

Maine Group Upload Format 2024-2025

1 row per class in (Reading, Math)

1 row per each group name

Column	Element Name	Required	Length (Provide range if applicable)	Element Type	Element Definition	Expected Values
A	School Year	Y	4	Numeric	The year for a reported school session.	2025
B	Test Administration Code	Y	10	Alphanumeric	The number or alphanumeric code assigned to the assessment administration. ME for Partner, T for Through-Year, 05 for May, 23 for year, R for Regular, and digits for versions as needed.	For Fall it should be MET0924R00 For Winter it should be MET0125R00 For Spring it should be MET0425R00
C	Student State ID	Y	9	Numeric	A unique number or alphanumeric code assigned to a student by a state, or other agency or entity.	0-9. No leading zeros are allowed.
D	Student Last Name	N	1-65	Alphanumeric	The preferred last name borne in common by members of a family.	A-Z, a-z, 0-9, apostrophe, hyphen, period, space, Blank
E	Student First Name	N	1-65	Alphanumeric	The preferred first name given to a person at birth, baptism, or through legal change.	A-Z, a-z, 0-9, apostrophe, hyphen, period, space, Blank
F	Student Middle Name	N	1-20	Alphanumeric	A preferred middle name (or initial) given to a person at birth, baptism, or through legal change.	A-Z, a-z, 0-9, apostrophe, hyphen, period, space, Blank
G	Reporting District Code	N	1-4	Numeric	Code assigned by the state for the district where the student is receiving instruction.	0-9 or Blank. No leading zeros
H	Reporting District Name	N	1-100	Alphanumeric	Name of the district where the student is receiving instruction.	A-Z, a-z, 0-9, ampersand, apostrophe, forward slash, hyphen, parenthesis, period, space, Blank
I	Reporting School Code	Y	1-4	Numeric	Code assigned by the state for the school where the student is receiving instruction.	0-9. No leading zeros
J	Reporting School Name	N	1-100	Alphanumeric	Name of the school where the student is receiving instruction.	A-Z, a-z, 0-9, ampersand, apostrophe, forward slash, hyphen, parenthesis, period, space, Blank
K	Instructor	N	1-100	Alphanumeric	Instructor(s) username (It is recommended to use email address) from MAP Growth system.	The MAP Growth username (email address) for any instructors who should have access to this (or these) groups for testing or reporting access. If multiple user IDs are provided, they should be separated with a pipe character: This field can be blank.
L	Test Content Area Academic Subject Code	Y	4-7	Alpha	The code which represents the academic content or subject area (e.g., mathematics, English language arts, science) being evaluated.	Reading or Math
M	Student Grade	Y	1-2	Numeric	The enrolled grade of the learner.	3-12. No leading zeros
N	Online Testing Group Name	Y	1-65	Alphanumeric	The name of the testing group to which the student assessment will be assigned	Preferred characters are A-Z, 0-9, ampersand, apostrophe, colon, forward slash, hyphen, parenthesis, period, quotation marks, space, pipe Example naming convention: Local Course Code + Section ID + Instructor Last Name
O	Reporting Group Name	Y	1-65	Alphanumeric	The name of the reporting group to which the student assessment will be assigned	Preferred characters are A-Z, 0-9, ampersand, apostrophe, colon, forward slash, hyphen, parenthesis, period, quotation marks, space, pipe Example naming convention: Local Course Code + Section ID + Instructor Last Name