

Data Elements for SOL Substitute Test Collection 2019-2020						
Revised 06/25/2019						
Position on File Layout	Data Element Name	Definition	Format	Max Length	Codes	Edits
2	Substitute Test Type Code	Code indicating the substitute test being taken instead of the SOL.	N	9	Valid substitute test type from the list of substitute test codes.	Must be a valid substitute test code; must be numeric. Must be a valid subject code/substitute test code combination.
3	Substitute Test Score	Alpha-numeric score achieved on the substitute test.	A/N	5	The score values can be found here: http://www.doe.virginia.gov/testing/substitute_tests/substitute_tests_verified_credit.pdf	
4	Administration Code	Numeric value for the testing administration time (1-4)	N	4	1=FALL testing administration 2=SPRING testing administration 3=SUMMER testing administration 4=FALL or SPRING writing administration	Must be a valid Administration code.
5	Student Last Name	Student's Last Name	A	25		
6	Student First Name	Student's First Name	A	15		
7	Student Middle Name	Student's Middle Name	A	15		May be blank if not applicable
8	School/Center Code	Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to the student.	N	4	Valid school code from list of Virginia school numbers by division.	Must be a valid institution within the Division; must be numeric.
9	Test Subject Code	Code indicating the type of SOL test not being taken.	N	3	Valid subject code from the list of SOL test codes.	Must be a valid subject code; must be numeric. Must be a valid subject code/substitute test code combination.
10	Group Name	Group Name	A/N	10	Group Name	
11	Group Code	Group Code	A/N	20	Group Code	
12	Date of Birth	The month, day, and year on which an individual was born.	Date	10	mm/dd/yyyy format (including slashes)	Birth date must be before current date
13	Grade Code	A code that identifies the grade level at which a student receives services in a school or an educational institution during a given academic session.	A/N	2	KG through 12, TT (Use TT for Test Takers, former students who return for SOL testing only)	Must be a valid state assigned code Must be within the low/high grade range reported for the school Must be character
14	Gender Code	A code that identifies the student's gender.	A	1	M = Male F = Female	Must have a valid gender code
15	State Testing Identifier (STI)	Unique 10-digit number that stays with the student throughout his or her K-12 career. This number is assigned by STI Management	N	10		The State Testing Id must be a unique 10-digit number.
16	Ethnic Code	A flag to identify if the student is Hispanic/Latino	A	1	Y = Yes, student is Hispanic/Latino N = No, student is not Hispanic/Latino	Cannot be blank Must be Y or N
17	Race Code	A code for one or more races the student identifies with	N	2	Must be a valid state assigned race code	Cannot be blank Must be a valid state assigned Race Code
18	Military Connected Student Code	A state assigned code to identify students who have a parent in the uniformed services.	N	2	1 = Student is not military connected 2 = Active duty; student is a dependent of a member of the Active Duty Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, the Commissioned Corps of the National Oceanic and Atmospheric Administration, or the Commissioned Corps of the U.S. Public Health Services) 3 = Reserve; student is a dependent of a member of the Reserve Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard) 4 = National Guard; active or reserve	Must be valid state assigned code

19	Student Number	Locally assigned code that uniquely identifies a student within the division. Code must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters, i.e. dashes, slashes, etc.	A/N	12	Unique identifier for each student within a division	
20	Initial Primary Nighttime Residence Code	A code to identify the initial primary night residence when the student was identified as homeless at any time during the school year.	N	1	Blank = Not identified as a homeless child or youth 1 = Unsheltered 2 = Shelters 3 = Doubled-up 4 = Hotel/motel	Must be blank or valid state assigned code If not blank, then Disadvantaged Status Flag must be Y
21	Foster Care Flag	Foster care is defined as 24-hour substitute care for children placed away from their parents and for whom the agency under title IV-E of the Social Security Act has placement and care responsibility. The care settings include, but not limited to, family foster homes, relative foster homes, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes.	A	1	Y = Yes, student is in a foster care setting N = No, student is not in a foster care setting	Cannot be blank. Must be Y or N
22	Economically Disadvantaged Flag	A flag that identifies a student as economically disadvantaged, at any point during the school year, if the student: 1) is eligible for Free/Reduced Meals, 2) receives TANF, or 3) is eligible for Medicaid.	A	1	N = No, student is NOT Disadvantaged Y = Yes, student is Disadvantaged	Must be Y or N Must be Y if Initial Primary Nighttime Residence Code is not blank
23	EL Code	A code to identify the student's current EL status.	N	1	1 = Identified as EL and receives EL Services 2 = Identified as EL but has refused EL services 4 = Identified as formerly EL for each of the four years after exiting EL services	Must be blank or valid state assigned code If the EL Code= 4, then the Formerly EL Code cannot be blank.
24	Primary Disability Code	A code that identifies the primary disability type for a student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP) or services planned. This is not the classroom placement.	N	3	Blank (student does not have a disability) or valid numeric disability code	Must be a valid state assigned code; can be blank.
25	Formerly EL Code	A code to indicate that the student once received EL services and finished an EL program within the last four school years.	N	4	1, 2, 3, 4	Must be a valid code 1-4; can be blank. If not blank, then EL Code must = 4.
26	SOA Adjustment-EL Flag	A flag that identifies a student is currently classified as EL and has been enrolled in a Virginia public school for fewer than 11 semesters.	A	1	Y = Yes, SOA adjustment- EL N = No, SOA adjustment- EL	Cannot be blank. Must be Y or N
27	Transfer Flag	A flag that identifies a student that meets the transfer criteria as documented in the Student Registration Import File Requirements.	A	1	Y = Yes, transfer student N = No, transfer student	Cannot be blank. Must be Y or N
28	Recently Arrived EL Flag	A flag that identifies a student classified as EL and has been enrolled in U.S. schools for less than 12 months.	A	1	Y = Yes, recently arrived EL N = No, recently arrived EL	Cannot be blank. Must be Y or N
29	Filler					
30	Retest Flag	A flag to indicate a retest as documented in Appendix A of the Student Registration Import File Requirements.	A	1	Y = Yes, retest N = No, retest	Cannot be blank. Must be Y or N
31	Filler					
32	Filler					
33	Filler					
34	Filler					
35	Filler					