



New Jersey State Specific Directions and Student Import (Pre-ID) File Guidelines: WIDA ACCESS 2026-2027 Administration

Important Notice to Districts — Pre-ID Data

Beginning with the 2026–2027 school year, State Assessment Registration (SAR) will no longer be collected through New Jersey Statewide Longitudinal Education Data System (NJSLEDS). Districts will be required to upload their [Student Import \(Pre-ID\) file](#) directly to WIDA Assessment Management System (AMS). The Student Import (Pre-ID) file is used to load students into WIDA AMS and create online registrations for WIDA ACCESS. The Student Import (Pre-ID) file upload window will be open to LEAs from **November 11, 2026, through December 16, 2026**. This is the **only** submission window during which LEAs and APSSDs can upload student records to WIDA AMS to ensure receipt of Pre-ID labels.

How to Upload Student Information into WIDA AMS

Please complete the following steps:

- Review the [Student Import \(Pre-ID\) File Layout and Instructions](#)
- Review the NJ Specific Student Data and Label Information, found on pages 2-3 of this document
- Log into [WIDA AMS](#)
- Click on the “Import Management” tile on the home page.
- There, you will find the “Sample Files” button, which will take you to the Import File Instructions Page
 - You will be creating a “Student Import File” – follow the instructions provided
- Once you have finalized the “Student Import File” with your site’s data, it will need to be uploaded through the “Start New Import” button on the “Import Management” screen – follow the prompts provided to complete your student upload

As you review your student data, please ensure that the fields for each student are correct (i.e., name, grade, school, etc.). If you find a mistake, correct the relevant field(s) instead of uploading a new student as duplicate students will be created and cannot be deleted.

Student Upload Review and Validation

- Once a file is loaded, please confirm the status of the file; is it complete or does it have validation errors?
- All students must pass the inspection and validation rules to be loaded into WIDA AMS. If even one student record contains an error, no students from the file will be loaded.

- Districts can verify the number of students loaded by navigating to Student Management and exporting the students at the district level.
 - Confirm that the number of students listed in the Student Management export matches the number of students included in the import file.
- Only students who are listed in Student Management by the end of day on December 16, 2026, will receive Pre-ID labels.

Please note: If your district has additional students to enter after submitting the upload file, you may manually enter those students into WIDA AMS during the file upload window.

Pre-ID Labels

The Student Import (Pre-ID) File uploaded to WIDA AMS by your district determines the Pre-ID labels that will be produced. Districts cannot request or obtain additional Pre-ID labels after the file has been submitted. It is important to thoroughly review your student data for accuracy and completeness before completing the import process.

Additionally, your district is responsible for verifying the accuracy of each Pre-ID label before affixing it to a test booklet. Pre-ID labels containing incorrect or inaccurate student information can still be used, however, the student information must be corrected in WIDA AMS.

For students without Pre-ID labels, districts must hand-bubble the required student information on any paper test booklet used and apply the appropriate (yellow) District/School Label to the booklet. The student demographic information entered in WIDA AMS must match the information bubbled on the test booklet to ensure accurate scoring and reporting.

- **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.

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 [NJSLEDS](#) webpage under **Key Documents**.
- 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 to students during scoring, DRC uses the data fields listed below. **Important:** All required data fields must match exactly. If a field is missing or differs by even one character, DRC cannot match the test booklet to the student's online testing record. When this occurs, the booklet and online record 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

As a reminder, 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 2026-2027 available on the [New Jersey WIDA webpage](#) under **2026-2027 New Jersey State Specific Resources** as well as all manuals and emails with instructions from DRC.

Materials Ordering

Materials ordering will not be impacted by the Student Import (Pre-ID) File Upload, and the associated fields do not need to be completed as part of the file upload.

District Test Coordinators can continue to order ACCESS testing materials during two ordering windows: the Initial Materials Ordering Window and the Additional Materials Ordering Window. The dates for each window will be posted on the [NJ WIDA webpage](#) and communicated through DRC emails sent to district-level staff listed in WIDA AMS.

Please review the [New Jersey WIDA ACCESS and WIDA Alternate ACCESS District Test Coordinator Training](#) and associated WIDA Manuals found on the [NJ WIDA Webpage](#) for additional information.

If there are any issues with inputting student information or ordering materials, please contact DRC by phone at 1-855-787-9615 or by email WIDA@datarecognitioncorp.com. Additionally, the Knowledge Articles tile within WIDA AMS includes step-by-step instructions with screen shots for a variety of topics, including materials ordering.