

ACT PreID Extract (Ohio)

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

Index	Search	OH ACT PreID Extract	OH ACT PreID Extract				
System Admini	strator	The ACT Pre-Identification Fil	le outputs as a CSV (Comma Separated	Value) or HTML file.			
 Student Information 		Enter a Date Range to pull st Using an Ad Hoc filter is reco	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			
► Health				active year			
► Attendance		Test Code	mc: ACT 👻	◯ list by school			
▶ Scheduling		Test Format	o: Online 👻	◯ list by year			
► Fees		Ad Hoc Filter	State Format(CSV) -	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 Elorence Nightingale Junior			
 OH State Reporting 		Generate Ex	tract Submit to Batch	16-17 Harriet Beecher Stowe Scho 16-17 Harriet Tutman High Schoo			
OH Extrac	ts			16-17 Marie Curie Magnet School			
PreID Extr	ract			16-17 Rosa Parks Elementary Sch 16-17 Ruth Bader Ginsberg Eleme			
EMIS Cros	ss Enrollment			16-17 Sandra Day O'Connor Elem 16-17 Susan B. Anthony Elementa			
SSID Extra	act						
SSID Imp	ort			CTRL-click or SHIFT-click to select multiple			
KRA Prei	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.

	Α	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
3			Johnson	Brandy	S	2	12/19/2008	BC2345678	234567	F
4			Johnson	Carl	В	5	4/12/2006	CD3456789	345678	M
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	M
8			Jones	Greg		1	1/31/2010	GH7891234	789123	М

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

OH ACT PreID Extract Records:362								
StudentCode	OrganizationCode	LastName	FirstName	MiddleInitial	Grade	DateOfBirth	StateStudentID	LocalStudentID
		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	Description & Format	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. <i>Alphanumeric, 2 characters.</i>	OH State Reporting > ACT PreID > Test Code
Delivery Format	Reports the Test Format selected in the extract editor. Options are p: Paper or o: Online. <i>Alphanumeric, 1 character</i>	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. <i>Alphanumeric</i>	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	