Review and Correct Common CIA Errors in Level 0

The most common causes of Course Instructor Assignment, CIA, errors happen when a pre-requisite template is missing or codes do not align between templates:

1. Staff Snapshot
2. Location Marking Period
3. Course

_____

#1 Errors referencing Staff Snapshot
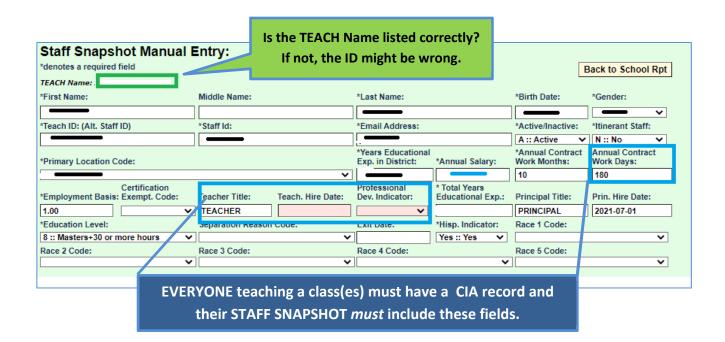
CI8011: Missing or invalid Staff ID	Check the TEACH ID in the CIA record. When viewing an individual record in L0, check the STAFF NAME dropdown to find your teacher. If they are missing, report a new STAFF SNAPSHOT record. Check TEACH IDs in Staff Snapshot for accuracy • **Missing -** records must be added to Staff Snapshot • **Invalid Staff ID -** correct in the file and reload or fix manually in L0
CI8011: [or] … is NOT found in the Staff Snapshot with a TEACHER title	ONLY staff Snapshot records identified with the TEACHER TITLE can be assigned classes in CLA. Review the NAME/TEACH ID listed and add all required fields for a TEACHER • TEACHER TITLE • TEACHER HIRE DATE • PROFESSIONAL DEVELOPMENT INDICATOR • CONTRACT WORK DAYS
CI8019: Primary Instructor not identified for this Location/Course/Section/Term.	Every course must have *at least one* Primary Instructor. • If the field was missed- Identify primary teacher and open the CIA record of the course/section. Update the Primary Indicator to Y. • If only CIA records were reported for SPED/ENL, add a new record for the exact same class/section for the primary teacher and report Y for this indicator.

If two there are two primary teachers in a class/section, each needs a CIA records with the Primary Indicator of Y. NYSED handles this data as follows:

The SIRS 328, OOC Report, will list only one teacher either:

Both Certified	The first TEACH ID numerically
One Certified	The certified teacher
No one is certified	The first TEACH ID numerically

As always, call us if you need us at 631-218-4134

Staff Snapshot Manual Entry:

*denotes a required field

Is the TEACH Name listed correctly?
If not, the ID might be wrong.

TEACH Name: _____

Back to School Rpt

| *First Name: | Middle Name: | *Last Name: | *Birth Date: | *Gender: |

| *Teach ID: (Alt. Staff ID) | *Staff Id: | *Email Address: | *Active/Inactive: | *Itinerant Staff: |
| | | | A :: Active | N :: No |

| *Primary Location Code: | | *Years Educational Exp. in District: | *Annual Salary: | *Annual Contract Work Months: | Annual Contract Work Days: |
| | | | | 10 | 180 |

| *Employment Basis: | Certification Exempt. Code: | Teacher Title: | Teach. Hire Date: | Professional Dev. Indicator: | * Total Years Educational Exp.: | Principal Title: | Prin. Hire Date: |
| 1.00 | | TEACHER | | | | PRINCIPAL | 2021-07-01 |

| *Education Level: | Separation Reason Code: | Exit Date: | *Hisp. Indicator: | Race 1 Code: |
| 8 :: Masters+30 or more hours | | | Yes :: Yes | |

| Race 2 Code: | Race 3 Code: | Race 4 Code: | Race 5 Code: |

EVERYONE teaching a class(es) must have a CIA record and their STAFF SNAPSHOT *must* include these fields.

Each CIA record will contain codes that map to details about each teachers' classes. <u>Every section</u> of every class must align to
- a COURSE (course code) for the topic of study in each class
- the TEACH ID of the TEACHER in Staff Snapshot
- the term(start/end) for when eth class is scheduled as reported in Location Marking Period

When creating/editing CIA records **manually in L0** ONLY valid options are visible in the dropdown, an error in the Staff ID, Course or LMP cannot be displayed in CIA selections. Valid staff with teacher titles and their TEACH IDs, local Course titles/IDs AND LMP templates should be free of errors and the L1 Data Prep Process should be completed prior to reporting CIA.
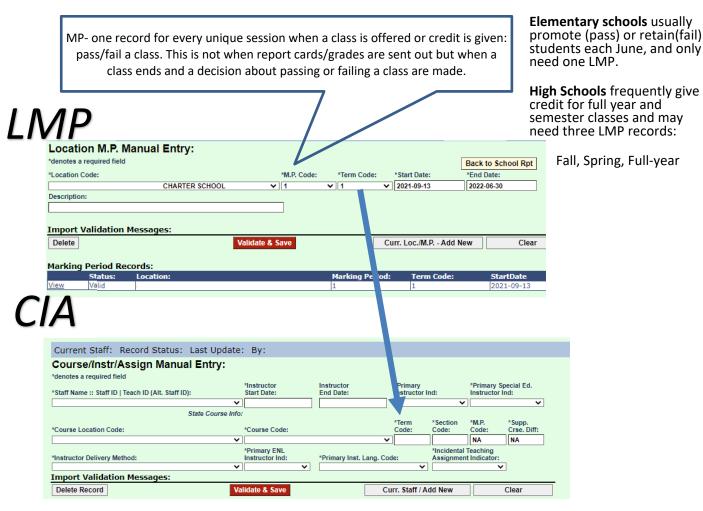
Working in an Excel file, carefully enter data to avoid errors:
- Codes MUST match exactly, include upper/lower case letters
- Check to ensure that pre-requisite data is NOT missing in L0: Staff Snapshot, Course, Location Marking Period

#2 Errors referencing Location Marking Period
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How to...

Review and Correct Common CIA Errors in Level 0

Each CIA record MUST include a term code that matches a Location Marking Period record that report when the class is scheduled to start and end. Term codes are created by the school to reflect the time period of when the course was offered and a final grade/credit is awarded. LMP does not need dates for when schools produce each report card.

> MP- one record for every unique session when a class is offered or credit is given: pass/fail a class. This is not when report cards/grades are sent out but when a class ends and a decision about passing or failing a class are made.

Elementary schools usually promote (pass) or retain(fail) students each June, and only need one LMP.

High Schools frequently give credit for full year and semester classes and may need three LMP records:

Fall, Spring, Full-year

LMP

Location M.P. Manual Entry:

*denotes a required field

*Location Code:	*M.P. Code:	*Term Code:	*Start Date:	*End Date:
CHARTER SCHOOL	1	1	2021-09-13	2022-06-30

Description:

Import Validation Messages:

Delete   Validate & Save   Curr. Loc./M.P. - Add New   Clear

Marking Period Records:

	Status:	Location:	Marking Period:	Term Code:	StartDate:
View	Valid		1	1	2021-09-13

CIA

Current Staff: Record Status: Last Update: By:

Course/Instr/Assign Manual Entry:

*denotes a required field

*Staff Name :: Staff ID	Teach ID (Alt. Staff ID):	*Instructor Start Date:	Instructor End Date:	Primary Instructor Ind:	*Primary Special Ed. Instructor Ind:

State Course Info:

*Course Location Code:	*Course Code:	*Term Code:	*Section Code:	*M.P. Code:	*Supp. Crse. Diff:
			NA	NA	

*Instructor Delivery Method:	*Primary ENL Instructor Ind:	*Primary Inst. Lang. Code:	*Incidental Teaching Assignment Indicator:

Import Validation Messages:

Delete Record   Validate & Save   Curr. Staff / Add New   Clear

EVERY CIA record needs a term code to represent when the class started and a final grade (pass/fail) and/or credit is given.
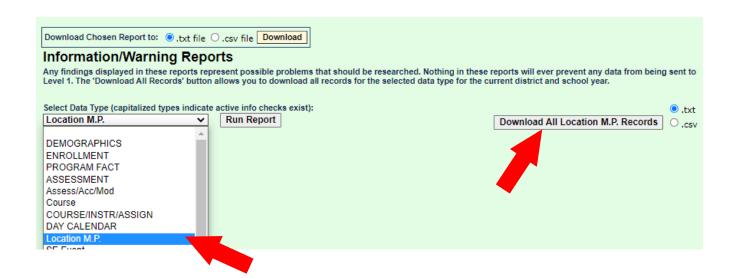
An easy method to view all LMP records is to run the Info Report. Review the errors and update the term code in the LMP template if needed.
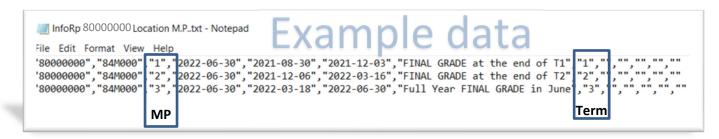
NYS-Level 0

New York State Education Dept. - Level 0

Reports
- **Information/Warning Reports**
- Demographics
- Enrollment
- Program Fact
- Assessment
- Assess/Acc/Mod
- Course
- Course/Instr/Assign
- Day Calendar

Log into Level 0

Hover over REPORTS

Tap on INFORMATION/WARNING REPORTS

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Select LOCATION M.P. from the dropdown

Tap on download ALL LOCATION M.P. records

As always, call us if you need us at 631-218-4134

#3 Errors Referencing Course

COURSE

Course Manual Entry:

*denotes a required field   Back to School Rpt

*Local Course ID (Course Code Long):   Course Name: *Location Code:
54435   5thGradeSocialStudies

Course Department: *State Course ID (Alt. Course Code):
                                       54435 :: Social Studies (grade 5) (PRIOR TO SECONDARY)

Subject Area Code: Supp. Crse. Diff.:
                                       NA

Import Validation Messages:

[Delete]   [Validate & Save]   [Curr. Course / Add New]   [Clear]

Course Records:

Status:	Local ID:	Name:	Location:	State ID:
View	Valid	54435	5thGradeSocialStudies		54435 :: Social Studies (grade 5) (PRIOR TO SECONDARY)

CIA

Current Staff: Record Status: Last Updated By:

Course/Instr/Assign Manual Entry:

*denotes a required field

*Staff Name :: Staff ID | Teach ID (Alt. Staff ID):   *Instructor Start Date: Instructor End Date: *Primary Instructor Ind: *Primary Special Ed. Instructor Ind:

State Course Info:

*Course Location Code: *Course Code: *Term Code: *Section Code: M.P. Code: *Supp. Crse. Diff.:
                                                                              NA   NA

*Instructor Delivery Method: *Primary ENL Instructor Ind: *Primary Inst. Lang. Code: Incidental Teaching Assignment Indicator:

Import Validation Messages:

[Delete Record]   [Validate & Save]   [Curr. Staff / Add New]   [Clear]

EVERY CIA record needs a course code and a section code. The section code uniquely identifies the section of the course/student class, which will later be matched up with the Student Class Entry Exit and Student Class Grade Detail templates with each student. The section code record will later match the Course Instructor Assignment staff name with the students in that particular section/class.

Having the correct local course codes matched to the correct State Course Codes in the course code template, as well as entering the correct section codes will prevent future errors in future templates.

Continue to monitor your school's dashboard to confirm each template is free from errors to prevent any data from uploading to Level 1 and to also prevent errors in current reporting requirements: How to read L0 dashboard.pdf (esboces.org)

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