

# ACT PreID Extract (Ohio)

Last Modified on 10/22/2022 10:33 am CDT

#### Report Logic | Generating the Extract | Extract Layout

The ACT PreID extract generates PreIDs for students taking the ACT assessment on paper or online.

Index	Search	OH ACT PreID Extract						
System Admini	strator		le outputs as a CSV (Comma Separated					
<ul> <li>Student Information</li> </ul>			Enter a Date Range to pull students enrolled in the desired year. The report can be run on a single calendar or district-wide. Using an Ad Hoc filter is recommended to limit the student population.					
▶ Census		Report Options		Select Calendars				
Behavior		Date Range		Which calendar(s) would you like to include in the report?				
Health				active year				
Attendance		Test Code Test Format	mc: ACT 👻	◯ list by school				
Scheduling		Format	o: Online   State Format(CSV)	◯ list by year				
► Fees		Ad Hoc Filter		16-17				
Messenger		Include Protected Identity		16-17 Abigail Adams Elementary 16-17 Clara Barton Elementary Sc				
▶ Surveys		Info		16-17 Eleanor Roosevelt Elementa 16-17 Florence Nightingale Junior				
<ul> <li>OH State Rep</li> </ul>	porting	Generate Ex	tract Submit to Batch	16-17 Harriet Beecher Stowe Scho 16-17 Harriet Tubman High Schoo				
OH Extrac	cts			16-17 Marie Curie Magnet School 16-17 Rosa Parks Elementary Sch				
PreID Ext	ract			16-17 Ruth Bader Ginsberg Éleme				
EMIS Cro	ss Enrollment			16-17 Sandra Day O'Connor Elem 16-17 Susan B. Anthony Elementa				
SSID Extr	act							
SSID Imp	ort			CTRL-click or SHIFT-click to select multiple				
KRA Prel	D Files	Refresh Show top 5	0 👻 tasks submitted between 01/11	1/2017 and 01/18/2017				
PreID 201	14 Extract	Batch Queue List						
ACT Prell	D	Queued Time	Report Title	Status Download				
▶ Data Integrity	Tools							
Account Setting	IS							
Access Log								

Image 1: Ohio ACT PreID Extract Editor

# **Report Logic**

Students report based on the most recent enrollment within the date range with a Service Type of P or N. Enrollments marked as No Show or Exclude and Grade Levels or Calendars marked as Exclude do not report.

#### **Generating the Extract**

- 1. Enter the **Date Range** in *mmddyy* format or by clicking the calendar icons and selecting dates.
- 2. Select which calendar(s) to include within the extract.
- 3. Select a **Test Code** to indicate which ACT assessment to report.
- 4. Select a Test Format to indicate if the assessment was taken online or on paper.
- 5. Select the **Format** of the generated report. For submission to the State, select the State Format (CSV), or select HTML to review data prior to submission.
- 6. Select an Ad hoc Filter, if applicable.
- 7. Indicate if the extract should Include Protected Identity Info.
- Click the Generate Extract button to generate the report in the indicated format or Submit to Batch to schedule when the report will generate.

Users have the option of submitting a report request to the batch queue by clicking Submit to



**Batch** instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

	А	В	С	D	E	F	G	Н	I	J
1	StudentCo	Organizati	LastName	FirstName	MiddleIni	Grade	DateOfBirth	StateStuden	LocalStud	Gender
2			Johnson	Anna	N	5	12/5/2005	AB1234567	123456	F
З			Johnson	Brandy	S	2	12/19/2008	BC2345678	234567	F
4			Johnson	Carl	В	5	4/12/2006	CD3456789	345678	М
5			Jones	Darcy	S	5	2/24/2006	DE4567891	456789	F
6			Jones	Ella	R	KG	6/9/2011	EF5678912	567891	F
7			Jones	Frank	R	2	10/11/2008	FG6789123	678912	М
8			Jones	Greg		1	1/31/2010	GH7891234	789123	М

Image 2: ACT PreID extract - State Format (CSV)

udentCode	OrganizationCode	LastName	FirstName	MiddleInitial	Grade	DateOfBirth	StateStudentID	LocalStudentI
		Johnson	Anna	N	05	12/05/2005	AB1234567	123456
		Johnson	Brandy	s	02	12/19/2008	BC2345678	234567
		Johnson	Carl	в	05	04/12/2006	CD3456789	345678
		Jones	Darcy	s	05	02/24/2006	DE4567891	456789

Image 3: ACT PreID extract - HTML

### **Extract Layout**

If the **Include Protected Identity Info** checkbox is marked in the extract editor, Demographics fields report from Census > People > Identities > Active Identity > Protected Identity Information.

Element Name	<b>Description &amp; Format</b>	Campus Location
Student Code	Currently reports as blank.	N/A
Organization Code	Reports the ACT School Code. <i>Numeric, 1 digit</i>	System Administration > Resources > School > ACT School Code
		School.actSchoolCode

Element Name	Description & Format	Campus Location
Last Name	The student's last name. <i>Alphanumeric, 16 characters</i>	Census > People > Demographics > Person Information > Last Name Identity.lastName
First Name	The student's first name. <i>Alphanumeric, 12 characters</i>	Census > People > Demographics > Person Information > First Name Identity.firstName
Middle Initial	The first letter of the student's middle name. <i>Alphanumeric, 1 character</i>	Census > People > Demographics > Person Information > Middle Name Identity.middleName
Grade	The State Grade Level of the grade in which the student is enrolled. Reports as 10, 11, or 12. <i>Numeric, 2, digits</i>	Student Information > General > Enrollments > Grade GradeLevel.stateGrade Enrollment.grade
Date of Birth	The date on which the individual being reported was born. <i>YYYYMMDD, 8 characters</i>	Census > People > Person Identifiers > Birth Date Identity.birthDate
State Student ID	The unique identification number assigned a student by the Department of Education. <i>Alphanumeric, 9 characters</i>	Census > People > Demographics > Person Identifiers > State ID Person.stateID
Filler	N/A	N/A
Test Code	Reports the Test Code selected in the extract editor. Alphanumeric, 2 characters.	OH State Reporting > ACT PreID > Test Code
Delivery FormatReports the Test Format selected in the extract editor. Options are p: Paper or o: Online.Alphanumeric, 1 character		OH State Reporting > ACT PreID > Test Format

Element Name	Description & Format	Campus Location
Local Student ID	The student's Local Student Number <i>Numeric</i>	Census > People > Demographics > Person Identifiers > Local Student Number Person.number
Filler	N/A	N/A
Gender	The student's Gender. Reports as M: Male or F: Female. <i>Alphanumeric 1 character</i>	Census > People > Person Identifiers > Gender Identity.Gender
Address	The student's street address. <i>Alphanumeric</i>	Census > Household > Address > Number, Prefix, Street, Tag, Direction, Apt Address.number Address.prefix Address.street Address.tag Address.direction Address.apt
City	The city of the student's address. <i>Alphanumeric</i>	Census > Household > Address > City Address.city
State	The state of the student's address.	Census > Household > Address > State Address.state
Zip Code	The zip code of the student's address. <i>Numeric</i>	Census > Household > Address > Zip Code Address.zip
State Use Question 1	Currently reports as blank.	N/A
State Use Question 2	Currently reports as blank.	N/A
State Use Question 3	Currently reports as blank.	N/A

Element Name	Description & Format	Campus Location
State Use Question 4	Currently reports as blank.	N/A
State Use Question 5	Currently reports as blank.	N/A
State Use Question 6	Currently reports as blank.	N/A
State Use Question 7	Currently reports as blank.	N/A
State Use Question 8	Currently reports as blank.	N/A
State Use Question 9	Currently reports as blank.	N/A
State Use Question 10	Currently reports as blank.	N/A
State Use Question 11	Currently reports as blank.	N/A
State Use Question 12	Currently reports as blank.	N/A
Work Keys State Use Question 16	Currently reports as blank.	N/A
Work Keys State Use Question 17	Currently reports as blank.	N/A
Work Keys State Use Question 18	Currently reports as blank.	N/A
Work Keys State Use Question 19	Currently reports as blank.	N/A
Work Keys State Use Question 20	Currently reports as blank.	N/A



Element Name	Description & Format	Campus Location	
Reporting High School Code	Reports the Building IRN Override. If null, State School Number. <i>Numeric,6 digits</i>	Student Information > General > Enrollments > State Reporting Fields > Building IRN Override; System Administration > Resources > School > School Editor > State School Number Enrollment.builidingIRNOverride School.number	
Student Test Code Key (UUID)	Currently reports as blank.	N/A	
Contract ID Enterprise	Currently reports as blank.	N/A	
Contract Code	Currently reports as blank.	N/A	
Non-College Reportable	Currently reports as blank.	N/A	