



LAS Links and PreLAS Online



Student Import File Layout

Overview

A single file format is used to import students, with or without registrations. The structure of the file remains the same in all cases. What the system does with the file depends on which required fields are completed and whether registration fields (ref# 51–56) are populated.

When the file is used for **Student Import** only, fields 51-56 should remain blank. The system imports student records only and does not attempt to create registrations.

When the file is used for **Student and Registration Import**, fields in ref# 51-56 are required. These fields must be populated for the file to be accepted and for registrations to be created automatically during import.

- If the student does not already exist, a new student record is created and registered.
- If the student already exists, the student record is matched, and a new registration is created using the values in ref# 51–56.

File Requirements:

- Do not change the layout of the file in any way.
- File must contain a header row that includes all the columns in the file layout.
- File must contain the data in the order listed in the file layout.
- File must not contain diacritical characters (e.g., ñ, ë, é, ô, í).
- Fields cannot be longer than the value in the Maximum Length column.
- File must be in comma separated (.csv) format.

Import Instructions:

1. Log into the DRC INSIGHT Portal (<https://ll.drcedirect.com>)
2. Select **Import Management** from the My Applications Menu.
3. Select your district and school from the **Select-a-Site** drop-down menu, then select Save.
Note: Use this menu to reference district and school codes for your import file if needed.
4. Select the **Start New Import** button.
5. Enter a descriptive name for your import in the **Import Job Title** field.
6. **Select Import Type:** Students, or Students and Registrations.
7. **Academic Session:** Confirm the current academic session is selected.
8. Select **Browse** to locate the Student or Student and Registrations file on your device.
9. Select **Start Import** to begin the Import process. The Import Management grid will display the import job as *in progress* while the import is being processed.

10. When the import job is complete, the job status will either show **COMPLETED** (success on all records) or **VALIDATION ERRORS** (one or more student records failed import).
- If the job is in **VALIDATION ERRORS** status, click the job to display the error report. Update your .csv file to correct the errors shown in the error report and restart the import process.
 - If the job is in **COMPLETED** status, you may move on to Student and/or Test Management to print your test tickets.

For step-by-step instructions and additional guidance, refer to the Online Help available within the DRC INSIGHT Portal by selecting the question mark icon in the upper-right corner while in Import Management, Student Management, or Test Management.

Ref#	Column Name	Max Field Length	Values / Description	Required? (Y/N)
1	Testing Program	13	LAS Links = LAS Links PreLAS = PreLAS Online	Y
2	District Code	15	Alphanumeric - A-Z, a-z, 0-9 Could be less than 15	Y
3	School Code	15	Alphanumeric - A-Z, a-z, 0-9 Could be less than 15	Y
4	Student ID	10	Alphanumeric - A-Z, a-z, 0-9 Include leading zero(s) as applicable Could be less than 10	Y
5	Last Name	60	A-Z, a-z, 0-9, hyphen (-), underscore(_), apostrophe ('), period (.), space () Do not include diacritical characters (e.g., ñ, ë, é, ô, í). 60-character limit.	Y
6	First Name	60	A-Z, a-z, 0-9, hyphen (-), underscore(_), apostrophe ('), period (.), space () Do not include diacritical characters (e.g., ñ, ë, é, ô, í). 60-character limit.	Y
7	Middle Initial	1	A-Z, a-z, 0-9, hyphen (-), underscore(_), apostrophe ('), period (.), space () Do not include diacritical characters (e.g., ñ, ë, é, ô, í). 1 character limit.	N
8	Gender	1	F = Female M = Male N = Not Listed	Y

Ref#	Column Name	Max Field Length	Values / Description	Required? (Y/N)
9	Date of Birth	10	MM/DD/YYYY MM/DD/YY M/D/YYYY M/D/YY Minimum DOB Allowed: 1/1/1975 (LAS Links) 1/1/2013 (PreLAS)	Y
10	Grade	2	LAS Links: K,1, 2, 3, 4, 5, 6, 7, 8, 9,10,11,12 PreLAS: PK, K, 1	Y
11	Ethnicity	1	Y = Hispanic/Latino N = Not Hispanic/Latino Blank	N
12	Hispanic/Latino	1	1 = Mexican 2 = Cuban 3 = Puerto Rican 4 = Dominican 5 = Central American 6 = South American 7 = Other Blank	N
13	Race American Indian or Alaska Native	1	Y = Yes Blank = No	N
14	Race Asian	1	Y = Yes Blank = No	N
15	Race Black or African American	1	Y = Yes Blank = No	N
16	Race Hispanic or Latino	1	Y = Yes Blank = No	N
17	Race Native Hawaiian or Other Pacific Islander	1	Y = Yes Blank = No	N
18	Race White	1	Y = Yes Blank = No	N
19	Race Middle Eastern or North African	1	Y = Yes Blank = No	N
20	IEP	1	Y = Yes Blank = No	N
21	Section 504	1	Y = Yes Blank = No	N

Ref#	Column Name	Max Field Length	Values / Description	Required? (Y/N)
22	Disability	3	ASD = Autism Spectrum Disorder DHI = Deaf/Hard of Hearing/Hearing Impaired BVI = Blind/Visual Impairment DB = Deaf-Blindness ID = Intellectual Disability ED = Emotional Disability SLD = Specific Learning Disability MD = Multiple Disabilities OHI = Other Health Impairments OI = Orthopedic Impairment SLI = Speech or Language Impairment TBI = Traumatic Brain Injury DD = Developmental Delay	N

Ref#	Column Name	Max Field Length	Values / Description	Required? (Y/N)
23	Home Language	3	afr = Afrikaans amh = Amharic ara = Arabic ben = Bengali bos = Bosnian bur = Burmese chr = Cherokee chi = Chinese cho = Choctaw hrv = Croatian eng = English fre = French ger = German guj = Gujarati hat = Haitian; Haitian Creole hin = Hindi hmn = Hmong; Mong ita = Italian jpn = Japanese kar = Karen khm = Central Khmer kin = Kinyarwanda kor = Korean kur = Kurdish lao = Lao mal = Malayalam mah = Marshallese nav = Navajo; Navaho nep = Nepali orm = Oromo pan = Panjabi; Punjabi per = Persian pol = Polish por = Portuguese pus = Pushto; Pashto rus = Russian srp = Serbian som = Somali spa = Spanish; Castilian swa = Swahili tgl = Tagalog tel = Telugu tha = Thai tir = Tigrinya tur = Turkish ukr = Ukrainian urd = Urdu vie = Vietnamese ypk = Yupik languages zxx = No linguistic content; Not applicable Blank	N

Ref#	Column Name	Max Field Length	Values / Description	Required? (Y/N)
24	Gifted and Talented	1	Y = Yes Blank = No	N
25	Migrant Education	1	Y = Yes Blank = No	N
26	English Learner/Multilingual Learner (Title III)	1	Y = Yes Blank = No	N
27	Dual Language Learner	1	Y = Yes Blank = No	N
28	Title I	1	Y = Yes Blank = No	N
29	Newcomer	1	Y = Yes Blank = No	N
30	Program - Bilingual	1	Y = Yes Blank = No	N
31	Program - Dual Language	1	Y = Yes Blank = No	N
32	Program - English Language Development	1	Y = Yes Blank = No	N
33	Program - ESL	1	Y = Yes Blank = No	N
34	Program - Indian Education	1	Y = Yes Blank = No	N
35	Program - Mainstream	1	Y = Yes Blank = No	N
36	Program - Other	1	Y = Yes Blank = No	N
37	Special Code K	1	0-9 or blank	N
38	Special Code L	1	0-9 or blank	N
39	Special Code M	1	0-9 or blank	N
40	Special Code N	1	0-9 or blank	N
41	Special Code O	1	0-9 or blank	N
42	Special Code P	1	0-9 or blank	N
43	Special Code Q	1	0-9 or blank	N
44	Special Code R	1	0-9 or blank	N
45	Special Code S	1	0-9 or blank	N
46	Special Code T	1	0-9 or blank	N
47	Customer Defined Optional Data 1	30	Any valid character set excluding a comma (,) or double quote (")	N
48	Customer Defined Optional Data 2	30	Any valid character set excluding a comma (,) or double quote (")	N
49	Customer Defined Optional Data 3	30	Any valid character set excluding a comma (,) or double quote (")	N
50	Customer Defined Optional Data 4	30	Any valid character set excluding a comma (,) or double quote (")	N

Ref#	Column Name	Max Field Length	Values / Description	Required? (Y/N)
51	Registration Name	100	A-Z, a-z, 0-9, hyphen (-), underscore(_), apostrophe ('), period (.), space () Alphanumeric 100 Character Limit	N
52	Testing Form	4	A form value is required if using Import to Auto-Register Students LAS Links: Form: ENGA, ENGB, ENGC, ENGD, ENGE, ENGF, ESPA, ESPB PreLAS: Form: ENGC, ENGD, ESPC	N
53	Speaking/Oral Language	1	Add a value if you want to include this subtest in the registration. If N or Blank, subtest will not be included in the registration. LAS Links (Speaking) PreLAS (Oral Language) Valid Values: Y = Yes N = No Blank = N	N
54	Listening/Pre-Literacy	1	Add a value if you want to include this subtest in the registration. If N or Blank, subtest will not be included in the registration. LAS Links (Listening) PreLAS (Pre-Literacy) Valid Values: Y = Yes N = No Blank = N	N
55	Reading	1	Add a value if you want to include this subtest in the registration. If N or Blank, subtest will not be included in the registration. LAS Links (Reading) Valid Values: Y = Yes N = No Blank = N	N

Ref#	Column Name	Max Field Length	Values / Description	Required? (Y/N)
56	Writing	1	Add a value if you want to include this subtest in the registration. If N or Blank, subtest will not be included in the registration. LAS Links (Writing) Valid Values: Y = Yes N = No Blank = N	N