



# Creating an Institution Import File for TIDE

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*Prepared by the American Institutes for Research®*



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# Creating an Institution File for Importing in TIDE

An Institution file is used to set up district-school associations in the Test Information Distribution Engine (TIDE). These district-school associations are an integral part of the assessment process and are required throughout the assessment life-cycle, such as when enrolling students in schools; when creating accounts for district and school test administrators for the various assessment systems; and when viewing student results.



**Caution:** When creating the Institution file, you must specify the real district and school IDs that have been assigned by the state department of education or other applicable governing body. Your technical coordinator or district test coordinator will be able to provide you the correct district and school IDs. If you do not use real IDs, you may not be able to use the data for long-term or comparative data purposes since the data will not match data residing in other systems.

Some important things to keep in mind when creating the Institution File are:

- The Institution File must be in CSV format.
- The order of the columns must match the order specified in [Table 1](#).
- When entering district and school information, the row identifying a district must be included first followed by the schools comprising that particular district (see [Figure 1](#)).
- Real district and school IDs need to be provided.

[Table 1](#) describes the columns comprising an Institution File.

Table 1. Columns in the Institution File

Column	Description	Valid Values
STATEABBREVIATION <sup>a</sup>	This is the standard two-letter abbreviation of the state where the district or institution is located.	One of the following: AK, AL, AR, AS, AZ, CA, CO, CT, DC, DE, FL, GA, GU, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MP, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UM, UT, VA, VI, VT, WA, WI, WV, WY, AI

Column	Description	Valid Values
DISTRICTID <sup>a</sup>	This is the unique identifier assigned to the district by the state department of education appended by the two-letter state abbreviation.  For example, if the unique identifier assigned to a district in Georgia is 111, then the DISTRICTID is GA_111.	Up to 20 alphanumeric characters.
DISTRICTNAME <sup>a</sup>	This is the name of the district.	Up to 50 characters.
SCHOOLID <sup>ab</sup>	This is the unique identifier assigned to the school by the state department of education appended by the two-letter state abbreviation and unique district identifier.  For example, if the unique identifier assigned to a school in district 111 of Georgia is 1234, then the SCHOOLID is GA_111_1234.	Up to 20 alphanumeric characters.
SCHOOLNAME <sup>ab</sup>	This is the name of the school, which can be up to 50 characters.	Up to 50 characters.
RECORDTYPE <sup>a</sup>	This indicates whether the row is specifying a district or a school.	One of the following: D S

<sup>a</sup> Required field

<sup>b</sup> Can be blank when specifying a district

A sample institution file that describes the key elements of the Institution file is displayed below.

Figure 1. Sample Institution File - Annotated

	A	B	C	D	E	F	
1	STATEABBREVIATION	DISTRICTID	DISTRICTNAME	SCHOOLID	SCHOOLNAME	RECORDTYPE	
2	GA	GA_111	Demo District			D	District specified first, followed by the schools within that district.
3	GA	GA_111	Demo District	GA_111_1234	Bealle Elementary	S	
4	GA	GA_111	Demo District	GA_111_1335	College Garden Elementary	S	
5	GA	GA_111	Demo District	GA_111_1436	Fallsmeade Elementary	S	
6	GA	GA_111	Demo District	GA_111_1537	Springdale Elementary	S	
7	GA	GA_111	Demo District	GA_111_1638	Trinity Elementary	S	
8	GA	GA_111	Demo District	GA_111_1739	Union Elementary	S	
9	GA	GA_111	Demo District	GA_111_1840	Robert Frost Middle	S	
10	GA	GA_111	Demo District	GA_111_1941	Howard Middle	S	
11	GA	GA_111	Demo District	GA_111_2042	Churchill High	S	
12	GA	GA_111	Demo District	GA_111_2143	Wooton High	S	

StateID: Standard two-letter state abbreviation  
 StateID\_DistrictID (unique district identifier)  
 StateID\_DistrictID\_SchoolID (unique school identifier)  
 Entity Identifier: D=District; S=School