

**Teacher-Student Data Link**

**(TSDL)**

**User Guide for IAP**

2021-2022 Version 2.2

Last Revision: September 2021

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State Superintendent of Education

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| For further information, contact:  E-mail: [Bernetta.Sims@la.gov](mailto:Bernetta.Sims@la.gov)  Louisiana Department of Education  P.O. Box 94064  Baton Rouge, LA 70804-9064  E-mail: [SystemSupport@la.gov](mailto:SystemSupport@la.gov) | The mission of the Louisiana Department of Education (LDOE) is to ensure equal access to education and to promote equal excellence throughout the state. The LDOE is committed to providing Equal Employment Opportunities and is committed to ensuring that all of its programs and facilities are accessible to all members of the public. The LDOE does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, or genetic information. Inquiries concerning the LDOE’s compliance with Title IX and other civil rights laws may be directed to the Attorney, LDOE, Office of the General Counsel, P.O. Box 94064, Baton Rouge, LA 70804-9064; 877.453.2721 or [customerservice@la.gov.](mailto:customerservice@la.gov) Information about the federal civil rights laws that apply to the LDOE and other educational institutions is available on the website for the Office of Civil Rights, USDOE, at [http://www.ed.gov/about/offices/list/ocr/.](http://www.ed.gov/about/offices/list/ocr/) | |
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| **Web-only document** | | |

# Purpose

Teacher-Student Data Link (TSDL) is being used in 2021-2022 with school systems that participate in the ELA Guidebooks and ELA Wit and Wisdom operational, field, and pilot assessments to upload students for testing in ADAM.

Alerts

* Beginning with the winter window, student names should be sent using partial PII only (first letter of first name and first three letters of last name).
* It is very important that all elements of the file layout provided in this document are populated. The file can be send in text or csv file format.
* Schools systems should not include any grade levels that are not participating in the Innovative Assessment Program.
* This file should be uploaded to the data manager ftp no later than December 15. When it has been updated, please alert [assessment@la.gov](mailto:assessment@la.gov)

Please send questions about the TSDL file to [assessment@la.gov](mailto:assessment@la.gov).

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# APPENDIX A - RECORD LAYOUT & DATA ELEMENT DESCRIPTION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Start | Field Name | Length | Type | Required | Description / Valid Values |
| 1 | System Indicator | 3 | X | Yes | Must always be "TSD" |
| 4 | LEA Code | 3 | X | Yes | LEA code assigned by LDOE |
| 7 | Record Type Code | 3 | X | Yes | Code indicating record type. Must be "010". |
| 10 | School Site Code | 6 | X | Yes |  |
| 16 | Teacher First Name | 30 | X | Yes | Letters and period, forward slash, hyphen, apostrophe, and <space>. Cannot contain commas or numerals |
| 46 | Teacher MI | 1 | X | Optional | Letter only. Include the MI if your school has more than one teacher with the same first and last name |
| 47 | Teacher Last Name | 30 | X | Yes | Letters and period, forward slash, hyphen, apostrophe, and <space>. Cannot contain commas or numerals |
| 77 | Teacher Suffix Name | 5 | X | Optional | Letters, Roman numerals, and periods only (e.g., Jr., Sr., I, II) |
| 82 | Course Code | 6 | N | Yes | Numerals only |
| 88 | Period | 2 | N | Yes | 01-19 or blank spaces |
| 90 | Class Code | 20 | X | Yes | **Must match the class code submitted in CUR**. Can contain letters, numerals, and characters with the exception of commas and quotation marks |
| 110 | Class Type | 1 | N | Yes | 0 or 1 only (0=day class, 1=night class) |
| 111 | Student First Name | 1 | X | Yes | First letter of first name (PARTIAL PII) |
| 112 | Filler | 30 | X | Blank | Filler |
| 142 | Student Last Name | 3 | X | Yes | First three letters of last name (PARTIAL PII) |
| 145 | Filler | 32 | X | Blank | Filler |
| 177 | Student Unique ID | 10 | N | Yes | Numerals only. No spaces or hyphens. |
| 187 | Filler | 1 | X | Blank | Filler |
| 188 | Student Day of Birth | 2 | N | Yes | Day of birth only; no more than 2 numerals |
| 190 | Filler | 4 |  | Blank | Filler |
| 194 | Student Gender | 1 | X | Yes | Must be M or F |
| 195 | Student Grade | 2 | X | Yes | 2 characters. |
| 197 | Student Education Classification | 2 | N | Yes | Numerals only (see Ed Class tab for additional information) |
| 199 | Student EL | 2 | N | Yes | Numerals only (see decode tab) |
| 201 | Student Free/Reduced Lunch | 2 | N | Yes | Numerals only (see decode tab) |
| 203 | Student Migrant Status | 1 | X | Optional | Y or N |
| 204 | Student Section 504 Status | 1 | X | Yes | Y or N |
| 205 | Student Primary Exceptionality | 2 | N | Optional | Student primary exceptionality in SER. Numerals only. Required if Education Classification is Special Ed or G/T |
| 207 | Student Ethnicity (Hispanic/Latino) | 1 | X | Yes | Y or N |
| 208 | Student Race: American Indian or Alaska Native | 1 | X | Yes | Y or N |
| 209 | Student Race: Asian | 1 | X | Yes | Y or N |
| 210 | Student Race: Black or African American | 1 | X | Yes | Y or N |
| 211 | Student Race: Native Hawaiian or Other Pacific Islander | 1 | X | Yes | Y or N |
| 212 | Student Race: White | 1 | X | Yes | Y or N |
| 213 | Student Homeless (McKinney-Vento Act) | 1 | X | Optional | Y or N |
| 214 | Student Career Diploma | 1 | X | Optional | Y or N |
| 215 | Teacher Social Security Number | 9 | N | Yes | Numerals only. No spaces or hyphens. |
| 224 | Class Begin Date | 8 | N | Yes | Numerals only. YYYYMMDD-format. |
| 232 | Class End Date | 8 | N | Yes | Numerals only. YYYYMMDD-format. |
| Total Length = 239 N – Numeric (right justified, padded with zeroes)  X – Alphanumeric (left justified, padded with spaces) | | | | | |

**Education Classification Validation Rules**

In general, a student must be classified as either gifted/talented, students with disabilities (SWD), or regular education. A student who is SWD cannot also be Section 504. However, a gifted/talented or regular education student may be classified as Section 504.

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| **Education Classification** | **Validation Rule** |
| 02 | Primary Exceptionality must be Gifted (27) or Talented (32 or 33 or 34); Section 504 code may be "Y" |
| 01 | Primary Exceptionality must be anything other than Gifted or Talented (27 or 32 or 33 or 34) |
| 01 | Section 504 code must be "N" |
| 00 | Primary Exceptionality must be blank (not SWD); Section 504 code may be "Y" |

**Additional Information: Field Decode**

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| **Field Name** | **Excepted Values** |
| Student EL | 01 - Fully English Proficient |
| 02 - English Learner |
| Student Free/Reduced Lunch | 00 - Paid |
| 01 – Free |
| 02 - Reduced |