



To: State and District/School Officials
Subject: ACT State and District Testing: Student Data Upload File

ACT thanks you for participating in testing for this school year! We want to cover some important information with you regarding how you'll share student data with us, in preparation for testing. This email covers this new process for 2016-17.

Change from Pre-ID File

Previously, ACT provided data about examinees eligible to test at participating schools in the form of a Pre-ID file. The **Student Data Upload** (hereafter known as SDU) file replaces the Pre-ID file and provides the following benefits:

- more control over what initial information you share about students testing in your schools, district, and/or state
- flexibility over who submits this information to ACT, whether it is a state, district, or school official

Through using the SDU file, ACT will work with you to ensure that student data is ready for the test administration. You'll have the opportunity to submit multiple versions of this file if your data changes.

Note: You'll only be uploading data for 11th students in your SDU file.

Resource for SDU File

The *Student Data Upload File Requirements and Loading Instructions* (*will be linked in email*) document provides the following information:

- background to the SDU file
- the process overview for using it
- file layout requirements
- instructions for uploading the file

What the SDU File Includes

Your SDU file **must** follow the file layout as described in the *Student Data Upload File Requirements and Loading Instructions* document. The required file data includes demographic information about the student. Once the file is uploaded, a unique student code is generated for each student. ACT uses the student code for matching purposes for reporting, accommodations, and testing.

A student record must exist for all examinees whom are testing:

- the ACT® test on paper
- the ACT taken online
- the ACT WorkKeys® in a paper format

How the SDU File is Submitted

Your SDU file will be submitted using **PearsonAccess^{next}**TM. This is the same system test coordinators and district officials will use to manage the participation of schools and to order test materials.

Staff chosen to submit the SDU file to ACT will log in to PearsonAccess^{next} to do this. Once the file is submitted, it will be available to ACT staff and your schools and districts. Data can also be updated for an individual student within PearsonAccess^{next}.

Timeline

The window to submit the SDU file begins on **December 19, 2016** and ends **February 23, 2017**.

Next Steps

To prepare the SDU file for your schools, take the following steps:

1. Review the *Student Data Upload File Requirements and Loading Instructions* document.
2. Work with your technical staff to meet the requirements of generating this file. An Excel template is available to help with the file generation.
3. Submit your file using PearsonAccess^{next}.

Note: You are receiving this email because you are responsible for submitting this file for your school/district. If you are not completing this task, then you must communicate with your staff about who is responsible for submitting the SDU file to ACT and have them follow the steps above.

Contacting Us

If you have questions, you may:

- Contact us electronically via the Contact Us web page at www.act.org/stateanddistrict/contactus
 - Call us at 800.553.6244
 - standard time ext. 2800
 - accommodations ext. 1788
 - Email accommodations questions to ACTStateAccoms@act.org
-

Thank you,
ACT State and District Testing Team
