

2014

High School Assessment Status and Completers Manual

Reporting and Procedures Manual

Maryland State Department of Education
Division of Curriculum, Accountability, and Assessment
200 West Baltimore Street
Baltimore, Maryland 21201
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High School Assessment Status and Completers Manual

2014

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Introduction

This High School Status and Completers collection captures student level information on the progress students have made in completing the HSA requirements for graduation. Listed below are the components to be collected:

- Student Demographic Data
- High School Assessment Status and Scale Scores
- High School Completers Data
- Accountability measures

Due Dates

Date	Activity
May 12, 2014	Phase I files provided to LEAs
June 9, 2014	Phase I files DUE from ALL LEAs
August 4, 2014	Phase II files provided to LEAs
August 18, 2014	Phase II files DUE
September 1, 2014	Phase III files provided to LEAs
September 15, 2014	Phase III files DUE
September 15-19, 2014	HSSC Report Review and Nonparticipant Clean-Up
September 19, 2014	HSSC Sign Off Due
September 23, 2014	Final HSSC, Completers, and Graduation Requirement Deliverables to LEAs

Changes for 2014

Government HSA results from the May 2014 Administration of the HSA will not be finalized until August 19, 2014; therefore, MSDE will continue to utilize HSSC data in a multi-step process to allow for a more timely release of the data.

Process

In an attempt to complete accountability reporting prior to the start of the 2015 school year, the HSSC files will be separated into three phases. Each phase of the process will allow districts to amend files with the most up-to-date data so that the accountability elements are completed in a timely manner.

- **Phase I** – Early Attendance and Performance data through April HSA
 - Focus on Score Discrepancies
 - Updates on all available data
- **Phase II** – EOY Attendance and Performance data through May HSA not including Government
 - Focus on Accountability measures and 12th Graders
- **Phase III** – EOY Attendance and Performance data through May HSA including Government
 - All remaining updates

Phase I

During Phase I, MSDE will provide all LEAs with a preliminary HSSC Student level data file based on the 2014 Early Attendance Collection and all performance data up to and including the April 2014 HSA Administration. *LEAs will be required to review the files and provide corrections and updates on all available data. Disputes concerning HSA scores should be researched and provided to MSDE.*

The data in the HSSC Phase I File will include:

- Student Demographics and Population from the 2014 Early Attendance Collection
- HSA Scores from all previous Administrations of the HSAs including January 2014 and April/Senior 2014 administrations
- Additional information from previous HSSC data collections

Phase II

Phase II consists of correcting and updating all available components of the HSSC files, with an emphasis on the accountability related fields and 12th grade population. MSDE will provide an HSSC Student Level data file based on the 2014 EOY Attendance file and all available performance data including the May 2014 HSA Administration. Population changes since Early Attendance will be addressed at this time. *This data will be used to calculate accountability measures.*

The data in the HSSC Phase II File will include:

- Student Demographics and Population from the EOY Attendance Collection (Population changes since Early Attendance)
- HSA Scores from all previous Administrations of the HSAs including the May 2014 administration
 - Not including Government
- Additional information from previous HSSC data collections
- Certificated Students
- Foreign Exchange Students

Phase III

Phase III focuses on updating and correcting all outstanding data with an emphasis on High School Completer information, and Bridge and Waiver data. For Phase III, MSDE will provide all LEAs with a Final HSSC Student level data file based on the 2014 EOY Attendance collection and include the Government results from the May 2014 HSA Administration. At this time LEAs will also review the Discrepant Graduates Report provided by MSDE. During Phase III, LEAs will also review and scrutinize summary reports and clean-up nonparticipants.

The data in the HSSC Phase III File will include:

- Student Demographics and Population from the EOY Attendance Collection
- HSA Scores including Government from the May 2014 administration
- Additional information from previous HSSC data collections
- Bridge and Waiver Information
- High School Completers data

Understanding the Components of the HSSC Collection

Provided below is information on reporting all of the components of the HSSC collection.

General Requirements

- The student demographics in the HSSC file must match a record on the End-of-Year Attendance collection
- Every student in grades 9 – 12 who was enrolled in the LEA as of the student's graduation date or the last reportable day of school for the current school year must be reported
- Students who graduated in the Summer of 2013 (summer withdrawals as reported in the 2014 September Attendance file) must be reported
- The HSSC file must contain only one record per student
- The student's 'highest' scale score for every assessment type (HSA, ModHSA, ModHSA+Plus, and AltMSA) taken in every content area must be included in the data file with the corresponding status code
- High School Completer data must be populated for all students in grade 12 and any other student identified as a completer
- Zeroes cannot be used to code missing information; Do not default any data element to zero
- Missing data and fields not appropriate for the student's grade level must be BLANK

Student Demographic Data

End-of-Year Student demographic data refers to the data fields from position 1 through 107 in the HSSC Student Level File Format. These fields include the State Assigned Student ID (SASID), student's name, date of birth, gender, race and if the student received Special Education services, Free or Reduced Price Meals (FaRMS), or is an English Language Learner (ELL). Student demographics data should match the information provided in EOY Attendance and USIS.

Student demographic data fields should be coded according to the student's status as of the last day of school. The last day of school is defined as the student's graduation date or the last reportable day of school for the current school year.

State Assigned Student Identifier

All data files submitted to MSDE must contain a valid State Assigned Student Identification number (SASID) for each student record. Please work with your local USIS Administrator to ensure that all demographics used for SASID validation are accurate and agree with the Unique Student Identifier System (USIS) prior to submission to MSDE.

High School Assessment Status and Scale Scores

There are four major elements of the HSSC data collection. Table 1 presents each of the four major elements in the HSSC data collection.

1. "Content Area" indicates the area of study in which the student was assessed
2. "Assessment Type" indicates the specific type of assessment the student took
3. "Status" indicates the student's outcome on a particular assessment type in a specific content area
4. "Scores" indicate the actual scale score received on a particular assessment type and relates directly to the student's status

Table 1: Major Elements of the HSSC Data Collection

<i>Content Area</i>	<i>Assessment Type</i>	<i>Status</i>	<i>Scores</i>	<i>Scores Required?</i>
Algebra	Regular HSA	01 – Passed	240 – 650	Ü
	Modified HSA	02 – Failed	240 – 650	Ü
Biology	Modified HSA +Plus	03 – Not Taken	240 – 650	Ü
		04 – Enrolled Gr. 9 prior Fall 2005		
English2	Bridge Plan/Waiver	05 – Course Credit	Passing Score	Ü
		06 – Substitute Test	Passing Score	Ü
		08 – Second Semester Transfer		

Provide the highest scale score for each assessment type in each content area for every student. Figure 1 illustrates how the four major elements of the HSSC data collection relate to each other.

Figure 1: Relationship of HSSC Major Elements



Over time students may take the regular HSA, the Mod-HSA, the Mod-HSA +Plus, and participate in a Bridge Plan Project. MSDE requires the highest score for each of the assessment types the student has taken, in any content area. Since the HSSC collection is used for both accountability calculations and graduation requirements some scores are used for the graduation requirement while other scores are used for accountability calculations.

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Figure 2 illustrates a student that failed the Regular HSA, also failed the Mod-HSA, and completed a Bridge Project. In this instance, the ModHSA score will be used for accountability calculations (overall highest score) and the Bridge Plan will be used for graduation requirements. The Regular HSA is not aggregated because of the lower scale score.

Figure 2: Partial View of Fictional Student's Algebra Results

<i>Regular HSA Status</i>	<i>Regular HSA Scale Score</i>	<i>Mod-HSA Status</i>	<i>Mod-HSA Scale Score</i>	<i>Mod-HSA Plus+ Status</i>	<i>Mod-HSA Scale Score</i>	<i>Bridge Plan Completer</i>	<i>Bridge Plan Project Code</i>	<i>Bridge Plan Completer Results</i>	<i>Linking Study Student</i>
02	280	02	320			Y	Ab1	Y	N

Table 2: Passing Scores for Regular HSA, Mod-HSA and Mod-HSA +Plus

<i>Content Area</i>	<i>Passing Scale Score</i>
Algebra	412
Biology	400
English2	396
<i>Total Combined Score Option</i>	1208

Student Enrolled in Grade 9 for the first time Prior to Fall 2005 (HSA Status 04)

To fulfill the Maryland High School Assessment (HSA) requirement for graduation and the NCLB reading requirement, students must **take** the HSAs. Students entering prior to Fall 2005 are not required to pass the HSAs in order to graduate.

MSDE has identified these students using the Four Year Adjusted Cohort rates process. The student's cohort is used to determine if they meet the HSA Status of 04 and if they Entered 9th Grade for the first time prior to Fall 2005 (2005-2006 school year).

A student's cohort is determined by the grade level reported by the LEA when a student is first reported in a Maryland public high school. Most students will enter in 9th grade. Their cohort is identified by that school year. For students entering Maryland public high schools after grade 9, the cohort is determined by the reporting year in which the student is first presented, subtracted by the number of grade levels greater than 9.

Students who entered grade 9 in or after Fall 2005 (2005-2006 school year) must obtain either a passing score on all HSAs or obtain an overall combined minimum score.

HSA Status 04 is a valid code for Regular HSA *only* in any content area.

Course Credit (HSA Status 05)

The information provided here is rephrased from COMAR 13A.02.12.B(2)—Maryland High School Assessment Exemption Requirements.

A student who transfers from out-of-state or a nonpublic school may be awarded course credit if the principal of the Maryland public school in which the student enrolls determines that the course taken is aligned with the relevant High School Assessment.

A student who transfers from out-of-state or a nonpublic school and has not received credit for algebra/data analysis but has demonstrated mastery of the core learning goals of algebra/data analysis either through an evaluation or successful completion of subsequent mathematics courses for which algebra/data analysis is a prerequisite is exempt from the Maryland High School Assessment for algebra/data analysis.

To award credit for taking any of the courses aligned with the High School Assessments, a principal shall determine through the following considerations whether the transfer student demonstrates subject matter knowledge aligned with the content standards for the subject:

- Administration of standardized tests and examinations;
- Observation of the student in the classroom;
- Use of interviews that are focused around the student's demonstration of course content knowledge and performance levels; and
- Inspection of transcripts, report cards, and other documentation.

Students receiving Course Credit will be reported with an '05' in the Regular HSA field for that content area. LEAs should leave the scale score blank. MSDE will provide the minimum passing scale score for the content area.

Substitute Test (HSA Status 06)

Students can substitute certain AP and IB tests for the HSA in English, algebra/data analysis, and biology if they achieve specific scores on the AP and IB tests.

Table 3: Allowable substitute tests for the Maryland High School Assessments

HSA	AP exam (must have score of 3, 4 or 5)	IB exam (must have score of 5, 6, or 7)
Algebra/data analysis	Calculus AB Calculus BC Statistics	Mathematical Studies SL Mathematics SL Mathematics HL
English 2	English Language English Literature	English A1
Biology	Biology	Biology SL Biology HL

Students taking a substitute test will be reported with an '06' in the Regular HSA field for that content area. LEAs should leave the scale score blank. MSDE will provide the minimum passing scale score for the content area.

Second Semester Transfer (HSA Status 08)

Students must attend the new school for one full semester preceding graduation to receive a high school diploma from the newly attended school. Exceptions may be made if this creates undue hardship for a transferring student or for special education students in state-approved, non-public programs. (See COMAR 13A.03.02.12B(1) Transfer Students.) A school superintendent may arrange for students to have credits transferred back to their prior high school in order for the students to graduate from their prior high school. This option would have to be approved by the prior system/school.

LEAs should identify transfer students who transferred into the school after the first semester of their senior year from a nonpublic, private, or out-of-state school. These students will not be included in accountability reporting.

MSDE will verify the entry information reported for these students in the EOY Attendance data to ensure these students entered during the second semester.

Bridge Plan

Students participating in the Bridge Plan or granted a Waiver for HSA Graduation Requirements should be identified as outlined in the file format. Student may only be identified as participating in the Bridge Plan OR the waiver for each content area. The fields outlined below should be completed for each student for every content area. If a student is not participating in the Bridge Plan, is “in Process”, or has not been granted a waiver, default these fields to N or blank as appropriate. For additional information contact Scott Pfeiffer at 410.767.0574.

Table 4: Bridge Plan/Waiver Data Items

<i>Bridge Plan/Waiver Student</i>	<i>Bridge Plan Project Code</i>	<i>Bridge Plan Results</i>
B Student is participating in the Bridge Plan in order to meet the HSA graduation requirement	Required (See below)	Required
W Student has been granted a Waiver for the HSA graduation requirement in this content area	Blank	Blank
N Student is not participating in the Bridge Plan and has not been granted a Waiver	Blank	Blank

Bridge Plan Project Code

Each Bridge Plan Project code consists of three parts, content, expectation and project number (see below).

Table 5: Bridge Plan Project Code

FIRST POSITION	SECOND POSITION	THIRD POSITION
<i>Content</i>	<i>Expectation</i>	<i>Project Number</i>
E = English	(See below for	1 = Project developed for this content expectation
B = Biology	expectation codes)	2 – Project developed for this content expectation
A = Algebra		3 = Project developed for this content expectation
		And so on

Table 6: Assessment Type and Expectations

<i>Content Area</i>	<i>Expectation Description</i>	<i>Code</i>
English	Reading Comprehension and Interpretation	a
	Making Connections and Evaluations in Reading and Literature	b
	Composing in a Variety of Modes	c
	Controlling Written Language by Applying the Conventions of Standard English	d
Biology	Skills and Processes of Biology (project embedded in other expectations)	
	Structure and Function of Biological Molecules	a
	Structure and Function of Cells and Organisms	b
	Inheritance of Traits	c
	Mechanism of Evolutionary Change	d
	Interdependence of Organisms in the Biosphere	e
Algebra/Data Analysis	Analyzing Patterns and Functions	a
	Modeling Real-World Situations	b
	Collecting, Organizing, and Analyzing Data	c
	Using Data to Make Predictions	d

Bridge Plan Results

This field is only appropriate for students coded as B in the Bridge Plan/Waiver Student field. All other students, including Waiver students, should be left Blank.

Table 7: Bridge Plan Results

<i>Code</i>	<i>Requirement</i>
Y	Student completed <i>all the projects</i> for the related Bridge Plan Project Code and has met the HSA requirements for this content area through the Bridge Plan.
N	Student is in process for completing the Bridge Plan or has <i>not</i> met the HSA requirements for this content area through the Bridge Plan.
For all other students, leave blank.	

Waiver for HSA

The information provided below is provided from the March 31, 2011Memorandum to Local Superintendents from Nancy S. Grasmick, "*Limited Waiver Process for the High School Assessment for the Class of 2011*". For additional information contact Scott Pfeiffer at 410.767.0574.

The State Board of Education continues to offer the waiver and appeal process for students who may be denied the Maryland High School Diploma because of failure to meet the High School Assessment (HSA) graduation requirement. The regulation, COMAR 13A.03.02.09-1 continues to address the needs of certain students, particularly special education and English Language Learners.

Waivers available in 2013 in accordance with COMAR 13A.03.02.09-1E(2)(b)-(e)

For the 2013 school year, a student may be eligible for a waiver if the student is prevented from meeting the HSA graduation requirement because:

- Of a decision made by the local school system concerning the provision of adequate interventions as required by COMAR 13A.03.02.07D
- The student experienced a special, extraordinary, or extenuating circumstance or combination of circumstances preceding the administration of the most recent HSA, such as a recent death in the immediate family, a serious or prolonged illness or pregnancy with medical complications, an accident causing serious injury, or a destructive house fire; or
- The student moved to the United States in the junior or senior year and the student is literate in the student's native language but not literate in English; or
- The student moved to Maryland in the senior year, has passed all the HSA courses, but has failed the related HSA(s), and has had no adequate opportunity for intervention.

No longer available for waivers beginning in 2011

Waivers for students who do not meet the HSA requirement because of local school system scheduling or the sequencing of courses and test taking are no longer available. This provision ended at the close of the 2009-10 school year.

Ending June 30, 2015

Waivers for students who do not meet the HSA requirement because the local school system did not provide adequate intervention opportunities will sunset June 30, 2015.

AltMSA Students

The four major elements of the HSSC data for Regular and Modified assessment types can be related to AltMSA students. These comparisons are listed below.

1. Content Areas indicates the area of study the AltMSA student tested in.
2. The AltMSA is the assessment type for AltMSA identified students.
3. There is no appropriate status for AltMSA students. The "AltMSA Identified Student" field must be "Y" for all AltMSA students.
4. Percentage of Objectives Mastered related to the actual score or percentage of correct answers the student received on the AltMSA.

Table 8: Major Elements of the HSSC Data Collection for AltMSA Students

<i>Content Area</i>	<i>Assessment Type</i>	<i>Status</i>	<i>Percentage (Scores)</i>
Reading	AltMSA	Blank	Percentage of Objectives Mastered
Math			

The figure below illustrates an AltMSA identified student who received 80% in reading, and a 90% on mathematics on the AltMSA Assessment.

Figure 3: Fictional Student's AltMSA Results

<i>Reading Percentage</i>	<i>Mathematics Percentage</i>	<i>AltMSA Identified Student</i>	<i>Special Education Certificate Student</i>
080	090	Y	Y

AltMSA Transfer Students

There are two categories of AltMSA Transfer students:

1. Students entering during their senior year from a nonpublic, private, or out-of-state school who do not have the opportunity to take the alternative assessment
2. Students entering after 10th grade who took an alternative assessment in another state

AltMSA Transfer Students entering during their senior year

AltMSA identified students who transferred into to the school during their 12th grade year from a nonpublic, private, or out-of-state school should be entered as AltMSA Identified student = T. These students will have no reported scores. These students will not be included in ACCOUNTABILITY calculations. Schools will not be penalized for the inability to test these students

Students entering after 10th grade who took an alternative assessment in another state

Reporting the Student in the HSSC File:

1. Report the student as AltMSA Identified Student = T
2. Do not enter AltMSA Reading or Mathematics Percentages
3. Submit the out-of-state Alternative Assessment for review
 - a. Contact Trinell Bowman at 410.767.2498
 - b. Provide appropriate documentation on the out-of-state assessment. The following are examples of appropriate documentation:
 - student's home report
 - image of a sticker
 - archive form signed by both the student and test administrator

Upon completion of review, the MSDE Assessment Office will provide feedback on the out-of-state alternative assessment

- If the out-of-state alternative assessment is approved the MSDE Assessment Office will provide the information to be entered for the student in the HSSC file
- If the out-of-state alternative assessment is not approved, the LEA should work with the Assessment Office to properly assess the student

Acquiring AltMSA Scores for Students entering from other LEAs

If the student transfers from another Maryland LEA, every effort should be made to obtain scores from that county. If you are unable to obtain scores, contact Matt Dammann at mdammann@msde.state.md.us, or 410.767.1628, for assistance.

Re-testing Alt-MSA High School Students

The following information is provided from the August 28, 2009 Memorandum to Local Superintendents from Leslie Wilson and Carol Ann Heath, *“Protocol for Students with Disabilities Participating in Alt-MSA Grade 10”*.

- Grade 11 and 12 students who meet the criteria for Alt-MSA, who have moved into the State during the testing window, and have never taken a high school assessment, will be allowed to participate in the grade 10 Alt-MSA.
- Grade 11 and 12 students who were not identified eligible in grade 10 for the Alt-MSA and have not taken the HSA, but have since been found eligible by the Individualized Education Program (IEP) team due to a significant cognitive disability due to a medical circumstance, such as Traumatic Brain Injury (TBI), or other event resulting in eligibility, will be allowed to participate in the grade 10 Alt-MSA.
- If a student eligible for Alt-MSA was enrolled in one Maryland Local Education Agency (LEA) during 10th grade and was not administered the assessment, he/she will be counted as a non-participant for ACCOUNTABILITY purposes. If the same eligible student subsequently transfers to another Maryland LEA in 11th or 12th grade, the student will be allowed to participate in the grade 10 Alt-MSA to meet IDEA requirements.
- Retesting for the High School Assessment is permitted under the federal requirements because there is an individual high stakes consequence, i.e., the Maryland High School Diploma.

Maryland's federally approved Accountability Plan explicitly permits the retesting of the High School Assessments as is currently the practice. However, the approved plan does not permit the retesting of students with Alt-MSA. The Alt-MSA is not explicitly tied to any high stakes student-related decision such as a diploma. Consequently, local school systems may not implement Alt-MSA retesting to improve the individual score of these students, regardless of the impact on accountability.

Special Education Certificate Students

For Special Education students, indicate if the student's IEP indicates the student is on track to receive a Maryland High School Certificate of Program Completion. This field should align with data reported in the EOY Attendance collection.

Met All Local Completion Requirements

Students should be identified as Y if they have met all local graduation requirements. This does not include the state mandated HSA graduation requirement. This relates only to LEA specific graduation requirements (credits, service learning, etc.).

High School Completers Data

A record must be reported for each 12th grader and any other completer identified on the EOY Attendance file. Completers include any student with a withdrawal code of C and withdrawal status of 60, 62 and 70 in the EOY Attendance file. If these fields are inappropriate for the student, leave BLANK.

To ensure the most appropriate coding of student completer status, the full student transcript should be reviewed to determine if the student has met both USM and CTE requirements (code 03) prior to assigning other completer codes to the student. This information is reported at www.MDReportCard.org under Graduation à Other Supporting Facts à High School Program Completion.

Career and Technology Education completers are those students that have completed an approved CTE program of study, typically four credits in a given CTE program area.

Information on University System of Maryland freshman admission requirements can be found at: <http://www.usmd.edu/regents/bylaws/SectionIII/III400.pdf>

Career and Technology Education CIP Code

CIP codes are only required for students identified with a High School Program Completion code of 00, 02, or 03. Approved CTE programs can be obtained from the local CTE Supervisor or the Division of Career and Technology Education, MSDE, 410-767-0100.

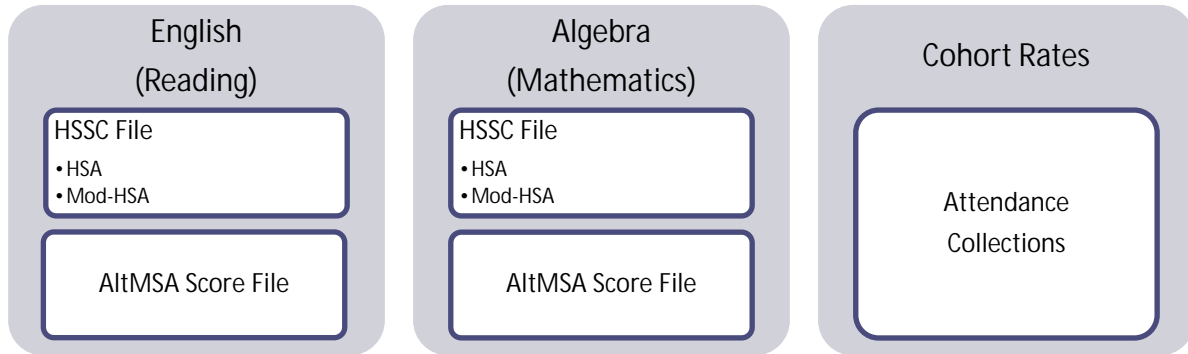
Rigorous High School Program Indicators

MSDE will compute the number of students completing high school who have accomplished four of the six performance indicators listed. This information is reported at www.MDReportCard.org under Graduation à Other Supporting Facts à High School Program Completion.

Accountability Data

The data used to calculate accountability at the high school level comes from both the HSSC and the EOY Attendance data collections. Figure 4 outlines where the data is obtained for specific accountability measures.

Figure 4: Identifying which collection supplies accountability data



Accommodations

Indicate if the student received any accommodations at the time of testing for the particular assessment and content area.

Special Services at Time of Testing

Special Services indicators for all students are collected in two places in the HSSC file. Special Service indicators are populated as part of the Student Demographic Data, and for the specific assessment at the time of testing. If a student is identified as receiving a special service at time of testing, or if the student is identified as receiving special services in the Student Demographic Data, the student will be placed in the subgroup for accountability subgroup reporting.

Understanding accountability for AltMSA Students

HSSC AltMSA students will be ignored for accountability calculations; instead AltMSA vendor data for the current school year will be used. Participation rate will include all AltMSA students with scores from vendor data and the non-participants identified on MSA Posttest file.

Nonparticipants

Grade 12 students who enrolled during or after Fall 2005, are required to take an assessment and should have a reportable scale score. Grade 12 students who entered Grade 9 before Fall 2005, should be reported as HSA Status 04 with their corresponding scale scores. Such students are aggregated as participants for accountability calculations.

Grade 12 students who enrolled during or after Fall 2005, that did not take an assessment (no reported scale scores) will be aggregated as nonparticipants for accountability calculations.

Grade 12 special education students who have obtained a Certificate of Completion (C62) will be included in proficiency and participation calculations. Grade 12 special education students who have not obtained a Certificate of Completion, and are identified as retained in grade (Promotion Code of 02) will not be included in the accountability calculations.

HSA Nonparticipant Reason Codes

The following Nonparticipant Reason codes are applicable to the High School Assessments only:

Reason Code	Description
21	No Score, student received an invalid score
99	Student did not successfully complete course

Definitions

21 – NO SCORE:

Assessment results that cannot be used for reporting and/or aggregation due to problems in the testing process (e.g., student does not take all portions of the assessment, student does not fill out the answer sheet appropriately, student receives accommodations or modifications that threaten test validity) and/or changes in testing materials that result in a score that is deemed by the state to not yield a valid evaluation of the student’s level of achievement on grade-level content. The students whose test results are determined to be invalid are counted as nonparticipants.

99 – DID NOT COMPLETE COURSE

Student did not successfully complete the required course, and was ineligible to take the associated HSA.

Data Elements of the HSSC Collection

HSSC Student Level File Format

All data elements are provided by MSDE and cannot be changed by the LEA unless noted.

See *Data Definitions and Coding Instructions* for LEA updateable fields.

Data Item	Valid Codes	Length	Start	End	LEA Update?
LEA Number	01-23, 30, 32	2	1	2	
School Number	Valid MSDE school number	4	3	6	
State Assigned Student ID	State Assigned Student ID	10	7	16	
Local Student ID Number	Locally defined	10	17	26	
Last Name	No punctuation	25	27	51	
First Name	No punctuation	15	52	66	
Middle Name	No punctuation	15	67	81	
Generational Suffix	Jr, Sr, I, II, III, etc...	3	82	84	
Date of Birth	YYYYMMDD	8	85	92	
Grade	01-12, 91-96	2	93	94	
Gender	1 or 2	1	95	95	
Hispanic/Latino Ethnicity	Y or N	1	96	96	
Race	0, 1-5	5	97	101	
Social Security Number		9	102	110	
Filler	Blank	1	111	111	
Title I Indicator	Y or N	1	112	112	
Free/Reduced Price Meals	Y or N	1	113	113	
Migrant as of EOY	Y or N	1	114	114	
Foreign Exchange Student	Y or N	1	115	115	
Special Education as of EOY	Y, N, E, 2, or 3	1	116	116	
Special Education End Date	YYYYMMDD	8	117	124	
Special Education Certificate	Y or N	1	125	125	
ELL Indicator as of EOY	Y, N or E	1	126	126	
ELL Begin Date	YYYYMMDD	8	127	134	
ELL End Date	YYYYMMDD	8	135	142	
Filler	Blank	1	143	143	
Submission Date	YYYYMMDD	8	144	151	YES
High School Program Completion	00-04	2	152	153	YES
Career and Technology Education CIP	CIP Code	6	154	159	YES
Foreign Language	Y or N	1	160	160	YES
Mathematics	Y or N	1	161	161	YES
Science	Y or N	1	162	162	YES
Approved Advanced Tech Ed	Y or N	1	163	163	YES

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Data Item	Valid Codes	Length	Start	End	LEA Update?
GPA ≥ 3.0	Y or N	1	164	164	YES
SAT ≥ 1000	Y or N	1	165	165	YES
ACT ≥ 20	Y or N	1	166	166	YES
Met All Local Graduation Requirements	Y or N	1	167	167	YES
Entered 9th Grade before Fall 2005	Y or N	1	168	168	
AYP Reporting System	01-23, 30	2	169	170	YES
AYP Reporting School	Valid MSDE school number	4	171	174	YES
Algebra Regular HSA Status	01-06, 08	2	175	176	YES
Algebra Regular HSA Scale Score	240-650 or blank	3	177	179	
Algebra Modified HSA Status	01-03	2	180	181	
Algebra Modified HSA Scale Score	240-650 or blank	3	182	184	
Algebra Modified HSA Plus+ Status	01-02	2	185	186	
Algebra Modified HSA Plus+ Scale Score	240-650 or blank	3	187	189	
Algebra Bridge Plan/Waiver Student	W, B or N	1	190	190	YES
Algebra Bridge Plan Project Code	3 digit project codes	21	191	211	YES
Algebra Bridge Plan Results	Y or N	1	212	212	YES
Algebra Linking Study Student (2008 only)	Y or N	1	213	213	
Biology Regular HSA Status	01-06, 08	2	214	215	YES
Biology Regular HSA Scale Score	240-650 or blank	3	216	218	
Biology Modified HSA Status	01-03	2	219	220	
Biology Modified HSA Scale Score	240-650 or blank	3	221	223	
Biology Modified HSA Plus+ Status	01-02	2	224	225	
Biology Modified HSA Plus+ Scale Score	240-650 or blank	3	226	228	
Biology Bridge Plan/Waiver Student	W, B or N	1	229	229	YES
Biology Bridge Plan Project Code	3 digit project codes	21	230	250	YES
Biology Bridge Plan Results	Y or N	1	251	251	YES
Biology Linking Study Student (2008 only)	Y or N	1	252	252	
English2 Regular HSA Status	01-06, 08	2	253	254	YES
English2 Regular HSA Scale Score	240-650 or blank	3	255	257	
English2 Modified HSA Status	01-03	2	258	259	
English2 Modified HSA Scale Score	240-650 or blank	3	260	262	
English2 Modified HSA Plus+ Status	01-02	2	263	264	
English2 Modified HSA Plus+ Scale Score	240-650 or blank	3	265	267	
English2 Bridge Plan/Waiver Student	W, B or N	1	268	268	YES
English2 Bridge Plan Project Code	3 digit project codes	21	269	289	YES
English2 Bridge Plan Results	Y or N	1	290	290	YES
English2 Linking Study Student (2008 only)	Y or N	1	291	291	
Government Regular HSA Status	01-06, 08	2	292	293	YES
Government Regular HSA Scale Score	240-650 or blank	3	294	296	
Government Modified HSA Status	01-03	2	297	298	

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Data Item	Valid Codes	Length	Start	End	LEA Update?
Government Modified HSA Scale Score	240-650 or blank	3	299	301	
Government Modified HSA Plus+ Status	01-02	2	302	303	
Government Modified HSA Plus+ Scale Score	240-650 or blank	3	304	306	
Government Bridge Plan/Waiver Student	W, B or N	1	307	307	YES
Government Bridge Plan Project Code	3 digit project codes	21	308	328	YES
Government Bridge Plan Results	Y or N	1	329	329	YES
Government Linking Study Student (2008 only)	Y or N	1	330	330	
AltMSA Reading Percentage	Percent of Objectives Mastered	3	331	333	
	Percent of Objectives Mastered				
AltMSA Mathematics Percentage	Mastered	3	334	336	
AltMSA Identified Student	Y, N, or T =	1	337	337	YES
Algebra HSA Accommodated	Y or N	1	338	338	YES
Algebra HSA SE Indicator	Y, N, E, 2, 3	1	339	339	YES
Algebra HSA ELL Indicator	Y, N or E	1	340	340	YES
Algebra HSA FARMS Indicator	Y or N	1	341	341	YES
Algebra ModHSA Accommodated	Y or N	1	342	342	YES
Algebra ModHSA SE Indicator	Y, N, E, 3	1	343	343	YES
Algebra ModHSA ELL Indicator	Y, N or E	1	344	344	YES
Algebra ModHSA FARMS Indicator	Y or N	1	345	345	YES
Algebra ModHSA Plus+ Accommodated	Y or N	1	346	346	YES
Algebra ModHSA Plus+ SE Indicator	Y, N, E, 3	1	347	347	YES
Algebra ModHSA Plus+ ELL Indicator	Y, N or E	1	348	348	YES
Algebra ModHSA Plus+ FARMS Indicator	Y or N	1	349	349	YES
Biology HSA Accommodated	Y or N	1	350	350	YES
Biology HSA SE Indicator	Y, N, E, 2, 3	1	351	351	YES
Biology HSA ELL Indicator	Y, N or E	1	352	352	YES
Biology HSA FARMS Indicator	Y or N	1	353	353	YES
Biology ModHSA Accommodated	Y or N	1	354	354	YES
Biology ModHSA SE Indicator	Y, N, E, 3	1	355	355	YES
Biology ModHSA ELL Indicator	Y, N or E	1	356	356	YES
Biology ModHSA FARMS Indicator	Y or N	1	357	357	YES
Biology ModHSA Plus+ Accommodated	Y or N	1	358	358	YES
Biology ModHSA Plus+ SE Indicator	Y, N, E, 3	1	359	359	YES
Biology ModHSA Plus+ ELL Indicator	Y, N or E	1	360	360	YES
Biology ModHSA Plus+ FARMS Indicator	Y or N	1	361	361	YES
English HSA Accommodated	Y or N	1	362	362	YES
English HSA SE Indicator	Y, N, E, 2, 3	1	363	363	YES
English HSA ELL Indicator	Y, N or E	1	364	364	YES
English HSA FARMS Indicator	Y or N	1	365	365	YES
English ModHSA Accommodated	Y or N	1	366	366	YES

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Data Item	Valid Codes	Length	Start	End	LEA Update?
English ModHSA SE Indicator	Y, N, E, 3	1	367	367	YES
English ModHSA ELL Indicator	Y, N or E	1	368	368	YES
English ModHSA FARMS Indicator	Y or N	1	369	369	YES
English ModHSA Plus+ Accommodated	Y or N	1	370	370	YES
English ModHSA Plus+ SE Indicator	Y, N, E, 3	1	371	371	YES
English ModHSA Plus+ ELL Indicator	Y, N or E	1	372	372	YES
English ModHSA Plus+FARMS Indicator	Y or N	1	373	373	YES
Government HSA Accommodated	Y or N	1	374	374	YES
Government HSA SE Indicator	Y, N, E, 2, 3	1	375	375	YES
Government HSA ELL Indicator	Y, N or E	1	376	376	YES
Government HSA FARMS Indicator	Y or N	1	377	377	YES
Government ModHSA Accommodated	Y or N	1	378	378	YES
Government ModHSA SE Indicator	Y, N, E, 3	1	379	379	YES
Government ModHSA ELL Indicator	Y, N or E	1	380	380	YES
Government ModHSA FARMS Indicator	Y or N	1	381	381	YES
Government ModHSA Plus+ Accommodated	Y or N	1	382	382	YES
Government ModHSA Plus+ SE Indicator	Y, N, E, 3	1	383	383	YES
Government ModHSA Plus+ ELL Indicator	Y, N or E	1	384	384	YES
Government ModHSA Plus+ FARMS Indicator	Y or N	1	385	385	YES
AltMSA Reading Accommodated	Y or N	1	386	386	YES
AltMSA Reading SE Indicator	Y or N	1	387	387	YES
AltMSA Reading ELL Indicator	Y, N or E	1	388	388	YES
AltMSA Reading FARMS Indicator	Y or N	1	389	389	YES
AltMSA Math Accommodated	Y or N	1	390	390	YES
AltMSA Math SE Indicator	Y or N	1	391	391	YES
AltMSA Math ELL Indicator	Y, N or E	1	392	392	YES
AltMSA Math FARMS Indicator	Y or N	1	393	393	YES

END of LEA FILE FORMAT

Algebra Mod Appeal (prior to MAY 2008)	Y, N or blank	1	394	394	
Algebra Pass/Fail	P or F	1	395	395	
Algebra Proficiency Level	1, 2, or 3	1	396	396	
Algebra AYP Invalid Flag	Y	1	397	397	
Algebra Test Security Flag	Y	1	398	398	
Algebra ModHSA ALG Basic Flag LEA	Y, N or blank	1	399	399	
Algebra ModHSA ALG Basic Flag School	Y, N or blank	1	400	400	
Algebra ModHSA Pass/Fail	P or F	1	401	401	
Algebra ModHSA Proficiency Level	1, 2, or 3	1	402	402	
Algebra ModHSA AYP Invalid Flag	Y	1	403	403	
Algebra ModHSA Test Security Flag	Y	1	404	404	
Algebra ModHSA Plus+ Pass/Fail	P or F	1	405	405	

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Data Item	Valid Codes	Length	Start	End	LEA Update?
Algebra ModHSA Plus+ Proficiency Level	1, 2, or 3	1	406	406	
Algebra ModHSA Plus+ Test Security Flag	Y	1	407	407	
Biology HSA Pass/Fail	P or F	1	408	408	
Biology HSA Proficiency Level	1, 2, or 3	1	409	409	
Biology HSA Test Security Flag	Y	1	410	410	
Biology ModHSA Basic Flag LEA	Y, N or blank	1	411	411	
Biology ModHSA Basic Flag School	Y, N or blank	1	412	412	
Biology ModHSA Pass/Fail	P or F	1	413	413	
Biology ModHSA Proficiency Level	1, 2, or 3	1	414	414	
Biology ModHSA Test Security Flag	Y	1	415	415	
Biology ModHSA Plus+ Pass/Fail	P or F	1	416	416	
Biology ModHSA Plus+ Proficiency Level	1, 2, or 3	1	417	417	
Biology ModHSA Plus+ Test Security Flag	Y	1	418	418	
English2 Mod Appeal (prior to MAY 2008)	Y, N or blank	1	419	419	
English2 Pass/Fail	P or F	1	420	420	
English2 Proficiency Level	1, 2, or 3	1	421	421	
English2 AYP Invalid Flag	Y	1	422	422	
English2 Test Security Flag	Y	1	423	423	
English2 ModHSA AYP ALG Basic Flag LEA	Y, N or blank	1	424	424	
English2 ModHSA AYP ALG Basic Flag School	Y, N or blank	1	425	425	
English2 ModHSA Pass/Fail	P or F	1	426	426	
English2 ModHSA Proficiency Level	1, 2, or 3	1	427	427	
English2 ModHSA AYP Invalid Flag	Y	1	428	428	
English2 ModHSA Test Security Flag	Y	1	429	429	
English2 ModHSA Plus+ Pass/Fail	P or F	1	430	430	
English2 ModHSA Plus+ Proficiency Level	1, 2, or 3	1	431	431	
English2 ModHSA Plus+ Test Security Flag	Y	1	432	432	
Government HSA Pass/Fail	P or F	1	433	433	
Government HSA Test Security Flag	Y	1	434	434	
Government ModHSA Pass/Fail	P or F	1	435	435	
Government ModHSA Test Security Flag	Y	1	436	436	
Government ModHSA Plus+ Pass/Fail	P or F	1	437	437	
Government ModHSA Plus+ Test Security Flag	Y	1	438	438	
AltMSA Reading Pass/Fail	P or F	1	439	439	
AltMSA Reading Proficiency Level	1, 2, or 3	1	440	440	
AltMSA Reading AYP Basic Flag LEA	Y, N or blank	1	441	441	
AltMSA Reading AYP Basic Flag School	Y, N or blank	1	442	442	
AltMSA Reading AYP Invalid Flag	Y	1	443	443	
AltMSA Reading Test Security Flag	Y	1	444	444	
AltMSA Math Pass/Fail	P or F	1	445	445	
AltMSA Math Proficiency Level	1, 2, or 3	1	446	446	
AltMSA Math AYP Basic Flag LEA-level	Y, N or blank	1	447	447	

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Data Item	Valid Codes	Length	Start	End	LEA Update?
AltMSA Math AYP Basic Flag School-level	Y, N or blank	1	448	448	
AltMSA Math AYP Invalid Flag	Y	1	449	449	
AltMSA Math Test Security Flag	Y	1	450	450	
Promotion Code	01, 02	2	451	452	
Completion Status	C	1	453	453	
Completion Code	60, 62, or 70	2	454	455	

Data Definitions and Coding Instructions

All data elements are provided by MSDE and cannot be changed by the LEA unless noted.

Data Item	Definition and Instructions
LEA Number	The two-digit state designation of the local education agency.
School Number	The four-digit code assigned to the school building. A list of valid school numbers for each local education agency is supplied by MSDE each year.
State Assigned Student ID	The valid State Assigned Student ID Number assigned through the USIS system. Cannot contain pseudo numbers and cannot be BLANK. This number must be the same on all data files.
Local Student ID Number	The number assigned by the local education agency – any combination of numbers (not more than ten characters) right aligned. If fewer than ten characters are used, zero fill remaining positions to the left. This number must be the same on all data files.
Last Name	Indicate up to twenty five (25) characters of the student’s surname. <i>Do not use punctuation.</i>
First Name	Indicate up to fifteen (15) characters of the student’s given name. <i>Do not use nicknames, initials, or punctuation.</i>
Middle Name	Indicate up to fifteen (15) characters of the student’s given name. <i>Do not use nicknames, initials, or punctuation.</i>
Generational Suffix	Indicate the generational suffix for the student, if applicable. Suffix must be alpha only, right justified, and without punctuation. Must align with student information as reported in USIS.
Date of Birth	List the four digit year, two digit month, and two digit day (YYYYMMDD) to indicate the student’s birth date. (Example: September 7, 2002 is 20020907) Must align with student information as reported in USIS.
Grade	The two-digit number of the grade in which the student is placed: 12 = Grade 12.
Gender	The one-digit code for gender of the student: 1 - Male 2 - Female
Hispanic/Latino Ethnicity	Are you Hispanic/Latino? Y - Yes, of Hispanic/Latino Ethnicity N - No, not of Hispanic/Latino Ethnicity
Race	Five character string. Must identify one - may identify multiple Position 1: 0 or 1 - American Indian/Alaskan Native Position 2: 0 or 2 - Asian Position 3: 0 or 3 - Black or African American Position 4: 0 or 4 - Native Hawaiian or Other Pacific Islander Position 5: 0 or 5 - White
Social Security Number	For all students when available. For students with no social security number, the field should be populated with nine zeros.

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Data Item	Definition and Instructions
Title I Indicator	A "Y" or "N" indicator of status of a student as of end of school year. Students receiving services in whole or in part by Title I of the Elementary and Secondary Education Act (ESEA), No Child Left Behind Act of 2001, are coded "Y." All other students are coded "N." Students should be classified based on their status as of the last day of school.
Free/Reduced Price Meals	A "Y" or "N" indicator of a student's eligibility to receive free/reduced price meals that met family size and income guidelines (as promulgated annually by the U.S. Department of Agriculture), and students approved through direct certification as indicated by the Free/Reduced Price Meals. Students should be classified based on their status as of the last day of school.
Migrant as of EOY	A "Y" or "N" indicator for migratory child. A migrant student is defined under 34 CFR 200.40 and required by the No Child Left Behind Act, Section 1309(2). Students should be classified based on their status as of the last day of school.
Foreign Exchange Student	A "Y" or "N" indicator for Foreign Exchange students. Include students who will be returning to their home country for graduation.
Special Education as of EOY	Indicator of special education status based on the student's status as of the last day of school.
	N - No, student does NOT have an IEP and is not receiving Special Education services.
	Y - Yes, student has an IEP and is receiving Special Education services
	E - Exited the program within the past two school years, student is not currently receiving Special Education services.
	2 - Code 504
	3 - Exited Special Education and placed in Code 504
	MSDE uses June 1st (current year - 2) as the start of the two year reporting period.
Special Education End Date	Eight-digit date (YYYYMMDD) when special education services ended. Required if SE Indicator = E or 3.
Special Education Certificate	For Students with a Special Education indicator of "Y", if the student's IEP indicates that the student is on track to receive a MD High School Certificate.
ELL Indicator as of EOY	A student who has a primary or home language other than English and who has been assessed as having limited or no ability to understand, speak, or read English. Students should be classified based on their status as of the last day of school.
	Y - Currently receiving ELL services includes refused ESOL services ELLs, and ELLs who moved out of the county while still receiving ELL services
	N - Not receiving ELL services
	E - Exited the program within the past two school years, not currently receiving ELL services includes refused ESOL services ELLs who meet exit criteria
	MSDE uses June 1st (current year - 2) as the start of the two year reporting period.
ELL Begin Date	Eight-digit date (YYYYMMDD) when ELL services began. Required if ELL Indicator=E.
ELL End Date	Eight-digit date (YYYYMMDD) when ELL services ended. Required if ELL Indicator=E.
Submission Date	Eight-digit date (YYYYMMDD) when the file was submitted.

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Data Item	Definition and Instructions
High School Program Completion	<p>The two-digit code referring to a student's high school completion status. LEA must update.</p> <p>00 - Non completer</p> <p>01 - Completed course requirements for University System of Maryland freshman admission USM Requirements can be found at : http://www.usmd.edu/regents/bylaws/SectionIII/III400.html</p> <p>02 - Completed course requirements for an approved occupational program</p> <p>03 - Completed course requirements of both 01 and 02 (Students counted in this code must not be included in codes 01 or 02)</p> <p>04 - Other high school completions not included in 01, 02, or 03, including certificate of completion and diploma.</p> <p>NOTE: Completers with CIP Code (see next item) must be coded as 00, 02, or 03. Do not report CIP Codes for 01 or 04 completers.</p>
Career and Technology Education CIP	<p>Students pursuing CTE program (non completer code 00 or completer codes 02 and 03) must be identified by the appropriate Classification of Instructional Program (CIP) Code. The first six digits of the CIP code are designated by MSDE's Division of Career and Technology Education and conform to the federal coding structure. The seventh digit is a state funding code and is not to be used, e.g., code 46.0101-4 is reported as 460101. For all other students leave BLANK. LEA must update.</p>
Rigorous High School Program Indicators	<p>MSDE will compute the percentage of graduates who mastered 4 of the 6 following performance indicators. LEA must update.</p>
Foreign Language	<p>"Y" if student earned two or more credits in a foreign language with a grade of B or better. These credits must be in the same language; else report "N." LEA must update.</p>
Mathematics	<p>"Y" if student earned at least one credit in mathematics at a level higher than Algebra II and Geometry with a grade of B or better; else report "N." LEA must update.</p>
Science	<p>"Y" if student earned four science credits with a grade of B or better; else report "N." LEA must update.</p>
Approved Advanced Tech Ed	<p>"Y" if student earned two or more credits of approved advanced technology education with a grade of B or better; else report "N." LEA must update.</p>
GPA ≥ 3.0	<p>"Y" if student has a cumulative grade point average (GPA) of 3.0 or better on a 4.0 scale; else report "N." The cumulative grade point average is defined as the sum of the quality points assigned; grade values (A=4; B=3; C=2; D=1; F=0) times the credits earned. No weighting of course grades is to be done in this computation. LEA must update.</p>
SAT ≥ 1000	<p>"Y" if student received a combined SAT score of 1,000 or greater on the same administration prior to May of the graduation year for the mathematics and verbal portions only, do not include the writing score in the calculation; else report "N." LEA must update.</p>
ACT ≥ 20	<p>"Y" if student received an ACT score of 20 or better; else report "N." LEA must update.</p>
Met All Local Graduation Requirements	<p>Y or N indicator that students met all local LEA requirements for graduation. Does not include state HSA graduation requirements. LEA must update.</p>

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Data Item	Definition and Instructions
Entered 9th Grade before Fall 2005	Y or N indicator for students who entered 9th grade prior to Fall 2005 (2005-06 school year). These students have taken assessments other than Algebra, Biology, English 2 and Government. If Y, must have HSA Status Code 04 for all Content Areas.
Accountability Reporting System	School system for accountability (formerly AYP) reporting – Valid Codes: 01-23, 30. Must be the same as the reporting LEA. Cannot be BLANK. LEA must update.
Accountability Reporting School	School for accountability (formerly AYP) reporting – Use only valid MSDE assigned 4 digit codes. Required even if same as the attending school. Cannot be BLANK. LEA must update.
HSA Content Area	Refers to the specific content area for each HSA Assessment type: Algebra, Biology, English2, Government
HSA Assessment	Refers to the specific test taken by the student: Regular HSA, Modified HSA, Modified HSA Plus+, AltMSA
HSA Status (All Tests and Content Areas)	The two-digit code referring to the student's status for each assessment type at each grade level from grades 09 – 12. EVERY student must have at least one HSA Status for each content area except AltMSA Identified students.
	01 - Passed
	02 - Failed
	03 - Passing Assessment <i>Required</i> for graduation but Not Taken
	04 - Student enrolled in Grade 9 for the first time prior to Fall 2005
	05 - Course Credit accepted from out of state or nonpublic school
	06 - Substitute Test (AP with a score of 3, 4, or 5 or IB)
	08 - Second Semester Transfer Student (transferred in after first semester of senior year)
	BLANK - AltMSA identified student with no HSA Scale Scores
Scale Score (All Tests and Content Areas)	The three-digit number referring to the student's highest scale score for each assessment in every content area in which the student has been assessed. Provide the scale score in the appropriate field based on the test(s) taken. Scale score ranges from 240-650. Required field for all status codes except 03 or AltMSA identified student with no HSA Scale Scores. The lowest passing scale score is used for status codes of 05 and 06.
Regular HSA Status	HSA Status corresponding to the student's scale score for the Regular HSA in the specified content area. <i>Valid codes 01-06, 08, Blank. LEAs may update to 05, 06, or 08, if populated value is 03.</i>
Regular HSA Scale Score	Highest valid score for the Regular HSA in the specified content area. Valid values range from 240-650. Provided by MSDE. If Regular HSA Status updated by LEA to 05, 06, or 08, leave blank. MSDE will populate minimum passing scale score.
Modified HSA Status	HSA Status corresponding to the student's scale score for the ModHSA in the specified content area. <i>Valid codes 01-03, Blank.</i>
Modified HSA Scale Score	Highest valid score for the ModHSA in the specified content area. Valid values range from 240-650.
Modified HSA Plus+ Status	HSA Status corresponding to the student's scale score for the ModHSA Plus+ in the specified content area. <i>Valid codes 01-02, Blank.</i>
Modified HSA Plus+ Scale Score	Highest valid score for the ModHSA Plus+ in the specified content area. Valid values range from 240-650.

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Data Item	Definition and Instructions
Bridge Plan and Waiver Student	Indicator of the student's participation in Bridge Plan or Waiver. Default to N if the student is 'in process' or Not participating in the Bridge Plan or Waiver. LEA must update.
	B - Student is participating in the Bridge Plan in order to meet the HSA graduation requirement. If B, Bridge Plan Project Code and Bridge Plan Completer Results must be provided.
	W - Student has been granted a Waiver for the HSA graduation requirement in this content area
	N - Student is not participating in the Bridge Plan and has not been granted a Waiver
Bridge Plan Project Code	The twenty-one-digit string indicating the 3 digit project code for up to seven projects for each content area that the student completes for the Bridge Plan. For all other students leave blank. LEA must update.
	For a student who completes 2 projects for the Algebra Bridge Plan, the proper string would be: Ab1Ab20000000000000000 or Ab1 Ab2 000 000 000 000 000.
Bridge Plan Completer Results	Y or N indicator of a student's overall results for each content area on the Bridge Project. For students who met and completed the HSA requirement through the Bridge Plan use an indicator of Y; for students not meeting the HSA requirement through the Bridge Plan use an indicator of N. For all other students leave blank. LEA must update.
Linking Study Student (2008 only)	Y or N indicator of student's participation in the Linking Study for the May, 2008 administration in taking both the regular HSA and the Modified HSA. Student must have HSA Status and Scale Scores for both the
AltMSA Reading Percentage	Provide the AltMSA Reading percentage of objectives mastered. Valid range 000 to 100.
AltMSA Mathematics Percentage	Provide the AltMSA Mathematics percentage of objectives mastered. Valid range 000 to 100.
AltMSA Identified Student	Indicator of the student's eligibility and participation in the Grade 10 AltMSA. LEA may update to T.
	Y - Will participate or has participated in the AltMSA Grade 10 assessment during high school and is pursuing a Maryland High School Certificate of Program Completion
	N - Will not or did not participate in the AltMSA assessment during high school
	T - AltMSA transfer student into Maryland from out of state, another local school system, or from a nonpublic school during the second semester of their senior year
HSA Accommodated	Y or N indicator if the student received accommodations during the administration of this assessment in the specified content area. LEA may update if HSA Status in 01 or 02.

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Data Item	Definition and Instructions
HSA SE Indicator at Time of Testing	Indicator of special education status during this assessment, in the specified content area, as noted on the IEP that was in effect at the time of testing. If Assessment type is ModHSA or ModHSA Plus+, SE Indicator must be in Y, E or 3. LEA may update if HSA Status in 01 or 02.
	N - No, student does NOT have an IEP and is not receiving Special Education services.
	Y - Yes, student has an IEP and is receiving Special Education services
	E - Exited the program within the past two school years, student is not currently receiving Special Education services.
	2 - Code 504
	3 - Exited Special Education and placed in Code 504
HSA ELL Indicator at Time of Testing	Indicator of ELL status during the administration of this assessment in the specified content area. LEA may update if HSA Status in 01 or 02.
	Y - Currently receiving ELL services includes refused ESOL services ELLs, and ELLs who moved out of the county while still receiving ELL services
	N - Not receiving ELL services
	E - Exited the program within the past two school years, not currently receiving ELL services includes refused ESOL services ELLs who meet exit criteria
HSA FARMS Indicator at Time of Testing	Y or N indicator of FARMS status during the administration of this assessment in the specified content area. LEA may update if HSA Status in 01 or 02.
AltMSA Accommodated	Y or N indicator if the student received accommodations during this administration of the AltMSA in the specified content area. Required if AltMSA Identified Student = Y.
AltMSA SE Indicator at Time of Testing	Indicator of special education status during this administration of the AltMSA assessment in the specified content area, as noted on the IEP that was in effect at the time of testing. If AltMSA Identified Student = Y or T, SE indicator at time of testing must be Y.
	Y - Yes, student has an IEP and is receiving Special Education services
AltMSA ELL Indicator at Time of Testing	Indicator of ELL status during this administration of the AltMSA assessment in the specified content area.
	Y - Currently receiving ELL services includes refused ESOL services ELLs, and ELLs who moved out of the county while still receiving ELL services
	N - Not receiving ELL services
	E - Exited the program within the past two school years, not currently receiving ELL services includes refused ESOL services ELLs who meet exit criteria
AltMSA FARMS Indicator at Time of Testing	Y or N indicator of FARMS status during this administration of the AltMSA assessment in the specified content area.
Mod Appeal (prior to MAY 2008)	Indicator identifying the student qualified for a Mod Appeal in the specified content area, prior to May 2008.
	Y - Yes
	N - No
	BLANK - Not Applicable

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Data Item	Definition and Instructions
HSA Pass/Fail	Indicator of the student's skill in the specified content area corresponding to the scale score and related to proficiency level. P - Pass F - Fail
HSA Proficiency Level	Indicator of the student's proficiency corresponding to the student's scale score for this assessment type in the specified content area. 1 - Basic 2 - Proficient 3 - Advanced
Invalid Flag	Indicates the scale score for this assessment type in the specified content area will be aggregated for Proficiency as non-proficient
Test Security Flag	Indicates the scale score for this assessment type in the specified content area will be converted to LOSS and aggregated as Basic for Performance measures and Proficiency.
ModHSA Basic Flag-LEA (2% Flag)	For ModHSA students; "Yes" indicates student to be counted as Proficient under the 2% rule of Students with Disabilities (SWD) at the LEA level Y - Yes N - No BLANK - Not Applicable
ModHSA Basic Flag-School	For ModHSA students; "Yes" indicates students to be counted as Proficient under the 2% rule of Students with Disabilities (SWD) at the school level Y - Yes N - No BLANK - Not Applicable
Promotion Code	Student's promotion code as reported in the EOY Attendance data collection. 01 - Promoted 02 - Retained
Completion Status	Indicator the student completed a program of study at the high school level and satisfied the graduation requirements for a MD High School Diploma or MD Certificate of Attendance. As reported in the EOY Attendance data collection.. C - Completer
Completion Code	Indicator of the type of requirements the student completed as reported in the EOY Attendance data collection.. C60 - Completed requirements for a Maryland High School Diploma C62 - Student with a disability who completed requirements for a Maryland High School Certificate of Completion C70 - Early College admission

Error Codes and Descriptions

Code	Name	Description
E001	Invalid LEA	LEA must be 01-23 or 30 and match load file from LEA
E002	Invalid School	School missing, invalid or not in school database
E003	Invalid Grade	Grade must be in 09, 10, 11 or 12
E004	Invalid Name	Not alpha or 1st position of first or last name missing
E005	Invalid Student Id	Student Id must be 10 numeric characters and not all zeroes
E007	Invalid State ID	State ID must be 10-digit value with no leading zeroes or 3 repeating numbers
E008	Invalid Birth Date	Date of birth missing or invalid
E009	Invalid Gender	Gender must be 1 or 2
E010	Invalid Race	Race code must be in 1, 2, 3, 4, or 5
E011	Invalid Ethnicity	First position must be Y or N then four numeric characters according to MSDE guidelines
E012	Invalid SE	SE must be Y, N, E, 2, or 3
E013	Invalid SE End Date	SE = E, 3 only - YYYYMMDD - end date must be after 5/31 of school year minus 2
E014	Invalid ELL	ELL must be Y, N or E
E015	Invalid ELL Begin Date	ELL = E only - YYYYMMDD LEP start date required - Must be prior to LEP end date
E016	Invalid ELL End Date	ELL = E only - YYYYMMDD LEP end date must be after 5/31 of school year minus 2
E018	Invalid FRPM	FRPM must be Y or N
E019	Invalid Title1	Title 1 must be Y or N
E020	Invalid Migrant	Migrant must be Y or N
E021	Invalid Met Grad Req	Met Local Graduation Requirements value must be Y or N; must be N if High School Completion Code 00
E022	Invalid 9th Prior to 2005	Entered 9th Grade prior to Fall 2005 value must be Y or N
E023	Invalid Completion Code	All Grade 12 - must be 00 thru 04 (grades 09 - 11 may have completion code)
E024	Invalid CIP	Completion Code 00, 02, 03 - 6-digit CIP code value must be in table
E025	Invalid Foreign Language	Grade 12 or Code 01 thru 04 - Foreign Language value must be Y or N
E026	Invalid Mathematics	Grade 12 or Code 01 thru 04 - Mathematics value must be Y or N
E027	Invalid Science	Grade 12 or Code 01 thru 04 - Science value must be Y or N
E028	Invalid Tech Ed	Grade 12 or Code 01 thru 04 - App Adv Tech Ed must be Y or N
E029	Invalid GPA3.0	Grade 12 or Code 01 thru 04 - > GPA 3.0 value must be Y or N
E030	Invalid SAT1000	Grade 12 or Code 01 thru 04 - > SAT 1000 value must be Y or N
E031	Invalid ACT20	Grade 12 or Code 01 thru 04 - > ACT 20 value must be Y or N
E032	AltMSA READ PERCENT	Grade 10-12 ALTMSA students only - Read Percentage must be 000-100
E033	AltMSA MATH PERCENT	Grade 10-12 ALTMSA students only - Math Percentage must be 000-100
E034	Invalid ALTMSA Student	ALTMSA Student value must be Y, N or T (must be Y if Read or Math percentage present for grades 10-12)
E035	Invalid Pursuing Certificate	ALTMSA Student = Y -Pursuing Certificate of Completion value must be Y
E036	AltMSA READ ACCOM	If ALTMSA Read Percentage - ALTMSA Read Accom value must be Y or N
E037	AltMSA READ SE	If ALTMSA Read Percentage - ALTMSA Read SE value must be Y
E038	AltMSA READ ELL	If ALTMSA Read Percentage - ALTMSA Read ELL value must be Y, N or E
E039	AltMSA READ FRPM	If ALTMSA Read Percentage - ALTMSA Read FRPM value must be Y or N

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Code	Name	Description
E040	AltMSA MATH ACCOM	If ALTMSA Math Percentage -ALTMSA Math Accom value must be Y or N
E041	AltMSA MATH SE	If ALTMSA Math Percentage -ALTMSA Math SE value must be Y
E042	AltMSA MATH ELL	If ALTMSA Math Percentage -ALTMSA Math ELL value must be Y, N or E
E043	AltMSA MATH FRPM	If ALTMSA Math Percentage -ALTMSA Math FRPM value must be Y or N
E044	Invalid ALG Status	ALG Status value must be 01-06 and ALT MSA = N
E045	Invalid ALG SS	ALG SS value must be 240 - 650 if ALG Status 01, 02, 04, 05, 06
E046	Invalid Mod ALG Status	Mod ALG Status value must be 01-04 or <blank> if not Mod ALG student
E047	Invalid Mod ALG SS	Mod ALG SS value must be 240 - 650 if Mod ALG Status 01, 02, 04
E048	Invalid Mod Plus ALG Status	Mod Plus ALG Status value must be 01-04 or <blank> if not Mod Plus ALG student
E049	Invalid Mod Plus ALG SS	Mod Plus ALG SS value must be 240-650 if Mod Plus ALG Status 01, 02, 04
E050	Invalid ALG BP Completer	Bridge Plan/Waiver ALG Student must be W,B,N
E051	Invalid ALG BP Project Code	Bridge Plan ALG Project Code is invalid coding
E052	Invalid ALG Completer Results	BP ALG Completer Results must be Y or N
E053	Invalid ALG Linking Study	2008 only - ALG Linking Study value must be Y or N (need modified & regular if Y)
E054	Invalid ALG Accom	If not ALTMSA student -ALG Accommodated value must be Y or N
E055	Invalid ALG SE	If not ALTMSA student -ALG SE value must be Y, N, E, 2 or 3
E056	Invalid ALG ELL	If not ALTMSA student -ALG ELL value must be Y, N or E
E057	Invalid ALG FRPM	If not ALTMSA student -ALG FRPM value must be Y or N
E058	Invalid ENG Status	ENG Status value must be 01-06 and ALT MSA = N
E059	Invalid ENG SS	ENG SS value must be 240 - 650 if ENG Status 01,02,04,05,06
E060	Invalid Mod ENG Status	Mod ENG Status value must be 01-04 or <blank> if not Mod ENG student
E061	Invalid Mod ENG SS	Mod ENG SS value must be 240 - 650 if Mod ENG Status 01, 02, 04
E062	Invalid Mod Plus ENG Status	Mod Plus ENG Status value must be 01-04 or <blank> if not Mod Plus ENG student
E063	Invalid Mod Plus ENG SS	Mod Plus ENG SS value must be 240-650 if Mod Plus ENG Status 01, 02, 04
E064	Invalid ENG BP Completer	Bridge Plan/Waiver ENG Student must be W,B,N
E065	Invalid ENG BP Project Code	Bridge Plan ENG Project Code is invalid coding
E066	Invalid ENG Completer Results	BP ENG Completer Results must be Y or N
E067	Invalid ENG Linking Study	2008 only - ENG Linking Study value must be Y or N (need modified & regular if Y)
E068	Invalid ENG Accom	If not ALTMSA student - ENG Accommodated value must be Y or N
E069	Invalid ENG SE	If not ALTMSA student - ENG SE value must be Y, N, E, 2 or 3
E070	Invalid ENG ELL	If not ALTMSA student - ENG ELL value must be Y, N or E
E071	Invalid ENG FRPM	If not ALTMSA student - ENG FRPM value must be Y or N
E072	Invalid AYP LEA	If ALG or ENG status populated - AYP LEA must be same as LEA
E073	Invalid AYP School	If ALG or ENG status populated - AYP School must be valid 4-digit school code
E074	Invalid BIO Status	BIO Status value must be 01-06 and ALT MSA = N

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Code	Name	Description
E075	Invalid BIO SS	BIO SS value must be 240 - 650 if BIO Status 01, 02, 04, 05, 06
E076	Invalid Mod BIO Status	Mod BIO Status value must be 01-04 or <blank> if not Mod BIO student
E077	Invalid Mod BIO SS	Mod BIO SS value must be 240 - 650 if Mod BIO Status 01,02,04
E078	Invalid Mod Plus BIO Status	Mod Plus BIO Status value must be 01-04 or <blank> if not Mod Plus BIO student
E079	Invalid Mod Plus BIO SS	Mod Plus BIO SS value must be 240 - 650 if Mod Plus BIO Status 01, 02, 04
E080	Invalid BIO BP Completer	Bridge Plan/Waiver BIO Student must be W,B,N
E081	Invalid BIO BP Project Code	Bridge Plan BIO Project Code is invalid coding
E082	Invalid BIO Completer Results	BP BIO Completer Results must be Y or N
E083	Invalid BIO Linking Study	2008 only -BIO Linking Study value must be Y or N (need MOD if Y)
E084	Invalid BIO Accom	If not ALTMSA student -BIO Accommodated value must be Y or N
E085	Invalid BIO SE	If not ALTMSA student -BIO SE value must be Y, N, E, 2 or 3
E086	Invalid BIO ELL	If not ALTMSA student -BIO ELL value must be Y, N or E
E087	Invalid BIO FRPM	If not ALTMSA student -BIO FRPM value must be Y or N
E088	Invalid GOV Status	GOV Status value must be 01-06 and ALT MSA = N
E089	Invalid GOV SS	GOV SS value must be 240 - 650 if GOV Status 01,02,04,05, 06
E090	Invalid Mod GOV Status	Mod GOV Status value must be 01-04 or <blank> if not Mod GOV student
E091	Invalid Mod GOV SS	Mod GOV SS value must be 240 - 650 if Mod GOV Status 01, 02, 04
E092	Invalid Mod Plus GOV Status	Mod Plus GOV Status value must be 01-04 or <blank> if not Mod Plus GOV student
E093	Invalid Mod Plus GOV SS	Mod Plus GOV SS value must be 240 - 650 if Mod Plus GOV Status 01, 02, 04
E097	Invalid GOV Linking Study	2008 only - GOV Linking Study value must be Y or N (need MOD if Y)
E098	Invalid GOV Accom	If not ALTMSA student - GOV Accommodated value must be Y or N
E099	Invalid GOV SE	If not ALTMSA student - GOV SE value must be Y, N, E, 2 or 3
E100	Invalid GOV ELL	If not ALTMSA student - GOV ELL value must be Y, N or E
E101	Invalid GOV FRPM	If not ALTMSA student - GOV FRPM value must be Y or N
E102	No ALG Status Found	Not ALTMSA and no Regular or Modified ALG found
E103	No BIO Status Found	Not ALTMSA and no Regular or Modified BIO found
E104	No ENG Status Found	Not ALTMSA and no Regular or Modified ENG found
E105	No GOV Status Found	Not ALTMSA and no Regular or Modified GOV found
E106	Incorrect ALG Status	ALG Status=01 with failing scale score/Status=02 with passing SS
E107	Incorrect BIO Status	BIO Status=01 with failing scale score/Status=02 with passing SS
E108	Incorrect ENG Status	ENG Status=01 with failing scale score/Status=02 with passing SS
E109	Incorrect GOV Status	GOV Status=01 with failing scale score/Status=02 with passing SS
E110	Incorrect Mod ALG Status	ModALG Status=01 with failing scale score/Status=02 with passing SS
E111	Incorrect Mod BIO Status	Mod BIO Status=01 with failing scale score/Status=02 with passing SS
E112	Incorrect Mod ENG Status	Mod ENG Status=01 with failing scale score/Status=02 with passing SS
E113	Incorrect Mod GOV Status	Mod GOV Status=01 with failing scale score/Status=02 with passing SS
E114	Incorrect Mod Plus ALG Status	Mod Plus ALG Status=01 with failing scale score/Status=02 with passing SS
E115	Incorrect Mod Plus BIO Status	Mod Plus BIO Status=01 with failing scale score/Status=02 with passing SS

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Code	Name	Description
E116	Incorrect Mod Plus ENG Status	Mod Plus ENG Status=01 with failing scale score/Status=02 with passing SS
E117	Incorrect Mod Plus GOV Status	Mod Plus GOV Status=01 with failing scale score/Status=02 with passing SS
E118	Mod ALG Incorrect SE	If Mod ALG Scale Score found then Mod ALG SE must be Y or E
E119	Mod BIO Incorrect SE	If Mod BIO Scale Score found then Mod BIO SE must be Y or E
E120	Mod ENG Incorrect SE	If Mod ENG Scale Score found then Mod ENG SE must be Y or E
E121	Mod GOV Incorrect SE	If Mod GOV Scale Score found then Mod GOV SE must be Y or E
E122	Mod Plus ALG Incorrect SE	If Mod Plus ALG Scale Score found then Mod Plus ALG SE must be Y or E
E123	Mod Plus BIO Incorrect SE	If Mod Plus BIO Scale Score found then Mod Plus BIO SE must be Y or E
E124	Mod Plus ENG Incorrect SE	If Mod Plus ENG Scale Score found then Mod Plus ENG SE must be Y or E
E125	Mod Plus GOV Incorrect SE	If Mod Plus GOV Scale Score found then Mod Plus GOV SE must be Y or E
E130	Incorrect ELL	ELL value must be E when ELL Exit Date is populated
E131	Incorrect SE	SE value must be E or 3 when SE Exit Date is populated
E133	Inconsistent T Status	All status fields must be <blank> if student identified as AltMSA Transfer Student
E135	Invalid Mod ALG Accom	If not ALTMSA student - Mod ALG Accommodated value must be Y or N
E136	Invalid Mod ALG SE	If not ALTMSA student - Mod ALG SE value must be Y, N, E, 2 or 3
E137	Invalid Mod ALG ELL	If not ALTMSA student - Mod ALG ELL value must be Y, N or E
E138	Invalid Mod ALG FRPM	If not ALTMSA student - Mod ALG FRPM value must be Y or N
E139	Invalid Mod Plus ALG Accom	If not ALTMSA student - Mod Plus ALG Accommodated value must be Y or N
E140	Invalid Mod Plus ALG SE	If not ALTMSA student - Mod Plus ALG SE value must be Y, N, E, 2 or 3
E141	Invalid Mod Plus ALG ELL	If not ALTMSA student - Mod Plus ALG ELL value must be Y, N or E
E142	Invalid Mod Plus ALG FRPM	If not ALTMSA student - Mod Plus ALG FRPM value must be Y or N
E143	Invalid Mod ENG Accom	If not ALTMSA student - Mod ENG Accommodated value must be Y or N
E144	Invalid Mod ENG SE	If not ALTMSA student - Mod ENG SE value must be Y, N, E, 2 or 3
E145	Invalid Mod ENG ELL	If not ALTMSA student - Mod ENG ELL value must be Y, N or E
E146	Invalid Mod ENG FRPM	If not ALTMSA student - Mod ENG FRPM value must be Y or N
E147	Invalid Mod Plus ENG Accom	If not ALTMSA student - Mod Plus ENG Accommodated value must be Y or N
E148	Invalid Mod Plus ENG SE	If not ALTMSA student - Mod Plus ENG SE value must be Y, N, E, 2 or 3
E149	Invalid Mod Plus ENG ELL	If not ALTMSA student - Mod Plus ENG ELL value must be Y, N or E
E150	Invalid Mod Plus ENG FRPM	If not ALTMSA student - Mod Plus ENG FRPM value must be Y or N
E151	Invalid Mod BIO Accom	If not ALTMSA student - Mod BIO Accommodated value must be Y or N
E152	Invalid Mod BIO SE	If not ALTMSA student - Mod BIO SE value must be Y, N, E, 2, or 3
E153	Invalid Mod BIO ELL	If not ALTMSA student - Mod BIO ELL value must be Y, N or E
E154	Invalid Mod BIO FRPM	If not ALTMSA student - Mod BIO FRPM value must be Y or N
E155	Invalid Mod Plus BIO Accom	If not ALTMSA student - Mod Plus BIO Accommodated value must be Y or N
E156	Invalid Mod Plus BIO SE	If not ALTMSA student - Mod Plus BIO SE value must be Y, N, E, 2 or 3
E157	Invalid Mod Plus BIO ELL	If not ALTMSA student - Mod Plus BIO ELL value must be Y, N or E
E158	Invalid Mod Plus BIO FRPM	If not ALTMSA student - Mod Plus BIO FRPM value must be Y or N
E159	Invalid Mod GOV Accom	If not ALTMSA student - Mod GOV Accommodated value must be Y or N
E160	Invalid Mod GOV SE	If not ALTMSA student - Mod GOV SE value must be Y, N, E, 2 or 3

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Code	Name	Description
E161	Invalid Mod GOV ELL	If not ALTMSA student - Mod GOV ELL value must be Y, N or E
E162	Invalid Mod GOV FRPM	If not ALTMSA student - Mod GOV FRPM value must be Y or N
E164	Invalid Mod Plus GOV SE	If not ALTMSA student - Mod Plus GOV SE value must be Y, N, E, 2 or 3
E165	Invalid Mod Plus GOV ELL	If not ALTMSA student - Mod Plus GOV ELL value must be Y, N or E
E166	Invalid Mod Plus GOV FRPM	If not ALTMSA student - Mod Plus GOV FRPM value must be Y or N
E167	Invalid Mod Plus GOV Accom	If not ALTMSA student - Mod Plus GOV Accommodated value must be Y or N
E168	Invalid ALT AYP LEA	If ALTMSA Read or Math score populated -AYP LEA must be same as LEA valid value
E169	Invalid ALT AYP School	If ALTMSA Read or Math score populated -AYP School must be valid 4-digit school code
E170	Invalid ALG 03 Status	Valid score for ALG record with status=03 -Required but not taken
E171	Invalid ENG 03 Status	Valid score for ENG record with status=03 -Required but not taken
E172	Invalid BIO 03 Status	Valid score for BIO record with status=03 -Required but not taken
E173	Invalid GOV 03 Status	Valid score for GOV record with status=03 -Required but not taken
E174	Invalid Mod ALG 03 Status	Valid score for Mod ALG record with status=03 -Required but not taken
E175	Invalid Mod ENG 03 Status	Valid score for Mod ENG record with status=03 -Required but not taken
E176	Invalid Mod BIO 03 Status	Valid score for Mod BIO record with status=03 -Required but not taken
E177	Invalid Mod GOV 03 Status	Valid score for Mod GOV record with status=03 -Required but not taken
E178	Invalid Mod Plus ALG 03 Status	Valid score for Mod Plus ALG record with status=03 -Required but not taken
E179	Invalid Mod Plus ENG 03 Status	Valid score for Mod Plus ENG record with status=03 -Required but not taken
E180	Invalid Mod Plus BIO 03 Status	Valid score for Mod Plus BIO record with status=03 -Required but not taken
E181	Invalid Mod Plus GOV 03 Status	Valid score for Mod Plus GOV record with status =03 -Required but not taken
E182	Invalid Status <> 04	Invalid Status for ENG,BIO,GOV Contents when ALG status =04
E183	Invalid AYP School Span Code <> H	Invalid AYP school span code, It should have "H" for School type.
E184	Invalid Value for "Entered 9th Grade before Fall 2005"	"Entered 9th Grade before fall 2005" must be 'Y' when Status code = 04 and Status Code must be 04 when "Entered 9th Grade before fall 2005" = 'Y'
E185	Value Y/N Missing for Pursuing Certificate of Completion	Value Y/N Missing for Special Education Certificate Student when ALTMSA Student = N. All students must be identified with Y or N
E186	EOY SE <> Y	EOY SE Should = Y when Special Education Certificate student = Y
E187	Invalid ALG Passing Score for Statuses 05/06	ALG Score does not equal minimum Passing Score for Status 05 or 06
E190	Invalid ENG Passing Score for Statuses 05/06	ENG Score does not equal minimum Passing Score for Status 05 or 06
E193	Invalid BIO Passing Score for Statuses 05/06	BIO Score does not equal minimum Passing Score for Status 05 or 06
E196	Invalid GOV Passing Score for Statuses 05/06	GOV Score does not equal minimum Passing Score for status 05 or 06

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Code	Name	Description
E199	Duplicate Record Local ID	Duplicate Record Within LEA - Local ID
E200	Duplicate Record State ID	Duplicate Record Within State ID
E201	Invalid Non-Completer in Grade 11	Cannot have student in grade 11 with high school program completion code of 00
E202	Invalid ALG MOD Plus Assessment	If ALG Regular HSA =02 and ALG MOD HSA = <blank> only then a student can take ALG MOD Plus assessment
E203	Invalid Completer for ALG BP	If BP ALG Completer Results is Y, ALG BP Indicator must be B
E204	Bridge BP = B with ALG Status	Bridge BP = B with ALG Status Code = 02
E205	Bridge BP = W with ALG Status	Bridge BP = W with ALG Status Code = 02
E206	Invalid BIO MOD Plus Assessment	If BIO Regular HSA =02 and BIO MOD HSA = <blank> only then a student can take BIO MOD Plus assessment
E207	Invalid Completer for BIO BP	If BP BIO Completer Results is Y, BIO BP Indicator must be B
E208	Bridge BP = B with BIO Status	Bridge BP = B with BIO Status Code = 02
E209	Bridge BP = W with BIO Status	Bridge BP = W with BIO Status Code = 02
E210	Invalid ENG MOD Plus Assessment	If ENG Regular HSA=02 and ENG MOD HSA=<blank> only then a student can take ENG MOD Plus assessment
E211	Invalid Completer for ENG BP	If BP ENG Completer Results is Y, ENG BP Indicator must be B
E212	Bridge BP = B with ENG Status	Bridge BP = B with ENG Status Code = 02
E213	Bridge BP = W with ENG Status	Bridge BP = W with ENG Status Code = 02
E214	Invalid GOV MOD Plus Assessment	If GOV Regular HSA =02 and GOV MOD HSA = <blank> only then a student can take GOV MOD Plus assessment
E215	Invalid Completer for GOV BP	If BP GOV Completer Results is Y, GOV BP Indicator must be B
E216	Bridge BP = B with GOV Status	Bridge BP = B with GOV Status Code = 02
E217	Bridge BP = W with GOV Status	Bridge BP = W with GOV Status Code = 02
E218	ALG Score is > Passing Score for Status 05 or 06	Student ALG Score is > Passing Score for Status 05 or 06
E219	ALG Mod Score is > Passing Score for Status 05	Student ALG Mod Score is > Passing Score for Status 05 or 06
E220	ALG Mod Plus Score is > Passing Score for Statuses 05/06	Student ALG Mod Plus Score is > Passing Score for Status 05 or 06
E221	ENG Score is > Passing Score for Statuses 05/06	Student ENG Score is > Passing Score for Status 05 or 06

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Code	Name	Description
E222	ENG Mod Score is > Passing Score for Statuses 05/06	Student ENG Mod Score is > Passing Score for Status 05 or 06
E223	ENG Mod Plus Score is > Passing Score for Statuses 05/06	Student ENG Mod Plus Score is > Passing Score for Status 05 or 06
E224	BIO Score is > Passing Score for Statuses 05/06	Student BIO Score is > Passing Score for Status 05 or 06
E225	BIO Mod Score is > Passing Score for Statuses 05/06	Student BIO Mod Score is > Passing Score for Status 05 or 06
E226	BIO Mod Plus Score is > Passing Score for Statuses 05/06	Student BIO Mod Plus Score is > Passing Score for Status 05 or 06
E227	GOV Score is > Passing Score for Statuses 05 or 06	Student GOV Score is > Passing Score for Status 05 or 06
E228	GOV Mod Score is > Passing Score for Statuses 05/06	Student GOV Mod Score is > Passing Score for Status 05 or 06
E229	GOV Mod Plus Score is > Passing Score for Statuses 05/06	Student GOV Mod Plus Score is > Passing Score for Status 05 or 06
E230	Invalid Read/Math Percentage AltMSA Student	Read and Math percentage should be blank for grade 09 AltMSA Student
E231	AltMSA Student with Valid Status Codes	AltMSA Student with Valid Status Codes (01,02,04,05,06)
E232	Invalid AYP School, School Type	AYP School has School type as 90
E233	Invalid Racial String	Invalid Race - All Positions Cannot Be 0 Or Blank
E234	Invalid Race Code	American Indian Alaskan Native Code Must Be 0 or 1
E235	Invalid Race Code	Asian Code Must Be 0 or 2
E236	Invalid Race Code	Black or African American Must Be 0 or 3
E237	Invalid Race Code	Native Hawaiian/Pacific Islander Must be 0 or 4
E238	Invalid Race Code	White Race Code Must be 0 or 5
E239	Invalid ALG Status 08	If Status Code (in Regular Content) equals 08 the Grade must be 12
E240	Invalid ALG Scale Score for Status 08	If Status Code equals 08 and scale score is present then scale score should be valid 240-650.
E241	Invalid BIO Status 08	If Status Code (in Regular Content) equals 08 the Grade must be 12
E242	Invalid BIO Scale Score for Status 08	If Status Code equals 08 and scale score is present then scale score should be valid 240-650.
E243	Invalid ENG Status 08	If Status Code (in Regular Content) equals 08 the Grade must be 12
E244	Invalid ENG Scale Score for Status 08	If Status Code equals 08 and scale score is present then scale score should be valid 240-650.
E245	Invalid GOV Status 08	If Status Code (in Regular Content) equals 08 the Grade must be 12
E246	Invalid GOV Scale Score for 08	If Status Code equals 08 and scale score is present then scale score should be valid 240-650.
E247	Invalid Status T	If ALTMSA = T; then Grade must be 12
E248	Algebra Data Update	One of the Algebra Not Updateable field changed by LEA
E249	Biology Data Update	One of the Biology Not Updateable field changed by LEA

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Code	Name	Description
E250	English Data Update	One of the English Not Updateable field changed by LEA
E251	Government Data Update Before Fall 2005 Data	One of the Government Not Updateable field changed by LEA
E252	Update	Entered 9th grade before fall 2005 Data changed by LEA

Warning Codes and Descriptions

Code	Name	Description
W001	Grade Structure	Grade does not match grade structure for school
W002	Enrollment Not Found	No enrollment found for grade in school database
W003	Age Out of Range	Age out of range
W004	Invalid SSN	SSN Invalid; not all numeric or blank
W005	Conflicting Exams	Regular, Modified, Mod Plus+, or Bridge Plan found for ALT MSA student
W006	No Exams Found	No exams reported for this student
W007	ALG Link Study Test NF	ALG Link Study indicated and scores for both regular and modified test not found
W008	BIO Link Study Test NF	BIO Link Study indicated and scores for both regular and modified test not found
W009	ENG Link Study Test NF	ENG Link Study indicated and scores for both regular and modified test not found
W010	GOV Link Study Test NF	GOV Link Study indicated and scores for both regular and modified test not found
W011	Incompatible ALT Values	If AltMSA Identified Student then SE Certificate student flag should be Y
W012	ALTMSA Scores Found	No AltMSA scores should be found if AltMSA Transfer Student indicated
W013	Incorrect ALG SE	ALG SE must be Y, 2, 3 when ALG Accommodated = Y indicated
W014	Incorrect BIO SE	BIO SE must be Y,2,3 when BIO Accommodated = Y indicated
W015	Incorrect ENG SE	ENG SE must be Y, 2, 3 when ENG Accommodated = Y indicated
W016	Incorrect GOV SE	GOV SE must be Y, 2, 3 when GOV Accommodated = Y indicated
W017	Incorrect Mod ALG SE	ALG Mod SE must be Y,2,3 when ALG Mod Accommodated = Y indicated
W018	Incorrect Mod BIO SE	BIO Mod SE must be Y, 2, 3 when BIO Mod Accommodated = Y indicated
W019	Incorrect Mod ENG SE	ENG Mod SE must be Y, 2, 3 when ENG Mod Accommodated = Y indicated
W020	Incorrect Mod GOV SE	GOV Mod SE must be Y,2,3 when GOV Mod Accommodated = Y indicated
W021	Incorrect Mod Plus ALG SE	ALG Mod Plus SE must be Y, 2, 3 when ALG Mod Plus Accommodated = Y indicated
W022	Incorrect Mod Plus BIO SE	BIO Mod Plus SE must be Y,2,3 when BIO Mod Plus Accommodated = Y indicated
W023	Incorrect Mod Plus ENG SE	ENG Mod Plus SE must be Y, 2, 3 when ENG Mod Plus Accommodated = Y indicated
W024	Incorrect Mod Plus GOV SE	GOV Mod Plus SE must be Y, 2, 3 when GOV Mod Plus Accommodated = Y indicated
W025	EOY SE <> ALG SE	End of year SE value different than ALG SE value

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W026	EOY SE <> BIO SE	End of year SE value different than BIO SE value
W027	EOY SE <> ENG SE	End of year SE value different than ENG SE value
W028	EOY SE <> GOV SE	End of year SE value different than GOV SE value
W029	EOY SE <> Mod ALG SE	End of year SE value different than ALG Mod SE value
W030	EOY SE <> Mod BIO SE	End of year SE value different than BIO Mod SE value
W031	EOY SE <> Mod ENG SE	End of year SE different than ENG Mod SE value
W032	EOY SE <> Mod GOV SE	End of year SE value different than GOV Mod SE value
W033	EOY SE <> Mod Plus ALG SE	End of year SE value different than ALG Mod Plus SE value
W034	EOY SE <> Mod Plus BIO SE	End of year SE value different than BIO Mod Plus SE value
W035	EOY SE <> Mod Plus ENG SE	End of year SE value different than ENG Mod Plus SE value
W036	EOY SE <> Mod Plus GOV SE	End of year SE value different than GOV Mod Plus SE value
W037	EOY ELL <> ALG ELL	End of year ELL value different than ALG ELL value
W038	EOY ELL <> BIO ELL	End of year ELL value different than BIO ELL value
W039	EOY ELL <> ENG ELL	End of year ELL value different than ENG ELL value
W040	EOY ELL <> GOV ELL	End of year ELL value different than GOV ELL value
W041	EOY ELL <> Mod ALG ELL	End of year ELL value different than ALG Mod ELL value
W042	EOY ELL <> Mod BIO ELL	End of year ELL value different than BIO Mod ELL value
W043	EOY ELL <> Mod ENG ELL	End of year ELL value different than ENG Mod ELL value
W044	EOY ELL <> Mod GOV ELL	End of year ELL value different than GOV Mod ELL value
W045	EOY ELL <> Mod Plus ALG ELL	End of year ELL value different than ALG Mod Plus ELL value
W046	EOY ELL <> Mod Plus BIO ELL	End of year ELL value different than BIO Mod Plus ELL value
W047	EOY ELL <> Mod Plus ENG ELL	End of year ELL value different than ENG Mod Plus ELL value
W048	EOY ELL <> Mod Plus GOV ELL	End of year ELL value different than GOV Mod Plus ELL value
W049	Incorrect ALT Read SE	Alt Read SE must be Y, when Alt MSA Reading Accommodated indicated = Y
W050	Incorrect ALT Math SE	Alt Math SE must be Y when AltMSA Mathematics Accommodated indicated = Y
W051	EOY SE <> ALT Read SE	End of year SE value different than Alt Read SE value
W052	EOY SE <> ALT Math SE	End of year SE value different than Alt Math SE value
W053	EOY ELL <> ALT Read ELL	End of year ELL value different than Alt Read ELL value
W054	EOY ELL <> ALT Math ELL	End of year ELL value different than Alt Math ELL value
W055	ALTMSA scores not found	AltMSA Student indicated and Read or Math percentage not found
W068	Invalid Program Completion with CIP	CIP Code exists for HS Completion Code of 01 or 04
W069	Invalid Course Indicator	Grade 11 completer with course indicators
W070	More than 3 course indicators for Grade 12 HS	Grade 12 HS Comp 00, more than 3 course indicators
W071	ALT MSA = Y when ALG Status code is Blank/03	Alt MSA student has ALG HSA,ALG MOD HSA or ALG MOD PLUS HSA

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W072	ALT MSA = Y when BIO Status code is Blank/03	Alt MSA student has BIO HSA,BIO MOD HSA or BIO MOD PLUS HSA
W073	ALT MSA = Y when ENG Status code is Blank/03	Alt MSA student has ENG HSA,ENG MOD HSA or ENG MOD PLUS HSA
W074	ALT MSA = Y when GOV Status code is Blank/03	Alt MSA student has GOV HSA,GOV MOD HSA or GOV MOD PLUS HSA
W075	ALG Regular Service Not Found	ALG Regular Accommodation indicated with no Special Ed, 504, LEP or RLEP
W076	ALG Mod Service Not Found	ALG Mod Accommodation indicated with no Special Ed, 504, LEP or RLEP
W077	ALG Mod Plus Service Not Found	ALG Mod Plus Accommodation indicated with no Special Ed, 504, LEP or RLEP
W078	BIO Regular Service Not Found	BIO Regular Accommodation indicated with no Special Ed, 504, LEP or RLEP
W079	BIO Mod Service Not Found	BIO Mod Accommodation indicated with no Special Ed, 504, LEP or RLEP
W080	BIO Mod Plus Service Not Found	BIO Mod Plus Accommodation indicated with no Special Ed, 504, LEP or RLEP
W081	ENG Regular Service Not Found	ENG Regular Accommodation indicated with no Special Ed, 504, LEP or RLEP
W082	ENG Mod Service Not Found	ENG Mod Accommodation indicated with no Special Ed, 504, LEP or RLEP
W083	ENG Mod Plus Service Not Found	ENG Mod Plus Accommodation indicated with no Special Ed, 504, LEP or RLEP
W084	GOV Regular Service Not Found	GOV Regular Accommodation indicated with no Special Ed, 504, LEP or RLEP
W085	GOV Mod Service Not Found	GOV Mod Accommodation indicated with no Special Ed, 504, LEP or RLEP
W086	GOV Mod Plus Service Not Found	GOV Mod Plus Accommodation indicated with no Special Ed, 504, LEP or RLEP
W087	Invalid CIP Code	Invalid CIP Code for Program Completion (02,03)
W088	Not a Migrant Student	Migrant Student Not On Migrant Office List
W089	ALG Regular HSA status LEA Update status	LEA update regular ALG HSA where original not in 02 or 03
W090	BIO Regular HSA status LEA Update status	LEA update regular BIO HSA where original not in 02 or 03
W091	ENG Regular HSA status LEA Update	LEA update regular ENG HSA where original status not in 02 or 03
W092	GOV Regular HSA status LEA Update status	LEA update regular GOV HSA where original not in 02 or 03
W093	Algebra Accommodations/Sped Update	ALG accommodations or Special services values changed where original status not in 01 or 02
W094	Biology Accommodations/Sped Update	BIO accommodations or Special services values changed where original status not in 01 or 02

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W095	English Accommodations/Sped Update	ENG accommodations or Special services values changed where original status not in 01 or 02
W096	Government Accommodations/Sped	GOV accommodations or Special services values changed where original status not in 01 or 02
W097	ALTMSA value Changed by LEA	LEA changed ALTMSA flag <> T
W089	ALG Regular HSA status LEA Update status	LEA update regular ALG HSA where original not in 02 or 03
W090	BIO Regular HSA status LEA Update status	LEA update regular BIO HSA where original not in 02 or 03
W091	ENG Regular HSA status LEA Update	LEA update regular ENG HSA where original status not in 02 or 03
W092	GOV Regular HSA status LEA Update status	LEA update regular GOV HSA where original not in 02 or 03
W093	Algebra Accommodations/Sped Update	ALG accommodations or Special services values changed where original status not in 01 or 02
W094	Biology Accommodations/Sped Update	BIO accommodations or Special services values changed where original status not in 01 or 02

Computational Procedures

Proficiency

Level:	School, LEA, and State
Grade(s):	12
Disaggregation:	All, Race, Special Education, LEP, and FARMS
Tests:	Regular HSA, Mod-HSA, AltMSA
Content Areas:	English/Reading, Algebra/Mathematics

HSA/ModHSA Passed (01)		HSA/ModHSA Passed (01)			
	+		+		
		HSA/ModHSA Failed (02)			
	+		+		
Substitute Test (06)		Substitute Test (06)			
	+		+		
AltMSA Advanced and Proficient		AltMSA* Advanced, Proficient, Basic and Nonparticipants			
		HSA/ModHSA/AltMSA Nonparticipants			
=		=			
Proficiency Count	÷	Member Count	=		Percent Proficient

INCLUSIONS:

- LEA/State level calculations only – LEA24 vendor assessment data with appropriate home LEA
- AltMSA students from the current year’s vendor file
- Regular HSA or ModHSA scale scores for all Waiver and Bridge Plan students
- Regular HSA scale scores for all student that subsequently took the ModHSA+Plus
- Grade 12 SE Certificate students with Completion Code of C62 with Regular HSA or ModHSA scores

EXCLUSIONS:

- Modified HSA+Plus scale scores
- Student enrolled in Grade 9 for the first time prior to Fall of 2005 (Status 04)
- Student who received course credit (Status 05)
- Second Semester Transfer Students (Status 08)
- Grade 12 SE Certificate students who are retained (Promotion code 02)
- AltMSA identified students within the HSSC file with a Y or T indicator
- Linking Study student scores from the May 2008 administration
- Foreign Exchange students

*AltMSA data for the purposes of accountability calculations will be gathered from the current year’s AltMSA vendor file.

Participation

Level:	School, LEA, and State
Grade(s):	12
Disaggregation:	All, Race, Special Education, LEP, and FARMS
Tests:	Regular HSA, Mod-HSA, AltMSA
Content Areas:	English/Reading, Algebra/Mathematics

Passed (01)	+	Failed (02)	+	Passed (01)	+	Failed (02)	+	"Not Taken" (03)	+	Passing Not Required (04)-All	+	Substitute Test (06)	+	AltMSA Advanced, Proficient, and Basic*	+	AltMSA Advanced, Proficient, Basic* and Non-participants identified on MSA Posttest file	=	Participant Count	÷	Participant Membership	=	Participation Rate
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INCLUSIONS:

- LEA/State level calculations only – LEA24 vendor assessment data with appropriate home LEA
- AltMSA students from the current year’s vendor data
- Student enrolled in Grade 9 for the first time prior to Fall of 2005 (Status 04)
- Non-participants identified on MSA Posttest file
- Regular HSA or ModHSA scale scores for all Waiver and Bridge Plan students
- Students with ModHSA+Plus scale scores and no regular HSA scores will be counted as non-participants
- Grade 12 SE Certificate students with Completion Code of C62

EXCLUSIONS:

- Modified HSA +Plus student scores
- Student who received course credit (Status 05)
- Second Semester Transfer Students (Status 08)
- AltMSA Identified students in the HSSC file with Y or T indicator (AltMSA data retrieved from AltMSA vendor file)
- Linking Study student scores from the May 2008 administration
- Foreign Exchange students

NON-PARTICIPANTS:

NCLB requires the continued reporting of participation. However, because all non-participants are aggregated as Basic for accountability purposes, the reported participation rate will always be 100%.

- Student enrolled in Grade 9 for the first time prior to Fall of 2005 (Status 04) with no reported scores
- Students who have not taken the assessment (Status 03)

*AltMSA data for the purposes of accountability calculations will be gathered from the current year’s AltMSA vendor file. All other AltMSA students will be counted as non-participants. All students identified as AltMSA students within the HSSC file will be ignored for accountability purposes.

Passed All Three Tests

Level:	School, LEA, and State
Grades:	9, 10, 11, and 12
Disaggregation:	All, Race, Special Education, LEP, and FARMS
Criteria:	Scale Scores must be present for all 4 contents
Tests and Status:	Regular HSA, Mod-HSA, Mod-HSA +Plus, Course Credit (05), Substitute Tests (06)
Content Areas:	Algebra, Biology, English

Algebra Scale Score
>= 412

Biology Scale Score
>= 400

English Scale Score
>= 396

INCLUSIONS:

- Linking Study student scores from the May 2008 administration

EXCLUSIONS:

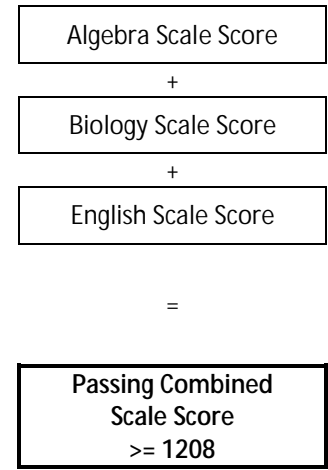
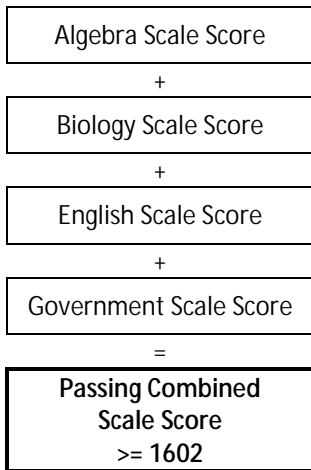
- Student pursuing MD High School Certificate of Program Completion
- Students participating in AltMSA
- Students participating in the Bridge Plan and Waiver
- Foreign Exchange students identified from the EOY Attendance file

Combined Scale Score Option

With the elimination of the Government HSA, there are now two calculations for the Combined Scale Score Option. If there is a passing Government score, the combined scale score of 1602 will be used. If there is no score or a failing score for Government, the combined scale score of 1208 will be applied.

Level: School, LEA, and State
Grades: 9, 10, 11, and 12
Disaggregation: All, Race, Special Education, LEP, and FARMS
Criteria: Scale Scores must be present for all 4 contents
Tests and Status: Regular HSA, Mod-HSA, Mod-HSA +Plus, Course Credit (05), Substitute Tests (06)
Content Areas: Algebra, Biology, English, Government

Level: School, LEA, and State
Grades: 9, 10, 11, and 12
Disaggregation: All, Race, Special Education, LEP, and FARMS
Criteria: Scale Scores must be present for all 3 contents
Tests and Status: Regular HSA, Mod-HSA, Mod-HSA +Plus, Course Credit (05), Substitute Tests (06)
Content Areas: Algebra, Biology, English,



INCLUSIONS:

- Linking Study student scores from the May 2008 administration

EXCLUSIONS:

- Student pursuing MD High School Certificate of Program Completion
- Students participating in AltMSA
- Students participating in the Bridge Plan or Waiver
- Foreign Exchange students identified from the EOY Attendance file

Bridge Plan/HSA Graduation Waiver

Level:	School, LEA, and State
Grades:	9, 10, 11, and 12
Disaggregation:	All, Race, Special Education, LEP, and FARMS
Criteria:	Bridge Plan or Waiver must be substituted for at least 1 content area
Tests and Status:	Bridge Plan, Regular HSA, Mod-HSA, Mod-HSA +Plus, Course Credit (05), Substitute Tests (06), Waiver
Content Areas:	Algebra, Biology, English

Algebra
Scale Score \geq 412 or
Bridge Plan Option or
Waiver

Biology
Scale Score \geq 400 or
Bridge Plan Option or
Waiver

English
Scale Score \geq 396 or
Bridge Plan Option or
Waiver

INCLUSIONS:

- Linking Study student scores from the May 2008 administration

EXCLUSIONS:

- Student pursuing MD High School Certificate of Program Completion
- Students participating in AltMSA
- Foreign Exchange students identified from the EOY Attendance file

Transmitting Files

Procedures for Transmitting Files

Data files should be transmitted to MSDE through MSDE Secure Transport. All High School Assessment and Completers (HSSC) files should be placed in the HS Status and Completers/To MSDE folder.

Laia Tideman should be notified when files are posted LTideman@msde.state.md.us or 410.767.0037.

Procedures for Processing Files

MSDE staff will download the data from MSDE Secure Transport and process the data through the HSSC Application to check for errors and inconsistencies in the data. The LEA contact will receive a detailed report listing the errors in the file. This Error Report will be loaded to MSDE Secure Transport for the LEAs use. Individual Student Record File Format and data descriptions are listed in this manual. **Files not in the proper format, or without valid SASIDs, will be rejected from the HSSC Application and will have to be corrected by the LEA.**

Student level data is confidential and should not be transmitted through email. All student level data files including Error Reports will be transmitted through the MSDE Secure Transport.