

Student Verification (UNCLEMIS) Error Resolution

Date	Section Number/Name	Change Description
10/11/18	Appendix G: GI Record Errors	Added GI06E
2/28/17	FN22W	Updated the dates that the check is in effect
7/17/17	Appendix C: FD Student Attributes-Eff Date	Removed FD13E, FS14E. Added FD18E
7/17/17	Appendix A: Admission History Errors (AH)	Updated AH03W
7/17/17	FS Smart Errors	Updated FS Attending Building IRN must be a building IRN in the current school district to allow the building or district IRN
7/17/17	Appendix D: FN-Student Attributes-No Date	Updated Checks FN19E, FN20E and FN21E to compare the Third Grade Reading Guarantee Diagnostic Results with the State Equivalent Grade of the student at the start of the school year
7/17/17	Appendix B: FS Standing Errors	Added Checks FS34E, FS35E and FS36E
8/23/16	Entire Document	Updated for FY17
2/29/16	FN22W	Updated the record requiring correction

Change Log

Table of Contents

3
4
6
7
9
22
25
29
32
40

Student Verification (UNCLEMIS) FAQ:



When do I run Student Verification (UNCLEMIS)?

Student Verification can be run at anytime. Student Verification is an ongoing process that should be run regularly throughout the year.



Why do I run Student Verification?

Student Verification finds EMIS reporting errors and helps you clean-up or perfect your data before transmitting data to ODE.



Does Student Verification fix the errors?

No, Student Verification only finds the errors. It is up to you to fix the errors and then run Student Verification again to verify the errors are no longer present.



Can Student Verification be run multiple times? Yes, Student Verification can be run multiple times.



Can Student Verification be run from the building level as well as from the district and ITC levels?

Yes, depending on your security, Student Verification can be run at the district or building level. However, Student Verification can't be run at the ITC level. Please contact your District's Security Administrator if you have questions concerning your StudentInformation security role.



What is the difference between the three types of errors I see when I run Student Verification?

LCE: Checks options selected for a specific field validated against ODE's valid options defined in the EMIS Manual.

SMART: Checks the values for the student's EMIS Situation to make sure the student is coded correctly.

Student Verification: Checks the validity of certain field combinations.

Task #1: Run Student Verification (Unclemis)

- 1. Change your context to the district level and the current year.
- 2. Navigate to <u>StudentInformation</u> » <u>EMIS</u> » <u>Student Reporting</u> <u>Collection(S)</u>.
- 3. On the Request Type tab choose the Verify Student Data option.
- 4. Click Next >
- 5. On the Student Verification errors are no longer reporting period specific.
- 6. Click Next >
- 7. Next, choose the buildings in the district you would like to run Student Verification for.
- Choose how many students you would like to see per page in the Number of Students Per Page: dropdown.
- 9. Leave the checkbox checked for the prompt to ignore any student overlapping admission history warnings:

Ignore "Student has overlapping admission history records" warning: By

checking the box, this will exclude these errors from printing. (If you're a newly converted district, you will want to ignore these errors).

- 10. Click Verify
- 11. Once the process is complete the Student Verification errors will display on the page.

Depending on your StudentInformation security role you may have access to run Student Verification only at a specific building. Contact your ITC or the Security Administrator at your district if you have questions concerning your StudentInformation security role.

How to run Student Verification at the building level?

- 1. Change your context to the building level and the current year.
- 2. Navigate to <u>StudentInformation</u> » <u>EMIS</u> » <u>Student Verification</u>.
- Choose how many students you would like to see per page in the Number of Students Per Page: dropdown.
- 4. Leave the checkbox checked for the prompt to ignore any student overlapping admission history warnings:

Ignore "Student has overlapping admission history records" warning: By checking the box, this will exclude these errors from printing. (If you're a newly converted district, you will want to ignore these errors).

5. Click Verify

6. Once the process is complete the Student Verification errors will display at the bottom of the page.

Task #2: Correcting Student Verification Errors

- 1. Student Verification errors are interactive links which allow you to navigate to the profile of the student with the error and correct the error without leaving the Student Verification page.
- 2. To correct errors for a student, click on the student's name.

Building IRN	Building	Student	Student Number	EMIS ID
000067	AVHS	Apple, Candy — — — — — — —	111222333	111222444
UNCLEMIS:		- FS33E - 07/01/2014 - Warning: County of Residence is in	correct based on the student's residence	zip code.
		 GI02E - ERROR: Student with change of District of Reside 	ence between FY10 and FY11 cannot have	Hispanic/Latino = *

- 3. The student's profile displays in a new window.
- 4. Correct the errors and save your changes to the profile. Close this window and return to the original window.
- 5. Run Student Verification again to verify the errors are no longer there.

Appendix A: Admission History Errors (AH)

AH01W Student does not have any Admission History Records for the Current School Year

Cause: The student can be found in the building but doesn't have an admission record for the current school year. One reason a student can be found in the current school year but has no record in admission history is the student was improperly summer withdrawn or whacked at the district level. All withdrawals or whacks must be done at the building level.

Solution: Navigate to <u>StudentInformation</u> » <u>SIS</u> » <u>Student</u> » <u>Admission History</u> » <u>Edit</u> <u>History Details</u> and verify the student doesn't have admission history for the school year in context. If indeed the student doesn't have an admission history record register the student. Please consult the *Admissions & Withdrawal Scenarios* document for detailed instructions on how to register a student.

AH02W Student has Overlapping Admission History Records

bu	IId	ing also	using too	lay's date.			
		Year	Date	Event	School	Calendar	Code
		2010 - 2011	Aug 01, 2010	District Admission	Bowling Green SD		
		2010 - 2011	Aug 01, 2010	Building Admission	Bowling Green Kenwood Elementary	DFLT	Parent enrolled student
		2010 - 2011	Oct 15, 2010	Building Withdraw	Bowling Green Kenwood Elementary	DFLT	Not applicable (did not withdraw/was not truant)
		2010 - 2011	Oct 18, 2010	Building Admission	Elementary 2	Kam	Parent enrolled student
		2011 - 2012		Intrabuilding Progression	Elementary 2	DFLT	
		2012 - 2013		Intrabuilding Progression	Elementary 2	DFLT	
		2013 - 2014	Jul 01, 2013	Building Admission	Elementary 1	DFLT	
		2014 - 2015		Intrabuilding Progression	Elementary 1	DFLT	
		2014 - 2015	Oct 03, 2014	Building Withdraw	Elementary 1	DFLT	Not Applicable, Did not withdraw/was not truant
×	1	2014 - 2015	Oct 03, 2014	Building Admission	Elementary 2	DFLT	Parent enrolled student

Cause: The student has admission dates on the <u>*Edit History Details*</u> page that overlap. Example1: A student is withdrawn from one building using today's date and registered in the new building also using today's date.

Example2: A student decides to attend another building in your district. The student is admitted to the new building but never is withdrawn from the old building.

		Year	Date	Event	School	Calendar	Code
		2009 - 2010	Aug 01, 2009	District Admission	Bowling Green SD		
		2009 - 2010	Aug 01, 2009	Building Admission	Bowling Green Milton Elementary	Kam	4E
		2010 - 2011		Intrabuilding Progression	Bowling Green Milton Elementary	DFLT	
		2011 - 2012	Jul 01, 2011	Building Admission	Bowling Green Kenwood Elementary	DFLT	
		2012 - 2013		Intrabuilding Progression	Bowling Green Kenwood Elementary	DFLT	
		2013 - 2014		Intrabuilding Progression	Bowling Green Kenwood Elementary	DFLT	
		2014 - 2015	Jul 01, 2014	Building Admission	Elementary 1	DFLT	Parent enrolled student
×	1	2014 - 2015	Jul 01, 2014	Building Admission	Elementary 2	DFLT	Parent enrolled student
		2014 - 2015		Intrabuilding Progression	Bowling Green Kenwood Elementary	DFLT	

Solution: Navigate to <u>StudentInformation</u> » <u>SIS</u> » <u>Student</u> » <u>Admission History</u> » <u>Edit</u> <u>History Details</u> and correct the student's admission date to the new building (Example1) or complete the withdrawal process from the building the student is no longer attending (Example2). **The error can be ignored if the student is taking classes at more than one building in the district as long as they are on the default calendar at one building and the non-attending calendar at the other.

NOTE: Depending on when the student left the original building, the student may need whacked or summer withdrawn. Please consult the *Admissions & Withdrawal Scenarios* document for more details.

AH03W Student Missing EMIS ID

Cause: In order for a student to be reported to EMIS, the student must have an EMIS ID. This is a separate ID from the student's SSID and social security number.

Solu	ution: Enter	the student's EMIS ID in the in the	EMIS ID:	123456789	field on
the	FS-Standing	tab of the student's profile.			

NOTE: EMIS ID's may be auto-generated at time of student registration if the district sets a district EMIS Seed starting number on the School Demographics page at the district level.

Appendix B: FS-Standing Errors

FS01E FS Record(s) Missing

Cause: An FS Record was not created for the student.

Solution: Create an FS Record for the student on the FS-Standing tab, by clicking New Student Standing button and filling in all required fields based on the student's EMIS situation.

FS03E Invalid EMIS Situation Assigned to Student

Cause: The student is assigned an EMIS situation that is no longer in use.

Solution: Go to the student's **FS-Standing** tab and edit all the affected **FS-Standing** records and choose the correct EMIS Situation from the **EMIS Situation:** dropdown. Based on the **EMIS Situation:** chosen, checks on the page will guide you in filling out the remainder of the fields.

FS05E District of Residence IRN cannot be a non-public school IRN

Cause: The student has a non-public IRN specified in the District of Residence: value on the FS-Standing . The District of Residence IRN must always be the IRN of a public school district.

Solution: Find the IRN of the district the student resided in. Edit the affected FS-Standing records and correct District of Residence:

FS06E If District Relationship = 1, then Percent of Time must be greater than 0 or Sent To Reason (1 or 2) must be PS, NP, or PI

Cause: The student'sEMIS Situation: andDistrict Relationship:indicate the student isattending full or part time. The student'sPercent of Time: field onFS-Standingtab mustbe greater than 0.FS-StandingFS-Standingtab must

Solution: Edit the student's incorrectFS-Standingrecord and update the student'sPercent of Time:field to the correct value.

FS07E If District Relationship = 2 or 3, then Percent of Time must be 0

Cause: The student's **EMIS Situation:** and **District Relationship:** indicate the student is not receiving instruction from the reporting district. The student's **Percent of Time:** must be zero.

Solution: Edit the student's incorrectFS-Standingrecord and update the student'sPercent of Time:field to the correct value.

FS09E If Sent To Reason 2 = NA, then Sent To IRN 2 must be

Cause: If the student isn't going onto a 2 nd	entity the Reason: should be
NA - Not sent to another district (default	:) on the FS-Standing
tab. The Sent To 2: IRN: must be zero.	and the Sent To 2: Percent of Time: must be
Solution: Edit the affected FS-Standing	records and correct the fields.

FS10E If Sent to Reason 2 not = NA, then IRN Must be a Valid IRN or 999999

5	Sent To 2:			
Cause: If the student has a	Reason: other than			
NA - Not sent to another dis	trict (default)	on the	FS-Standing	tab
of the student profile the Sent	To 2: TRN: field must be a vali	d IPN or 00	000 The only t	imo
or the student prome, the	neid must be a van	U IKIN 01 993	aaaa. The only t	me
Sent To 2: IRN: can be	is when			
NA - Not sent to another dis	trict (default)	💌 is seled	cted in the	
Sent To 2:				
Reason: dropdown.				
Solution: Edit the affected FS	S records and correct the Sent T	<u>o 2:</u> IRN:		

FS12E If Withdraw Reason = **, the Withdraw Date must be Blank

Cause: If a student is still active in the district and has never been withdrawn, they can't have a date in the **District Withdraw Date:** field on the **FS-Standing** tab.

Solution: Verify the student is not supposed to be withdrawn, edit the affected FS records and remove the **District Withdraw Date:** . Also check admission history to make sure an erroneous withdrawal date wasn't posted.

FS13E If Withdraw Reason does not = **, the Withdraw Date must be Specified and be within the current fiscal year

Cause: The student has been withdrawn from the district and has a withdrawal reason selected in the **Withdraw Reason:** field but has no withdrawal date in the **District Withdraw Date:** field.

Solution: Verify the student is supposed to be withdrawn and that the district withdrawal shows on the student's <u>*Edit History Details*</u> page. Complete the district withdrawal process if the student hasn't been properly withdrawn. (See the *Admissions & Withdrawal Scenarios* document for detailed instructions.) If the withdrawal process has been completed and the withdrawal date still isn't appearing on the affected FS record, edit the affected FS record(s) and

enter the withdrawal date in the District Withdraw Date: field.

FS14E FS Record Admission does not have a Matching FD Record with the Same Effective Start Date

Cause: The original FS Record for the admission of the student located in the FS-Standing tab does not have a matching FD admission record. There needs to be matching records with the same effective start date for the admission on the FS-Standing tab and on the FD-Attributes tab. **FD-Attributes Solution:** The affected record needs to be corrected to show the same Effective Start Date: for the admission record as what is on the FS-Standing tab FS-Attendance Additiona FS-Standing FD-Attributes FN-Gradu Start District District Of How Sent To Sent To % Withdraw Percent Attending Situation Relationship Residence Received Received IRN Of Time Building IRN Reason 1 Date Date Reason IRN 1 Of Time 1 ₽ 🖋 7/1/2016 046300 100 001701 NA

Student Verification (Unclemis) Error Resolution, SI ©

Ger	neral	Additiona	al Custo	om Priv	ate FS	-Standing	FS-Attend	lance	FD-Attribute	es FN-Attribu	tes	FN-Gradu	iate Trar	sportation
		Start Date	Withdraw Date	Withdraw Reason	St. Eq. Gr. Lvi.	Disability	504 Plan	Disadv	antagement	Free/Reduced Lunch	LEP	Migrant Status	lmmigrant Status	Preschool Poverty
	ø	8/20/2016		**	09	**	N	•		None	N	N	Ν	N

FS15E FS Record with Withdraw Reason/Date does not have a matching FD record with the Effective End date = Withdraw Date

Cause: The student's District Withdraw Date: on the FS-Standing record doesn't match the District Withdraw Date: field on the corresponding FD-Attributes tab. Solution: The District Withdraw Date: field on the **FD-Attributes** tab is grayed out by design. When a student is withdrawn, the District Withdraw Date: field on the **FD-Attributes** tab is automatically populated based on the date used during the withdrawal process. Resave the FS record to correct the display on the FD tab. FS-Attendance General Additional Custom FS-Standing FD-Attributes **FN-Attributes** FN-Graduate Transportation Private

		Start Date	Withdraw Date	Withdraw Reason	EMIS Situation	District Relationship	District Of Residence	How Received	How Received IRN	Percent Of Time	Attending Building IRN	Sent To Reason 1	Sent To IRN 1	Sent To % Of Time 1
<u>ه</u>	*	7/1/2016		**	5	1	046300	•	*****	100	001701	NA	*****	0
🗸 s	how	/ Current \	rear Only											
Save		Cancel	New Stu	udent Standin	ng 🗌 lg	nore EMIS Situ	ation Errors	6						
Last M	odifi	ed: 04/21/	2016 10:49 A	AM by User:	bataswart									
EMIS I	D:30	06062573					State S	tudent ID (S	SID): XX8765433					
Effecti	ve S	Start Date:	* 7/1/2016		#									
Distric		Incidation F		-			Admiss	ion Reason	* 4 - Student enr	oll. first tim	e in Ohio pub sc	h/comm sch	age (PS or	KG) 🗸
Distric	t Ad	Imission L	Jate: 9/6/200	5			Admitte	ed From IRN	: *****	-		Q *		
Distric	t Wi	thdraw Da	ate: 09/01/2	016	m	Vithdraw	Withdra	aw Reason:	41 - Tr. to anot	her Ohio S	D, local/exem vil	l/city, tr. req (on file	~
							Withdra	awn To IRN:	045773	- Elida	Local SD	Q		

General	Addition	al Custo	m Priva	te FS	-Standing	FS-Attend	ance	FD-Attribute	es	FN-Attribu	tes	FN-Gradu	uate Tra	nsportation
	Start Date	Withdraw Date	Withdraw Reason	St. Eq. Gr. Lvi.	Disability	504 Plan	Disad	vantagement	Free/ Lunc	/Reduced ch	LEP	Migrant Status	lmmigrant Status	Preschool Poverty
₽ 🖉	8/20/2016		**	09	**	N	*		None	e	N	N	N	N
Save Last Modi Effective	Cancel fied: 08/23/2 Start Date:*	New Stur 016 2:41 PN 8/20	dent Attribute by User: de /2016	s ebbie.barb	ee									
District W Withdraw	/ithdraw Dat Reason	xe:	Not Applicabl	e, Did not	withdraw/was	s not truant	~							

FS17W An EMIS District Withdraw does not have a Matching District Withdraw in Admission History

Cause: The student has a District Withdraw Date: on the FS-Standing tab, but there is no corresponding district withdraw date on the <u>Edit History Details</u> page. If the withdrawal process wasn't completed properly by going to <u>StudentInformation</u> » <u>SIS</u> » <u>Student</u> » <u>Withdraw Student</u>, the student isn't technically withdrawn and will receive this Student Verification error.

Solution: Complete the district withdrawal process. Please refer to the *Admissions & Withdrawal Scenarios* document for detailed instructions on how to district withdrawal a student.

Start Withdraw Withdraw EMIS District District Residence How How Received IRN Percent Attending Sent To Sent To O'r Time 1 Image: Transformed and		Additio	nal Cust	tom Priva	te FS-	Standing F	S-Attendance	e FD-Attri	butes F	N-Attri	ibutes	FN-Graduate	Transpor	tation	
▲ ✓ 7/1/2016 ** 5 1 0.46300 ******* 100 001701 NA ******* 0 Save Cancel New Student Standing Ignore EMIS Situation Errors ① Last Modified: 04/21/2016 10:49 AM by User: bataswart EMIS ID: 306062573 State Student ID (\$SID): Effective Start Date: 7/1/2016 District Admission Date: 9/6/2005 Withdraw Reason: * 4 Stude Tori IRN: ************************************		Start Date	Withdraw Date	Withdraw Reason	EMIS Situation	District Relationship	District Of Residence	How Received	How Received	IRN	Percent Of Time	Attending Building IRN	Sent To Reason 1	Sent To IRN 1	Sent To % Of Time 1
Save Cancel New Student Standing Ignore EMIS Situation Errors Last Modified: 04/21/2016 10:49 AM by User: bataswart EMIS ID: 306062573 State Student ID (SSID): XX8765433 Effective Start Date: *7/1/2016 District Admission Date: 9/6/2005 Admitted From IRN: ****** - Q * District Withdraw Date: 09/01/2016 Withdraw Withdraw Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr. req on file Withdraw To IRN: 045773 - Elida Local SD Q	₽ ₽	7/1/2016		**	5	1	046300	•	*****		100	001701	NA	*****	0
Save Cancel New Student Standing Ignore EMIS Situation Errors Ignore EMIS Situation Errors Last Modified: 04/21/2016 10:49 AM by User: bataswart EMIS ID: 306062573 State Student ID (\$SID): Effective Start Date: 7/1/2016 District Admission Date: 9/6/2005 Admission Reason: # 4 - Student enroll. first time in Ohio pub sch/comm sch age (PS or KG) Admitted From IRN: District Withdraw Date: 09/01/2016 Withdraw Withdrawn To IRN: 045773 - Elida Local SD	Shc	w Current	Year Only												
	Save Last Modi EMIS ID: Effective District A	Cancel fied: 04/21/ 306062573 Start Date: \dmission I	New Sti 2016 10:49 / *7/1/2016 Date: 9/6/200 Date: 09/01/2	udent Standin AM by User: 	bataswart	gnore EMIS Sit	Admits Withd	Student ID (S ssion Reason ted From IRN raw Reason: rawn To IRN:	SID): [xx876 : * 4 - Studer I: ***** 41 - Tr. to 045773	55433 nt enro anoth	Dil. first tim - her Ohio Si - Elida I	e in Ohio pub sc D, local/exem vil ocal SD	h/comm sch Q Wcity, tr. req	age (PS or on file	× (G) V
	Student Adn Click o	Information nissic	on > SIS > >n/Cal it and dele	Student > A	Admission Histo manage	History > Ed ory Deta the student	dit History I ails t's admissi	Details ion events							
School Year Type: Regular 🗸	Student Adn Click o School	Information nissic on the edi Year Typ	on > SIS > >n/Cal it and dele	Student > . endar ete icons tr ar ~	Admission Histc > manage	n History > Ed Dry Deta e the student	dit History [ails t's admissi	Details ion events.							
School Year Type: Regular V Year Date Event School Calendar Code	Student Adn Click o School	Information nissic on the edit Year Typ Year	on > SIS > >n/Cal it and dele ve: Regula	Student > / endar ete icons to ar ~ Date	Admission Histo manage Ever	n History > Ec ory Deta e the student	dit History (ails t's admissi	Details ion events. School		с	alendar	Code			
School Year Type: Regular Year Date Event School Calendar Code 2005 - 2006 Sep 06, 2005 District Admission Batavia Local SD Image: Code Image: Code	Student Adn Click c School	Information nissic on the edit Year Typ Year 2005	on > SIS > on/Cal it and dele be: Regula · · ·	Student > endar ete icons to ar ~ Date Sep 06, 20	Admission Histc manage Even 05 Distr	n History > Ed bry Deta the student nt rict Admission	dit History D ails t's admissi	Details Ion events School Batavia Loc	:al SD	c	alendar	Code			
School Year Regular A Year Date Event School Calendar Code A 2005 - 2006 Sep 06, 2005 District Admission Batavia Local SD A A A 2005 - 2006 Sep 06, 2005 District Admission Batavia Elementary HDCA FIRST SCHOOL DISTRICT ATTENDED	Student Adn Click c School	Information nissic year Typ Year 2005	pn > SIS > >n/Cal it and dele ie: Regula r iii i - 2006 iiii i - 2006 iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	Student > endar ete icons to ar ~ Date Sep 06, 20 Sep 06, 20	Admission Histo manage Ever 25 Distr 25 Build	n History > Ed bry Det the student nt rict Admission ding Admission	dit History (ails t's admissi n i on i	Details ion events. School Batavia Loc Batavia Ele	al SD mentary	c	alendar	Code FIRST SC	HOOL DIS	STRICT A	ATTENDED
Regular Regular Regular Regular Regular Statu Calendar Code Regular Regular Statu Calendar Code Regular Regular Statu Statu Calendar Code Regular Regular Statu Statu Calendar Code Regular Regular Batavia Local SD Image: Statu Image: S	Student Adn Click c School	Information nissic on the edit Year Typ 2005 2005 2006	on > SIS > >n/Cal it and dele it and dele r 5 - 2006 5 - 2006 5 - 2007	Student > endar ete icons tr ar ~ Date Sep 06, 20 Sep 06, 20	Admission Histo manage Even 55 Distr 25 Builo intra	n History > Ed Dry Det the student nt rict Admission ding Admission building Prog	dit History F ails t's admissi n i on i gression i	Details Ion events. School Batavia Loc Batavia Ele Batavia Ele	al SD mentary mentary	C	alendar HDCA HDCA	Code FIRST SC	HOOL DIS		ATTENDED
Regular Regular Regular Regular Regular Regular Regular Regular School Calendar Code Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Reg	Student Adn Click c School	Information nissic nissic Year Typ 2005 2005 2006 2007	on > SIS >))/Cal it and dele e: Regul: - 2006 = - 2007 = - 2008	Student > endar ste icons tr ar > Date Sep 06, 20	Admission Histo b manage 25 Distr 25 Build Intra	n History > Ed Dry Deta the student nt rict Admission ding Admission building Prog building Prog	dit History I ails t's admissi n i on i gression i gression i	Details Ion events School Batavia Loc Batavia Ele Batavia Ele Batavia Ele	al SD mentary mentary mentary	C	HDCA HDCA	Code FIRST SC	HOOL DIS	BTRICT A	ATTENDED
Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular	Student Adn Click c School	Information nissic year Typ 2005 2006 2007 2007 2006	on > SIS > >n/Cal it and dele be: Regula is - 2006 is - 2007 ' - 2008 is - 2007	Student > endar ste icons to ar > Date Sep 06, 20 Sep 06, 20 Aug 20, 20	Admission Histo b manage 25 Distr 25 Build Intra 28 Build	n History > Ed Dry Deta or the student nt rict Admission ding Admission building Prog building Prog ding Admission	dit History T ails t's admissi n I on I gression I gression I on I	Details ion events. School Batavia Loc Batavia Ele Batavia Ele Batavia Ele Batavia Ele	al SD mentary mentary mentary mentary	C	HDCA HDCA HDCA DFLT	FIRST SC	HOOL DIS	STRICT A	ATTENDED
School Calendar Code Image: Comparison of the comparison of t	Student Adn Click c School	Information Type Year Year 2005 2006 2006 2006 2007 2006	on > SIS > Dn/Cal it and dele it and dele is - 2006 is - 2007 7 - 2008 is - 2009 is - 2009 is - 2010	Student > endar nte icons to ar > Date Sep 06, 20 Sep 06, 20 Aug 20, 20	Admission Histo barage 25 Distr 25 Build 1ntra 28 Build 1ntra	n History > Ed bry Deta the student nt rict Admission ding Admission building Prog building Prog ding Admission building Prog	dit History I ails t's admissi t's admissi s an pon gression gression gression gression gression	Details Ion events School Batavia Loc Batavia Ele Batavia Ele Batavia Ele Batavia Ele	al SD mentary mentary mentary mentary	c	HDCA HDCA HDCA DFLT DFLT	Code FIRST SC	HOOL DIS	STRICT A	ATTENDED
School Vear Date Event School Calendar Code 0 2005 - 2006 Sep 06, 2005 District Admission Batavia Local SD Image: School Sep 06, 2005 Building Admission Batavia Elementary HDCA FIRST SCHOOL DISTRICT ATTENDED 1 1 2005 - 2006 Sep 06, 2005 Building Admission Batavia Elementary HDCA FIRST SCHOOL DISTRICT ATTENDED 1 2 2007 - 2008 Intrabuilding Progression Batavia Elementary HDCA FIRST SCHOOL DISTRICT ATTENDED 1 2 2007 - 2008 Aug 20, 2008 Building Admission Batavia Elementary HDCA 1 2 2008 - 2009 Aug 20, 2008 Building Admission Batavia Elementary DFLT 1 2 2009 - 2010 Intrabuilding Progression Batavia Elementary DFLT 1 2 2009 - 2010 Intrabuilding Progression Batavia Elementary DFLT 2 2010 - 2011 Intrabuilding Progression Batavia Elementary DFLT	Student Adn Click c School	Informatic nissic year Typ Year 2005 2007 2006 2007 2006 2006 2006 2006	on > SIS > on/Cal it and dele it and dele it = Regult 5 - 2006 = 5 - 2006 = 5 - 2007 7 - 2008 1 - 2009 = 1 - 2010 0 - 2011	Student > endar ste icons to ar > Date Sep 06, 20 Sep 06, 20 Aug 20, 20	Admission Histc Histc D5 Distr D5 Build Intra 8 Build Intra 101 Intra	n History > Ec bry Deta the student int int int int ing Admission building Prog building Prog building Prog building Prog building Prog	dit History I ails t's admissi n i on i gression i gression i gression i gression i	Details Ion events. School Batavia Loc Batavia Ele Batavia Ele Batavia Ele Batavia Ele	al SD mentary mentary mentary mentary mentary		HDCA HDCA HDCA HDCA DFLT DFLT	Code FIRST SC	HOOL DIS	STRICT A	ATTENDED
School Year Date Event School Calendar Code 0 0 2005 - 2006 Sep 06, 2005 District Admission Batavia Local SD Image: School FIRST SCHOOL DISTRICT ATTENDED 0 0 2005 - 2006 Sep 06, 2005 Building Admission Batavia Elementary HDCA FIRST SCHOOL DISTRICT ATTENDED 1 0 2007 - 2008 Intrabuilding Progression Batavia Elementary HDCA FIRST SCHOOL DISTRICT ATTENDED 1 0 2008 - 2007 Aug 20, 2008 Building Admission Batavia Elementary HDCA 1 2008 - 2009 Aug 20, 2008 Building Admission Batavia Elementary HDCA 1 2008 - 2009 Aug 20, 2008 Building Admission Batavia Elementary DFLT 1 2008 - 2010 Intrabuilding Progression Batavia Elementary DFLT DFLT 1 2019 - 2011 Intrabuilding Progression Batavia Elementary DFLT DFLT 1 2010 - 2011 Intrabuilding Progression Batavia Elementary DFLT DFLT 1 2011 - 2012 Int	Student Adm Click c School	Information	on > SIS > on/Cal it and dele e: Regula > 2006 > 2006 > 2006 > 2006 > 2007 7 - 2008 > 2007 7 - 2008 > 2007 0 - 2010 0 - 2011 1 - 2012	Student > endar steicons tr ar > Date Sep 06, 20 Sep 06, 20 Aug 20, 20	Admission Histc hanage 25 Distr 25 Build Intra 28 Build Intra 28 Intra 29 Intra	n History > Ed bry Deta the student int int int Admission ding Admission building Prog building Prog building Prog building Prog building Prog	dit History F ails t's admissi n 4 on 4 gression 4 gression 4 gression 4 gression 4 gression 4 gression 4	Details Ion events. School Batavia Loc Batavia Ele Batavia Ele Batavia Ele Batavia Ele Batavia Ele	al SD mentary mentary mentary mentary mentary mentary	C	HDCA HDCA HDCA DFLT DFLT DFLT	Code FIRST SC	HOOL DIS	BTRICT A	ATTENDED
Schwirz Regular Regular Regular Regular Statu Calendar Code Regular Statu School Calendar Code Regular Sep 06,2005 Sep 06,2005 District Admission Batavia Local SD Image: Sep 06,2005 Sep 06,2005 Building Admission Batavia Elementary HDCA FIRST SCHOOL DISTRICT ATTENDED Regular Regular Regular HDCA Sep 06,2005 Building Admission Batavia Elementary HDCA FIRST SCHOOL DISTRICT ATTENDED Regular Regular Regular HDCA Sep 06,2005 Building Admission Batavia Elementary HDCA FIRST SCHOOL DISTRICT ATTENDED Regular Regular Batavia Elementary HDCA FIRST SCHOOL DISTRICT ATTENDED Regular Regular Batavia Elementary Batavia Elementary DFLT FIRST School DISTRICT ATTENDED Regular Regular Intrabuilding Progression Batavia Elementary DFLT FIRST School DISTRICT ATTENDED Regular Regular Regular Regular Regular Regular Regular Regular	Student Click c School	(information	on > SIS > on/Cal it and dele it and dele	Student > endar ste Icons tr ar > Date Sep 06, 20 Sep 06, 20 Aug 20, 20	Admission Histo Distr D5 Builo Intra 08 Builo Intra 101 Intra 28 Builo Intra 101 Intra 20 Builo	n History > Ed bry Deta the student nt rict Admission building Prog building Prog building Prog building Prog building Prog building Prog building Prog	dit History I ails t's admissi t's admissi s an I gression I gression I gression I gression I gression I gression I gression I gression I	Details Ion events. School Batavia Loc Batavia Ele Batavia Ele Batavia Ele Batavia Ele Batavia Ele Batavia Ele Batavia Ele Batavia Ele Batavia Ele Batavia Ele	al SD mentary mentary mentary mentary mentary mentary mentary dide Schoo		HDCA HDCA HDCA DFLT DFLT DFLT DFLT DFLT	FIRST SC	HOOL DIS	STRICT A	ATTENDED

2015 - 2016

💼 💉 2016 - 2017 Jul 01, 2016 Building Admission

Intrabuilding Progression Batavia Middle School

Batavia High School

6-8

DFT

FS18W Attending Building IRN does not match Primary Building IRN

Cause: This error occurs when the Primary Building: field on the Additional tab differs from the Attending Building IRN: on the FS-Standing tab. It may also occur when there is a district Attending Building IRN: field but Primary Building can only specify a building IRN and not a district IRN.

If the attending building IRN is correctly set to the District IRN, then ignore the warning error in this situation.

Solution: Edit the student'sAdditionaltab and correct thePrimary Building:field oredit theFS-Standingand correct theAttending Building IRN:field value.

FS22E If Sent to Reason 1 = AU, PI, NP, or PS then Sent To % of Time 1 must be >0

	Sent To 1:	
Cause: If any of the following are selected in the Percent of Time: field must be greater than zero	Reason:	dropdown th
PI - Proprietary institution program participant		*
NP - Non public school placement at district exp	pense	~
PS - Post Secondary Enrollment Options progra	am participa	n' 🛩
AU - Autism Scholarship Program Participant		•

Solution: Edit the affected FS records and correct the % of time.

FS23E If Sent to Reason 1 not = AU, PI, NP, or PS then Sent To % of Time 1 must be = 0

Cause: If anything but one of the following is selected in the Reason: dropdown the Percent of Time: field must be equal to zero.
PI - Proprietary institution program participant
NP - Non public school placement at district expense
PS - Post Secondary Enrollment Options program participant
AU - Autism Scholarship Program Participant

Solution: Edit the affected FS records and correct the % of time.

FS24E If Sent to Reason 2 = AU, PI, NP, or PS then Sent To % of Time 2 must be >0

	Sent 10 2:	
Cause: If any of the following are selected in the	Reason:	dropdown the
Percent of Time: field must be greater than zero.		
PI - Proprietary institution program participant		~
NP - Non public school placement at district exp	ense	*
PS - Post Secondary Enrollment Options progra	am participan	~
AU - Autism Scholarship Program Participant		•

Solution: Edit the affected FS records and correct the % of time.

FS25E If Sent to Reason 2 not = AU, PI, NP, or PS then Sent To % of Time 2 must be = 0

	Sent To 2:		
Cause: If any of the following are selected in the	Reason:	drop	down the
Percent of Time: field must be greater than zero.			
PI - Proprietary institution program participant		*	
NP - Non public school placement at district exp	ense	*	
PS - Post Secondary Enrollment Options progra	am participa	n' 🚩	
AU - Autism Scholarship Program Participant		•	

Solution: Edit the affected FS records and correct the % of time.

FS26W A District Withdraw in Admission History does not have a corresponding FS record with the same Withdraw Date and EMIS Withdraw Reason.

Cause: The student shows a district withdrawal on the Edit History Details page but there is no record of the withdrawal on the FS record.

District Admission Date: 8/23/2010			Admission Reason	4 - Stude	nt enroll. first time in Ohio pub sch/comm sch age (PS or KG) 🗹 🌮				
District Withdraw Date: Withdraw Withdraw Withdraw Reason: Withdrawn To IRN:					: ** - Not	Applicable, Did not withdraw/was not truant			
StudentInformation > SIS > Student > Admission History > Edit History Details Admission/Calendar History Details Click on the edit and delete icons to manage the student's admission events.									
Scho	ol Ye	ar Type: Reg	ular 🗸						
		Year	Date	Event	School	Calendar	Code		
		2014 - 2015	Oct 03, 2014	District Admission	Batavia Local SD				
		2014 - 2015	Oct 03, 2014	Building Admission	Batavia High School	09	FROM ANOTHER PUBLIC SCHOOL DIS. IN SAME COUNTY		
		2015 - 2016		Intrabuilding Progression	Batavia High School	DFT			
		2016 - 2017		Intrabuilding Progression	Batavia High School	DFT			
Ŵ	ø	2016 - 2017	Aug 23, 2016	Building Withdraw	Batavia High School	DFT	Tr. to another Ohio SD, local/exem vill/city, tr.		
		2016 - 2017	Aug 23, 2016	District Withdraw	Batavia Local SD				

Solution:

1. Edit the appropriate FS record for the time period and enter a withdrawal date and code to match the Edit History Details page,

or

2. If the student wasn't supposed to be withdrawn, delete the withdrawal from the Edit History Details page.

FS27E Student Percent of Time + Sent to Percent of Time 1 + Sent to Percent of Time 2 cannot exceed 100

Cause:	The values of the following three	e fie	elds add up	to more than 100
District Relations	ship: 1 - Stud. rcvg instr. in whole/part from rep. dist	<	District of Residenc	e: 045187 - Ada Ex Vill SD 🔎
How Received:	* - Not Applicable	~	How Received IRN:	*****
Percent of Time:	100		Tuition Type:	N - Non-tuition student (default)
Attending Buildin	g IRN: 000059 - Ada Elementary School 💙		Assigned Building II	RN: ****** V
County of Reside	nce: 33 - Hardin 🗸 🎸			
Sent To 1:			Sent To 2:	
Reason:	NA - Not sent to another district	~	Reason: NA	A - Not sent to another district (default)
IRN:	*****		IRN:	***** -
Percent of Time:	100	(Percent of Time: 10	

Solution: Edit the affected FS records and correct the % of time fields.

FS28E	If Sent Reason 2 = AU or NP then Sent to IRN 2 must be a non-public IRN or 999999
Cause: The	Sent To 2: IRN: doesn't contain all 9s or a non-public school IRN.
Sent To 2:	
Reason:	AU - Autism Scholarship Program participant 🔹
IRN:	010199 - Eli High School
Percent of Ti	me: 0
Solution: Edit	t the affected FS records and correct the Sent To 2: IRN: field.

FS29E Assigned Building IRN cannot be the same as Attending Building IRN (usually it is ******)

Cause: If the student's Assigned Building is the same as their Attending Building then the

Assigned Building IRN: must be ******.

District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist * - Not Applicable		•	District of Residence:	044222 - Lima City SD		<i>P</i>
How Received:			•	How Received IRN:			<i>P</i>
Percent of Time:	100			Tuition Type:	N - Non-tu	uition student (default) 🔻	
Attending Building IRN:	040576 -	West Middle School 🔻		Assigned Building IRN:	040576 -	West Middle School	•

Solution: Edit the affected FS records and correct the Assigned Building IRN: field.

FS30W Admitted From IRN cannot be blank when Admission Reason is 3, 6 or 7

Cause: If the student's Admission Reason is 3, 6, or 7 and their admission date is after 7/1/XX of the current school year, an Admitted from IRN must be entered.

District Admission Date: 7/1/2011	•	Admission Reason:	3 - Student transferred from nonpublic school in Ohio	- 47
	(Admitted From IRN:		<i>P 4</i> *
District Withdraw Date: 10/3/2011	Withdraw	Withdraw Reason:	41 - Tr. to another Ohio SD, local/exem vill/city, tr. req on file	•
		Withdrawn To IRN:	•	<i>P</i> 4 *

Solution: Edit the affected FS records and enter a

Admitted From IRN:

FS31W Withdrawn To IRN cannot be blank when Withdraw Reason is 41, 42 or 45

Cause: If the student's withdrawal reason is 41, 42, or 45 and district withdrawal date is after 7/1/XX a Withdrawn to IRN must be entered.

District Admission Date: 7/1/2011 🐳 Admissio	on Reason: 3 - Student transferred from nonpublic school in Ohio 🔹 🖗
Admittee	d From IRN:
District Withdraw Date: 10/3/2011 🐨 Withdraw Withdraw	w Reason: 41 - Tr. to another Ohio SD, local/exem vill/city, tr. req on file 🔹
Withdraw	wn To IRN:
	Withdrawn To JDN:

Solution: Edit the affected FS records and enter a Withdrawn To IRN:

FS32E Withdrawn To IRN should be ****** when the Withdraw Reason is not 41, 42, or 45

Cause: Only students who have been withdrawn with a withdrawal reason of 41, 42, 45 should have a Withdrawn to IRN entered.

Solution: Edit the affected FS records and remove the Withdrawn to IRN.

FS33E Warning: County of Residence is incorrect based on the student's residence zip code.

Cause: Student's County of Residence field on FS-Standing tab is incorrect based on the student's zip code.

Solution: Edit the affected FS records and change the County of Residence dropdown to the appropriate value.

FS34E Student cannot have withdrawal code 35 when Sent to 1 or 2 = AU, CE, CR, CT, FP, JP, JV, MR, OS, PI, PP

C	Cause: If the student's withdrawal reason is 3	Sent To 1: Sent To 2: 5. they cannot also have a Reason: or Reason:								
=	= AU, CE, CR, CT, FP, JP, JV, MR, OS, PI, PP.									
	District Admission Date: 8/1/2004	Admission Reason:*7 - Not newly enrolled in this school district								
		Admitted From IRN:	*							
	District Withdraw Date: 4/12/2017 Withdraw	Withdraw Reason: 35 - Res. District no longer Responsible for Student								
		Withdrawn To IRN: ****** - Q								

ŵ	2016 - 2017	Apr 12, 2017	Building Withdraw	DELPHOS JEFFERSON HIGH SCHOO)L	DNAC (Res. District no longer Responsible for Student
	2016 - 2017	Apr 12, 2017	District Withdraw	Delphos City SD	Update		

Solution: Update the Withdraw Reason on the FS Standing Tab to a correct withdrawal code. Update the Withdraw Reason on the Admission History to the correct withdrawal code.

FS35E Non-Resident Student cannot be withdrawn when Withdrawn Reason = 35

Cause: If the student's **District of Residence:** does not match the district in which they are currently enrolled, they cannot be withdrawn with a Withdrawal Code of 35.

District of Residence:		043885	5 - Delphos City SD		ity SD	Q			
Dist	trict A	dmission Da	ite: 8/1/2004		Update	Admission Reason:*	7 - Not newly	enrolled in this school	district
Dist	trict V	Vithdraw Dat	e: 4/12/2017	Withdraw		Admitted From IRN: Withdraw Reason:	35 - Res. Dist	- trict no longer Respons	ible for Student
						Withdrawn To IRN:	*****	-	Q
Ŵ	Ø	2016 - 2017	Apr 12, 2017	Building Withdraw	DELPHOS JEFFERS	ON HIGH SCHOOL	DNAC	Res. District no longer	Responsible for Student
		2016 - 2017	Apr 12, 2017	District Withdraw	Delphos City SD	Upda	ate		

Solution: Update the Withdraw Reason: on the FS-Standing Tab to a correct withdrawal code. Update the Withdraw Reason: on the Admission History to the correct withdrawal code.

FS36E Withdrawal reason 35 should only be reported when the District Relationship value = 3

Cause: If the student's withdrawal reason is 35, their District Relationship : value cannot equal 1 or 2.								
District Relationship:	\checkmark							
			۲					
District Admission Date: 8/1/2004		Update	Admission Reason:	7 - Not newly e	nrolled in this school district	•		
			Withdraw Peason:	35 Rec Distri	-			
District Withdraw Date: 4/12/2017	Withdraw		Withdrawn To IRN: 1	*****	-	ע מ		
面 🔗 2016 - 2017 Apr 12, 2017 B	uilding Withdraw	DELPHOS JEFFERS	ON HIGH SCHOOL	DNAC	Res. District no longer Responsible for St	udent		
2016 - 2017 Apr 12, 2017 D	District Withdraw	Delphos City SD	Upda	te				

Solution: Update the Withdraw Reason: on the FS Standing Tab to a correct withdrawal code. Update the Withdraw Reason: on the Admission History to the correct withdrawal code.

Appendix C: FD-Student Attributes Errors

FD01E	FD Record(s) Missing							
Cause: An FD record was never created for the student.								
Solution: Cli the required fie	ck the New Student Attributes Ids with the appropriate values.	button on the	FD-Attributes	tab. Fill in				

FD09E Preschool Poverty Level cannot be N for PS Student

Cause: If the stu	dent's Grade I	Level is PS, then the	Preschool P	overty Level: on	the
FD-Attributes	tab can't be	N - Not a Preschoo	l student		*
Solution: Edit th	e affected FD	records and correct	the Preschoo	Poverty Level:	field.
Attendance Pattern:	** - Not Applicable 🗸		Preschool Poverty	y Level: N - Not a Pro	eschool student 🗸

FD10E Preschool Poverty Level must be N for Non-PS Student

Cause: If	the student has a grade level other than PS,	the Preschool Pover	ty Level: value
has to be	N - Not a Preschool student	on the	FD-Attributes
tab. Only F	Preschool students can have a Preschool Por	verty Level: value.	
Solution	Edit the affected FD records and correct the	Preschool Poverty I	evel: field.

FD11E Disability Condition 16 only valid for PS Student

Cause: If the Disability Condition: on the FD-Attributes tab is 16, the student's State Equivalent Grade Level must be PS.

Solution: Edit the affected FD record and correct the Disability Condition:

Gene	eral	Additio	nal Cust	tom Priv	ate FS	S-Standing	FS-Atten	dance	FD-Attribu	tes FN-Attr	butes	FN-Gra	duate Tr	ansportation
		Start Date	Withdraw Date	Withdraw Reason	St. Eq. Gr. Lvl.	Disability	504 Plan	Disadv	antagement	Free/Reduced Lunch	LEP	Migrant Status	Immigrant Status	Preschool Poverty
	ø	7/1/2016	8/23/2016	41	11	**	N	-		None	N	N	N	N
	Shov	v Current \	ear Only											
Sav Last N Effect Distri	Save Cancel New Student Attributes Last Modified: 08/23/2016 3:44 PM by User: debbie.barbee Effective Start Date:* 7/1/2016 m District Withdraw Date: 8/23/2016 1													
State	Fau	Reason	41	- Tr. to anoth	er Ohio SE), local/exem	vill/city, tr. r	eq on file						
1 C The	Changing the State Equivalent Grade does not change the Building Grade. The General tab can be used to change the Building Grade.													
o Disab	oility	Condition	16	- Developme	L ntal Delay				∽ Sectio	n 504 Plan:		х ✓		

FD12E Student with a Disability Condition cannot have a 504 Plan = Y

Cause: If the student's Disability Condition: on the FD-Attributes	tab is anything other
than ** - Not Applicable	, the
Section 504 Plan: dropdown must be N Students without a Disabil	ity Condition: are the
only students that are allowed to have Selected in the Section 504	Plan: dropdown.

Solution: Edit the affected FD record and correct the Section 504 Plan: field.

NOTE: In rare circumstances, a student can have a disability condition and a 504 Plan specified. If that is the case, ignore the error.

Disability Condition:	10 - Specific Learning Disabilities	~	Section 504 Plan:	YV		
Disadvantagement:	* - Not Applicable	~	Free/Reduced Lunch Status:	None	~	
Limited English Proficiency	N - No, the student is not of Limited English Proficiency	~	LEP Reclass Date:		m	
Homeless Status:	* - Not Applicable 🗸		Homeless Unaccompanied Youth	n: * 🗸		

FD15E FD Record with an Effective Date does not have a matching FS record with Withdraw Reason/Date

Cause: The witho	drawal date and rea	ason fields on	FD-Attributes	are populated, but the
same fields on the	FS-Standing	tab aren't pop	ulated or are popula	ated with different values
than those on the	FD-Attributes	tab.		

Solution: Verify a district withdrawal still exists in Admission History. If a district withdrawal does exist on the Edit History Details page, edit the corresponding FS record and enter the correct Withdrawal Date and Reason to match the FD record and Edit History Details. If the district withdrawal doesn't exist in Admission History, perform a district withdrawal by going to <u>StudentInformation</u> » <u>SIS</u> » <u>Student</u> » <u>Withdraw Student</u>.

FD17W Warning: State Equivalent Grade Level does not match primary building grade level

Cause: If t	he EMIS Equivalent of the G	rade Lev	el on the	Gene	ral	tab does not match the
value of the	State Equivalent Grade:	on the	FD-Attri	butes	then	the grade levels are
mismatched	and need to be corrected.					

Solution: Correct the Grade level field on the General tab or correct the State Equivalent Grade level field value on the FD Attributes Tab.

FD-Attributes

State Equivalent Grade: PS - Preschool (Ages 3-5)

FD18E Unaccompanied Youth Status cannot be '*', must be Y or N

Cause: The Unaccompanied Youth Status is '*' on the FD-Attributes.

Solution: Edit the affected FD records and update the Unaccompanied Youth Status value of '*' to a 'Y' or 'N' value.

Homeless Status:	* - Not Applicable	Unaccompanied Youth:	* ~

Appendix D: FN-Student Attributes-No Date Errors

FN01E FN Records Missing

Please contact your ITC if you receive this Student Verification error.

FN05E OGT Graduation Alternative = 1 is only valid for Levels 10-13

 Cause: If the student's
 OGT Graduation Alternative:
 field on the
 FN-Graduate
 tab equals

 1 - Used for one test not yet passe: , the
 State Equivalent Grade:
 field on the

 FD-Attributes
 tab must be 10-13.

Solution: Edit all values which are incorrect and correct the applicable fields.

	FN-Graduate
Diploma Type:	* - Not Applicable
OGT Graduation Alternative:	1 - Used for one test not yet passed
Military Compact Graduation Alternative:	0 - Student is not using the military compact alternative

FN06E Grade Level 13 Student – Grade Level Next Year is not GR or DR



Solution: Edit all values which are incorrect and correct the applicable fields.

FN07E High School Student is missing "Fiscal Year Began 9th Grade"

Cause: If the student is in grade 9,10,11,12, 13 or 23, the **Fiscal Year Began 9th:** field on the **FN-Attributes** tab must be filled in.

Solution: Edit all values which are incorrect and correct the applicable fields.

FN09E Grade Level Next Year must be GR when Withdraw Reason is 99

Cause:	If the student has a Witho	Iraw Reason:	of				
99 - Completed HS Grad require./course requir. & passed assessments re 💌, the							
student's	EMIS Grade Next Year:	field on the	FN-Attributes	tab must be			
GR - Student will complete educational requirements							

Solution: Edit all values which are incorrect and correct the applicable fields.

FN10E Grade Level Next Year should be DR with a Dropout Withdrawal Reason

 Cause: If the student's
 Withdraw Reason: on the
 FS-Standing
 tab is a dropout

 withdrawal reason 71-79, the student's
 EMIS Grade Next Year: field on the
 FN-Attributes

 tab must be
 DR - Student has dropped out, is not enrolled, not known to be enrolled
 Image: Comparison of the image: Comparison

Solution: Edit all values which are incorrect and correct the applicable fields.

FN-Attributes

EMIS Grade Next Year: DR - Student has dropped out, is not enrolled, not known to be enrolled 💙

Changing the EMIS Grade Next Year does not change the District Grade Next Year. The General tab can be used to change the District Grade Next Year.

Student Verification (Unclemis) Error Resolution, SI ©

FN11E Grade Level Next Year must be '**' when Student is Withdrawn but not Dropped Out or Graduated

Cause: If the student withdrew from the district and isn't a dropout or graduated, the student's
EMIS Grade Next Year: field on the FN-Attributes tab must be
** - Not Applicable

Solution: Edit all values which are incorrect and correct the applicable fields.

 EMIS Grade Next Year:
 ** - Not Applicable

 Image: Changing the EMIS Grade Next Year does not change the District Grade Next Year.

 The General tab can be used to change the District Grade Next Year.

FN12E Grade Level Next Year cannot be DR with a nondropout Withdrawal Reason

Cause: Only students who have a Withdraw Reason: that designates they are a dropout can have an EMIS Grade Next Year: of

DR - Student has dropped out, is not enrolled, not known to be enrolled 🗙 on the

FN-Attributes tab.

Solution: Edit all values which are incorrect and correct the applicable fields.

FN19E Invalid math diagnostics score value for student grade level

Cause: A student with a state equivalent grade level higher than 3rd grade does not have the required **Math Diagnostic Result Code** of "** - Not Required. This check looks at the **State Equivalent Grade** of the student at the start of the school year instead of the date the verification process is run.

Solution: Edit the affected FN records and correct the value for the **Math Diagnostic Result Code** field.

FN20E Invalid reading diagnostics score value for student grade level

Cause: a student with a state equivalent grade level higher than 3rd grade does not have the required **Reading Diagnostic Result Code** of "** - Not Required. This check looks at the **State Equivalent Grade** of the student at the start of the school year instead of the date the verification process is run.

Solution: Edit the affected FN records and correct the value for the **Reading Diagnostic Result Code** field.

FN21E Invalid writing diagnostics score value for student grade level

Cause: a student with a state equivalent grade level higher than 3rd grade does not have the required **Writing Diagnostic Result Code** of "** - Not Required. This check looks at the **State Equivalent Grade** of the student at the start of the school year instead of the date the verification process is run.

Solution: Edit the affected FN records and correct the value for the **Writing Diagnostic Result Code** field.

FN22W Warning: Invalid Attending Building IRN Next Year for student grade level (This check is active from 5/1/xx through 6/30/xx)

Cause: Student is not withdrawn, does not have a State Equivalent Grade of 'GR' (on FD Attributes Tab) and has the Attending Building IRN Next Year set to ****** or student is not withdrawn, has a State Equivalent Grade of '12' (on FD Attributes Tab) and has the Attending Building IRN Next Year set to '*****

Solution: Edit the affected FN records and correct the value of the Attending Building IRN Next Year.

Appendix E: FNG- Reporting Period G Errors

FNG01E Diploma Date must be specified for a graduating student

Cause: If the studen between the 1 st day of	nt has a District W	ithdraw Date: vear and the da	date on av before	FS-Standing	that is
year and also has a	Nithdraw Reason:	of			
99 - Completed HS	Grad require./cou	rse requir. & pa Graduate	issed as	sessments re	but the
	EN-Graduate	IS DI	ank, this	error will be ge	nerated.
Solution: Edit the	ta diaduate ta	ab and correct th	ne Grau	uation bate.	

FNG02E Diploma Date is not within the correct timeframe

Cause: If the student has a	District Withdraw Date:	date on FS-Standi	ing that is				
between the 1 st day of schoo	I in the prior year and the d	ay before school starts	in the future year				
and also has a Withdraw R	eason: of						
99 - Completed HS Grad r	equire./course requir. & p	assed assessments	re 🔻 but has a				
Graduation Date: date or	the FN-Graduate tha	t is outside the date ra	inge above, this				
error will be generated.							
Solution: Edit the FN-Gr	tab and correct	Graduation Date	::				

FNG03E Diploma Type must not = * for a graduating student

Cause: If the studen	t has a District	Withdraw Date:	date on	FS-Standin	g that is
between the 1 st day of	school in the pri	ior year and the da	ay before	school starts i	n the future year
and also has a Withd	raw Reason: 0	f			
99 - Completed HS	Grad require./co	ourse requir. & pa	assed as	sessments re	but the
Diploma Type: fie	eld on the FN-C	Graduate is bla	nk, this e	rror will be ger	nerated.
Solution: Edit the	FN-Graduate	tab and correct t	he Diplo	ma Type:	

FNG04E Student has a Diploma Date but is still enrolled

Cause: If	the studer	nt doesn't h	ave a	District Withdra	w Date:	date on	FS-Sta	nding	that
is between	the 1 st day	of school i	n the	prior year and the	day befo	re school	starts in	the futu	re
year and a	Withdrav	v Reason:	of						
99 - Com	pleted HS	Grad requ	ire./co	ourse requir. & pa	assed as	sessmen	ts re 🔻	but has	s the
Graduatio	n Date:	field filled i	n with	a date within the	same dat	e range a	s above,	this erre	or will
be generate	ed. Or the	student wa	s with	drawn but already	promote	d to the fu	ture scho	ool year	
Solution: Withdrawal the student by either using the Power Withdrawal or Withdrawal Student functionality in StudentInformation. If the student was promoted to the future school year but withdrawn from the current school year as a graduate, then whack the student from the future year and the error will go away.									
-									
FNG05E	E Stu	dent ha	s a l	Diploma Dat	e but l	has no	t been		

FNG05E Student has a Diploma Date but has not been withdrawn as graduating (Withdrawal Reason = 99)

Cause: If the student has a		District Withdraw Date:		date on	FS-Standi	ng	and a
Graduation Date:	on the	FN-Graduate	that is b	etween th	ne 1 st day of	scho	ol in prior year
and the day before so	chool sta	arts in future year b	out has a	Withdra	w Reason:	othe	r than
99 - Completed HS	Grad re	equire./course re	quir. & pa	assed as	sessments i	re 🔻	this error
will be generated.							, 110 01101
Solution: Edit the a	appropria	ate FS record and	correct th	ne Withd	raw Reason	н: 	

FNG06E Student has a Diploma Date, has been withdrawn as graduating but the Withdraw Date is not within the correct timeframe

Cause: If the student has a District Withdraw Date: date on FS-Standing that is between the 1st day of school in the prior year and the day before school starts in the future year but has a Withdraw Reason: of

99 - Completed HS Grad require./course requir. & passed assessments re 👻 and a

Graduation Date: that is between the 1st day of school in the prior year and the day before school starts in the future year, this error will be generated.

District Withdraw Date:

Solution: Edit the appropriate FS record and correct the

FNG07E Student has a Diploma Date, has been withdrawn as graduating but the Withdraw Date is not within the correct timeframe

Cause: If the student has a District Withdraw Date: date on FS-Standing that is no between the 1 st day of school in the prior year and the day before school starts in the future y	t vear					
and doesn't have a Withdraw Reason: of	Cui					
99 - Completed HS Grad require./course requir. & passed assessments re 👻 but doe	s					
have a Graduation Date: that is between the 1 st day of school in the prior year and the day before school starts in the future year, this error will be generated.						
Solution: Edit the appropriate FS record and correct the District Withdraw Date: and Withdraw Reason:						

Appendix F: SMART Validation Errors

SMART validations check for missing values based on the EMIS situation code chosen for the student. Some errors may be avoided by setting up registration defaults at the district or building level. This will ensure all fields are filled in at the time of student registration.

FS	7/1/XX District Relationship is not Specified (E) FS = FS Standing or Attendance Tab Date = Effective date record which requires correction						
Cause: The	District Relationship: field or	the FS-Standing tab is blank.					
Solution: Ec	lit the affected FS records and fi	II in the correct value.					
District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist	District of Residence: 043885 - Delphos City SD					
How Received:	* - Not Applicable	How Received IRN: ******					
Percent of Time:	100	Tuition Type: N - Non-tuition student (default)					
Attending Building IRN:	018184 - Jefferson High School 💙	Assigned Building IRN:					
County of Residence:	02 - Allen 🔽 🔗						

FS 7/1/XX Tuition Type is not Specified (E) FS = FS Standing or Attendance Tab Date = Effective date record which requires correction								
Cause: The	Tuition Type:	field on the	FS-Standing	tab is blank.				
Solution: E	Solution: Edit the affected FS records and fill in the correct value.							
District Relationship:	1 - Stud. rcvg instr. in wi	hole/part from rep. dist	District of Residence:	043885	- Delphos City SD	P		
How Received:	* - Not Applicable 🗸		How Received IRN:	*****	-	P		
Percent of Time:	100		Tuition Type:	N - Non-tuition student	(default)			
Attending Building IRN	018184 - Jefferson High	School 🗸	Assigned Building IRM	I: ****** V				
				,				
County of Residence:	02 - Allen 💙 🜮			,				

FS	7/1/XX How Received IRN is not Specified (E) FS = FS Standing or Attendance Tab Date = Effective date record which requires correction					
Cause: The	How Received IRN: field on	the FS-Star	nding tab is	blank.		
Solution: Ed	lit the affected FS records and f	ill in the correct	value.			
FS-Standing						
District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist	District of Residence:	043885	- Delphos City SD		
How Received:	* - Not Applicable	How Received IRN:	****	·		
Percent of Time:	100	Tuition Type:	N - Non-tuition student	: (default) 🗸		
Attending Building IRN:	018184 - Jefferson High School	Assigned Building IRN:	*****			
County of Residence:	02 - Allen 🔽 🜮					

FS	T/1/XX How Received is not Specified (E) FS = FS Standing or Attendance Tab Date = Effective date record which requires correction							
Cause: The	How Received: field on the	S-Standing	tab is blank.					
Solution: E	Solution: Edit the affected FS records and fill in the correct value.							
FS-Standing	1							
District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist	District of Residence:	043885	- Delphos City SD	0			
How Received:	* - Not Applicable	How Received IRN:	*****	-	<i>P</i>			
Percent of Time:	100	Tuition Type:	N - Non-tuition student	(default)				
Attending Building IRN	018184 - Jefferson High School 💙	Assigned Building IRN	*****					
County of Residence:	02 - Allen 🗸 🚀							

FS	8/19/XX Legal District of Residence is not Specified (E) FS = FS Standing or Attendance Tab Date = Effective date record which requires correction						
Cause: The	District of Residence:	on the	FS-Standing	tab is blank.			
Solution: Ed	lit the affected FS record	ds and fi	Il in the correct v	alue.			

FS-Standing	1			
District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist	District of Residence:	043885	- Delphos City SD
How Received:	* - Not Applicable	How Received IRN:	****	-
Percent of Time:	100	Tuition Type:	N - Non-tuition student	(default)
Attending Building IRN:	018184 - Jefferson High School	Assigned Building IRN:	******	
County of Residence:	02 - Allen 🗸 🔗			

F3	7/1/XX Sent to IRN 1 is not Specified (E) FS = FS Standing or Attendance Tab Date = Effective date record which requires correction					
Cause: The	Sent To 1: IRN: field on the	FS-Standing tab is blank.				
Solution: Edit the affected FS records and fill in the correct value.						
Sent To 1:		Sent To 2:				
Sent To 1: Reason: NA -	Not sent to another district	Sent To 2: Reason: NA - Not sent to another district (default)				
Sent To 1: Reason: NA - TRN: #*** Percent of Time: 0	Not sent to another district ⊻	Sent To 2: Reason: NA - Not sent to another district (default) ∨ IRN: ****** - Percent of Time: 0				

FS	7/1/XX How Received IRN must be: XXXXX (any IRN could be listed here) FS = FS Standing Date = Effective date record which requires correction					
Cause: The the student's E FS-Standing	How Received IRN: chose MIS Situation.	n on the FS-St	tanding tab	is not valid based on		
District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist	District of Residence:	043885	- Delphos City SD		
How Received:	* - Not Applicable	How Received IRN:	****			
Percent of Time:	100	Tuition Type:	N - Non-tuition studen	it (default) 🔽		
Attending Building IRN:	018184 - Jefferson High School	Assigned Building IRN	: ***** 🗸			
County of Residence:	02 - Allen 🔽 🖋					

Solution: Edit the affected FS records and fill in the correct value.

FS	7/1/XX could I FS = FS Date = E	Sent to be listed Standing	Reason d here) (late recor	n Must b (E) d which re	e: equir	XX (an	y reasor ction	ı code)
Cause: The student's Sent To 1: Reason: is incorrect based on the student's current EMIS Situation. Solution: Edit the affected FS records and fill in the correct value.						S			
FS-Stand	ing								
Sent To 1: Reason: IRN: Percent of Time:	NA - Not sent to anoth ****** 0	er district 🔽	P	<u>Sent To 2:</u> Reason: IRN: Percent of Time:	NA - N *****	Not sent to anoth	er district (default)[-	☑ _	J

FS

7/1/XX Percent of Time must be Greater than 0 and less than or equal to 100 (E)

FS = FS Standing or Attendance Tab

Date = Effective date record which requires correction

Cause: The student's **Percent of Time:** field on the **FS-Standing** tab is not in the correct range based on the student's EMIS Situation.

Solution: Edit the affected FS records and fill in the correct value.

FS-Standi	ng		
District Relationship:	1 - Stud. rcvg instr. in whole/part from rep. dist	District of Residence:	043885 - Delphos City SD
How Received:	* - Not Applicable	How Received IRN:	****** - P
Percent of Time:	0 *	Tuition Type:	N - Non-tuition student (default)
Attending Building IRN	018184 - Jefferson High School 🗸	Assigned Building IRN:	4: ****** V
County of Residence:	02 - Allen 💙 🕫		

FS

7/1/XX Percent of Time must be 0 (E)

FS = FS Standing or Attendance Tab

Date = Effective date record which requires correction

Cause: The student's **Percent of Time:** field on the **FS-Standing** tab is not in the correct range based on the student's EMIS Situation.

Solution: Edit the affected FS records and fill in the correct value.

FS-Standing						
District Relationship: (changed by SMART)	1 - Stud. rcvg instr. in v	vhole/part from rep. dist 💟	District of Residence:	043885	- Delphos City SD	P
How Received:	* - Not Applicable 🗸		How Received IRN:	*****	-	<i>,</i>
Percent of Time:	100	- Percent of Time must be: 0	Tuition Type:	N - Non-tuition student	(default) 🗸	
Attending Building IRN:	018184 - Jefferson Hig	h School 🗸	Assigned Building IRN:	*****		
County of Residence:	02 - Allen 💙 🜮					

FS

7/1/XX Sent to IRN has an invalid District IRN specified (E)

FS = FS Standing

Date = Effective date record which requires correction

Cause: The student's <u>Sent To 1:</u> IRN: on the FS-Standing tab is invalid according to the student's EMIS Situation.

Solution: Edit the affected FS records and fill in the correct value.

FS-Stan	ding	
Sent To 1: Reason:	JV - Joint Vocational School District program participant 🗸	Sent To 2: Reason: NA - Not sent to another district (default) ✓
IRN:	*****	IRN: ***** -
Percent of Time:	0	Percent of Time: 0

FS 7/1/XX Sent to IRN has an invalid College Credit Plus IRN specified (E) FS = FS Standing

Date = Effective date record which requires correction

Cause: The student's <u>Sent To 1:</u> IRN: on the FS-Standing tab is invalid according to the student's EMIS Situation.

Solution: Edit the affected FS records and fill in the correct value.

FS-Standing	
Sent To 1: Reason: PS - Post Secondary Enrollment Options program participant V IRN: ****** - P Percent of Time: 0	Sent To 2: Reason: NA - Not sent to another district (default) IRN: ******** Percent of Time: 0

FS 7/1/XX Assigned Building Area IRN must be a building IRN in the current school district, or ******

FS = FS Standing Date = Effective date record which requires correction

Cause: The student's Assigned Building IRN: field should be ****** only if it is different from the Attending Building IRN: on the FS-Standing tab.

Solution: Edit the affected FS records.

FS	7/1/X	X How F	Received IRI	I must be:	*****
	FS = F	Sistanding			
	Date =	 Effective date 	e record which r	equires corre	ction
Cause: The st	udent's	How Received:	field has an invali	d value chosen.	
			Save		
Solution: Ed	it the aff	ected FS record a	and click	rror checks built	-in on the page will
quide you in sel	ecting th	e correct values.			

FS 7/1/XX District Relationship is not in the valid range: 2 to 3 FS = FS Standing Date = Effective date record which requires correction

Cause: The student's District Relationship: field has an invalid value chosen.

Solution: Edit the affected FS record and click Save. Error checks built-in on the page will guide you in selecting the correct values.

FS	7/1/XX Sent-To IRN must be ***** FS = FS Standing Date = Effective date record which requires correction
Cause: The st	udent's Sent To 1: IRN: field has an invalid value chosen.
Solution: Ed guide you in sel	it the affected FS record and click Save. Error checks built-in on the page will ecting the correct values.
FS	7/1/XX Sent-To IRN has an invalid non-public building IRN specified FS = FS Standing Date = Effective date record which requires correction
Cause: The st	udent's Sent To 1: IRN: field has an invalid value chosen.
Solution: Ed guide you in sel	it the affected FS record and click Save. Error checks built-in on the page will ecting the correct values.
FS	7/1/XX FS Attending Building IRN must be a building IRN or District IRN in the current school district. FS = FS Standing Date = Effective date record which requires correction
Cause: The st outside the curr	udent's Attending Building IRN: field has a building IRN or district IRN value ant district specified in the Attending Building IRN: field.
Solution: Ed guide you in sel	it the affected FS record and click Save. Error checks built-in on the page will ecting the correct values.
FS	7/1/XX County of Residence is not specified (F) FS = FS Standing Date = Effective date record which requires correction
Cause: The st	udent's County of Residence: field is blank.
Solution: Ed	it the affected FS record and click Save

Appendix G: GI Record Errors

GI01E Student with a District Admission Date on or after 7/1/20XX cannot have Hispanic/Latino = *'

Cause: Since the student was admitted on or after 7/1/2012, the student's ethnicity must be recollected.

Solution: Correct the value of the Hispanic/Latino field on the General tab. Depending on the value selected for the Hispanic/Latino question, it may be necessary to specify one or more racial groups for the student.

Hispanic/Latino:	🔊 - No, the student is not Hispanic/Latino 📝	Birthplace City:	LIMA	
Racial Group(s):	🗌 A-Asian 🔲 B-Black or African American 🔲 I-American I	ndian or Alaska Native 🔲 P-Na	tive Hawaiian or Other Pacific Island	ler 🔲 W-White 🕫

GI02E Student with change of District of Residence between FYXX and FYXX cannot have Hispanic/Latino = "*"

Cause:	The Value of the student's	District of R	esidence:	on the	S-Standing	record
has chang	ged from last year to this ye	ar indicating a	change of I	residency.	The student's	
	11					

Hispanic/Latino: field value on the General tab contains the value of

* - Not Re-Collected

Students with a residency change must be

reclassified for race/ethnicity.

Solution: Correct the value of the Hispanic/Latino field on the General tab. Depending on the value selected for the Hispanic/Latino question, it may be necessary to specify one or more racial groups for the student.

Hispanic/Latino:	🕢 - No, the student is not Hispanic/Latino 📝	Birthplace City:	LIMA	
Racial Group(s):	🛛 A-Asian 🗌 B-Black or African American 🔲 I-America	n Indian or Alaska Native 🛽	P-Native Hawaiian or Othe	er Pacific Islander 📃 W-White 🔗

GI03E Student with change of District of Residence cannot have Hispanic/Latino = "*"

 Cause: The Value of the student's District of Residence: on the changed within the current school year indicating a change of residency. The student's Hispanic/Latino: field value on the General tab contains the value of * - Not Re-Collected . Students with a residency change must be

reclassified for race/ethnicity.

Solution: Correct the value of the Hispanic/Latino field on the General tab. Depending on the value selected for the Hispanic/Latino question, it may be necessary to specify one or more racial groups for the student.

Hispanic/Latino:	🕢 - No, the student is not Hispanic/Latino 📝	Birthplace City:	LIMA	
Racial Group(s):	🗌 A-Asian 🗍 B-Black or African American 🗍 I-American Indian or Alaska Native 🗍 P-Native Hawaiian or Other Pacific Islander 🗍 W-White 🕫			

GI04E When Hispanic/Latino = N or Y at least one Race option must be selected

Cause: Th	ne Value of the student's	* - Not Re-C	ollected	~	on the
General	tab has been selected,	however no	Racial Group(s):	have been	specified for the
student.					

Solution: Select at least one Racial Group by checking the box next to the appropriate option.

Hispanic/Latino:	N - No, the student is not Hispanic/Latino 🔻 🔗	Birthplace City:	LIMA	
Racial Group(s):	A-Asian 🗖 B-Black or African American 🗍 I-America	n Indian or Alaska Native 🛛	P-Native Hawaiian or C	Other Pacific Islander 🗌 W-White 🌶

GI05E Data consistency error: Invalid combination of Hispanic/Latino and Summative Race'

Ca	use: Th	e Value of the student's	* - Not Re-Collected		✓ on the
	General	tab has been selected,	however the student's	Summative Race:	field contains

Solution: Select at least one Racial Group by checking the box next to the appropriate option.

Hispanic/Latino:	N - No, the student is not Hispanic/Latino 🔻 🗳	Birthplace City:	LIMA	
Racial Group(s):	icial Group(s):			

GI06E No Primary Building IRN Specified for the Student

Cause: The Value of the student's **Primary Building:**^{*} on the **Additional** tab of the Student's Profile is blank.

Solution: Select the correct value from the **Primary Building:**^{*} dropdown on the **Additional** tab of the Student's Profile.

an invalid value.