RICAS (Rhode Island)
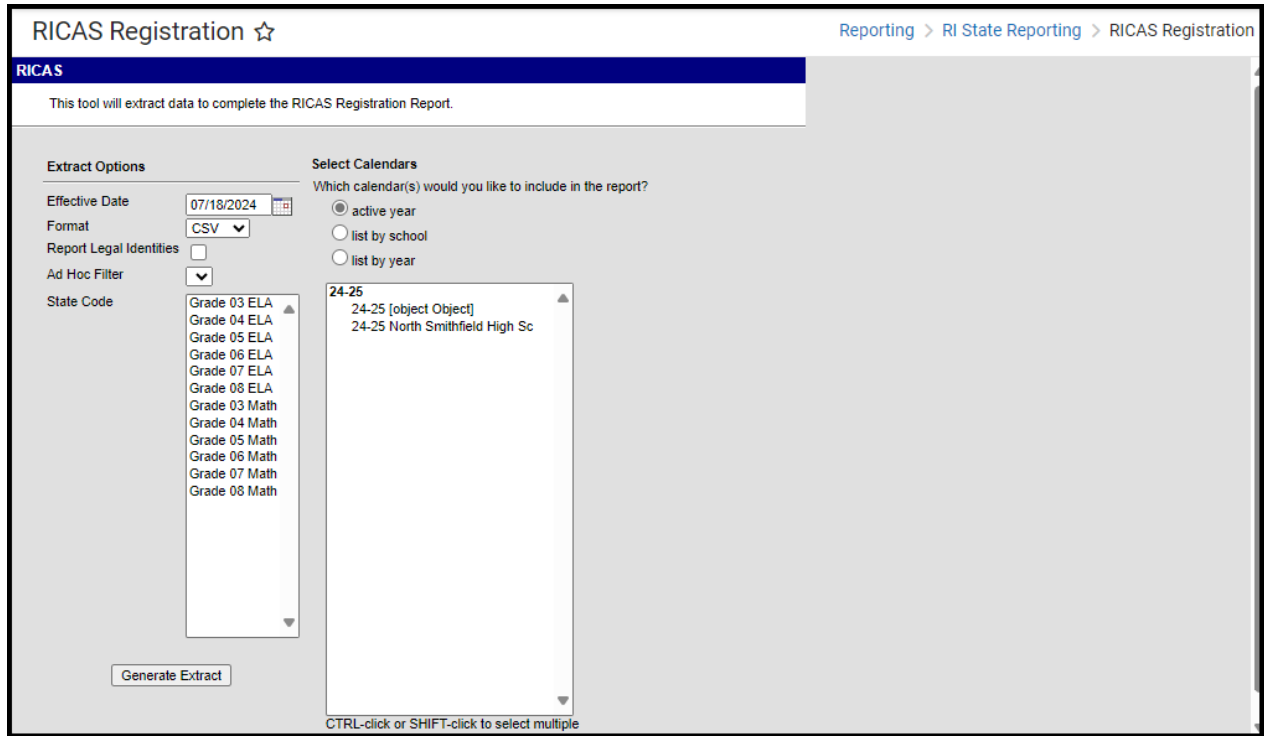
Last Modified on 12/14/2025 8:45 pm CST

Data Setup | Report Logic | Report Editor | Generate the Report | Report Layout

Tool Search: RICAS Registration

The RICAS Registration Report returns student assessment data and is used to evaluate a student's abilities for after high school graduation and for beginning a career.
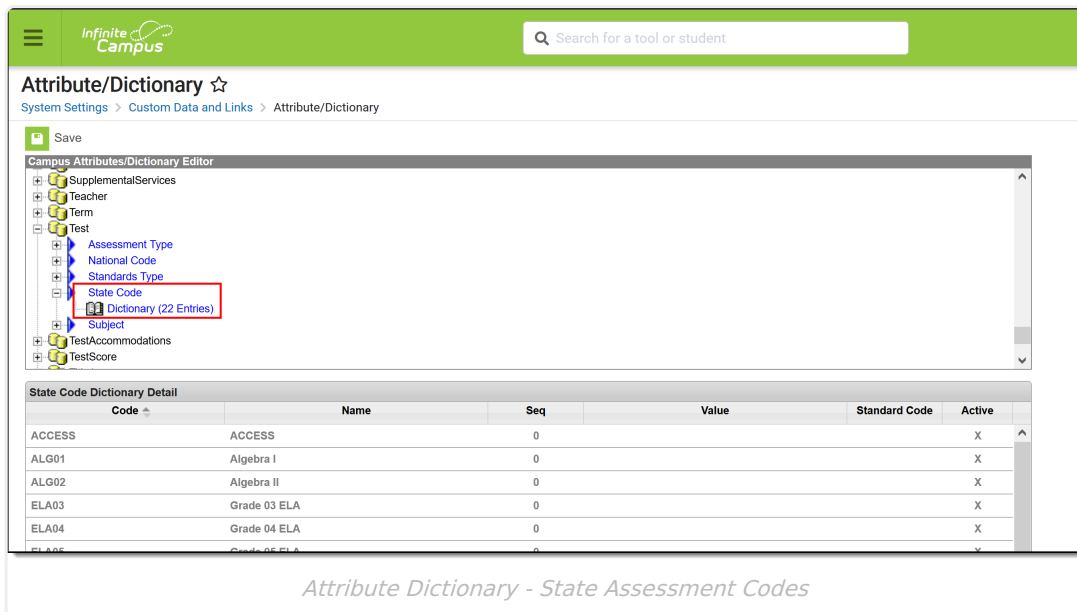

Data Setup

Step 1. Add state assessment codes to Custom Attribute Dictionary | Step 2. Add assessments to Test Setup | Step 3. Record Test Accommodations for Students | Step 4. Build an Ad hoc Filter to report students

The RICAS Registration Extract requires the following items to be done before generating the extract:

Step 1. Add state assessment codes to Custom Attribute Dictionary

Tool Search: Attribute Dictionary

Verify the State Assessment Codes are listed in the Attribute Dictionary within the **Test** node. If a code is not listed, click the **Add Row** button to the right and add the codes as they appear in the image below. Make sure the codes are marked Active.

Attribute Dictionary - State Assessment Codes

Step 2. Add assessments to Test Setup

Tool Search: Test Setup

Create a New Test for RICAS in the Test Setup tool. The **Name** field must have some reference to indicate RICAS and the **Test Type** must be marked as **State Test** with the **State Code** of **RICAS**. Other options can be marked as needed, like the score fields and result statuses.

RICAS Assessment Setup

Step 3. Record Test Accommodations for Students

Tool Search: Test Accommodations

For those students receiving test accommodations, create a record on the Test Accommodations tab. Click the **New** icon to enter a record of accommodation for each test in which the student requires an accommodation. Enter the required fields of Calendar and Assessment, and select the options for the student's accommodation as needed.

Student Test Accommodations

Step 4. Build an Ad hoc Filter to report students

This step is optional.

Create an ad hoc filter for those students who will be taking the RICAS assessment in the Filter Designer. Include at least the student's first and last name, and grade level. If desired, include any accommodation information, just for reference. Accommodation fields are located in Student > Learner > Test Accommodations.

The selection of an ad hoc filter is required when generating the extract.

Ad hoc Filter Setup

Report Logic

Students included in the selected ad hoc filter are included in the report. Students must have a Test Accommodations record for the selected test.

- Accommodation data reports from the matching Test Code on the report editor to the Test Code from the assessment selected on the Accommodations tab.
- If there is no matching Test Code, no data reports for the student.

Students are not included when:

- Their enrollment record is marked as No Show or as State Exclude.
- They are enrolled in a calendar marked as State Exclude.
- They are enrolled in a grade level marked as State Exclude.

The following must be true in order for a record to report:

- A student must be scheduled into a section of a course with the State Code attached to the Assessment (Scheduling > Course > Assessment).
- Courses must be Active as of the Effective Date on the Extract Editor.
- The Assessment State Code for a course (Assessment > Test Setup > Test Detail > State Code) must match the State Code selected on the Extract Editor.

Report Editor

The following fields are available for data entry.

Field	Description
Effective Date	Entered date is used to return only those students who have active enrollments as of that date. Dates are entered in *mmddyy* format or can be chosen by selecting the calendar icon. This field auto-populates with the current date.
Format	Indicates the format in which the report generates. Options are CSV or HTML
Report Legal Identities	When marked, the student's legal name reports.
Ad hoc Filter	Only those students in the selected filter are included in the results of the extracts.
State Code	Selections indicate what Assessment types are being generated. Options are based on the Assessment State Codes available entered in the Attribute Dictionary.
Calendar Selection	At least one calendar needs to be chosen to generate the report. Calendars can be chosen by active year, by school or by year. The calendar selected in the Campus toolbar is automatically selected.

Generate the Report

1. Enter the **Effective Date** for the report.
2. Select the desired **Format** for the report.
3. Select **Report Legal Identities**, if desired.
4. Select the desired **Ad hoc Filter** from the dropdown list.
5. Select the desired option(s) from the **State Code** list.
6. Select the desired **Calendar(s)** from which to report students.
7. Click the **Generate Extract** button. The extract displays in the selected format.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	DistrictCode	SchoolCode	SASID	StudentGr	LastName	FirstName	MiddleIni	Gender	Birthdate	TestCode	TestForma	BlankFi	SessionNa
2	15	25106	1234567890	5	Student	Hayley	M	F	7/4/2007	ELA05	O		ELA 5-51
3	15	25106	1234567899	5	Student	Hayley	M	F	7/4/2007	MAT05	O		Math 5-51
4	15	25106	1234567897	4	Student	Sophia		F	3/18/2008	ELA04	O		ELA 4-41
5	15	25106	1234567843	4	Student	Sophia		F	3/18/2008	MAT04	O		Math 4-41
6	15	25106	1234567891	4	Student	Jared		M	1/13/2008	MAT04	O		Math 4-44
7	15	25106	1234567800	4	Student	Jared		M	1/13/2008	ELA04	O		ELA 4-44
8	15	25106	1234567878	5	Student	Tyler	M	M	11/4/2006	ELA05	O		ELA 5-56
9	15	25106	1234567999	5	Student	Tyler	M	M	11/4/2006	MAT05	O		Math 5-56
10	15	25106	1234567555	5	Student	Grace	M	F	9/9/2006	MAT05	O		Math 5-52

RICAS Registration Extract - CSV Format

RICAS Registration Extract Records: 1572

DistrictCode	SchoolCode	SASID	StudentGrade	LastName	FirstName	MiddleInitial	Gender	Birthdate	TestCode	TestFormat	BlankField12	SessionName	BlankField14	BlankField15
76	76106	8462776712	05	Student	Hayley	M	F	07/04/2007	ELA05	O		ELA 5-51		
76	76106	8462776712	05	Student	Hayley	M	F	07/04/2007	MAT05	O		Math 5-51		
76	76106	8462742426	04	Student	Sophia		F	07/18/2008	ELA04	O		ELA 4-41		
76	76106	8462742426	04	Student	Sophia		F	07/18/2008	MAT04	O		Math 4-41		
76	76106	8462422806	04	Student	Jared		M	01/17/2008	MAT04	O		Math 4-44		
76	76106	8462422806	04	Student	Jared		M	01/17/2008	ELA04	O		ELA 4-44		
76	76106	8462742427	05	Student	Tyler	M	M	11/04/2006	ELA05	O		ELA 5-56		
76	76106	8462742427	05	Student	Tyler	M	M	11/04/2006	MAT05	O		Math 5-56		
76	76106	8462726161	05	Student	Grace	M	F	01/01/2006	ELA05	O		ELA 5-52		
76	76106	8462726161	05	Student	Grace	M	F	01/01/2006	MAT05	O		Math 5-52		

RICAS Registration Extract - HTML Format

Report Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
District Code	Reports the district responsible for administering the test to a student.	Alphanumeric, 6 characters	District.number	District Information > District Detail > State District Number
School Code *Required*	Reports the Testing School responsible for administering the test to a student.	Alphanumeric, 5 characters	School.number	School Information > School Detail > State School Number
SASID *Required*	Reports the student's unique school assigned identifier.	Alphanumeric, 10 characters	Person.schoolNumber	Demographics > Person Identifiers > Local Student Number
Student Grade *Required*	Reports the student's grade as listed in the most recent Enrollment Census (eRide).	Numeric, 2 digits	Enrollment.grade	Enrollments > General Enrollment Information > Grade
Last Name *Required*	Reports the student's full legal last name.	Alphanumeric, 25 characters	Identity.lastName	Demographics > Person Information > Last Name
First Name *Required*	Reports the student's full legal first name.	Alphanumeric, 25 characters	Identity.firstName	Demographics > Person Information > First Name
Middle Initial	Reports the student's middle initial.	Alphanumeric, 1 character	Identity.middleName	Demographics > Person Information > Middle Name
Gender	Reports the gender of the student.	Alphanumeric, 1 character M or F	Identity.gender	Identities > Identity Information > Gender

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Birthdate *Required*	Reports the student's date of birth.	Date field, 10 characters YYYY-MM-DD	Identity.birthDate	Demographics > Person Information > Birth Date
Test Code *Required*	Reports the value from Assessment State Code. Options include: • ELA03 • ELA04 • ELA05 • ELA06 • ELA07 • ELA08 • MAT03 • MAT04 • MAT05 • MAT06 • MAT07 • MAT08	Alphanumeric, 5 characters	Test.stateCode	Course > Assessments > Assessment Detail > State Code
Test Format	Reports the Test Format.	Alphanumeric, 1 character P or O	TestAccommodations. testFormat	Test Accommodations > Test Format
Filler Field 12	N/A	N/A	N/A	N/A
Session Name	Reports the description of where an assessment is administered, such as the Course Name and Section Number separated by a hyphen.	Alphanumeric, 50 characters	Course.number Section.number	Course Information > Course Number, Section > Section Number
Filler Fields 14-17	N/A	N/A	N/A	N/A
Process Organization ID	Reports the column header.	N/A	N/A	N/A

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Color Contrast	Indicates the student is provided with tools that invert the foreground and background colors for readability. Reports the value selected in the dropdown list. Options include: • Y: Black on Cream • 02: Black on Light Blue • 03: Black on Light Magenta • 04: White on Black • 05: Yellow on Blue • 06: Dark Gray on Pale Green	Numeric, 2 digits	TestAccommodations. colorContrast	Test Accommodations > Color Contrast

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Answer Masking	Indicates the student is provided with masks to cover portions of the assessment questions until needed. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. masking	Test Accommodations > Masking
Large Print	Indicates the student is provided with a large print test booklet and answer booklet with the text increased to an 18-point font. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. largePrint	Test Accommodations > Large Print

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Screen Reader Addition	Indicates a student is provided a screen reader for the assessment. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations .atScreenreader	Test Accommodations > Screen Reader Edition
Assistive Technology	Indicates select assistive technology is allowed for the student. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. specalizedEquipment	Test Accommodations > Assistive Technology

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Braille Test Addition	Indicates a hard-copy braille test (text and graphics) is provided for a student who is blind. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. brailleDisplay	Test Accommodations > Braille Test Addition
Read Aloud-Math	Indicates the student reads the assessment aloud to themselves and may use an external device such as a whisper phone. The student must be tested in a separate setting. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. studentReadsToThemselves	Test Accommodations > Read Aloud-Math

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Read Aloud-ELA	Indicates the test administrator reads an assessment aloud to a student with a disability. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. frequentBreaks	Test Accommodations > Read Aloud-ELA
Standard Human Signer ELA and Math	Indicates a test administrator signs a test (CBT or PBT) to a student who is deaf or hard-of-hearing. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. readerSigner	Test Accommodations > Standard Human Signer

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Human Signer ELA Passages Only	Indicates a human signer will sign the test directions to the student. The student may need to be tested in a small group or seperate setting. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. humanSigner	Test Accommodations > Human Signer
Text To Speech	Indicates the student uses a TTS (text to speech) enabled version of the software to render text on the assessment into read-aloud content. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. textToSpeech	Test Accommodations > Text-to-Speech
Filler Fields 30-32	N/A	N/A	N/A	N/A

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Human Scribe-Math	Indicates a student's response is captured by a human scribe. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. altTestingLocation	Test Accommodations > Human Scribe-Math
Human Scribe-ELA	Indicates a student's response is captured by a human scribe. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. smallTestingGroup	Test Accommodations > Human Scribe-ELA

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Speech-to-Text-Math	Indicates a student's reponse is captured by a test administrator who must transcribe the student's responses verbatim at the time of testing into the student's test answers. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. specifiedAreaOrSetting	Test Accommodations > Speech-to-Text-Math

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Speech-to-Text-ELA	Indicates a student's response is captured by a test administrator who must transcribe the student's responses verbatim at the time of testing into the student's test answers. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. timeOfDay	Test Accommodations > Speech-to-Text-ELA
Typed Responses	Indicates a student responds using a word processor or similar device. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. aslVideo	Test Accommodations > Typed Responses

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Calculator	Indicates a student is allowed to use a calculation device or other mathematics tool on the non-calculator sessions of an assessment as an accommodation. A calculator must be provided to the student by the school. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. calculator	Test Accommodations > Calculator
Spell Checker	Indicates a student is allowed to use an external spell-checking device for paper-based tests. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. nonScreenReader	Test Accommodations > Spell-Checker

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Word Prediction	Indicates a test administrator may transcribe or facilitate the transfer of responses by the student from an external device or application to the student's test. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. wordPrediction	Test Accommodations > Word Prediction
Filler Field 41	N/A	N/A	N/A	N/A
Graphic Organizer ELA Reference Math	Indicates a student is allowed to use a RIDE pre-approved graphic organizer or supplemental reference sheet. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. closedCaptions	Test Accommodations > Graphic Organizer

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Unique Accommodation	Indicates a student with a disability has a required accommodation. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. uniqueAccommodation	Test Accommodations > Unique Accommodation
Spanish Edition-Math	Indicates mathematics tests may be administered to any EL student with a low-level English proficiency. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. language	Test Accommodations > Spanish Edition-Math

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Bilingual Dictionary	Indicates EL students are authorized to use a list of authorized word-to-word dictionaries on tests. Reports Y when the checkbox is marked on the Test Accommodations tab; otherwise, reports a blank value.	Alphanumeric, 1 character Y	TestAccommodations. dictionaryInNativeLang	Test Accommodations > Bilingual Dictionary
Filler Fields 46-53	N/A	N/A	N/A	N/A