Web-Based SIS Troubleshooting

Simplifying State Reporting Cycles
Topics

- Resources
- Preventative Actions
- Troubleshooting Errors
- Report Verification
RESOURCES
Resources

- www.apschn.org > SIS
- ADE Data Center
  https://adedata.arkansas.gov/sis/
- SIS Handbook
- APSCN Support
www.apscn.org/sis

Web page sections:

- ADE Statewide Information System
- ADE Data Center
- SIS Database Access
- Information and Forms
https://adedata.arkansas.gov/sis/
SIS Handbook
https://adedata.arkansas.gov/sis/home/sishandbooks

- General Information
- Reports by Cycle
- Tables
- Appendices
- Handbook Changes
Tables Galore!

- Act 61 Tables
- ALE Tables
- Bus Tables
- Calendar
- Class
- Contact Persons
- Discipline
- District
- Finance Tables
- Equity Tables
- Facility
- Graduate
- Job Assignment
- Medical Tables
- Private Schools
- Professional Development
- Register
- Safety Drills
- School
- School Board Training
- Special Ed Tables
- Student Tables
Pulled Tables

- ALE Days
- Calendar
- Class
- Discipline
- District *
- Finance Tables
- Graduate
- Job Assignment
- Medical Tables
- Register
- School *
- Special Ed Tables
- 4 Student Tables

* Table contains both keyed and pulled data.
<table>
<thead>
<tr>
<th>ID</th>
<th>Element</th>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Values</th>
<th>Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL0010</td>
<td>Fiscal Year – The fiscal year that this reporting represents: For the 2016/2017 reporting year fy must be = 27</td>
<td>fy</td>
<td>Num</td>
<td>2</td>
<td>Table</td>
<td>3,5,6,7</td>
</tr>
<tr>
<td>AL0020</td>
<td>Cycle – The reporting cycle for which the data is submitted: 7 = June 15th</td>
<td>cycle</td>
<td>Num</td>
<td>2</td>
<td>Table</td>
<td>3,5,6,7</td>
</tr>
<tr>
<td>AL0030</td>
<td>LEA, School</td>
<td>lea</td>
<td>Alpha</td>
<td>7</td>
<td><a href="#">Appendix C</a></td>
<td>3,5,6,7</td>
</tr>
<tr>
<td>AL0040</td>
<td>SSN, Student</td>
<td>Ssn</td>
<td>Alpha</td>
<td>9</td>
<td><a href="#">###</a></td>
<td>3,5,6,7</td>
</tr>
<tr>
<td>General</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AL0045</td>
<td>State Reporting ID</td>
<td>uniq_stu_id</td>
<td>Num</td>
<td>6</td>
<td><a href="#">###</a></td>
<td>3,5,6,7</td>
</tr>
<tr>
<td>AL0050</td>
<td>ALE Entry Date</td>
<td>entry_date</td>
<td>Date</td>
<td>8</td>
<td>MMDDYYYY</td>
<td>3,5,6,7</td>
</tr>
<tr>
<td>AS0055</td>
<td>ALE Exit Date</td>
<td>exit_date</td>
<td>Date</td>
<td>8</td>
<td>MMDDYYYY</td>
<td>3,5,6,7</td>
</tr>
</tbody>
</table>
Keyed Tables

- Act 61 Tables
- ALE Annual Rpt
- Bus Tables
- Contact Persons
- District *
- Finance Tables
- Equity Tables
- Facility
- Private Schools
- Professional Development
- Safety Drills
- School *
- School Board Training

* Table contains both keyed and pulled data.
Keyed Tables

- Keyed data should be verified each year for each applicable cycle.
- Some give errors but others may just appear incorrectly on the reports. Examples: ALE Annual Report and Professional Development Report
<table>
<thead>
<tr>
<th>ID</th>
<th>Element</th>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Values</th>
<th>Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS0010</td>
<td>Fiscal Year – <em>The fiscal year that this reporting represents: For the 2016/2017 reporting year fy must be = 27</em></td>
<td>fy</td>
<td>Num</td>
<td>2</td>
<td>Table</td>
<td>7</td>
</tr>
<tr>
<td>AS0020</td>
<td>Cycle – <em>The reporting cycle for which the data is submitted: 7 = June 15th</em></td>
<td>cycle</td>
<td>Num</td>
<td>2</td>
<td>Table</td>
<td>7</td>
</tr>
<tr>
<td>AS0030</td>
<td>LEA, District</td>
<td>lea</td>
<td>Alpha</td>
<td>7</td>
<td>Appendix B</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>General (All questions below is based on current school year)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS0045</td>
<td>General Curriculum - Number of ALE students who returned to general curriculum</td>
<td>curr</td>
<td>Num</td>
<td>6</td>
<td>#</td>
<td>7</td>
</tr>
<tr>
<td>AS0050</td>
<td>ALE Intervention - Number of student* graduated as a direct or indirect indication of ALE intervention. *Students who returned to traditional education after being in ALE greater than 20 days</td>
<td>inter</td>
<td>Num</td>
<td>6</td>
<td>#</td>
<td>7</td>
</tr>
<tr>
<td>AS0055</td>
<td>ALE GED – Number of ALE students who received a GED.</td>
<td>ged</td>
<td>Num</td>
<td>6</td>
<td>#</td>
<td>7</td>
</tr>
</tbody>
</table>
What’s New this year?!
(See SIS Handbook for full list)

<table>
<thead>
<tr>
<th>Table</th>
<th>ID</th>
<th>Column</th>
<th>Type</th>
<th>Action</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity Compliance Report</td>
<td>EC0130</td>
<td>Prevention</td>
<td>S</td>
<td>A</td>
<td>76</td>
</tr>
<tr>
<td>Equity Compliance Report</td>
<td>EC0140</td>
<td>Staff Support</td>
<td>S</td>
<td>A</td>
<td>76</td>
</tr>
<tr>
<td>Medical Vision</td>
<td>MV0115</td>
<td>Auto Refractor</td>
<td>S</td>
<td>A</td>
<td>92</td>
</tr>
<tr>
<td>School</td>
<td>SC0381</td>
<td>Receiving Title I Funds Status</td>
<td>S</td>
<td>A</td>
<td>10</td>
</tr>
<tr>
<td>Student</td>
<td>ST0228</td>
<td>Status, Cardiopulmonary Resuscitation Training (CPR)</td>
<td>S</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>Student</td>
<td>ST0291</td>
<td>Status, Language Instruction Education Program (LIEP)</td>
<td>S</td>
<td>A</td>
<td>12</td>
</tr>
</tbody>
</table>
## What's New cont’d
*(See SIS Handbook for full list)*

### Table Fields Modified:

<table>
<thead>
<tr>
<th>Table</th>
<th>ID</th>
<th>Column</th>
<th>Type</th>
<th>Action</th>
<th>Page</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Persons</td>
<td>CO0040</td>
<td>Coordinator Code</td>
<td>S</td>
<td>M</td>
<td>34</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Class</td>
<td>CL0155</td>
<td>Licensure Exception</td>
<td>S</td>
<td>M</td>
<td>31</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Education</td>
<td>SY0106</td>
<td>Alternate Portfolio</td>
<td>S</td>
<td>M</td>
<td>120</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>School Age</td>
<td>SY0106</td>
<td>Alternate Portfolio</td>
<td>S</td>
<td>M</td>
<td>120</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Student</td>
<td>ST0090</td>
<td>Resident</td>
<td>S</td>
<td>A</td>
<td>119</td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Student</td>
<td>ST0110</td>
<td>Entry Code</td>
<td>S</td>
<td>A</td>
<td>119</td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Discipln</td>
<td>DS0060</td>
<td>Infraction</td>
<td>S</td>
<td>A/D</td>
<td>36</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Data Changes:

1. CO0040: New coordinator codes added: 8 = AP Coordinators, Z = SPED Directors/Coordinators
2. CL0155: New Reason code added: DLP = Digital Learning Provider
3. SY0106: Alternate Portfolio code removed: ALM = Alt Literacy & Math (Grade 11 only)
4. New Resident code 9 added to student table residency code
5. New entry code added E4 to student table
6. New infraction codes added for 26 and 27. The following codes has been modified
New Next Year

- **New Entry Code**
  - R1 – Re-Entry from Expulsion with Services

- **New Residency Code**
  - 9 - Resident Expelled with Services

- **Residency Changes**
  - Removing School Choice codes A,F,G,I,J
  - Removing M – Minority to Majority
  - For School Choice, schools will need to choose if the student is School Choice (B) or an Opportunity Choice code (Y or Z)
### SMS Required Fields for State Reporting

www.apschn.org > SIS > Information and Forms

**Example 1 – School Demographics**

**Menu:** Administration > Registration Setup > Building District Defined > School Demographics

<table>
<thead>
<tr>
<th>Field</th>
<th>Reporting Cycle</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Learning Course</td>
<td>4</td>
<td>A check indicates if the school had a service-learning project/course <strong>last year</strong>. <strong>Service Learning</strong> – A project guided by a school staff member that engages students in addressing a need within their school or community. The activities must be curriculum integrated and must include four components: Planning with student; Demonstration or performance of the activity; Reflection of the activity; Recognition of student</td>
</tr>
</tbody>
</table>
Example 2 - Entry/Withdrawal

NOTE: EXTREMELY IMPORTANT that this screen be kept up to date! ADM Funding is based on information from this screen.

- **Drop-Out Report in SIS**: The system looks for students’ grades 7 - 12 with withdrawal codes of 015, 040, 050, 060, 070, 080, 090, 100, 110, 120, 130, 150, or NOS in cycle 3.

- No more than one entry code of R per year. No student should have an “AW” for the first entry code of the year.

- Withdrawal date is not included in ADM and is not considered an attendance date.

The document lists the Cognos Reports for verifying each piece of data.

This is a good document for eSchool Users.
PREVENTATIVE ACTIONS

An ounce of prevention is worth a pound of cure.

Benjamin Franklin
Preventative Actions

- Cognos Reports
- Running Attendance Processes
- eSchoolPlus Advanced Searches
Preventative Action #1

Cognos Reports

Under most ‘areas’ of Cognos there is a State Reporting Reports Folder which contains reports to check for SIS errors.
Cognos Highlights

Reports to find Errors

Examples:

- APSCN Missing SIS Items
- APSCN Students with Missing Required Programs
- APSCN ALE SIS Reporting Errors
- APSCN ALE FTE
- APSCN State Reporting Error Check on Discipline Records Report
- APSCN Hearing Screening Error Report (Vision/Scoliosis)
- And many, many more…
### Count of Students With 1 or More Membership Days

<table>
<thead>
<tr>
<th>Category</th>
<th>Full Time</th>
<th>Part Time</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Resident Home School Student No ADM</td>
<td>3</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>2 - Resident Home School Student with ADM</td>
<td>2</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>A - School Choice, First Time</td>
<td>26</td>
<td></td>
<td>26</td>
</tr>
<tr>
<td>B - School Choice, Not First Time</td>
<td>31</td>
<td></td>
<td>31</td>
</tr>
<tr>
<td>G - School Choice, Not First Time - School Improvement</td>
<td>7</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>K - Katrina Evacuee</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>R - Resident/District</td>
<td>15,493</td>
<td>8</td>
<td>15,501</td>
</tr>
<tr>
<td>X - Resident Pupil, Count Special Ed Only</td>
<td>790</td>
<td>52</td>
<td>842</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16,353</td>
<td>68</td>
<td>16,421</td>
</tr>
</tbody>
</table>

*NOTE: Students with multiple residency codes for the year are included in the count for each code.*

### Students With Resident Codes Not Included in ADM Calculations

<table>
<thead>
<tr>
<th>Student Id</th>
<th>Student Name</th>
<th>Building</th>
<th>Grade</th>
<th>Residency</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>234567</td>
<td>Adams, John</td>
<td>Adam Elem School</td>
<td>07</td>
<td>X</td>
<td>03/31/2017</td>
<td>04/06/2017</td>
</tr>
</tbody>
</table>

### Part-Time Students

<table>
<thead>
<tr>
<th>Student Id</th>
<th>Student Name</th>
<th>Building</th>
<th>Grade</th>
<th>ADM Part Time Percent</th>
<th>Residency</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>Brown, Jason</td>
<td>Adam Elem School</td>
<td>02</td>
<td>.01</td>
<td></td>
</tr>
</tbody>
</table>
Cognos Reports

Too many to list here!

See the SMS Required Fields for State Reporting document found on APSCN’s website under SIS.
Preventative Action #2
Processes to run

Quarterly Attendance Cycles
- Day Totals Calculations
  - All Active Buildings
  - All Views
  - Entire Year
- Allow the Day Totals Calculation to complete
- Interval Totals
  - Each Active Building
  - All Views
  - Entire Year
Preventative Action #3

eSchool Advanced Searches

See the State Reporting Advanced Searches document found on APSCN’s website under SIS.
eSchool Advanced Search

SSN Search

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Personal</td>
<td>Social Security Number</td>
<td>= (equals)</td>
<td>(SSN with no hyphens)</td>
</tr>
</tbody>
</table>

No Preschool Value by Grade (Pull records with blank values by using Condition ‘is blank’ or possibly where value = NA)

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SIS/Misc Items</td>
<td>Preschool</td>
<td>Is not in (comma delimited)</td>
<td>A,C,E,EC,H,O,P,PS</td>
</tr>
<tr>
<td></td>
<td>Demographics</td>
<td>Grade</td>
<td>= (equals)</td>
<td>PK</td>
</tr>
<tr>
<td>And</td>
<td>Demographic</td>
<td>Current Status</td>
<td>= (equals)</td>
<td>A</td>
</tr>
</tbody>
</table>

Using List Field Selection is handy to view the values on the records searched
TROUBLESHOOTING ERRORS
## Web-based SIS Summary of Process

<table>
<thead>
<tr>
<th>LEA</th>
<th>Profile</th>
<th>Build</th>
<th>Validate</th>
<th>Review Reports</th>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Can be entered any time before running the Validate.</td>
<td>• Errors must be cleaned up in the source system and then run Build to pull in corrected data.</td>
<td>• Errors must be cleaned up in source system. Run the Build to pull in corrected data and re-run the Validate.</td>
<td>• Verify all reports for data accuracy.</td>
<td>• If data verification process proves to be accurate then data may be submitted.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Must have zero errors in order to proceed to Validate.</td>
<td>• Must have zero errors in order to proceed to Submit. Warnings will not prevent the Submit.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Enter the LEA Profile Information

To prevent SIS errors enter keyed data first.
Examples:
- Act 61 Tier II
- ALE Annual Report
- Bank Rec
- Bus
- Contact Person
- Safety Drill
- School
Error Types

- Build Errors
- Validation Errors
- Validation Warnings
BUILD Errors

- Must be corrected
- Cannot move to Validation
- After correction, run Build process until error free

Enter LEA Profile data and Build as soon as a cycle opens.
Uncertified Cycle Reports may be checked during the Build Process

One Example:
Quarterly Attendance Cycles - Check rpt100. If the data is not correct, start troubleshooting now.

More to come...
Validation Errors

- Must be corrected
- Cannot Submit
- After correction, repeat Build process
Validation Warnings

A cycle can be submitted with warning messages, but be sure they are acceptable warnings with which to submit.
Validate Warning Examples

- **ALE Annual Report Table is empty**
  
  Did you have students in ALE this year? And has the keyed data been updated this year under LEA Profile?

- **Graduate Count < count of 12th graders**
  
  Pulls grade 12 counts from cycle 7 and compares with cycle 9 graduate count.

- **Class course number does not exist in the Register records.**
  
  Course section record that exists but has no student’s scheduled.
Let’s get specific…
Excel is a good format for:

- Sorting Columns
- Sizing Columns
- Show Grid Lines
- Freeze Panes
- Copy certain portions to share with others for corrections removing PII data
**Element CL0040 refers to the Course Number. Use the below resources:**

- **Error Guide**
- **SIS Handbook – Appendix**
- **Course Code Management System**

<table>
<thead>
<tr>
<th>Build Error</th>
<th>CL0040</th>
<th>CL SSN= 9999999999</th>
<th>Course Number does not exist in Appendix I</th>
<th>COURSE_NUM = 491200</th>
<th>TEACHER = 1234 BUILDING = 5</th>
<th>Building ID = 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>ValidateWarning</td>
<td>CL0040</td>
<td>9999999999</td>
<td>Class course number does not exist in the Register records.</td>
<td>COURSE # = 472000 SECTION # = 47200A4</td>
<td>EmpID: 999999999999</td>
<td>EmpSSN: 99999999999</td>
</tr>
</tbody>
</table>
Correcting an Invalid Course Code

eSchoolPlus+

Contact your APSCN SMS Field Support for assistance and instructions. Changing a course code that is already scheduled is a tedious task.

*If course is not used, possibly delete?
Error FB0030
Facility building

FB0030

HS GYM

LEA does not exist in table of LEAs in Appendix B, C, or D or is not District LEA.

LEA = 1234001
Build and Validation Errors and Warnings

To search for a specific error code, enter all six characters here:

[Search]

This page presents a list of tables. Select code for which to display tables: [ALL] [Dropdown]

Click table name to see the fields:

<table>
<thead>
<tr>
<th>SIS Table Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Act 61 Tier II</td>
<td>AI</td>
</tr>
<tr>
<td>Act28</td>
<td>AT</td>
</tr>
<tr>
<td>Act61</td>
<td>AC</td>
</tr>
<tr>
<td>Ale</td>
<td>AS</td>
</tr>
<tr>
<td>Ale Days</td>
<td>AL</td>
</tr>
<tr>
<td>Bank Reconciliation</td>
<td>BC</td>
</tr>
<tr>
<td>Building Losses</td>
<td>BL</td>
</tr>
<tr>
<td>Bus</td>
<td>BU</td>
</tr>
<tr>
<td>Bus Transportation Personnel</td>
<td>TS</td>
</tr>
<tr>
<td>Calendar</td>
<td>CA</td>
</tr>
<tr>
<td>Class</td>
<td>CL</td>
</tr>
<tr>
<td>Compliance</td>
<td>AE</td>
</tr>
</tbody>
</table>
Select Specific Cycle/Error Code

**Build and Validation Errors and Warnings**

To search for a specific error code, enter all six characters here:

FB0030  Search

This page presents a list of tables. Select cycle for which to display tables.

Click table name to see the fields:

<table>
<thead>
<tr>
<th>SIS Table Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Act 61 Tier II</td>
<td>AI</td>
</tr>
<tr>
<td>Ale</td>
<td>AS</td>
</tr>
<tr>
<td>Ale Days</td>
<td>AL</td>
</tr>
<tr>
<td>Bank Reconciliation</td>
<td>BC</td>
</tr>
<tr>
<td>Bus</td>
<td>BU</td>
</tr>
<tr>
<td>Calendar</td>
<td>CA</td>
</tr>
<tr>
<td>Class</td>
<td>CL</td>
</tr>
<tr>
<td>Contact Person</td>
<td>CO</td>
</tr>
<tr>
<td>Discipline</td>
<td>DS</td>
</tr>
<tr>
<td>District</td>
<td>DI</td>
</tr>
<tr>
<td><strong>Facility Building</strong></td>
<td><strong>FB</strong></td>
</tr>
<tr>
<td>Medical Dyslexia</td>
<td>MD</td>
</tr>
</tbody>
</table>

Choose from cycles:
- Cycle 1
- Cycle 2
- Cycle 3
- Cycle 4
- Cycle 5
- Cycle 6
- Cycle 7
- Cycle 8
- Cycle 9

ALL
FB0030 - LEA does not exist in table of LEAs in Appendix B, C, or D

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Type</th>
<th>Error Message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FB0030</td>
<td>Validate</td>
<td>Facility Building LEA is inactive</td>
<td>The LEA is marked as Inactive in the control table for LEA's</td>
</tr>
<tr>
<td>FB0030</td>
<td>Validate</td>
<td>Facility Building LEA does not exist</td>
<td>The LEA is not present in the control table for LEA's</td>
</tr>
<tr>
<td>FB0030</td>
<td>Validate</td>
<td>Facility Building LEA invalid</td>
<td>The LEA is not present in the control table for LEA's</td>
</tr>
</tbody>
</table>
## Searching SIS Handbook

Ctrl-F allows searching a document

<table>
<thead>
<tr>
<th>ID</th>
<th>Element</th>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Values</th>
<th>Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>FB0010</td>
<td>Fiscal Year – <em>The fiscal year that this reporting represents: For the 2015/2016 reporting year fy must be = 26</em></td>
<td>fy</td>
<td>Num</td>
<td>2</td>
<td>Table</td>
<td>7</td>
</tr>
<tr>
<td>FB0020</td>
<td>Cycle – <em>The reporting cycle for which the data is submitted: 7 = June 15th</em></td>
<td>cycle</td>
<td>Num</td>
<td>2</td>
<td>Table</td>
<td>7</td>
</tr>
<tr>
<td>FB0030</td>
<td>LEA, District/Coop – Local Education Agency</td>
<td>lea</td>
<td>Alpha</td>
<td>7</td>
<td>Appendix B,D</td>
<td>7</td>
</tr>
<tr>
<td>FB0040</td>
<td>Building ID Number, Local – The unique building number locally assigned to each individual building within the district. For example: 01, 02, 03, 04, … Elem01, Elem02, JrHigh01…</td>
<td>id</td>
<td>Alpha</td>
<td>10</td>
<td>#######</td>
<td>7</td>
</tr>
</tbody>
</table>
Where to correct?

LEA Profile
Update data fields not contained in eSchoolPlus or FinancePlus (such as buses and contact persons).

eSchoolPlus
Instructions for accessing your district’s eSchoolPlus student management system.

FinancePlus
Instructions for accessing your district’s FinancePlus financial management system.
### Update LEA Profile

Please select a Cycle **Cycle 7**

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Act 61 Tier II</td>
<td>Delete All Records</td>
</tr>
<tr>
<td>Ale</td>
<td>Delete All Records</td>
</tr>
<tr>
<td>Bus</td>
<td>Delete All Records</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Delete All Records</td>
</tr>
<tr>
<td>District</td>
<td></td>
</tr>
<tr>
<td><strong>Facility Building</strong></td>
<td>Delete All Records</td>
</tr>
<tr>
<td>Finance Bank Reconciliation</td>
<td>Delete All Records</td>
</tr>
<tr>
<td>Safety Drill</td>
<td>Delete All Records</td>
</tr>
<tr>
<td>School</td>
<td>Delete All Records</td>
</tr>
</tbody>
</table>
Facility Building is a Keyed Record

Home > Update Data > LEA Profile > Facility Building

<table>
<thead>
<tr>
<th>Building ID</th>
<th>Primary Use</th>
<th>Grade Level Low</th>
<th>Grade Level High</th>
<th>Wired For Internet</th>
<th>Internet Service Type</th>
<th>Computer Stations</th>
<th>Instructional Classrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>17</td>
<td>P</td>
<td>12</td>
<td>13</td>
<td>02</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td>Auditorium</td>
<td>22</td>
<td>P</td>
<td>12</td>
<td>0</td>
<td>03</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CES</td>
<td>3</td>
<td>01</td>
<td>04</td>
<td>53</td>
<td>02</td>
<td>265</td>
<td>40</td>
</tr>
<tr>
<td>CHS</td>
<td>6</td>
<td>09</td>
<td>12</td>
<td>59</td>
<td>02</td>
<td>313</td>
<td>37</td>
</tr>
<tr>
<td>CLC</td>
<td>2</td>
<td>P</td>
<td>K</td>
<td>25</td>
<td>02</td>
<td>66</td>
<td>15</td>
</tr>
<tr>
<td>CMS</td>
<td>4</td>
<td>05</td>
<td>08</td>
<td>58</td>
<td>02</td>
<td>319</td>
<td>39</td>
</tr>
<tr>
<td>DIS</td>
<td>16</td>
<td>P</td>
<td>12</td>
<td>13</td>
<td>02</td>
<td>33</td>
<td>6</td>
</tr>
<tr>
<td>Field Hous</td>
<td>19</td>
<td>P</td>
<td>12</td>
<td>5</td>
<td>02</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Main/Trans</td>
<td>18</td>
<td>P</td>
<td>12</td>
<td>5</td>
<td>02</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Facility Building Update</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>District Lea</strong></td>
<td>1234000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Building ID</strong></td>
<td>055</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Primary Use</strong></td>
<td>Senior High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grade Level Low</strong></td>
<td>8th Grade</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grade Level High</strong></td>
<td>12th Grade</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wired For Internet</strong></td>
<td>83</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Internet Service Type</strong></td>
<td>High Speed (Includes Wireless)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Computer Stations</strong></td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Multimedia Stations</strong></td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Devices</strong></td>
<td>185</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Instructional Classrooms</strong></td>
<td>48</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Receipt of Equipment</strong></td>
<td>Not Applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VR Sets Received</strong></td>
<td>1 received</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Save] [Cancel]
ALE Error

RG0060 – Register student SSN does not exist in the ALE Days records.

What is the problem here?
ALE Error Solution

RG0060 – Register student SSN does not exist in the ALE Days records.

- Register Table is the ‘Course’ record.
- The error is saying a student class (course) record pulled but the student is not coded as Curriculum AE.
- Verify if the student is ALE and should have ALE courses. If so, update the student’s Curriculum Program. Refer to the Date Rules document from APSCN’s SMS 4.0 documentation for correct date entries.

What is the Register Table?
<table>
<thead>
<tr>
<th>ID</th>
<th>Element</th>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Values</th>
<th>Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>RG0010</td>
<td>Fiscal Year – The fiscal year that this reporting represents: For the 2015/2016 reporting year fy must be = 26</td>
<td>fy</td>
<td>Num</td>
<td>2</td>
<td>Table</td>
<td>2,6,7</td>
</tr>
<tr>
<td>RG0020</td>
<td>Cycle – The reporting cycle for which the data is submitted: 7 = June 15th</td>
<td>cycle</td>
<td>Num</td>
<td>2</td>
<td>Table</td>
<td>2,6,7</td>
</tr>
<tr>
<td>RG0030</td>
<td>LEA, School – Local Education Agency</td>
<td>lea</td>
<td>Alpha</td>
<td>7</td>
<td>Appendix C</td>
<td>2,6,7</td>
</tr>
<tr>
<td>RG0040</td>
<td>Course Number – The ADE assigned number designated to a course for identification purposes.</td>
<td>Ssn</td>
<td>Alpha</td>
<td>9</td>
<td>Appendix I</td>
<td>2,6,7</td>
</tr>
<tr>
<td>RG0050</td>
<td>Course Section – The district assigned course section number given to a unique class of a particular course.</td>
<td>Section_num</td>
<td>Alpha</td>
<td>10</td>
<td></td>
<td>2,6,7</td>
</tr>
<tr>
<td>RG0060</td>
<td>SSN, Student – The nine-digit Social Security number of the student. If a student’s SSN cannot be obtained, then the ADE assigned number as required by Arkansas Code Ann. 6-18-208 should be used.</td>
<td>Ssn</td>
<td>Alpha</td>
<td>9</td>
<td></td>
<td>2,6,7</td>
</tr>
<tr>
<td>RG0070</td>
<td>State Reporting ID – The unique 10-digit Triand identifier generated for the student by the state.</td>
<td>Uniq_stu_id</td>
<td>Alpha</td>
<td>10</td>
<td>############</td>
<td>2,6,7</td>
</tr>
</tbody>
</table>
Additional ALE Error

AL0040 - AleDays SSN entered does not exist in the register records

Can you guess this issue?
Possible Solutions to ALE Error

AL0040 - AleDays SSN entered does not exist in the register records

- The student curriculum is coded as AE and pulled to the AL Table, but has no ALE courses scheduled.
- “Does Not Exist’ means the record is missing from that table. This could mean it does not exist or was prevented from pulling.
- If the student’s ALE scheduled course did not pull. There could be several possibilities:
  - The student has no courses. Reminder: Dropped ALE courses need to pull, so do not delete even on inactive students. ALE receives funding. $$$
  - The Course (Master Schedule) SIS Data screen for the course section was not coded as ALE.
  - Master Schedule Course SIS Data was coded with ‘Exclude from Cycle’.
**ALE Error Resources**

- Cognos - APSCN ALE SIS Reporting Errors
- eSchool Master Schedule Search by use of the various criteria rows below:

<table>
<thead>
<tr>
<th>And/or</th>
<th>Area</th>
<th>Field Name</th>
<th>Condition</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>And</td>
<td>Master Schedule</td>
<td>Building</td>
<td>= (equals)</td>
<td>(bldg#)</td>
</tr>
<tr>
<td>And</td>
<td>Course SIS Data</td>
<td>Exclude from Cycle</td>
<td>= (equals)</td>
<td>000000</td>
</tr>
<tr>
<td>And</td>
<td>Course SIS Data</td>
<td>Alternative Environment</td>
<td>= (equals)</td>
<td>Y</td>
</tr>
<tr>
<td>And</td>
<td>Marking Periods</td>
<td>Used Seats</td>
<td>&gt; (is greater than)</td>
<td>0</td>
</tr>
</tbody>
</table>

Using *List Field Selection* is handy to view the values on the records searched.
General Class/Course issues....

- Invalid course code used
- Course SIS Data screen incorrect, such as ALE or SPED not coded correctly
- Dropping a course incorrectly and a semester grade is missing
- Coded to Exclude in Cycle when the course section should pull
- Not correcting in Next Year database
Discipline Errors

DS0070 - Discipline Action Taken code invalid
- There is no Action on the Incident record.

DS0072 - Discipline Suspension Days cannot be zero if Action Taken in: (1,2,3,4,9,10,11,12)
- Duration (# of days) is missing on the Action record.

Resources:
- Cognos APSCN State Reporting Error Check on Discipline Records Report
- Discipline Entry & Maintenance Document
Comes in many shapes and sizes!

“SSN not found”
Discipline Errors/Solutions

DS0040 - Discipline SSN has no matching student record

The Discipline record pulled, but no Student Demographic Data.

- The student is inactive on the Incident date.
  - Update the Incident date.
  - If it should NOT have been entered, then delete the discipline record.
  - If incorrect student, delete the discipline record and rekey on correct student.

- A condition exists that causes the student to not pull, such as, residency code, invalid withdrawal code, preregistered, invalid values, etc.
  - Update the data.
  - Certain items may require Attendance Processes be calculated.
Validation Error:

Code - MV0040 (Medical Vision)
Description - SSN entered does not exist in the student record

In this case, the Vision screening pulled, but the Student Demographic Data did not.
MV0040 error

- The student is inactive on the screening date.
  - Update the screening date.
  - If it should NOT have been entered, then delete the screening record.
  - If incorrect student, delete the screening record and rekey on correct student.

- A condition that causes the student to not pull, such as, residency code, invalid withdrawal code, preregistered, invalid values, etc.
  - Update the data.
  - Certain items may require Attendance Processes be calculated.
Another method for troubleshooting data and future verification.
Recommend to save tables each cycle.

- Select the format to open/save the table. Excel is common.
- If a resubmission occurs, save the most recent files.
- Reminder: Due to nightly data pulls, save upon submission.
Using SIS Tables

- Fields collected are contained in the SIS Tables and can help with troubleshooting errors.

- Student Table is an example where table data can be used to find specific records:

  ST0318 – Status, Enrollment – Any resident student registered to attend this school and is present at least one day prior to October 1st of this reporting fiscal year.

- Another example is Job Assignment or Class records. If an error occurs, search the table to see what data pulled.

Using Excel tools, the data can be sorted, grouped, subtotaled, etc.
Verifying Reports

Are they accurate?
Reports

Uncertified Reports
- Available at Build
- Available prior to Submission
- Possibly incorrect data, if errors exist

Certified Reports
- Available after Submission
- Official
- Save a Copy
All reports are important

In Quarterly Attendance Cycles one of the first reports to check is General School Information rpt100 to verify if the quarter days are correct.

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Number of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08/13/2018</td>
<td>10/12/2018</td>
<td>44</td>
</tr>
<tr>
<td>2</td>
<td>10/15/2018</td>
<td>12/21/2018</td>
<td>44</td>
</tr>
<tr>
<td>3</td>
<td>01/08/2019</td>
<td>03/08/2019</td>
<td>42</td>
</tr>
<tr>
<td>4</td>
<td>03/11/2019</td>
<td>05/23/2019</td>
<td>48</td>
</tr>
</tbody>
</table>

Total Number of School Days: 178
General Building Information
Rpt100 (middle section of report)

<table>
<thead>
<tr>
<th>Level: 2</th>
<th>Site Use Code: 2</th>
</tr>
</thead>
</table>

ADVANCED ED ACCREDITATION - Indicates whether the school participates in the Advanced ED Accreditation Program.

MAGNET SCHOOL - Elementary or secondary school program within the public education system that offers exemplary learning environments or courses that are not available within the regular school curriculum. They are designed to attract students on a voluntary basis from all parts of a school district without reference to the usual attendance zone rules.

ALTERNATIVE SCHOOL - Educational program at all levels within or outside the formal education system that provides innovative and flexible instruction, curriculums, grading systems, learning environment, degree requirements, or other alternatives to the ordinary system of instruction.

Violation of the SAFE SCHOOL Environment - Safe schools are those where students, staff members, and visitors feel safe and welcome and have the opportunity to learn, teach, work, and engage in activities without being threatened, intimidated, bullied, harassed, or made the victim of crime.

**Type of Violence that triggered Safe Schools Reporting: Guns**

- SCHOOL START TIME: 0755
- SCHOOL END TIME: 1505
- BREAKFAST PROGRAM: N
- LUNCH PROGRAM: N
- ACADEMIC PROGRAMS: RTL, Character Ed
- ENRICHMENT PROGRAMS: Field Trips, After school care, GT

FEDERAL PROGRAM STATUS: SW
- BLOCK SCHEDULE: N
- PERIODS PER DAY: SEVEN PERIODS PER DAY
- MINUTES PER DAY: 360

SCHOOL YEAR ROUND: N
- 4 DAY SCHOOL: N
- NIGHT SCHOOL: N

**Is this LEA an ALE school? NOT does it contain an ALE.**

- N

**Safe Schools Revised 2018-2019**

**Used in ALE funding formula.**
Correcting Rpt100 Information

- Look in the SMS Required Fields for SIS to see where the data pulls
- Administration > Registration Setup > Building District Defined > School Demographics or School Type Indicator screens
- eSchool data can be verified at any time by running the Cognos Report > APSCN SIS Building Verification
- SIS database > LEA Profile > School
Quarterly ADA/ADM Reports

Cognos > Student Management System

To check the quarterly dates:
Demographics > District and Building Information
   APSCN Calendar Verification

To check student attendance totals:
Attendance > Day View Attendance
   APSCN ADA/ADM Report

Reminder: Are student programs accurate? Use Cognos Reports!
Incorrect Student Program Data can affect ADA/ADM

Cognos - APSCN Invalid Program Dates

Additional Cognos Report Reminders:
• APSCN Students with Missing Required Programs
• APSCN Inactive Students With Open Programs
• APSCN Students With Program Date Discrepancies Affecting ADM Calculations
Report Accuracy

What should the report contain?

- Counts as of the date/time of Build?
- Current Cycle Timeframe?
- Full Year Data?
- Active students at time of Build?

SIS Database > Report Descriptions tab
# Report Descriptions

## Sample Report Descriptions

<table>
<thead>
<tr>
<th>Code</th>
<th>Report Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>301</td>
<td>District Quarterly Superintendent's Attendance</td>
<td>This report includes the ADT (Average Daily Transported), ADA (Average Daily Attendance), and the ADM (Average Daily Membership) for the current quarter only.</td>
</tr>
<tr>
<td>302</td>
<td>District Superintendent's Attendance by Grade (Optional)</td>
<td>This report breaks down the ADM, ADA, and ADT by grade.</td>
</tr>
<tr>
<td>303</td>
<td>District Quarterly Averages Superintendent's Attendance</td>
<td>This report includes the average ADT (Average Daily Transported), ADA (Average Daily Attendance), and the ADM (Average Daily Membership) for the number of quarters completed.</td>
</tr>
<tr>
<td>305</td>
<td>District Detail List of Student Attendance (Optional)</td>
<td>This report will list all students' attendance by detail whether they are included in or excluded from ADM.</td>
</tr>
</tbody>
</table>
Report accuracy checks

- Cognos Reports
- eSchool Reports
- eSchool Advanced Searches
Always Check Reports

❖ Build in a timely manner leaving sufficient time to correct errors and check the reports!!

❖ Verify Reports thoroughly and check again!
Review

- Resources
- Preventative Actions
- Troubleshooting Errors
- Report Verification

Have the SIS Tables been saved?
Questions
THANKS FOR COMING!