

## 2003-04 STUDENT EDITS

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## **RECORDS PROCESSING ON THE DOE STUDENT INFORMATION DATA BASE**

Records received from school districts are subjected to different categories of edits upon their receipt. These edits result in four kinds of detailed reports:

1. Initial Edit Reports,
2. State Validation Report,
3. Exception Report, and
4. Validation/Exception Reports.

### Initial Edit Reports

Initial Edit Reports contain the result of the first edits applied to the individual records received. The Initial Edit Reports include only the REJECT RULES as detailed in the following pages. Districts have access to these edit programs and are expected to apply the edits to their records prior to submission to the DOE for processing.

An example of this category of edit is the checking for valid codes for district number. A district number of 82 will not pass this category of edit and will result in omission of the record from the data base.

### State Validation Report (Student Course format only)

A second type of edit report is the State Validation Report. During the State Records Processing Cycle (the two weeks after the data are due), State Validation/NULL Edit Rules are applied to the records. In each case where an error condition is detected, State Validation Reports list the records in error on the initial load of the file. Batch updates to the file, however, do not reject records based on the State Validation/NULL edit rules nor are they listed again. This report is run on request after the first listing during the State Records Processing Cycle. It is produced automatically when a Student Course BATCH update is requested.

At the close of the State Records Processing Cycle (the day following the close of the two weeks of state records processing), the State Validation program NULLs the fields identified in the edit rules. The State Validation program for a survey period is not applied to the file again after the close of the State Records Processing Cycle.

Outside of the State Records Processing Cycle, batch update programs perform State Validation/NULL edits and records are rejected if they do not meet edit criteria.

An example of the State Validation/NULL Edit Rule application is the edit relating to a student not earning more than .5000 FTE Earned, Course during a Survey Period. In the application of this edit, appropriate messages are printed during the two week State Records Processing Cycle identifying which of the students created the error. Districts are given two weeks to make any appropriate changes to any of the Student Course Records which may be in error and are causing the error conditions. Following the close of the State Records Processing Cycle, any student's records which do not meet the edit rule have the value of FTE Earned, Course set to NULL in all Student Course Schedule records for that student.

#### Exception Report (Student Course Format only)

A third category of data edits results in EXCEPTION REPORTS. These edits are performed at the State level and point out suspicious information which may or may not be incorrect yet needs to be reviewed by the district submitting the information. An example of this type of edit would be the check for students whose Class Minutes, Weekly exceeds 2400.

#### State Validation/Exception Reports

These reports are generated for all formats excluding Student Course. Records that have validation errors are listed along with records with exception errors. A validation report will be generated when discrepancies are found when comparing records from the same or different reporting formats. An exception report will be generated when a field value indicates that a condition exists that may constitute an error.

#### Edit Specifications

The edit specifications which follow are organized by reporting format and are subdivided into the categories discussed above: Reject Rules, State Validation Edit Rules and Exception Rules. This document goes through each of the edits that are applied to records submitted for processing, defines and gives examples of what causes each error, and discusses actions districts may need to take to resolve additional problems created as a result of the initial error.

IN THE EXAMPLES, NOT ALL PARTS OF THE RECORD ARE SHOWN. DUE TO SPACE LIMITATIONS, ONLY THE AFFECTED PARTS OF THE RECORD ARE GIVEN. When reference is made to the "data base," it should be assumed that the reference is to the DOE Information Data Base files maintained at Northwest Regional Data Center.

## Error Type Designation

Each State Validation/NULL Edit has one or more Error Type numbers assigned to it. Reject Rules and Exception Reports are not assigned Error Types. Error Types are explained below.

### **ERROR TYPE DESIGNATION**

<b>Error Type</b>	<b>Result of Error</b>
1.	DELETED 7/89.
2.	DELETED 7/89.
3.	This Error Type is not related to funding but is an error which will affect the accuracy or completeness of the district's data provided to the Legislature or other agencies.
4.	DELETED 6/92.
5.	This Error Type will result in ineligibility of the student being reported for IDEA Part B funding if the specific problem is not corrected by the close of survey 9 processing for the year being reported.
6.	This Error Type will result in ineligibility of the student being reported for Chapter I - Handicapped (PL 89-313) funding if not corrected by the close of survey 9 processing for the year being reported.
7.	DELETED 6/92.
8.	DELETED 7/89.
9.	DELETED 6/92.
10.	This Error Type will affect the eligibility of the student for Federal Vocational Project funding.
11.	DELETED 7/89.

## Error Resolution

The process of error resolution on the DOE Information Data Base may require intervention by districts in several different ways. Although the net effect of the intervention is to correct the error in the specific record, several other factors may need to be taken into consideration when the district "corrects" the error. The single error may have created other situations which also need resolution.

During the edit process, the Transaction Codes for the initial submission, the updating, or deleting of records from the Data Base will be as they always have. That is, the Transaction Code of A will indicate an addition to the data base, the Transaction Code of C will indicate a change to the data base while the Transaction Code of D will indicate a deletion from the data base. However, the Error File generated by the edits will have records with Transaction Codes created by the State which will reflect the action taken on the record. See the table below which explains the Error File Transaction Codes generated by the State.

<b>Sending Transaction Code</b>	<b>Return Transaction Code on Initial and Batch</b>	<b>Explanation</b>
A	A X	Add rejected Not added, duplicate record
C	C B	Change Rejected No record found
D	D	Delete rejected
	<b>On Validation Error File</b>	
	F	FTE will be NULLED
	G	Grade will be NULLED
	P	FEFP will be NULLED
	Z	Multiple errors
	M	No matching record on other formats

In updating the errors using the batch update method, if a key field needs to be changed the record in error must be deleted and re-submitted as an add to the data base. Key fields are listed on the front of each record format.