

2001-2002 DOE INFORMATION DATA BASE

USER MANUAL

TABLE OF CONTENTS

<u>Chapter</u>	<u>Page</u>
Table of Contents.....	i
Introduction.....	iv
1. Overview	
❖ Student, Staff and Workforce Development Information System Data Bases.....	1-1
❖ Surveys.....	1-1
❖ Security and Privacy of Data.....	1-1
❖ Reference Documents	1-2
2. State Survey Preparation and Processing	
❖ Data Preparation.....	2-1
❖ Transmission of Records.....	2-1
❖ The State Processing Window.....	2-2
❖ Updates/Amendments After the Close of the State Processing Window	2-2
❖ Using Survey Data After the Close of the State Processing Window	2-3
❖ Tools available to Assist with State Survey Preparation and Processing	2-3
3. Edit Specifications, Edit Programs and Supplemental Files	
❖ Edit Specifications	3-1
❖ Edit Programs.....	3-2
❖ Supplemental Files.....	3-2

TABLE OF CONTENTS (Continued)

<u>Chapter</u>	<u>Page</u>
4. Data Transfer and Retrieval	
❖ Methods of Data Transfer	4-1
TYMNET/RJE Data Transfer	4-1
Edit Report/File Retrieval	4-3
Common RJE Errors and Resolution.....	4-3
TSO/E Interactive Data Transmission Facility	4-4
NWRDC Resident Files	4-5
❖ Data Transfer Test for each District	4-5
5. Edit Reports/Files and Error Resolution	
❖ Initial Edit Reports/Files	5-1
❖ Validation and Exception Reports/Files.....	5-2
❖ Update Process.....	5-4
6. On-line Programs	
❖ Establishing a Session	6-1
❖ Navigating the On-line Programs	6-4
❖ Browse and Update Programs.....	6-8
❖ Browse-only Programs	6-11
❖ Interactive Help	6-13
❖ Serious Error Processing.....	6-17
❖ Checking for Reports Available for Retrieval	6-18
❖ Log Transaction Records.....	6-19
-	
Appendices	
❖ Appendix A: Contact Persons	A-1
❖ Appendix B: Survey Dates.....	B-1
❖ Appendix C: Edits Provided by Educational Data Systems (EDS).....	C-1
❖ Appendix D: Data Processing: Input Datasets, Edit Reports and Output Datasets.....	D-1

TABLE OF CONTENTS (Continued)

<u>Chapter</u>	<u>Page</u>
❖ Appendix E: OS/MVS JCL to Execute Student Course Edit.....	E-1
❖ Appendix F: RJE Sending and Receiving.....	F-1
❖ Appendix G: Example of a Transfer Using Interactive Data Transmission Facility (Transfer from District to NWRDC).....	G-1
❖ Appendix H: Notifying EDS that Transmission of a File is Complete/Requesting a Report During the State Processing Window.....	H-1
❖ Appendix I: Instructions for Use of FIRNU001 and FIRNU002.....	I-1
❖ Appendix J: Reporting Format Schedule.....	J-1
❖ Appendix K: On-line Programmed Function Keys (PF Keys).....	K-1
❖ Appendix L: Final Reports.....	L-1
❖ Appendix M: Reporting Format Record Length, Blocksize and Space Information.....	M-1
❖ Appendix N: Supplemental Files at NWRDC	N-1
❖ Appendix O: Modification of Student Data Base State Edit Programs	
Student Demographic	O-1
Student Course Schedule	O-2
Teacher Course.....	O-3
Federal/State Indicator Status	O-4
Exceptional Student	O-5
Exceptional Student Program.....	O-6
School Environmental Safety Incident Report	O-7
Student End of Year Status.....	O-8
Student Discipline/Referral Action	O-9
Vocational Student Course Schedule.....	O-10
Vocational Teacher Course	O-11
Federal/State Compensatory Project Evaluation	O-12
Limited English Proficient Student Information	O-13
Dropout Prevention Program Evaluation.....	O-14
Student Attendance.....	O-15
Student Course Transcript Information	O-16
Responsible Instructor – Reading, Writing and Mathematics	O-17

TABLE OF CONTENTS (Continued)

<u>Chapter</u>	<u>Page</u>
❖ Appendix P: Modification of Staff Data Base State Edit Programs	
Staff Demographic	P-1
Staff Salary Supplements	P-3
Staff Payroll Information.....	P-4
Staff Additional Job Assignments.....	P-6
Staff Benefits	P-8
Staff Experience.....	P-9
Staff Fiscal Year Salaries	P-10
Staff Fiscal Year Benefits.....	P-11
➔ Staff Multidistrict Employee	P-13
Inservice Education.....	P-16
Inservice Education Component.....	P-17
❖ Appendix Q: Modification of WDIS Data Base State Edit Programs	
WDIS Student Demographic Information.....	Q-1
WDIS Adult General Education Student Course	Q-2
WDIS Student End of Term Status	Q-3
WDIS Vocational Student Course Schedule.....	Q-4
WDIS Teacher Course.....	Q-5
❖ Appendix R: Student Survey Checklists	R-1
❖ Appendix S: Staff Survey Checklist.....	S-1