# Student Rostering

*LaunchPad Rostering and Bulk Import Process*

## Colorado Student User Rostering Guide

Use this guide to add, update, import, and review Colorado student records in LaunchPad (LP). Students rostered in LP appear in ADAM where test setup is completed (e.g., student personal needs profiles where testing details like accommodations are indicated). Refer to *CMAS Personal Needs Profile (PNP): ADAM Test Settings and Student Accommodation Upload Process* for separate guidance.

## Deadline and Timing Considerations

Refer to the current Colorado administration calendar for exact dates. Confirm the accuracy of student data early enough to allow time for system processing, corrections, and synchronization between LP and ADAM.

| Timing | Complete | Reason |
|---|---|---|
| **Initial CDE student rostering (using October Count)** | CDE initially loads student records to LP using the district's submitted and approved October Count data. | Uses a required state data collection to initially roster students to reduce burden on districts/schools. |
| **District/School student rostering and materials ordering deadline** | Review and update student records from October Count and add new students with required identifiers, grade, organization, and demographics. | Establishes the student roster for test setup in ADAM, including CoAlt and CSLA flags for ordering/assignment and demographic fields used for PNP cross-validations. |
| **Before testing** | Resolve rejected updates, duplicate records, and transfer requests. | Students must be rostered correctly before final test setup. |

## Manage Student Users in LaunchPad

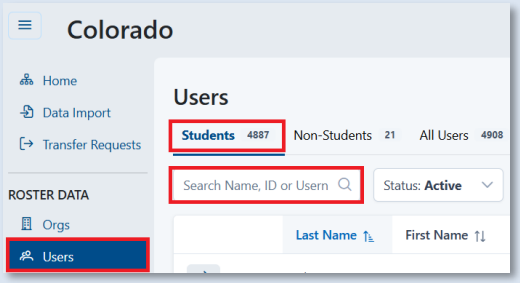
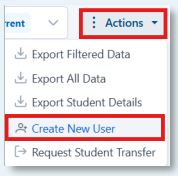
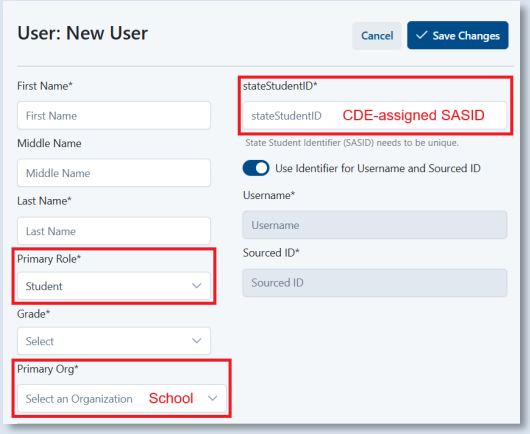
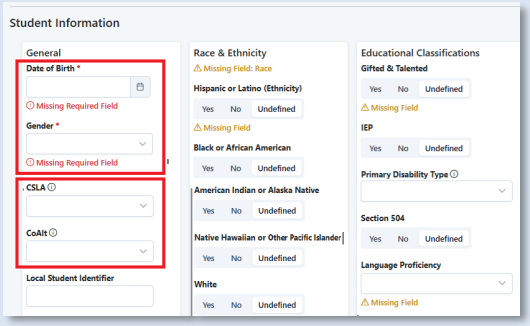
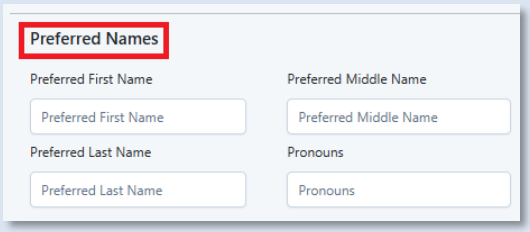
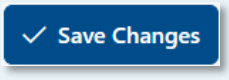
Use the LP interface to manage an individual student record or make a small correction. Use a CSV import for initial loads and larger updates.

| Method | Use it for |
|---|---|
| **Create or Edit One Student User** | One student, a late enrollment, or a single correction. |
| **Bulk Import Student Users** | Initial loads, multiple students, or centrally managed updates. |

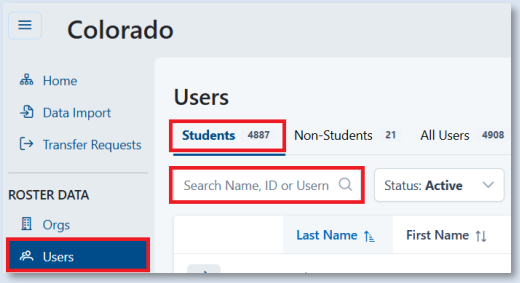
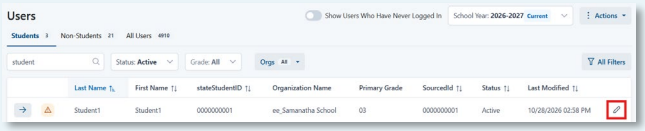
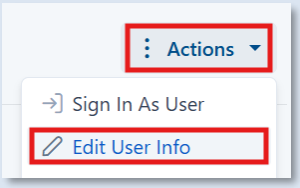
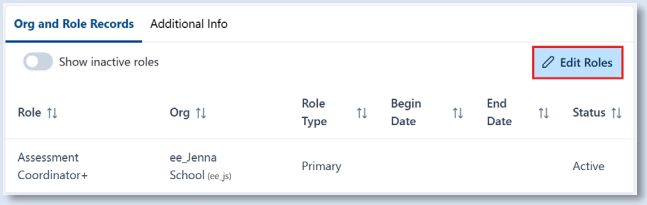
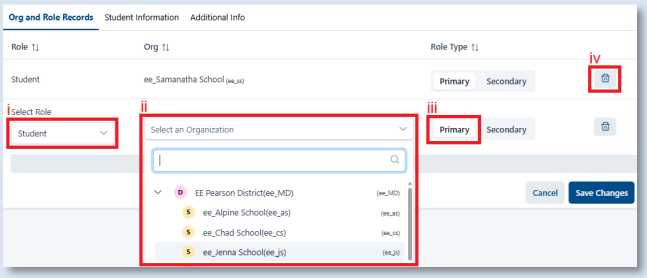
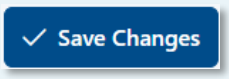
**Notes:**

- **Sensitive Student Data:** Non-student users who are authorized to view and edit sensitive student information (i.e., Assessment Coordinator+SDF, Assessment Coordinator+, Data Respondent) can populate demographic fields in the Student Information section of a student record. Non-student users who are not authorized to access sensitive student information (i.e., Assessment Coordinator) cannot view or edit these fields. Sensitive student information includes fields S-AR in *Student Import Data File Layout*.
- **CoAlt and CSLA:** In the Student Information, indicate if the student takes alternate assessments (CoAlt = Yes) or if they will take Colorado Spanish Language Arts in place of ELA (CSLA = Yes). CoAlt cross-validates against IEP = Yes and CSLA cross-validates against ML Accommodations = Yes. A user with the Assessment Coordinator role will need assistance from users with sensitive data access if demographic fields were not previously populated.
- **Preferred Names:** If a student uses a preferred name, indicate the name(s) in this area. Preferred names are displayed in ADAM and on student facing materials.

## Create One Student User

| Step | Display |
|---|---|
| **1.** In LaunchPad, go to **Roster Data > Users > Students,** then search for the student before creating a new record to ensure the record was not previously created**.** |  |
| **2.** Go to **Actions** > **Create New User.** |  |
| **3.** Complete the displayed form. Required fields include:<br>**a.** First Name<br>**b.** Last Name<br>**c.** Primary Role = Student<br>**d.** Grade<br>**e.** Primary Org = School<br>**f.** State Student ID = 10-digit SASID assigned by CDE<br>**g.** Date of Birth<br>**h.** Gender<br>**If the student takes CoAlt:** Indicate CoAlt = Yes.<br>**If the student takes CSLA:** Indicate CSLA = Yes.<br>**If the student uses a preferred name:** Indicate any preferred name(s) in the specified area. | <br><br> |
| **4.** Select **Save Changes.** |  |

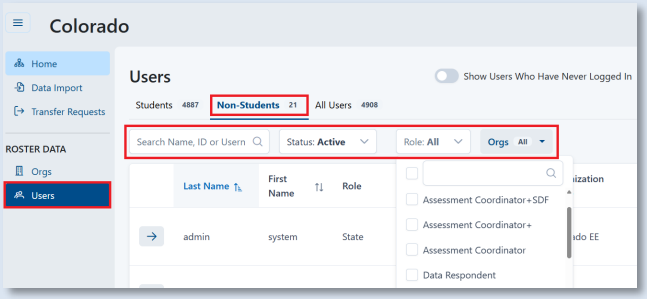
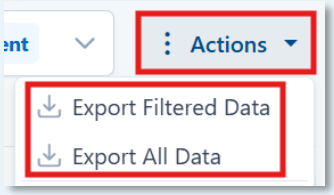
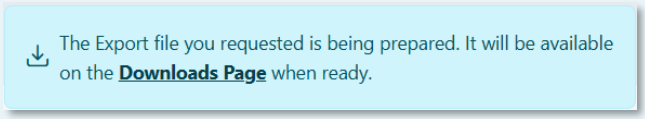
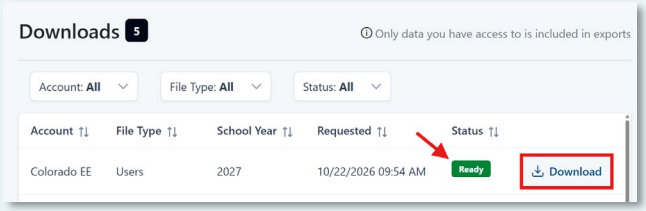
## Edit One Student User

| Step | Display |
|---|---|
| **1.** In LaunchPad, go to **Roster Data > Users > Students,** then search to find the existing student record. |  |
| **2.** Select the edit button in line with the student's record. |  |
| **3.** To update:<br>**a.** Name, grade, and other student information including CSLA, CoAlt, preferred name, and any demographic fields (authorized users only), select **Actions > Edit User Info**.<br>**b.** Organization (only users with district access), select **Edit Roles** under **Org and Role Records**, then select the **+** button and<br>**i.** **Select Role = Student**<br>ii. **Select an Organization** = a different school in the district<br>**iii.** **Role Type = Primary**<br>iv. Select the **trash** button for the previous school | **a.**<br><br>**b.**<br><br><br> |
| **4.** Select **Save Changes.** |  |

## Bulk Import Student Users

Use this process to create multiple new student records and/or edit multiple existing student records through a file export and import process. To update existing student records, first export and download student data from LP, then add or change appropriate information in the Students Template.

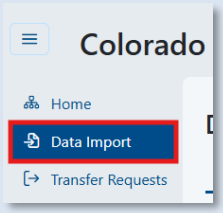
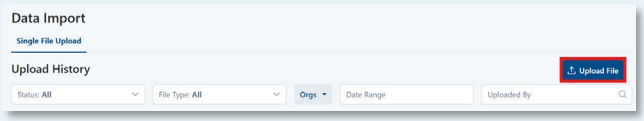
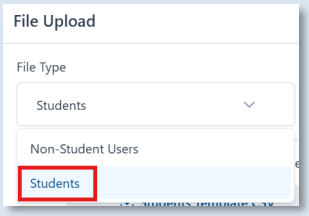
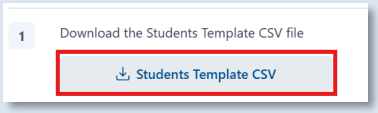
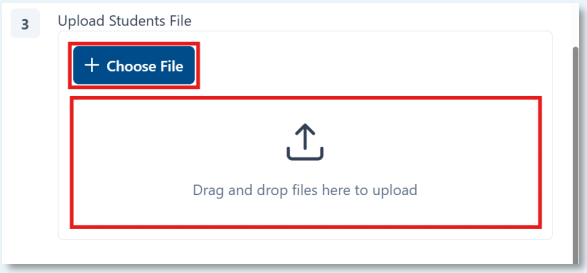
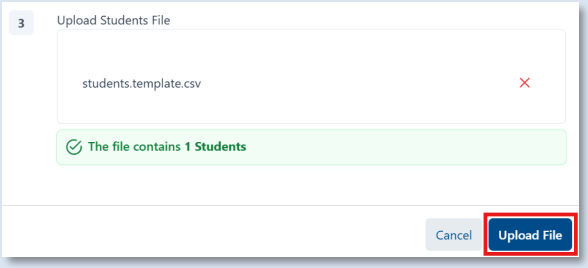
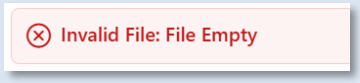
### Export Existing Student Users

| Step | Display |
|---|---|
| **1.** In LaunchPad, go to **Roster Data > Users > Students,** then apply filters, as needed. |  |
| **2.** Select **Actions > Export Filtered Data** or **Export All Data**. | <br> |
| **3.** Select the **Downloads** button. |  |
| **4.** On the **Downloads** page, once the exported file is **Ready**, select the **Download** button. |  |

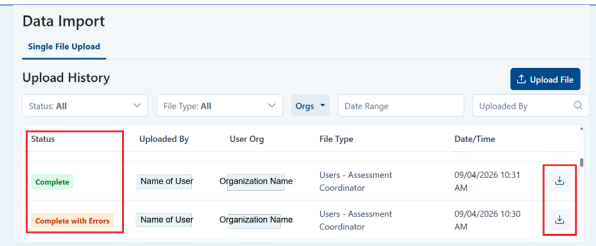
## Create New Student Users and Edit Existing Student Users

**Pre-Import Checklist**

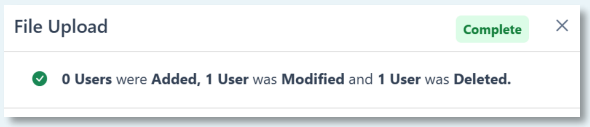
- Confirm the current **Students Template CSV** is downloaded and populated or, for existing student records, current data is retrieved and used from **Users → Actions → Export Student Details**.
- Verify headers are exact, leading zeros are preserved, and dates and codes use accepted formats (see *Student Import Data File Layout* for details).

| Step | Display |
|---|---|
| **1.** In LaunchPad, go to **Data Import**. |  |
| **2.** Select the **Upload File** button. |  |
| **3.** On the displayed **File Upload** screen, expand the **File Type** dropdown and select **Students**.<br>**Note:** If only creating new student records, select the Students Template CSV button to download a blank template to populate. | <br> |
| **4.** To upload the locally populated and/or updated student records, select the **Choose File** button under **Upload Students File** or use the **drag and drop files here to upload** space. |  |
| **5.** Select **Upload File** once the locally saved file is added.<br>**Note:** An error appears before selecting Upload File if the system identifies an issue with the file selected for upload. | <br> |

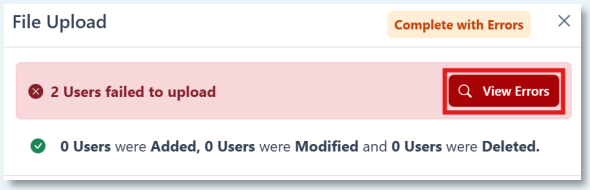
6. Monitor **Data Import > Upload History** and address the **Status** as needed.
   a. **Complete** – select the status for an overview of applied actions.
   b. **Complete with Errors** – select the status to see an overview of errors and any applied actions. Select **View Errors** for a list of records and their associated errors or to **Download Error Report**.

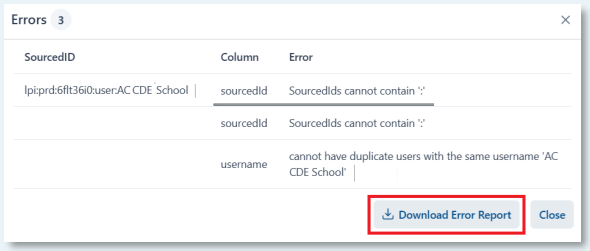



**a.**




**b.**



# Student Import Data File Layout

Use this table when preparing the CSV. Copy field names exactly as they appear below or in exported files and templates, including capitalization. Columns A–AR show the configured order, but LP matches fields by header name, not column order. Data will process as long as the field names match.
**Note:** Columns S-AR include sensitive student information and cannot be viewed or edited by unauthorized users based on local LP role assignment.

| Col. | Field Name | Req. | Description/Note | Values |
|---|---|---|---|---|
| A | **sourcedId** | Yes | System-generated for an existing student. For a new student, enter the same value used for **stateStudentID**. | A–Z, 0–9; no embedded spaces |
| B | **status** | No | Student record status. | **Active** |
| C | **stateStudentID** | Yes | A unique number or alphanumeric code assigned to a student by CDE (SASID). | A–Z, 0–9; no embedded spaces |
| D | **givenName** | Yes | The full legal first name given to a person at birth, baptism, or through legal change. | Text |
| E | **familyName** | Yes | The full legal last name borne in common by members of a family. | Text |
| F | **middleName** | No | A full legal middle name given to a person at birth, baptism, or through legal change. | Text or blank |
| G | **preferredGivenName** | No | First name used other than the legal first name. | Text or blank |
| H | **preferredFamilyName** | No | Last name used other than the legal last name. | Text or blank |
| I | **preferredMiddleName** | No | Middle name used other than the legal middle name. | Text or blank |
| J | **pronouns** | No | Student pronouns when provided. | Text or blank |
| K | **grades** | Yes | The grade of a student when assessed. | **03** = Third grade<br>**04** = Fourth grade<br>**05** = Fifth grade<br>**06** = Sixth grade<br>**07** = Seventh grade<br>**08** = Eighth grade<br>**11** = Eleventh grade |
| L | **primaryOrgID** | Yes | School responsible for administering the student's test(s).<br>Four-digit district code (DDDD) with four-digit school code (SSSS) assigned by CDE. | **Expected Format:**<br>DDDD-SSSS |
| M | **orgSourcedIds** | Yes | System-driven for an existing student. For a new student, enter the same value used for **primaryOrgID**. | **Expected Format:**<br>DDDD-SSSS |
| N | **birthDate** | Yes | The year, month, and day on which a person was born. | **Expected Format:**<br>mm/dd/yyyy or mm/dd/yy |

| | | | | |
|---|---|---|---|---|
| **O** | **gender** | Yes | An individual's sex. | **M**, **Male**, **m**, **male**; **F**, **Female**, **f**, **female**; **N**, **Nonbinary**, **n**, **nonbinary** |
| **P** | **csla** | No | Indicates the student will take Spanish Language Arts in place of English Language Arts.<br>If populated as Y, **mlAccommodations** must not be blank. | **Y**, **N**, or blank |
| **Q** | **coAlt** | No | Indicates the student will take CoAlt assessments.<br>If populated as Y, **metadata.iep** must not be blank. | **Y**, **N**, or blank |
| **R** | **localID** | No | A unique number or alphanumeric code assigned to a student by a school system or any other entity. | Text or blank |
| **S** | **hispanicOrLatinoEthnicity** | No | An indication that the person traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race. | **Y**, **N**, or blank |
| **T** | **americanIndianOrAlaskaNative** | No | 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. | **Y**, **N**, or blank |
| **U** | **asian** | No | 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. | **Y**, **N**, or blank |
| **V** | **blackOrAfricanAmerican** | No | A person having origins in any of the black racial groups of Africa. | **Y**, **N**, or blank |
| **W** | **nativeHawaiianOrOtherPacificIslander** | No | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. | **Y**, **N**, or blank |
| **X** | **white** | No | A person having origins in any of the original peoples of Europe, Middle East, or North Africa. | **Y**, **N**, or blank |
| **Y** | **demographicRaceTwoOrMoreRaces** | No | Individuals reported as two or more races/ethnicities.<br>Does not include individuals who are coded as *Hispanic/Latino* or individuals only indicated as *Asian and South Asian* or as *White and Middle Eastern or North African*. | **Y**, **N**, or blank |
| **Z** | **sAsian** | No | Individuals with origins in any of the original peoples of South Asia; for example: Asian Indian, Pakistanis, Bangladeshis, Nepalese, Bhutanese, Sri Lankans, and Maldivians. | **Y**, **N**, or blank |
| **AA** | **middleEasternNorthAfrican** | No | Individuals with origins in any of the original peoples of the Middle East or North Africa; for example: Lebanese, Iranian, Egyptian, Syrian, Iraqi, and Israeli. | **Y**, **N**, or blank |

| | | | | |
|---|---|---|---|---|
| **AB** | **metadata.giftedTalented** | No | An indication that the student is participating in and served by a Gifted/Talented program. | **Y**, **N,** or blank |
| **AC** | **metadata.iep** | No | Indicates that the student had an active Individualized Education Program (IEP) at the time of testing.<br>If populated as Y, **primaryDisabilityType** must not be blank. | **Y**, **N**, or blank |
| **AD** | **primaryDisabilityType** | No | The major or overriding disability condition as reflected on the student's IEP. | **AUT** = Autism<br>**DB** = Deaf-blindness<br>**DD** = Developmental delay<br>**EMN** = Emotional disturbance<br>**HI** = Hearing impairment<br>**ID** = Intellectual disability<br>**MD** = Multiple disabilities<br>**OI** = Orthopedic impairment<br>**OHI** = Other health impairment<br>**SLD** = Specific learning disability<br>**SLI** = Speech or language impairment<br>**TBI** = Traumatic brain injury<br>**VI** = Visual impairment<br>blank |
| **AE** | **metadata.section504** | No | Indicates that the student had an active Section 504 plan at the time of testing. | **Y**, **N**, or blank |
| **AF** | **langProf** | No | A student's English language proficiency as described by his or her ability to speak, listen, read, and write in English.<br>If not blank, **langBack** and **langInstructionProgram** cannot be blank. | **0** = Not Applicable<br>**1** = NEP - Non-English Proficient<br>**2** = LEP - Limited English Proficient<br>**4** = PHLOTE - English Proficient<br>**5** = FELL - Former ELL<br>**6** = FEP - Monitor Year 1<br>**7** = FEP - Monitor Year 2<br>**8** = FEP - Exited Year 1<br>**9** = FEP - Exited Year 2<br>blank |

| | | | | |
|---|---|---|---|---|
| **AG** | **langBack** | No | The three-digit language code captures the home language of the student as reported on a Home Language Survey. Refer to the current CDE language-code list at https://ed.cde.state.co.us/datapipeline/resources.<br>Use SPA for a student using a Spanish form. | A-Z<br>**000** = not applicable<br>blank |
| **AH** | **langInstructionProgram** | No | Indicates the student is currently enrolled in a language instruction program. This is the type of English language instructional program used to educate the student who is a Multilingual Learner.<br>If not blank, **langProf** and **langBack** cannot be blank.<br>Students with a **langBack** of English should be coded as 00 (No or Not Applicable).<br>Students with a **langProf** of NEP (1), LEP (2), FEP (6 or 7) should have a valid non-zero (00) code for this field.<br>Students who have a **langProf** of PHLOTE (4) or FELL (5) should be coded as 00 (No or Not Applicable).<br>Field cannot be blank for students who have a **langProf** of FEP (8-9); any code is allowed.<br>Students may not be coded in more than one Language Instruction Program. If multiple programs are used, use the one that is predominantly used to educate the student. | **00** = No or Not Applicable<br>**01** = English as a Second Language (ESL) or English Language Development (ELD)<br>**02** = Dual Language or Two-way Immersion<br>**03** = Transitional Bilingual Education or Early-Exit Bilingual Education<br>**04** = Content Classes with Integrated ESL Support<br>**05** = Newcomer programs<br>**97** = Other<br>**98** = Not in a Language Instruction Program, Parent Choice<br>blank |
| **AI** | **mlAccommodations** | No | Indicates the student is eligible for use of certain accommodations for students learning English<br>Y is allowed only when **langProf** is NEP (1) or LEP (2). | **Y**, **N**, or blank |
| **AJ** | **metadata.economicDisadvantage** | No | Indicates that the student meets the federal eligibility criteria for free or reduced lunch price. | **Y**, **N**, or blank |
| **AK** | **Homeless** | No | Student meets the criteria of a homeless individual according to the 2001 McKinney-Vento reauthorization Act. | **0** = No<br>**3** = Yes and is in the physical custody of a parent or guardian<br>**4** = Yes and is not in the physical custody of a parent or guardian (unaccompanied youth)<br>blank |

| | | | | |
|---|---|---|---|---|
| **AL** | **metadata.migrant** | No | Persons who are, or whose parents or spouses are, migratory agricultural workers, including migratory dairy workers, or migratory fishers, and who, in the preceding 36 months, in order to obtain, or accompany such parents or spouses, in order to obtain, temporary or seasonal employment in agricultural or fishing work (A) have moved from one LEA to another; (B) in a state that comprises a single LEA, have moved from one administrative area to another within such LEA; or (C) reside in an LEA of more than 15,000 square miles, and migrate a distance of 20 miles or more to a temporary residence to engage in a fishing activity. | **Y**, **N**, or blank |
| **AM** | **title1** | No | Student receives Title 1 funding at the individual or school level. | **Y**, **N**, or blank |
| **AN** | **continuousInDistrict** | No | Student has been enrolled continuously in the district since the October Count date of the current school year with no breaks in enrollment totaling more than ten days. | **Y**, **N**, or blank |
| **AO** | **continuousInSchool** | No | Student has been enrolled continuously in the school since the October Count date of the current school year with no breaks in enrollment totaling more than ten days. | **Y**, **N**, or blank |
| **AP** | **dateFirstEnrolledUSSchool** | No | The first date on which the student enrolled in a US public school.<br>Date cannot be in the future and must be after the student's birthdate. | **Expected Format:**<br>mm/dd/yyyy, mm/dd/yy, or blank |
| **AQ** | **expelled** | No | Student is expelled from school. | **Y**, **N**, or blank |
| **AR** | **reportingOrgs** | No | The school responsible for specific educational services and/or instruction of the student.<br>Four-digit district code (DDDD) with four-digit school code (SSSS) assigned by CDE.<br>Only populate this field if **reportingOrgs** is different than **primaryOrgID**. If this field is left blank, it is assumed the **primaryOrgID** is also the responsible school. | **Expected Format:**<br>DDDD-SSSS |

**IMPORTANT:** A successful import means LaunchPad accepted the record. Always verify data synchronization in ADAM after making updates.