



## New Jersey State Specific Directions: WIDA ACCESS 2025-2026 Administration



### Important Notice to Districts — Pre-ID Data

ACCESS Pre-ID Data is imported by the New Jersey Department of Education (NJDOE) to WIDA AMS from the NJSLEDS State Assessment Registration submission. Be certain to include all students with Multilingual Learner reported as "Y" in NJ SMART, including all students in Grades K–12 and students whose parents refused program services. Please carefully review all of the student information and make any corrections that are necessary. During administration and during the pre-reporting data validation period districts **must** review and clean up ACCESS student data, which will be used for reporting and accountability purposes.

Local education agencies (LEAs) **cannot** make corrections to student data after the pre-reporting data validation window. NJDOE **will not correct** any data for LEAs that should have been fixed during data validation.

Incorrect or incomplete student information on the pre-ID labels or test booklets (i.e., date of enrollment in the district, accountable school, accountable district, etc.) may result in the student being counted as not having met an accountability target. LEAs **will not** be able to make such corrections during the appeals process.

For additional instructions on data validation and correcting errors, please review the New Jersey WIDA ACCESS District Test Coordinator Training 2025-2026 available on the [New Jersey WIDA webpage](#) under **2025-2026 New Jersey State Specific Resources** as well as all manuals and emails with instructions from DRC.

### NJ Specific Student Data and Label Information:

- During administration and the pre-reporting data validation window, districts may make changes to the following information in WIDA AMS:
  - Date of district enrollment; and/or
  - Date of birth.
- **Do not** bubble information on the Answer Document if information printed on the Pre-ID label is correct.
- If information is bubbled on the Answer Document and the Pre-ID label is utilized, the coding on the Answer Document will be ignored.
- The most current list of [Home Language Codes](#) are available on the [NJ SLEDS](#) webpage under **Key Documents**.
- Check the Pre-ID labels carefully to be sure that the information displayed is correct. If any information is not correct, you may still use the label. The information should be corrected in WIDA AMS Test Setup by the Test Coordinator.
- When entering student information in WIDA AMS and/or manually on paper test booklets, ensure that you follow the following directions:
  - In the box that requests *DateFirstEnrolledInUSSchool* please enter the date first enrolled in U.S. schools regardless of country of origin.
  - Please leave blank the box that requests *Length of Time in LEP/ELL Program*.
- Check to make sure the following fields are complete and correct:



- StateAssessmentAccountableDistrict must be entered for all students in the 'District Defined Optional Data' field in WIDA AMS in the following format: 2-Digit County Code + 4-Digit District Code (Example: 01 + 0110 = 010110).
  - StateAssessmentAccountableSchool must be entered for all students in the 'State Defined Optional Data' field in WIDA AMS in the following format: 000 (3 digits).
  - DistrictEntryDate must be entered for all students in the 'Additional field to be used by state' field in WIDA AMS in the following format: YYYYMMDD.
- When matching test booklets back to students during scoring, DRC uses the fields below; if any of these data fields are missing or different by one character, DRC cannot sync the booklet with the online testing records, and they will appear as two separate records and the student will **not** receive an overall composite score. Districts should ensure these fields match when manually coding test booklets and during the data validation process:
  - District
  - School
  - First Name
  - Last Name
  - SSID
  - Grade
- If a Pre-ID label is not complete and/or correct, you may still use the label. The information will need to be corrected in WIDA AMS Test Setup by the Test Coordinator.
- If hand gridding test booklets, ensure that all information is correct.
  - **Note**—There is no option to bubble the DistrictEntryDate; this must be entered directly in WIDA AMS.
  - To enter DistrictEntryDate, go to WIDA AMS > Manage Students. On the Details tab for the specific student, add DistrictEntryDate to the "Additional field to be used by a state if needed" field.
  - If incorrect information is entered, Title I accountability will be impacted.