Data Field Descriptions

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 *district*, *public school*, or *private school*
School Type	Type of school, such as *elementary*, *middle*, or *high school* (shown when you select *School* as **Type**)
Contact Name	Person designated as the point-of-contact (POC) between the organization and Pearson for testing activities and materials shipments. 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 ^{next}. 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 **Class Name** 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.