

Level 0 is prepopulated with basic data for your school from the NYCDOE.

Ignore errors flagged in L0 for these templates.

Demographic and Enrollment data MUST be reviewed in L2RPT.

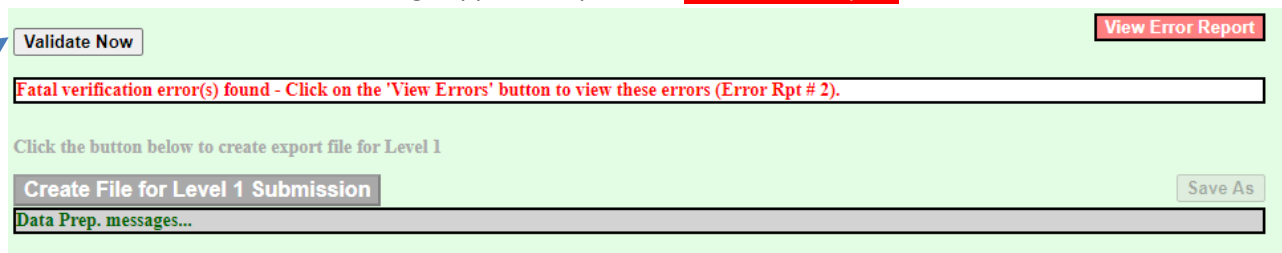
Errors in L2 MUST be repaired in ATS prior to the end of year rollover.

Demographic Enrollment	<i>L0 Errors on the dashboard indicate incomplete data, NYCDOE's ATS system has the complete record.</i>
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Verification Errors

VALIDATE In the L1 Data Prep process when Enrollment errors are identified, these MUST be cleared before ANY SDA data can be transferred to Level 1.

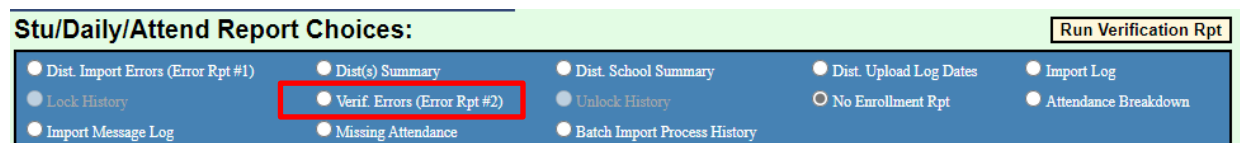
If a Fatal Verification error message appears, tap on the **View Error Report**



Errors can be accessed multiple ways

1. L1 Data Prep screen: View Error Report
2. L0 home screen: Tap on the **NUMBER** in Verify Errors column
3. Reports > SDA > RUN hover on Reports at the top of the screen and select Stu/Daily/Attend
 - Tap on RUN VERIFICATION REPORT
 - Or select button "VERIF> ERRORS (ERROR REPORT #2)

Data Domain:	Import	Verify
Demographics	0	0
Enrollment	0	0
Program Fact	0	0
ELL Eligibility	0	0
8262::Homeless	0	0
Assessment	0	0
Assess/Acc/Mod	0	0
Course	0	0
Course/Instr/Assign	0	0
Day Calendar	0	0
Location M.P.	0	0
Partner Project Fact	0	0
Stu/Class/Entry/Exit	0	0
Stu/Class/Gr/Detail	0	0
Stu/Credit GPA	0	0
Stu/Attend/Codes	0	0
Stu/Daily/Attend	0	24



Correct a Student Daily Attendance Enrollment Error In Level 0

Stu/Daily/Attend 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 checked="" type="radio"/> Verif. Errors (Error Rpt #2)	<input type="radio"/> Unlock History	<input type="radio"/> No Enrollment Rpt	<input type="radio"/> Attendance Breakdown		
<input type="radio"/> Import Message Log	<input type="radio"/> Missing Attendance	<input type="radio"/> Batch Import Process History				
<input type="checkbox"/> Show Distinct Verification Messages Only						
1864 verification error(s).						
1 2 3 4						
<u>Student ID:</u>	<u>Student Last:</u>	<u>Student First:</u>	<u>Loc. Code:</u>	<u>Loc. Name:</u>	<u>Attend. Date:</u>	<u>Error Msg:</u>
1					2022-08-29	DA2313: Missing Student Enrollment for this Student Daily Attendance Location/Date.
9	#9 Last	First			2022-08-29	DA2313: Missing Student Enrollment for this Student Daily Attendance Location/Date.
3	#3 Last	First			2022-08-29	DA2313: Missing Student Enrollment for this Student Daily Attendance Location/Date.

The report will list info on each student's record with a verification error. The headers are underlined in bold, tap once, or twice, to change the sort from ascending or descending order.

Use this list to correct any data with logic errors such as two records on the same day, SDA on a date when the Day Calendar is non-instructional (Holiday, Other, etc.), when a second attendance code is missing on a day of Suspension, etc. Once, ONLY enrollment errors exist, review the data to confirm that the records can be deleted.

MISSING enrollment: these records should be reviewed, unless ATS enrollments are expected to change, they must be deleted.

Line 1 above –Student ID that does not have a name showing, indicates that there is NO Demographic or Enrollment record for that ID.

- Look up the ID in your Student Management System, this might be a typo. If so the records need to be reloaded with the correct ID.
- If the ID was for a student in the SMS that was never actually enrolled, the records will need to be deleted.

There are two common reasons why your school would have attendance data on a given day when there is no ATS/L0 enrollment for a student(s). This happens when:

1. new students are admitted over the summer when ATS is closed. The enrollment starts when ATS re-opens. All records prior to ATS opening MUST be deleted.
2. This also happens when students leave the school and are marked absent and the enrollment is later back-dated to when they started at a new school. All records post ATS enrollment MUST be deleted.

Correct a Student Daily Attendance Enrollment Error In Level 0

Reviewing student errors: Tap on the [OSIS #](#) (a hyperlink) to review the SDA records on the Manual Input Screen.

Student Search:

Student ID:
OR
Last Name Search:

Search Results:
Search

use * to help with last name search

Demographics
Enrollment
Programs
Assessment
Assess/Acc/Mod
Partner Project Fact
SE Event

SE Snapshot
Stu/Class/Entry/Exit
Stu/Class/Gr/Detail
Stu/Credit/GPA
Stu/Daily/Attend
Stu. Digital Res.

Current Student:
Record Status:
Last Update: By:

*denotes a required field

Back to Verify Rpt

*Student ID:

*Attendance Date:

Instructional Modality:

*Attendance Code Long:

*Location Code:

Import Validation Messages:

Verification Messages Exist. Click

Display

 to view.

Delete Record

Validate & Save

Curr. Student / Add New

Clear

Stu/Daily/Attend Records:
Month:
Attendance Group:

Show All

Red highlighted cells indicate duplicate state attendance code records for the same date and location.

166 records

Status:	Attendance Date:	Instructional Modality:	Local Attendance Code:	Location:	State Code:
View Valid	2023-05-18	IN :: In-Person	PRSENT-IN :: Present In School		PRSENT-IN
View Valid	2023-05-17	IN :: In-Person	PRSENT-IN :: Present In School		PRSENT-IN

The screen has various data and navigational functions:

Student Info

Fields for manual input/corrections

Red Message with a [DISPLAY](#) link to View Error Messages on this screen

Filters to view data by Month or Attendance Codes

A list of ALL SDA records for that student

Do the following to research the Verification Errors

- Note the attendance date(s) flagged as errors
- Use a filter if you need to jump to a particular month/code
- Tap on **ENROLLMENT** in the dark blue bar to switch to the ATS data.

Review the Entry and Exit Dates. If the attendance date on the error report is not in between these dates, then the errors are confirmed. Tap on **STU/DAILY/ATTEND** screen, select the SDA record and click on the Delete Record icon TWICE (Delete & Delete Proceed) to delete the record.

This method of manual repairs is ONLY recommended for a few dozen errors.

How to... Correct a Student Daily Attendance Enrollment Error In Level 0

In the example below, the school has 1,864 enrollment errors. Your Level 0 helpdesk team has a utility to clear a large number errors simultaneously.

BUT You MUST first make any/all corrections necessary and determine that ALL remaining errors MUST be deleted. Quickly review errors using the filter

☐ SHOW DISTINCT VERIFICATION MESSAGES ONLY

Stu/Daily/Attend 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 checked="" type="radio"/> Verif. Errors (Error Rpt #2)	<input type="radio"/> Unlock History	<input type="radio"/> No Enrollment Rpt	<input type="radio"/> Attendance Breakdown
<input type="radio"/> Import Message Log	<input type="radio"/> Missing Attendance	<input type="radio"/> Batch Import Process History		

☐ Show Distinct Verification Messages Only
1864 verification error(s).

This list will help you to “see” patterns in the occurrence of SDA data being taken at your school when a student(s) was not enrolled. The view below shows that the date entered for new students was prior to the ATS opening date. The count of students on each date is a hyperlink to a list of the students flagged with errors in each row/date.

☒ Show Distinct Verification Messages Only
Distinct verification error(s).

Loc. Code:	Loc. Name:	Attend. Date:	Count	Error Msg:
		2022-08-26	25	DA2313: Missing Student Enrollment for this Student Daily Attendance Location/Date.
		2022-08-29	25	DA2313: Missing Student Enrollment for this Student Daily Attendance Location/Date.
		2022-08-30	25	DA2313: Missing Student Enrollment for this Student Daily Attendance Location/Date.
		2022-08-31	25	DA2313: Missing Student Enrollment for this Student Daily Attendance Location/Date.
		2022-09-01	25	DA2313: Missing Student Enrollment for this Student Daily Attendance Location/Date.
		2022-09-02	25	DA2313: Missing Student Enrollment for this Student Daily Attendance Location/Date.
		2022-09-06	25	DA2313: Missing Student Enrollment for this Student Daily Attendance Location/Date.

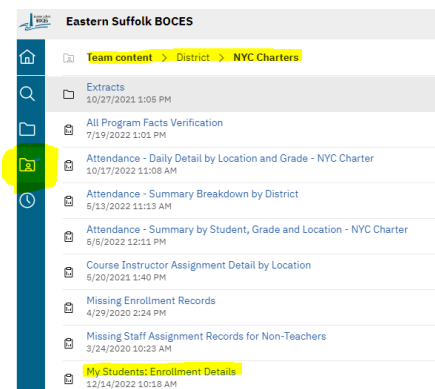
Enrollment data, as listed in L0, can also be review with REPORTNET <https://cognos.esboces.org/ibmcognos/bi/>

Tap on **TEAM CONTENT**

Open **DISTRICT** folder

Tap the **NYC CHARTERS** folder

Select: **My Students: Enrollment Details**



How to... Correct a Student Daily Attendance Enrollment Error In Level 0

Once these errors have been adjusted in Level 0, you may proceed with the L1 Data Prep Process. Repeat the error checking and correcting process until your L1 Data Prep has a green Success message, highlighted in yellow below:

Stu/Daily/Attend Data Prep. for Level 1:

Please note, there must be an attendance record for every student on all instructional days. Failure to report a record (missing data) will default in an absence on that day.

It is advisable to run the Missing Attendance report prior to uploading your data to identify students that are missing attendance.

Validation Checks:

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

Last Level 1 File Creation/Upload: 6/7/23 3:18 PM

[Validate Now](#)

Success! No Verification errors found. You may now create a file for level 1 submission

Click the button below to create export file for Level 1

[Create File for Level 1 Submission](#)

[Save As](#)

Data Prep. messages...

FYI- SDA data in L0 for Students with No Enrollment will be identified during the L1 Data Prep Process.

A red warning message will appear indicating how many students with SDA records will not be exported.

Stu/Daily/Attend Data Prep. for Level 1:

Please note, there must be an attendance record for every student on all instructional days. Failure to report a record (missing data) will default in an absence on that day.

It is advisable to run the Missing Attendance report prior to uploading your data to identify students that are missing attendance.

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

This is different than the previous info because this student(s)
HAS NO ENROLLMENT at the SCHOOL, this year.

To view these students, click on Reports>>Stu/Daily/Attend>>select No Enrollment in the Stu/Daily/Attend Report Choices.

Verification Errors mentioned in this document are for an enrolled student on a date(s) outside of their official enrollment.

FINISHED?

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

Ensure that SED has the correct data by reviewing the SIRS 375: Student Attendance Count (by District) Report. Corrections to the SIRS 375 are made by updating Level 0. ALL Updates must be completed prior to the end of the year deadline.

You can also view the following reports:

- **SIRS 360:** Attendance Absence Daily Summary Report
- **SIRS 361:** Year to Date Attendance/Absenteeism Report
- **SIRS 107:** Chronic Absenteeism Accountability Report
- **SIRS 371:** Student Attendance Count Report
- **SIRS 376:** Student Attendance Data Flow Report