

Chapter 3

REPORTS AVAILABLE UPON REQUEST

Listed below are the file numbers and titles of reports that are available upon districts' requests. The following pages contain a sample of each report with a detailed explanation of the fields on the report.

A. Student Data Base

1.) Administrative Reports:

<u>File Number</u>	<u>Title</u>	<u>Available for Survey</u>
F60984	Student Course Errors	1-4, 9
F62435	Student Attendance Validation/ Exception Errors	5
* F60796	Preliminary FTE	1-4
F62006	Teachers not on Certificate File	1-4, 9
F62221	Unweighted FTE, Weighted FTE and Amount Allocated	1-4
F62222	Unweighted FTE, Weighted FTE and Amount Allocated	1-4
F60359	Chapter I Handicapped LEA Child Count	9
F60859	Individual Listing of Exceptional Students	9
F60926	Exceptional Student Listing of Records to be Used to Determine the Unduplicated Count	9
F62523	Individual Error Listing of Exceptional Students	9
F62262	Previous Year Survey Data	5
F62261	Current Year Survey Data	2
F61076	District Level Exceptional Student Data Request	3
F07223	Exceptional Student Membership Unduplicated (94-142 and Gifted Only)	9
F61994	Immunization Report (Kindergarten) for HRS	2
F62005	Deaf/Blind Count of Exceptional Student Membership	9
F61049	Exceptional Student Membership Duplicated	3
F60021	Current FTE Supplemental Information	1-4
F05107	Current FTE by FEFP and Grade	1-4

<u>File Number</u>	<u>Title</u>	<u>Available for Survey</u>
F62159	List of Students with Invalid SSNs	1-4, 5, 9
F61355	Vocational Student Course Validation/ Exception Errors	5
F61356	Vocational Teacher Course Validation/ Exception Errors	5
F61418	Vocational Student Characteristics Validation/Exception Errors	5
F61419	Disciplinary Action Validation/Exception Errors	5
F61420	End of Year Validation/Exception Errors	5
F61421	Adult General Education Student Characteristics Validation/Exception Errors	5
F61422	Federal/State Compensatory Project Evaluation Validation/Exception Errors	5
F62248	Dropout Prevention Validation/Exception	5
F62428	Student Transcript Validation/Exception Errors	5
F60802	Student Demographic Validation/Exception Errors	1-4, 5, 9
F60858	Teacher Course Validation/Exception Errors	1-4, 9
F61108	Exceptional Student Validation Errors	2, 5, 9
F61377	Federal/State Indicator Validation/Exception Errors	2, 9
F61682	Exceptional Student Program Validation/ Exception Errors	2, 3
F62238	Limited English Proficiency Validation/ Exception Errors	2, 3
F60803	Student Course Exception Errors	1-4, 9
*F60857	Student Course Validation Errors	1-4, 9
F62792	Pre-K Early Intervention Report	2, 3
F62793	Edit Status Report	1-5, 9
F05108	FTE by Survey by Program	1-4
F62643	Student Course Records with no Matching Student Demographic	1-4

<u>File Number</u>	<u>Title</u>	<u>Available for Survey</u>
F62644	Student Course Records with no Matching Teacher Data	1-4
F62691	Missing Formats For Student Data (Vocational Data)	5
F62715	Missing Formats for Student Data (Surveys 1-4)	1-4
F62765	Missing Formats for Student Data (End of Year Data)	5
F63138	FTE Earned Totals by School from the End of Year Status Table	5
F63149	Federal/State Compensatory Project Evaluation	5

2) Student/Teacher Schedule Reports:

F62124	Student Course Listing	1-4, 9
F62125	Teacher Class Listing	1-4, 9
F60876	Individual Student FTE (FTE1)	1-4

B. Finance Data Base

F62040	Budget Validation Report	
F62042	Budget Exception Report	
F62348	District Summary Budget Document	
F62566	AFR Revenues, Expenditures and Long-Term Debt Validation	
F62567	AFR Revenues, Expenditures and Long-Term Debt Exception	
F62649	AFR Document	
F62576	AFR State Categorical Programs Validation	
F62577	AFR State Categorical Programs Exception	
F62989	AFR Sub-Object Expenditures Exception	

C. Staff Data Base

F07269	Fall Staff Survey (EEO-5)	2, 3
F60634	Teacher Salary Data	2, 3
F60683	District Media Services Staff	2, 3
F60684	Primary Education Services	2, 3
F61205	Primary Teachers and Aides FTE	2, 3
F61332	Instructional Personnel Experience	2
F61399	Staff Demographic Validation/Exception Errors	2, 3, 5
F61401	Payroll Validation/Exception Errors	2, 3
F61402	Additional Jobs Validation/Exception Errors	2, 3
F61403	Benefits Validation/Exception Errors	2, 3

<u>File Number</u>	<u>Title</u>	<u>Available for Survey</u>
F61404	Experience Validation/Exception Errors	2
F61406	Multidistrict Employee Validation/Exception Errors	2
F61555	District Salary Survey (Part I)	2, 3
F61556	District Salary Survey - Payroll	2, 3
F61557	District Salary Survey - Benefits	2, 3
F61559	District Salary Survey - Supplements	2, 3
F61561	Distribution of Staff	2, 3
F61874	Inservice Education Validation/Exception Errors	5
F63059	Salary By School / EEO Line	2, 3
F62418	Professional Orientation Program Survey	2, 3, 5
F62419	Salary by EEO Line / Employee	2, 3
F60682	Staff Terminations	5
F61412	Staff Summer Salary Validation/Exception Errors	5
F61400	Salary Supplement Validation/Exception Errors	2, 3
F63317	Fiscal Year Salaries Validation/Exception Errors	5
F63322	Fiscal Year Benefits Validation/Exception Errors	5

* These reports are created automatically at the end of the Edit Processing Cycle for the survey. If you want an updated version, use this request procedure.

STUDENT COURSE ERRORS
File 60984

Report Description:

This report lists all records on the Student Course table that have fields containing null values. (In place of the Student Course Validation report (File 60857), the Student Course Error report may be requested after the state edit processing cycle is over.)

This report displays:

- * An error legend which gives a synopsis of the validation edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The fields for each record that had data nulled. (A '?' appears in the nulled field(s)).
- * A totals report for each school and the district which shows
 - 1) the number of records read
 - 2) the number of records read without errors
 - 3) the number of records read with errors
- * A list of the schools that had no errors.

STUDENT ATTENDANCE VALIDATION ERRORS
File 62435

Report Description:

This report contains, by school in the requesting district, the Student Attendance records that had validation errors.

This report displays:

- * An error legend which gives a synopsis of the validation edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation errors with error codes.
- * School and district totals for the following:
 - 1) Rows processed
 - 2) Rows with errors
 - 3) Count of errors by type

**PRELIMINARY FTE
File 60796**

Report Description:

This report contains, by school in the requesting district, the preliminary FTE earned and preliminary FTE forfeited due to records with errors. The job used to generate the preliminary FTE report also produces another report (File 60871) that shows the individual student records in error and the cause for the FTE forfeiture.

This report displays:

- * the FTE earned by FEFP program and grade
- * totals for each FEFP program group
- * totals for the District
- * the FTE earned that is non-fundable

TEACHERS NOT ON THE CERTIFICATE FILE
File 62006

Report Description:

This report lists teachers with certificate numbers that are not on the Department of Education Teacher Certificate File.

This report may be requested for any survey except 5 and for the current and previous year.

This report displays:

- * School of instruction, certificate, social security number, and teacher name of each teacher that does not match the Teacher Certificate File. This is the same exception edit (edit 64) that is done in the Teacher Course exception report, except that it may be more helpful in locating missing teachers.

UNWEIGHTED FTE, WEIGHTED FTE AND AMOUNT ALLOCATED
File 62221

Report Description:

This report lists the total unweighted FTE, weighted FTE and amount allocated by FEFP program, grade and school of FTE.

This report may be produced for one or all schools of FTE in the district.

Special Job Requirement:

Districts must create an indicator dataset for File 62221, whose input data stream contains the desired school of FTE. The school of FTE must be a 4-digit number. If no input data stream is present, the report will be generated for all schools of FTE in the requesting district. See General Procedures (Chapter 3) for more specific instructions.

This report displays:

- * unweighted FTE, program weight, weighted FTE and dollar value by FEFP number and grade for a specified school of FTE or for all schools of FTE in the district

- * FEFP number subtotals and school totals for the above information

UNWEIGHTED FTE, WEIGHTED FTE AND AMOUNT ALLOCATED
File 62222

Report Description:

This report lists the total unweighted FTE, weighted FTE and amount allocated by FEFP program, and grade for district totals.

This report displays:

- * unweighted FTE, program weight, weighted FTE and dollar value by FEFP number and grade by district
- * FEFP number subtotals and district totals for the above information

CHAPTER I HANDICAPPED LEA CHILD COUNT
File 60359

Report Description:

This report lists each child in a transfer agency.

This report displays:

- * The child's name, birthdate, exceptionality and year of transfer, printed in alphabetical order.
- * The total number of Chapter I Handicapped LEA children.

INDIVIDUAL LISTING OF EXCEPTIONAL STUDENTS
File 60859

Report Description:

This report lists each exceptional student by name, and lists items from each format that relate to the count for exceptional students. This information comes from the Student Demographic, Exceptional Student, Federal State Indicator, Student Course and Teacher Course Formats. It is printed in school order.

This report displays:

- * Format headings and Format field headings which have the related fields printed underneath. Student id and primary exceptionality are printed from Exceptional Student, student name and birthdate are printed from Student Demographic, the 94-142 and 89-313 indicators are printed from Federal/State Indicator (an 'X' is marked under the heading to indicate which federal project the student is participating), Course, Section, Period, FEFP number, exceptionality, and weekly class minutes are printed from Student Course, and Teacher Certificate and Facility type are printed from Teacher Course.
- * Fields that have nulled data, which can only be FEFP number. A '?' appears under the FEFP heading if nulled.
- * Fields that have blank data which are indicated by asterisks (*).
- * A totals report for each school and the district which shows
 - 1) number of exceptional students
 - 2) number of 94-142 students
 - 3) number of 89-313 students
 - 4) number of gifted students

**EXCEPTIONAL STUDENT LISTING OF RECORDS TO BE USED TO DETERMINE
THE UNDUPLICATED COUNT
File 60926**

Report Description:

This report lists each student by name that will be used to accumulate program and age totals for the unduplicated count.

This report displays:

- * Students in alphabetical order within each school in the district along with each student's birthdate, age, exceptionality (if gifted), the FEFP number the student will be counted under and the total minutes per week the student is in the FEFP number.
- * Accumulated totals by FEFP and age within each school showing how many students are counted under each program and age category.
- * Total number of unduplicated students in the district.

INDIVIDUAL ERROR LISTING OF EXCEPTIONAL STUDENTS
File 62523

Report Description:

This report lists each exceptional student that has an error by name, and lists items from each format that relate to the count for exceptional students. This information comes from the Student Demographic, Exceptional Student, Federal State Indicator, Student Course and Teacher Course Formats. It is printed in school order.

This report displays:

- * Format headings and Format field headings which have the related fields printed underneath. Student id and primary exceptionality are printed from Exceptional Student, student name and birthdate are printed from Student Demographic, the 94-142 and 89-313 indicators are printed from Federal/State Indicator (an 'X' is marked under the heading to indicate which federal project the student is participating), Course, Section, Period, FEFP number, exceptionality, and weekly class minutes are printed from Student Course, and Teacher Certificate and Facility type are printed from Teacher Course.

- * Fields that have blank data which are indicated by asterisks (*).

PREVIOUS YEAR SURVEY DATA
File 62262

Report Description:

This report lists the previous year's data on dropouts, truants, referrals, completers, non-promotions and post-secondary plans. This report replaces pages 1 and 2 of the Fall Student Survey starting for the 1990-91 Survey 5 data.

CURRENT YEAR SURVEY DATA
File 62261

Report Description:

This report lists the current year Survey 2 data on Membership, Exceptional Membership, Limited English Proficiency, Chapter I Services and Free and Reduced Lunch. This report replaces the Current Year portion of the Fall Student Survey.

This report displays:

- * Number of Students by race and gender whose primary language is not English.
- * Number of Students by race and gender whose primary language is not English and are enrolled in LEP classes.
- * Number of Students by race and gender who receive Chapter I Services. Chapter I Services include:
 - Chapter I Basic
 - Chapter I Handicap
 - Chapter I Migrant
 - Neglected and Delinquent
- * Number of Students receiving free and reduced lunches by race and gender.
- * Total Membership by grade, race and gender.
- * Total Exceptional Membership by program, race and gender.
- * The number of LEP Students by Program.
- * The number of Students with less than 25 hours spent in ESE Programs by program.
- * The number of Students with time spent in ESE Programs greater than or equal to 25 hours by program.

DISTRICT LEVEL EXCEPTIONAL STUDENT DATA REQUEST
File F61076

Report Description:

This report lists the district level exceptional student data request. This information comes from the Student Course and the Student Demographic Tables. An error report is also produced.

This report displays:

- * Counts of unduplicated membership of profoundly handicapped, part-time speech and hearing, and full-time speech and hearing by age and exceptionality.
- * Error report records will have one or more of the following errors:
 - 1) No match on the Student Table
 - 2) Students birthdate is null on the Student Table record

**EXCEPTIONAL STUDENT MEMBERSHIP UNDUPLICATED
(94-142 AND GIFTED ONLY)
File F07223**

Report Description:

This report lists accumulated totals of exceptional students by exceptional program and age.

This report displays:

- * The exceptional program names and the age groups of the unduplicated membership (94-142 and gifted only)

**IMMUNIZATION REPORT (KINDERGARTEN) FOR HRS
File F61994**

Report Description:

This report lists the kindergarten annual report of compliance. After all school reports have been printed, a district report is printed which accumulates all school totals.

This report displays:

- * Format headings and format field headings which have the related fields printed underneath. Total kindergarten membership, total kindergarten membership fully immunized, student's name with all exemptions claimed.
- * A totals report for each district which shows:
 - 1) Total schools reporting on school report
 - 2) Total kindergarten membership
 - 3) Total certificates of immunization
 - 4) Total temporary medical exemptions
 - 5) Total permanent medical exemptions
 - 6) Total permanent religious exemptions
 - 7) Total 30 day transfer exemptions

DEAF/BLIND COUNT OF EXCEPTIONAL STUDENT MEMBERSHIP
File F62005

Report Description:

This report lists the deaf/blind count of exceptional student membership for each school by program and by age.

This report displays:

- * The exceptional program names and the ages of the unduplicated membership count.
- * A state totals report shows:
 - 1) All programs 251 through 255
 - 2) A subtotal of deaf students in programs 205-206 is printed as line 16
 - 3) Totals for specific exceptional children are printed as lines 217, 219 and 220.

EXCEPTIONAL STUDENT MEMBERSHIP DUPLICATED
File F61049

Report Description:

This report lists each school by program name by category and program and category totals.

This report displays:

- * Program number and name, counts of membership for ages 3 through 22+, program membership totals, age membership totals, and total schools within the district.

CURRENT FTE SUPPLEMENTAL INFORMATION
File 60021

Report Description:

This report contains, by count by program in the requesting district, the Supplemental FTE from survey form ESE329. The job used to generate the Current FTE Supplemental Information also produces another report (File 61078) that shows the Adult Education Supplemental FTE from survey form ESE059.

These reports display:

- * the Supplemental FTE by program and FEFP program group
- * totals for each FEFP program group
- * district totals
- * totals for state by count
- * FTE for program 401 is accumulated from the updated Supplemental File and compared against the total accumulated from the School FTE Data File. An error message will print if the totals disagree. If the supplemental total is too high, the total is flagged on file 60021.
- * HRS amounts for Adult Education FTE in programs 331-338, 361-367, 401-402 and 416 are compared with the totals accumulated from the School FTE Data File. If FTE reported in these areas is greater than the program totals for the district, the total is flagged on file 61078.

CURRENT FTE BY FEFP AND GRADE FOR ALL SURVEYS
File 05107

Report Description:

This report contains, by count by grade in the requesting district, the programs that contain FTE membership.

This reports displays:

- * FTE membership by school by program

- * Subtotals after each of the following groups:
 - 1) Exceptional Education Programs (251-255)
 - 2) Vocational Education 7-12 Programs (301-309, 316)
 - 3) Basic Education Programs (101-103, 116-118)
 - 4) Dropout Prevention (120)
 - 5) Intensive English/ESOL (130)
 - 6) Adult Job Preparatory Programs (331-338)
 - 7) Adult Supplemental Programs (361-367)
 - 8) Adult Basic Skills (401)
 - 9) Adult Secondary Education (402)
 - 10) Adult Handicapped (416)

- * totals for the district

- * totals for the state

STUDENTS WITH INVALID SOCIAL SECURITY NUMBERS
File 62159

Report Description:

This report lists all records on the Student Demographic Table that have IDs with an 'X' in the tenth position (indicating it is a Social Security Number) that do not pass the Social Security Number edit.

This reports displays:

- * school,
- * grade,
- * last name, and
- * ID of students with invalid social security numbers

VOCATIONAL STUDENT COURSE VALIDATION/EXCEPTION ERRORS
File 61355

Report Description:

This report contains, by school in the requesting district, the Vocational Student Course records that had validation/exception errors.

This reports displays:

- * An error legend which gives a synopsis of the validation/exception edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation/exception errors with error codes.
- * School and district totals for the following:
 - 1) Rows processed
 - 2) Rows with errors
 - 3) Count of errors by type

VOCATIONAL TEACHER COURSE VALIDATION/EXCEPTION ERRORS
File 61356

Report Description:

This report contains, by school in the requesting district, the Vocational Teacher Course records that had validation/exception errors.

This reports displays:

- * An error legend which gives a synopsis of the validation/exception edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation/exception errors with error codes.
- * School and district totals for the following:
 - 1) Rows processed
 - 2) Unduplicated rows with errors
 - 3) Count of errors by type

**VOCATIONAL STUDENT CHARACTERISTICS
VALIDATION/EXCEPTION ERRORS
File 61418**

Report Description:

This report contains, by school in the requesting district, the Vocational Student Characteristics records that had validation/exception errors.

This reports displays:

- * An error legend which gives a synopsis of the validation/exception edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation/exception errors with error codes.
- * School and district totals for the following:
 - 1) Rows processed
 - 2) Unduplicated rows with errors
 - 3) Count of errors by type

DISCIPLINARY ACTION VALIDATION/EXCEPTION ERRORS
File 61419

Report Description:

This report contains, by school in the requesting district, the Disciplinary Action records that had validation/exception errors.

This reports displays:

- * An error legend which gives a synopsis of the validation/exception edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation/exception errors with error codes.
- * School and district totals for the following:
 - 1) Rows processed
 - 2) Unduplicated rows with errors
 - 3) Count of errors by type

END OF YEAR STATUS VALIDATION/EXCEPTION ERRORS
File 61420

Report Description:

This report contains, by school in the requesting district, the End of Year Status records that had validation/exception errors.

This reports displays:

- * An error legend which gives a synopsis of the validation/exception edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation/exception errors with error codes.
- * School totals for the following:
 - 1) Rows processed
 - 2) Rows with errors
 - 3) Count of errors by type

**ADULT GENERAL EDUCATION STUDENT CHARACTERISTIC
VALIDATION/EXCEPTION ERRORS
File 61421**

Report Description:

This report contains, by school in the requesting district, the Adult General Education Student Characteristic records that had validation/exception errors.

This reports displays:

- * An error legend which gives a synopsis of the validation/exception edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation/exception errors with error codes.
- * School and district totals for the following:
 - 1) Rows processed
 - 2) Rows with errors
 - 3) Count of errors by type

**FEDERAL/STATE COMPENSATORY PROJECT EVALUATION
VALIDATION/EXCEPTION ERRORS
File 61422**

Report Description:

This report contains, by school in the requesting district, the Federal/State Compensatory Project Evaluation records that had validation/exception errors.

This reports displays:

- * An error legend which gives a synopsis of the validation/exception edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation/exception errors with error codes.
- * School totals for the following:
 - 1) Rows processed
 - 2) Rows with errors
 - 3) Count of errors by type
- * A listing of error free schools

DROPOUT PREVENTION VALIDATION/EXCEPTION ERRORS
File 62248

Report Description:

This report contains, by school in the requesting district, the Dropout Prevention records that had validation/exception errors.

This reports displays:

- * An error legend which gives a synopsis of the validation/exception edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation/exception errors with error codes.
- * School and district totals for the following:
 - 1) Rows processed
 - 2) Rows with errors
 - 3) Count of errors by type

STUDENT TRANSCRIPT VALIDATION/EXCEPTION ERRORS
File 62428

Report Description:

This report contains, by school in the requesting district, the Student Transcript validation/exception errors.

This reports displays:

- * An error legend which gives a synopsis of the validation/exception edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation/exception errors with error codes.
- * School and district totals for the following:
 - 1) Rows processed
 - 2) Rows with errors
 - 3) Count of errors by type

STUDENT DEMOGRAPHIC VALIDATION/EXCEPTION ERRORS
File 60802

Report Description:

This report contains, by school in the requesting district, the Student Demographic records that had validation/exception errors.

This reports displays:

- * An error legend which gives a synopsis of the validation edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation/exception errors with error codes.
- * School and district totals for the following:
 - 1) Records with invalid SSN
 - 2) Rows processed
 - 3) Unduplicated rows with errors
 - 4) Count of errors by type

TEACHER COURSE VALIDATION/EXCEPTION ERRORS
File 60858

Report Description:

This report contains, by school in the requesting district, the Teacher Course records that had validation/exception errors.

This reports displays:

- * An error legend which gives a synopsis of the validation edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation/exception errors with error codes.
- * School totals for the following:
 - 1) Rows processed
 - 2) Count of errors by type

EXCEPTIONAL STUDENT VALIDATION ERRORS
File 61108

Report Description:

This report contains, by school in the requesting district, the Exceptional Student records that had validation errors.

This reports displays:

- * An error legend which gives a synopsis of the validation edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation/exception errors with error codes.
- * School and district totals for the following:
 - 1) Rows read
 - 2) Count of errors by type

FEDERAL/STATE INDICATOR VALIDATION/EXCEPTION ERRORS
File 61377

Report Description:

This report contains, by school in the requesting district, the Federal/State Indicator records that had validation/exception errors.

This reports displays:

- * An error legend which gives a synopsis of the validation edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation/exception errors with error codes.
- * School and district totals for the following:
 - 1) Records read
 - 2) Records without errors
 - 3) Records with errors

**EXCEPTIONAL STUDENT PROGRAM
VALIDATION/EXCEPTION ERRORS
File 61682**

Report Description:

This report contains, by school in the requesting district, the Exceptional Student Program records that had validation/exception errors.

This reports displays:

- * An error legend which gives a synopsis of the validation edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation/exception errors with error codes.
- * School and district totals for the following:
 - 1) Rows read
 - 2) Transactions with errors
 - 3) Count of errors by type

**LIMITED ENGLISH PROFICIENCY
VALIDATION/EXCEPTION ERRORS
File 62238**

Report Description:

This report contains, by school in the requesting district, the Limited English Proficiency records that had validation/exception errors.

This reports displays:

- * An error legend which gives a synopsis of the validation edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation/exception errors with error codes.
- * School and district totals for the following:
 - 1) Rows read
 - 2) Count of errors by type

STUDENT COURSE EXCEPTION ERRORS
File 60803

Report Description:

This report contains, by school in the requesting district, the Student Course records that had exception errors.

This reports displays:

- * An error legend which gives a synopsis of the validation edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation errors with error codes.
- * School and district totals for the following:
 - 1) Rows processed
 - 2) Unduplicated rows with errors
 - 3) Count of errors by type

STUDENT COURSE VALIDATION ERRORS
File 60857

Report Description:

This report contains, by school in the requesting district, the Student Course records that had validation errors.

This reports displays:

- * An error legend which gives a synopsis of the validation edit specifications that are explained in greater detail in DOE Information Data Base Volume II: Appendices.
- * The records which contained validation errors with error codes.
- * School and district totals for the following:
 - 1) Rows processed
 - 2) Rows with errors
 - 3) Count of errors by type

PRE-K EARLY INTERVENTION REPORT
File 62792

Report Description:

This report lists, by school of instruction, Pre-Kindergarten students and the minutes per week they spend in an Early Intervention Program (Course 5100510). The projected FTE earned is calculated.

This reports displays:

- * students in student ID order within each school of instruction in the district;
- * the minutes per week spent in the course with the projected FTE earned;
- * the total number of students, total minutes and total projected FTE, are projected by school and by district.

EDIT STATUS REPORT
File 62793

Report Description:

This report shows the percentage of errors remaining on the data formats submitted. The status of Initial Edits, Batch Update Edits and Validation/Exception Edits is presented in order by format and date of the activity.

This reports displays:

- * the format/table name;
- * the activity type and date of activity;
- * the number of records processed;
- * the number of records rejected (for Initial Edits and Batch Updates) / the number of records with Validation or Exception flags;
- * the number of records without any flags;
- * and the percentage of errors.

FTE BY SURVEY BY PROGRAM
File 05108

Report Description:

This report shows FTE for all surveys in the current year for all schools in the requesting district.

FTE is displayed by program in the following groups:

- * Exceptional Education Programs (201-215)
Vocational Education Programs (301-309, 316)
Dropout Prevention (120)
Students At Risk (131-133)
Basic Education (101-103)
Basic Education Mainstream Programs (116-118)
Adult Job Preparatory Programs (331-338)
Adult General Education (401, 402, 416)
Adult Supplemental (361-367)
- * Sub-Totals for each group
- * Totals for each school
- * Totals for the requesting district

**STUDENT COURSE RECORDS WITH NO MATCHING STUDENT DEMOGRAPHIC
File 62643**

Report Description:

This report lists the key information from the Student Course records that have no matching Demographic record. The FTE earned is listed and summed so that you can see the total FTE that will be eliminated if the situation is not remedied.

This report displays:

- * the school of instruction, student ID and course, section and period
- * the FEFP and FTE earned for each course
- * the total FTE

STUDENT COURSE RECORDS WITH NO MATCHING TEACHER DATA
File 62644

Report Description:

This report lists the key information from the Student Course records that have no matching teacher record. The FTE earned is listed and summed so that you can see the total FTE that will be eliminated if the situation is not remedied.

This report displays:

- * the school of instruction, student ID and course, section and period
- * the FEFP and FTE earned for each course
- * the total FTE

**MISSING FORMATS FOR STUDENT DATA
(VOCATIONAL DATA)
File 62691**

Report Description:

This report contains lists of student ID numbers from the Student Demographic format which did not have a matching record from any of the following formats:

Vocational Teacher Course
Vocational Student Course
Vocational Student Characteristics

This report displays:

- * the records from the Student format that had no other matching formats
- * school and district totals for the following
 - 1) number of students processed
 - 2) number of students with no other matching formats

**MISSING FORMATS FOR STUDENT DATA
(SURVEYS 1-4)
File 62715**

Report Description:

This report contains lists of student ID numbers from the Student Demographic format which did not have a matching record from any of the following formats:

Student Course
Teacher Course
Federal State Indicators
Exceptional Student
Exceptional Program
Limited English

This report displays:

- * the records from the Student format that had no other matching formats
- * school and district totals for the following
 - 1) number of students processed
 - 2) number of students with no other matching formats

**MISSING FORMATS FOR STUDENT DATA
(SURVEY 5)
File 62765**

Report Description:

This report contains lists of student ID numbers from the Student Demographic format which did not have a matching record from any of the following formats:

Exceptional Student
Discipline
Federal State Compensatory
Federal State Indicator
Statewide Assessment
Dropout Prevention
Student Attendance

This report displays:

- * the records from the Student format that had no other matching formats
- * school and district totals for the following
 - 1) number of students processed
 - 2) number of students with no other matching formats

**GREATER THAN .5 FTE
NULLING REPORT
File 62864**

Report Description:

This report is a detailed listing of Student Course records with greater than .5 FTE. Only one district at a time is run.

This report displays:

- * Course information for each selected student, which includes:

- Student ID
- School of Instruction
- Course Number
- Section Number
- Beginning and Ending Period
- Days Per Week
- Minutes Per Week
- Adult Class Hours
- FEFP Code
- FTE Earned
- Course Grade
- School FTE
- FTE Pending

- * The FTE greater than .5.
- * The Total FTE in error.

**GREATER THAN .5 FTE
SUMMARY REPORT
File 62957**

Report Description:

This report shows the total number of students who had their Student Course FTE nulled. Totals are given for school of instruction and district.

This report displays:

- * School of Instruction Totals
 - Number of Records Read
 - Number of Records Nulled

- * District Totals
 - Number of Records Read
 - Number of Records Nulled

- * Any records not nulled for various reasons.

FTE EARNED TOTALS
File 63138

Report Description:

This is a report of FTE Earned Totals from the END-YEAR-STATUS Table for Survey 5.

**FEDERAL/STATE COMPENSATORY
File 63149**

Report Description:

This report lists the Federal/State Compensatory records loaded on the data base for Survey 5.

TEACHER CLASS LISTING
File 62125

Report Description:

This report produces a class listing for each course being taught in a school for a requested district. The teacher class listing contains student demographic data along with the teacher and course information.

The districts have the option of requesting the report to be generated for one or all schools in the district.

Special Job Requirement:

An indicator dataset must be created by executing the XMITFINR JCL. The input data stream must contain the desired school number, which must be a 4-digit number. If no input data stream is present, the report will be generated for all schools in the requesting district. Refer back to the General Procedure (Chapter 2) to see where school number and FTE indicator are placed.

This report displays:

- * Teacher information such as name, certificate number and social security number
- * Information on course being taught by teacher
- * Student demographic data by Student ID
- * Total number of students in class
- * Counts of students in class by sex and race

**INDIVIDUAL STUDENT FTE
File 60876**

Report Description:

This report prints the individual students by school of FTE, grade, student's name, student ID, course, section and period. All information relevant to calculating unweighted FTE is printed.

Special Job Requirement:

Districts must execute the XMITFINR JCL to create a report indicator file with an input data stream containing the school number for the desired school of FTE. The school number must be a 4-digit number. If the input data stream is blank, the job will run for all schools of FTE. Refer back to the General Procedure (Section II) to see where school number is placed.

This report displays:

- * Each student's course information such as FEFP, FTE earned, days per week, class minutes, adult class hours and exceptionality. Each student's totals FTE earned is also printed.
- * Demographic information such as birthdate, age and student characteristics
- * Total FTE earned for the requesting district.

**CLASS ROSTER FOR ESE/FEFP PILOT SCHOOLS
(Survey 9)
File 62905**

Report Description:

This report produces a class roster for each course and teacher included in the pilot schools of the requesting district. At present only a few schools are included in a limited number of districts. The report is requested by district, not by school, and is only valid in survey 9.

This report displays:

- * Teacher information such as name and SSN
- * Class number, section number, period number

- * Student demographic information such as name and SSN

- * ESE/FEFP pilot number from the student demographic record

- * FEFP program number from the student course record

- * How many minutes per week a student spends in that class

DISTRICT SUMMARY BUDGET VALIDATION
File 62040

Report Description:

This report lists all the fund codes in which the total revenues, transfers and funds balances do not equal the total appropriations, transfers and fund balances.

This report displays:

- * An error legend which gives a synopsis of the validation edit specifications that are explained in greater detail in Appendix P of the DOE Information Data Base Volume II: Appendices
- * The amount of total revenues, transfers and fund balances and the appropriations, transfers and balances by fund

DISTRICT SUMMARY BUDGET EXCEPTION
File 62042

Report Description:

This report lists all the fund codes with account numbers that do not pass exception edits.

This report displays:

- * An error legend which gives a synopsis of the exception edit specifications that are explained in greater detail in Appendix P of the DOE Information Data Base Volume II: Appendices
- * The amount of accounts 3411, 2740, 2760, 2820; appropriations and transfers; gross taxable value, RLE; and discretionary millage by fund

DISTRICT SUMMARY BUDGET DOCUMENT
File 62348

Report Description:

This report prints the budget data submitted by a district.

This report displays:

- Section I. Summary Sheet - Assessment and tax levies and recapitulation of district summary budget.
- Section II. General Function-100 - Estimated revenues and appropriations for Fund 100.
- Section III. Special Revenue Funds-410 - Estimated revenues and appropriations for Fund 410.
- Section IV. Special Revenue Funds-420 - Estimated revenues and appropriations for Fund 420.
- Section V. Debt Service Funds-200 - Estimated revenues and appropriations for all 200 Funds.
- Section VI. Capital Project Funds-300 - Estimated revenues and appropriations for all 300 Funds.
- Section VII. Internal Service Funds-700 - Estimated revenues and estimated expenses for all 700 Funds.
- Section VIII. Trust and Agency Funds-800 - Estimated revenues and appropriations for all 800 Funds.
- Section IX. Enterprise Funds-900 - Estimated revenues and estimated expenses for all 900 Funds.

AFR REVENUES, EXPENDITURES AND LONG-TERM DEBT VALIDATION
File 62566

Report Description:

This report lists all the fund codes in which the total revenues, transfers and funds balances do not equal the total appropriations, transfers and fund balances.

This report displays:

- * An error legend which gives a synopsis of the validation edit specifications that are explained in greater detail in Appendix P of the DOE Information Data Base Volume II: Appendices
- * The amount of total revenues, transfers and fund balances and the appropriations, transfers and balances by fund

**AFR REVENUES, EXPENDITURES AND LONG-TERM DEBT EXCEPTION
File 62567**

Report Description:

This report lists all the fund codes with account numbers that do not pass exception edits.

This report displays:

- * An error legend which gives a synopsis of the exception edit specifications that are explained in greater detail in Appendix P of the DOE Information Data Base Volume II: Appendices
- * The amount of accounts 3411, 2740, 2760, 2820; appropriations and transfers; gross taxable value, RLE; and discretionary millage by fund

AFR DOCUMENT
File 62649

Report Description:

This report prints the AFR data submitted by a district.

This report displays:

General Function-100 - Estimated revenues and appropriations for Fund 100.

Special Revenue Funds-410, 420 - Estimated revenues and appropriations for Funds 410, 420.

Debt Service Funds-200 - Estimated revenues and appropriations for all 200 Funds.

Capital Project Funds-300 - Estimated revenues and appropriations for all 300 Funds.

Pension Trust Funds - 871

Expendable Trust Funds - 810, 821-839

Long-Term Debt Funds - 600

State Categorical Programs

Sub-object Expenditures

Internal Service Funds-700 - Estimated revenues and estimated expenses for all 700 Funds.

Non expendable Trust Funds - 861-869 - Estimated revenues and appropriations for all 800 Funds.

Enterprise Funds-900 - Estimated revenues and estimated expenses for all 900 Funds.

AFR STATE CATEGORICAL PROGRAMS VALIDATION
File 62576

Report Description:

This report lists all the grant codes that do not pass the validation edits.

This report displays:

- * An error legend which gives a synopsis of the validation edit specifications that are explained in greater detail in Appendix P of the DOE Information Data Base Volume II: Appendices

AFR STATE CATEGORICAL PROGRAMS EXCEPTION
File 62577

Report Description:

This report lists all the grant codes that do not pass exception edits.

This report displays:

- * An error legend which gives a synopsis of the exception edit specifications that are explained in greater detail in Appendix P of the DOE Information Data Base Volume II: Appendices

AFR SUB-OBJECT EXPENDITURE EXCEPTION
File 62989

Report Description:

This report lists all 651 objects that do not pass the exception edits.

This report displays:

- * An error legend which gives a synopsis of the exception edit specifications that are explained in greater detail in Appendix P of the DOE Information Data Base Volume II: Appendices
- * The amount of Funds 100, 300, 420 which have an object code of 651.

**FALL STAFF SURVEY (EEO-5)
File 07269**

Report Description:

This report lists all data contained on the EEO-5 Master File for each school in the district. A district summary is provided at report end.

This report may be requested at the end of the processing cycle for surveys 2 and 3.

This report displays:

- * district name, district number, school number, school name and address, membership and grades offered
- * number of staff by activity assignment by sex and race for full-time, part-time and new hires.

TEACHER SALARY DATA
File 60634

Report Description:

This report lists teacher salary data by district by contract by months in field by degree level.

This report may be requested at the end of the processing cycle for surveys 2 and 3.

This report displays:

- * years of experience
- * number of teachers
- * average salary
- * total salaries paid.

**DISTRICT MEDIA SERVICES STAFF
File 60683**

Report Description:

This report lists media specialists, library tech aides and clerical aides FTE by district.

This report may be requested at the end of the processing cycle for surveys 2 and 3.

This report displays:

- * total elementary, middle/junior, senior, adult FTE for district media services staff
- * totals

PRIMARY EDUCATION SERVICES
File 60684

Report Description:

This report lists primary specialist total FTE by district.

This report may be requested at the end of the processing cycle for surveys 2 and 3.

PRIMARY TEACHERS AND AIDES FTE
File 61205

Report Description:

This report lists FTE for primary teachers and aides by district.

This report may be requested at the end of the processing cycle for surveys 2 and 3.

This report displays:

- * primary teachers FTE for grades K, 1, 2, 3 and total
- * primary aides FTE for grades K, 1, 2, 3 and total.

INSTRUCTIONAL PERSONNEL EXPERIENCE
File 61332

Report Description:

This report lists instructional personnel experience for combined ranks by years of experience by district. Totals and averages by rank are provided.

This report may be requested at the end of the processing cycle for survey 2 only.

This report displays:

- * years of experience by Bachelor's, Master's, Specialist, Doctorate, All Degrees
- * totals
- * averages.

STAFF DEMOGRAPHIC VALIDATION AND EXCEPTION ERRORS
File 61399

Report Description:

This report contains by school in the requesting district, the staff demographic records that had validation/exception errors.

This report may be requested for surveys 2, 3 and 5.

This report displays:

- * an error legend which briefly describes the validation edit specifications that are explained in greater detail in the DOE Information Data Base Volume II: Appendices manual
- * the records containing validation/exception errors with error codes
- * school and district totals for:
 - 1) records processed
 - 2) records with errors
 - 3) error count by type

PAYROLL VALIDATION AND EXCEPTION ERRORS
File 61401

Report Description:

This report contains by school in the requesting district, the payroll records that had validation/exception errors.

This report may be requested for surveys 2 and 3.

This report displays:

- * an error legend which briefly describes the validation edit specifications that are explained in greater detail in the DOE Information Data Base Volume II: Appendices manual
- * the records containing validation/exception errors with error codes
- * school and district totals for:
 - 1) records processed
 - 2) records with errors
 - 3) error count by type

ADDITIONAL JOBS VALIDATION AND EXCEPTION ERRORS
File 61402

Report Description:

This report contains by school in the requesting district, the additional jobs records that had validation/exception errors.

This report may be requested for surveys 2 and 3.

This report displays:

- * an error legend which briefly describes the validation edit specifications that are explained in greater detail in the DOE Information Data Base Volume II: Appendices manual
- * the records containing validation/exception errors with error codes
- * school and district totals for:
 - 1) records processed
 - 2) records with errors
 - 3) error count by type

BENEFITS VALIDATION AND EXCEPTION ERRORS
File 61403

Report Description:

This report contains by school in the requesting district, the benefits records that had validation/exception errors.

This report may be requested for surveys 2 and 3.

This report displays:

- * an error legend which briefly describes the validation edit specifications that are explained in greater detail in the DOE Information Data Base Volume II: Appendices manual
- * the records containing validation/exception errors with error codes
- * school and district totals for:
 - 1) records processed
 - 2) records with errors
 - 3) error count by type

EXPERIENCE VALIDATION AND EXCEPTION ERRORS
File 61404

Report Description:

This report contains by school in the requesting district, the experience records that had validation/exception errors.

This report may be requested for survey 2.

This report displays:

- * an error legend which briefly describes the validation edit specifications that are explained in greater detail in the DOE Information Data Base Volume II: Appendices manual
- * the records containing validation/exception errors with error codes
- * school and district totals for:
 - 1) records processed
 - 2) records with errors
 - 3) error count by type

MULTIDISTRICT EMPLOYEE VALIDATION AND EXCEPTION ERRORS
File 61406

Report Description:

This report contains by school in the requesting district, the multidistrict employee records that had validation/exception errors.

This report may be requested for survey 2 only.

This report displays:

- * an error legend which briefly describes the validation edit specifications that are explained in greater detail in the DOE Information Data Base Volume II: Appendices manual
- * the records containing validation/exception errors with error codes
- * school and district totals for:
 - 1) records processed
 - 2) records with errors
 - 3) error count by type

DISTRICT SALARY SURVEY (PART I)
File 61555

Report Description:

This report lists staff salary data for Part I, Sections 1 through 5 (salaries paid for specific functions/positions) of the Staff Salary Aggregate Report by district.

This report may be requested for surveys 2 and 3.

This report displays:

- * position title
- * number of individuals
- * average salary
- * average number of months in work year
- * grand totals

**DISTRICT SALARY SURVEY
PART III - EMPLOYEES AND PAYROLL
File 61556**

Report Description:

This report lists salary data for Part III of the District Salary Survey.

This report may be requested for surveys 2 and 3.

This report displays:

- * number of employees by type for full-time and part-time staff
- * payroll interval and payroll amount per interval
- * average months worked per year
- * totals

**DISTRICT SALARY SURVEY
PART III - EMPLOYER COST FOR SPECIFIC BENEFITS
File 61557**

Report Description:

This report lists benefit cost data by benefit type by employee type.

This report may be requested for surveys 2 and 3.

This report displays:

- * type of benefit
- * employee type
- * benefit payment amount
- * period length
- * grand totals

DISTRICT SALARY SURVEY - SUPPLEMENT SALARY DATA
File 61559

Report Description:

This report lists salary supplement data by supplement type by district with grand totals.

This report may be requested for surveys 2 and 3.

This report displays:

- * supplement type
- * number of persons receiving supplements
- * total value of supplements

DISTRIBUTION OF STAFF IN EDUCATIONAL CONSORTIA
File 61561

Report Description:

This report lists educational consortia staff distribution data by employee by host district with totals for full-time and part-time staff.

This report may be requested for surveys 2 and 3.

This report displays:

- * employee name and social security number
- * assignment ID
- * job code
- * job FTE
- * Administrative, Instructional, Support Staff Category
- * member districts

INSERVICE EDUCATION VALIDATION AND EXCEPTION ERRORS
File 61874

Report Description:

This report contains by school in the requesting district, the inservice education records that had validation/exception errors.

This report may be requested for survey 5.

This report displays:

- * an error legend which briefly describes the validation edit specifications that are explained in greater detail in the DOE Information Data Base Volume II: Appendices manual
- * the records containing validation/exception errors with error codes
- * school and district totals for:
 - 1) records processed
 - 2) records with errors
 - 3) error count by type

SALARY BY SCHOOL / EEO LINE
File 63059

Report Description:

This report lists employee and salary data by district by school by EEO line. The data is derived from the Payroll and Staff Demographic data base tables.

This report may be requested for surveys 2 and 3.

This report displays:

- * district number and name
- * school number
- * employee social security number and name
- * job code
- * employee type
- * EEO line number
- * pay type
- * duty days
- * pay frequency
- * pay rate
- * salary
- * count by EEO line number with school and district totals.

SALARY BY EEO LINE / EMPLOYEE
File 62419

Report Description:

This report lists salary data by EEO line by employee for each school in the district. Totals are provided for EEO lines.

This report may be requested for surveys 2 and 3.

This report displays:

- * district number and name
- * school number
- * employee social security number, name, job code, employee type, EEO line, pay type, duty days, pay frequency, pay rate, salary

STAFF TERMINATIONS
File 60682

Report Description:

This report displays district and state staff termination data for administrative and instructional staff by termination reason.

This report may be requested at the end of the processing cycle for survey 5 only.

This report displays:

- * termination reason
- * number of district based, school based and total terminations for administrative staff
- * number of classroom teachers, professional instructional and total terminations for instructional staff
- * total by termination reason
- * district and state grand totals

STAFF SUMMER SALARY VALIDATION AND EXCEPTION ERRORS
File 61412

Report Description:

This report contains by school in the requesting district, the summer salary records that had validation/exception errors.

This report may be requested for survey 5.

This report displays:

- * an error legend which briefly describes the validation edit specifications that are explained in greater detail in the DOE Information Data Base Volume II: Appendices manual
- * the records containing validation/exception errors with error codes
- * school and district totals for:
 - 1) records processed
 - 2) records with errors
 - 3) error count by type

SALARY SUPPLEMENT VALIDATION AND EXCEPTION ERRORS
File 61400

Report Description:

This report contains by school in the requesting district, the salary supplement records that had validation/exception errors.

This report may be requested for surveys 2 and 3.

This report displays:

- * an error legend which briefly describes the validation edit specifications that are explained in greater detail in the DOE Information Data Base Volume II: Appendices manual
- * the records containing validation/exception errors with error codes
- * school and district totals for:
 - 1) records processed
 - 2) records with errors
 - 3) error count by type

FISCAL YEAR SALARIES VALIDATION AND EXCEPTION ERRORS
File 63317

Report Description:

This report contains by school in the requesting district, the Fiscal Year Salaries records that had validation/exception errors.

This report may be requested for survey 5.

This report displays:

- * an error legend which briefly describes the validation edit specifications that are explained in greater detail in the DOE Information Data Base Volume II: Appendices manual
- * the records containing validation/exception errors with error codes
- * school and district totals for:
 - 1) records processed
 - 2) records with errors
 - 3) error count by type

FISCAL YEAR BENEFITS VALIDATION AND EXCEPTION ERRORS
File 63322

Report Description:

This report contains by school in the requesting district, the Fiscal Year Benefits records that had validation/exception errors.

This report may be requested for survey 5.

This report displays:

- * an error legend which briefly describes the validation edit specifications that are explained in greater detail in the DOE Information Data Base Volume II: Appendices manual
- * the records containing validation/exception errors with error codes
- * school and district totals for:
 - 1) records processed
 - 2) records with errors
 - 3) error count by type