

## Purpose

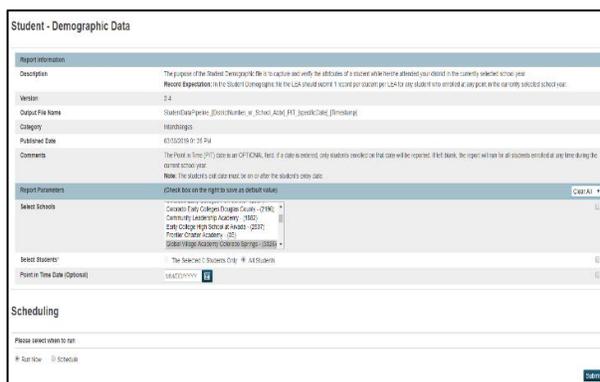
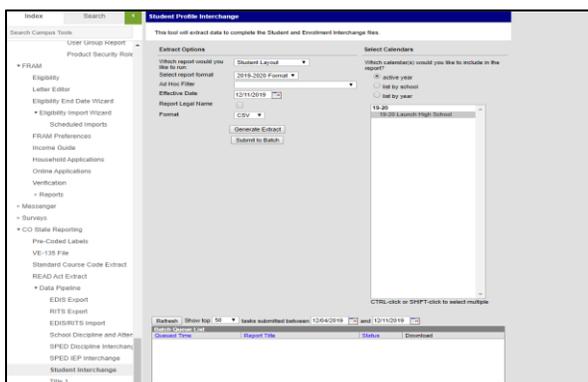
The Record Checker Tool is an Excel template that helps schools to quickly identify missing data and potential errors by highlighting data cells that could cause errors (see screen shot on following page).

The Record Checker Tool is one downloadable Excel file that can be used to find errors on both the Student Demographic (SD) and Student School Association (SSA) files prior to initial submission to CSI. While the Record Checker Tool cannot flag every possible potential error (examples listed below), using it in conjunction with the Data Validation Strategies Checklist, found on the End of Year and October Count website, should greatly reduce errors upon initial submission to CSI. Fewer errors leads to fewer submissions needed to achieve error clearance, and less time spent on the overall collection.

This tool can be used for both the End of Year and October Count collections. While CSI encourages schools to use this tool prior to the initial submittal to CSI, schools are welcome to use this tool prior to any submittal to CSI, particularly during the October Count collection if students have been added to the SIS after the initial submittal to CSI. The instructions below describe the steps necessary to utilize this resource successfully.

## Instructions

1. Extract both the SD and SSA files from your SIS and save as a CSV file with correct naming structure to your computer. For instructions on extracting and naming files, please see the Data Submission Handbook
  - **Note:** Once downloaded, these files can be opened and reviewed. You will not see the leading zeros on the opened CSV, but the Record Checker Tool is designed to flag issues on the file without leading zeros. This is for ease of use so schools can just open the file and paste rather than opening the CSV file as an Excel before using the template.



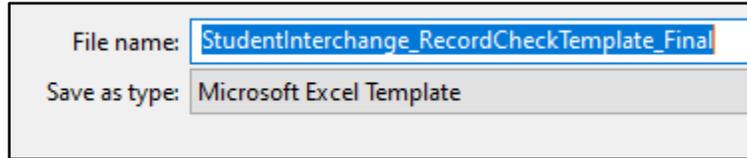
2. Download the [Record Checker Tool Template](#), by clicking on the link or navigating through the CSI End of Year website.
  - **Note:** Due to hosting issues on our website, we've had to store the Record Checker in Google Drive.

3. Download the Record Checker Tool by selecting the 'download' icon from the top right of your screen.

- **Note:** If you have trouble downloading the file, you may have a firewall protection in place for public downloads and may need to reach out to your IT department.

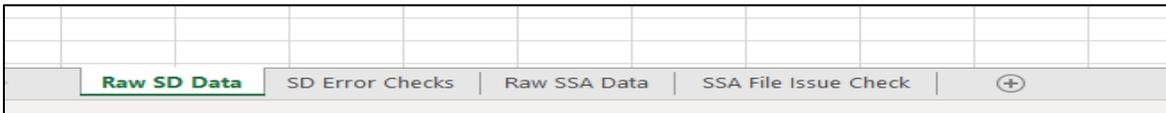


4. The file should download as an Excel Template File. Save this to the same place you saved the extracted SD and SSA files.

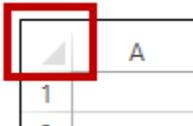


5. The Record Checker Tool template contains four tabs:

- Raw SD Data: tab to copy the extracted SD data into
- SD Error Checks: tab that highlights errors from the 'Raw SD Data' tab
- Raw SSA Data: tab to copy the extracted SSA data into
- SSA File Issue Check: tab that highlights errors from the 'Raw SSA Data' tab



6. Open the SD file. To select all of the file data, click on the triangle in the upper left corner to highlight all data on the worksheet and copy (ctrl+c).



7. Open the Record Checker Tool template and on the first tab, Raw SD Data, click cell A1 and ctrl+v to paste the data copied from the SD file.

8. Repeat steps 6-7 with the SSA file, coping to the Raw SSA Data tab.

9. Once both are pasted, begin the review process of each file by first going to the "SD Error Checks" worksheet. This tab contains pre-built conditional formatting that will highlight any field that will potentially cause an error once the file is submitted and processed.

| District | SASID    | LASID  | FirstNa    | Middle  | LastSur   | Gender | BirthDt  | Hispani | Americ | Asian | BlackO | White | Natvel | SchoolF | Section | Immigr | Langua | Disabil | Attend | HomeL | Primar | Langua | Langua | Special | CSAPAI | PostSet |
|----------|----------|--------|------------|---------|-----------|--------|----------|---------|--------|-------|--------|-------|--------|---------|---------|--------|--------|---------|--------|-------|--------|--------|--------|---------|--------|---------|
| 8001     | 2.31E+09 | 100342 | Georgine   | Lee     | Saad      | 2      | 4272009  | 1       | 0      | 1     | 0      | 0     | 0      | 0       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 9.08E+09 | 100240 | Hermilla   | NMN     | Riel      | 2      | 1082011  | 1       | 0      | 1     | 0      | 0     | 0      | 0       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 4.07E+09 | 100241 | Drucilla   | NMN     | Hidalgo   | 2      | 4132012  | 1       | 0      | 1     | 0      | 0     | 0      | 0       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 4.32E+09 | 100404 | Kylie      | NMN     | Rodenber  | 2      | 8212007  | 1       | 0      | 0     | 0      | 1     | 0      | 0       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 5.86E+09 | 100218 | Veta       | NMN     | Brannigan | 1      | 11292005 | 1       | 0      | 0     | 0      | 0     | 0      | 1       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 80010    | 4.27E+09 | 100064 | Brittaney  | A       | Primm     | 2      | 5112010  | 1       | 0      | 0     | 0      | 1     | 0      | 2       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 5.43E+09 | 100032 | Noe        | NMN     | Haber     | 1      | 6182009  | 1       | 0      | 0     | 0      | 1     | 0      | 1       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 5.65E+09 | 100057 | Neta       | Naime   | Stours    | 1      | 1062011  | 1       | 0      | 0     | 0      | 1     | 0      | 1       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 0        | 100217 | Theresa    | NMN     | Alessi    | 1      | 4302005  | 1       | 0      | 0     | 0      | 1     | 0      | 1       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 3.73E+09 | 100324 | Lance      | Azary   | Metzinger | 2      | 7222009  | 1       | 0      | 0     | 0      | 1     | 0      | 0       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 3.58E+09 | 100394 | Ashely     | Sophia  | Seipel    | 1      | 2152013  | 1       | 0      | 0     | 0      | 1     | 0      | 0       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 3.32E+09 | 100153 | Noel       | NMN     | Deckard   | 1      | 1152006  | 1       | 0      | 0     | 0      | 1     | 0      | 1       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 3.15E+09 | 100098 | Federico   | NMN     | Ingalls   | 1      | 10082009 | 1       | 0      | 0     | 0      | 1     | 0      | 0       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 1.45E+09 | 100009 | Christiane | NMN     | Olsh      | 2      | 8032012  | 1       | 0      | 0     | 0      | 1     | 0      | 0       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 9.48E+09 | 100212 | Benedict   | NMN     | Roessler  | 2      | 11132005 | 1       | 0      | 0     | 0      | 1     | 0      | 0       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 7.73E+09 | 100066 | Alysia     | Yarell  | Wilfong   | 1      | 9212006  | 1       | 0      | 0     | 0      | 1     | 0      | 0       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 8.72E+09 | 100074 | Rosalie    | Fabiola | Ogles     | 1      | 3082008  | 1       | 0      | 0     | 0      | 1     | 0      | 0       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 6.59E+09 | 100211 | Nohemi     | E       | Harig     | 1      | 11022005 | 1       | 0      | 0     | 0      | 1     | 0      | 0       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 7.67E+09 | 100210 | Kum        | NMN     | Diggins   | 2      | 5142006  | 1       | 0      | 0     | 0      | 1     | 0      | 0       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 2.88E+09 | 100393 | Dena       | Rae     | Hardt     | 1      | 5052005  | 1       | 0      | 0     | 0      | 1     | 0      | 0       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |
| 8001     | 6.59E+09 | 100046 | Mechelle   | Manuel  | Simon     | 2      | 10072007 | 1       | 0      | 0     | 0      | 1     | 0      | 2       | 0       | 0      | 0      | 0       | 0      | 0     | 0      | 0      | 0      | 0       | 0      | 0       |

The Record Checker Tool is designed to check several of the fields for issues including:

| Highlighted SD Field         | Issue Flagged  |
|------------------------------|--|
| School District/BOCES Code   | Students not coded with an 8001 for this field   |
| Student's State ID (SASID)   | Missing or zero-filled SASIDs  |
| First, Middle, and Last Name | Missing or zero-filled Names   |
| Student's Gender             | Gender not coded either a 1 or 2 for Female and Male*  |
| Student's Date of Birth      | Blank or zero-filled Dates of Birth  |
| Student's Ethnicity          | Ethnicity coded as something other than 0 or 1, including negatives  |
| 5 Race Detail Fields         | All 5 individual Race fields coded as 0  |
| Free/Reduced Lunch Eligible  | Students coded as Homeless and have zero-filled FRL  |
| Homeless                     | Student having a Primary Nighttime Residence of 1-4 and a zero-filled Homeless status*                         |
| Primary Nighttime Residence  | Students flagged as 3 or 4 in the Homeless field, but a Primary Nighttime Residence of 0*                      |
| Language Background          | Zero-filled Language Background  |
| Language Proficiency         | Students Language Background is something other than ENG, but the Language Proficiency is zero-filled.         |
| Language Instruction Program | Students Language Background is something other than ENG, but the Language Instruction Program is zero-filled. |

\*Message shows how flag looks on check template but does not reflect the leading zero intended in the field.

10. **Make updates in your SIS** to correct the errors highlighted on the Record Checker Tool. *Do not make changes directly to the Record Checker Tool.*

11. Next review the data on the SSA File Issue Check tab. This tab also contains pre-built conditional formatting that will flag and highlight many potential errors to the SSA data including:

| Highlighted SSA Field          | Issue Flagged  |
|--------------------------------|--|
| School District/BOCES Code     | Students not coded with an 8001 for this field   |
| Student's State ID (SASID)     | Missing or zero-filled SASIDs  |
| First, Middle, and Last Name   | Missing or zero-filled Names   |
| Student's Gender               | Gender not coded either a 1 or 2 for Female and Male *                                   |
| Student's Date of Birth        | Blank or zero-filled Dates of Birth  |
| Entry Date                     | Missing or zero-filled   |
| Entry Type                     | Missing or zero-filled   |
| Grade Level                    | Missing or zero-filled   |
| Exit Withdraw Date             | Exit Date missing, but Exit Type is a non-zero value                                     |
| Exit Withdraw Type             | Exit Type missing with a valid Exit Date   |
| Pupil's Attendance Information | A PAI Code that is something other than 4*   |
| County of Parent's Residence   | Anything other than a zero-filled answer   |
| District of Parent's Residence | If field is zero-filled or coded with 8001   |
| Country of Parent's Residence  | Anything other than a zero-filled answer   |
| State of Parent's Residence    | Anything other than a zero-filled answer   |
| Public School Funding Status   | If field is zero-filled or coded as an 82 – Part Time for grades other than Kindergarten |
| Total Days Attended            | Zero filled attendance information   |
| Total Days Excused             | Zero filled attendance information   |
| Total Days Unexcused           | Zero filled attendance information   |
| Total Days Possible            | Zero filled attendance information   |

\*Message shows how flag looks on check template but does not reflect the leading zero intended in the field.

| DistrictCo | SASID    | SchoolCoc | FirstName  | LastName  | Sex | BirthDate  | EntryDate | EntryGrad | EntryType | ExitWithd | ExitWithd | Retention | PupilsAttc | CountyCo | DistrictPai | ParentsRe | ParentsRe | PublicSch | DateFirst | primarySc | ProgramP | ProgramP | HomeBasi | GiftedGer | Gi |
|------------|----------|-----------|------------|-----------|-----|------------|-----------|-----------|-----------|-----------|-----------|-----------|------------|----------|-------------|-----------|-----------|-----------|-----------|-----------|----------|----------|----------|-----------|----|
| 8001       | 2.31E+09 | 1234      | Georgine   | Saad      |     | 2 4272009  | 7012019   | 30        | 2         | 0         | 0         | 0         | 4          | 0        | 880         | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 9.08E+09 | 1234      | Hermila    | Riel      |     | 2 1082011  | 7012019   | 30        | 2         | 0         | 0         | 0         | 4          | 0        | 880         | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 4.07E+09 | 1234      | Drucilla   | Hidalgo   |     | 2 4132012  | 7012019   | 20        | 2         | 0         | 0         | 0         | 4          | 0        | 880         | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 4.32E+09 | 1234      | Kylie      | Rodenber  |     | 2 11162006 | 8132019   | 60        | 11        | 0         | 0         | 0         | 0          | 0        | 30          | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 5.86E+09 | 1234      | Veta       | Brannigan |     | 1 11292005 | 7012019   | 80        | 2         | 0         | 0         | 0         | 4          | 0        | 70          | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 4.27E+09 | 1234      | Brittaney  | Primm     |     | 2 5112010  | 7012019   | 40        | 2         | 0         | 0         | 0         | 4          | 0        | 880         | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 5.43E+09 | 1234      | Roe        | Haber     |     | 1 6182009  | 7012019   | 50        | 2         | 0         | 0         | 0         | 4          | 0        | 70          | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 5.65E+09 | 1234      | Neta       | Stours    |     | 1 1062011  | 7012019   | 30        | 2         | 8152019   | 0         | 0         | 4          | 0        | 1420        | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 0        | 1234      | Theresia   | Alessi    |     | 1 4302005  | 8132019   | 80        | 2         | 0         | 0         | 0         | 4          | 0        | 880         | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 3.73E+09 | 1234      | Lance      | Metzinger |     | 1 3312009  | 7222019   | 50        | 5         | 0         | 0         | 0         | 4          | 0        | 0           | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 3.58E+09 | 1234      | Ashely     | Seipel    |     | 1 11102013 | 7012019   | 7         | 1         | 0         | 0         | 0         | 4          | 0        | 30          | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 3.32E+09 | 1234      | Noel       | Deckard   |     | 2 8092014  | 7122019   | 7         | 1         | 0         | 0         | 0         | 4          | 0        | 20          | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 3.15E+09 | 1234      | Federico   | Ingalls   |     | 1 1152006  | 7012019   | 80        | 2         | 0         | 0         | 13        | 0          | 4        | 0           | 880       | 0         | 0         | 80        | 0         | 1        | 0        | 0        | 0         |    |
| 8001       | 1.45E+09 | 1234      | Christiane | Olah      |     | 1 3142008  | 8132019   | 60        | 11        | 0         | 0         | 0         | 4          | 0        | 20          | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 9.48E+09 | 1234      | Benedict   | Roessler  |     | 2 12282005 | 8132019   | 80        | 11        | 0         | 0         | 0         | 4          | 0        | 30          | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 7.79E+09 | 1234      | Alysa      | Wilfong   |     | 1 10082009 | 7012019   | 40        | 2         | 0         | 0         | 0         | 4          | 0        | 880         | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 8.72E+09 | 1234      | Rosalie    | Ogles     |     | 1 8032012  | 0         | 20        | 2         | 0         | 0         | 0         | 4          | 0        | 880         | 0         | 0         | 82        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 6.59E+09 | 1234      | Nohemi     | Harig     |     | 2 11132005 | 7012019   | 80        | 2         | 0         | 0         | 0         | 4          | 0        | 20          | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 7.67E+09 | 1234      | Kum        | Diggins   |     | 1 9212006  | 7012019   | 60        | 2         | 0         | 0         | 0         | 4          | 0        | 880         | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 2.88E+09 | 1234      | Dena       | Hardt     |     | 1 3082008  | 7012019   | 50        | 2         | 0         | 0         | 0         | 4          | 0        | 880         | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 6.59E+09 | 1234      | Michelle   | Simon     |     | 1 11022005 | 8132019   | 80        | 2         | 0         | 0         | 0         | 4          | 0        | 20          | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 5.39E+09 | 1234      | Shalon     | Pasehke   |     | 2 0        | 0         | 70        | 2         | 0         | 0         | 0         | 4          | 0        | 1420        | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |
| 8001       | 7.23E+09 | 1234      | Sherley    | Kunkel    |     | 1 9192006  | 8132019   | 80        | 2         | 0         | 0         | 0         | 4          | 0        | 880         | 0         | 0         | 80        | 0         | 1         | 0        | 0        | 0        | 0         |    |

12. Make the necessary corrections in your SIS.
13. Upon completion, new files can be extracted and pasted into the template to double check all issues have been updated.
14. Submit the newly extracted files to FileZilla to complete your initial submission requirement for the collection.

As mentioned, this resource is not designed to catch every error your file may encounter and in **some unique circumstances may flag data that is accurate**. Below is a list of some issues that will not be flagged or flagged when accurate:

| Errors Not Flagged                              | Potential Flags of Accurate Data  |
|---|---|
| Issues with SASIDs not matching what is in RITS | Part-Time Funding for students not in Kindergarten may be correct   |
| Age to Grade inconsistencies                    | Students coded as FEP Exited Year 1 or 2 (8 or 9) may not need a Language Instruction Program   |
| Duplicate SASIDs across CSI schools             | District of Residence field may potentially be zero filled in very rare circumstances where State of residence field is included          |
| Overlapping enrollments across CSI schools      | The Days Attended and Total Days Possible fields will flag if file is utilized for October Count, which does not report attendance errors |
| Incorrect School Codes                          | The Pupils Attendance Information may not be 04 in extremely rare circumstances   |
| English Learner logical progression issues      | All Attendance fields will flag if zero filled, including excused and unexcused. This may be accurate for students with no absences.      |

With these few limitations in mind, if The Record Checker Tool is used accurately prior to initial submittal, you should expect to see fewer file errors to correct on your first error reports. This should save the school time and allow for more accurately reported data.