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:**

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:**

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 1-5 | For each subject, select a Personal Needs and Preferences accommodation code. This is used to register a student for the online administration of the test.

ASCENDER precoding file extracts do not utilize or extract Accommodations. Accommodations must be entered directly into the testing system TIDE, a system of Cambium Assessment, Inc. (CAI).

For STAAR 3-8 and STAAR EOC, select O to register the student for the online version of the test with no accommodations. Tests with accommodation codes are automatically delivered online. Do not select O if selecting at least one accommodation.

Select the appropriate accommodation code(s) to register the student for the online version of the test with accommodations.

Starting with 2018-2019, a student can have up to five accommodations in each subject.

Starting with 2020-2021, a student can have up to six accommodations for **only** the English/Language Arts and Writing subjects.

For test administrations between March 2017 through the 2017-2018 school year, a student can have three or four accommodations, depending on the school year and subject.

Edits:
• Option *B-Refreshable Braille Device and Screen Reader* is valid for **Eng Lang Arts**, **Writing**, and **Social Studies**. It cannot be selected for **Math** or **Science**.

• Option *B-Refreshable Braille Device and Screen Reader* can only be used in combination with options R and/or D. It cannot be used in combination with options E, T, or V.

• Option *E-Spelling Assistance* is valid for **Eng Lang Arts** and **Writing**. It cannot be selected for **Math**, **Science**, and **Social Studies**.

• Option *S: Speech-to-Text* is valid for **Eng Lang Arts** and **Writing**, and can be used in conjunction with E, R, T, V, and D. This code (S) is only available for the 2019-2020 school year and later.

• Codes X and Y cannot be used in conjunction with any other accommodations for a subject; they can only be used with each other. These codes are only available for the 2019-2020 school year and later. |
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❑ Under **TELPAS PreCoding:**

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).

STAAR 3-8 Spanish (Grades 03-05)	Select a subject if the student is taking the Spanish version of the STAAR 3-8 assessment for that particular subject.

Precoding STAAR Interim	Indicate if the student will be taking any of the the STAAR Interim assessments listed, which are designed to help educators tailor instruction to address student needs. Be sure *STAAR* is selected in the **STAAR/TAKS** field under **Information**.
		Grd Lvl	Indicate the student's grade level when taking the assessment. If you select a grade level, you must select a corresponding assessment. • For **Reading** and **Math**, grade levels 03-08 apply. • For **Spanish Reading** and **Spanish Math**, grade levels 03-05 apply. • For **Science**, grade levels 05 and 08 apply. • For **Spanish Science**, grade level 05 applies. • For **Social Studies**, grade level 08 applies. • For **English I**, **English II**, and **Algebra I**, grade levels 05-12 apply. **NOTE:** If **Spanish Reading** is selected and the student's grade level is applicable to **Reading** but not **Spanish Reading**, the student will be coded to take English version of reading. The same also applies to **Math** and **Spanish Math**, as well as **Science** and **Spanish Science**. You cannot select both **Reading** and **Spanish Reading**. The same applies to **Math** and **Spanish Math**, as well as **Science** and **Spanish Science**.
	NOTE: For 2021-2022, only one grade level from above can be selected for each subject. Although multiple drop-down menus are available, only the first one will extract. For grade level testing, no grade level should be selected in the available drop-down menus.		

❑ Click **OK** to close the window.

❑ Click **Save**.

🔍	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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