

CAASPP Import Test Setup and Assessment Layout

Last Modified on 10/22/2022 9:35 am CDT

CAASPP Import Type | ELPAC Import Types | Assessment Layouts and Format Updates

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Search Terms: CAASPP Import

The CAASPP (California Assessment of Student Performance and Progress) consists of seven different layouts that are aimed to assist teachers, administrators, students and parents for success through quality teaching and learning using a variety of approaches and item types.

Infinite Campus is not responsible for the assessment layouts. Please refer to the CAASPP or ELPAC sites for specific layout information.



CAASPP Import ☆											
CAASPP Import Wizard											
The CAASPP Import automates the creation of assessments to import test scores and store test data for all required layouts of the Cal											
CAASPP Import Options											
Import Type CAASPP 2021-2022 V											
Work to Perform Test											
ELPAC 2019 Overall	Do not import these assessments										
ELPAC 2020 Overall	Do not import these assessments										
ELPAC 2021 Overall	Do not import these assessments										
ELPAC 2022 Overall	Do not import these assessments										
Initial ELPAC - Overall 2018-2019	Do not import these assessments v										
Initial ELPAC - Overall 2019-2020	Do not import these assessments										
Initial ELPAC - Overall 2020-2021	Do not import these assessments V										
Initial ELPAC - Overall 21/22 - 22/23	Do not import these assessments										
Smorter Balanced for ELA 2017 2020											
Smarter Balanced for ELA 2021-2020	Do not import these assessments										
Smarter Balanced for Math 2017-2020	Do not import these assessments										
Smarter Balanced for Math 2011-2020	Do not import these assessments v										
California Alternate Assessment for ELA	Do not import these assessments										
California Alternate Assessment for Mathematics	Do not import these assessments										
California Alternate Assessment for Science	Do not import these assessments										
California Science Test 2017-2018	Do not import these assessments										
California Science Test 2018-2019/2019-2020	Do not import these assessments										
California Spanish Assessment 2018-2019/2019-2020	Do not import these assessments										
California Spanish Assessment 2021-2022	Do not import these assessments v										
Standards-based Tests in Spanish for Reading/Language Arts	Do not import these assessments										
Find and Upload Source File											
Browse No file selected. Run Import											

CAASPP Import Tool

The CAASPP Import has logic to create Test Detail structure records if you do not already have the test available in Assessment Test Setup. It creates the basic fields required for import - Name, Code, Assessment Type, Test Type, Score Fields and Result Status. If you would like more information for the Test Detail structure record, you can either modify the data after using the import or create your own record prior to using the CAASPP Import.

See the CAASPP Import article for information on using the Import tool.

CAASPP Import Type

The following information details the what fields are created when using the Import to create a Test Setup record for each assessment included in the CAASPP Import.

- Smarter Balanced for ELA Test Setup
- Smarter Balanced for Math Test Setup
- California Alternate Assessments for ELA



- California Alternate Assessments for Math
- California Alternate Assessments for Science
- California Science Test
- California Spanish Assessment
- Standards-Based Tests in Spanish for Reading and Language Arts

Smarter Balanced for ELA Test Setup

When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

New Parent Test: Smarter Balanced for ELA

- Name Smarter Balanced for ELA
- Code SBELA
- Assessment Type LPF: EL for Proficiency
- Test Type State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP)
- Score Fields: Date, Scale Score, Result
- Result Statuses Values 9, 4, 3, 2, 1
- Click here to expand...

New Child Test: Smarter Balanced for ELA

This layout applies to each of the Smarter Balanced for ELA child tests (Reading, Writing, Listening, Research/Inquiry)

The child Test Setup record is similar to the Parent test. The addition here is the selection of the Parent Test field and a different Code depending on the child layout being imported.

Each child test has the same Parent Test of **Smarter Balanced for ELA** and the same State Test Type of **CASP: CA Assessment of Student Performance and Progress** .

Smarter Balanced	Code	Score	Result Sta	atuses	
Child Test Name		Fields	Values	Result Code	Label
Claim 1 - Reading	SBELAC1	Result99No Sco attemp333Above Score)22Near St	No Score (claim not attempted)		
			3	3	Above Standard (Passing Score)
			2	2	Near Standard
			1	1	Below Standard
Claim 2 - Writing	SBELAC2	Result	9	9	No Score (claim not attempted)

Smarter Balanced	Code	Score	Result Sta	tuses	
Child Test Name		Fields	Values	Result Code	Label
			3	3	Above Standard (Passing Score)
			2	2	Near Standard
			1	1	Below Standard
Claim 3 - Listening	SBELAC3	Result	9	9	No Score (claim not attempted)
			3	3	Above Standard (Passing Score)
			2	2	Near Standard
			1	1	Below Standard
Claim 4 - Research/Inquiry	SBELAC4	Result	9	9	No Score (claim not attempted)
			3	3	Above Standard (Passing Score)
			2	2	Near Standard
			1	1	Below Standard

Smarter Balanced for Math Test Setup

When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

New Parent Test: Smarter Balanced for Math

- Name Smarter Balanced for ELA
- Code SBM
- Test Type State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP)
- Score Fields: Date, Scale Score, Result
- Result Statuses Values 9, 4, 3, 2, 1
- Click here to expand...

New Child Test: Smarter Balanced for Math

This layout applies to each of the Smarter Balanced for Math child tests (Concepts and Procedures, Problem Solving and Modeling Data, Communicating Reasoning)

The child Test Setup record is similar to the Parent test. The addition here is the selection of the Parent Test field and a different Code depending on the child layout being imported.

Each child test has the same Parent Test of **Smarter Balanced for Math** and the same State Test Type of **CASP: CA Assessment of Student Performance and Progress**.

Smarter Balanced Child Test Name	Code	Score	Re	Result Statuses						
		Fields	Val	ues	Result Code	Label				
Claim 1 - Concepts and Procedures	SBMC1	Result	9	9	No Score not atter	e (claim npted)				
			3	3	Above Standard (Passing	d Score)				
			2	2	Near Sta	ndard				
			1	1	Below St	andard				
Claim 2 - Problem Solving and Modeling Data	SBMC2	Result	9	9	No Score not atter	e (claim mpted)				
		3 3 Above Stand (Passi		Above Standard (Passing	d Score)					
			2	2	Near Sta	ndard				
			1	1	Below St	andard				
Claim 3 - Communicating Reasoning	SBMC3	Result	9	9	No Score not atter	e (claim mpted)				
			3	3	Above Standard (Passing	d Score)				
			2	2	Near Sta	ndard				
			1	1	Below St	andard				

California Alternate Assessments for ELA

When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

New Parent Test: California Alternate Assessment for ELA

- Name California Alternate Assessment for ELA
- Code CAAELA



- Test Type State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP)
- Score Fields: Date, Scale Score, Result
- Result Statuses Values 9, 3, 2, 1

Click here to expand...

California Alternate Assessments for Math

When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

New Parent Test: California Alternate Assessment for Math

- Name California Alternate Assessment for Math
- Code CAAM
- Test Type State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP)
- Score Fields: Date, Scale Score, Result
- Result Statuses Values 9, 3, 2, 1

Click here to expand...

California Alternate Assessments for Science

When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

New Parent Test: California Alternate Assessment for Science

- Name California Alternate Assessment for Science
- Code CAAS
- Test Type State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP)
- Score Fields: Date

Click here to expand...

California Science Test

When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

New Parent Test: California Science Test

- Name California Science Test
- Code CAST
- Test Type State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP)
- Score Fields: Date
- Result Statuses: Values 9, 4, 3, 2, 1
- Click here to expand...

New Child Test: California Science Test

The California Science Test child Test Setup record is similar to the Parent test. The addition here is the selection of the Parent Test field and a different Code depending on the child layout being imported.

Each child test has the same Parent Test of **California Science Test** and the same State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP)

California Science Test Child Test	Code	Score	Result Statuses						
Name		Fields	Va	lues	Result Code	Label			
Domain 1 - Life Science	CASTD1	Result	3	3	Above Standard (Passing Checked	d I)			
Domain 2 - Physical Science	e CASTD2 2 2		Near Standard						
Domain 3 - Earth and Space Science	CASTD3		1	1	Below St	andard			

California Spanish Assessment

When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

New Parent Test: California Spanish Assessment

- Name California Spanish Assessment
- Code CSA
- Test Type State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP)
- Score Fields: Date, Raw Score, Scale Score, Result
- Result Statuses Values 3, 2, 1
- Click here to expand...

New Child Test: California Spanish Assessment

The California Spanish Assessment child Test Setup record is similar to the Parent test. The addition here is the selection of the Parent Test field and a different Code depending on the child layout being imported.

Each child test has the same Parent Test of **California Spanish Assessment** and the same State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP)



California Spanish Assessment Child	Code	Score	Result Statuses						
Test Name		Fields	Values	Result Code	Label				
Domain 1 - Listening	CSAD1	Result	2	2	On Track(Passing Checked)				
Domain 2 - Writing Mechanics	CSAD2		1	1	Not On Track				
Domain 3 - Reading	CSAD3								

Standards-Based Tests in Spanish for Reading and Language Arts

When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

New Parent Test: Standards-Based Tests in Spanish for Reading/Language Arts

- Name Standards-Based Tests in Spanish for Reading/Language Arts
- Code STSRLA
- Test Type State Test: CASP: CA Assessment of Student Performance and Progress (CAASPP)
- Score Fields: Date, Raw Score, Scale Score, Result
- Result Statuses Values 9, 5, 4, 3, 2, 1
- Click here to expand...

ELPAC Import Types

ELPAC Summative Import Type | ELPAC Initial Import Type

The ELPAC (English Language Proficiency Assessments for California) is used to assess English proficiency for students whose Primary Home Language is NOT English for students in grades K-12. This assessment replaces the CELDT as of 2018, and is aligned with the 2012 California English Language Development Standards.

This assessment is two separate tests - (1) initial identification of students as English Learners, referred to as the **ELPAC Initial**; (2) annual summative assessment to measure a student's progress in English and to identity the student's proficiency, referred to as the **ELPAC Summative**.

Both ELPAC and IELPAC includes six "child" layouts - Listening, Oral, Reading, Speaking, Writing and Written.

If the Import file contains an English Learners (EL) record for the student, but there is no such record in Campus, an English Learners (EL) record is created for that student. Existing EL data



is NOT overwritten.

If a student does not have an assigned Primary Home Language on their EL record, the import process also adds this value for the student when it exists in the import file.

The following information details the what fields are created when using the Import to create a Test Setup record for each assessment included in the ELPAC Import.

ELPAC Summative Import Type

When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

Note that including the year in the test name is a district preference. Tests can be set up as a single parent test to categorize EVERY version of the test. To break the tests out by a specific year, include the year in the title of the parent test. The layouts below do not include the year.

The ELPAC child tests do not include dates in the import file, but dates are an option on the Test Setup editor, if districts choose to add that information manually.

New Parent Test: ELPAC - Overall

- Name ELPAC Overall
- Code ELPAC
- Assessment Type LPF: EL for Proficiency
- Test Type State Test: 145 English Language Proficiency Assessment for California (ELPAC)
- Score Fields: Date, Scale Score, Result, Braille Accommodation
- Result Statuses Values 4, 3, 2, 1
- Click here to expand...

New Child Test: ELPAC

This layout applies to each of the ELPAC Overall child tests (Oral, Listening, etc.)

The ELPAC child Test Setup record is similar to the Parent test. The addition here is the selection of the Parent Test field and a different Code depending on the child layout being imported.

Each child test has the same Parent Test of **ELPAC Overall** and the same State Test Type of **145**: **English Language Proficiency Assessments for California**.

- ELPAC Oral and ELPAC Written have the same score fields and result statuses imported.
- ELPAC Listening, ELPAC Speaking. ELPAC Reading, and ELPAC Writing have the same score fields and result statuses imported.

ELPAC	Code	Score Fields	Result S	Statuses	
Child Test Name			Values	Result Code	Label
ELPAC - Oral	ELPACOral	Date	4	4	Level 4
		Result	3	3	Level 3
ELPAC -	ELPACWritten		2	2	Level 2
Written		g Date Raw Score	1	1	Level 1
ELPAC - Listening	ELPACListening		3	3	Well Developed
ELPAC - Speaking	ELPACSpeaking	Result Accommodation Alternate	2	2	Somewhat/Moderately
ELPAC - Reading	ELPACReading	Assessment	1	1	Beginning
ELPAC - Writing	ELPACWriting		0	E	Exempt

ELPAC Initial Import Type

When importing assessments to a newly created Test Setup record, the following items are marked on the Test Setup Detail:

New Parent Test: Initial ELPAC - Overall

- Name Initial ELPAC Overall
- Code IELPAC
- Assessment Type LID: EL for Identification
- Test Type State Test: 145 English Language Proficiency Assessment for California (ELPAC)
- Score Fields: Date, Scale Score, Result
- Result Statuses Values 1, 2, 3

The Initial ELPAC - Overall for 2018-2019 and Initial ELPAC - Overall for 2019-2020 use the same Test Detail options.

Click here to expand...

New Child Test: Initial ELPAC

This layout applies to each of the ELPAC Overall child tests (Oral, Listening, etc.)

The IELPAC child Test Setup record is similar to the Parent test. The addition here is the selection of the Parent Test field and a different Code depending on the child layout being imported.

Each child test has the same Parent Test of IELPAC Overall and the same State Test Type of 145:



English Language Proficiency Assessments for California.

IELPAC Child Test	Code	Score Fields	Result S	Statuses	
Name			Values	Result Code	Label
IELPAC - Oral	IELPACOral	Date	3	3	Well developed
		Result	2	2	Somewhat to moderately developed
			1	1	Minimally developed
IELPAC - Writing	IELPACWritten	Date	3	3	Well developed
		Raw Score	2	2	Somewhat to moderately developed
		Alternate Assessment	1	1	Minimally developed
		Testing Irregularities			
IELPAC - Listening	IELPACListening	Date	N/A	N/A	N/A
		Raw Score	N/A	N/A	N/A
		Alternate Assessment	N/A	N/A	N/A
		Testing Irregularities	N/A	N/A	N/A
IELPAC - Speaking	IELPACSpeaking	Date	N/A	N/A	N/A
		Raw Score	N/A	N/A	N/A
		Alternate Assessment	N/A	N/A	N/A
		Testing Irregularities	N/A	N/A	N/A
IELPAC - Reading	IELPACReading	Date	N/A	N/A	N/A
		Raw Score	N/A	N/A	N/A
		Alternate Assessment	N/A	N/A	N/A



IELPAC Child Test	Code	Score Fields	Result Statuses					
Name			Values	Result Code	Label			
		Testing Irregularities	N/A	N/A	N/A			

Assessment Layouts and Format Updates

Assessment from ETS are given to districts in a CSV file, usually in a caret-delimited format. It may look like this:

		A		В		С		D		E		F		G		H			1		J		K		L		М	N
1	Asse	ssmer	t Typ	e^UIN	l (Un	ique lo	denti	icatio	n Nur	nber)'	^Blan	nk 1^E	Blank	2^St	atew	ide St	uden	t Iden	tifier	(SSID)^Stu	dent	D Nu	mber	(Local	ID)^O	ptiona	al-Local
2	SA^:	1248	76^^/	1234	5678	9^123	3456	^STU	DENT	'^AND	REW	^S^2	010-3	11-16	i^Ma	le^01	^01^	50710	04300	00000	0^50	7104	36112	2338^	^^N^I	lo^No	^No^	2015-0
3	SA^2	5562	14^^/	2345	6789	^2345	56^^5	TUDE	NT^A	NDRE	A^A/	2010	0-12-	01 ^ №	1ale^	01^01	^507	71043	0000	000^	50710	04361	1233	8^^^	V^No/	No^N	o^201	.5-10-2
4	SA^2	3800	56^^/	4345	6789	0^3^/	STU	DENT^	BART	HOLC	MEV	V^^2	011-0	07-11	.^Ma	le^01	^01^	50710	04300	00000	0^50	7104	36112	2338^	^^N^I	No^No	^No^	2016-0
5	SA^2	97660	06^^/	4567	8901	2^456	5789	^STUI	DENT	^BRIA	NA^	^201	1-07-	11^F	emal	e^01′	01^5	50710	4300	0000	0^50	71043	86112	338^	^^N^N	lo^No'	^No^2	2016-08
6																												
7																												
8																												
9																												
10]																			
11																												
12																												
13																												
14																												
15																												
16																												
17																												

Conversion or mapping does not need to be done to use the CAASPP Import. If you do want to convert the caret-delimited file to a more readable format, follow these steps:

1. In the file, highlight **Column A**.

	А	В	С	D	E	F	G	
1	Assessmen	t Type^UIN	(Unique Ide	entification	Number)^E	Blank 1^Blaı	nk 2^Statew	/ide :
2	SA^112487	6^^^12345	6789^1234	456^^STUD	ENT^ANDR	EW^S^2010	D-11-16^Ma	ale^0
3	SA^255621	4^^^23456	5789^23456	5^^STUDEN	IT^ANDREA	^A^2010-1	2-01^Male [^]	01^
4	SA^238006	6^^^43456	57890^3^^5	STUDENT^B	ARTHOLON	1EW^^2013	L-07-11^Ma	ale^0
5	SA^297660	6^^^45678	39012^4567	789^^STUD	ENT^BRIAN	A^^2011-0	7-11^Fema	le^0
6								
7								

2. In the header of Excel, navigate to the **Data** tab and choose **Text to Columns**.

Formulas	Data	Review	View	🖓 Tell n	ne wha	t you wa						
Sho Eror	w Queries	B	Con	nections	₽↓	Z A A Z	Y	Clear	¢II.	,	→	
* 🔥 Rece	ent Sources	Refresh All -	Edit	Links	Ă↑	Sort	Filter	V Advanced	Text to Columns	Flash Fill	Remove Duplicates	Data Validation

3. On the pop-up editor, select the **Delimited** radio button, and click **Next.**



	- Step 1 01 5			` Г				
The Text Wizard has determined that	t your data is Delimited.							
If this is correct, choose Next, or cho	ose the data type that best describes y	our data.						
Original data type								
Choose the file type that best desc	ribes your data:							
Delimited - Characters s	uch as commas or tabs separate each t	field.						
Fixed width - Fields are al	gned in columns with spaces between	n each field.						
Preview of selected data:								
1 Accordment TypeAUTN (Up	ique Identification Number A	Plank 10Plank 200	tatoui					
Inssessment Type of (on	123456^^STUDENTANDDEW^S^201	0-11-160Malco0100	Latewir	` I				
2 SA^1124876^^^123456789^	125450 BIODENI ANDREM B 201	0-11-10 Male OI 0	1^5071					
2 SA^1124876^^^123456789^ 3 SA^2556214^^^23456789^2 4 SA^2380066^^^434567890^	3456^^STUDENT^ANDREA^A^2010- 3^STUDENT^BARTHOLOMEW^^2011-	-07-11^Male^01^01 -07-11^Male^01^01	507104 ^50710	1				
2 \$A^1124876^^123456789^ 3 \$A^2556214^^23456789^2 4 \$A^2380066^^434567890^ 5 \$A^2976606^^456789012^ 6	3456^STUDENT^ANDREA^A^2010- 3^STUDENT^BARTHOLOMEW^2011- 456789^STUDENT^BRIANA^2011-	-07-11^Male^01^01 -07-11^Male^01^01 -07-11^Female^01^	^507104 ^50710 01^507					
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2 SA^1124876^^1234567890 3 SA^255214^^23456789^2 4 SA^2380066^^^434567890 5 SA^2976606^^^43456789012^ 6 7 7	3455^^STUDENT^ANDREA^A/2010- 3^STUDENT^BARTHOLOMEW^2011- 456789^STUDENT^BRIANA^2011-	-07-11^Male^01^01 -07-11^Male^01^01 -07-11^Female^01^01	> 11,5071 507104 50710 01^507	,				
2 SA^1124876^^123456789 3 SA^255214^^23456789^2 4 SA^2380066^^^434567890 5 SA^2976606^^^43456789012^ 6 7 7	3456^^STUDENT^ANDREA^A^2010- 3^STUDENT^BARTHOLOMEW^A2011 456789^^STUDENT^BRIANA^2011 Gancel < Back	Next >	Einish	-				
2 SA^1124876^^27434567890 3 SA^255214^^2345678902 4 SA^2380066^^^4345678902 5 SA^2976606^^^43456789012^ 6 7 7	24554^STUDENT^ANDREA^A^2010 3^STUDENT^BARTHOLOMEW^2011 456789^STUDENT^BRIANA^2011 Cancel <back< td=""><td>Define the definition -07-11_Male^01^01^ -07-11_Male^01^01 -07-11^Female^01^01 Wext > Other and</td><td>Einish</td><td>, r A</td><td>nto th</td><td>o toyt</td><td>field Cli</td><td>ck Nu</td></back<>	Define the definition -07-11_Male^01^01^ -07-11_Male^01^01 -07-11^Female^01^01 Wext > Other and	Einish	, r A	nto th	o toyt	field Cli	ck Nu
2,5An1124876^^2 3,5An255214^^2 4,5An2380066^^^4 5,5An2976606^^^4 5,5An2976606^^^4 5,5An2976606^^^4 5,5An2976606^^{-}	A456^^STUDENT^ANDREA^A^2010 3^STUDENT^BRATHOLOMEW^2011 456789^^STUDENT^BRIANA^2011 456789^STUDENT^BRIANA^2011 Cancel < Back iter from Tab to (Difference New -07-11/Male*01/01/ -07-11/Male*01/01 -07-11/Female*01/01 Other and	Einish	r ^	nto th	e text	field. Cli	ck N

Convert lext to columns wizard - step 2 or 5		~
This screen lets you set the delimiters your data contains. You can see how your text is affected in below.	n the prev	view
Delimiters Iab Semicolon Comma Space Qther: Data preview		
Assessment Type UIN (Unique Identification Number) Blank 1 Blank 2 Star 124 SA 2556214 234 234 243 243 SA 2556214 244 34 34 34 34 34 SA 2380066 456 456 456 456 456	tewide 456789 56789 567890 789012	^
Cancel < <u>B</u> ack <u>Next</u> >	<u>F</u> inish	

5. Leave all options as is on the next screen and click **Finish**.

This screen le	ts you select each colu	mn and set the Data	a Format.				
Column dat	a format						
General							
◯ <u>I</u> ext		'General' converts all remaining valu	s numeric values ues to text.	s to numbe	rs, date valu	ies to dates,	and
O <u>D</u> ate:	MDY	j	A	dvanced			
O Do not	import column (skip)						
Destination:	\$A\$1						
Data <u>p</u> review	W						
General Assessme SA SA SA SA	General nt Type UIN (Uniq 1124876 2556214 2380066 2976606	ue Identificati	ion Number)	<u>General</u> Blank 1	General (Blank 2	General Statewide 123456789 23456789 434567890 456789012	^
<						>	~
		Cancel	< <u>B</u> ack	N	ext >	Einish	

6. The data is reformatted into columns, making it easier to locate student information. This can be used for trouble-shooting or verifying data after using the import.



	A	В	С	D	E	F	G	н	1	J	к	L	м
1	Assessmen	UIN (Uniqu	Blank 1	Blank 2	Statewide	Student ID	Optional-L	Student La	Student Fir	Student M	Date of Bir	Gender	CALPA
2	SA	1124876			1.23E+08	123456		STUDENT	ANDREW	s	*****	Male	
3	SA	2556214			23456789	23456		STUDENT	ANDREA	A	########	Male	
4	SA	2380066			4.35E+08	3		STUDENT	BARTHOLO	MEW	*****	Male	
5	SA	2976606			4.57E+08	456789		STUDENT	BRIANA		*****	Female	
6													
7													

The ELPAC Initial file is sent in an Excel file. Before importing, the first row (see highlighted text in the image below) needs to be removed.

File	e Home	Insert	Page Layout	Formulas	Data	Review	View	Developer
-	& Cut	c	alibri -	11 · A	, =	=	87 -	Wrap Text
Paste	e 👘 Copy 🔹	ainter	B <i>I</i> <u>⊍</u> ·	🖃 • 🙆 • 📕	A.	= =	• •	🖶 Merge & I
	Clipboard	G	Fon	t	5		Alignme	ent
C5	-	X	√ fx					
1	А		В		С		D	
1	Initial ELPAC St	tudent So	ore Data Repor	rt	-			
2	Assessmen UIN	(Unique	Identification I	Number) Bla	ank 1	Statewide S	tudent Id	entifier (SSID)
3	IE		1	2345695				1234567891
4	IE		1	2345696				1234567892
5	IE		1	2345697				1234567893

Then, the file can be saved to a CSV format.

- 1. In Excel, go to the File tab and choose Save As.
- 2. Select the desired location for where the file should be saved.
- In the Save As dialog, rename the File Name if desired, and change the Save as Type to be CSV (Comma delimited). There are other CSV options that may be listed - CSV (Macintosh) and CSV (MS-DOS).
- 4. Click Save.
- 5. Once in CSV format, it can be imported.