

## Chapter 5

### ERROR RESOLUTION

#### A. Process

After your district has transmitted its data using the reporting formats prepared by EIAS/EDS, the error resolution process will begin. For the Student and Staff data bases this process consists of a two-week to four-week cycle of editing, updating, and validating the district data. (A schedule and time line of the survey edit cycle is exhibited in Appendix C.) Finance data are due in September. Processing continues through October.

Upon arrival at the DOE (NWRDC), the data are edited by batch COBOL programs prior to being loaded into the data base. For each reporting format submitted, the initial edit programs produce two error reports - an edit listing and a duplicate record report - and a file containing the image copies of the actual records in which errors were detected. If less than 20 percent of the records for a reporting format contain errors, the records which were not rejected will be loaded to the data base.

If the error rate on the initial edit of a single file equals or exceeds 20 percent, the data will automatically not be loaded into the data base. Instead, a message at the end of the report is printed telling the district to resubmit. It will then be the district's decision whether to load the data and subsequently correct the errors or to resubmit the entire file.

After the data base is loaded, (1) validation programs and (2) validation/exception programs compare the data of multiple records of the same or different data base tables to be sure they agree.

- 1) The validation program checks data on the student course table only. This program produces an edit report and error file showing incorrect data on the student course table. At the end of the edit cycle, the validation program will null the FTE earned, FEFP or Grade of records that were not corrected during the edit cycle.
- 2) The validation/exception programs are run for all other formats and produce a listing of (1) records without a matching student/staff demographic record and (2) any records with suspicious or questionable information.

Districts are expected to retrieve the reports created by the initial edit, validation and validation/exception programs and to use them as aids in correcting their data both at

the district home site as well as on the DOE Data Base. The districts have the option of correcting the data through batch or on-line programs. The batch programs produce an edit report and a file containing the records with errors. The on-line programs produce immediate feedback regarding errors.

Once data have been loaded into the data base, it becomes both inadvisable and cost prohibitive to have a district resubmit all its data. Batch or on-line update are the prescribed methods of error correction. Under exceptional circumstances, (e.g., when a prior survey's data have been mistakenly substituted for the current survey's submission), retransmission may be requested. Contact the EIAS Record Contact Person for approval. The system will reject any retransmission that has not been scheduled by the EIAS Record Contact Person.

On the first and final weekends during the edit/correction cycle the following reports and files will be produced: (If a report is desired more often, use the REPORT REQUEST Procedures described below.)

- 1) Validation Report and File
- 2) Validation/Exception Reports
- 3) Exception Report
- 4) Preliminary FTE Report
- 5) Extra Reports

The Validation and Validation/Exception Reports and Files were described above. The Exception Report displays the data that are questionable but not necessarily in error on the Student Course Table. For Surveys 1 through 4 the Preliminary FTE Report prints the fundable and non- fundable FTE by school, FEFP program and grade. Extra reports are produced during surveys 5 and 9: the Vocational Aggregate Error report during survey 5; and lists of Individual Exceptional Students for survey 9. These reports are discussed at length in D.2 of this chapter.

The on-line programs for Student and Staff are only available for updating the data base tables during the two-week to four-week edit/correction cycle and only during the hours of 8 a.m. to 8 p.m. (Eastern time) daily beginning on the Monday following the Due Date. After the survey edit/correction cycle, error resolution is conducted via the batch update process only.

#### Report Request Procedure

During the edit cycle, often an updated Validation, Validation/Exception, or Exception Report would be helpful in resolving problems. To request that a specific report be produced, use the on-line Request Report (RRPT) screen or do the following:

- 1) Get the file ID of the report needed
- 2) Insert the file ID, year, survey, report type into XMITFINI JCL.  
Report Type:  
    VALIDATE = Validation or Validation/Exception reports  
    XCEPTION = Exception reports  
    ERRLIST = Error List from Tables
- 3) Execute the XMITFINI procedure (described in Appendix J)

## B. Initial Submission Process

### Editing

The district's data are edited by programs (that are available for the District's use - see Section B of Chapter 3) that check for four possible problems:

- 1) **Invalid key fields** - the fields that make this record unique must all be valid or the record is rejected. The Edit Specification (for the reporting format being edited) lists these edits as REJECT RULES.
- 2) **Duplicate records** - the unique key fields are exactly the same as another record in the same data set. Only one of the records of those determined to be duplicates is accepted; all other duplicates are rejected.
- 3) **Invalid nonkey data fields** - the data fields must contain values that are described in the reporting format.

Invalid nonkey data fields cause the record to be rejected. The Edit Specification (for the format being reported) lists these edits as REJECT RULES.

- 4) **Correct relationships between fields in the same data set** - for example, if a student is a correctional officer, the grade level reported must be that of an adult. If the data checked (for correct relationships) is in error, the record will be rejected. The Edit Specification lists these errors as REJECT RULES.

The initial edit and duplicate reports are created only once during the two-week edit cycle. This takes place on the evening of the day the data arrive at NWRDC.

## Validating

After the initial edits are performed, the records that were not rejected are loaded to the data base and tables are created containing all the acceptable data submitted by the district. At this point the data relationships between tables can be checked. These edits are called STATE VALIDATIONS in the Edit Specifications.

For example:

- 1) A Student Course record must have a corresponding Student Demographic record and a corresponding Teacher Course record; or
- 2) A Federal/State Indicator record must have a corresponding Student Demographic record.

The programs that verify the relationships among data in the tables are called validation and validation/exception programs. These programs produce reports indicating any errors found.

Another report, Preliminary FTE, is generated at this time which shows the district's fundable and non-fundable FTE, according to the data submitted. This report summarizes by school, FEFP program and grade, the FTE that will be used in the funding process as of this date. It also shows the FTE that will not be included because of errors that need correcting.

The reports and/or files of error records created should be used to update the district's data and the DOE Data Base.

## Files Generated at INITIAL Submission Time

Following is a table listing the Edit Reports, Files of Records with Errors, Validation Report and Validation/Exception reports created for each reporting format which are available for electronic retrieval:

**TABLE 1**

**FILES GENERATED AT INITIAL SUBMISSION TIME**

**STUDENT DATA BASE**

| <u>Reporting Format</u>           | <u>Dataset Submitted</u> | <u>Dataset Created</u> | <u>Description</u>                                     |
|-----------------------------------|--------------------------|------------------------|--|
| Student Demographic               | 60775                    | 60780                  | Student Demographic Edit List                          |
|                                   |                          | 60786                  | Student Demographic Error Records                      |
|                                   |                          | 60805                  | Student Demographic Duplicate Report                   |
|                                   |                          | 60802                  | Student Demographic Validation/<br>Exception Report    |
|                                   |                          | 62584                  | Student Demographic Validation Error<br>Records        |
| Student Course                    | 60776                    | 60781                  | Student Course Edit List                               |
|                                   |                          | 60783                  | Student Course Error Records                           |
|                                   |                          | 60806                  | Student Course Duplicate Report                        |
|                                   |                          | 61095                  | Student FTE Total Errors Report                        |
|                                   |                          | 60857                  | Student Course Validation Report                       |
|                                   |                          | 60878                  | Student Course Validation Error Records                |
|                                   |                          | 60796                  | Preliminary FTE Report                                 |
|                                   |                          | 60871                  | Student Records Invalid for FTE<br>Funding Report      |
| Teacher Course                    | 60777                    | 60782                  | Teacher Course Edit List                               |
|                                   |                          | 60789                  | Teacher Course Error Records                           |
|                                   |                          | 60807                  | Teacher Course Duplicate Report                        |
|                                   |                          | 60858                  | Teacher Course Validation/Exception<br>Report          |
|                                   |                          | 60879                  | Teacher Course Validation Error<br>Records             |
| Federal/State Indicator<br>Status | 61020                    | 61372                  | Federal/State Indicator Edit List                      |
|                                   |                          | 61072                  | Federal/State Indicator Error Records                  |
|                                   |                          | 61110                  | Federal/State Indicator Duplicate Report               |
|                                   |                          | 61377                  | Federal/State Indicator<br>Validation/Exception Report |
|                                   |                          | 62556                  | Federal/State Indicator Validation Error<br>Records    |

**TABLE 1**

**FILES GENERATED AT INITIAL SUBMISSION TIME**

| <u>Reporting Format</u>                           | <u>Dataset Submitted</u> | <u>Dataset Created</u> | <u>Description</u>  |
|---|--------------------------|------------------------|---|
| School Environmental Safety Incident              | 62946                    | 62949                  | School Environmental Safety Incident Edit List                                |
|   |                          | 62948                  | School Environmental Safety Incident Error Records                            |
|   |                          | 62950                  | School Environmental Safety Incident Duplicate Report                         |
| End of Year Status                                | 60953                    | 60983                  | End of Year Status Edit Listing   |
|   |                          | 60981                  | End of Year Status Records in Error   |
|   |                          | 61146                  | End of Year Status Duplicate Report   |
|   |                          | 61420                  | End of Year Validation/Exception Report                                       |
| Disciplinary Action                               | 60954                    | 62549                  | End of Year Validation Error Records  |
|   |                          | 60987                  | Disciplinary Action Edit Listing  |
|   |                          | 60985                  | Disciplinary Action Records in Error  |
|   |                          | 61147                  | Disciplinary Action Duplicate Report  |
| Vocational/Adult General Education Teacher Course | 61017                    | 61419                  | Disciplinary Action Validation/Exception Report                               |
|   |                          | 62551                  | Disciplinary Action Validation Error Records                                  |
|   |                          | 61087                  | Vocational/Adult General Education Teacher Course Edit Listing                |
|   |                          | 61085                  | Vocational/Adult General Education Teacher Course Records in Error            |
|   |                          | 61088                  | Vocational/Adult General Education Teacher Course Duplicate Report            |
| Vocational/Adult General Education Teacher Course | 61017                    | 61356                  | Vocational/Adult General Education Teacher Course Validation/Exception Report |
|   |                          | 62542                  | Vocational/Adult General Education Teacher Course Validation Error Records    |

**TABLE 1****FILES GENERATED AT INITIAL SUBMISSION TIME**

| <u>Reporting Format</u>                  | <u>Dataset Submitted</u> | <u>Dataset Created</u> | <u>Description</u>   |
|--|--------------------------|------------------------|--|
| Vocational Student Course                | 60952                    | 61001                  | Vocational Student Course Edit Listing                         |
|  |                          | 60999                  | Vocational Student Course Records in Error                     |
|  |                          | 61002                  | Vocational Student Course Duplicate Report                     |
|  |                          | 61355                  | Vocational Student Course Validation/Exception Report          |
|  |                          | 62541                  | Vocational Student Course Validation Error Records             |
| Exceptional Student                      | 61096                    | 61034                  | Exceptional Student Edit Listing                               |
|  |                          | 61374                  | Exceptional Student Records in Error                           |
|  |                          | 61116                  | Exceptional Student Duplicate Report                           |
|  |                          | 61108                  | Exceptional Student Validation/Exception Report                |
|  |                          | 62555                  | Exceptional Student Validation Error Records                   |
| Adult General Education Student Course   | 61019                    | 61080                  | Adult General Education Edit Listing                           |
|  |                          | 61077                  | Adult General Education Records in Error                       |
|  |                          | 61081                  | Adult General Education Duplicate Report                       |
|  |                          | 61421                  | Adult General Education Validation/Exception Report            |
|  |                          | 62552                  | Adult General Education Validation Error Records               |
| Fed/State Compensatory Education Project | 60951                    | 60979                  | Federal/State Compensatory Project Edit Listing                |
|  |                          | 60977                  | Federal/State Compensatory Project Records in Error            |
|  |                          | 61148                  | Federal/State Compensatory Project Duplicate Report            |
|  |                          | 61422                  | Federal/State Compensatory Project Validation/Exception Report |
|  |                          | 62550                  | Federal/State Compensatory Validation Error Records            |

**TABLE 1**

**FILES GENERATED AT INITIAL SUBMISSION TIME**

| <u>Reporting Format</u>               | <u>Dataset Submitted</u> | <u>Dataset Created</u> | <u>Description</u>  |
|---------------------------------------|--------------------------|------------------------|---|
| Exceptional Program                   | 61636                    | 61662                  | Exceptional Program Edit Listing  |
|                                       |                          | 61638                  | Exceptional Program Records in Error                                      |
|                                       |                          | 61663                  | Exceptional Program Duplicate Report                                      |
|                                       |                          | 61682                  | Exceptional Program Validation/<br>Exception Report                       |
|                                       |                          | 62586                  | Exceptional Program Validation Error<br>Records                           |
| Statewide Assessment<br>Program       | 62208                    | 62209                  | Statewide Assessment Program<br>Edit Listing                              |
|                                       |                          | 62210                  | Statewide Assessment Program Records<br>in Error                          |
|                                       |                          | 62211                  | Statewide Assessment Program<br>Duplicate Report                          |
|                                       |                          | 62240                  | Statewide Assessment Program<br>Validation/Exception Report               |
|                                       |                          | 62553                  | Statewide Assessment Program<br>Validation Error Records                  |
| Vocational Student<br>Characteristics | 61018                    | 61091                  | Vocational Student<br>Characteristics Edit Listing                        |
|                                       |                          | 61089                  | Vocational Student Characteristics<br>Records in Error                    |
|                                       |                          | 61092                  | Vocational Student Characteristics<br>Duplicate Report                    |
|                                       |                          | 61418                  | Vocational Student Characteristics<br>Validation/Exception Report         |
|                                       |                          | 62540                  | Vocational Student Characteristics<br>Validation Error Records            |
| Student Dropout<br>Match Information  | 62213                    | 61993                  | Dropout Student Information<br>Matched Information List                   |
|                                       |                          | 61943                  | Dropout Student Information<br>Matched File                               |
|                                       |                          | 61657                  | Dropout Student Information No Match<br>File                              |
|                                       |                          | 62293                  | Dropout Student Information Community<br>College Matched Information List |
|                                       |                          | 62294                  | Dropout Student Information Community<br>College Matched File             |

**TABLE 1****FILES GENERATED AT INITIAL SUBMISSION TIME**

| <u>Reporting Format</u>                        | <u>Dataset Submitted</u> | <u>Dataset Created</u> | <u>Description</u>   |
|--|--------------------------|------------------------|--|
|  |                          | 62295                  | Dropout Student Information Community College No Match File                |
| Limited English Proficient Student Information | 62233                    | 62234                  | Limited English Proficient Student Information Edit Listing                |
|  |                          | 62235                  | Limited English Proficient Student Information Records in Error            |
|  |                          | 62236                  | Limited English Proficient Student Information Duplicate Report            |
|  |                          | 62238                  | Limited English Proficient Student Information Validation/Exception Report |
|  |                          | 62558                  | Limited English Proficient Validation Error Records                        |
| Dropout Prevention Program Evaluation          | 62243                    | 62244                  | Dropout Prevention Program Evaluation Edit Listing                         |
|  |                          | 62245                  | Dropout Prevention Program Evaluation Records in Error                     |
|  |                          | 62246                  | Dropout Prevention Program Evaluation Duplicate Report                     |
|  |                          | 62248                  | Dropout Prevention Program Evaluation Validation/Exception Report          |
|  |                          | 62557                  | Dropout Prevention Program Validation Error Records                        |
| Student Attendance                             | 62411                    | 62432                  | Student Attendance Edit Listing  |
|  |                          | 62431                  | Student Attendance Records in Error  |
|  |                          | 62433                  | Student Attendance Duplicate Report  |
|  |                          | 62435                  | Student Attendance Validation/Exception Report                             |
|  |                          | 62543                  | Student Attendance Validation Error Records                                |
| Student Transcript                             | 62412                    | 62414                  | Student Transcript Edit Listing  |
|  |                          | 62425                  | Student Transcript Records in Error  |
|  |                          | 62426                  | Student Transcript Duplicate Report  |
|  |                          | 62428                  | Student Transcript Validation/ Exception Report                            |
|  |                          | 62554                  | Student Transcript Validation Error Records                                |

All STUDENT datasets listed above have the following dataset name (DSN):

DPSTT.GQ.F#####.YNNNS

- ##### = The dataset number listed above
- DPSTT = The letters DPS followed by the District Number
- YNNNS = The fiscal or school year prefixed by "Y"
- S = The number of the survey being submitted.

For example, the DSN for the Student Demographic reporting format for Dixie County (District Number 15) for Survey 2, 1987 is DPS15.GQ.F60775.Y87882.

**TABLE 1**

**FILES GENERATED AT INITIAL SUBMISSION TIME**

**STAFF DATA BASE**

| <u>Reporting Format</u>    | <u>Dataset Submitted</u> | <u>Dataset Created</u>                       | <u>Description</u>  |
|----------------------------|--------------------------|--|---|
| Staff Demographic          | 61025                    | 61163<br>61162<br>61164<br>61399             | Staff Demographic Edit Listing<br>Staff Demographic Records in Error<br>Staff Demographic Duplicate Report<br>Staff Demographic Validation/Exception Report   |
| Salary Supplement          | 61030                    | 61167<br>61166<br>61168<br>61400             | Salary Supplement Edit Listing<br>Salary Supplement Records in Error<br>Salary Supplement Duplicate Report<br>Salary Supplement Validation/Exception Report   |
| Payroll                    | 61028                    | 61171<br>61170<br>61172<br>61401             | Staff Payroll Edit Listing<br>Staff Payroll Records in Error<br>Staff Payroll Duplicate Report<br>Staff Payroll Validation/Exception Report   |
| Additional Job Assignments | 61029                    | 61175<br><br>61174<br><br>61176<br><br>61402 | Additional Job Assignment Edit Listing<br><br>Additional Job Assignment Records in Error<br><br>Additional Job Assignment Duplicate Report<br><br>Additional Job Assignment Validation/Exception Report |
| Benefits                   | 61031                    | 61179<br>61178<br>61180<br>61403             | Staff Benefits Edit Listing<br>Staff Benefits Records in Error<br>Staff Benefits Duplicate Report<br>Staff Benefits Validation/Exception Report   |
| Staff Experience           | 61026                    | 61379<br>61381<br>61380<br>61404             | Staff Experience Edit Listing<br>Staff Experience Records in Error<br>Staff Experience Duplicate Report<br>Staff Experience Validation/Exception Report   |

**TABLE 1****FILES GENERATED AT INITIAL SUBMISSION TIME**

| <u>Reporting Format</u>           | <u>Dataset Submitted</u> | <u>Dataset Created</u>           | <u>Dataset Description</u>   |
|-----------------------------------|--------------------------|----------------------------------|--|
| Multidistrict Employee            | 61027                    | 61384<br>61385<br>61383<br>61406 | Multidistrict Employee Edit Listing<br>Multidistrict Employee Records in Error<br>Multidistrict Employee Duplicate Report<br>Multidistrict Employee<br>Validation/Exception Report |
| Summer Salary                     | 61033                    | 61409<br>61410<br>61411<br>61412 | Summer Salary Edit Listing<br>Summer Salary Records in Error<br>Summer Salary Duplicate Report<br>Summer Salary Validation/Exception<br>Report                                     |
| Inservice Education               | 61869                    | 61871<br>61872<br>61873<br>61874 | Inservice Education Edit Listing<br>Inservice Education Records in Error<br>Inservice Education Duplicate Report<br>Inservice Education<br>Validation/Exception Report             |
| Inservice Education<br>Components | 61870                    | 61875<br><br>61876<br><br>61877  | Inservice Education Components<br>Edit Listing<br>Inservice Education Components<br>Records in Error<br>Inservice Education Components<br>Duplicate Report                         |
| Fiscal Year Salaries              | 63313                    | 63314<br>63315<br>63316<br>63317 | Fiscal Year Salaries Edit Listing<br>Fiscal Year Salaries Records in Error<br>Fiscal Year Salaries Duplicate Report<br>Fiscal Year Salaries Validation<br>/Exception Report        |
| Fiscal Year Benefits              | 63318                    | 63319<br>63320<br>63321<br>63322 | Fiscal Year Benefits Edit Listing<br>Fiscal Year Benefits Records in Error<br>Fiscal Year Benefits Duplicate Report<br>Fiscal Year Benefits Validation<br>/Exception Report        |

All STAFF datasets listed above have the following dataset name (DSN):

DPSTT.GU.F#####.YNNNNS

- ##### = The dataset number listed above
- DPSTT = The letters DPS followed by the District Number
- YNNNN = The fiscal or school year prefixed by "Y"
- S = The number of the survey being submitted.

For example, the DSN of the Staff Demographic reporting format for Survey 2, 1987 data for Dixie County (District Number 15) is DPS15.GU.F61025.Y87882.

**TABLE 1**

**FILES GENERATED AT INITIAL SUBMISSION TIME**

**FINANCE DATA BASE**

| <u>Reporting Format</u>                         | <u>Dataset Submitted</u> | <u>Dataset Created</u> | <u>Description</u>   |
|---|--------------------------|------------------------|--|
| District Summary Budget                         | 62036                    | 62038<br>62219         | District Summary Budget Edit Listing<br>District Summary Budget Records in Error   |
| District Summary Millage                        | 62422                    | 62044<br>62423         | District Summary Millage Edit Listing<br>District Summary Millage Records in Error   |
| AFR Revenues,<br>Expenditures and Long-<br>Debt | 62560                    | 62564<br><br>62565     | AFR Revenues, Expenditures and Long-<br>Term Debt Edit Listing<br>AFR Revenues, Expenditures and Long-<br>Term Debt Records in Error |
| AFR Sub-Object<br>Expenditures                  | 62561                    | 62569<br>62570         | AFR Sub-Object Expenditures Edit Listing<br>AFR Sub-Object Expenditures Records in<br>Error  |
| AFR State Categorical<br>Programs               | 62562                    | 62574<br><br>62575     | AFR State Categorical Programs Edit<br>Listing<br>AFR State Categorical Programs Records<br>in Error                                 |

All FINANCE datasets listed above have the following dataset name (DSN):

DPSTT.EU.F#####.YNNNN  
 ##### = The dataset number listed above  
 DPSTT = The letters DPS followed by the District Number  
 YNNNN = The fiscal or school year prefixed by "Y"

For example, the DSN of the District Summary Budget reporting format for 1992 data for Dixie County (District Number 15) is DPS15.EU.F62036.Y9293.

## How to Use the Initial Reports

### 1) Edit Reports

The Initial Edit Reports consist of:

- a) an Error Legend,
- b) a Listing of the individual records which had errors,
- c) a Totals report and
- d) a List of Error Free Schools for Student and Staff data.

### 2) Error Legend

The Error Legend describes the reject errors that are checked in the edit programs.

Records having **Reject errors** will not be loaded to the data base.

Each error description on the legend has a number assigned to it which is preceded by an asterisk. This number designates the rule in the Edit Specifications (see Appendices N, O and P) that has been violated. The number with the asterisk is placed under the field in error on the listing of individual records.

### 3) Listing of Records With Errors

The listing of the individual records with errors will be organized by school whenever possible. Each time the school changes, page numbering will start over, so that the district can send a particular school its report, if so desired. Every data field submitted for the individual record is displayed on this report so that the errors should be easily discerned. If the error was a Reject error, a message will be displayed saying the record is "not loaded," meaning it was not accepted for the data base. All records displayed on this report will also be written to an Error File.

### 4) Totals Report

Totals will be reported at the end of each school's data (if processed by school) and at the end of the report for the district's data. The totals show:

- a) the number of records accepted without errors;
- b) the number of records rejected; and
- c) the number of records submitted by the School/District.

If a school's data are error free, the total records processed is all that will be printed at the end of the report.

#### 5) Records in Error File

This dataset is created in the same format as that which was submitted for editing. The transaction code will be changed to reflect the status of the record. The transaction code will be either an 'A' or an 'X'. 'A' signifies that the record was rejected and if re-submitted it will be an 'add'. The 'X' is put on the records that were determined to be duplicates and should not be resubmitted. This file is available to run against district files to determine the records that need correcting.

This file contains:

- a) all records that were rejected as duplicates or because of REJECT errors, or
- b) DISTRICT VALIDATION errors.
- c) the last eight bytes of each student record contain up to 4 of the error codes printed on the edit report.

All records on this file are displayed on either the Edit Report or the Duplicate Report.

#### 6) Duplicate Reports

The Duplicate Records Report displays all records that had duplicates submitted. Duplicates are defined as records whose unique (key) data fields are the same. For instance, on the Student Demographic Record, the key fields are the District Number, Instruction/Service, Fiscal Year, Survey Period Code and Student Number Identifier.

All duplicate records will be displayed with a message indicating which ones were rejected ("record not loaded") and which record was passed to the edit ("record loaded") for consideration.

The rejected duplicate records are written to the same error file as the records found to be in error by the edit program.

There is no school summary for the Duplicate Records Report. The District Totals will show:

- a) how many records were found to be duplicates and rejected;
- b) how many records were loaded/passed to the edit; and

c) how many records were submitted/read.

#### 7) Validation and Validation/Exception Reports

The Validation programs compare data between data base tables for the Student Course format. For example:

- a) The grade on a Student Course record must agree with the grade on the Student Demographic record;
- b) A Student Course record should have a matching Teacher Course record.

The Validation/Exception programs compare data between data base tables and list suspicious data for all the other formats.

The Validation and Validation/Exception Reports consist of:

- a) an Error Legend,
- b) a listing of the individual records with errors,
- c) a total report, and
- d) a list of Error Free Schools for Student and Staff data.

#### 8) Error Legend

The Error Legend lists the comparisons that will be made in the program. It also indicates if a comparison will cause nulling of a field when an error is found. Each comparison/error description is assigned a number. This number designates the number in the Edit Specification for the reporting format being submitted. These comparisons cannot be done at the District level so they are named **State Validations and State Validation/Exceptions** in the Edit Specifications.

#### 9) Listing of Records With Errors

The listing of the individual records found to have errors shows the pertinent data from the two data base tables being compared. The number codes of the errors are listed to the right of the data.

The report is organized in school number order whenever possible. Page numbering begins with Page 1 for each school. This will allow reports to be sent to particular schools if desired.

Totals are presented for each school's data and for the district. The totals show:

- a) the number of records on the data base table;
- b) the number of records with Validation errors; and
- c) the number of errors that were encountered by type of error (the number of the error described on the Error Legend).

#### 10) Validation Error Records

Validation Error Record Files are created for all formats. The records that are listed on the report are also written out to an error file, in the same format as they were originally submitted. The transaction code will reflect the kind of error found on the record:

- F = FTE earned error
- P = FEFP program error
- G = Grade error
- W = Writing Skills error
- Z = multiple validation errors
- M = no matching record on other formats

All records on this file are displayed on the Validation Edit List.

The last 8 bytes of each student record contain up to 4 of the edit codes listed on the report.

#### 11) FTE Error Reports

Two FTE Reports are produced at Initial Edit time:

- a) Student Total FTE Error Report, and
- b) The Preliminary FTE Report.

#### 12) The Student Total FTE Error Report (61095)

The Student Total FTE Error Report summarizes the FTE reported for each student. This report lists students for whom total FTE exceeds the maximum allowable and for whom FTE has been nulled. The district will not receive appropriate state funding until these records have been corrected. The program which produces this report is also available for districts to download and run at local sites.

At the end of the Student Total FTE Error Report are totals showing:

- a) the FTE lost due to the total FTE for a student exceeding permissible limit,
- b) the total FTE not funded because of all errors, and
- c) the Total records read.

13) The Preliminary FTE Report (60796)

The Preliminary FTE Report produced at this time is a summarization of the fundable and non-fundable FTE attributed to the District. This report is the only one of the Initial Reports that will also be produced at other times during the Survey Edit Cycle.

The Preliminary FTE Report shows the total fundable and non-fundable unweighted FTE for each grade in each FEFP program in each school. Totals are displayed for:

- a) FEFP Program groups (i.e., Exceptional, Vocational, etc.),
- b) each FEFP program and grade for the school, and
- c) each FEFP program and grade for the district.

A list of students with FTE errors (60871) is produced at the same time as the Preliminary FTE report.

### C. Batch Update Process

When errors are indicated on the Edit and Validation Reports discussed in the previous section, the district has two options for correcting the data. The data errors can be corrected through **on-line processing** or **batch updating**. This section discusses the Batch Update process.

Whenever a batch update is applied, the error listings and error record files it generates will overlay those created previously by the Initial Edit or Batch Update. Make sure you have retrieved these files before submitting a new set of batch updates.

Batch updates will be run at night after on-line updates are complete. As often as possible during the two-week to four-week edit/correction cycle, the Data Processing System will look to see if there are any Batch Update Files to be processed.

The batch update process involves:

- 1) analyzing the error reports,
- 2) creating input datasets for update,
- 3) transmission of the corrections,
- 4) edit/validation of the corrections by the DOE, and
- 5) repeating the above steps until error free.

### Analyzing Error Reports

Study the Edit and Validation Reports to determine:

- 1) the errors,
- 2) the Tables to be corrected, and
- 3) the keys of the records in error.

### Creating Input Data Sets

The dataset created by the district must be in the same reporting format as that used for the initial submission of data. This update dataset will be used to:

- 1) add new records, or
- 2) delete erroneous records currently on the data base, or
- 3) correct non-key fields which were in error.

Records that were rejected on the Edit Reports must be resubmitted after correction with a Transaction Code of "A" for add.

Records that were listed on the Validation reports must be resubmitted after correction with a Transaction Code of "C" for change or update.

Records that were loaded to the data base which contained invalid key data (data which passes the edits but which does not represent the true situation in the district) must be resubmitted with a Transaction Code of "D" for delete.

With few exceptions, all data submitted on the individual record to be added (Transaction Code of "A") or updated (Transaction Code of "C") must be correct; otherwise, the update will not be performed.

Some districts may find it helpful to retrieve the error file created by the data base programs. Since the records on the error file are in the same format as the record formats submitted to DOE, corrections/additions could be made to a copy of this file. When all corrections are made, this dataset would be resubmitted.

It is the district's responsibility to ensure that adequate audit trails for all corrections to the local data base are maintained.

### Transmission of Corrections

Follow the same method of transmission as used in your initial submission of data. Use the same dataset names and characteristics in the JCL which you used in your initial submission of data. Notify the System that you wish your Batch Updates processed by creating a file with TYPE=BATCH similar to the one created for your initial transmission. See Appendix E.

### Edit/Validation of the Corrections

The update program will check all fields for correct data (just like the Initial Edit programs). Outside of the edit correct cycle it also will check related tables to assure correct relationships between tables (just like the Validation programs). During the edit cycle the validation checks will not be performed and therefore will not cause an update to be rejected.

**Batch updates applied to the data base may have an effect on records of another format which already exist on the data base.**

For example, if a Student Course record reports that the student is in grade 10 and a Student Demographic batch update record is submitted showing the student in grade 11, the grade on the Student Course records which do not match the Demographic Record will be set to the NULL value.

Errors which have this effect are identified on the Edit Specification list (Appendices N, O and P) as STATE VALIDATIONS with comments explaining the cascading effect which batch updates will have.

The report produced will list the records containing errors and the total number of records accepted as updates.

### Files Generated for BATCH UPDATE

Batch Updates can be submitted any time during the edit/correction cycle. **When submitting batch updates after the end of the regular cycle, the DPS/EIAS Record Contact Person must be notified.** Updates for a prior year or survey must be submitted in separate batches.

**TABLE 2**

**FILES GENERATED AFTER BATCH UPDATE**

**STUDENT DATA BASE**

| <u>Reporting Format</u>              | <u>Dataset Submitted</u> | <u>Dataset Created</u>                                 | <u>Description</u>  |
|--------------------------------------|--------------------------|--|---|
| Student Demographic                  | 60775                    | 60780<br>60786   | Student Demographic Edit Listing<br>Student Demographic Records in Error  |
| Student Course                       | 60776                    | 60781<br>60783<br>60796<br>60871<br><br>60857<br>61095 | Student Course Edit Listing<br>Student Course Records in Error<br>Preliminary FTE Report<br>Student Records Invalid for F60796<br>During Edit Cycle Only:<br>Student Course Validations<br>Student FTE Total Error Report |
| Teacher Course                       | 60777                    | 60782<br>60789   | Teacher Course Edit Listing<br>Teacher Course Records in Error  |
| Fed/State Indicator                  | 61020                    | 61372<br>61072   | Federal/State Indicator Edit Listing<br>Federal/State Indicator Records in Error  |
| School Environmental Safety Incident | 62946                    | 62949<br><br>62948                                     | School Environmental Safety Incident Edit Listing<br>School Environmental Safety Incident Records in Error  |
| Vocational Student Course            | 60952                    | 61001<br><br>60999                                     | Vocational Student Course Edit Listing<br>Vocational Student Course Records in Error  |
| Vocational Student Characteristics   | 61018                    | 61091<br><br>61089                                     | Vocational Student Characteristic Edit Listing<br>Vocational Student Characteristic Records in Error  |

**TABLE 2**

**FILES GENERATED AFTER BATCH UPDATE**

| <u>Reporting Format</u>                           | <u>Dataset Submitted</u> | <u>Dataset Created</u> | <u>Description</u>   |
|---|--------------------------|------------------------|--|
| Vocational/Adult General Education Teacher Course | 61017                    | 61087                  | Vocational/Adult General Education Teacher Course Edit Listing             |
|   |                          | 61085                  | Vocational/Adult General Education Teacher Course Records in Error         |
| End of Year Status                                | 60953                    | 60983<br>60981         | End of Year Status Edit Listing<br>End of Year Status Records in Error     |
| Disciplinary Action                               | 60954                    | 60987<br>60985         | Disciplinary Action Edit Listing<br>Disciplinary Action Records in Error   |
| Adult General Education Student Course            | 61019                    | 61080                  | Adult General Education Student Edit Listing                               |
|   |                          | 61077                  | Adult General Education Student Records in Error                           |
| Fed/State Compensatory Education Project          | 60951                    | 60979                  | Federal/State Compensatory Project Edit Listing                            |
|   |                          | 60977                  | Federal/State Compensatory Project Records in Error                        |
| Exceptional Student                               | 61096                    | 61034<br>61374         | Exceptional Student Edit Listing<br>Exceptional Student Records in Error   |
| Exceptional Program                               | 61636                    | 61662<br>61638         | Exceptional Program Edit Listing<br>Exceptional Program Records in Error   |
| Statewide Assessment                              | 62208                    | 62209<br>62210         | Statewide Assessment Edit Listing<br>Statewide Assessment Records in Error |
| Limited English Proficient Student Information    | 62233                    | 62234                  | Limited English Proficient Student Information Edit Listing                |
|   |                          | 62235                  | Limited English Proficient Student Information Records in Error            |

**TABLE 2**

**FILES GENERATED AFTER BATCH UPDATE**

| <u>Reporting Format</u>               | <u>Dataset Submitted</u> | <u>Dataset Created</u> | <u>Description</u>                                     |
|---------------------------------------|--------------------------|------------------------|--|
| Dropout Prevention Program Evaluation | 62243                    | 62244                  | Dropout Prevention Program Evaluation Edit Listing     |
|                                       |                          | 62245                  | Dropout Prevention Program Evaluation Records in Error |
| Student Attendance                    | 62411                    | 62432                  | Student Attendance Edit Listing                        |
|                                       |                          | 62431                  | Student Attendance Records in Error                    |
| Student Transcript                    | 62412                    | 62414                  | Student Transcript Edit Listing                        |
|                                       |                          | 62425                  | Student Transcript Records in Error                    |

All STUDENT datasets listed above have the following dataset name (DSN):

DPSTT.GQ.F#####.YNNNS

- ##### = The dataset number listed above
- DPSTT = The letters DPS followed by the district number
- YNNNN = The fiscal year prefixed by "Y"
- S = The number of the survey being submitted.

For example, the DSN for the Student Demographic reporting format for Dixie County (District Number 15) for Survey 2, 1987 is DPS15.GQ.F60775.Y87882.

**TABLE 2****FILES GENERATED AFTER BATCH UPDATE****STAFF DATA BASE**

| <u>Reporting Format</u>    | <u>Dataset Submitted</u> | <u>Dataset Created</u> | <u>Description</u>   |
|----------------------------|--------------------------|------------------------|--|
| Staff Demographic          | 61025                    | 61163<br>61162         | Staff Demographic Edit Listing<br>Staff Demographic Records in Error                             |
| Payroll                    | 61028                    | 61171<br>61170         | Staff Payroll Edit Listing<br>Staff Payroll Records in Error                                     |
| Additional Job Assignments | 61029                    | 61175<br>61174         | Staff Additional Job Assignment Edit Listing<br>Staff Additional Job Assignment Records in Error |
| Salary Supplement          | 61030                    | 61167<br>61166         | Staff Salary Supplement Edit Listing<br>Staff Salary Supplement Records in Error                 |
| Benefits                   | 61031                    | 61179<br>61178         | Staff Benefits Edit Listing<br>Staff Benefits Records in Error                                   |
| Multidistrict Employee     | 61027                    | 61384<br>61385         | Staff Multidistrict Employee Edit Listing<br>Staff Multidistrict Records in Error                |
| Staff Experience           | 61026                    | 61379<br>61381         | Staff Experience Edit Listing<br>Staff Experience Records in Error                               |
| Summer Salary              | 61033                    | 61409<br>61410         | Staff Summer Salary Edit Listing<br>Staff Summer Salary Records in Error                         |
| Inservice Education        | 61869                    | 61871<br>61872         | Inservice Education Edit Listing<br>Inservice Education Records in Error                         |
| Fiscal Year Salaries       | 63313                    | 63314<br>63315         | Fiscal Year Salaries Edit Listing<br>Fiscal Year Salaries Records in Error                       |

**TABLE 2**

**FILES GENERATED AFTER BATCH UPDATE**

| <u>Reporting Format</u>        | <u>Dataset Submitted</u> | <u>Dataset Created</u> | <u>Description</u>   |
|--------------------------------|--------------------------|------------------------|--|
| Fiscal Year Benefits           | 63318                    | 63319<br>63320         | Fiscal Year Benefits Edit Listing<br>Fiscal Year Benefits Records in Error                     |
| Inservice Education Components | 61870                    | 61875<br>61876         | Inservice Education Components Edit Listing<br>Inservice Education Components Records in Error |

All STAFF datasets listed above have the following DSN:

DPSTT.GU.F#####.YNNNS

- ##### = The dataset number listed above
- DPSTT = The letters DPS followed by the district number
- YNNNS = The fiscal year prefixed by "Y"
- S = The number of the survey being submitted.

For example, the DSN of the Staff Demographic reporting format for Survey 2 data for Dixie County (District Number 15) is - DPS15.GU.F61025.Y87882.

TABLE 2

FILES GENERATED AFTER BATCH UPDATE

FINANCE DATA BASE

| <u>Reporting Format</u>                  | <u>Dataset Submitted</u> | <u>Dataset Created</u> | <u>Description</u>   |
|--|--------------------------|------------------------|--|
| District Summary Budget                  | 62036                    | 62038                  | District Summary Budget Edit Listing                           |
|  |                          | 62219                  | District Summary Budget Records in Error                       |
| District Summary Millage                 | 62422                    | 62044                  | District Summary Millage Edit Listing                          |
|  |                          | 62423                  | District Summary Millage Records in Error                      |
| AFR Revenues, Expenditures and Long-Debt | 62560                    | 62564                  | AFR Revenues, Expenditures and Long-Term Debt Edit Listing     |
|  |                          | 62565                  | AFR Revenues, Expenditures and Long-Term Debt Records in Error |
| AFR Sub-Object Expenditures              | 62561                    | 62569                  | AFR Sub-Object Expenditures Edit Listing                       |
|  |                          | 62570                  | AFR Sub-Object Expenditures Records in Error                   |
| AFR State Categorical Programs           | 62562                    | 62574                  | AFR State Categorical Programs Edit Listing                    |
|  |                          | 62575                  | AFR State Categorical Programs Records in Error                |

All FINANCE datasets listed above have the following DSN:

DPSTT.EU.F#####.YNNNN

- ##### = The dataset number listed above
- DPSTT = The letters DPS followed by the district number
- YNNNN = The fiscal year prefixed by "Y"

For example, the DSN of the District Summary Budget reporting format for 1992 data for Dixie County (District Number 15) is - DPS15.EU.F62036.Y9293.

## How to Use Batch Update Reports

### 1) Edit Reports

The Batch Update Reports have the same File ID/Dataset Name as the Initial Edit Reports. The layout of the report is the same but the content differs:

- a) Error Legend,
- b) Individual Record Listing and
- c) Totals Report

### 2) Error Legend

The Error Legend describes all possible errors checked for in the program. These errors are divided into two groups:

- a) errors causing rejection (all Reject and Validation errors described in the Edit Specifications); \*
- b) Non-fatal errors -Validation Errors that will be accepted but may cause the record not to be considered for certain reports.

\* Validation errors will not prevent the record from being updated during the Edit Cycle, and are only listed on the batch error legend AFTER the edit cycle.

Each error description has a number assigned to it which designates the rule in the Edit Specification (see Appendix D) that has been violated.

### 3) Listing of Records With Errors

The listing of individual records with errors is exactly the same as shown in the section on the Initial Edits. It is organized by school number whenever possible and displays every data field submitted with error flags (\*) under the field(s) in error.

### 4) Totals Report

Totals are reported at the end of each school's data and district totals are displayed at the end of the report.

The totals show the number of records:

- a) added to the data base;
- b) changed on the data base;
- c) deleted from the data base;

- d) rejected due to errors;
- e) read/submitted by the district/school; and
- f) with non-fatal errors applied to the data base.

If the Batch Updates submitted were error free, the Totals Report is all that will be printed.

5) Records in Error File

This dataset is created in the same format as that which was submitted for Batch Update. This file contains all records which were found to be duplicates or unacceptable because they contained data errors. All records on this file are displayed on the Edit report with an error message describing the reason for rejection. The last 4 bytes of each student record contain up to 4 of the error codes listed on the report. The transaction code indicates the action taken on the record (See Appendix N, Page N-4).

**D. Validation, Validation/Exception, Exception Reports, Preliminary FTE Report and Error Listings from Tables**

After districts have had time to update their data, programs will be run against the data base tables to list all validation errors still existing on the tables. Exception Reports will be produced at this time also. They will display data relationships that are questionable and may be in error. A Preliminary FTE Report also will be produced during Surveys 1 through 4.

These reports can be used, like the Initial Edit and Validation reports, as a guide for the correction of errors still existing on the Tables.

The Validation, Validation/Exception, Exception and Preliminary FTE reports will be available for retrieval in the course of the two-week to four-week edit/correction cycle. (See Appendix C - Schedule of Events and Time-Line).

The Error Listing reports are available upon request.

Files Generated

The following table contains the datasets created by the programs discussed above.

**TABLE 3****FILES GENERATED AFTER INITIAL UPDATES****STUDENT DATA BASE**

| <u>Reporting Format</u>                                 | <u>Dataset Created</u>  | <u>Description</u>  |
|---|-------------------------|---|
| Student Demographic                                     | 60802                   | Student Demographic Validation/<br>Exception Report   |
|   | 62584                   | Student Demographic Validation Error<br>Records   |
| Student Course  | 60984                   | Listing of Errors on Student<br>Course Table  |
|   | 60803                   | Student Course Exception Report   |
|   | 60796                   | Preliminary FTE Report by School,<br>Program and Grade  |
|   | 60871                   | Student Records Invalid for FTE Funding<br>Report   |
|   | 60857<br>60878<br>61095 | Validation Error Report<br>Validation Error Records<br>Student Total FTE Errors                         |
| Teacher Course  | 60858                   | Teacher Course Validation/Exception<br>Report   |
|   | 60879                   | Teacher Course Validation Error Records   |
| Federal/State<br>Indicators                             | 61377                   | Listing of Validation/Exception Errors on<br>Federal/State Indicator Table                              |
|   | 62556                   | Federal State Indicator Validation Error<br>Records   |
| Vocational Student<br>Course                            | 61355                   | Listing of Validation/Exception Errors on<br>Vocational Student Course Table                            |
|   | 62541                   | Vocational Student Course Validation<br>Error Records   |
| Vocational/Adult General<br>Education Teacher<br>Course | 61356                   | Listing of Validation/Exception Errors on<br>Vocational/Adult General Education Teacher<br>Course Table |
|   | 62542                   | Vocational/Adult General Education Teacher<br>Course Validation Error Records                           |

**TABLE 3****FILES GENERATED AFTER INITIAL UPDATES**

| <u>Reporting Format</u>                | <u>Dataset Created</u> | <u>Description</u>   |
|--|------------------------|--|
| Vocational Student Characteristics     | 61418                  | Listing of Validation/Exception Errors on Vocational Student Characteristics Table |
|  | 62540                  | Vocational Student Characteristics Validation Error Records                        |
| End of Year Status                     | 61420                  | Listing of Validation/Exception Errors on End of Year Status Table                 |
|  | 62549                  | End of Year Status Validation Error Records  |
| Disciplinary Action                    | 61419                  | Listing of Validation/Exception Errors on Disciplinary Action Table                |
|  | 62551                  | Disciplinary Action Validation Error Records                                       |
| Adult General Education Student Course | 61421                  | Listing of Validation/Exception Errors on Adult General Education Student Table    |
|  | 62552                  | Adult General Education Student Validation Error Records                           |
| Federal/State                          | 61422                  | Listing of Validation/Exception Errors on Federal/State Compensatory Table         |
|  | 62550                  | Federal/State Compensatory Validation Error Records                                |
| Exceptional Student                    | 61108                  | Listing of Validation/Exception Errors on Exceptional Student Table                |
|  | 62555                  | Exceptional Student Validation Error Records                                       |
| Exceptional Program                    | 61682                  | Listing of Validation/Exception Errors on Exceptional Program Table                |
|  | 62586                  | Exceptional Program Validation Error Records                                       |
| Statewide Assessment                   | 62240                  | Listing of Validation/Exception Errors on Statewide Assessment Table               |
|  | 62553                  | Statewide Assessment Validation Error Records                                      |

### TABLE 3

#### FILES GENERATED AFTER INITIAL UPDATES

| <u>Reporting Format</u>                        | <u>Dataset Created</u> | <u>Description</u>   |
|--|------------------------|--|
| Limited English Proficient Student Information | 62238                  | Listing of Validation/Exception Errors on Limited English Proficient Student Information Table |
|  | 62558                  | Limited English Proficient Validation Error Records  |
| Dropout Prevention Program Evaluation          | 62248                  | Listing of Validation/Exception Errors on Dropout Prevention Program Evaluation Table          |
|  | 62557                  | Dropout Prevention Program Evaluation Validation Error Records                                 |
| Student Attendance                             | 62435                  | Listing of Validation/Exception Errors on Student Attendance Table                             |
|  | 62543                  | Student Attendance Validation Error Records  |
| Student Transcript                             | 62428                  | Listing of Validation/Exception Errors on Student Transcript Table                             |
|  | 62554                  | Student Transcript Validation Error Records  |

All STUDENT datasets listed above have the following dataset name (DSN):

DPSTT.GQ.F#####.YNNNNS

##### = The dataset number listed above  
DPSTT = The letters DPS followed by the district number  
YNNNN = The fiscal year prefixed by "Y"  
S = The number of the survey being submitted.

**TABLE 3**

**FILES GENERATED AFTER INITIAL UPDATES**

**STAFF DATA BASE**

| <u>Reporting Format</u> | <u>Dataset Created</u> | <u>Description</u>  |
|-------------------------|------------------------|---|
| Staff Demographic       | 61399                  | Listing of Validation/Exception Errors on Staff Demographic Table       |
| Salary Supplement       | 61400                  | Listing of Validation/Exception Errors on Salary Supplement Table       |
| Payroll                 | 61401                  | Listing of Validation/Exception Errors on Staff Payroll Table           |
| Job Assignment          | 61402                  | Listing of Validation/Exception Errors on Job Assignment Table          |
| Benefits                | 61403                  | Listing of Validation/Exception Errors on Staff Benefits Table          |
| Experience              | 61404                  | Listing of Validation/Exception Errors on Staff Experience Table        |
| Multidistrict Employee  | 61406                  | Listing of Validation/Exception Errors on Multi-District Employee Table |
| Summer Salary           | 61412                  | Listing of Validation/Exception Errors on Summer Salary Table           |
| Inservice Education     | 61874                  | Listing of Validation/Exception Errors on Inservice Education Table     |
| Fiscal Year Salaries    | 63317                  | Listing of Validation/Exception Errors on Fiscal Year Salaries Table    |
| Fiscal Year Benefits    | 63322                  | Listing of Validation/Exception Errors on Fiscal Year Benefits Table    |

All STAFF datasets listed above have the following DSN:

DPSTT.GU.F#####.YNNNNS

**TABLE 3**

**FILES GENERATED AFTER INITIAL UPDATES**

**FINANCE DATA BASE**

| <u>Reporting Format</u>                       | <u>Dataset Created</u> | <u>Description</u>  |
|---|------------------------|---|
| District Summary Budget                       | 62040                  | District Summary Budget Validation Error Report                         |
|   | 62042                  | District Summary Budget Exception Report                                |
|   | 62348                  | District Summary Budget Document  |
| AFR Revenues, Expenditures and Long-Term Debt | 62566                  | Validation Report on AFR Revenues, Expenditures and Long-Term Debt data |
|   | 62567                  | Exception Report on AFR Revenues, Expenditures and Long-Term Debt data  |
|   | 62649                  | AFR Document  |
| AFR State Categorical Programs                | 62576                  | Validation Report on AFR State Categorical Programs data                |
|   | 62577                  | Exception Report on AFR State Categorical Programs data                 |

All FINANCE datasets listed above have the following DSN:

DPSTT.EU.F#####.YNNNN

## How to Use Validations, Validation/Exception, Exception Reports and Preliminary FTE Report

### 1) Validations

The Validation Error Listing and error file is created by checking each record on the Student Course data base table for every possible error listed in the Edit Specifications as STATE VALIDATION errors. This listing is made available so that after updating through the batch process or on-line, the district can see if any records with validation errors were missed and still need updating. The report looks very much like the Initial Edit Report; but the Dataset Name is different and the Title reflects that this is a Validation Error Listing from Table Data. During the Edit Cycle this program lists the errors. At the end of the Edit Cycle this program lists and nulls the fields in error.

### 2) Error Legend

The Error Legend describes the STATE VALIDATION errors that are checked. The number associated with the error description corresponds to the rule in the Edit Specification that has been violated.

### 3) Listing of Records With Errors

This listing will be organized by school number whenever possible and page numbering will start over when the school changes so that this report may be sent to a particular school if desired. Every data field for the record will be displayed on this report. On the individual record listing, **null fields will be represented by question marks.**

The **State Validation errors** will have the **number** from the Error Legend **preceded by an asterisk under the field in error.**

When the Student Course Table is listed, an extra field, **FTE Pending**, will be displayed. If FTE is or will be nulled, the FTE Pending will show the amount that was originally submitted.

### 4) Totals Report

Totals will be reported at the end of each school's data and at the end of the report for the district's data.

The totals show:

- a) number of records on the data base table; and
- b) number of records with errors.

5) Error Files

Error Files are generated in the same format as the original input. They contain the record(s) of any student/teacher for whom a validation error was found. The last 4 bytes of each student record contain up to 4 of the error codes listed on the report. The transaction code reflects the action taken on the record. (See Appendix N, Page N-4.)

If a school's data are error free, the total of records processed is all that will be printed at the end of the report.

6) Validation/Exception

The Validation/Exception Reports are created for all formats except the Student Course format.

STATE VALIDATIONS and EXCEPTION rules described in the Edit Specifications, Appendix N, are applied to all rows on these tables. The report produced is similar to the Exception report description which follows.

An error file will be generated in the same format as the original input. It will contain the records which had validation errors.

7) Exception Reports

The Exception Reports list records that have questionable data relationships. The information may be correct - an exception to the Edit Specification rule - but it needs to be verified. This report consists of:

- a) an Error Legend,
- b) an Individual Record Listing,
- c) a Totals Report, and
- d) a list of Error Free Schools.

8) Error Legend

The Error Legend displays the edits that are performed on the records in the data base table. The number preceding the error description corresponds to the number in the Edit Specification (see Appendix N) associated with the reporting format being checked.

9) Listing of Records With Errors

The Individual Record Listing displays only the fields from the data base record that are:

- a) necessary (key fields) to be able to locate the record in the data base, or
- b) fields to be examined for questionable data relationships.

The numeric codes indicating the possible errors are printed in the rightmost columns.

10) Totals Report

The Totals Report is printed at the end of each school's data and at the end of the report for the district. The totals show:

- a) the number of records processed in order to produce this report,
- b) the number of records containing possible errors, and
- c) how many times each type of error occurred.

11) Preliminary FTE Report

This report was discussed in Section B.2 of this chapter. It is produced at this time so that the districts can determine how their batch or on-line updates affected the Unweighted FTE.

Fundable and non-fundable FTE attributed to the district is summarized and displayed for each grade and FEFP Program offered in each school. District totals are printed at the end of the report. The number of schools represented in the report is listed also.

12) Error Listing from Tables

This list of errors is created only for tables that allow nulled data to be stored. Therefore, this report can be produced for the Student Course table only. It is generated on request. It is very similar in format to the Validation report. Records with nulled fields are displayed.

**E. On-line Programs**

This series of interactive screens provides districts with the ability to browse (look at) and

update (change) their data stored on the information data base. The programs described in this document run at NWRDC in the County CICS region. The on-line programs incorporate all EIAS edit and validation specifications and are designed to prevent the introduction of errors into the information data base. Thus, any addition or update to a record must pass all edit and validation tests or be rejected. This document provides information on how to sign on to CICS, how to use the on-line help facility and how to navigate among the different screens.

Illustrations of some of the on-line screens are provided throughout this section. These are set off by lines emulating the left side of a terminal screen, or in some cases, the upper left-hand portion of a screen.

### Establishing a Session

There are at least two methods for establishing a session with NWRDC:

- through the TYMNET components of the FIRN network, or
- through the SNA components of the FIRN network.

#### 1) Access through TYMNET

If a menu similar to the following is displayed on the terminal when you have accessed FIRN, your terminal is connected through the TYMNET portion of the network:

```
SELECT LOGON PROCEDURE
NWRDC 3270
NERDC 3270
NERDC ASYNCHRONOUS
SERDC ASYNCHRONOUS
FSUCC ASYNCHRONOUS
MANUAL LOGON
```

- a) Place the cursor beside NWRDC 3270, and
- b) Press the ENTER/RETURN key.

A VTAM screen from NWRDC similar to the following will be displayed:

```
***** NWRMENU - ENTER ONE OF THE FOLLOWING *****
* NWRICOM NWRIACT NWRCICS NWRCICC NWRCICT NWRDICS NWRTSO NWRMUSS NWRDC*
**** OTHER MENUS, ENTER: S (SAMMENU); E (NERMENU); C (CFRMENU) *****
```

- a) Type NWRCICC, and
- b) Press the ENTER/RETURN key.

2) Access through SNA

If you are connected via SNA, your terminal displays the VTAM menu for your SNA host center.

- a) Type NWRCICC, and
- b) Press the ENTER/RETURN key.

In either case, once the terminal is successfully connected to NWRDC's County CICS system, the following screen will be displayed:

```
NWRDC --- CICS SECURITY SYSTEM
SPECIFY USER-ID AND PASSWORD
TERMINAL === XXNN
TIME === NN.NN.NN
USER-ID === === REQUIRED
PASSWORD === === REQUIRED
NEW PASSWORD ===
```

Your assigned password will be the same as your user-ID. The first time you sign on, you **are forced to change your password.**

- a) Type your USER-ID,
- b) TAB down to the PASSWORD field,
- c) type your password,
- d) To change the password (the first time you logon or any other time you wish to change your password):
  - 1) TAB down to the NEW PASSWORD field,
  - 2) type the new password you want (must be at least 4 characters) in the NEW PASSWORD field, and then
- e) press the ENTER/RETURN key

NOTE: Do not press the ENTER/RETURN key until you have typed both your user-ID and password. For future logons, omit step D unless you wish to change your password.

The new password will be known only to you and not to the EIAS/EDS. If you lose your password, call the EIAS/EDS Contact Person. He/she will have to reestablish

your password at NWRDC. Try to avoid this problem by maintaining your password in a safe place. Remember to treat all System passwords as confidential information. They are the keys to your share of the information data base.

The next screen in the logon sequence is as follows:

```
          NWRDC  --- CICS SECURITY SYSTEM
SPECIFY ACCOUNT TO BE CHARGED FOR THIS SESSION
LOGON-ID===          === REQUIRED
SUB-PROJECT          ===  === OPTIONAL
PASSWORD            ===  === REQUIRED
IF ABOVE IS AS DESIRED, DEPRESS ENTER, ELSE ENTER DESIRED VALUES
```

This screen requires that you specify a valid NWRDC LOGON-ID that will be charged for the session. The LOGON-ID should already be set up and should be the same as your user ID. You need only press the ENTER/RETURN key.

The next screen is the NWRDC CICS screen from which you access the DPS browse and update system (the On-line System).

```
-----NWRDC --- CICS SECURITY SYSTEM -----
LAST SIGNON WAS 15.37.31 85.180
NWR CICS SESSION BEGINNING          14.36.40 85.201
TERMINAL (XXNN)  USER(XXXXXX)  GROUP(XX-XXXXX)
-----SIGNON COMPLETED-----
```

Note down your terminal-ID, user and group information for future reference in case of terminal or network problems.

- a) Clear the screen,
- b) type MMnn (where nn is the number of your district; e.g., MM06 for district 06, Broward),
- c) and press the ENTER/RETURN key.

At this point, the Main Menu will appear as follows and you will have successfully signed on to the On-line System.

DOE INFORMATION DATA BASE  
STUDENT/STAFF/FINANCE  
MAIN MENU

MAIN

|         |                            |
|---------|----------------------------|
| 1-SDCM  | Student Component Menu     |
| 2-SFCM  | Staff Component Menu       |
| 3-FNCM  | Finance Component Menu     |
| 4-CCCM  | Course Code Component Menu |
| 5-MESS  | Broadcast Messages         |
| 99-HELP | Help Main Menu             |

Enter Option Number or 4-Character Code

COMMAND ==  
PF1=HELP PF9=EXIT

Navigating the On-line System

From the On-line Systems Main Menu screen, you may enter:

- 1) the Student Component of the information data base,
- 2) the Staff Component, or
- 3) the Finance Component, or
- 4) the Course Code Component, or
- 5) the Broadcast Messages; or
- 6) the Help Main Menu.

Each menu option has assigned to it both a menu number and a screen ID. Screen ID's are 4-character codes that are displayed in the upper right-hand corner of the screen. "MAIN" is the screen ID for the Main Menu, Menu options can be selected by entering either the option number or the associated screen ID.

Thus, to select the Student Component Menu:

- 1) type either the number "1" on the COMMAND line or
- 2) the code "SDCM" on the COMMAND line and
- 3) press the ENTER/RETURN key.

This will result in the display of the following screen:

STUDENT DATA BASE SDCM  
STUDENT COMPONENT MENU

|        |                          |         |                               |
|--------|--------------------------|---------|-------------------------------|
| 1-DEMO | Student Demographic Data | 18-SSCD | Student Schedule              |
| 2-SCRS | Student Course Data      | 19-SFTE | Student FTE Data              |
| 3-TCRS | Teacher Course Data      | 20-TSCD | Teacher Schedule              |
| 4-EXCS | Exceptional Student Data | 21-CLAS | Class Roster                  |
| 5-EXCP | Exceptional Program Data | 22-DFTE | DIST/SCHL Weight/Unweight FTE |
| 6-FSIS | FED/STATE Indicator Data | 23-EDST | Edit Status                   |
|        |                          | 24-FNLR | Final Reports                 |
| 8-LENG | Limited English          | 25-STUL | Student Locator               |
|        |                          | 26-RRPT | Reports on Request            |
|        |                          | 27-CCNN | Course Numbers/Names          |

COMMAND ==           Enter Option Number or 4-Character Code  
PF1=HELP   PF5=MAIN MENU   PF8=FRWD BROWSE   PF9=EXIT

This is the first part of the Student Component Menu.

- Options 1 through 8 permit a district to browse AND update data on individual tables of the information data base.
- Options 18 through 27 are browse-only programs.
- Option 26 allows a district to request that a report(s) be generated.

Note that the options on this part of the menu relate to reporting formats (tables) collected during Surveys 1 through 4. Reporting formats collected in Survey 5 are displayed on the second part of the menu. Pressing **PF8** (Programmed Function key 8) will cause this second part of the Student Component Menu to be displayed:

STUDENT DATA BASE EYCM  
END OF YEAR COMPONENT MENU

|         |                             |         |                             |
|---------|-----------------------------|---------|-----------------------------|
| 35-DEM5 | Student Demographic Data    | 51-VSCD | Vocational Student Schedule |
| 36-VCRS | Voc Student Course Data     | 52-VCLS | Vocational Class Roster     |
| 37-VTCH | Voc Teacher Course Data     | 53-VTSC | Vocational Teacher Schedule |
| 38-STUC | Voc Student Characteristics | 99-HELP | Help Menu                   |
| 39-EOYS | End of Year Status Data     |         |                             |

40-DISC Discipline Data  
41-FSCE FED/ST Compensatory-Chapt1  
42-ADCH Adult Student Course  
43-EXC5 Exceptional Student Data  
44-SASS Statewide Assessment  
45-DOPP Dropout Prevention Program  
46-SATT Student Attendance  
47-STRN Student Transcript  
48-SAFE School Safety Data

COMMAND == Enter Option Number or 4-Character Code  
PF1=HELP PF5=MAIN MENU PF7=BKWD BROWSE PF9=EXIT

Again, the browse and update options (35 through 48) are displayed on the left of the screen, while the browse-only options appear on the right (options 51 through 53; interactive Help is browse-only, too).

At the bottom of the screen, the last two lines display commands that may be executed by pressing one of the PF (Programmed Function) keys.

On this screen PF1, PF5, PF7, and PF9 are displayed.

- 1) Pressing **PF1** gets you interactive HELP, which is discussed further in subsection 5.
- 2) Pressing **PF5** returns you to the Main Menu of the On-line System.
- 3) To return to the first part of the Student Component Menu, press **PF7**.
- 4) Pressing **PF9** ends this CICS session (you can do this from any screen of the On-line System except HELP). A terminating screen will then be displayed:
  - a) Clear the screen,
  - b) type SECU,LOGOFF , and
  - c) press the ENTER/RETURN key to return the terminal to the NWRDC VTAM menu (at which point you have successfully signed off).

As mentioned above, you select menu options by entering either their option number or screen ID. **You can select an option by entering its screen ID even if the option doesn't appear on the current menu display.** For example, If you are on the Main Menu screen, by typing SFTE, you would go directly to the Student FTE Data screen.

The same is true of a selection's option number, with the proviso that if the option doesn't appear on the screen you should enter its fully qualified number. Fully qualified means that you would type both the main menu and component menu option numbers together.

For example, since the Student Component Menu is option number 1 on the Main Menu, and the Student Course Data browse/update program is option number 3 on the Student Component Menu, you would type "1.3" to enter its fully qualified option number. Of course, if you are in the Student Component Menu already, you would only have to enter a "3" to select this option (it's only from other menus that the fully qualified form must be entered). To go directly to option number 5 on the Staff Component Menu, you could type "2.5" and use this as a way to bypass the display of the Staff Component Menu.

Selecting the Student Course Data browse/update option results in the display of the following screen:

```
                STUDENT DATA BASE                SCRS
                STUDENT COURSE DATA
```

To BROWSE -- Enter AT LEAST through Student ID, AT MOST through End Period

```
DISTRICT OF INSTRUCTION: __      YEAR: ___  SURVEY:
SCHOOL OF INSTRUCTION:
STUDENT ID:
COURSE:
SECTION: __      BEGIN PERIOD: __END PERIOD:
```

```
DISTRICT OF ENROLLMENT:
SCHOOL OF ENROLLMENT:
DAYS/WEEK: __      ADULT CLS HOURS: _____ MINS/WEEK: _____
FEFP PROGRAM: __      FTE EARNED: _____ EXCEPTIONALITY CODE: _
ALTERNATE ED CODE: _ ADULT BSC PRIORITY: _ ADULT FEE STATUS: _
GRADE:              VOC STUDENT INTENT: _ COURSE INDICATOR: _ _
LIMITED ENG PROF: __ YEAR ROUND SCHL: __
```

```
COMMAND == _____
blank=BROWSE A=ADD C=CHANGE X=DEL PF1=HELP PF2=REFRESH PF3=STUDENT
MENU PF5=MAIN MENU PF7=BKWD BROWSE PF8=FRWD BROWSE PF9=EXIT
CLEAR=ERASE DATA
```

As will be discussed in the next subsection, you can use screens of this type to **browse and update** the data in the information data base tables.

You can use:

- PF1 to get interactive Help,

- PF3 to exit this screen and return to the Student Component Menu,
- PF5 to exit and return to the On-line System Main Menu, or
- PF9 to exit the On-line System entirely.

Additionally, you can switch to a different screen by:

- 1) typing its screen ID on the COMMAND line and pressing the ENTER/RETURN key, or
- 2) by typing the new screen's option number (fully qualified if the screen isn't one of the Student Component options) on the COMMAND line and pressing the ENTER/RETURN key.

### Browse and Update Programs

No attempt will be made here to describe the operation of each screen of the On-line System in detail. Instead, a general discussion of each function of the On-line Systems browse/update programs will be given using the Student Course Data browse/update program (screen ID SCRS, displayed above) as an example. The browse-only programs will be discussed in the next subsection.

All programs of the On-line System have browse capability. During the edit/correction cycle some of the programs have the update facility turned on to allow districts to edit the data submitted during that survey. After the edit/correction cycle is done, the update facility is turned off.

At the top of the Student Course Data browse/update screen are instructions that tell the user the minimum (and the maximum) number of fields the user needs to supply to give the program enough information to locate a record or records on the information data base.

In this case, the user must enter a minimum of five fields (**District of Instruction, Year, Survey, School of Instruction, and Student ID**) to give the program enough information to locate the Student Course records for a given student.

A specific record can be located if the user supplies four more fields to the program (**Course, Section, Begin Period, and End Period**).

All other screens contain similar instructions about the information that must be supplied in order to locate a record on the data base.

If no records are found matching the criteria specified by the user, the program reports that fact. If one or more records are found on the information data base, the program displays the first for the user. **PF7** and **PF8** can then be used to **browse backwards and forwards** through the set of records found.

In addition to browse capability, the browse/update programs of the On-line System have the ability to:

- 1) Add rows (records) to the information data base,
- 2) Delete rows, and
- 3) make Changes to rows selected by the user.

**This update capability, however, is available only during the edit/correction cycle and is effective only for the current survey.** At all other times, browse/update programs can be used only to browse the information data base.

- 1) Add

**To add a row** (record) to the information data base the user must:

- a) supply valid information in every field of the screen,
- b) type the letter "A" on the COMMAND line, and
- c) press the ENTER/RETURN key.

If the add is successful, the program will indicate this.

An add will be rejected if the new record contains the same "key" information as another record already on the information data base. Key information is defined as the set of fields on the record used to make that record unique. For example, a Student Course row is uniquely defined by the fields (on the screen) beginning with District of Instruction, and ending with End Period. A change in any of these fields would make this row belong either to a different class or to a different student.

**An add will be rejected if** the new row fails any of the table's edit checks. The STATE VALIDATION edits will be applied to the records but will not cause rejection of the record. They will cause a message to be displayed explaining the validation error.

For example, if adding a student to a class would result in the violation of the 28 student limit for a Writing Skills class (and an assurance request has not been submitted for that class or the teacher), a message will be generated and displayed. If more than one error is detected in the new record, the program will report that multiple errors have occurred. Any fields containing invalid information will be highlighted to assist the user in identifying the problem(s) with the data. By pressing PF1 for interactive Help, the multiple error messages may be displayed.

**Note that validation errors are permitted.** The user **will** be permitted to add Student Course rows for a student before adding Student Demographic rows. This is not the recommended procedure (and a Demographic row will have to be added eventually); but if you find yourself in a position where you need to enter information in this way, you can.

**Certain other validation errors will indicate need for changes in tables other than the table with which the user may be currently working.** For example, if the Grade Level code field entered on a new Student Demographic record is not the same as the code for Grade Level on one or more of the student's Student Course rows, the invalid value of Grade Level on the Student Course rows will be displayed to the user. The user then will need to adjust the Grade values in one table or the other. The On-line System facilitates such changes by maintaining as much key information as possible when switching from one screen to another.

It was mentioned above that the ENTER/RETURN key must be pressed to cause an add to be executed. Actually, an Add (or a Delete or a Change, for that matter) will be executed if any of the following keys are pressed:

- a) PF3(Component Menu),
- b) PF5 (Main Menu),
- c) PF7 (Backward Browse), or
- d) PF8 (Forward Browse).

Pressing PF3 or PF5 (with an "A" on the COMMAND line) will return you to a menu display, but only after the add has been applied.

Pressing PF7 or PF8 will cause the add to be applied and the prior or next (respectively) record selected based on the last browse key established.

For example, if a course record for student 0100000001 is being displayed and the user changes the student ID to 0100000002, types an "A" on the COMMAND line and presses PF8, the add will be executed, and the next record for student 0100000001 displayed. Had the user pressed the ENTER/RETURN key instead of PF8, the newly added record for student 0100000002 would have been displayed.

**Any add, change or delete in progress will be canceled if PF9 is pressed.**

Two other programmed function keys bear mentioning at this time. If you have made some changes to screen data and then decide you want to have the data originally on the screen displayed again, you can press **PF2** to refresh the screen. If you want to erase all variable information on the screen, you may press **CLEAR**.

2) Delete

To delete information from the information data base:

- a) enter the key information needed to identify uniquely the record to be deleted,
- b) type an "X" on the COMMAND line, and
- c) press the ENTER/RETURN key (or one of the other keys mentioned in the discussion of the add function).

If no such record exists on the information data base, the delete will fail and the program will report that fact. **If the record does exist, the user will be requested to confirm that the record should, in fact, be deleted. If confirmation is given, the record will be deleted.**

3) Change or update

**Before a row on the information data base can be changed, it must first be displayed by the user.** This is to ensure that the user understands which row (record) is being changed.

After displaying the row, the user can then:

- a) make changes to any of its fields (including key fields),
- b) type a "C" on the COMMAND line, and
- c) press the ENTER/RETURN key (or any of the other keys mentioned above in the discussion of the add function).

**As additional protection for the user, the program will display the before and after image of the row being changed on a confirmation screen. The change will be applied to the information data base only if confirmation is given.** Note that, as with the add function, the changed row must pass all applicable edit and validation tests.

As with the add function, using PF7 and PF8 instead of ENTER/RETURN key to apply a change permits the user to stay within the set of rows originally selected. Thus, if a user needed to change the FTE Earned for all of a student's Student Course records, the user would:

- a) display (browse) the first Student Course row for the student;

b) change the FTE Earned displayed on the screen, type a "C" on the COMMAND line,

c) press PF8; and

d) confirm the change on the confirmation screen.

The On-line System would then display the second record for the student and the user could continue the process until all the student's rows had been updated. (This is a quick way of updating the rows of a student for which all FTE Earned had been NULLed due to, for example, total FTE being in excess of 0.5000.) Note that **if ENTER/RETURN key had been pressed instead of PF8, the newly changed row would remain on the screen.** If, then, the user wanted to change the next row for the student, the user would first have to display it by pressing PF8. The above procedure reduces the number of keystrokes required to complete this task.

### Browse-only Programs

Certain programs of the On-line System are limited to browse functions on the information data base. These programs are provided to assist the districts in troubleshooting their data so that the browse/update programs can be used more effectively; updates are not permitted using these programs.

While browse/update programs display rows of the information data base one at a time for update purposes, the browse-only programs display information from several rows at once on the screen. Often, information from multiple data base tables is used in putting together these displays.

The browse-only programs operate according to the same rules as the browse function of the browse/update programs:

- 1) The screen instructs the user as to the fields that must be entered,
- 2) the user enters these fields,
- 3) the user presses the ENTER/RETURN key, and
- 4) information is displayed.

PF7, PF8 and the other keys also perform the same functions as in the other programs of the On-line System.

The following are short descriptions of the browse-only programs of the On-line System. Screen ID's follow the program names in parentheses.

- 1) **Student Schedule (SSCD)** - a list of the classes taken by a student within a given School of Instruction.

- 2) **Student FTE Data (SFTE)** - a list of all classes taken by a student within the District of Instruction, displaying FTE Earned for each course. Also, if FTE Earned has been NULLED out by a validation rule, the value of the FTE Earned prior to nullification is displayed under the heading "NONFUNDABLE FTE."
- 3) **Teacher Schedule (TSCD)** - a list of all classes taught by a teacher within a given School of Instruction.
- 4) **Class Roster (CLAS)** - a program that produces two lists that the user can view, one at a time, by pressing PF6. The first list names the students taking a given class. The second is a list of the teachers teaching that class.
- 5) **DIST/SCHL Weight/Unweight FTE (DFTE)** - a summarization of FTE Earned by School of Instruction, FEFP, and Grade. Totals can be produced for rows for which FTE will be funded and for rows containing errors that would invalidate the row for use in FTE funding calculations.
- 6) **Edit Status (EDST)** - a program that will allow districts to monitor the progress of their data in the System. Use this program to (1) make sure that an initial submission or batch update has been processed (2) to view totals related to that processing, and (3) to see what datasets are available for retrieval.
- 7) **Final Reports (FNLR)** - a program that will allow districts to see which end of the survey reports (final reports) are available for retrieval.
- 8) **Student Locator (STUL)** - a program that will locate a student by last name, birthdate, and sex.
- 9) **Reports for Request (RRPT)** - a program that will allow districts to request reports to be generated. (Reports are exhibited in DOE Information Data Base Volume III: Reports Manual)
- 10) **Course Numbers/Names (CCNN)** - a program that allows districts to browse the Course Code Directory, the Postsecondary Courses and Vocational Courses.
- 11) **Vocational Student Schedule (VSCD)** - the Survey 5 version of Student Schedule (SSCD).
- 12) **Vocational Class Roster (VCLS)** - the Survey 5 version of Class Roster (CLAS).

- 13) **Vocational Teacher Schedule (VTSC)** - the Survey 5 version of Teacher Schedule (TSCD).
- 14) **FTE for Staff (FTES)** - a display of both primary and additional job assignments for individual staff.
- 15) **Staff Supplements and Benefits (SUBN)** - a display of both Supplement and Benefit information for individual staff.
- 16) **Reports for Request (RRPT)** - a display of reports available for requesting and the option to request generation.
- 17) **FEFP Component Report (FEF1)** - displays State totals by District for FTE Base Funding, Sparsity Supplement, Required Local Effort, etc.
- 18) **UFTE/WFTE Program Totals (FTE1)** - displays District totals for the FEFP Program selected.
- 19) **Program Cost Factors (PRG1)** - displays FEFP program titles and weight applied.
- 20) **Other FEFP Data Report (OTH1)** - displays District totals for Tax Roll, Tax Assessment Ratio, Selected Categorical programs for Funding Adjustment, International Baccalaureate WFTE Added, etc.
- 21) **Fund, Account, Object Names (FAON)** - displays codes from "Red Book" and associated names.
- 22) **Budget Summary Document (SEC1-SEC9)** - displays Revenue and Expense Account Totals by Fund.

## Interactive Help

The Interactive Help facility is invoked by pressing the **PF1** key. It **provides screen sensitive on-line documentation**. If edit errors occur during an update attempt or if errors exist on a record being displayed, the Help System can be invoked to provide Help text pertaining specifically to those errors.

Any time a Help menu provides a list of items for selection, the item of choice can be selected by:

- 1) placing the cursor under the item and

- 2) pressing the ENTER/RETURN key OR
- 3) by typing a Help code (displayed in parentheses) on the COMMAND line.

The Help System has been designed to be used in the majority of cases that will arise during a given update session. However, **successful utilization of the Update System does depend on the user being very familiar with the data in the data base.** Help text has been included for data edit, format, and content, but this does not preclude the need to be familiar with the school district processes and data.

The **PF1** key is used to enter the Help System. **Once within the Help System, the only exit is to again use PF1.** The user cannot exit directly to CICS from Help.

The Help System can be entered in the following ways:

- 1) If there have been edit errors, the user can hit **PF1** with a blank COMMAND line **to see Help details on the edit errors only;**
- 2) A user can **type a menu code** (On-line System screen ID's plus several additional Help System codes) on the COMMAND line **and press PF1 to see a specific Help menu;**
- 3) A user can type "**HELP**" or "**1.99**" on the COMMAND line **to see the Help menu associated with the current screen being accessed by the user;**
- 4) If there have been no edit errors, the user can hit **PF1 with "HELP" or nothing on the COMMAND line to see the Help menu associated with the current screen;** or
- 5) A user can type "**ALL**" on the COMMAND line **and press PF1** to see all Help details associated with the screen the user is currently viewing.

When a Help menu has been displayed, the user can make a selection by:

- 1) using the **TAB** key to move the cursor **to any of the topics displayed or by entering a menu code on the COMMAND line** and then pressing the **ENTER/RETURN** key;
- 2) typing one of the **Help menu codes** (plus the special codes **ALL** - used to select ALL Help details associated with that Help menu - and **ERRS** - for only the ones with errors) on the COMMAND line and press the **ENTER/RETURN** key; or

- 3) using the PF3 key to navigate within the menus of the Help System, displaying previous menus.

PF7 and PF8 are used to browse within the Help details screens.

The following is the Help System Main Menu. It is presented when Help has been requested from a user viewing the On-line Systems Main Menu (and at the other times mentioned above).

DOE INFORMATION DATA BASE  
HELP SYSTEM  
(HELP) MAIN MENU

You may ask for help on any of these topics by placing the cursor under any character of the topic desired and pressing the ENTER key. A MENU is indicated when a name is preceded by a MENU code (shown in parentheses). MENU may also be selected by typing its code on the COMMAND line and pressing the ENTER key.

(SDCM) STUDENT MENU  
(SFCM) STAFF MENU  
(FNCM) FINANCE MENU  
(NAV) NAVIGATION  
(XERR) ERROR LISTS

COMMAND ===  
PF1=END HELP, PF3=PREVIOUS HELP SCREEN

This menu can be used to navigate through the Help System in much the same way as a user would navigate through the screens of the On-line System, with the additional feature of the user being permitted to make a selection by using the TAB key to move the cursor to the chosen topic and pressing the ENTER/RETURN key.

The following is an example of the Help menu displayed when general information was requested from the Student Schedule screen (screen ID SSCD):

DOE INFORMATION DATA BASE  
HELP SYSTEM  
(SSCD) STU SCHEDULE

You may ask for help on any of these topics by placing the cursor under any character of the topic desired and pressing the ENTER key. A MENU is indicated when a name is preceded by a MENU code (shown in parentheses). MENU may also be selected by typing its code on the COMMAND line and pressing the ENTER key.

(ALL) ALL FIELDS (ERRS) ERRORS

(HELP) MAIN MENU

|                   |             |                   |                 |
|-------------------|-------------|-------------------|-----------------|
| DISTRICT - INSTR. | SURVEY YEAR | SURVEY PERIOD     | SCHOOL - INSTR. |
| STUDENT ID.       | COURSE      | SECTION           | BEGIN PERIOD    |
| END PERIOD        | DAYS/WEEK   | ADULT CLASS HOURS | MIN/WEEK        |

COMMAND ===

PF1=END HELP, PF3=PREVIOUS HELP SCREEN

Had there been an error in one of the key fields the user was required to enter on the Student Schedule screen, that field would have been highlighted on this menu. The user could then use the TAB key to move to the highlighted field (or one of the others), press the ENTER/RETURN key, and have the Help System display informative text. If, for example, the user had placed the cursor to the Survey Year field and pressed the ENTER/RETURN key, the following screen would then be displayed:

```
***** DOE INFORMATION DATA BASE - HELP SYSTEM *****  
*** BEGIN HELP DISPLAY ***
```

Survey year

The school year for which this survey was reported (4 digits, right justified with leading zeroes; e.g., 8485 for school year 1984-85)

```
*** END HELP DISPLAY ***
```

PF1=END HELP, PF3=PREVIOUS HELP MENU, PF7=BKWD BROWSE, PF8=FRWD BROWSE

When edit errors occur, you don't have to navigate through a Help menu, selecting one highlighted field at a time. By simply pressing **PF1** after an error occurs, the Help System will automatically display Help information on the errors that have occurred. If, for example, **edit errors had occurred in District of Instruction, School of Instruction, and Survey Year**, pressing **PF1** would produce the following display:

```
***** DOE INFORMATION DATA BASE - HELP SYSTEM *****
```

```
*** BEGIN HELP DISPLAY ***
```

District of instruction

The number for the school district providing the instruction. (2 digits, right justified with leading zeroes; 01 through 70 or 72 through 76)

School of instruction

The state assigned four digit number for the school which provides the instruction or services to the student.

(4 character alphanumeric codes)

0001-9899 District school sites from the Master School ID File

C901-C928 Florida public community colleges

U970-U978 Florida public state universities

N999 Out-of-state schools

Survey year

The school year for which this survey was reported (4 digits, right justified with leading zeroes; eg. 8485 for school year 1984-85)

```
*** END HELP DISPLAY ***
```

```
PF1=END HELP, PF3=PREVIOUS HELP MENU, PF7=BKWD BROWSE, PF8=FRWD  
BROWSE
```

If a set of Help details takes more than one screen to display, the user may use **PF7** and **PF8** to scroll backwards and forwards through the Help display.

### Serious Error Processing

In the event of a data base error or an unforeseen error in the programs of the On-line System itself, a serious error screen will be displayed. This screen will contain diagnostic information that will aid EIAS/EDS in resolving the problem that has occurred. Information on serious errors will be logged to a file at NWRDC, but if this log is damaged, the only copy of what has transpired will be what appears on your screen. You should therefore preserve this information (write it down or make a screen print) and report the problem to the Educational Data Systems Contact Person as soon as possible.

The following is a sample serious error screen. If you ever encounter this screen, take down the information displayed and call the Educational Data Systems Contact Person.

```
*****SERIOUS ERROR DESCRIPTION SCREEN*****
*****
          A SERIOUS ERROR HAS OCCURRED
    PLEASE CONVEY THE FOLLOWING INFORMATION
    TO THE EDS PROGRAMMING STAFF (SUNCOM 278-7911)
*****
```

```
PROGRAM NAME === FNGQ30
PARAGRAPH     === 6000
TRANSACTION   === GQ30
ORIGINAL TRAN === MM21
TERMINAL ID   === FNXD
FUNCTION KEY  === PF1
FUNCTION CODE === 100A
RETURN CODE   === 000000000000
DATASET       ===
SQL CODE      === 0100
ERROR CODE    === T106
```

T106: An error occurred during an SQL FETCH operation.  
-911: Deadlock or time out. Try again later.

**To exit the serious error screen, press the CLEAR key.** You may then restart your session by typing MMnn (where nn is your district number), or sign off from CICS by typing SECU,LOGOFF and pressing the ENTER/RETURN key.

## F. Checking for Reports Available for Retrieval

During the Edit/Correction Cycle a multitude of reports are generated and available for retrieval. The Schedule of Events (Appendix C) lists these reports and the approximate times that they were generated. Due to unforeseen circumstances and special requests, some of these reports are generated at other times.

Now you can look to see when a report (listed in Chapter 5) was generated. The Edit Status on-line screen (item 23 on the STUDENT MENU or item 14 on the STAFF MENU of the DOE Information Data Base On-Line System) has a helpful feature. The PF6 function key returns a screen that shows the data set name and creation date of all reports related to a particular reporting format.

After the Edit/Correction Cycle, FINAL Reports are generated. Appendix R lists these reports and the surveys when they are generated. The Final Report On-line screen (Item 24 on the STUDENT MENU and item 15 on the STAFF MENU of the DOE Information Data Base On-Line System) allows you to see when these reports are available.

DOE Information Data Base Volume III: Reports describes extra reports that you may wish to have generated. The request procedure is described in the manual. When the report has been generated, it will be listed on the Final Report on-line screen.