

How to... Review and Correct SCEE Errors in Level 0

This document will provide self-help instructors for common errors. Call us for help at 631.218.4134.

Student Class Entry Exit, SCEE, is used by NYSED for the reporting of class sizes for submission to the US Department of Education, the NYSED School Report Card, public reporting at data.NYSED.gov and for research.

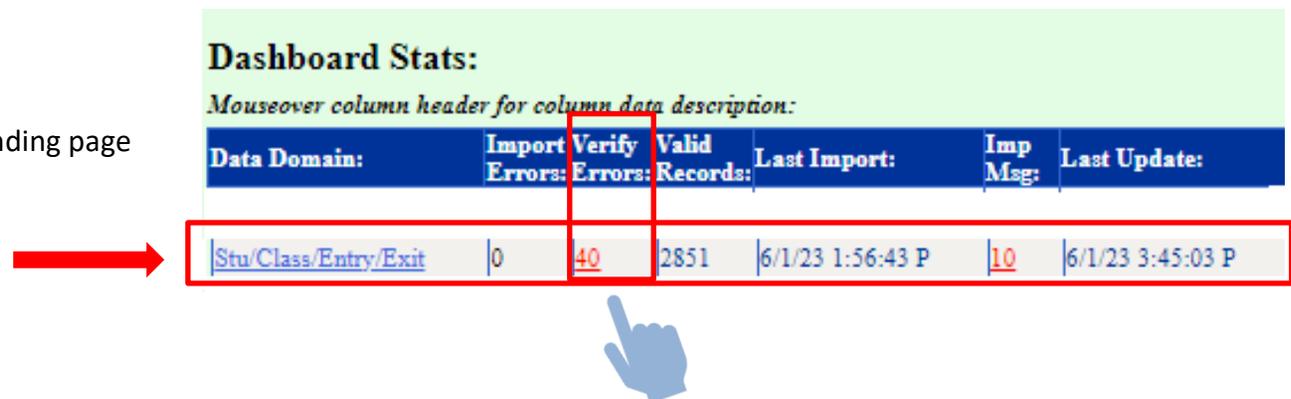
The cause of SCEE errors could be a missing template or a mis-aligned code(s).

1. Each of the following **templates** must be reported prior to loading SCEE into Level 0.
 - Course
 - Location Marking Period
 - Course Instructor Assignment
2. Common **Level 0 Error** codes

LO code	Message	Review/Repair	Possible Cause
CE7818	No matching Course/Instr/Assign record for this location/Course/Section/Term	Error list will show a count of students with a SCEE record for a class/section/term that does not have a CIA record for a teacher with the same class/section/term.	<u>EXACT MATCH</u> of class/section/term code(s) Wrong term Missing CIA record
CE7809	Missing or invalid demographic record	A student ID does not have a corresponding demographic or enrollment record	Typo in ID
CE7808	Section Code cannot be blank or exceed 25 characters	The section code is either missing or too long.	BEST Practice SECTION CODE = 20 characters or less
CE7822	Course and Section Code combination cannot exceed 30 characters	Common L2 Error: The Section code, along with the Course Code must not exceed a combined length of 30 characters.	BEST Practice COURSE CODES = 10 characters or less

How to view SCEE errors in L0.

- Open L0
- From the Dashboard, landing page
- Locate the row for SCEE
- Tap on the red# (40)



Dashboard Stats:
Mouseover column header for column data description:

Data Domain:	Import Errors:	Verify Errors:	Valid Records:	Last Import:	Imp Msg:	Last Update:
Stu/Class/Entry/Exit	0	40	2851	6/1/23 1:56:43 P	10	6/1/23 3:45:03 P

CE709 Errors: Missing Enrollment/Demographic record

SCEE data can ONLY be reported for students with a Demographic & Enrollment record at your school.

STUDENT DEMOGRAPHIC, ENROLLMENT and PROGRAM FACT data for ELL and Homeless identifications are managed by the DOE and CANNOT be changed in Level 0 (except by ESBOCES during our automated weekly refresh). You NEVER need to touch DEMOGRAPHICS or ENROLLMENTS in Level 0: ignore any import errors listed in these two templates as this data is for reference ONLY and any L0 validation error (usually a race or enrollment code) will not exist in ATS.

*Level 0 is prepopulated with basic student data for your school that is provided weekly by the NYCDOE and their ATS program. Questions student information should be confirmed in ATS and questions must be directed to the NYCDOE Charter School Office.
<https://charterschools.mojohelpdesk.com/>*

Level 0 will accept SCEE data for all valid student IDs, OSIS numbers. Occasionally, SCEE data has been loaded into Level 0 for an enrolled student but the student's enrollment is later removed from Level 0 with a weekly refresh. SCEE records can remain in L0. We are aware of a few situations where this happens:
if another school flags the wrong OSIS for a transfer and enrollment is temporarily missing from your school. Work with the DOE to correct this.

Stu/Class/Entry/Exit Data Prep. for Level 1:

Note: 2 student(s) with Stu/Class/Entry/Exit records have no enrollment records, and will NOT be exported to Level 1. (See 'No Enrollment Rpt' for more info)

Verification Checks:

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', Stu/Class/Entry/Exit data can not be sent to Level 1 until this process has been completed with no errors.

1. An OSIS number is updated and the original Enrollment ends, SCEE records need to be re-entered for the new OSIS.
2. Another school flags the wrong OSIS number for a transfer student, the enrollment might be temporarily unavailable.

CE7818 ERROR: No matching Course/Instr/Assign record for this location/Course/Section/Term

Level 0 must have CIA data before loading SCEE. Templates must be loaded sequentially, all pre-requisite data must be imported into L0 and the L1 Data Prep must be imported before the later templates, to avoid errors.

Electronic Imports and L1 Data Prep should be completed in the order listed in the following chart. The data can be loaded on different days but should be in the order listed below. Loading SCEE data before CIA will create the error message above and can be resolved by loading the pre-requisite data: this could be an entire file or a single missing record in one of the following templates: Course, CIA or Location Marking Period.

Staff Snapshot
Course
Location Marking Period
Course Instructor Assignment
Student Class Entry Exit

Review the list of errors for insights into the repairs

Download Chosen Report to: .txt file .csv file

Stu/Class/Entry/Exit Report Choices:

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
 No Enrollment Rpt
 Course Roster By Teacher
 Import Message Log

40 verification error(s).

Student ID:	Student Last:	Student First:	Loc Code:	Location Name:	Course Code:	Section Code:	Term Code:	CE7818 Error Record Cnt:	Error Msg:
---	---	---			EC1010	01207	1	<u>1</u>	CE7818: W/F - No matching Course/Instr/Assign record for this Location/Course/Section/Term.
---	---	---			EN1010	01105	1	<u>21</u>	CE7818: W/F - No matching Course/Instr/Assign record for this Location/Course/Section/Term.
---	---	---			EN2010	05105	1	<u>21</u>	CE7818: W/F - No matching Course/Instr/Assign record for this Location/Course/Section/Term.

Is there a class for just one student?

Two English classes are missing... How many were reported? Who teaches these?

Need more info? Tap in the **blue # (1 or 21)** to view a list of students with these course /section codes in SCEE, this will help you to determine who teaches that student(s) and what the correction will be.

Research these records in your SCEE file or in your student management system, SMS (i.e. Alma, PowerSchool, etc.).

The most common repairs are to either

- add a CIA
- change the Section or Term in the CIA or the SCEE file.

COURSE: Is the data in L0 correct? A typo in any code will be an error.

Individual classes must be mapped to an SED code that best represents the topic of the class. Are any of these Course Codes (image above) missing in L0?

- YES- add a new course with the Course Code listed, then add a CIA record that matches the section & term listed.
- NO- There is either a missing CIA record or either the section code &/or term code is wrong?

Note: Make sure you choose the correct course/grade code for your school's grade levels. **Prior to Secondary or Secondary** course. Example:

54436	Social Studies (grade 6)		PRIOR TO SECONDARY
54437	Social Studies (grade 7)		SECONDARY

How to... Review and Correct SCEE Errors in Level 0

Two ways to review CIA Data

1. Download the records from L0 with the **REPORTS** dropdown > tap on **INFORMATION/WARNING REPORTS** > Select **COURSE/INTR/ASSIGN**. A listing/Excel file will open, look for a record with the COURSE code(s) on the Error report. Then review what sections and terms that were reported.
2. Open the **COURSE/TCHR/STUDENT** report – Hover over **REPORTS** > tap on **COURSE** > select the radio button for **Course/Tchr/Student**

Download Chosen Report to: .txt file .csv file

Course Report Choices:

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

Course Code:	State Code:	Section:	Course Name:	Tchr. Cnt. (Click to View):	Students Cnt. (Click to View):
EC1010	04201	03207	Economics	<u>1</u>	<u>1</u>
EC1010	04201	06207	Economics	<u>1</u>	<u>1</u>
EC1010	04201	08238	Economics	<u>2</u>	<u>38</u>
EN1010	01001	02105	English Core 1A	<u>1</u>	<u>24</u>
EN1030	01001	01105	English Core 1	<u>1</u>	<u>14</u>
EN1030	01001	02105	English Core 1	<u>1</u>	<u>7</u>
EN1030	01001	05105	English Core 1	<u>1</u>	<u>17</u>

Course Code:	Section Code:	Term Code:	CE7818 Error Record Cnt:	Error Msg:
EC1010	01201	1	<u>1</u>	CE7818: W/F - No matching Course/Instr/Assign record for this Location/Course/Section/Term.
EN1010	01105	1	<u>21</u>	CE7818: W/F - No matching Course/Instr/Assign record for this Location/Course/Section/Term.
EN2010	05105	1	<u>21</u>	CE7818: W/F - No matching Course/Instr/Assign record for this Location/Course/Section/Term.

Decide whether or not the section codes listed as SCEE errors could be updated to match an existing CIA record; then

- Update SCEE and reload the file (delete prior records during Import) OR
- Add new CIA records

CIA manual input: <https://nyccharterdatacentral.esboces.org/LinkClick.aspx?fileticket=lkrdKeWVvKPM%3d&tabid=120&portalid=0&mid=516>

How to...

Review and Correct SCEE Errors in Level 0

Term Code Considerations

Everything you need to know about TERM codes: SED ONLY needs to know when classes start and end with a final grade.

We have seen schools report every course for every marking period/report card, this is not necessary.

How many records = how many ways classes start and end with Final Grades

School design	When are Final Grades	How many times do classes end	LMP	
Quarters or Trimesters	End of Year	Once in June	1	Sept. – June
K-12	9-12 by Semesters & End of Year	<ul style="list-style-type: none"> • Fall 0.5 credit • Spring 0.5 credit • K-12 EOY 1 credit 	3	Sept. – Jan. Feb. – Jun. Sept. – June.
Trimesters	After each term	Each term 0.33 credit	3	Sept. – Nov. Dec. – Feb. March. – June.
Trimesters	After each term & End of Year	<ul style="list-style-type: none"> • Each term 0.33 credit • End of Year 1 credit 	4	Sept. – Nov. Dec. – Feb. March - June Sept. - June
Quarters	After each term and End of Year	<ul style="list-style-type: none"> • Each term • End of Year, 1 credit 	5	Sept. - Nov. Nov. – Jan. Feb. – April May – June Sept. - June

Most schools NEVER need more than three term codes

- High schools usually need 3
- Middle and Elementary schools usually only need one.

To correct multiple term codes:

Location Marking Period, LMP, indicates the length of time (a term/time period) for when a class starts and ends, when is the Final Grade/credit determine? If entering more than one term for the same course, a unique section code, not exceeding 25 characters, MUST be entered for each record. Best Practice would be to enter one record per course based on when the student receives the FINAL GRADE.

High School	Suggested Sections	LMP suggestions
Health Fall (1/2 credit)	F-101 101	Fall – Term 1
Health Spring (1/2 credit)	S-101 201	Spring – Term 2

How to... Review and Correct SCEE Errors in Level 0

CE7808 & CE7822 Errors: Section Code cannot be blank or exceed 25 characters, Course and Section Code combined cannot exceed 30 characters

Students usually ONLY need 1 SCEE for each class. Examples when students will need two SCEE records for a class -

- A student is identified as CSE mid-year and needs to be moved to a different section with an ICT teacher.
- A student starts at the school, transfers-out but returns on a future date.

SECTION CODES:

- If a class has more than one teacher, each teacher in the class needs a CIA for the **exact** same COURSE CODE, TERM & SECTION.
- The code should not be more than 20 characters (alpha + numeric)
- If your school uses words/college names, we recommend using CAPITAL LETTERS. In L2RPT HARVARD and Harvard are not the same and thus cannot align students (SCEE) with classes (CIA). This will result in an error.
- EVERY class with a unique class list needs a unique section code.

Samples Sections	Best practice
HARVARD	Each CIA & SCEE records for the staff & students needs the exact same Course Code, Section & Term codes
Rochester Polytechnical Institute (33) Georgetown University (21)	use RPI use GEORGETOWN
Green team, Smith	DO NOT USE A COMMA The data warehouse use commas to separate a field of data and this will create ERRORS Hyphen (-) and period (.) are allowed

NOTE- When reviewing data in L2RPT, section codes will have an extra digit on the end to represent the TERM that the section of the class was taught in.

How to... Review and Correct SCEE Errors in Level 0

SCEE provides class sizes information and should be reviewed for accuracy.

Use the **COURSE/TCHR/STUDENT** report to verify/preview course data reporting and class sizes.

After reporting both CIA and SCEE, this report will be available in L0 and allows you to quickly confirm that all classes are reported and that the class sizes are logical.

Note: Both CIA and SCEE data sets MUST be locked with data in these templates prior to reviewing this data.

Reports
Information/Warning Reports
Demographics
Enrollment
Program Fact
Assessment
Course

Open L0

From the top navigational bar, hover over **REPORTS**

Tap on **COURSE**

Select the radio button for **Course/Tchr/Stud**

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

Course Code:	State Code:	Section:	Course Name:	Tchr. Cnt. (Click to View):	Students Cnt. (Click to View):
51028	51028	K01	Kindergarten ELA	1	26
51028	51028	K02	Kindergarten ELA	1	18
51028	51028	K03	Kindergarten ELA	1	28
51028	51028	101	Grade 1 ELA	1	20

This report displays every section of every class with a count of Teachers in each section and the number of students taking the class in that section. Consider if the student counts are logic; are there 18 – 26 students in these courses?

Is any class section too big, with too many students?

Section:	Course Name:	Tchr. Cnt. (Click to View):	Students Cnt. (Click to View):
2	8th Grade Math	3	102

- Two SCEE Math 8 records are needed, the last day in the first section will have an end date and the second class has a start date on the next day.
- Even if the same schedule is reinstated, each class in the original schedule would have an end date for the last day of that enrollment. When they return, new SCEE records need a new start date aligned to the second enrollment. In the above example, Math 8 has three teachers in section 2 with 102 students in the class. Is it possible that each teacher is actually the only instructor in a Math class with approximately 102 students each? If not, each section of Math 8 should be added to the correct CIA and the 33+/- students to align the new section code with their own teacher.

How to...

Review and Correct SCEE Errors in Level 0

Pre-requisite templates & mapping your data. *Well mapped data allows SED to report accurate data.*

When classes start and finish.

Who teaches, how many sections, of which classes.

Which classes students are enrolled in

What classes are offered at your school.

If teachers are certified for each class.

How many students are in a class & passing rates.

LMP

Location M.P. Manual Entry:
*denotes a required field

Back to School Rpt

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

Description:

COURSE

Course Manual Entry:
*denotes a required field

Back to School Rpt

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

*Location Code:

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

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

CIA

Course/Instr/Assign Manual Entry:
*denotes a required field

Back to School Rpt

*Staff Name :: Staff ID | Teach ID (Alt. Staff ID): (Data from Staff Snapshot) *Instructor Start Date: YYYY-MM-DD Instructor End Date: (Choose Y or N) *Primary Instructor Ind: *Primary Special Ed. Instructor Ind:

State Course Info

*Course Location Code: CHARTER SCHOOL *Course Code: 54435 :: Social Studies Grade 5 *Term Code: 1 *Section Code: 501 *M.P. Code: NA *Supp. Crse. Diff.: NA

*Instructor Delivery Method: FACE :: Face-to-Face *Primary ENL Instructor Ind: N :: No *Primary Inst. Lang. Code: ENG :: English *Incidental Teaching Assignment Indicator: N :: No

SCEE

SCEE Manual Entry:
*denotes a required field

Back to School Rpt

*Student ID: *Location Code: CHARTER SCHOOL *Course Code: 54435 :: Social Studies Grade 5

*Class Entry Date: 2022-08-30 Class Exit Date: *Section Code: 501 *Term Code: 1 *Marking Period Code: NA *Supp. Crse. Diff.: NA *Dual Credit Indicator: N :: No

How to... Review and Correct SCEE Errors in Level 0

No Enrollments – If a Demographic exists but there is no Enrollment, the records will NOT be errors in L0. They will be skipped/excluded during the L0 Data Prep Process. View the student(s) with a missing enrollment/demographic record:

- Hover over **Reports**
- Click on **Stu/Class/Entry/Exit**
- From the Report Choices box (blue) Click on **No Enrollment Rpt**

Reports
Information/Warning Reports
Demographics
Enrollment
Program Fact
Assessment
Course
Course/Instr/Assign
Data Calendar
Location M.P.
Stu/Class/Entry/Exit

Stu/Class/Entry/Exit 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"/> No Enrollment Rpt | <input type="radio"/> Course Roster By Teacher | <input type="radio"/> Import Message Log | |

1 Student(s) with Class EE records and no associated enrollment record:

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:
#####				CHARTER SCHOOL

A list of Students with 1 or more SCEE records will be displayed.
The [OSIS ID](#) is a hyperlink to view the student's ENROLLMENT data.

Data Verification

Data Verification in L2RPT [IBM Cognos Analytics \(nycenet.edu\)](http://ibm.cognos.analytics.nycenet.edu)

Ensure that SED has the correct data by reviewing the **SIRS 330 Student Class/Course Instructor Summary Report**. Corrections to the SIRS 330 are made by updating Level 0.