



PRECODE

What is Precode?

PreCode

- The precode data are collected for several testing programs and SCDE initiatives.
- All schools are **required** to participate in precoding efforts for all applicable testing programs.

What Does PreCode Mean?

- **PRE+CODE** refers to electronic data that is collected from the student information system and shared with the testing contractors so that they can prelabel/precode/preidentify answer sheets and test booklets.
 - The prefix PRE is meant to imply that coding is done before testing occurs.
- **PRECODE** = a lot of time and effort saved + convenience
 - Without precoding, the only way to provide student information is to manually code the answer documents. This is why all schools are required to participate in precoding.
 - For the vast majority of students, precoding is a great convenience and time saver

Two Phases:

- Print Phase

- The print phase produces preprinted answer documents and determines the quantity of printed materials to be sent to schools.

- Update Phase

- Update phase produces labels that are applied to answer documents for new students who were not in the print phase.

- The update phase is also used to populate online test sessions.

- Data are used to UPDATE the data transmitted during the PRINT phase.

Corrections to student records transmitted during the PRINT phase can be made.

- Do Not Miss the Deadline!

- Start early

PreCode Data Cycle:

- Enter the Data
 - Detect Errors
 - Correct the Data
 - Repeat the steps until it's time to finalize the data.
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- Precoding requires quality data.
 - Use the tools at your disposal to check on data quality.
 - Correct the data and then run checks on the data again.
 - Repeat this a number of times until it's time to submit your data.
 - Start early to reduce the pressure to correct data in a short period of time.

Data Verification and Validation

- Checking data quality can not be overemphasized.
 - Use these tools to check your data and to make corrections as soon as possible.

PreCode and Testing

- You will complete PreCode for the following test:
- 4K assessment (PALS, MyIGDIS, etc.)
- 5K assessment (KRA)
- CogAT/IA
- SC READY
- SC PASS
- ACCESS for ELs
- EOC's

Importance of Precode

PreCode

- Precode refers to the student information in school databases that is shared with testing contractors for the purpose of pre-populating online testing systems and/or pre-assigning answer documents and test booklets to students via scannable (barcoded) test documents or labels.
- When a school successfully participates in the precode project, the vast majority of test documents do not need to be manually coded by teachers and students, which saves time and labor and prevents errors.

PreCode

- The precode data includes identifying and demographic information.
- In addition, the precode data allow schools to indicate, among other things, how school materials should be sorted, which customized materials students need, which students are eligible for alternate assessments, and programs students have participated in.
- If a school is using online testing, the data collected during Precode will be uploaded into the online testing system.
- If a school is using the paper/pencil version of the test, the field in PowerSchool will need to be coded as such

PreCode and Sort Fields

- In addition, the precode data allow schools to indicate, among other things:
 - How school materials should be sorted
 - For Example, by homeroom teacher, Small groups for SPED, EL and students who have 504's
 - Which customized materials students need
 - For example, large print test booklets, braille,
 - Which students are eligible for alternate assessments
 - Which EOCEP subjects students need to take

Coding PowerSchool Data

Coding PowerSchool Data

- Precode - Ensure PowerSchool information is up-to-date.
- Educator ID - In order to meet a requirement of the Education Oversight Committee (EOC), we need the educator ID in addition to the StatePrID. This value will not be submitted to the contractors. It will be used by the SCDE's Office of Assessment to as a matching variable between PowerSchool (PS) and teacher degree tables (non-PS). The teacher degree information is being submitted to the EOC for 4K and 5K assessments.
- 2018-2019 SCDE Precode Manual – Available in September 2018

September Assessment Deadlines

- 4K/5K Precoding – Noon on Tuesday September 4, 2018 **(Deadline to have data in PowerSchool: 8:00am on the day of upload to SCDE 9/4/2018)**
- QDC 1 (on district's 45th day) ,EOCEP Precode Data, Direct Cert, NAEP, IM, Dropout **(Deadline TBD – October 2018)**

September Precode Data


4K/5K Precoding

PS Field Names:

- Student name [**Last_Name, First_Name**]
- Student date of birth (DOB). This is important for 4K/5K as it will be used to match to 90th day demographic data collected later in the year. [**DOB**]
- Student State ID [**State_StudentNumber**]
 - The State ID should be generated in PowerSchool for new students. Please contact your PowerSchool support if the State ID is not auto-populating.
- Student gender [**Gender**]

PowerSchool Student Page

Name (Last, First Middle)	<input type="text"/>
Home Address	
Street, Apt/Suite	<input type="text"/>
City, State, Zip	<input type="text"/> SC <input type="text"/>
Geocode	<input type="text"/>
	<input type="button" value="Validate"/>
Mailing Address - Copy From Home Address	
Street, Apt/Suite	<input type="text"/>
City, State, Zip	<input type="text"/> SC <input type="text"/>
Geocode	<input type="text"/>
	<input type="button" value="Validate"/>
Home phone	<input type="text"/>
Age	4 years 0 month
Aggregate days of membership (YTD)	29
Area/neighborhood	<input type="text"/>
DOB	08/19/2014 <input type="button" value="Calendar"/>
Federal Ethnicity and Race	
Ethnicity	<input type="radio"/> Yes <input checked="" type="radio"/> No Is the student Hispanic or Latino? <input type="button" value="Dropdown"/>
Race	What is the student's race? <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input checked="" type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="button" value="Dropdown"/>
Scheduling/Reporting Ethnicity	Black or African American (B) <input type="button" value="Dropdown"/>
Father (last, first)	<input type="text"/>
Father's Day Phone	<input type="text"/>
Father's Employer	<input type="text"/>
Father's Home Phone	<input type="text"/>
Gender	Male <input type="button" value="Dropdown"/>
Grade Level	-1



PowerSchool Student Page

South Carolina State Information

South Carolina State Information

State ID

[REDACTED]

Include this student in State Reporting

Yes ▾

Self Contained Class

EFA/EIA Classification Information

Contacts

Chronic Absenteeism

Truancy

CATE

Early Childhood

South Carolina Student Information

Precode

Students Not Tested on State Assessments

Transportation

Work-based Learning

Homeless Student Information

Immunizations

Graduation Rate Planning Worksheet

Civil Rights Data Collection (CRDC)

September Precode Data

4K/5K Precoding – Noon on Tuesday September 4, 2018

PS Field Names:

- Teacher Name [**Last_Name, First_Name**]
- Teacher Email [**Email_Addr**]
- Teacher Educator ID [**Tchr_ID**]

PowerSchool Teacher Page

Name (Last, First MI)	<input type="text"/>	*	<input type="text"/>	*
Preferred Name	<input type="text"/>			
Email Address	<input type="text"/>			
Title	<input type="text"/>			
Gender	Male	▼		
Federal Ethnicity and Race				
Ethnicity	Is the staff member Hispanic or Latino?			
	<input type="radio"/> Yes			
	<input checked="" type="radio"/> No			
Race	What is the staff member's race?			
	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	
	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input checked="" type="checkbox"/> White	<input type="checkbox"/>	
Reporting Ethnicity	White (W) ▼			
ID	9999	*		
StatePrId (Cert #)	<input type="text"/>			
Homeroom	<input type="text"/>			
Home School				
Lunch ID	0			
Home Phone #	<input type="text"/>			
School Phone #	<input type="text"/>			
Street	<input type="text"/>			
City, State, Zip	<input type="text"/>	<input type="text"/>	<input type="text"/>	
SSN	<input type="text"/>			
DOB	MM/DD/YYYY	<input type="text"/>		
Staff Type	Teacher ▼			
Active	<input checked="" type="checkbox"/>			
Additional South Carolina State Report Information for Staff				
Civil Rights Data Collection (CRDC)				
Generation (Jr., Sr., etc.)	- None ▼			
Educator ID	<input type="text"/>			

September Precode Data

4K/5K Precoding – Noon on Tuesday September 4, 2018

Hierarchy	4K	5K
1	1750 (Half Day)	1760 (Half Day)
2	1751 (Full Day)	1761 (Full Day)
3	0896 (Homeroom)	
4	0897 (Homeroom)	

Examples are:

- If the student is in only one of the above courses, the teacher information will be from that course.
- If a 4K student is in a 1750 and a 0896 course, the teacher information will be from the 1750 course.
- If a 5K student is in a 1761 and a 0897 course, the teacher information will be from the 1761 course.
- A student can only be in one course type (half vs. full):
 - If a student is in a half day and a full day course, the teacher information will be from the half day course.
 - If a student is in all of the courses, the teacher information will be from the half day course.

September Precode Data

Fall EOCEP

Course Code	Course
Standard	
4114	Algebra 1
4117	Intermediate Algebra
3024	English 1
3025	English 2 (for 2018-19, spring only)
3221	Biology 1
3320	U.S. History and the Constitution
3322	Dual Enrollment American History 1877 to Present (HIS 202)
3372	Advanced Placement U.S. History
336D	IB US History
Codes for Students Not Enrolled in Traditional Credit-Bearing Courses	Note: These new EOCEP codes for students not enrolled in traditional credit-bearing courses have the same structure as standard codes. The first four numbers must be used. The 5 th and 6 th characters are district-defined. The 7 th and 8 th characters MUST be coded with two zeros.
4850__00	English 1 (4850)
4857__00	English 2 (4857) (for 2018-19, spring only)
4851__00	Algebra 1 (4851)
4852__00	Biology 1 (4852)
Not applicable	Not applicable because U.S. History is not used to meet federal accountability requirements.

Additional September Precode Data

PS Field Names:

- Grade_Level
- TrueGrade
- TeacherNumber
- Student_Number
- (Student) Middle_Name
- FedEthnicity
- RaceCode
- Home_Room


PS Field Names:

- DeafBlindInd
- MultiDisablInd
- InstrSetting
- Engl_Prof
- First_Lang_Spoken
- AltAssessCde

September Precode Data

Pages: Student Demographics – *Select a student > Demographics*

Name (Last, First Middle)	<input type="text" value="a"/>
Home Address	
Street, Apt/Suite	<input type="text" value="e"/>
City, State, Zip	<input type="text" value="SC"/>
Geocode	<input type="text"/>
<input type="button" value="Validate"/>	
Mailing Address - Copy From Home Address	
Street, Apt/Suite	<input type="text" value="e"/>
City, State, Zip	<input type="text" value="SC"/>
Geocode	<input type="text"/>
<input type="button" value="Validate"/>	
Home phone	<input type="text"/>
Age	4 years 0 month
Aggregate days of membership (YTD)	29
Area/neighborhood	<input type="text"/>
DOB	<input type="text" value="08/19/2014"/>
Federal Ethnicity and Race	
Ethnicity	<input type="radio"/> Yes <input checked="" type="radio"/> No Is the student Hispanic or Latino? <input checked="" type="checkbox"/>
Race	What is the student's race? <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input checked="" type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
Scheduling/Reporting Ethnicity	<input type="text" value="Black or African American (B)"/>
Father (last, first)	<input type="text"/>
Father's Day Phone	<input type="text"/>
Father's Employer	<input type="text"/>
Father's Home Phone	<input type="text" value="581"/>
Gender	<input type="text" value="Male"/>
Grade Level	-1



September Precode Data

Pages: Teacher Information – *Select a teacher > Information*

Name (Last, First MI)	<input type="text"/> * <input type="text"/> * <input type="text"/>
Preferred Name	<input type="text"/>
Email Address	<input type="text"/>
Title	<input type="text"/>
Gender	Male ▾
Federal Ethnicity and Race	
Ethnicity	Is the staff member Hispanic or Latino? <input type="radio"/> Yes <input checked="" type="radio"/> No
Race	What is the staff member's race? <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> White
Reporting Ethnicity	White (W) ▾
ID	9999 *
StatePrId (Cert #)	<input type="text"/>
Homeroom	<input type="text"/>
Home School	
Lunch ID	0
Home Phone #	<input type="text"/>
School Phone #	<input type="text"/>
Street	<input type="text"/>
City, State, Zip	<input type="text"/> <input type="text"/> <input type="text"/>
SSN	<input type="text"/>
DOB	MM/DD/YYYY <input type="text"/>
Staff Type	Teacher ▾
Active	<input checked="" type="checkbox"/>
Additional South Carolina State Report Information for Staff	
Civil Rights Data Collection (CRDC)	
Generation (Jr., Sr., etc.)	- None ▾
Educator ID	<input type="text"/>

September Precode Data

Pages: SC Student Information - *Select a student > State/Province – SC > South Carolina Student Information*

Contacts	Chronic Absenteeism	Truancy	CATE	Early Childhood	SC Student Information	Precode	Students Not Tested	Transport	Work-Based Learning
English Prof	9 - English Speaker II	Primary Language	(blank) - English	LEP Initial Test					
Birth Country	Select One	Language for Oral Communication	(blank) - English	*Date of Initial Test	MM/DD/YYYY				
U.S. School Entry Date	MM/DD/YYYY	Language for Written Communication	(blank) - English	Type of Test					
1st Lang Spoken	(blank) - English	Home Lang	(blank) - English	**Score on Initial Test					
Birth Place									
*Date of initial screener or date of entry in EL program. **Truncate score to integer for accountability purposes.									
Instructional Setting	(blank) - Regular Ed - Full Yr	True Grade	(blank) - Select One						
CEIS	<input type="checkbox"/>	504 Plan		504 Eligible (Without a Plan)	<input type="checkbox"/>				
Medicaid No		Medicaid Consent Date	MM/DD/YYYY	Medicaid Eligible Date	MM/DD/YYYY				
Ninth Grade Code		Diploma Type (for Transcript)	(blank) - None						
Diploma Ordered		Award Ordered							
Diploma Earned		Award Earned							
Diploma Order Number		Scholarship Ordered							
Graduation Date	MM/DD/YYYY	Graduated School Number and Name	0 -						

September Precode Data

Pages: Precode - Select a student > State/Province – SC > Precode

Contacts	Chronic Absenteeism	Truancy	CATE	Early Childhood	SC Student Information	Precode	Students Not Tested	Transport	Work-Based Learning
Kindergarten - Previous Program (5K Only)		<input type="text" value=""/>							
Deaf-Blindness		<input type="checkbox"/>							
Multiple Disabilities		<input type="checkbox"/>							
Alternate Assessment		<input type="checkbox"/>							
Alternate Assessment Test Administrator									
Other Alternate Assessment Tested School ID		<input type="text"/>		First Name		<input type="text"/>			
				Last Name		<input type="text"/>			
Needs Braille		<input type="checkbox"/> <input type="text" value=""/>							
ELA Custom Materials		<input type="text" value="NA - Not applicable"/>		ELA Oral/Signed Admin		<input type="text" value="NA - Not applicable"/>			
Math Custom Materials		<input type="text" value="NA - Not applicable"/>		Math Oral/Signed Admin		<input type="text" value="NA - Not applicable"/>			
Science Custom Materials		<input type="text" value="NA - Not applicable"/>		Science Oral/Signed Admin		<input type="text" value="NA - Not applicable"/>			
Social Studies Custom Materials		<input type="text" value="NA - Not applicable"/>		Social Studies Oral/Signed Admin		<input type="text" value="NA - Not applicable"/>			
ELA Sort ID		<input type="text"/>		Elem/Middle Paper - ELA		<input type="checkbox"/>			
Math Sort ID		<input type="text"/>		Elem/Middle Paper - Math		<input type="checkbox"/>			
Science Sort ID		<input type="text"/>		Elem/Middle Paper - Science		<input type="checkbox"/>			
Social Studies Sort ID		<input type="text"/>		Elem/Middle Paper - Social Studies		<input type="checkbox"/>			

August & September PowerSchool Data Coding

PS Display Name	PS Table	PS Internal Field Name	Assessment Field Name	GOLD	myIGDIs	PALS	KRA	CogAT/IA
School Number	Schools(39)	School_Number	SchoolID	*	*	*	*	*
NA	Schools(39)	District_Number	District	*	*	*	*	*
School Name	Schools(39)	Name	School	*	*	*	*	*
Grade Level	Students(01)	Grade_Level	Grade	*	*	*	*	*
True Grade	S_SC_STU_X	TrueGrade	True Grade	*	*	*	*	
Name(Last, First MI)	Teachers(05)	Varies in PowerSchool	TeachName	*	*	*	*	*
ID	Teachers(05)	TeacherNumber	TeachNbr	*	*	*	*	
State ID	Students(01)	State_StudentNumber	StateID	*	*	*	*	*
Student Number	Students(01)	Student_Number	StudentID	*	*	*		
Name	Students(01)	Last_Name	LName	*	*	*	*	*
Name	Students(01)	First_Name	FName	*	*	*	*	*
Name	Students(01)	Middle_Name	MName	*	*	*	*	*
DOB	Students(01)	DOB	DOB	*	*	*	*	*
Gender	Students(01)	Gender	Gender	*	*	*	*	*

August & September PowerSchool Data Coding

PS Display Name	PS Table	PS Internal Field Name	Assessment Field Name	GOLD	myIGDIs	PALS	KRA	CogAT/IA
Ethnicity	Students(01)	FedEthnicity	Latino	*	*	*	*	*
Race	StudentRace(201)	RaceCD	RaceI, RaceA, RaceB, RaceP, RaceW	*	*	*	*	*
EFA Code Entry	VirtualTablesData2	Varies in PowerSchool	EFA1 – EFA10	*		*		*
Deaf-Blindness	S_SC_STU_X	DeafBlindInd	IEP _DB			*		
Multiple Disabilities	S_SC_STU_X	MultiDisablnd	IEP_MD			*		
Instructional Setting	S_SC_STU_X	InstrSetting	InstrSetting	*	*	*	*	
Engl Prof	S_SC_STU_X	Engl_Prof	English	*	*	*	*	
1st Lang Spoken	S_SC_STU_X	First_Lang_Spoken	FirstLang	*	*	*	*	
Alternate Assessment	S_SC_STU_X	AltAssessCde	AltAssess	*	*	*	*	
Home Room	Students(01)	Home_Room	TeachName	*	*	*		
Entry Date	Reenrollments(18)	EntryDate	EnterDate	*				
Email Address	Teachers(5)	Email_Addr	Teachemail	*		*	*	

Impacts of failure to precode

Accommodations

- There are no fields and sort fields for student accommodations such as frequent breaks and preferential seating.
- The accommodation of oral administration can be a sort field in PowerSchool.

Best Practices

PreCode Requires

- Planning
- Coordination and team work
- Hard work
- Vigilance against errors
- High quality data

Importance of Communication

- It is imperative that successful communication takes place.
 - The Special Education Teacher, the ESOL Teacher and the person responsible for student's 504's must communicate with the School Testing Coordinator (STC) throughout the school year to make sure student accommodation plans are known.
 - The School Testing Coordinator will communicate with the school's PowerSchool person any specialized materials that need to be ordered through PowerSchool.
- It is recommended to double and triple check accommodations leading up to testing.

Communication

- School Testing Coordinator's (STC) are responsible for communicating with the school PowerSchool coordinator to ensure that data is properly entered prior to the precode deadlines.
- It is recommended to complete precode prior to the due date due to any unforeseen instances that could happen i.e. illness
- Precoding requires a lot of team work!

PreCode is Critical

- PreCode is of the utmost importance!
 - PreCoding in PowerSchool and the testing company DRC “communicate” and this is how the student answer documents have the needed information i.e. name, date of birth, student ID number, etc.
- If you do not precode then your test materials will have to be manually coded which is extremely time consuming.
- Be aware of upcoming precode deadlines.
 - Don’t miss the deadlines and start early! If you miss the print phase deadline, you only have two options. The contractors will either print labels for districts to manually apply to answer documents OR schools will manually enter all student information.