>• STT ( Speech to Text)</li> <li>• AT (Assistive Technology uses a permissive mode for DRC INSIGHT so that external devices, equipment, or software can interact with the online test. Non-embedded AT devices, including AAC, Smyle Mouse, Tobii PC Eye, etc. allows students to engage with the online test.)</li> <li>• LP (Large Print)</li> <li>• Braille Accommodations               <ul style="list-style-type: none"> <li>○ NC (UEB Contracted ACCESS Grades 01-05, UEB with Nemeth Grades 06-12)</li> <li>○ NU (UEB Uncontracted ACCESS Grades 01-05, UEB with Nemeth Grades 06-12)</li> <li>○ TC (UEB Math/Science Contracted [formerly technical])</li> </ul> </li> </ul>	RA ES AT	No	<p>In 2026/2027 DRC has added new accommodations for Speech to Text and Assistive Technologies that require permissive mode in DRC INSIGHT. Additionally, in 2026/2027, DRC INSIGHT will display the Play button for all students to select, so the MC accommodation is only applicable for ACCESS Paper.</p>

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Column Letter	Column Header	Max Length	Field Details	Example	Required	Changes / Notes for 2026-2027
AH (cont.)			<ul style="list-style-type: none"> <li>○ TU (UEB Math/Science Uncontracted [formerly technical])</li> </ul> <p>Blank is a valid value if an accommodation does not apply.</p> <p>If a Braille accommodation is selected, the Mode of Administration (column AI) and WIDA Alternate ACCESS (column AK) must be blank. Paper Tier (column AJ) must also be blank.</p> <p>If LP accommodation is selected and Grade (column N) is 01-12, then Mode of Administration (column AI) must be P (Paper), and Paper Tier (column AJ) must be populated. Also, WIDA Alternate ACCESS (column AK) must be blank.</p> <p>If LP accommodation is selected and Grade (column N) is 00 (Kindergarten), then Mode of Administration (column AI), WIDA Alternate ACCESS (column AK), and Paper Tier (column AJ) must be blank.</p>			

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AI	Mode of Administration	1	<p>WIDA Screener Online Valid Values:</p> <ul style="list-style-type: none"> <li>• O (Online generic registrations are created)</li> <li>• Blank (if left blank, the mode will default to online and a registration will be created)</li> </ul> <p>WIDA ACCESS (based on state policy):</p> <ul style="list-style-type: none"> <li>• When the file is used only to import students, leave the mode of administration blank</li> <li>• When the file is used to import students <b>and</b> order student test materials <ul style="list-style-type: none"> <li>○ P (Paper Grades 01-12)</li> <li>○ O ( Online Grades 01-12)</li> <li>○ Use blank as the value when: <ul style="list-style-type: none"> <li>▪ Paper Grade is 00 (Kindergarten)</li> <li>▪ WIDA Alternate ACCESS tester (column AK) is Yes</li> <li>▪ Assume student is WIDA ACCESS Online tester</li> </ul> </li> </ul> </li> </ul> <p>The value P is used to calculate WIDA ACCESS Paper test materials. Students will not be placed into online generic registrations.</p> <p>The value O is used to calculate online test materials. Students will also be placed into online generic registrations. DRC will send WDA ACCESS Online handwriting test materials for grades 01-03, and appropriate handwriting test materials for grades 04-05 based on state policy.</p> <p>If a student is marked or defaulted to online, then the student will be placed in online generic registrations. DRC will not send paper handwriting booklets unless paper test materials ordered through WIDA AMS Material Ordering.</p>	O	Yes for ordering test materials and creating online registrations	No Change
AJ	Paper Tier	2	<p>Applicable for WIDA ACCESS Paper only. When Mode of Administration (column AI) is P (paper), then the valid values are:</p> <ul style="list-style-type: none"> <li>• A</li> <li>• BC</li> </ul> <p>When the Mode of Administration (column AI) is O (online), leave this field blank.</p>	BC	Yes when paper only	No Change

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<b>AK</b>	WIDA Alternate ACCESS Tester	1	Valid values: <ul style="list-style-type: none"> <li>• Y (yes) for grades 00-12 testing WIDA Alternate ACCESS, and student requires test materials.                             <ul style="list-style-type: none"> <li>○ Mode of Administration must be blank</li> <li>○ Student cannot have Braille (NC, NU, TC, TU) or Large Print accommodation</li> </ul> </li> <li>• Blank for WIDA ACCESS Online, WIDA ACCESS Paper, WIDA ACCESS for Kindergarten, or Braille</li> </ul>	Y	Yes when WIDA Alternate ACCESS Tester	No Change
<b>AL</b>	State Defined Optional Data	10	State designated additional data – defined by state. This is considered a pass-through field and whatever is received will be accepted.	See state provided special instructions	No	No Change
<b>AM</b>	District Defined Optional Data	10	District designated additional data – defined by district. This is a pass-through field and whatever is received will be accepted.	See state provided special instructions	No	No Change
<b>AN</b>	Additional field to be used by a state if needed	50	State additional data can be entered here if applicable. This is a pass-through field and whatever is received will be accepted.	See state provided special instructions	No	No Change

**2026-2027 WIDA Student Import (Pre-ID) File Layout and Instructions**  
**Field Lengths for District and School Numbers (table 2.0)**

Use this table to identify the length for the district and school number fields.

<b>WIDA Consortium Member</b>	<b>District Length</b>	<b>School Length</b>	<b>Example for District Number</b>	<b>Example for School Number</b>
Alabama	5	4	AL015	0055
Alaska	4	6	AK14	147010
Bureau of Indian Education	11	6	BIBOS123456	987654
Colorado	6	4	CO0120	1556
Delaware	6	4	DE0037	0730
DoWEA	6	6	DDEUSO	444444
Florida	4	4	FL01	0112
Georgia	9	4	GA0000613	2050
Hawaii	5	3	HI919	104
Idaho	5	4	ID381	0168
Illinois	13	4	IL05016036002	2001
Indiana	6	4	IN6895	7217
Kansas	7	4	KSA1234	1234
Kentucky	5	3	KY595	310
Maine	6	4	ME1016	1174
Maryland	4	4	MD12	0265
Massachusetts	10	8	MA02390000	02390515
Michigan	7	5	MI82155	06130
Minnesota	11	3	MN000101000	094
Missouri	8	4	MO096102	1050
Montana	6	4	MT0716	0817
Nevada	5	6	NV016	016201
New Hampshire	6	5	NH0441	21375
New Jersey	6	3	NJ4420	050
New Mexico	5	3	NM087	026
New York	14	12	NY123456789012	123456789011
North Carolina	8	3	NC00043C	43C
North Dakota	7	4	ND49009	3633
Northern Mariana Islands	5	3	MP001	023
Oklahoma	8	3	OK591001	705
Palau	5	3	PW101	101
Pennsylvania	12	5	PA0127041503	00642
Rhode Island	4	5	RI39	39118
South Carolina	6	3	SC3901	028
South Dakota	7	2	SD49007	01
Utah	4	3	UT10	104
Vermont	8	5	VT0SU052	PS137
Virgin Islands	5	3	VI001	125
Virginia	5	4	VA127	0370
Washington	7	4	WA14005	2834

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<b>WIDA Consortium Member</b>	<b>District Length</b>	<b>School Length</b>	<b>Example for District Number</b>	<b>Example for School Number</b>
<b>Washington DC</b>	6	4	DC0001	0206
<b>Wisconsin</b>	6	4	WI6692	0140
<b>Wyoming</b>	10	8	WY00502000	00202001