

LEVEL 0 HELPFUL REPORTS

Reports can be run from each data area to provide a quick review of your data before submission to Level 1.

IMPORT MESSAGE LOG

This report displays any records that were skipped or were duplicates upon electronic import for each template. Below is example from the Demographic Template.

Reports->Demographic

Demographics Report Choices: Run Verification Rpt

Dist. Import Errors (Error Rpt #1) Dist(s) Summary Dist. School Summary Dist. Upload Log Dates Dist. Dup. IDs Import Log
 Blank Fields Lock History View Verif. Errors (Error Rpt #2) Unlock History No Enrollment Rpt Import Message Log

←

Import Type:	Loc. Code:	Import Date/Time:	Import User:	Import Message:
Website Import	018	12/27/2017 10:28:18 AM		Duplicate key records found: Student ID - 009

NO ENROLLMENT REPORT

This report displays any student(s) that has data but is missing an enrollment record(s). For any student data to make it to the SIRS database (Level 2) they must have an enrollment record.

Common reason you may have some is that you reported students to Level 1 that should not have been reported.

The following templates have a No Enrollment Report: Demographic, Program Fact, Assessment, Accommodation, SE Event, SE Snapshot, Staff Student Course, Student Class Entry Exit, Student Class Grade Detail, Credit GPA, Student Daily Attendance.

Below is example from the Demographic Template.

Reports->Demographic

Demographics Report Choices: Run Verification Rpt

Dist. Import Errors (Error Rpt #1) Dist(s) Summary Dist. School Summary Dist. Upload Log Dates Dist. Dup. IDs Import Log
 Blank Fields Lock History View Verif. Errors (Error Rpt #2) Unlock History No Enrollment Rpt Import Message Log

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1 Student(s) with a Demographic record and no associated enrollment record:

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:
00000.	Test	John	001	HIGH SCHOOL

ENROLLMENT CREDENTIAL COUNTS

This report displays significant changes in credential record counts from year to year. It is available from the Enrollment Template.

Reports->Enrollment

Enrollment Report Choices: Run Verification Rpt

<input type="radio"/> Dist. Import Errors (Error Rpt #1)	<input type="radio"/> Dist(s) Summary	<input type="radio"/> Dist. School Summary	<input type="radio"/> Dist. Upload Log Dates	<input type="radio"/> Import Log
<input type="radio"/> Lock History	<input type="radio"/> View Verif. Errors (Error Rpt #2)	<input checked="" type="radio"/> Credential Counts	<input type="radio"/> Unlock History	<input type="radio"/> Import Message Log



Counts for District: (Red highlight indicates > 5% difference between years)

Description/Code:	Current Year Count:	Prior Year Count:
Graduated with Regents or local diploma (799)	285	268
Earned commencement credential (085)	0	1
Previously commencement credential or IEP (629)	0	0
Earned High School Equiv. diploma - GED (816)	0	0
Fulfilled HS Grad Req for Extended Integrated HS Program (0065)	0	0

PROGRAM FACT CATEGORY BREAKDOWN

This report displays significant changes in program record counts from year to year. It is available from the Program Fact Template.

Reports->Program Fact

Program Fact Report Choices: Run Verification Rpt

<input type="radio"/> Dist. Import Errors (Error Rpt #1)	<input type="radio"/> Dist(s) Summary	<input type="radio"/> Dist. School Summary	<input checked="" type="radio"/> Category Breakdown	<input type="radio"/> Import Log	<input type="radio"/> Upload Log Dates
<input type="radio"/> Lock History	<input type="radio"/> Waiting For Level 1	<input type="radio"/> View Verif. Errors (Error Rpt #2)	<input type="radio"/> Unlock History	<input type="radio"/> No Enrollment Rpt	<input type="radio"/> Import Message Log

See Next Page for Report:

CATEGORY BREAKDOWN

Program Category Summary for District: (Red highlight indicates > 10% difference between years)

Program Category:	Prior Year Valid Count:	Valid Records (Click to View):	Error Records (Click to View):	Data Lock Date/Person:
Safety Net	0	0	0	
CTE / Tech Prep	0	0	0	
ELL Eligibility	14	9	0	
ELL Programs	14	9	0	
NCLB	18	8	0	
Type of Disability	57	55	0	
0198::Poverty	102	80	0	
0220::Alt. Assess.	4	4	0	
0242::NYSESLAT	5	0	0	
0264::Section 504 Plan	18	18	0	
Summer School Participation	0	0	0	
5753::Intervening Serv.	0	0	0	
5806::Reduced Lunch	24	18	0	
5817::Free Lunch	78	62	0	
8272::Homeless Youth	0	0	0	
8261::Single Parent/Pregnant	0	0	0	
Local Programs	0	0	0	
UPK	33	32	0	
Title 1 TAS	4	2	0	
Prekindergarten Program	33	32	0	
2618::Inter-Dist. Transfer	0	0	0	
1232::SIFE	0	0	0	
Higher Education	0	0	0	
8271::CDOS Credential	0	0	0	
8282::Immigrant	16	12	0	
8292::Parent Armed Forces	0	0	0	
8300::Foster Care	0	0	0	
8312::Biliteracy	0	0	0	

COURSE DISTRICT SCHOOL SUMMARY

This report displays the number of course records uploaded to Level 0. It is available from the Course Template.

Reports->Course

Course Report Choices:

Run Verification Rpt

- Dist. Import Errors (Error Rpt #1)
- Dist(s) Summary
- Dist. School Summary
- Dist. Upload Log Dates
- Import Log
- Lock History
- View Verif. Errors (Error Rpt #2)
- Unlock History
- Course/Tchr/Student
- Import Message Log

School Summary for District:

Loc. Code:	School: (Click on School to view Course Codes)	Valid Records:	Error Records:
001	HIGH SCHOOL	225	0
004	MIDDLE SCHOOL	87	0
002	INTERMEDIATE SCHOOL	34	0
003	: SCHOOL	32	0

COURSE TEACHER STUDENT

This report displays the course information including Course Code, Section, and Teacher and Student counts per section that was uploaded to Level 0. It is available from the Course Template.

Reports->Course

Course Report Choices: Run Verification Rpt

<input type="radio"/> Dist. Import Errors (Error Rpt #1)	<input type="radio"/> Dist(s) Summary	<input type="radio"/> Dist. School Summary	<input type="radio"/> Dist. Upload Log Dates	<input type="radio"/> Import Log
<input type="radio"/> Lock History	<input type="radio"/> View Verif. Errors (Error Rpt #2)	<input type="radio"/> Unlock History	<input type="radio"/> Course/Tchr/Student	<input type="radio"/> Import Message Log

Course Code:	Section:	Course Name:	Tchr. Cnt. (Click to View):	Students Cnt. (Click to View):
01	1	English 9 H	1	19
01	2	English 9 H	1	23
01	3	English 9 H	1	23
01	4	English 9 H	1	25
01	5	English 9 H	1	23
100	1	English 9 R	1	16
100	10	English 9 R	2	56

Clicking on the Teacher Cnt will display teacher name(s)

Clicking on the Student Cnt will display student roster

COURSE ROSTER BY TEACHER

This report displays the number of students each teacher has assigned to them from the information uploaded to Level 0 from the Course Instructor Assignment, Staff Student Course and the Student Class Entry Exit files. It is available from these templates.

Reports->Course/Instr/Assign or Reports->Staff/Stu/Course or Reports->Stu/Class/Entry/Exit

Course/Instr/Assign Report Choices: Run Verification Rpt

<input type="radio"/> Dist. Import Errors (Error Rpt #1)	<input type="radio"/> Dist(s) Summary	<input type="radio"/> Dist. School Summary	<input type="radio"/> Dist. Upload Log Dates	<input type="radio"/> Import Log
<input type="radio"/> Lock History	<input type="radio"/> View Verif. Errors (Error Rpt #2)	<input type="radio"/> Unlock History	<input type="radio"/> Course Roster By Teacher	<input type="radio"/> Import Message Log

Staff listing for district -

Staff ID: (Click on ID to view students)	Staff Last Name:	Staff First Name:	Student Record Cnt:	Staff Location:	A/I/D:	Title:
00178		DIANE	38	MIDDLE SCHOOL	A	TEACHER

Clicking in the Staff id will display all students assigned to the teacher

Students with a Stu/Class/Entry/Exit And Course/Instr/Assign relation to - TEACHER NAME

Course and Section:	Term:	Course Name:	Student ID:	Last Name:	First Name:	Primary Ind:
695 - 23	4	Skills 6	0000		Christian	Y
695 - 21	4	Skills 6	0000		Thomas	Y
695 - 21	4	Skills 6	0000		Nathaniel	Y
695 - 23	4	Skills 6	0000		Caroline	Y

STAFF DISTRICT SCHOOL SUMMARY

This report displays the information that was loaded to Level 0 from the Staff Snapshot file. Before you load the staff data to Level 1 review this data. It is available from the Staff Snapshot Template.

- Make sure only Teachers have TEACHER in the Title Column
- Make sure only Principals have PRINCIPAL in the Second Title Column
- All Teachers and Non-Teaching staff are included
- Review for any teachers/staff that have left the district

Reports->Staff Snapshot

Staff Snapshot Report Choices: [Run Verification Rpt](#)

<input type="radio"/> Dist. Import Errors (Error Rpt #1)	<input type="radio"/> Dist(s) Summary	<input type="radio"/> Dist. School Summary	<input type="radio"/> Dist. Upload Log Dates	<input type="radio"/> Import Log
<input type="radio"/> Lock History	<input type="radio"/> Unlock History	<input type="radio"/> View Verif. Errors (Error Rpt #2)	<input type="radio"/> Import Message Log	

School Summary for District:

Loc. Code:	School: (Click on School to view staff)	Valid Records:	Error Records:
001	HIGH SCHOOL	97	0
004	MIDDLE SCHOOL	66	0



Clicking on the location with staff reported will display the following report:

Valid Staff records for school - 001

Teach ID:	Staff ID:	Last Name:	First Name:	Staff Location:	A/I/D:	Title:	Second Title:	Itinerant:
002			ELIZABETH	HIGH SCHOOL	A	TEACHER		
002			MICHAEL	HIGH SCHOOL	A	TEACHER		
003			MARK	HIGH SCHOOL	A	TEACHER		
003			EDWARD	HIGH SCHOOL	A	TEACHER		
001			MICHELLE	HIGH SCHOOL	A	TEACHER		
001			MATTHEW	HIGH SCHOOL	A	TEACHER		
003			DAVID	HIGH SCHOOL	A	TEACHER		
001			BARBARA	HIGH SCHOOL	A	TEACHER		
001			DAMES	HIGH SCHOOL	A	TEACHER		
002			SARA	HIGH SCHOOL	A	TEACHER		
001			CHRISTINE	HIGH SCHOOL	A	TEACHER		
001			LINDSAY	HIGH SCHOOL	A	TEACHER		
002			ANGELO	HIGH SCHOOL	A			



Clicking in the Teach Id will bring you to the Individual Staff Snapshot Record

STAFF ASSIGNMENT TYPE BREAKDOWN

This report displays the information that was loaded to Level 0 from the Staff Assignment file. It includes the PMF code description. Please review to ensure all your principals are reported. It is available from the Staff Assignment Template.

Reports->Staff Assignment

Staff Assignment Report Choices:

[Run Verification Rpt](#)

- Dist. Import Errors (Error Rpt #1)
- Dist(s) Summary
- Dist. School Summary
- Dist. Upload Log Dates
- Import Log
- Lock History
- View Verif. Errors (Error Rpt #2)
- Unlock History
- Cat Type Breakdown
- Import Message Log



Staff Assignment Summary for District:

Category Type:	Valid Records (Click to View):	Error Records (Click to View):	Data Lock Date/Person:
PMF	34	0	



Clicking on the number of records will display the below report:

You can sort on Assignment Code to bring all the principals together



Staff Assign. - PMF - staff Valid records.

Staff ID:	First Name:	Last Name:	Cat Type:	Assign Code:	Code Desc:	Grade:
001			PMF	0101	SUPERINTENDENT	ALL
001			PMF	0102	ASSISTANT SUPERINTENDENT	ALL
001			PMF	0716	DIRECTOR PERSONNEL/RECRUITMENT	ALL
001			PMF	0730	OTHER DIRECTOR OR COORDINATOR	ALL
001			PMF	1000	ASST SUPT FOR BUSINESS	ALL
001			PMF	1102	PRINCIPAL ELEMENTARY SCHOOL	ALL
001			PMF	1102	PRINCIPAL ELEMENTARY SCHOOL	ALL
001			PMF	1104	PRINCIPAL MIDDLE SCHOOL	ALL
001			PMF	1108	PRINCIPAL SENIOR HIGH SCHOOL	ALL
001			PMF	1202	ASST PRINCIPAL ELEMENTARY SCH	ALL
001			PMF	1202	ASST PRINCIPAL ELEMENTARY SCH	ALL
001			PMF	1204	ASST PRINCIPAL MIDDLE SCHOOL	ALL
001			PMF	1208	ASST PRINCIPAL SENIOR HIGH SCH	ALL
002			PMF	1208	ASST PRINCIPAL SENIOR HIGH SCH	ALL
001			PMF	1208	ASST PRINCIPAL SENIOR HIGH SCH	ALL

INFORMATION REPORT TIPS

These reports are designed to alert you to potential data issues, however they are not errors that stop the data from moving to Level 1.

Reports->Information

There are Four Data Types that are important to check regularly.

Data Type: Program Fact

Select Program Fact from the Dropdown and Click the Run Report

Select Data Type (capitalized types indicate active info checks exist):

PROGRAM FACT Run Report Download All PROGRAM FACT Records .txt file .csv file

4 Program Fact information error(s).

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:	Potential Problem?
001			0000		PS3117: Missing BEDS Day snapshot record for this student - Please review.
001			0000		PS3067: Program code 0231 requires an associated ELL program record.

- Special Ed Snapshot checks to see if student was enrolled on BEDS Day with an active disability record but no BEDS Day Snapshot
- English Language Learner (ELL) data checks any students that is coded as eligible for ELL Services (0231) but does not have any programs listed.

Data Type: Enrollment

Select Data Type (capitalized types indicate active info checks exist):

ENROLLMENT Run Report Download All ENROLLMENT Records .txt file .csv file

8 Enrollment information error(s).

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:	Potential Problem?
001			003		EE2062 - Grade 13 may be invalid for this student based on current date of birth - Please review.
0014			002		EE2040: Ungraded Enrollment record needs associated Disability record for same time period - Please review.

- Ungraded students must be tested according to their age
- Ungraded student has no disability program record

Data Type: Staff Assignment

Select Data Type (capitalized types indicate active info checks exist):

STAFF ASSIGNMEN ▾ Run Report

Download All STAFF ASSIGNMENT Records .txt file .csv file

2 Staff Assignment information error(s).

Staff ID:	Last Name:	First Name:	Potential Problem?
---	---	---	SA7617: Location: School is missing Principal Staff Assignment - Please review.

- Principal must be assigned to every building with enrollment

Data Type: Staff Student Course

Select Data type (capitalized types indicate active info checks exist):

STAFF/STU/COURSE ▾ Run Report

Download All STAFF/STU/COURSE Records .txt file .csv file

23 Staff Student Course information error(s).

Student ID:	Last Name:	First Name:	Staff ID:	Potential Problem?
000				SR7729: Attend. Linkage Duration for Course: Teacher: Reporting Date: 2018-06-05 has 0 minutes - Please Review.
000				SR7729: Attend. Linkage Duration for Course: Teacher: Reporting Date: 2018-06-05 has 0 minutes - Please Review.
000				SR7729: Enroll. Linkage Duration, Attend. Linkage Duration for Course: Teacher: Reporting Date: 2018-06-05 has 0 minutes - Please Review.
000				SR7731: End Date/Start Date overlap for Course: Teacher: Reporting Date: 2018-06-05 - Please Review.

- Zero Course duration minutes
- Zero Attendance minutes
- Zero Enrollment minutes
- Overlapping Enrollment