PRECODE

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PRECODE

Test Scores > Maintenance > Individual Maintenance > PRECODE

This page allows you to view and update a student's precode status information.

Update data:

Select a student.

❑ To retrieve a student's records, select the student in one of the following ways:

Student	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed. If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory.
(photo)	If a photo exists for the student, the student photo is displayed. From Registration > Maintenance > Student Enrollment, you can change the student photo: 1. Hover over the image, and click **Change**. The Change Student Photo window opens. 2. Click **Choose File**. Locate and open the file for the new image. 3. Click **Save**. The window closes, and the new image is displayed. Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.

Click **PRECODE**.

Under **Information:**

Field	Description
STAAR/TAKS	Select the exam the student is taking. This field must be set to *STAAR* for all students below 9th grade, and for students who entered 9th grade after the 2010-2011 school year. This field can only be set to *TAKS* for students who entered 9th grade prior to the 2011-2012 school year.
TAKS Exit Level	Select if the student will be taking the TAKS. If selected, the **STAAR/TAKS** field must be set to *TAKS*.
Home County/District/Campus	Type the student's nine-digit county-district-campus. If the student takes an exam in a different county-district-campus or online, the exam will be sent to the student's campus.

Under **Precoding STAAR status:**

Field	Description
English **Writing** **Math** **Science** **Social Studies**	For each subject, select the exam the student is taking. If you select *T: STAAR Alternate 2* for any subject, a message is displayed indicating that all subjects must be set to *T: STAAR Alternate 2*. Click **Yes** to set all subjects to T. Or, click **No** to close the dialog box and leave the codes unchanged.
Above Grd	For each subject, if the student is testing above his grade level, select the grade level at which the student is testing. Do not select the student's current grade level or below.
Accommodation 1-3	

Under **TELPAS PreCoding:**

Field	Description
TELPAS PreCoding	Indicate if the student is registered for holistic ratings (grade levels K-12), the online reading test (grade levels 2-12), both, or neither.
Interrupted Formal Education	Select if the student is an English Language Learner who attended school in the US, withdrew to leave the US for a period of time, and returned to the US and should be reported on the TELPAS precode as a Student with Interrupted Formal Education (SIFE).

Click **OK** to close the window.

Click **Save**.

Other functions and features:

🔍	[Edit a record.](#) Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid. Or, click **Cancel** to close the window without making changes.

🗑	**Delete a row.** 1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
Documents	View or attach supporting documentation.

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