

WIDA Registration Import File Layout for 2026-2027

Instructions:

Use the Registration Import file to re-organize students in WIDA ACCESS Online and WIDA Screener Online registrations that have been previously created.

Use the export details from existing registrations in View Registrations when applicable to compile the data.

To submit a Registration Import file, you will need to use Comma-Separated Values (CSV) which is a simple file format used to store tabular data, such as a spreadsheet or database. Files in the CSV format can be imported to and exported from WIDA AMS.

Usually, you will create or edit CSV data in Microsoft Excel. Use Excel to open the CSV file.

To save, if CSV is not the default format:

- Excel 2016 or later: File | Export | Change File Type. Under Other File Types, choose CSV (Comma delimited).
- Older versions of Excel: File | Save As | Save as type. From the drop-down menu, choose CSV (Comma delimited).

Below are some general file and field rules to follow when creating the Registration Import CSV file. Refer to the columns titled Field Definition and Required in table 1.0 to help you create your Registration Import file.

File Rules:

- File must contain a header row.
- File must contain the required fields as indicated.
- File must be in a comma separated (CSV) format.
- Each student must appear only once for each assessment in the data set.

Field Rules:

- Students within the Registration Import file must already exist within WIDA AMS.
 - Additional/new students may be imported into WIDA AMS individually or via the Student Import File process. File layout requirements and a sample CSV file can be found in WIDA AMS Online Help.
- Values cannot be longer than the value in the Max # of Characters column; fields indicated by an asterisk will be truncated if the submitted data is longer than the specified length.
- Do not use commas in the file.
- Fields are not case sensitive.
- For fields that are not required, blanks are valid values.
- Refer to the Field Lengths for District and School Numbers in table 2.0 to identify how long your District Number and School Number fields should be.

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.

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Registration Import File Layout (table 1.0)

| Column Letter | Column Header | Max # of Characters | Field Definition | Example | Required |
|---------------|--------------------------|---------------------|---|------------------------|----------|
| A | Registration Window Name | N/A | For Reference only. This is the registration window name in WIDA AMS. | WT ACCESS – 2026-2027 | No |
| B | District Code | 15 | <p>Unique District Number identifying district within the state. Prepend the two letter State Name Abbreviation. District Number must already exist in WIDA AMS. Refer to the Field Lengths for District and School Numbers (table 2.0) for school number lengths.</p> <p>This is an identifier and not necessarily a numeric field.</p> <p>Valid values:</p> <ul style="list-style-type: none"> • A-Z • 0-9 • Cannot be blank | WT99999 | Yes |
| C | District Name | 50 | <p>Used as a reference only.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> • A-Z • 0-9 | Orange Valley District | No |
| D | School Code | 15 | <p>Unique School Number identifying the school within the district. Refer to the Field Lengths for District and School Numbers (table 2.0) for school number lengths.</p> <p>School Number must already exist in WIDA AMS.</p> <p>This is an identifier and not necessarily a numeric field.</p> <p>Valid values:</p> <ul style="list-style-type: none"> • A-Z • 0-9 • Cannot be blank | 99999 | Yes |

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| Column Letter | Column Header | Max # of Characters | Field Definition | Example | Required |
|---------------|-------------------|---------------------|--|------------------------------|----------|
| E | School Name | 50 | Used as a reference only. Valid Values: <ul style="list-style-type: none"> • A-Z • 0-9 | DRC Use Only – Sample School | No |
| F | Registration Name | 100 | Valid values: <ul style="list-style-type: none"> • A-Z • a-z • 0-9 • hyphen • period • apostrophe • space <p>Suggestion: A registration can be considered a group or class. Use a specific name for future reference/clarification (e.g., Ms. Smith Period 3”) because vague registration names can make it difficult to identify the group of students included.</p> | Mr. Smith's Period 3 | Yes |
| G | Domain | N/A | Used as a reference only. Valid Values: A-Z | Listening | No |

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| Column Letter | Column Header | Max # of Characters | Field Definition | Example | Required |
|---------------|-------------------|---------------------|---|----------------|----------|
| H | Assessment | 100 | Valid values Text for Listening: <ul style="list-style-type: none"> • Listening Gr 1 • Listening Gr 2-3 • Listening Gr 4-5 • Listening Gr 6-8 • Listening Gr 9-12 Valid values Text for Reading: <ul style="list-style-type: none"> • Reading Gr 1 • Reading Gr 2-3 • Reading Gr 4-5 • Reading Gr 6-8 • Reading Gr 9-12 Valid values Text for Speaking: <ul style="list-style-type: none"> • Speaking Gr 1 • Speaking Gr 2-3 • Speaking Gr 4-5 • Speaking Gr 6-8 • Speaking Gr 9-12 Valid values Text for Writing: <ul style="list-style-type: none"> • Writing Gr 4-5 • Writing Gr 4-5 HW • Writing Gr 6-8 • Writing Gr 6-8 HW • Writing Gr 9-12 • Writing Gr 9-12 HW Valid values Text for Screener: <ul style="list-style-type: none"> • Screener Gr 1 • Screener Gr 2-3 • Screener Gr 4-5 • Screener Gr 6-8 • Screener Gr 9-12 NOTE: Must match the above text | Listening Gr 1 | Yes |
| I | Begin Date | N/A | For Reference only. This is the registration window begin date. | 12/1/26 | No |
| J | End Date | N/A | For Reference only. This is the registration window end date. | 2/23/27 | No |
| K | Student Last Name | 100 | Valid values: <ul style="list-style-type: none"> • A-Z • hyphen/dash • spaces • apostrophe • period Not accepted: <ul style="list-style-type: none"> • commas • accents • tilde • other special characters | Johnson | Yes |

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| Column Letter | Column Header | Max # of Characters | Field Definition | Example | Required |
|---------------|--------------------|---------------------|---|------------|----------|
| L | Student First Name | 100 | Valid values: <ul style="list-style-type: none"> • A-Z • hyphen/dash • spaces • apostrophe • period Not accepted: <ul style="list-style-type: none"> • commas • accents • tilde • other special characters | Luis | Yes |
| M | Date of Birth | 10 | MM/DD/YYYY or blank | 01/01/2010 | No |
| N | State Student ID | 15 | Unique Student Identifier value within a state. This must be unique and not blank. Valid values: <ul style="list-style-type: none"> • 0-9 • A-Z Length does not need to be consistent within the state, but if the ID includes leading zeros, they must be included. | 879876555 | Yes |
| O | Grade | 2 | Valid values: <ul style="list-style-type: none"> • 01-12 Must contain leading zero for 01-09. | 01 | Yes |

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Field Lengths for District and School Numbers for 2026-2027 (table 2.0)

Use this table to identify the length for the District Number and School Number fields.

| WIDA Consortium Member | District Length | School Length | Example for District Number | Example for School Number |
|----------------------------|-----------------|---------------|-----------------------------|---------------------------|
| 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 | NY123456789101 | 123456789101 |
| North Carolina | 8 | 3 | NC00043C | 43C |
| North Dakota | 7 | 4 | ND49009 | 3633 |
| Northern Mariana Islands | 5 | 3 | MP001 | 023 |
| Oklahoma | 8 | 3 | OK59I001 | 705 |
| Palau | 5 | 3 | PW101 | 101 |
| Pennsylvania | 12 | 5 | PA0127041503 | 00642 |
| Rhode Island | 4 | 5 | RI39 | 39118 |
| South Carolina | 6 | 3 | SC3901 | 028 |

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| WIDA Consortium Member | District Length | School Length | Example for District Number | Example for School Number |
|-------------------------------|------------------------|----------------------|------------------------------------|----------------------------------|
| 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 |
| Washington DC | 6 | 4 | DC0001 | 0206 |
| Wisconsin | 6 | 4 | WI6692 | 0140 |
| Wyoming | 10 | 8 | WY00502000 | 00202001 |