

2021 Texas Formative Assessment Resource (TFAR) Student/Teacher Registration File Format

Submitting Student Data

Student data should be submitted as a CSV file. The most common reason for a failure to process is that the file was not created as a CSV file. Excel spreadsheets are not accepted, and simply renaming an Excel spreadsheet to CSV will not work. See below for instructions on creating CSV files.

Creating CSV Data Files

All fields are alphanumeric.

An Excel template, *2020–2021 TFAR Student/Teacher Registration File Format Header Template*, is available for use at [Texas Formative Assessment Resource](#) webpage.

When your file is complete, save the file to your desktop or to a file directory. When saving, choose to save as a “CSV (Comma delimited) (*.csv)” file type.

NOTE: Depending on your software, you might have several CSV file types from which to choose. PC users can select any CSV file type; however, Mac users must select the “CSV (Windows)” file type to avoid errors in their file submission.

See the instructions below for prompts you may see when saving your file as a CSV:

- If you are prompted with a message about multiple sheets, click OK.
- If you are prompted with a message about the format of your file, click Yes.
- File Name Convention:
 - First file and If provided ongoing by DTC – maintain same file name used with initial submission. DISTRICTCODE.CSV (e.g. 999999.CSV).
 - If Provided by CTC files must be submitted with following Name: CAMPUSCODE.CSV (e.g 999999999.CSV)

Use the information in the table below to validate the Texas Formative Assessment Tool (TFAR) student data file prior to uploading to the Secure Protocol File Transfer (SFTP) site.

1. Grade levels for this administration should include only grades 3–12.
2. If students are enrolled in more than one course, they will need to have multiple records on the data file. List each student for each assessment for which he or she is to be registered.

Field Description	Required	Field Length	CSV File Column
GRADE-LEVEL-CODE Valid Values: 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	Yes	2	A
CAMPUS-ID-OF-ENROLLMENT County/District/Campus Number	Yes	9	B
DISTRICT-NAME	Yes	50	C
CAMPUS-NAME	Yes	50	D
STUDENT-CODE Either a Student's PEIMS ID number or a state approved alternative ID number consisting of an "S" followed by eight digits.	Yes	50	E
STUDENT-LAST-NAME Valid values: A-Z; a-z; hyphen; apostrophe; embedded spaces	Yes	50	F
STUDENT-FIRST-NAME Valid values: A-Z; a-z; hyphen; apostrophe; embedded spaces	Yes	50	G
SEX-CODE M = Male F = Female	Yes	1	H
DATE-OF-BIRTH YYYY-MM-DD	Yes	10	I
SCHOOL-DATE-ENROLLED School entry date YYYY-MM-DD	Yes	10	J
SCHOOL-DATE-WITHDRAWN School exit date YYYY-MM-DD	No*	50	K
STAFF CODE If providing a local ID that might not be unique across the state, it will be concatenated with the district/school code to make it unique.	Yes	50	L

Field Description	Required	Field Length	CSV File Column
<p>STAFF-EMAIL-ADDRESS</p> <p>This is the email address the teacher Schoolnet login will be sent to.</p>	Yes	50	M
<p>STAFF-LAST-NAME</p>	Yes	50	N
<p>STAFF-FIRST-NAME</p>	Yes	50	O
<p>COURSE-CODE</p> <p>Valid Values for 3-8: ELA, MATH, WRITING, SCIENCE, SOCIAL STUDIES</p> <p>Valid Values for EOC: A1, BI, E1, E2, US</p> <p>-'HMR' is also acceptable for ELEM (grades 3-5, if students are not broken out by subject area).</p> <p>-One course code sent per record</p>	Yes	50	P
<p>SECTION-CODE</p> <p>SECTION/CLASSROOM ID (These can be as desired by District/Teacher, e.g. Math 01, Math 02, Math 03, So data is broken out by classroom).</p>	Yes	50	Q
<p>SECTION-DATE-ENROLLED</p> <p>Necessary for mobility, e.g. movement from one teacher to another.</p> <p>YYYY-MM-DD</p>	Yes	10	R
<p>SECTION-DATE-WITHDRAWN</p> <p>Necessary for mobility, e.g. movement from one teacher to another.</p> <p>YYYY-MM-DD</p>	No*	10	S

*This field should only be populated when a student has withdrawn from a district or campus.