

# Data Field Descriptions

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The system is highly configurable. As a result, system data can vary by name and/or type.

The high-level descriptions in the tables below detail *general* data fields and categories you can encounter in the system.

See your program leadership for program-specific data files and fields, including:

- Data file layouts and format
- Expected file contents
- Field names
- Field descriptions
- Valid field values

The information below applies to both live data seen when you log in to the system, as well as to [file data](#).

## Organization Data

An **organization** is an entity in a customer's organizational hierarchy. Organization data generally includes, but is not limited to, the information below.



*Names may vary.*

| Name                     | Description  |
|--------------------------|--|
| Name                     | Name of the organization   |
| Type                     | Type of the organization, such as <i>district</i> , <i>public school</i> , or <i>private school</i>  |
| School Type              | Type of school, such as <i>elementary</i> , <i>middle</i> , or <i>high school</i> (shown when you select <i>School as Type</i> )   |
| Contact Name             | Person designated as the point-of-contact (POC) between the organization and Pearson for testing activities and materials shipments.<br><br>The contact details for mailing and shipping may or may not match the POC. |
| Contact Address          | POC address. May include phone, fax, email, etc.   |
| Mailing Contact Name     | Person designated as POC for all mail to and from Pearson.   |
| Mailing Contact Address  | Address designated for mail from Pearson. May include phone, fax, email, etc.  |
| Shipping Contact Name    | Person designated as POC for all shipments to a physical location.   |
| Shipping Contact Address | Address designated for material shipments. May include phone, fax, email, etc.   |

For more information, see [Manage Organizations](#).

## User Data

A user is a person that is authorized to use PearsonAccess<sup>next</sup>. User data generally includes, but is not limited to, the information below.



*Names may vary.*

| Name                  | Description  |
|-----------------------|--|
| Username              | For logging in to the system and tracking user activity.   |
| Name                  | The user's actual name.  |
| Email                 | The user's email address.  |
| Organizations         | Any and all organizations that the user's account is authorized to view data for or interact with for testing procedures.                |
| Roles and Permissions | Designated responsibilities in the system and designated data and system functions the user's account has the ability to access and use. |
| Active Dates          | The window of time during which the user's account is permitted to log in to the system.   |

For more information, see [Manage Users](#).

## Student Data

Students are the test-takers within an organization. Student data refers to student demographic data and test-related information.

Student data generally includes, but is not limited to, the information below.



*Names may vary.*

| Name          | Description   |
|---------------|---|
| Name          | Student's name.   |
| Date of Birth | Student's date of birth.  |
| Student Code  | A unique student code that identifies the student in the system.  |
| District Code | The unique district code to which the student's information is connected.   |
| School Code   | The unique school code to which the student's information is connected.   |
| Grade         | Student's grade.  |
| Teacher Name  | Teacher to whose class the student is assigned. Some programs name this field <b>Class Name</b> or something similar. |

*The following demographic entries are common categories, but each program records different data. Also, some record data in a small number of fields and others use a different field for each demographic entry, such as "Ethnicity" vs "White, Black, Hispanic, Asian, etc..."*

| Name                         | Description   |
|------------------------------|---|
| Gender                       | Student's gender.   |
| Ethnicity                    | Student's ethnicity.  |
| Free/Reduced Lunch Status    | Whether the student receives government lunch assistance.   |
| Migrant Status               | Whether the student is a member of a family of migrant workers.   |
| Personal Needs Profile (PNP) | List of accommodations attached to a student record. Indicates any special requirements that the student needs to test. |
| Special Programs             | List of programs that the student is involved in, such as Gifted, English Language Learner, etc.                        |
| Test Code                    | Student's test assignment. Additional fields also may indicate test session assignments, test form assignments, etc.    |

For more information, see [Manage Students](#).

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