

APPENDIX C

Edit/Correction Cycle

Schedule of Events and Time-Line

- I. **DATA PREPARATION:** (2 weeks preceding DUE Date)
-prepare only the data sets required for the Survey being processed (see Appendix M)
- A. District edits **STUDENT** data using programs and JCL provided by EDS.
1. GQAA - PSGQ01, PSGQ04 Edit Student Demographic
 2. GQAB - PSGQ02 Edit Student Course
 3. GQAC - PSGQ03 Edit Teacher Course
 4. GQDB - PSGQ11, PSGQ13 Edit Federal/State Indicators
 5. GQDE - PSGQ42, PSGQ87 Edit Exceptional Student
 6. GQEB - PSGQ78, PSGQ79 Edit Exceptional Program
 7. GQGU - PSQ217 Edit School Environmental Safety
 8. GQAU - PSGQ41, PSGQ58 Edit End of Year
 9. GQBA - PSGQ44, PSQ116 Edit Discipline
 10. GBDR - PSGB47 Edit Vocational Student Course
 11. GBDU - PSGB33 Edit Vocational/Adult General Education Teacher Course
 12. GBDX - PSGB38, PSGB39 Edit Vocational Student Characteristics
 13. GQDR - PSGQ29, PSGQ55 Edit Adult General Education Student Course
 14. GQAR - PSGQ40 Edit Federal State Compensatory
 15. GQAG - PSGQ49, PSGQ50 Edit Statewide Assessment
 16. GQAI - PSGQ36, PSGQ38 Edit Limited English Proficiency Information
 17. GQBP - PSGQ66, PSGQ85 Edit Dropout Prevention Program Evaluation
 18. GQGE - PSQ175, PSQ174 Edit Student Attendance
 19. GQGB - PSQ170, PSQ173 Edit Student Course Transcript
- B. District edits **STAFF** data using programs and JCL provided by EDS.
1. GUAA - PSGU01, PSGU02 Edit Staff Demographic
 2. GUAB - PSGU03 Edit Salary Supplement
 3. GUAC - PSGU05, PSGU06 Edit Payroll
 4. GUAD - PSGU07, PSGU08 Edit Job Assignments
 5. GUAE - PSGU09 Edit Benefits
 6. GUAH - PSGU44 Edit Experience
 7. GUAI - PSGU04 Edit Multidistrict Employees
 8. GUDE - PSGU73, PSGU75 Edit Inservice Education
 9. GUDF - PSGU74 Edit Inservice Education Components
 10. GUFA - PSGU104, PSGU105 Edit Fiscal Year Salaries
 11. GUFB - PSGU106 Edit Fiscal Year Benefits

C. District edits **FINANCE** data using programs and JCL provided by EDS.

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|------------------|--|
| 1. EUCA - PSEU15 | Edit District Summary Budget |
| 2. EUCN - PSEU41 | Edit District Summary Millage |
| 3. EUDA - PSEU47 | Edit AFR Revenues, Expenditures and Long-Term Debt |
| 4. EUDE - PSEU51 | Edit AFR Subobject Expenditures |
| 5. EUDI - PSEU55 | Edit AFR State Categorical Programs |

II. DATA TRANSMISSION/INITIAL EDIT AND RETRIEVAL

- A. Transmit formats required for survey
- B. Notify EDS (XMITFINI) for every dataset created
- C. Retrieve corresponding datasets on the following day
(See attached Edit Cycle time-line)

III. STATE PROCESSING: (Edit/Correction Cycle)

A. Validations

- 1. Student
 - a. Performed on Student Course format only.
 - b. During edit cycle lists records that will have FTE-earned, grade, or FEFP Program Number nulled at end of edit cycle if not corrected.
 - c. Produced on request.
 - d. Produced automatically when batch update requested on Student Course.
- 2. Finance
 - a. Performed for the District Summary Budget format, the AFR Revenues, Expenditures and Long-Term Debt format, and the AFR State Categorical Programs format.
 - b. Produced on request.

B. Validation/Exceptions Reports

- 1. Student
 - a. Performed for all formats submitted except the Student Course.
 - b. Lists records that don't have a matching Student Demographic record and other errors that may cause records to be excluded from final reports.
 - c. Produced on request.
- 2. Staff
 - a. Produced after all necessary formats have been submitted and periodically throughout the survey.
 - b. Lists errors that may cause records to be excluded from final reports.

C. Exception Reports

1. Student
 - a. Performed for the Student Course format only.
 - b. Lists records that have questionable data relationships. These records may be exceptions to the Edit Specification rules.
 - c. Produced on request.
2. Finance
 - a. Performed for the District Summary Budget format, the AFR Revenues, Expenditures and Long-Term Debt format, and the AFR State Categorical Programs format.
 - b. Lists records that have questionable data relationships.
 - c. Produced on request.

IV. Update Processing

A. Batch

1. Create Files to send to EDS (same as Initial)
2. Notify EDS (XMITFINI)
3. Datasets available for retrieval
 - edit reports and error records (same DSN as Initial Edits)

B. Online Processing: (During Edit/Corrections Cycle Only)

1. Updates Tables
2. Immediate feedback
3. No edit listings produced
4. Log transaction records available on request at end of edit/correction cycle for Student and Staff

Student

Files Available (log records)

DPSTT.GQ.F60881.Yyyys	- Student Demographic
DPSTT.GQ.F60882.Yyyys	- Student Course
DPSTT.GQ.F60883.Yyyys	- Teacher Course
DPSTT.GQ.F61432.Yyyys	- Federal/State Indicators
DPSTT.GQ.F61757.Yyyys	- Exceptional Student
DPSTT.GQ.F61758.Yyyys	- Exceptional Program
DPSTT.GQ.F62961.Yyyys	- School Environmental Safety
DPSTT.GQ.F61731.Yyyys	- End of Year
DPSTT.GQ.F61732.Yyyys	- Discipline

- DPSTT.GQ.F61727.Yyyyys - Vocational/Adult General Education Teacher Course
- DPSTT.GQ.F61728.Yyyyys - Vocational Student Course
- DPSTT.GQ.F61729.Yyyyys - Vocational Student Characteristics
- DPSTT.GQ.F61684.Yyyyys - Adult General Education Student Course
- DPSTT.GQ.F61683.Yyyyys - Federal State Compensatory
- DPSTT.GQ.F62241.Yyyyys - Statewide Assessment
- DPSTT.GQ.F62239.Yyyyys - Limited English Proficiency Information
- DPSTT.GQ.F62249.Yyyyys - Dropout Prevention Program Evaluation
- DPSTT.GQ.F62436.Yyyyys - Student Attendance
- DPSTT.GQ.F62437.Yyyyys - Student Course Transcript

Staff

Files Available (log records)

- DPSTT.GU.F61436.Yyyyys - Staff Demographic
- DPSTT.GU.F61439.Yyyyys - Payroll
- DPSTT.GU.F61440.Yyyyys - Job Assignments
- DPSTT.GU.F61441.Yyyyys - Salary Supplements
- DPSTT.GU.F61442.Yyyyys - Benefits
- DPSTT.GU.F61437.Yyyyys - Experience
- DPSTT.GU.F61438.Yyyyys - Multidistrict
- DPSTT.GU.F61883.Yyyyys - Inservice Education
- DPSTT.GU.F61884.Yyyyys - Inservice Education Components

Transaction Log Summary Report

DPSTT.GQ.F60884.Yyyyys

V. Extra Help:

A. Exception Reports:

1. Listing of suspicious data, not necessarily in error.
2. Produced by request.

B. FTE Aggregate Report:

1. Available after Validations are listed.
2. Shows fundable and non-fundable FTE and individuals with errors.
3. Available after BATCH updates on Student Course.
4. Available on request.

C. Extra Reports:

1. Three extra reports are available during Survey 9:
 - a. List of Exceptional Students submitted (60859).

- b. List of 89-313 students (60359).
 - c. List of PL94-142 students (60926).
 - 2. One extra report is available for Survey 5:
Previous Year Survey Data (62262).
 - 3. One extra report is available for Survey 2:
Current Year Survey Data (62261)
 - 4. Dropout Match Information available after Survey 2 and 3:
 - a. List of potential matched students who were reported by districts
as dropouts (61993).
 - 5. District Summary Budget Document (62348).
AFR Document (62649)
- D. Listing of Errors on Table:
- 1. Available on request only.
 - 2. Lists nulled data on Student Course table.

VI. **Final Reports**

See Appendix R.

File Naming Convention:

DPSdd.GQ.FXXXXX.Yyyys

where dd = district number
 XXXXX = file number
 yyyy = year
 s = survey

STUDENT DATA BASE SURVEY 1 AND 4

Reporting Format	Initial or Batch Dataset Submitted	Initial or Batch Edit Listing	Initial or Batch Records in Error	Duplicate Report (Initial Only)	Validation Report	Validation Records in Error	Validation/Exception Report	Exception Report	Extra Reports
Student Demographic	F60775	F60780	F60786	F60805		F62584	F60802		
Student Course	F60776	F60781	F60783	F60806	F60857 F61095	F60878		F60803	F60796 F60871
Teacher Course	F60777	F60782	F60789	F60807		F60879	F60858		
Exceptional Student	F61096	F61034	F61374	F61116		F62555	F61108		

File Naming Convention:

DPSdd.GQ.FXXXXX.Yyyys

where dd = district number
 XXXXX = file number
 yyyy = year
 s = survey

STUDENT DATA BASE SURVEY 2

Reporting Format	Initial or Batch Dataset Submitted	Initial or Batch Edit Listing	Initial or Batch Records in Error	Duplicate Report (Initial Only)	Validation Report	Validation Records in Error	Validation/Exception Report	Exception Report	Extra Reports	Extra Files
Student Demographic	F60775	F60780	F60786	F60805		F62584	F60802			
Student Course	F60776	F60781	F60783	F60806	F60857 F61095	F60878		F60803	F60796 F60871	
Teacher Course	F60777	F60782	F60789	F60807		F60879	F60858			
Federal State Indicator	F61020	F61372	F61072	F61110		F62556	F61377		F62261	
Exceptional Student	F61096	F61034	F61374	F61116		F62555	F61108			
Exceptional Program	F61636	F61662	F61638	F61663		F62586	F61682			
Limited English Proficiency Information	F62233	F62234	F62235	F62236		F62558	F62238			
Student Dropout Match Information	F62213								F61993 F62293	F61943 F61657 F62294 F62295

File Naming Convention:

DPSdd.GQ.FXXXXX.Yyyyys

where dd = district number
 XXXXX = file number
 yyyy = year
 s = survey

STUDENT DATA BASE SURVEY 3

Reporting Format	Initial or Batch Dataset Submitted	Initial or Batch Edit Listing	Initial or Batch Records in Error	Duplicate Report (Initial Only)	Validation Report	Validation Records in Error	Validation/Exception Report	Exception Report	Extra Reports	Extra Files
Student Demographic	F60775	F60780	F60786	F60805		F62584	F60802			
Student Course	F60776	F60781	F60783	F60806	F60857 F61095	F60878		F60803	F60796 F60871	
Teacher Course	F60777	F60782	F60789	F60807		F60879	F60858			
Exceptional Program	F61636	F61662	F61638	F61663		F62586	F61682			
Limited English Proficiency Information	F62233	F62234	F62235	F62236		F62558	F62238			
Student Dropout Match Information	F62213								F61993 F62293	F61943 F61657 F62294 F62295
Exceptional Student	F61096	F61034	F61374	F61116		F62555	F61108			

File Naming Convention:

DPSdd.GQ.FXXXXX.Yyyyys

where dd = district number

XXXXX = file number

yyyy = year

s = survey

STUDENT DATA BASE SURVEY 5

Reporting Format	Initial or Batch Dataset Submitted	Initial or Batch Edit Listing	Initial or Batch Records in Error	Duplicate Report (Initial Only)	Validation Report	Validation Records in Error	Validation/Exception Report	Exception Report	Extra Reports
Student Demographic	F60775	F60780	F60786	F60805		F62584	F60802		
Exceptional Student	F61096	F61034	F61374	F61116		F62555	F61108		
End of Year Status	F60953	F60983	F60981	F61146		F62549	F61420		F62262
Discipline	F60954	F60987	F60985	F61147		F62551	F61419		
Vocational Student Course	F60952	F61001	F60999	F61002		F62541	F61355		
Voc./Adult Gen. Ed. Teacher Course	F61017	F61087	F61085	F61088		F62542	F61356		
Voc. Student Characteristics	F61018	F61091	F61089	F61092		F62540	F61418		
Adult Gen. Ed. Student Course	F61019	F61080	F61077	F61081		F62552	F61421		
Federal State Compensatory	F60951	F60979	F60977	F61148		F62550	F61422		
Dropout Prevention	F62243	F62244	F62245	F62246		F62557	F62248		
Student Transcript	F62412	F62414	F62425	F62426		F65554	F62428		

File Naming Convention:

DPSdd.GQ.FXXXXX.Yyyys

where dd = district number

XXXXX = file number

yyy = year

s = survey

STUDENT DATA BASE SURVEY 5 (Con't)

Reporting Format	Initial or Batch Dataset Submitted	Initial or Batch Edit Listing	Initial or Batch Records in Error	Duplicate Report (Initial Only)	Validation Report	Validation Records in Error	Validation/Exception Report	Exception Report	Extra Reports
Student Attendance	F62411	F62432	F62431	F62433		F62543	F62435		
School Environmental Safety	F62946	F62949	F62948	F62950					

File Naming Convention:

DPSdd.GQ.FXXXXX.Yyyys

where dd = district number
 XXXXX = file number
 yyyy = year
 s = survey

STUDENT DATA BASE SURVEY 9

Reporting Format	Initial or Batch Dataset Submitted	Initial or Batch Edit Listing	Initial or Batch Records in Error	Duplicate Report (Initial Only)	Validation Report	Validation Records in Error	Validation/Exception Report	Exception Report	Extra Reports
Student Demographic	F60775	F60780	F60786	F60805		F62584	F60802		F60359 F60859 F60926
Student Course	F60776	F60781	F60783	F60806	F60857	F60878		F60803	
Teacher Course	F60777	F60782	F60789	F60807		F60879	F60858		
Exceptional Student	F61096	F61034	F61374	F61116		F62555	F61108		

File Naming Convention:

DPSdd.GU.FXXXXX.Yyyys

where dd = district number

XXXXX = file number

yyy = year

s = survey

STAFF DATA BASE SURVEY 1

Reporting Format	Dataset Submitted	Edit Listing	Records in Error	Duplicate Report	Validation Report	Batch Update (Overlays)
Inservice Education Components	F61870	F61875	F61876	F61877		F61875 F61876

File Naming Convention:

DPSdd.GU.FXXXXX.Yyyys

where dd = district number
 XXXXX = file number
 yyyy = year
 s = survey

STAFF DATA BASE SURVEY 2

Reporting Format	Dataset Submitted	Edit Listing	Records in Error	Duplicate Report	Validation Report	Batch Update (Overlays)
Staff Demographic	F61025	F61163	F61162	F61164	F61399	F61163 F61162
Salary Supplement	F61030	F61167	F61166	F61168	F61400	F61167 F61166
Payroll	F61028	F61171	F61170	F61172	F61401	F61171 F61170
Additional Job Assignments	F61029	F61175	F61174	F61176	F61402	F61175 F61174
Staff Benefits	F61031	F61179	F61178	F61180	F61403	F61179 F61178
Staff Experience	F61026	F61379	F61381	F61380	F61404	F61379 F61381
Multidistrict Employee	F61027	F61384	F61385	F61383	F61406	F61384 F61385

File Naming Convention:

DPSdd.GU.FXXXXX.Yyyys

where dd = district number
 XXXXX = file number
 yyyy = year
 s = survey

STAFF DATA BASE SURVEY 3

Reporting Format	Dataset Submitted	Edit Listing	Records in Error	Duplicate Report	Validation Report	Batch Update (Overlays)
Staff Demographic	F61025	F61163	F61162	F61164	F61399	F61163 F61162
Salary Supplement	F61030	F61167	F61166	F61168	F61400	F61167 F61166
Payroll	F61028	F61171	F61170	F61172	F61401	F61171 F61170
Additional Job Assignments	F61029	F61175	F61174	F61176	F61402	F61175 F61174
Staff Benefits	F61031	F61179	F61178	F61180	F61403	F61179 F61178
						F61389 F61388

File Naming Convention:

DPSdd.GU.FXXXXX.Yyyys

where dd = district number
 XXXXX = file number
 yyyy = year
 s = survey

STAFF DATA BASE SURVEY 5

Reporting Format	Dataset Submitted	Edit Listing	Records in Error	Duplicate Report	Validation Report	Batch Update (Overlays)
Staff Demographic	F61025	F61163	F61162	F61164	F61399	F61163 F61162
Summer Salary	F61033	F61409	F61410	F61411	F61412	F61409 F61410
Inservice Education	F61869	F61871	F61872	F61873	F61874	F61871 F61872
Fiscal Year Salaries	F63313	F63314	F63315	F63316	F63317	F63314 F63315
Fiscal Year Benefits	F63318	F63319	F63320	F63321	F63322	F63319 F63320

File Naming Convention:

DPSdd.EU.FXXXXX.Yyyys

where dd = district number

XXXXX = file number

yyyy = year

FINANCE DATA BASE

Reporting Format	Initial or Batch Dataset Submitted	Initial or Batch Edit Listing	Initial or Batch Records in Error	Duplicate Report (Initial Only)	Validation Report	Validation Records in Error	Validation/Exception Report	Exception Report	Extra Reports
District Summary Budget	F62036	F62038	F62219		F62040			F62042	F62348
District Summary Millage	F62422	F62044	F62423						
AFR, Revenues, Expenditures and Long-Term Debt	F62560	F62565	F62564		F62566			F62567	F62649
AFR Sub-Object Expenditures	F62561	F62570	F62569					F62989	
AFR State Categorical Programs	F62562	F62575	F62574		F62576			F62577	