

2024-2025 CO PSAT/CO SAT Student Biographical Data (SBD) Review

Colorado Department of Education

Purpose:

The purpose of the CO PSAT/CO SAT Student Biographical Data (SBD) Review is to review and to update the biographical data for students who participate in the CO PSAT/CO SAT assessment.

This document provides the file layout, field definitions, and specific instructions for each field. Please read through this document before completing the SBD review. If there are any issues or questions during the review, contact SBD support: sbdsupport@cde.state.co.us or 720.696.0185

This document refers to RITS. RITS is the acronym for Record Integration Tracking System. If you are unfamiliar with RITS, contact SBD support using the contact information above.


Dependencies:

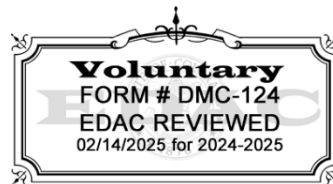
None

Record Expectation:

N/A


File Notes:

- New changes from 2023-2024 are emphasized with yellow shading.
- Deleted text from 2023-2024 is shown with ~~text style subtle reference~~.
-  Indicates primary key





Data Fields:

Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
CO SAT Record ID Number 	9	1	9	1	A	A unique alphanumeric code assigned to each record, generated by Data Pipeline. This number cannot be changed.	No
Responsible District Code	4	10	13	10	B	This is the district where the student was registered in SDMS during testing and where they will be counted for accountability. This can no longer be updated in SBD. See field definition for details.	No
Responsible District Name	50	14	63	11	C	Official CDE District name where the student was registered in SDMS during testing and where they will be counted for accountability based on Responsible District Code.	No
Responsible School Code	4	64	67	12	D	This is the school where the student was registered in SDMS during testing and where they will be counted for accountability. This may be changed to another school in your district, see the Field Definition for details on changing to school in another district.	Yes
Responsible School Name	50	68	117	13	E	Official CDE School name where the student was registered in SDMS during testing and where they will be counted for accountability based on Responsible School Code. This field will update automatically if Responsible School Code is changed.	No



Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Testing District Code	4	118	121	14	F	This is the district where the student was tested based on the Supervisor Report Form. If this is blank, no answer sheet was received for the student.	No
Testing District Name	50	122	171	15	G	Official CDE District name where the student was tested based on Testing District Code.	No
Testing School Code	4	172	175	16	H	This is the school where the student was tested based on the Supervisor Report Form. If this is blank, no answer sheet was received for the student.	No
Testing School Name	50	176	225	17	I	Official CDE School name where the student was tested based on Testing District Code.	No
Test	6	334	231	18	J	Identifies the test associated with the student record. Values include PSAT9, PSAT10, and SAT.	No
Student Last Name	30	340	261	19	K	Student's last name as recorded in RITS.	Yes
Student First Name	30	370	291	20	L	Student's first name as recorded in RITS.	Yes
Preferred First Name	35	400	326	21	M	The first name used by a student other than their legal first name for any reason. This field is not required and can be left blank.	Yes
Student Middle Initial	1	435	327	22	N	Student's middle initial. This field is not compared to data in RITS. You may leave this field blank.	Yes
Grade Level	2	436	329	23	O	Student's grade level at test administration. If a student is not in the appropriate grade for the test they took, you will need to contact SBD Support to ignore your errors and determine the most appropriate invalidation code before you can submit. Valid Values include 09, 10, and 11.	Yes
Student Gender	2	438	331	24	P	Student's sex as recorded in RITS. 01 = Female; 02 = Male; 03 = Nonbinary	Yes
Hispanic or Latino	1	440	332	25	Q	0 = No; 1 = Yes See the field definition below for more information.	Yes



Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
American Indian or Alaskan	1	441	333	26	R	0 = No; 1 = Yes See the field definition below for more information.	Yes
Asian	1	442	334	27	S	0 = No; 1 = Yes See the field definition below for more information.	Yes
Black or African American	1	443	335	28	T	0 = No; 1 = Yes See the field definition below for more information.	Yes
White	1	444	336	29	U	0 = No; 1 = Yes See the field definition below for more information.	Yes
Native Hawaiian	1	445	337	30	V	0 = No; 1 = Yes See the field definition below for more information.	Yes
Student Date of Birth	8	446	345	31	W	Student's date of birth as recorded in RITS. Format = MMDDYYYY.	Yes
SASID	10	454	355	32	X	A unique ten-digit number assigned to each student by CDE.	Yes
Free/Reduced Lunch Eligible	2	464	357	33	Y	Valid Values include 00 = Not eligible, 01 = Free lunch eligible, and 02 = Reduced lunch eligible. See the field definition below for more information.	Yes
Gifted and Talented	1	466	358	34	Z	0 = No; 1 = Yes See the field definition below for more information.	Yes
Homeless	1	467	359	35	AA	Valid values include 0 = No, 3 = Yes and in custody of parent/guardian, and 4 = Yes and not in custody of parent/guardian. See the field definition below for more information.	Yes
Language Proficiency	1	468	360	36	AB	A rating that describes a student's ability to speak, to listen, to read, and to write in English. See the field definition below for more information including valid values.	Yes



Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Language Background	3	469	363	37	AC	<p>A three-character code that identifies the native language of multilingual learners. Multilingual learners are students whose Language Proficiency code is anything other than 00.</p> <p>See this page for a complete list of Language Background codes: https://www.cde.state.co.us/datapipeline/org_orgcodes</p>	Yes
Continuous in District	1	472	364	38	AD	<p>0 = No; 1 = Yes See the field definition below for more information.</p>	Yes
Continuous in School	1	473	365	39	AE	<p>0 = No; 1 = Yes See the field definition below for more information.</p>	Yes
Date First Enrolled in US	8	474	373	40	AF	<p>Date a student first enrolled in any public or non-public US school (not Puerto Rico) in grade kindergarten or higher.</p> <p>Format = MMDDYYYY</p> <p>See the field definition below for more information.</p>	Yes
Expelled	1	482	374	41	AG	<p>Use this field to indicate if the student was expelled at the time of testing.</p> <p>0 = No; 1 = Yes</p> <p>See the field definition below for more information.</p>	Yes



Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Primary Disability	2	483	376	42	AH	<p>Student's primary disability. If the student has more than one disability, report the major disability as reflected on the student's IEP.</p> <p>Please see below for valid values.</p> <p>All students with a Primary Disability must also have an IEP.</p>	Yes
IEP	1	485	377	43	AI	<p>Student has an Individual Education Program (IEP) 0 = No; 1 = Yes</p>	Yes
Section 504	1	486	378	44	AJ	<p>Student has a 504 Plan 0 = No; 1 = Yes</p>	Yes
Language Instruction Program	2	487	380	45	AK	<p>Type of English language instructional program used to educate a student who is a multilingual learner.</p> <p>Please see below for valid values.</p>	Yes
Invalidation Code	10	489	390	46	AL	<p>This code will be used to determine the student's invalidation for accountability purposes. If you see multiple codes indicated, then that is what was submitted on the student's testing record. Please update multiple values with a single valid code. This will only invalidate the record in CDE reporting; it will not prevent the student from receiving a score report or being included in reports generated by College Board if they have a valid score.</p> <p>Please see below for valid values.</p>	Yes
College Board ID	12	499	402	47	AM	<p>Unique ID assigned by College Board for each student, per assessment/per sitting.</p>	No



Name of Field	Max Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Remarks, Valid Values, Formatting, Examples	Updateable For SBD?
Student Participation Indicator	1	511	403	48	AN	This field provides information from College Board around assessment attemptedness. Please see below for valid values.	No

Field Definitions

CO SAT Record ID Number: A unique code assigned to a record by Data Pipeline used to identify records in this SBD file

Starting in 23-24 the College Board assessments are not administered online and there is a vendor assessment data system which handles student transfers during the testing window. SAT SBD will now have similar Responsible District and School rules to the other collections. Responsible District is not updateable during the SBD process and cross district moves should be submitted using the failsafe template.

Responsible District Code: The district code where the student is enrolled. This district will receive student reports and will also be used as the district for accountability calculations and public reporting of assessment results. Use the four-character code assigned to the district by CDE.

NOTE:

If the student did not take the assessment in your district and the student score needs to be transferred to another school in another district (this situation is rare), follow the steps below:

1. Contact the receiving district and get approval to transfer the student’s scores there.
Submit a Failsafe form TO CDE using Syncplicity to request that CDE transfer the score to the new district.
2. Send an email to SBD support at CDE (sbdsupport@cde.state.co.us) indicating that there is a file in the Syncplicity folder. If you do not let SBD Support know about the file in Syncplicity, the file will be overlooked and the transfer will NOT take place.
Use the link below to get a copy of the Failsafe form: *link to be added*

Responsible District Name: Auto-filled by Data Pipeline.

Responsible School Code: The school code where the student is enrolled. This school will be used for accountability calculations and public reporting. Use the four-character code assigned to the school by CDE. You may change the school code during the SBD Review Process as long as the new school is in the same district.



NOTE:

If the student did not take the assessment in your district and the student score needs to be transferred to another school in another district (this situation is rare), follow the steps shown above under “Responsible District Code.”

Responsible School Name: Auto-filled by Data Pipeline.

Testing District Code: A unique code assigned to a district by CDE. This is the district where the student was tested based on the Supervisor Report Form. If this is blank, no answer sheet was received for the student.

Testing District Name: Auto-filled by Data Pipeline.

Testing School Code: A unique code assigned to a district by CDE. This is the school where the student was tested based on the Supervisor Report Form. If this is blank, no answer sheet was received for the student.

Testing School Name: Auto-filled by Data Pipeline.

Test - Indicates whether the student completed the SAT, PSAT10, or PSAT9 assessment. This is not updateable.

Student Last Name: Student’s last name as recorded in RITS.

Student First Name: Student’s first name as recorded in RITS.

Preferred Student First Name: This is a new field beginning in the 2023-2024 collection. The first name used by a student other than their legal first name that they would prefer to appear on materials presented to the student including student and parent facing reports (for any reason). This field is not required and can be left blank.

Middle Initial: Student’s middle initial. Blanks are allowed.

Grade Level: Students must be in 9th grade to take CO PSAT 9, 10th grade to take the CO PSAT 10, and 11th grade to take the CO SAT. If a student is not in the appropriate grade for the assessment they took, you will need to contact **SBD Support** to ignore your errors and determine the most appropriate invalidation code before you can submit. If the student is in 12th grade, you should invalidate the record using code ‘03’ (Withdrawn Before or During Testing).

Valid Values:

- 09 = Grade 9
- 10 = Grade 10



- 11 = Grade 11

Student Gender: Student's sex as recorded in RITS. 01 = Female; 02 = Male; 03 = Nonbinary

Race/Ethnicity Fields:

For information regarding the ethnicity and race reporting categories, see the *CDE Race and Ethnicity Brochure* at

<http://www.cde.state.co.us/cdereval/rvRace-Ethnicity.htm>

For each of the fields below, use 1 to indicate that the definition describes the race/ethnicity of the student or 0 to indicate that the definition does not describe the student's race/ethnicity.

IMPORTANT: A student can be included in more than one race group.

- **Hispanic or Latino** - A person having origins in Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture, regardless of race. The term 'Spanish origin' can be used in addition to 'Hispanic/Latino or Latino
- **American Indian or Alaska Native** - A person having origins in any of the original peoples of North or South America (including Central America) and who maintains a tribal affiliation or community recognition
- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- **Black or African American** - A person having origins in any of the Black racial groups of Africa
- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
- **Native Hawaiian** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

NOTE: The summary value for the race and ethnicity fields will be calculated based on the data in the ethnicity and individual student race fields described above. To review the final updated values, a calculated field will be included in the Final Summary report in COGNOS. To update the value for this calculated field, make appropriate changes to the six ethnicity and individual student race fields noted above.

Student Date of Birth: The month, day, and year on which a student was born in MMDDYYYY format (e.g. 09012001)

SASID: A unique number assigned to each student by CDE.

The following fields are not collected by College Board. They will be added to the SBD file from the Student Interchange Data Pipeline collection for inclusion in the final CO PSAT/CO SAT data file to meet federal and state reporting requirements. If these data are not correct or available in Data Pipeline, they may be updated during the SBD review.



Free and Reduced Lunch Eligibility: Student meets the eligibility criteria for free or reduced lunch pursuant to the provisions of the Federal National School Lunch Act. For specific guidelines in meeting the criteria for free/reduced lunch, refer to the procedures manual and the Rules for the Administration of the Public School Finance Act.

NOTE: Although a school may not provide a lunch program, eligibility should be marked if documented. Districts may use October count data or updated information if it is available.

Valid Values: (Interchange or vendor values may be used)

- 00 or N = Not eligible
- 01 or Y = Free lunch eligible
- 02 or Y = Reduced lunch eligible

Gifted and Talented: Student who has been formally identified, using district-wide procedures aligned with CDE guidelines, as being endowed with a high degree of exceptionality or potential in mental ability, academics, creativity, or a talent (e.g., visualization, performance, musical arts, or leadership). Students are provided instructional accommodations in the classroom and other school or district options on a continuum of services according to identified strengths. The instructional program provides special educational opportunities including acceleration, differentiated instruction, affective and career counseling, and high-level enrichment. A plan for services might include options and resources outside the classroom such as parent, community, or higher-education interventions and resources.

- 0 = No
- 1 = Yes

Homeless: Student meets the criteria of a homeless individual according to the 2001 reauthorization of the McKinney-Vento Homeless Assistance Act. For more information, please see Student Interchange File Layout and Definitions - Student Demographics document at the following link: http://www.cde.state.co.us/DataPipeline/inter_student.asp.

Valid Values:

- 0 = No
- 3 = Yes and in custody of parent/guardian
- 4 = Yes and not in custody of parent/guardian



Language Proficiency: Student's English language proficiency is described by his or her ability to speak, to listen, to read, and to write in English. Multilingual learners must have an English proficiency rating entered (1 or 2), and non-multilingual students must be coded as 0 or 4. Former multilingual learner students should be coded as 5.

Valid Values:

- 0 = Not Applicable
- 1 = NEP - Non English Proficient
- 2 = LEP - Limited English Proficient
- 4 = PHLOTE - Primary or Home Language Other Than English
- 5 = FELL - Former ELL
- 6 = FEP, Monitor Year 1
- 7 = FEP, Monitor Year 2
- 8 = FEP, Exited Year 1
- 9 = FEP, Exited Year 2

Language Background/Home Language: Student who has a language proficiency code of Non English Proficient (NEP), Limited English Proficient (LEP), Fluent English Proficient (FEP), Primary or Home Language Other Than English (PHLOTE), or Former ELL (FELL) must have a language background other than English (eng). Please see a Microsoft Excel version of the language codes at the following link:

https://www.cde.state.co.us/datapipeline/org_orgcodes .

Continuous in District: Student has been continuously enrolled in the district over the course of the academic year leading up to the administration of annual state assessments. This field will be filled with a calculated value based on October Count enrollment in the Responsible District. Please review and check this field carefully especially if you are changing the Responsible District field. Students coded with 0 will not be included in your accountability data.

A student is considered to be continuously enrolled in a district if all of the statements listed below are true. Students failing to meet one or more of these criteria are considered to be non-continuous:

1. The student had an active enrollment record in the district on the October count date.
2. The student had an active enrollment record in the district at the start of the testing window or at any point prior to the end of the testing window.
3. The district code in the student's enrollment record as of the October count date was equal to the district code in the student's enrollment record at the time of the test administration.
4. Between the student's enrollment on the October count date and the testing date, there has been no single enrollment gap within the district lasting 10 or more consecutive instructional days.
5. Between the student's enrollment on the October count date and the testing date, there have not been multiple non-consecutive enrollment breaks within the district cumulatively equaling 10 or more instructional days.



Continuous in School: Student has been continuously enrolled in the school over the course of the academic year leading up to the administration of annual state assessments. Students who have been continuously enrolled in the school should be coded as 1. Students who have not been continuously enrolled should be coded as 0. This field will be filled with a calculated value based on October Count enrollment in the Responsible School. Please review and check this field carefully especially if you are changing the Responsible School field. Students coded with 0 will not be included in your accountability data.

NOTE: The values that you provide for these fields will be compared to the CDE calculated values and will trigger an error if the value you provide does not match the interchange records. If you believe there is an error with the calculated value, contact SBD Support.

Date First Enrolled in US: Date a student first enrolled in any public or non-public US school (not Puerto Rico) in grade kindergarten or higher. Date must be entered in MMDDYYYY format.

- Schools on US military bases count as US schools even if the base is in a different country.
- Home school does not count as a public or non-public school.
- Date First Enrolled in US is based on the earliest entry date in grades kindergarten and higher. The date that a student is enrolled in a pre-school program does not count as the Date First Enrolled in US.
- If you enter a date that is later than the date of first enrollment according to CDE's enrollment records, you will receive an error message. In this case, we recommend that you fill this field with 8 zeros and CDE will provide the earlier date.
- If you do not know the date of first enrollment, you may fill this field with 8 zeros. If information is available, CDE will provide the date of first enrollment.
- If you fill this field with 8 zeros and CDE has no prior enrollment information, you will receive an error message. In this case, use the table below to determine the date to use for date of first enrollment. You may need to work with the District Data Respondent or a school registrar to find the entry type code for a student.



Entry Type Code	Definition	Value to enter for Date First Enrolled
01	New to educational system.	Provide the date that the student enrolled in your district.
05	Transfer from a school located in a different country.	Provide the date that the student enrolled in your district.
06	Student entering from an unknown educational setting/status.	Provide the date that the student enrolled in your district.
14	Transfer from a school located in a different state.	Provide the date that the student first enrolled in a US school as reported by the out-of-state school that the student previously attended.
15	Transfer from a non-public school.	Provide the date that the student first enrolled in a US school as reported by the non-public school that the student previously attended.
16	Transfer from home-based education (home schooling).	Provide the date that the student enrolled in your district.
18	Transfer from a Career and Technical (vocational) Education Program not administered by a Colorado School District or BOCES.	Contact SBD support.
21	Transfer from a facility operated by the Department of Corrections or Division of Youth Corrections.	Contact SBD support.

Expelled: Use this field to indicate that a student was expelled at the time of testing.

0 = No; 1 = Yes

NOTES:

- The scores of expelled students will not be included in school level reporting, but will be included for all district level and state level reporting.
- Do not invalidate a student score just because the student was expelled on test day. As long as the student completed the assessment, the score will be included for all district level and state level reporting. For more information contact SBD support.

Primary Disability: Student’s primary disability. If the student has more than one disability, the code number reported must be that of his or her major disability, as reflected on the student’s IEP.



Code	Code Description
00	None
01	Intellectual Disability or Significant Limited Intellectual Capacity
03	Serious Emotional Disability or Emotional Disability
04	Specific Learning Disability
05	Hearing Impairment, including Deafness or Hearing Disability
06	Visual Impairment, including Blindness or Visual Disability
08	Speech or Language Impairment
09	Deaf-Blindness or Deaf-Blind
10	Multiple Disabilities
13	Autism Spectrum Disorders or Autism
14	Traumatic Brain Injury (TBI)
15	Orthopedic Impairment
16	Other Health Impairment

IEP: Student has an individualized education program (IEP). **NOTE:** Data pipeline will auto-populate with 1 if the primary disability field is not 0. Districts can change the field if necessary.

0 = No; 1 = Yes

504 Plan: Student is identified as handicapped under regulations implementing Section 504 of the Rehabilitation Act of 1973 but may or may not be eligible for special education placement under the Individuals with Disabilities Education Act

0 = No; 1 = Yes

Language Instruction Program: Type of English language instructional program used to educate a student who is a multilingual learner.

- Students with a language background of English should be coded 00 (No or Not Applicable).
- Students with a language background that is not English and have a Language Proficiency code of NEP (1), LEP (2), FEP (6), or FEP Monitor Year 1 and Year 2 (6, or 7) should have a valid non-zero (00) code for this field.
- Students who have a Language Proficiency code of PHLOTE (4) or FELL (5) should be coded as Not Applicable (00).
- Students who have a Language Proficiency code of FEP Exited Year 1 or Year 2 (8 or 9) may be coded using any LIP value.
- Students may not be coded in more than one Language Instruction Program. If multiple programs are used to educate a student, please use the one that is predominately used to educate the student.



Code	Code Description
00	No or Not Applicable
01	English as a Second Language (ESL) or English Language Development (ELD)
02	Dual language or two-way immersion
03	Transitional bilingual education or early-exit bilingual education
04	Content classes with integrated ESL support
05	Newcomer programs
97	Other
98	Not in a language instruction program, parent choice



Invalidation Code: This code will be used to determine the student’s invalidation for accountability purposes. If you see multiple codes indicated, then that is what was submitted on the student answer sheet. Please update multiple values with a single valid code. If a student does not meet attemptedness requirements and no invalidation code is applied, the record will trigger a warning. Make sure to review the student information to check if an invalidation should be applied to the record. This can impact school and district participation for accountability as any non-participating record with no invalidation is counted as a non-participant.

Providing an invalidation code invalidates the record for CDE reporting only. As long as there is a valid score, it will not prevent the student from receiving a score report nor will it prevent the student’s scores from being included in reports generated by College Board.

Note: Misadministrations will be determined by the schools in conjunction with College Board and cannot be added to records during SBD.

Code	Code Description
1	Took Other Assessment OR Duplicate Attempt
2	Newcomer to US - Did not test ELA
3	Withdrew Before or During Testing (if the student tested in another Colorado District based on the Testing District field, please update the Responsible District rather than using this invalidation)
4	Student Test Refusal
7	Medical Exemption
8	Part Time Public and Part Time Home School Student
9	Parent Excuse: may only be applied to students who did not test OR students who started testing, were removed from the test session, and the school submitted an <i>Irregularity Report</i> to College Board indicating the score must be invalidated immediately after the testing session ended
10	Absent
Blank	No Invalidation Applied

College Board ID: Unique ID assigned by College Board for each student, per assessment/per sitting; may change for a given student if duplicate records are created and/or merged.

Student Participation Indicator: This field is new for the 2022-2023 collection and provides information from College Board around assessment attemptedness. It is intended to aid districts in understanding the status of student records.



Valid Values:

- Y=Yes: A student testing record was received by College Board and it met attemptedness criteria, which means there was at least 1 gridded response across the Math and Reading and Writing sections.
- Blank: A student testing record was not returned, or a student testing record was returned that did not contain any multiple-choice responses, therefore it does not meet the criteria for an attempt.