

ACT PreID Extract (Ohio)

Last Modified on 12/14/2025 8:45 pm CST

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The ACT PreID extract generates PreIDs for students taking the ACT assessment on paper or online.

Image 1: Ohio ACT PreID Extract Editor

Report Logic

Students report based on the most recent enrollment within the date range with a Service Type of P or N. Enrollments marked as No Show or Exclude and Grade Levels or Calendars marked as Exclude do not report.

Generating the Extract

1. Enter the **Date Range** in *mmddyy* format or by clicking the calendar icons and selecting dates.
2. Select which calendar(s) to include within the extract.
3. Select a **Test Code** to indicate which ACT assessment to report.
4. Select a **Test Format** to indicate if the assessment was taken online or on paper.
5. Select the **Format** of the generated report. For submission to the State, select the State Format (CSV), or select HTML to review data prior to submission.
6. Select an **Ad hoc Filter**, if applicable.
7. Indicate if the extract should **Include Protected Identity Info**.
8. Click the **Generate Extract** button to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting a report request to the batch queue by clicking **Submit to**

Batch instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

| | A | B | C | D | E | F | G | H | I | J |
|---|-------------|------------------|----------|-----------|---------------|-------|--------------|----------------|----------------|--------|
| 1 | StudentCode | OrganizationCode | LastName | FirstName | MiddleInitial | Grade | DateOfBirth | StateStudentID | LocalStudentID | Gender |
| 2 | | | Johnson | Anna | N | | 5 12/5/2005 | AB1234567 | 123456 | F |
| 3 | | | Johnson | Brandy | S | | 2 12/19/2008 | BC2345678 | 234567 | F |
| 4 | | | Johnson | Carl | B | | 5 4/12/2006 | CD3456789 | 345678 | M |
| 5 | | | Jones | Darcy | S | | 5 2/24/2006 | DE4567891 | 456789 | F |
| 6 | | | Jones | Ella | R | KG | 6/9/2011 | EF5678912 | 567891 | F |
| 7 | | | Jones | Frank | R | | 2 10/11/2008 | FG6789123 | 678912 | M |
| 8 | | | Jones | Greg | | | 1 1/31/2010 | GH7891234 | 789123 | M |

Image 2: ACT PreID extract - State Format (CSV)

| OH ACT PreID Extract Records:362 | | | | | | | | | |
|----------------------------------|------------------|----------|-----------|---------------|-------|-------------|----------------|----------------|--|
| StudentCode | OrganizationCode | LastName | FirstName | MiddleInitial | Grade | DateOfBirth | StateStudentID | LocalStudentID | |
| | | Johnson | Anna | N | 05 | 12/05/2005 | AB1234567 | 123456 | |
| | | Johnson | Brandy | S | 02 | 12/19/2008 | BC2345678 | 234567 | |
| | | Johnson | Carl | B | 05 | 04/12/2006 | CD3456789 | 345678 | |
| | | Jones | Darcy | S | 05 | 02/24/2006 | DE4567891 | 456789 | |

Image 3: ACT PreID extract - HTML

Extract Layout

If the **Include Protected Identity Info** checkbox is marked in the extract editor, Demographics fields report from Census > People > Identities > Active Identity > Protected Identity Information.

| Element Name | Description & Format | Campus Location |
|--------------------------|---|--|
| Student Code | Currently reports as blank. | N/A |
| Organization Code | Reports the ACT School Code. <i>Numeric, 1 digit</i> | System Administration > Resources > School > ACT School Code School.actSchoolCode |

| Element Name | Description & Format | Campus Location |
|-------------------------|---|--|
| Last Name | <p>The student's last name.</p> <p><i>Alphanumeric, 16 characters</i></p> | <p>Census > People > Demographics > Person Information > Last Name</p> <p>Identity.lastName</p> |
| First Name | <p>The student's first name.</p> <p><i>Alphanumeric, 12 characters</i></p> | <p>Census > People > Demographics > Person Information > First Name</p> <p>Identity.firstName</p> |
| Middle Initial | <p>The first letter of the student's middle name.</p> <p><i>Alphanumeric, 1 character</i></p> | <p>Census > People > Demographics > Person Information > Middle Name</p> <p>Identity.middleName</p> |
| Grade | <p>The State Grade Level of the grade in which the student is enrolled. Reports as 10, 11, or 12.</p> <p><i>Numeric, 2, digits</i></p> | <p>Student Information > General > Enrollments > Grade</p> <p>GradeLevel.stateGrade</p> <p>Enrollment.grade</p> |
| Date of Birth | <p>The date on which the individual being reported was born.</p> <p><i>YYYYMMDD, 8 characters</i></p> | <p>Census > People > Person Identifiers > Birth Date</p> <p>Identity.birthDate</p> |
| State Student ID | <p>The unique identification number assigned a student by the Department of Education.</p> <p><i>Alphanumeric, 9 characters</i></p> | <p>Census > People > Demographics > Person Identifiers > State ID</p> <p>Person.stateID</p> |
| Filler | N/A | N/A |
| Test Code | <p>Reports the Test Code selected in the extract editor.</p> <p><i>Alphanumeric, 2 characters.</i></p> | OH State Reporting > ACT PreID > Test Code |
| Delivery Format | <p>Reports the Test Format selected in the extract editor. Options are p: Paper or o: Online.</p> <p><i>Alphanumeric, 1 character</i></p> | OH State Reporting > ACT PreID > Test Format |

| Element Name | Description & Format | Campus Location |
|-----------------------------|---|---|
| Local Student ID | The student's Local Student Number <i>Numeric</i> | Census > People > Demographics > Person Identifiers > Local Student Number Person.number |
| Filler | N/A | N/A |
| Gender | The student's Gender. Reports as M: Male or F: Female. <i>Alphanumeric 1 character</i> | Census > People > Person Identifiers > Gender Identity.Gender |
| Address | The student's street address. <i>Alphanumeric</i> | Census > Household > Address > Number, Prefix, Street, Tag, Direction, Apt Address.number Address.prefix Address.street Address.tag Address.direction Address.apt |
| City | The city of the student's address. <i>Alphanumeric</i> | Census > Household > Address > City Address.city |
| State | The state of the student's address. <i>Alphanumeric</i> | Census > Household > Address > State Address.state |
| Zip Code | The zip code of the student's address. <i>Numeric</i> | Census > Household > Address > Zip Code Address.zip |
| State Use Question 1 | Currently reports as blank. | N/A |
| State Use Question 2 | Currently reports as blank. | N/A |
| State Use Question 3 | Currently reports as blank. | N/A |

| Element Name | Description & Format | Campus Location |
|--|-----------------------------|-----------------|
| State Use Question 4 | Currently reports as blank. | N/A |
| State Use Question 5 | Currently reports as blank. | N/A |
| State Use Question 6 | Currently reports as blank. | N/A |
| State Use Question 7 | Currently reports as blank. | N/A |
| State Use Question 8 | Currently reports as blank. | N/A |
| State Use Question 9 | Currently reports as blank. | N/A |
| State Use Question 10 | Currently reports as blank. | N/A |
| State Use Question 11 | Currently reports as blank. | N/A |
| State Use Question 12 | Currently reports as blank. | N/A |
| Work Keys State Use Question 16 | Currently reports as blank. | N/A |
| Work Keys State Use Question 17 | Currently reports as blank. | N/A |
| Work Keys State Use Question 18 | Currently reports as blank. | N/A |
| Work Keys State Use Question 19 | Currently reports as blank. | N/A |
| Work Keys State Use Question 20 | Currently reports as blank. | N/A |

| Element Name | Description & Format | Campus Location |
|-------------------------------------|---|---|
| Reporting High School Code | <p>Reports the Building IRN Override. If null, State School Number.</p> <p><i>Numeric, 6 digits</i></p> | <p>Student Information > General > Enrollments > State Reporting Fields > Building IRN Override; System Administration > Resources > School > School Editor > State School Number</p> <p>Enrollment.buildingIRNOverride School.number</p> |
| Student Test Code Key (UUID) | Currently reports as blank. | N/A |
| Contract ID Enterprise | Currently reports as blank. | N/A |
| Contract Code | Currently reports as blank. | N/A |
| Non-College Reportable | Currently reports as blank. | N/A |