Substitute Test Results - Layout for Tab-Delimited File		
2019-2020		
11/12/2019		
Header Records (must include all records exactly as indicated)		
SenderID=<3-digit Division Number of division submitting file (leading zero must be included, i.e. 001)>		
CreateDate=<current date in mm/dd/yyyy format>		
CreateTime=<current time in hh:mm:ss format>		
EMAIL=<sender's e-mail address>		
~~		
DATATYPE=SOL_SUB_TEST		
~		
"A" Record - Fixed Length		
Field Length	**Field Name**	**Contents**
1	Record Type	Constant = A
4	Beginning School Year	Four-digit year for beginning of school
3	Division Number	Leading zero(s) must be included, i.e 005
1	Add/Replace Code	A = Add to existing **(*only for use with B record layout)**; R= Replace existing
"C" Record – tab delimited (35 columns)		
Field Length	**Field Name**	**Contents**
1	Record Type	Constant = C
9	Substitute Test Type Code	Code indicating the substitue test being taken instead of the SOL
5	Substitute Test Score	Alpha-numeric score achieved on the substitute test
3	Administration	Numeric value for the testing administration time (1-4)
11	Student Last Name	Student's Last Name
9	Student First Name	Student's First Name
11	Student Middle Name	Student's Middle Name
4	School/Center Code	Four digit number from selection from list of Virginia school numbers

"C" Record – tab delimited (35 columns)		
3	Subject Code	Code indicating the type of SOL test not being taken
20	Group Name	Group Name
10	Group Code	Group Code
8	Date of Birth	Student's date of birth (MM/DD/YYYY)
2	Grade	Code to identify student's grade level (KG-12, TT)
1	Gender	M = Male F = Female
10	State Testing Identifier (STI)	State Testing ID as assigned through STI
1	Ethnicity: Hispanic or Latino	N = No, student is not Hispanic/Latino Y = Yes, student is Hispanic/Latino
2	Race	Unique identifier for a race type (2 digit number 01-03, 05-32)
1	Military Connected Student Code	A state assigned code to identify students who have a parent in the uniformed services. 1 = Student is not military connected 2 = Active duty; student is a dependent of a member of the Active Duty Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, the Commissioned Corps of the National Oceanic and Atmospheric Administration, or the Commissioned Corps of the U.S. Public Health Services) 3 = Reserve; student is a dependent of a member of the Reserve Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard) 4 = National Guard; active or reserve
12	Student Number	Locally assigned student number
1	Initial Primary Nighttime Residence Code	Blank or 1 = Unsheltered 2 = Shelters 3 = Doubled-up 4 = Hotels/motels
1	Foster Care	N = No, student is not in Foster Care Y = Yes, student is in Foster Care

"C" Record – tab delimited (35 columns)		
1	Economically Disadvantaged Flag	N = No, student is not identified as disadvantaged Y = Yes, student is identified as disadvantaged
1	Receiving EL Services Code	Blank; 1 = Identified as EL and receives EL Services 2 = Identified as EL but has refused EL services 4 = Identified as formerly EL for each of the four years after exiting EL services
2	Disability Status	Blank or select from the list of disability codes
1	Formerly EL	A code to indicate that the student once received EL services and finished an EL program within the last four school years (1, 2, 3, 4).
1	SOA Adjustment-EL	Y or N
1	Transfer	Y or N
1	Recently Arrived EL	Y or N
	Filler	Reserved for future use
1	Retest	Y if the student is retaking the same test because of a previous failure Y or N
	Filler	Reserved for future use
	Filler	Reserved for future use
	Filler	Reserved for future use
	Filler	Reserved for future use
	Filler	Reserved for future use
Trailer Record		
RecordCount=<number of A and C records included in this file>		