MCAP Guide to Importing Students into LaunchPad

Maryland Comprehensive Assessment Program

Version 1.1

MCAP 2024/2025

ELA/L, Mathematics, MISA, Social Studies

Guide to Importing Students

Document Revisions

Revision Date	Version	Description
9/12/2024	1.0	Initial Version
10/15/2024	1.1	Updated language for column A and I.

Purpose

The purpose of this document is to provide the information needed when uploading students to LaunchPad. This guide is only for the purpose of creating students via the import process.

Steps to Uploading Students

In LaunchPad menu > Data Import > Single File Upload

- Click Upload File > Student (Confirm School Year is accurate)
- Fill in details for the student including demographics.

Once the file is filled out then:

- Save as CSV
- Upload File

Column	CSV Header	Required Y/N	Field Definitions	Valid Values	Notes
A	sourcedId	Y	If student exists in LaunchPad this will be driven by the system. If the student is being created this should match the Student Identifier (Column C)	*see field definition	
B	status	Y	Identifies the status of the student.	active = student is active toBeDeleted = student is no longer an active student in the state	If the student is to be transferred, they should remain active until they are moved to the new organization.
C	identifier	Y	State assigned Student ID (SASID).	10 digit SASID	If student does not have SASID reach out to MSDE
D	givenName	Y	The full first name given to a person at birth, baptism, or through legal change.	alpha space	Do not include special characters.
E	familyName	Y	The full last name borne in common by members of a family.	alpha space	Do not include special characters.
F	middleName	Y	The full middle name given to a person at birth, baptism, or through legal change.	alpha space	Do not include special characters.
G	grades	Y	Actual grade student is enrolled to during testing administration.	3 4 5 6 7 8 9 10 11 12	Grade student is enrolled
H	primaryOrgID	Y	The Organization the student is enrolled and will test.	6 digit code	
I	orgSourcedIds	Y	If student exists in LaunchPad this will be driven by the system. If the student is being created this should match the primaryOrgID (Column H)	*see field definition	

J	birthDate	Y	The month, day, and year on which a person was born.	mm/dd/yyyy m/d/yyyy	
K	sex	N	The concept describing the biological traits that distinguish the males and females of a species.	Female, F Male, M other, unspecified Blank	
L	americanIndianOrAlaskaNative	N	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.	True False Blank	
M	asian	N	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	True False Blank	
N	blackOrAfricanAmerican	N	A person having origins in any of the black racial groups of Africa.	True False Blank	
O	nativeHawaiianOrOtherPacific Islander	N	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	True False Blank	
P	white	N	A person having origins in any of the original peoples of Europe, Middle East, or North Africa.	True False Blank	
Q	demographicRaceTwoOrMore Races	N	A person having origins from different racial backgrounds. If blank, Pearson will derive this if more than two Ethnicities are submitted with a Y.	True False Blank	
R	hispanicOrLatinoEthnicity	N	A person who traces their origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	True False Blank	

S	metadata.iep	N	If a student has an IEP and needs academic interventions, this should be included in their IEP. The IEP is required to address ALL of a student's needs that are related to the disability.	Y N Blank	
T	metadata.lep	N	An indication that a limited English proficient (LEP) student is served by an English language instruction educational program supported with Title III of ESEA funds.	Y N Blank	
U	metadata.section504	N	If a student has a disability and an IEP, they are automatically covered by Section 504.	Y N Blank	
V	metadata.economicDisadvantage	N	Report 'economically disadvantaged' as directly certified and eligible for the National School Lunch Program as approved by USDA for the state of Maryland if the student is directly certified or through participation in specified programs. Specifically, in Maryland, a school would identify a student under the direct certification process if the student meets at least one of the following criteria: 1. Confirmed participation in: a. Supplemental Nutrition Assistance Program (SNAP)- offers nutrition assistance to eligible low income individuals and families for the purchase of groceries; b. Temporary Assistance to Needy Families (TANF)- a program designed to help needy families achieve selfsufficiency through providing income support; or c. Foster Child; d. Medicaid; or 2. Students can also be directly certified	Y N Blank	

			through participation in the following programs: a. Experiencing homelessness and on the local Homeless Liaison's List; b. Migrant youth; c. Runaway; d. Nonapplicant approved by local officials; or e. Head Start		
W	lepbegindate	N	Date LEP services began.	mm/dd/yyyy m/d/yyyy	This information will not be shown in ADAM
X	lepexitdate	N	Date LEP services ended.	mm/dd/yyyy m/d/yyyy	This information will not be shown in ADAM
Y	localid	N	A unique LEA assigned number	Open Text Field	This information will not be shown in ADAM. Should include only the local ID for LEAs.
Z	englishlanguageentrydate	N	Date when the student entered any US school for the first time.	mm/dd/yyyy m/d/yyyy	This information will not be shown in ADAM.
AA	lepreadingexempt	N	LEP students who are in their first year of enrollment in US schools may substitute their score on English Language Proficiency Test for reading test. LEP students must participate in reading test starting in their second year of enrollment in US schools.	Open Text Field	This information will not be shown in ADAM. Example of what could be used: Y N Blank
AB	homeleaforlea24	N	The LEA entered should, in most cases, be the system that placed the child in the non-public setting and is the LEA where the student resides. Students in nonpublic placement schools, at public cost, must be reported to MSDE by the local school system of residence each September.	Open Text Field	This information will not be shown in ADAM. Used for LEA24 School only. This should be captured as the 2-digit code for Home LEA.

AC	specialeducationenddate	N	Date special education services ended.	mm/dd/yyyy m/d/yyyy	This information will not be shown in ADAM.
AD	primarydisabilitytype	N	The major or overriding disability condition that best describes a person's impairment.	Open text field	This information will not be show in ADAM. Example of what could be used: AUT = Autism DB = Deaf-blindness DD = Developmental delay EMN = Emotional disturbance HI = Hearing impairment ID = Intellectual Disability MD = Multiple disabilities OI = Orthopedic impairment OHI = Other health impairment SLD = Specific learning disability SLI = Speech or language impairment TBI = Traumatic brain injury VI = Visual impairment Blank = Not Specified