ACT State and District Testing
Pre-ID File Requirements – State Contracts

1. General Requirements

- The Pre-ID file is used to identify examinees that are eligible to test within the state/district at participating schools.
- ACT will generate a barcode label for each eligible student in the file.
- Affixing a barcode label to the answer document provides an efficient method to electronically capture a State ID that can be included on electronic state output.
  - The state sends ACT a Pre-ID data file.
  - ACT prints labels that are distributed to each test site in the non-secure mailing.
  - Testing staff affix the labels to the answer documents as part of the process to collect the non-test information.
  - When the answer documents are scanned, the barcode is read enabling the inclusion of the state ID, which becomes part of the student's permanent record.
- If a label is unavailable, the state ID can be gridded on the answer document or through online testing.
- The state must provide ACT with a fixed-width or CSV text file with one record per student (refer to the file layout below). The file naming convention to be used by the state will be provided to each state.
- Each student must have a unique student ID. ACT recommends providing a state assigned student ID. If a state student ID is not available, then a unique local ID may be provided.
  - i. If a file is submitted with multiple records having the same student ID value, the file will not be processed and the state will be contacted.
- Records included in the file do not need to be sorted in any specific order. ACT will apply the following sort before printing labels. Primary sort will be on ACT High School Code ascending. Within high school code ACT will then sort on Last Name (ascending) and within Last Name on First Name (ascending).
- The Description of Services will inform each state of the deadline for delivery of the Pre-ID file to ACT.
- ACT cannot create barcode labels from files where the state assigned student IDs are greater than thirteen (13) characters and/or that contain characters other than numeric or if the students are assigned local IDs.

2. Label Layout

```
LAST NAME, FIRST NAME MI
ACT HS CODE: 123456      HIGH SCHOOL NAME
DISTRICT CODE: 1234567890 SCHOOL DISTRICT NAME
||||||||||||||||||||    |||||||||||||||||||||
|||||||||||||||||||| bar code |||||||||||||||
||||||||||||||||||||    |||||||||||||||||||||
          01234567890-1
  GRADE: 11  DOB: MM/DD/YY     ID: 1234567890123
```

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3. File Layout – Must be provided in fixed-width or CSV file format

Start	End	Length	Field	Data Specifications
1	6	6	ACT HS Code	Required; ACT will provide the state with a crosswalk between ACT HS Codes and state school codes.
7	18	12	Last Name	Required; Flush left; Valid characters are: A-Z, a-z, dash (-), apostrophe ('), and embedded space
19	27	9	First Name	Required; Flush left; Valid characters are: A-Z, a-z, dash (-), apostrophe ('), and embedded space
28	28	1	Middle Initial	Optional; Valid characters are: A-Z or a-z or space
29	30	2	Grade Level	Required; values are 11 or 12
31	36	6	Date of Birth	Required; Must be provided in MMDDYY format and date must be valid.
37	56	20	Student State ID	Required; Flush right; Valid values A-Z, a-z, 0-9 and space. If State ID is not available, then use local ID field. ID numbers longer than 13 digits will not receive a barcode label. ID must be unique for each record in the file. (i.e., a file with multiple records with the same ID will not be accepted)
57	76	20	School District Name	Required; Flush left
77	96	20	High School Name	Required; Flush left
97	106	10	District Code	Required; Flush left
107	126	20	Local Id	Required if State Student ID is blank; Flush right; Valid values A-Z, a-z, 0-9 and space. If entered, must be unique for each record in the file. (i.e., a file with multiple records with the same ID will not be accepted)