

Student Management in the Washington Assessment Management System (WAMS)

Using WAMs to complete Spring Registration for English
Language Proficiency (ELP) Annual Assessments



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Introduction to WAMS and Spring Registration



WAMS is the new home of WIDA ACCESS:
Spring Registration

WIDA ACCESS Mode of Administration
WIDA ACCESS Accommodations
WIDA ACCESS Domain Exemptions



For the most complete student data before annual testing, complete identification for Spring Registration by the Pre-Identification deadline in December. Domain exemptions can be identified through April.



Spring Registration can still be updated through the end of the ELP annual assessment window, but any updates needing materials after December will require an additional materials order.



WAMS Access and Use



Who has access to WAMS?

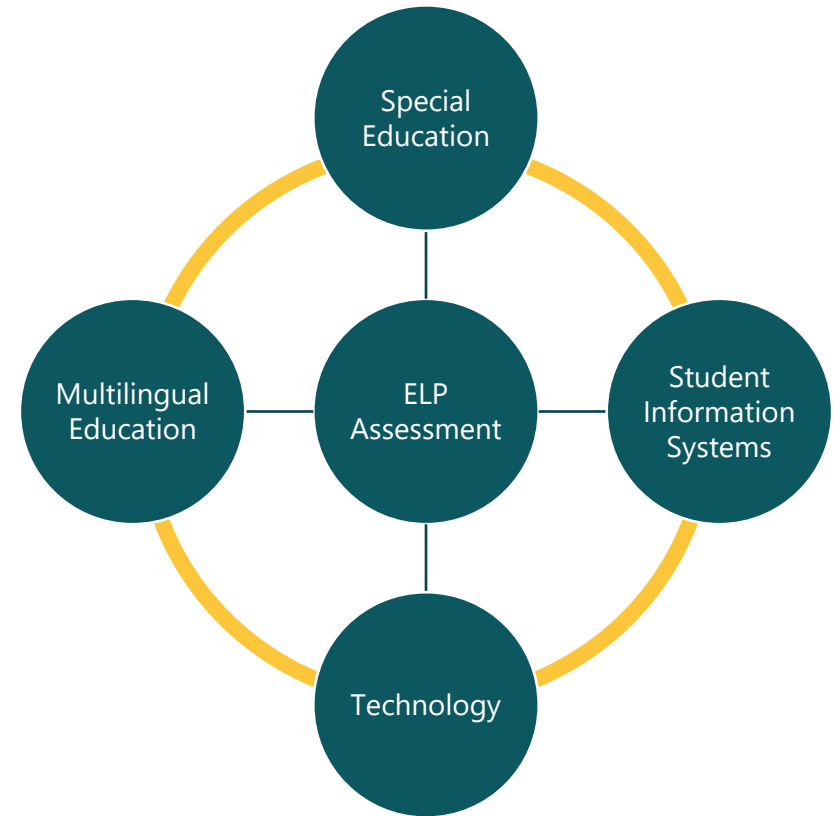
Districts determine access but consider user roles in the ELP assessment ecosystem.

Typically, district staff have WAMS access.



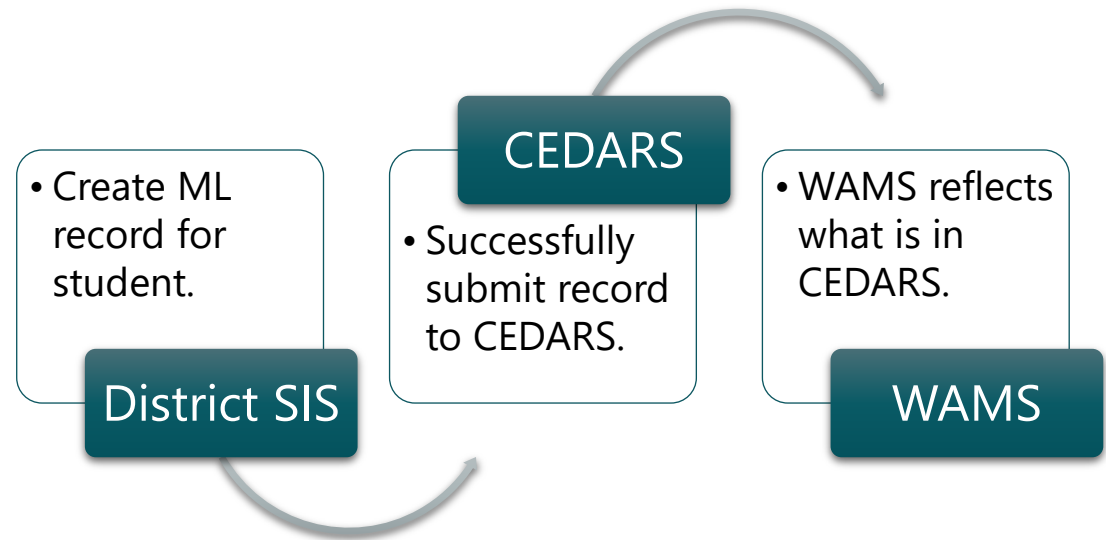
The importance of communication in the ELP assessment ecosystem.

Consider roles within the ELP assessments ecosystem and which direction information must flow to complete Spring Registration for ELP annual assessments.



Where Are Student Records Sourced?

- All student records in WAMS are sourced from CEDARS.
- CEDARS is dependent on student records created in the district's local Student Information System (SIS).
- Records only flow one way, from district to CEDARS to WAMS, and ultimately, to WIDA AMS.



Important Reminders about WAMS

Pages under Spring Registration are not interdependent.

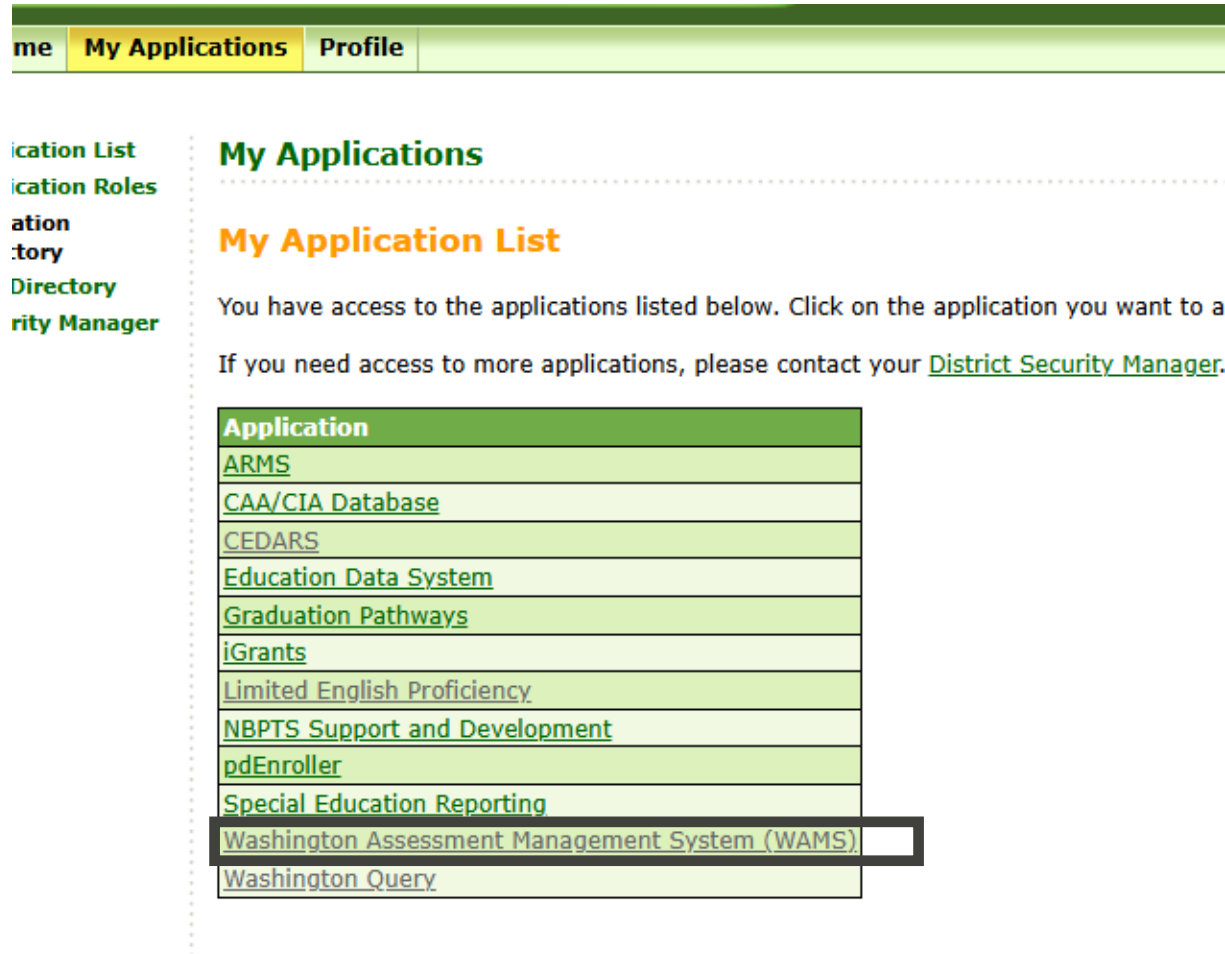
- Users can select a Mode of Administration, a Domain Exemption, and Accommodations for a single student.
- The three pages in WAMS do not interfere with each other.
- Each will flow into a single student profile in WIDA AMS.

What is newest is truest.

- The most recent accommodations submission for an SSID is what will appear in the student profile on WIDA AMS.
- This includes added and removed accommodations.
- Accommodations are not one of the six unique student criteria. Accommodations can be added or removed in WAMS without creating a duplicative record in WIDA AMS.



Navigating to WAMS



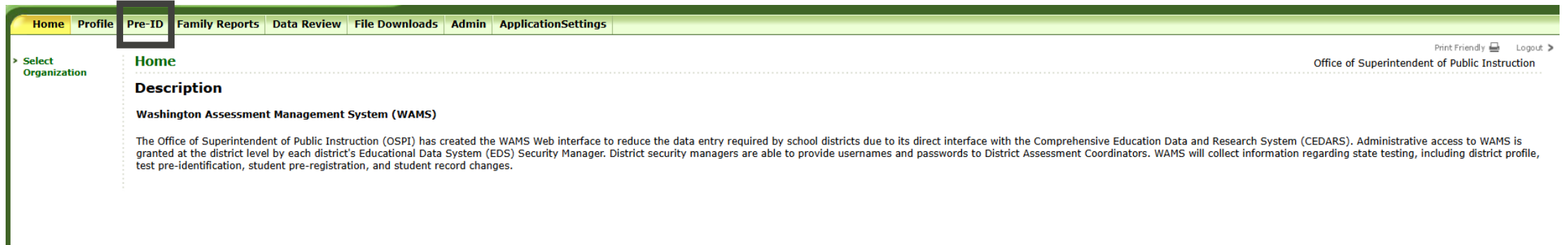
The screenshot shows the 'My Applications' section of the OSPI website. At the top, there is a navigation bar with 'me', 'My Applications' (highlighted), and 'Profile'. On the left, a sidebar lists various links: 'Application List', 'Application Roles', 'Application Directory', 'Directory', and 'Security Manager'. The main content area is titled 'My Applications' and contains a sub-header 'My Application List'. Below this, a message states: 'You have access to the applications listed below. Click on the application you want to a' and 'If you need access to more applications, please contact your [District Security Manager](#).' A table lists the available applications, with 'Washington Assessment Management System (WAMS)' highlighted by a black box.

Application
ARMS
CAA/CIA Database
CEDARS
Education Data System
Graduation Pathways
iGrants
Limited English Proficiency
NBPTS Support and Development
pdEnroller
Special Education Reporting
Washington Assessment Management System (WAMS)
Washington Query

- WAMS can be found in OSPI's Education Data System (EDS).
- Find WAMS in My Applications and click on the link to open the application.



Finding the Pre-ID Tab in WAMS



- WAMS will default to Select Organization, then the Home screen.
- Once on the Home screen, find the Pre-ID tab at the top bar.



Finding the WIDA ACCESS Spring Registration Page

Home

Profile

Pre-ID

Family Reports

Data Review

File Downloads

Admin

ApplicationSettings

Print Friendly

Logout

Office of Superintendent of Public Instruction

Nightly File Extracts

- Send Student to TIDE
- Remove Record From TIDE
- Students to Be Sent or Remove From TIDE
- Remove No-Show Students
- Send Student to WIDA AMS
- SSID Issuance Search

TIDE Pre-ID

- Download Template
- Upload Pre-ID Records

WaKIDS Transfer Requests

- Upload Records

Spring Alternate assessment registration

- WA-AIM Registration

WIDA ACCESS: Spring Registration

Mode of Administration

Assessment Operations - Pre-ID

Nightly File Extracts

Nightly file extracts will be sent from CEDARS to update TIDE with the most recent student data once the 2026-2027 CEDARS Rollover occurs. If your district has submitted a student through the WAMS Upload Pre-ID Records in WAMS, it will be used to populate TIDE until there is a CEDARS submission containing the same student. If your district never sends a submission via Upload Pre-ID Records in WAMS, then the system defaults to your CEDARS submissions flowing through to TIDE.

This extract contains all students sent to TIDE from CEDARS on the date listed by "Date File was Last Sent to TIDE". Currently enrolled student records are identified through CEDARS (Element C10: IsPrimarySchool='Y'), or in the case of a student with only a non-primary record, the non-primary school enrollment is extracted and sent.

'Type of List' Drop-Down:

- Last Sent to Vendor:** As this list is a running list of students on any given day, this extract should not be used as a complete reference of hard-copy materials to be provided for testing.
- Duplicate SSIDs:** A student will be on this list if they only have non-primary records in multiple schools under one district. These students cannot be sent to TIDE. Districts must work with their CEDARS administrator to resolve these.
- Dual Primary:** A student will be found on this list if they have are being reported as primary in more than one district. In the case of shared students or possible shared SSIDs you should work with your District CEDARS Administrator to address these student records - students should not be reported as primarily served in more than one school, so it may be the case that it's necessary to contact another school district to determine which district is primarily responsible for the student. A student who has recently moved may show as temporarily dual primary until the district that the student has moved from has exited the student. Because of these legitimate cases of temporary dual primary, primary records will still flow to TIDE.

As this list is a running list of students on any given day, this extract should not be used as a complete reference of hard-copy materials to be provided for testing.

The Student Record Management for Assessment and Accountability Guide that provides details on when these files are extracted and the logic used to pull records for TIDE is available at: <https://wa.portal.cambiumast.com/resources/wa-guidelines/srmaaug-student-record-management-for-assessment-accountability-user-guide>

Date File was Last Sent to TIDE: 06-25-2026

District:

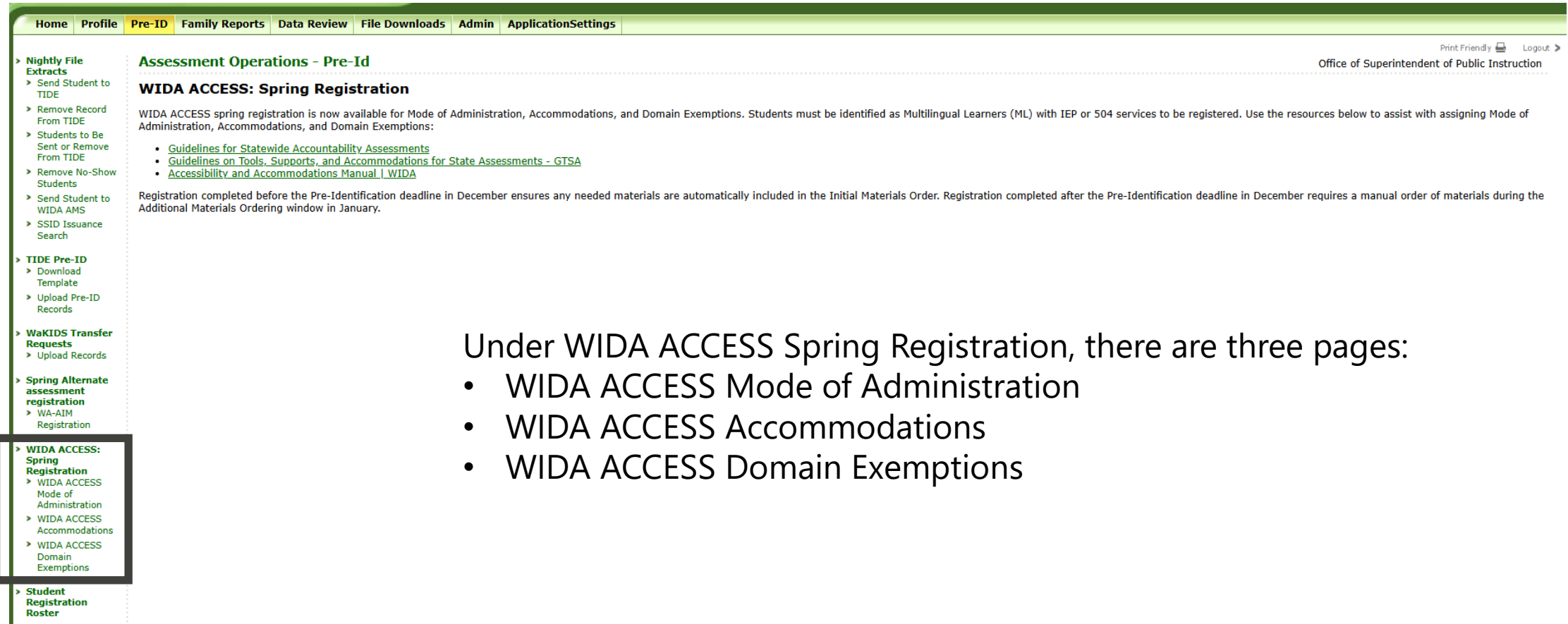
Type of List: Last Sent to Vendor

Download

- Five bullet points down the far-right column, locate the page titled, "WIDA ACCESS Spring Registration."
- Click on the page.



Understanding the WIDA ACCESS: Spring Registrations Options



The screenshot shows the WIDA ACCESS Spring Registration page. The top navigation bar includes links for Home, Profile, Pre-ID, Family Reports, Data Review, File Downloads, Admin, and ApplicationSettings. The left sidebar contains a list of links, with 'WIDA ACCESS: Spring Registration' highlighted. The main content area is titled 'Assessment Operations - Pre-Id' and 'WIDA ACCESS: Spring Registration'. It provides information about the registration process, including a deadline in December and a manual order of materials during the Additional Materials Ordering window in January. Three links are provided: Guidelines for Statewide Accountability Assessments, Guidelines on Tools, Supports, and Accommodations for State Assessments - GTSA, and Accessibility and Accommodations Manual | WIDA.

Assessment Operations - Pre-Id

WIDA ACCESS: Spring Registration

WIDA ACCESS spring registration is now available for Mode of Administration, Accommodations, and Domain Exemptions. Students must be identified as Multilingual Learners (ML) with IEP or 504 services to be registered. Use the resources below to assist with assigning Mode of Administration, Accommodations, and Domain Exemptions:

- [Guidelines for Statewide Accountability Assessments](#)
- [Guidelines on Tools, Supports, and Accommodations for State Assessments - GTSA](#)
- [Accessibility and Accommodations Manual | WIDA](#)

Registration completed before the Pre-Identification deadline in December ensures any needed materials are automatically included in the Initial Materials Order. Registration completed after the Pre-Identification deadline in December requires a manual order of materials during the Additional Materials Ordering window in January.

Under WIDA ACCESS Spring Registration, there are three pages:

- WIDA ACCESS Mode of Administration
- WIDA ACCESS Accommodations
- WIDA ACCESS Domain Exemptions



Option 1: WIDA ACCESS Mode of Administration

The screenshot shows the 'Pre-ID' section of the WIDA ACCESS web application. The top navigation bar includes links for Home, Profile, Pre-ID (active), Family Reports, Data Review, File Downloads, Admin, and ApplicationSettings. The left sidebar contains a tree view with categories like Nightly File Extracts, TIDE Pre-ID, WaKIDS Transfer Requests, Spring Alternate assessment registration, WIDA ACCESS: Spring Registration, and Student Registration Roster. The main content area is titled 'Assessment Operations - Pre-Id' and 'WIDA ACCESS Mode of Administration'. It explains that the application lists Multilingual Learners with IEPs and 504s, and provides a list of WIDA ACCESS accommodated test forms: WIDA Alternate ACCESS, WIDA ACCESS Paper Tier A, and WIDA ACCESS Paper Tier B/C. It also mentions that these modes must be documented in the student's IEP and provides links to guidelines for state assessments, tools, and accommodations. A registration deadline notice is present, stating that registration completed before the Pre-Identification deadline in December ensures materials are included in the Initial Materials Order. A note indicates that when a Mode of Administration selection is made in error, the 'Undo Specific Content Selection' radio button should be used. At the bottom, there are filters for District, Grade, Student Group, Sort By (First Name, Last Name, SSID), and Sort Order (Ascending, Descending), along with 'View' and 'Submit' buttons.

Assessment Operations - Pre-Id

WIDA ACCESS Mode of Administration

This application presents a list of Multilingual Learners with IEPs and 504s, separated by a drop-down menu. Students can be identified for one of the following WIDA ACCESS accommodated test forms:

- WIDA Alternate ACCESS
- WIDA ACCESS Paper Tier A
- WIDA ACCESS Paper Tier B/C

These Modes of Administration must be documented in the student's IEP prior to test administration. For more information about these Modes of Administration, see the following resources:

- [Guidelines for Statewide Accountability Assessments](#)
- [Guidelines on Tools, Supports, and Accommodations for State Assessments - GTSA](#)
- [Accessibility and Accommodations Manual | WIDA](#)

Registration completed before the Pre-Identification deadline in December ensures any needed materials are automatically included in the Initial Materials Order. Registration completed after the Pre-Identification deadline in December requires a manual order of materials during the Additional Materials Ordering window in January.

When a Mode of Administration selection is made in error, click the radio button in the "Undo Specific Content Selection" column, on the right side of the screen.

District:

Grade:

Student Group:

Sort By: ☐ First Name ☒ Last Name ☐ SSID

Sort Order: ☒ Ascending ☐ Descending

Remember: WIDA ACCESS defaults students to WIDA ACCESS Online. Mode of Administration is only registered if the student requires an accommodated test form.

Under WIDA ACCESS Mode of Administration, there are three options for Pre-Identification:

- WIDA Alternate ACCESS
- WIDA ACCESS Paper Tier A
- WIDA ACCESS Paper Tier B/C

Use the following resource to determine which tier is needed for the WIDA ACCESS Paper: [WIDA ACCESS Paper Tier Placement Protocol](#).



Selecting Students for a Mode of Administration

Home

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Pre-ID

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Data Review

File Downloads

Admin

ApplicationSettings

Print Friendly

Logout

Office of Superintendent of Public Instruction

Nightly File Extracts

- Send Student to TIDE
- Remove Record From TIDE
- Students to Be Sent or Remove From TIDE
- Remove No-Show Students
- Send Student to WIDA AMS
- SSID Issuance Search

TIDE Pre-ID

- Download Template
- Upload Pre-ID Records

WaKIDS Transfer Requests

- Upload Records

Spring Alternate assessment registration

- WA-AIM Registration

WIDA ACCESS: Spring Registration

- WIDA ACCESS Mode of Administration
- WIDA ACCESS Accommodations
- WIDA ACCESS Domain Exemptions

Student Registration Roster

Assessment Operations - Pre-Id

WIDA ACCESS Mode of Administration

This application presents a list of Multilingual Learners with IEPs and 504s, separated by a drop-down menu. Students can be identified for one of the following WIDA ACCESS accommodated test forms:

- WIDA Alternate ACCESS
- WIDA ACCESS Paper Tier A
- WIDA ACCESS Paper Tier B/C

These Modes of Administration must be documented in the student's IEP prior to test administration. For more information about these Modes of Administration, see the following resources:

- [Guidelines for Statewide Accountability Assessments](#)
- [Guidelines on Tools, Supports, and Accommodations for State Assessments - GTSA](#)
- [Accessibility and Accommodations Manual | WIDA](#)

Registration completed before the Pre-Identification deadline in December ensures any needed materials are automatically included in the Initial Materials Order. Registration completed after the Pre-Identification deadline in December requires a manual order of materials during the Additional Materials Ordering window in January.

When a Mode of Administration selection is made in error, click the radio button in the "Undo Specific Content Selection" column, on the right side of the screen.

District:

Grade:

Student Group:

Sort By: ☐ First Name ☒ Last Name ☐ SSID

Sort Order: ☒ Ascending ☐ Descending

View

Download

Submit

First Name	Last Name	SSID	ELP Assessments			Undo Specific Content Selection
			WIDA ALT-ACCESS	WIDA ACCESS Paper: Tier A	WIDA ACCESS Paper: Tier B/C	WIDA
			☐	☐	☐	☒
			☐	☐	☐	☒
			☐	☐	☐	☒
			☐	☐	☐	☒
			☐	☐	☐	☒
			☐	☐	☐	☒
			☐	☐	☐	☒

To select a student for Mode of Administration, use the drop-down menu to select:

- Grade (K-12)
- Student Group (IEP or 504)

Click view, which will display the students identified for Multilingual Learner (ML) services who also have an IEP/504.

Use the radio buttons to select the Mode of Administration.

Click Submit to save selection

The logo of the Washington Office of Superintendent of Public Instruction, featuring a stylized yellow sun or wave symbol.

Washington Office of Superintendent of
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Option 2: WIDA ACCESS Accommodations

Home

Profile

Pre-ID

Family Reports

Data Review

File Downloads

Admin

Print Friendly

Logout

Office of Superintendent of Public Instruction

Nightly File Extracts

Send Student to TIDE

Remove Record From TIDE

Students to Be Sent or Remove From TIDE

Remove No-Show Students

Send Student to WIDA AMS

SSID Issuance Search

TIDE Pre-ID

Download Template

Upload Pre-ID Records

WaKIDS Transfer Requests

Upload Records

Spring Alternate assessment registration

WA-AIM Registration

WIDA ACCESS: Spring Registration

WIDA ACCESS Mode of Administration

WIDA ACCESS

Assessment Operations - Pre-Id

WIDA ACCESS Accommodations

This application presents a list of Multilingual Learners with IEPs and 504s and the accommodations that can be selected for use prior to test administration. Accommodations selected before the Pre-Identification deadline in December will be included in the student's profile loaded into WIDA AMS as part of the Pre-Identification file upload. Accommodations selected after the Pre-Identification deadline in December will be part of the nightly upload between CEDARS and WIDA AMS and will appear in WIDA AMS within 24-48 hours.

Accommodations can be applied in one of two ways:

- Use the file template to complete accommodations in bulk, then upload the file to WAMS.
- Use the drop-down menu to individually select accommodations for students.

All accommodations must be documented in the student's IEP or 504 prior to test administration. For more information about accommodations, see the following resources:

- [Guidelines for Statewide Accountability Assessments](#)
- [Guidelines on Tools, Supports, and Accommodations for State Assessments - GTSA](#)
- [Accessibility and Accommodations Manual | WIDA](#)

When individually identifying students for accommodations, use the WIDA ACCESS accommodations handout to support accommodation selection: [click here](#).

To utilize the bulk upload process for accommodations: [click here](#). **The bulk upload deadline is December 4, 2026.**

Districts can identify students for accommodations using the checkboxes through the end of the WIDA ACCESS test administration window.

District:

Grade: --Select--

Student Group: --Select--

Sort By: ☐ First Name ☒ Last Name ☐ SSID

Sort Order: ☒ Ascending ☐ Descending

View

Submit

Under WIDA ACCESS Accommodations, there are two options for application: individual and bulk upload.

- Individual:** Open through the end of the testing window. Update any time and give 24-48 hours to reflect in Student Profile on WIDA AMS. Accommodations requiring materials entered after the Pre-ID deadline means materials must be ordered separately during the additional materials ordering window.
- Bulk Upload:** Open through the Pre-Identification deadline. Uploaded with the Pre-ID files after December 4. Options selected will be part of the initial materials order.



Utilizing Individual Selection

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> Remove No-Show Students

> Send Student to WIDA AMS

> SSID Issuance Search

> TIDE Pre-ID

> Download Template

> Upload Pre-ID Records

> WaKIDS Transfer Requests

> Upload Records

> Spring Alternate assessment registration

> WA-AIM Registration

> WIDA ACCESS: Spring Registration

> WIDA ACCESS Mode of Administration

> WIDA ACCESS Accommodations

> WIDA ACCESS Domain Exemptions

Assessment Operations - Pre-Id

WIDA ACCESS Accommodations

This application presents a list of Multilingual Learners with IEPs and 504s and the accommodations that can be selected for use prior to test administration. Accommodations selected before the Pre-Identification deadline in December will be included in the student's profile loaded into WIDA AMS as part of the Pre-Identification file upload. Accommodations selected after the Pre-Identification deadline in December will be part of the nightly upload between CEDARS and WIDA AMS and will appear in WIDA AMS within 24-48 hours.

Accommodations can be applied in one of two ways:

- Use the file template to complete accommodations in bulk, then upload the file to WAMS.
- Use the drop-down menu to individually select accommodations for students.

All accommodations must be documented in the student's IEP or 504 prior to test administration. For more information about accommodations, see the following resources:

- [Guidelines for Statewide Accountability Assessments](#)
- [Guidelines on Tools, Supports, and Accommodations for State Assessments - GTSA](#)
- [Accessibility and Accommodations Manual | WIDA](#)

When individually identifying students for accommodations, use the WIDA ACCESS accommodations handout to support accommodation selection: [click here](#).

To utilize the bulk upload process for accommodations: [click here](#). The bulk upload deadline is December 4, 2026.

Districts can identify students for accommodations using the checkboxes through the end of the WIDA ACCESS test administration window.

District:

Grade:

Student Group: IEP

Sort By: ☐ First Name ☒ Last Name ☐ SSID

Sort Order: ☒ Ascending ☐ Descending

View

Download

Submit

First Name	Last Name	SSID	ELP Assessments																				Undo Specific Content Selection
			BR-NC	BR-NU	BR-TC	BR-TU	ES	EM	IR	RP	SD	LP	MC	RA	SR	RD	NS	WD	LV	AT	STT		
			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	
			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	
			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	
			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	

For Individual Selection, in the dropdown:

- Select a grade level.
- Select a student group (IEP/504).

Click View, and this will display the students identified for Multilingual Learner (ML) services who also have an IEP/504.

Click on the radio buttons to select the accommodations.

Then, click Submit to save the selections.



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Utilizing Bulk Upload Selection

The screenshot shows a web application interface for the Washington Office of Superintendent of Public Instruction. The top navigation bar includes links for Home, Profile, Pre-ID (which is highlighted), Family Reports, Data Review, File Downloads, and Admin. On the right side of the header, there are links for 'Print Friendly' and 'Logout'. The left sidebar contains a list of navigation items: 'Nightly File Extracts' (with sub-items: Send Student to TIDE, Remove Record From TIDE, Students to Be Sent or Remove From TIDE, Remove No-Show Students, Send Student to WIDA AMS, SSID Issuance Search), 'TIDE Pre-ID' (with sub-items: Download Template, Upload Pre-ID Records), 'WaKIDS Transfer Requests' (with sub-item: Upload Records), 'Spring Alternate assessment registration' (with sub-items: WA-AIM Registration), and 'WIDA ACCESS: Spring Registration' (with sub-items: WIDA ACCESS Mode of Administration, WIDA ACCESS). The main content area is titled 'Assessment Operations - Pre-Id' and 'WIDA ACCESS Accommodations'. It contains a paragraph explaining the application's purpose, a list of two ways to apply accommodations (using a file template or a drop-down menu), a note that accommodations must be documented in the student's IEP or 504, and a list of three resource links: 'Guidelines for Statewide Accountability Assessments', 'Guidelines on Tools, Supports, and Accommodations for State Assessments - GTSA', and 'Accessibility and Accommodations Manual | WIDA'. A highlighted box contains the text: 'To utilize the bulk upload process for accommodations: [click here](#). The bulk upload deadline is December 4, 2026.' Below this, there is a form with fields for District, Grade, and Student Group, and radio buttons for Sort By (First Name, Last Name, SSID) and Sort Order (Ascending, Descending). There are also 'View' and 'Submit' buttons.

Home Profile **Pre-ID** Family Reports Data Review File Downloads Admin

Print Friendly Logout
Office of Superintendent of Public Instruction

Assessment Operations - Pre-Id

WIDA ACCESS Accommodations

This application presents a list of Multilingual Learners with IEPs and 504s and the accommodations that can be selected for use prior to test administration. Accommodations selected before the Pre-Identification deadline in December will be included in the student's profile loaded into WIDA AMS as part of the Pre-Identification file upload. Accommodations selected after the Pre-Identification deadline in December will be part of the nightly upload between CEDARS and WIDA AMS and will appear in WIDA AMS within 24-48 hours.

Accommodations can be applied in one of two ways:

- Use the file template to complete accommodations in bulk, then upload the file to WAMS.
- Use the drop-down menu to individually select accommodations for students.

All accommodations must be documented in the student's IEP or 504 prior to test administration. For more information about accommodations, see the following resources:

- [Guidelines for Statewide Accountability Assessments](#)
- [Guidelines on Tools, Supports, and Accommodations for State Assessments - GTSA](#)
- [Accessibility and Accommodations Manual | WIDA](#)

When individually identifying students for accommodations, use the WIDA ACCESS accommodations handout to support accommodation selection: [click here](#).

To utilize the bulk upload process for accommodations: [click here](#). The bulk upload deadline is December 4, 2026.

Districts can identify students for accommodations using the checkboxes through the end of the WIDA ACCESS test administration window.

District:

Grade:

Student Group:

Sort By: ☐ First Name ☒ Last Name ☐ SSID

Sort Order: ☒ Ascending ☐ Descending

To utilize the bulk upload option for accommodations selection, click on the text that says, "To Utilize the bulk upload process for accommodations, click here."

It is important to note the following:

- You can upload multiple files through December 4, the Pre-Identification deadline.
- The bulk upload option will close on December 4.
- Options selected in the bulk upload will be part of the initial materials order.



Uploading Files

The screenshot shows the Washington Assessment Management System (WAMS) interface. The top navigation bar includes 'Test Web Server', 'Washington Assessment Management System', and a 'eds Home' link. The main navigation menu has tabs for 'Home', 'Profile', 'Pre-ID', 'Family Reports', 'Data Review', 'File Downloads', and 'Admin'. The 'Pre-ID' tab is selected. On the left sidebar, there are links for 'Nightly File Extracts', 'TIDE Pre-ID', 'WaKIDS Transfer Requests', 'Spring Alternate assessment registration', and 'WIDA ACCESS: Spring Registration'. The main content area is titled 'Assessment Operations - Pre-Id' and 'WIDA Accommodations: Upload File'. It contains instructions on how to upload a completed template file to WIDA AMS, a list of steps to utilize the bulk upload process, and a 'File Requirements' section. A red box highlights the first step: '1. Download the bulk upload template: [click here](#)'.

Assessment Operations - Pre-Id

WIDA Accommodations: Upload File

Use this page to upload a completed template file to send accommodations to WIDA AMS. This application will validate that SSIDs being uploaded are real SSIDs that have been issued to students. Students must be Multilingual Learners with IEPs and 504s.

To utilize the bulk upload process for accommodations:

1. Download the bulk upload template: [click here](#)
2. This template can be used at the district level and at the school level. Multiple templates can be submitted by a district.
3. Use the WIDA ACCESS accommodations handout to support accommodations identification. [click here](#) for handout.
4. The bulk upload option will close after the Pre-Identification deadline on December 4, 2026.

File Requirements: SSID is required. First and Last Name are optional. If an accommodation is needed enter Y. To remove an accommodation enter N.

District:

File: No file chosen

Note: The file will not upload until all errors have been corrected. In order to fix the error message "The file being uploaded contains incomplete or invalid student data"; copy your data into a new workbook and make sure all cells in each column are formatted as text.

To start, download the bulk upload template where it says on the text, "Download the bulk upload template: click here."

Save the template to a location that can be easily found. Avoid reformatting the file, renaming columns, or otherwise changing the file from its downloaded state.



Bulk Upload Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Last Name	First Name	SSID	BR-NC	BR-NU	BR-TC	BR-TU	ES	EM	IR	RP	SD	LP	MC	RA	SR	RD	NS	WD	LV	AT	STT
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
12																						
13																						
14																						
15																						
16	As this template is filled out, remember:																					
17	• Required Information: SSIDs MUST be included or the file will not submit correctly.																					
18	• Selecting Accommodations: Enter Y in any column for accommodations selection.																					

- **Removing Accommodations:** To remove an accommodation after a file submission, enter N in the column where there was an accommodation.
- **File Modifications:** The file should not be altered in any way. If it is, it is best to copy and paste the information in a new template for upload. This will prevent upload issues.
- **Blank Records:** If an SSID is submitted without an Y or N on a column, it will not impact the student record.



Managing File Uploads

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> WA-AIM Registration

> WIDA ACCESS: Spring Registration

> WIDA ACCESS Mode of Administration

> WIDA ACCESS Accommodations

> WIDA ACCESS Domain Exemptions

Assessment Operations - Pre-Id

WIDA Accommodations: Upload File

Use this page to upload a completed template file to send accommodations to WIDA AMS. This application will validate that SSIDs being uploaded are real SSIDs that have been issued to students. Students must be Multilingual Learners with IEPs and 504s.

File Requirements: SSID is required. First and Last Name are optional. If an accommodation is needed enter Y. To remove an accommodation enter N.

District:

To download template file: [click here.](#)

File: No file chosen

Note: The file will not upload until all errors have been corrected. In order to fix the error message "The file being uploaded contains incomplete or invalid student data"; copy your data into a new workbook and make sure all cells in each column are formatted as text.

File has been successfully uploaded.
Loaded 1 records.

Print Friendly Logout >

Office of Superintendent of Public Instruction

When the file is ready to submit, select the Choose File box and locate the template to be submitted. Once loaded, click Submit.

WAMS will automatically validate every SSID entry to ensure that each SSID is valid, and is ML and has either an IEP or 504.

A successful submission will show the following text: "File has been successfully uploaded." The number of student records loaded will be displayed below. Districts can submit an infinite number of files through the Pre-Identification deadline.



Cleaning Bulk Upload Errors

Home

Profile

Pre-ID

Family Reports

Data Review

File Downloads

Admin

> Nightly File Extracts

> Send Student to TIDE

> Remove Record From TIDE

> Students to Be Sent or Remove From TIDE

> Remove No-Show Students

> Send Student to WIDA AMS

> SSID Issuance Search

> TIDE Pre-ID

> Download Template

> Upload Pre-ID Records

> WaKIDS Transfer Requests

> Upload Records

> Spring Alternate assessment registration

> WA-AIM Registration

> WIDA ACCESS: Spring Registration

> WIDA ACCESS Mode of Administration

> WIDA ACCESS Accommodations

> WIDA ACCESS Domain Exemptions

Print Friendly

Logout

Office of Superintendent of Public Instruction

Assessment Operations - Pre-Id

WIDA Accommodations: Upload File

Use this page to upload a completed template file to send accommodations to WIDA AMS. This application will validate that SSIDs being uploaded are real SSIDs that have been issued to students. Students must be Multilingual Learners with IEPs and 504s.

File Requirements: SSID is required. First and Last Name are optional. If an accommodation is needed enter Y. To remove an accommodation enter N.

District:

To download template file: [click here.](#)

File:

Choose File

 No file chosen

Submit

Note: The file will not upload until all errors have been corrected. In order to fix the error message "The file being uploaded contains incomplete or invalid student data"; copy your data into a new workbook and make sure all cells in each column are formatted as text.

You uploaded 20868_27403_WIDAAccommodations (1).xlsx. There were errors encountered in processing your file:

SSID	LastName	FirstName	BR-NC	BR-NU	BR-TC	BR-TU	ES	EM	IR	RP	SD	LP	MC	RA	SR	RD	NS	WD	LV	AT	STT	Error Description
																						Student does not have IEP or 504 in CEDARS.
																						Student does not have IEP or 504 in CEDARS.
																						Student is not enrolled in CEDARS or primary school flag is missing.

It is important to note that the Bulk Upload will not submit correctly if any of the following occurs during the validation process:

- An SSID is incorrect or cannot be found in CEDARS.
- The SSID is not ML or does not have an IEP/504.
- The file was reformatted incorrectly.

Correcting the record and resubmitting the file should resolve these issues.



Suggestions for Bulk Upload Use

Before the Pre-Identification deadline:

- Download the bulk upload template and share with School Coordinators, collect by an internal deadline, and then consolidate into one form for upload into WAMS.
- Download the bulk upload template and share with School Coordinators, instruct School Coordinators to collect and input information by an internal deadline, then upload school files separately into WAMS.

After the Pre-Identification deadline:

- Any changes to accommodations can be added using the individual selection option. This process takes 24-48 hours to reflect in WIDA AMS.
- For last minute changes, users can add accommodations using the parallel process in Test Management on WIDA AMS.



Parallel Process in WIDA AMS

A parallel process for adding accommodations remains active in WIDA AMS.

- This process allows any user, including school coordinators, to add or remove accommodations to Student Profiles by student, by domain.
- This process is only available when Student Management opens in WIDA AMS on December 31, 2026.

The following conditions must exist for this process to work:

- The student must have a profile created in WIDA AMS through the nightly upload process.
- The user must have access to Registration – Edit Accommodations as a permission.
- Student Management must be open in WIDA AMS. It is scheduled to open on December 31, 2026.



Applying Accommodations in WAMS

DRC INSIGHT WIDA MY APPLICATIONS ▾

WIDA AMS

Welcome! What would you like to do today?

- Add/Edit Users
- Import Management
- Manage Students
- Manage Registrations**
- Download Student and Status Reports
- Score WIDA Screener Responses
- Order and Manage ACCESS Materials
- Knowledge Articles
- Install and Configure Testing Software
- Documents

- Log into WIDA AMS.
- Select "Manage Registrations."



Selecting the Registration Window

The screenshot shows the DRC INSIGHT WIDA TEST MANAGEMENT interface. The top header includes the logo, 'WIDA', 'TEST MANAGEMENT', and a user dropdown menu showing 'Drc Use Only - Insight Sample School'. The sidebar on the left contains a close button and links for 'View Registration(s)', 'New Student', 'Create Registration', and 'Registered Students'. The main content area is titled 'View Registration(s)' and features several buttons: 'Print All Tickets', 'Unregistered Student Export', 'Update Test Monitoring', 'Change Assessment', and 'Export Details'. Below these buttons is a 'Filters' section with input fields for 'State Student ID' and 'Student Name', and a 'Clear' button. To the right of the filters is a table with columns for 'REGISTRATION NAME', 'ASSESSMENTS', 'DOMAIN', and 'STATUS'. The table contains one row with the registration name 'Test Example', assessments 'Screener Gr 2-3', domain 'Screener', and status 'Not Started'. A red box highlights the 'Registration Window' dropdown menu, which shows 'Screener Washington - ...'.

View Registration(s)

Print All Tickets Unregistered Student Export Update Test Monitoring Change Assessment

Export Details

Filters Clear

State Student ID

Student Name

REGISTRATION NAME	ASSESSMENTS	DOMAIN	STATUS
☐ Test Example	Screener Gr 2-3	Screener	Not Started

- Select the district and school.
- Registration window should say "WIDA ACCESS."
- Select the registration name to find the students.



Selecting the Student and Domain

- Once the registration is selected, student names should populate by domain.

DRC INSIGHT WIDA TEST MANAGEMENT Drc Use Only - Insight Sample School

[View Registration\(s\)](#) → Test Example

Test Example Edit Registration Cancel Registration Done

District: Drc Use Only - Sample District Wa - WA99999
School: Drc Use Only - Insight Sample School - 99996
Test Monitoring: None
Registration Window: Screener Washington - 2026-2027
Assessment Window: 06-26-2026 - 06-24-2027

Details **Student(s) List**

Filters Clear

Student

☐ STUDENT NAME ↑	ACTION	DOMAIN ↕	USER NAME ↕	PASSWORD ↕	ACCOMMODATIONS ↕
☐ Test Third, Test First	⋮	Listening	ttestthird1	117284	
☐ Test Third, Test First	⋮	Reading	ttestthird1	117284	
☐ Test Third, Test First	⋮	Speaking	ttestthird1	117284	
☐ Test Third, Test First	⋮	Writing	ttestthird1	117284	



Selecting the Accommodations Action

- Click on the three dots under Action and find the Accommodations option.

DRC INSIGHT WIDA TEST MANAGEMENT Drc Use Only - Insight Sample School SC

[View Registration\(s\)](#) → Test Example

Test Example Edit Registration Cancel Registration Done

District: Drc Use Only - Sample District Wa - WA99999
School: Drc Use Only - Insight Sample School - 99996
Test Monitoring: None
Registration Window: Screener Washington - 2026-2027
Assessment Window: 06-26-2026 - 06-24-2027

Details Student(s) List

Print All Tickets

Filters	☐ STUDENT NAME ↑	ACTION	DOMAIN ↕	USER NAME ↕	PASSWORD ↕	ACCOMMODATIONS ↕
 Clear	☐ Test Third, Test First	⋮	Listening	ttestthird1	117284	
	☐ Test Third, Test First	Regenerate Test Ticket		ttestthird1	117284	
	☐ Test Third, Test First	End Incomplete Test		ttestthird1	117284	
	☐ Test Third, Test First	Accommodations		ttestthird1	117284	
	☐ Test Third, Test First	⋮	Writing	ttestthird1	117284	



Making Accommodations Selections

The screenshot displays the DRC INSIGHT TEST MANAGEMENT interface. At the top, the header includes the DRC INSIGHT logo, WIDA, TEST MANAGEMENT, and a dropdown menu for 'Drc Use Only - Insight Sample School'. Below the header, the main content area shows a 'Test Example' section with details: District: Drc Use Only - Sample District Wa - WA99999, School: Drc Use Only - Insight Sample School - 99996, Test Monitoring: None, Registration Window: Screener Washington - 2026-2027, and Assessment Window: 06-26-2026 - 06-24-2027. A 'Filters' section is visible on the left with a 'Clear' button. A 'Cancel Registration' button and a 'Done' button are located on the right. A 'Print All Tickets' button is also present. The central focus is a modal window titled 'Accommodations' with a list of checkboxes for various accommodations. The modal has 'Cancel' and 'Save' buttons at the bottom.

Accommodations

- ☐ ES - Extended speaking test response time
- ☐ EM - Extended testing of a test domain over multiple days
- ☐ IR - In-Person Human Reader
- ☐ RP - Repeat In-Person Human Reader
- ☐ SD - Interpreter signs test directions in ASL
- ☐ MC - Manual control of item audio (ACCESS paper only)
- ☐ RA - Repeat item audio
- ☐ SR - Scribe
- ☐ RD - Student responds using a recording device
- ☐ NS - Test may be administered in a non-school setting
- ☐ WD - Word processor or similar keyboarding device to respond to test items
- ☐ STT - Speech to Text
- ☐ AT - Assistive Technology uses a permissive mode for DRC INSIGHT so that external devices, equipment, or software can interact with the online test. Non-embedded AT devices, including AAC, Smyle Mouse, Tobii PC Eye, etc. allows students to engage with the online test



- Make accommodations selections and select Save when finished.

Option 3: Domain Exemptions

The screenshot shows a web application interface for the Washington Office of Superintendent of Public Instruction. The top navigation bar includes links for Home, Profile, Pre-ID (highlighted), Family Reports, Data Review, File Downloads, Admin, and ApplicationSettings. A sidebar on the left contains a tree view of navigation options, including Nightly File Extracts, TIDE Pre-ID, WaKIDS Transfer Requests, Spring Alternate assessment registration, WIDA ACCESS: Spring Registration, and Student Registration Roster. The main content area is titled "Assessment Operations - Pre-Id" and "WIDA ACCESS Domain Exemptions". It contains a paragraph explaining the application's purpose and a note about domain exemption selection. Below this, there are form fields for District, Grade, and Student Group, each with a dropdown menu. There are also radio buttons for Sort By (First Name, Last Name, SSID) and Sort Order (Ascending, Descending). At the bottom of the form are two buttons: View and Submit.

Home Profile **Pre-ID** Family Reports Data Review File Downloads Admin ApplicationSettings

Print Friendly Logout

Office of Superintendent of Public Instruction

Assessment Operations - Pre-Id

WIDA ACCESS Domain Exemptions

This application presents a list of Multilingual Learners with IEPs and 504s, separated by a drop-down menu. Use this page to identify students for domain exemptions for the WIDA ACCESS annual assessments.

Domain exemptions must be pre-identified in WAMS for the WIDA ACCESS and WIDA Alternate ACCESS assessments. It is important to remember that students can be exempted in up to three domains. Students cannot be exempted from all four domains, and domain exemption decisions must be documented in IEP/504 plans.

When a domain exemption selection is made in error, click the appropriate (domain-specific) radio button in the "Undo Specific Content Selection" column, on the right side of the screen.

District:

Grade: --Select--

Student Group: --Select--

Sort By: ☐ First Name ☒ Last Name ☐ SSID

Sort Order: ☒ Ascending ☐ Descending

View **Submit**

Domain exemptions will remain open for selection through April 23, during the Pre-Reporting Data Validation window.

Under WIDA ACCESS Domain Exemptions, use the drop-down menus to select:

- Grade
- Student Group (IEP or 504)



Selecting Domain Exemptions

Home

Profile

Pre-ID

Family Reports

Data Review

File Downloads

Admin

ApplicationSettings

Nightly File Extracts

- Send Student to TIDE
- Remove Record From TIDE
- Students to Be Sent or Remove From TIDE
- Remove No-Show Students
- Send Student to WIDA AMS
- SSID Issuance Search

TIDE Pre-ID

- Download Template
- Upload Pre-ID Records

WaKIDS Transfer Requests

- Upload Records

Spring Alternate assessment registration

- WA-AIM Registration

WIDA ACCESS: Spring Registration

- WIDA ACCESS Mode of Administration
- WIDA ACCESS Accommodations
- WIDA ACCESS Domain Exemptions

Student Registration Roster

Assessment Operations - Pre-Id

WIDA ACCESS Domain Exemptions

This application presents a list of Multilingual Learners with IEPs and 504s, separated by a drop-down menu. Use this page to identify students for domain exemptions for the WIDA ACCESS annual assessments.

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When a domain exemption selection is made in error, click the appropriate (domain-specific) radio button in the "Undo Specific Content Selection" column, on the right side of the screen.

District:

Grade:

Student Group:

Sort By: ☐ First Name ☒ Last Name ☐ SSID

Sort Order: ☒ Ascending ☐ Descending

First Name	Last Name	SSID	ELP Assessments				Undo Specific Content Selection			
			Domain Exemption: Listening	Domain Exemption: Reading	Domain Exemption: Writing	Domain Exemption: Speaking	Domain Exemption: Listening	Domain Exemption: Reading	Domain Exemption: Writing	Domain Exemption: Speaking
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