

SPED Record Checker Tool

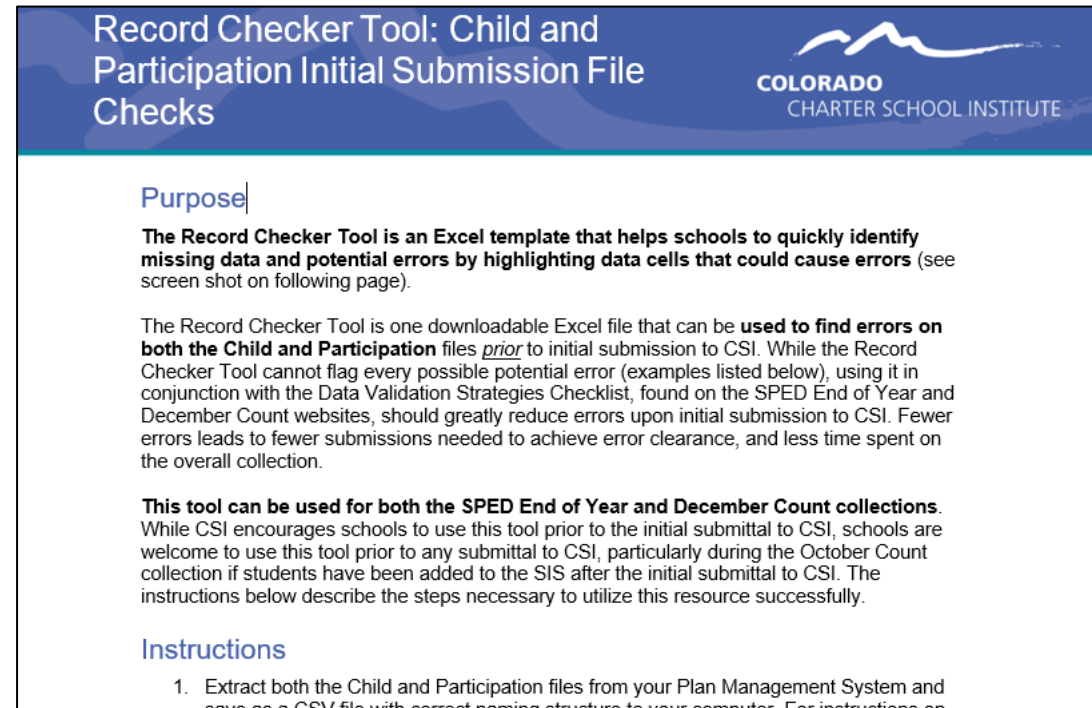


Purpose and Validation Resources

Purpose of the Record Checker Tool

The purpose of the SPED Record Checker is for schools to review their initially extracted Child and Participation Files prior to initial Submittal. The template will flag for potential errors that can be corrected prior to initially submitting files. The goal of this resource is to:

- Identify errors and correct prior to submittal
- Fewer errors received upon initial submittal
- Fewer submissions until error clearance
- Collection errors cleared earlier in the process



Record Checker Tool: Child and Participation Initial Submission File Checks

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CHARTER SCHOOL INSTITUTE

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 Child and Participation 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 SPED End of Year and December Count websites, 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 SPED End of Year and December 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 Child and Participation files from your Plan Management System and save as a CSV file with correct naming structure to your computer. For instructions on

Initial Submission Data Validation Resources



CSI has two main resources that have been combined into one called the SPED Validations Toolkit.

- SPED Validation Strategies Checklist
 - Record Checker Instructions
- 
- [SPED Validations Toolkit](#)
- As Data Entry is being completed, the Validation Strategies Checklist should be used first to review and update common errors or missing information. Once complete and files extracted, the Record Checker should be used to catch any other data entry errors or missing information.
 - This Record Checker resource is not designed or capable to catch every potential error, but more common data entry issues.
 - Both webpages contain other resources that will assist in this process as well (File Layouts, Training Modules, Participation Coding scenarios etc.).



SPED Record Checker Instructions



Record Checker Instruction Overview

Follow these steps to complete a review on initial SPED Interchange data files:

1. Extract both the Child and Participation files directly from your schools Plan Management System and save as a CSV
2. Navigate to the CSI website and open the Record Checker Tool
3. Open both the Child and Participation files and paste into the Raw Data tabs in the template
4. Review the “Child Error Checks” and “Participation Error Checks” tabs in the template paying attention to any highlighted fields that indicate errors
5. Make updates directly in the school's PMS and extract new files. These can be pasted into the template again to double check nothing has been missed
6. Once all are corrected, the newly extracted files can be submitted to CSI for processing

Instructions can also be found: <https://resources.csi.state.co.us/sped-record-checker-tutorial/>

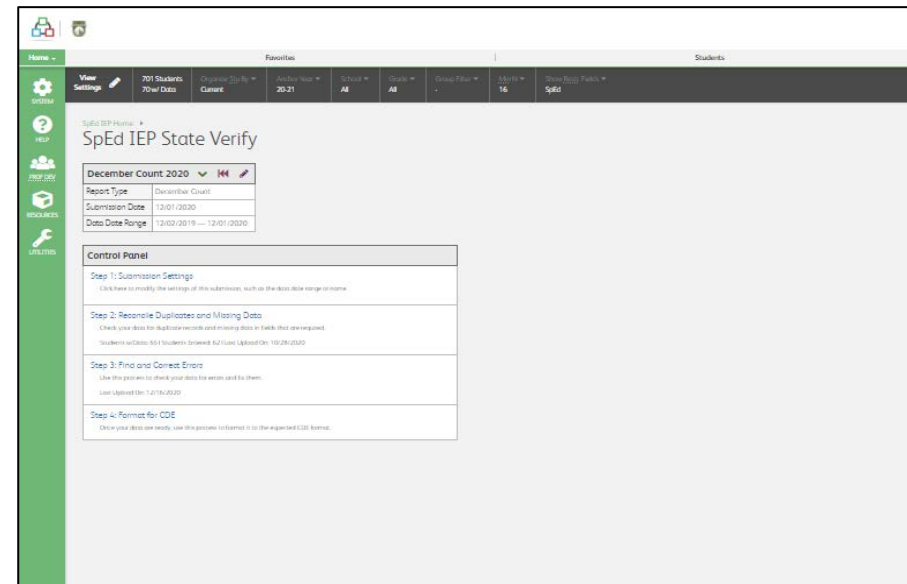
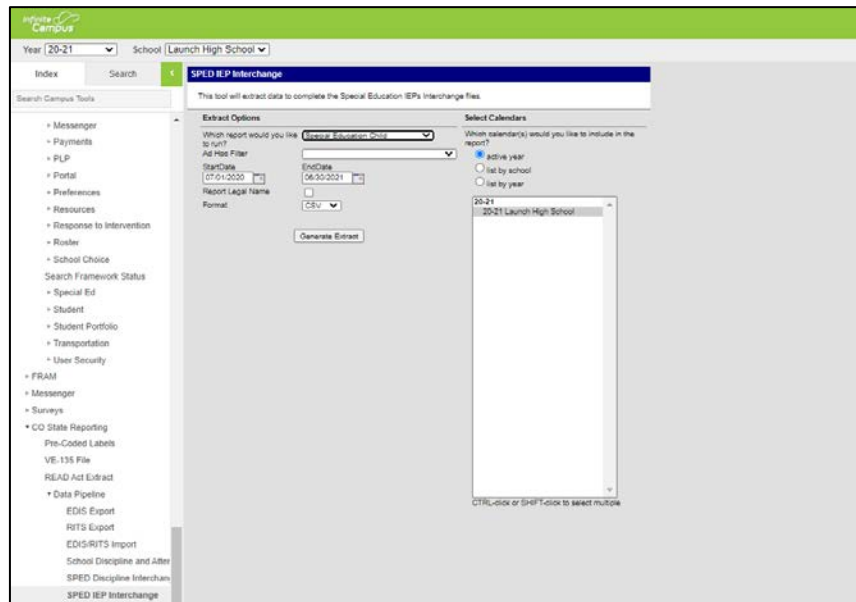


Steps to Utilize the File Check Template



Step 1: Extract Files from Schools SIS

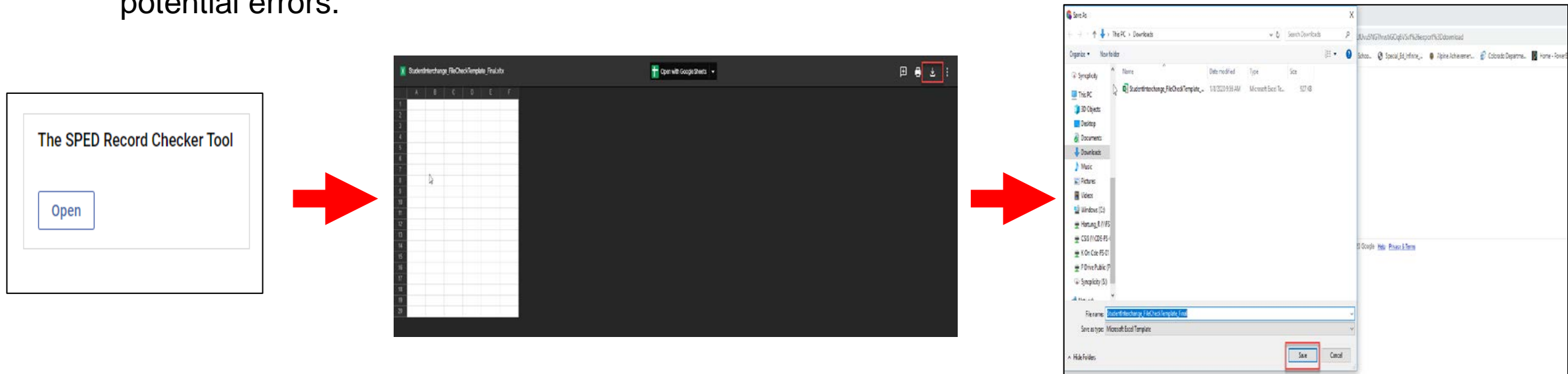
- Navigate to Alpine (20-21), Infinite Campus, Ascend (21-22) or other school system used and extract both the Child and Participation files directly from the applicable Colorado State Reporting section.
- Files must be saved prior to opening as usual procedure. The correct naming structure should be used in case files will be submitted (ex. 3326_CILA_Child_03012021)
- Files must be saved as a .CSV for file check template to work properly.





Step 2: Access the Tool

- The Record Checker is currently located on the CSI SPED End of Year homepage under the Data Entry and Validation Resources header. It will also be included on future December Count updates. The Excel Template file has also been emailed to schools prior to the initial submittal due date.
- Once Open has been clicked on, click the Download the file icon in Google Sheets and save to your computer as an Excel file, which can be utilized as often as needed.
- The file contains 4 worksheets with 2 being for pasting raw data and the others displaying potential errors.





Step 3: Open and Paste Data Files

- Once the Template file has been downloaded and saved to your computer. Open the file to begin the check process.
- Navigate to the saved Child and Participation files and open them as well.
- The files will lose their leading zeros, which are not needed during checks.
- Copy the entirety of the raw Child file and paste directly into the Raw Child Data tab located in the template.
- Complete the same process for the Participation file pasting into the Raw Participation Data tab.

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	ADMIN_UI_SASID	LASID	FIRST_NAM	MIDDLE_N	LAST_NAM	GENDER_S	BIRTH_DA'	ELL_YN	ETHNICITY	RACE_INDI	RACE_ASI	RACE_BLA	RACE_WHI	RACE_HAV	DISTRICT_STATE	PAI	DISTRICT_PARENTS	RES		
2	80010	5385225807	895359	Jani	Ena	Quaid	2	3232005	0	1	0	0	0	1	0	20	0	20		
3	80010	7322996307	23079	Omer	Ozell	Imler	2	10262012	0	0	0	0	1	1	0	20	0	20		
4	80010	0	22056	Charlena	Charlette	Dierks	2	6152010	0	0	0	0	1	0	20	0	20	0	20	
5	80010	2113041651	22055	Angelina	Sleeman	2	5062007	0	0	0	0	0	1	0	20	0	20	0	20	
6	80010	3286179543	22106	Brittani	Sheldon	Gelb	1	12032007	0	0	0	0	0	1	0	40	0	40		
7	80010	4994210038	22122	Elicia	Haywood	Scruton	2	9212010	0	0	0	0	1	0	20	0	20	0	20	
8	80010	1758190141	25321	Leisha	Norene	Linzey	1	2052012	0	0	0	0	1	1	0	40	0	0		
9	80010	9860920138	22997	Micah	Elsie	Clayborn	2	12072011	0	0	0	0	0	0	20	0	20	0	20	
10	80010	2870192068	23021	Thaddeus	Keisha	Yearby	1	0	1	1	0	0	0	1	0	70	0	70		
11	80010	9976567022	25513	Willena	Flora	Abel	1	6152005	1	1	0	0	0	1	0	70	0	70		
12	80010	0	Caroline	Cherie	Renard	2	5202013	0	0	0	0	0	1	0	70	0	70	0	70	
13	80010	4553965996	25077	Kari	Sade	Midgley	1	5082013	0	1	0	0	0	1	0	20	0	20		
14	80010	6642545411	23216	Manie	Astrid	Mcnichol	0	3192007	0	0	0	0	1	0	1420	0	1420	0	1420	
15	80010	8110430362	25667	Jin	Lakeesha	Besecker	2	11262004	0	1	0	0	0	1	0	880	0	880	0	880
16	80010	6325469548	2020262	Hermila	Parker	Barris	2	5192001	0	1	0	0	0	0	0	70	0	70	0	70
17	0	7371217104	2020638	Lera	Alpha	Swensen	2	12232002	0	1	0	1	0	0	0	70	0	70	0	70
18	80010	9914398466	23140	Benny	Freeman	Holland	1	4242010	0	1	0	0	0	1	0	20	0	20	0	20
19	80010	5881437744	25231	Leandra	Vernetta	Dobles	2	7092013	0	0	0	0	1	1	20	0	20	0	20	
20	80010	5007734189	22995	Dion	Tasha	Toye	2	3012012	0	1	0	0	0	1	0	0	20	0	20	
21	80010	4766124188	22416	Hellen	Jacinda	Reidhead	1	9062012	0	0	0	0	0	1	0	40	0	40	0	40
22	80010	5891941153	3019543	Shirl	America	Gajewski	2	11212002	0	1	0	0	0	1	0	20	0	20	0	20
23	80010	3108475866	22335	Zoe	Dana	Lovorn	2	7192010	0	1	0	0	0	0	0	20	0	20	0	20
24	80010	2681229374	20145	Brianne	Leesa	Desanto	2	3082010	0	0	0	0	0	1	0	20	0	20	0	20
25	80010	7985616509	3005559	Fernande	Tosha	Wasilewski	1	6012006	0	0	0	0	0	1	0	40	0	40	0	40
26	80010	1111203251	25307	Jennifer	Chelsie	Calbert	2	7232007	0	0	0	0	1	0	1420	0	1420	0	1420	
27	80010	6111706799	25401	Michael	Alan	Jones	2	11132006	0	0	0	0	0	1	0	20	0	20	0	20
28	80010	19822255174	2001483	Jim	William	Smith	2	8292003	0	0	0	0	0	1	0	20	0	20	0	20
29	80010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30	80010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	ADMIN_UI_SASID	LASID	FIRST_NAM	MIDDLE_N	LAST_NAM	GENDER_S	BIRTH_DA'	ELL_YN	ETHNICITY	RACE_INDI	RACE_ASI	RACE_BLA	RACE_WHI	RACE_HAV	DISTRICT_STATE	PAI	DISTRICT_PARENTS	RES		
2	80010	3385225807	895359	Jani	Ena	Quaid	2	3232005	0	1	0	0	0	1	0	20	0	20		
3	80010	7322996307	23079	Omer	Ozell	Imler	2	10262012	0	0	0	0	1	1	0	20	0	20		
4	80010	0	22056	Charlena	Charlette	Dierks	2	6152010	0	0	0	0	1	0	20	0	20	0	20	
5	80010	2113041651	22055	Angelina	Sleeman	2	5062007	0	0	0	0	0	1	0	20	0	20	0	20	
6	80010	3286179543	22106	Brittani	Sheldon	Gelb	1	12032007	0	0	0	0	0	1	0	40	0	40	0	40
7	80010	4994210038	22122	Elicia	Haywood	Scruton	2	9212010	0	0	0	0	1	0	20	0	20	0	20	
8	80010	1758190141	25321	Leisha	Norene	Linzey	1	2052012	0	0	0	0	1	1	0	40	0	0	0	0
9	80010	9860920138	22997	Micah	Elsie	Clayborn	2	12072011	0	0	0	0	0	0	20	0	20	0	20	
10	80010	2870192068	23021	Thaddeus	Keisha	Yearby	1	0	1	1	0	0	0	1	0	70	0	70	0	70
11	80010	9976567022	25513	Willena	Flora	Abel	1	6152005	1	1	0	0	0	1	0	70	0	70	0	70
12	80010	0	Caroline	Cherie	Renard	2	5202013	0	0	0	0	0	1	0	70	0	70	0	70	
13	80010	4553965996	25077	Kari	Sade	Midgley	1	5082013	0	1	0	0	0	1	0	20	0	20	0	20
14	80010	6642545411	23216	Manie	Astrid	Mcnichol	0	3192007	0	0	0	0	0	1	0	1420	0	1420	0	1420
15	80010	8110430362	25667	Jin	Lakeesha	Besecker	2	11262004	0	1	0	0	0	1	0	880	0	880	0	880
16	80010	6325469548	2020262	Hermila	Parker	Barris	2	5192001	0	1	0	0	0	0	0	70	0	70	0	70
17	0	7371217104	2020638	Lera	Alpha	Swensen	2	12232002	0	1	0	1	0	0	0	70	0	70	0	70
18	80010	9914398466	23140	Benny	Freeman	Holland	1	4242010	0	1	0	0	0	1	0	20	0	20	0	20
19	80010	5881437744	25231	Leandra	Vernetta	Dobles	2	7092013	0	0	0	0	1	1	20	0	20	0	20	
20	80010	5007734189	22995	Dion	Tasha	Toye	2	3012012	0	1	0	0	0	1	0	0	20	0	20	
21	80010	4766124188	22416	Hellen	Jacinda	Reidhead	1	9062012	0	0	0	0	0	1	0	40	0	40	0	40
22	80010	5891941153	3019543	Shirl	America	Gajewski	2	11212002	0	1	0	0	0	1	0	20	0	20	0	20
23	80010	3108475866	22335	Zoe	Dana	Lovorn	2	7192010	0	1	0	0	0	0	0	20	0	20	0	20
24	80010	2681229374	20145	Brianne	Leesa	Desanto	2	3082010	0	0	0	0	0	1	0	20	0	20	0	20
25	80010	7985616509	3005559	Fernande	Tosha	Wasilewski	1	6012006	0	0	0	0	0	1	0	40	0	40	0	40
26	80010	1111203251	25307	Jennifer	Chelsie	Calbert	2	7232007	0	0	0	0	1	0	1420	0	1420	0	1420	
27	80010	6111706799	25401	Michael	Alan	Jones	2	11132006	0	0	0	0	0	1	0	20	0	20	0	20
28	80010	19822255174	2001483	Jim	William	Smith	2	8292003	0	0	0	0	0	1	0	20	0	20	0	20
29	80010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30	80010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Step 4: Review Error Check Tabs

- After pasting, navigate to both the Child and Participation File Checks tabs located in the template.
- Any field that may present an issue or potential error will be highlighted directing the user what needs to be updated.
- This tool is not designed to catch every error or issue, but many of the common data entry errors a student may have within their PMS.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S			
ADMN_UNIT	CASID	LASID	FIRST_NAME	MIDDLE_NAME	LAST_NAME	ST	GENDER	STU	BIRTH_DATE	STELL_YN	ETHNICITY	STU_RACE	INDIAN	RACE_ASIAN	RACE_BLACK	RACE_WHITE	RACE_HAWAIIAN	DISTRICT_OF_RI	STATE_PARENT	DISTRICT_PARENTS	PARENTS_RESIDENCE
80010	5385225807	895359	Jani	Ena	Quaid	2		2	3232005	0	1	0	0	0	1	0	0	20	0	20	20
80010	7322996307	23079	Omer	Ozell	Imier	2		2	10262012	0	0	0	0	1	1	0	0	20	0	20	20
80010	0	22056	Charlena	Charlette	Dierks	2		2	6152010	0	0	0	0	0	1	0	0	20	0	20	20
80010	2113041651	22055	Angelina		Sleeman	2		2	5062007	0	0	0	0	0	1	0	0	20	0	20	20
80010	3286179543	22106	Brittani	Sheldon	Geib	1		1	12032007	0	0	0	0	0	1	0	0	40	0	40	40
80010	4994210038	22122	Elicia	Haywood	Scruton	2		2	9212010	0	0	0	0	0	1	0	0	20	0	20	20
80010	1758190141	25321	Leisha	Norene	Linzey	1		1	2052012	0	0	0	0	1	1	0	0	40	0	40	0
80010	9860920138	22997	Micah	Elsie	Clayborn	2		2	12072011	0	0	0	0	0	0	0	0	20	0	20	20
80010	2870192068	23021	Thaddeus	Keisha	Yearby	1		1	0	1	1	0	0	0	0	1	0	70	0	70	70
80010	9976567022	25513	Willena	Flora	Abel	1		1	6152005	1	1	0	0	0	1	0	0	70	0	70	70
80010	0	Caroline	Cherie	Renard		2		2	5202013	0	0	0	0	0	0	1	0	70	0	70	70
80010	4553965996	25077	Kari	Sade	Midgley	1		1	5082013	0	1	0	0	0	0	1	0	20	0	20	20
80010	6642545411	23216	Manie	Astrid	Mnichol	0		0	3192007	0	0	0	0	0	0	1	0	1420	0	1420	1420
80010	8110430362	25667	Jin	Lakeesha	Besecker	2		2	11262004	0	1	0	0	0	0	1	0	880	0	880	880
80010	6325469548	2020262	Hermila	Parker	Barris	2		2	5192001	0	1	0	0	0	0	0	0	70	0	70	70
80010	7371217104	2020638	Lera	Alpha	Swensen	2		2	12232002	0	1	0	1	0	0	0	0	70	0	70	70
80010	9914398466	23140	Benny	Freeman	Helland	0		0	4242010	0	1	0	0	0	0	1	0	20	0	20	20
80010	5881437744	25231	Leandra	Vernetta	Dobles	2		2	7092013	0	0	0	0	0	0	1	1	20	0	20	20
80010	5007734189	22995	Dion	Tasha	Toye	2		2	3012012	0	1	0	0	0	0	1	0	40	0	40	40
80010	4766124188	22416	Hellen	Jacinda	Reidhead	1		1	9062012	0	0	0	0	0	0	1	0	40	0	40	40
80010	5891941153	3019543	ShirI	America	Gajewski	2		2	11212002	0	1	0	0	0	0	1	0	20	0	20	20
80010	3108475866	22335	Zoe	Dana	Lowvorn	2		2	7192010	0	1	0	0	0	0	0	0	20	0	20	20
80010	2681229374	20145	Brianne	Leesa	Desanto	2		2	3082010	0	0	0	0	0	0	1	0	20	0	20	20
80010	7985616509	3005959	Fernande	Tosha	Wasilewski	1		1	6012006	0	0	0	0	0	1	0	0	40	0	40	40

Child Error Checks Tab

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
ADMN_UNIT	CASID	LASID	FIRST_NAME	LAST_NAME	GENDER	STU	BIRTH_DATE	PRIMARY_DIS	SCHOOL_CODE	SPEED_PROGR	ENTRY	GRAD	DISTRICT_OF_PUPIL	ATTEN	STATE_OF_AT	EDUCATION	PARENTALY_SPED	FUNDIN	EDUCATIONAL_SERVICE_PROG	SERVICE_PROG	SERVICE_PROG	SERVICE_PROG	SERVICE_PROG	SERVICE_PROG	SPEED_HOURS	SCHOOL_HOU	EX
80010	5385225807	895359	Jani	Quaid	2		3232005	3	15	0	0	90	8001	4	CO	0	0	0	50	301	86060192	13098967	0	0	0	80	3300
80010	7322996307	23079	Omer	Imier	2		10262012	8	15	0	10	8001	4	CO	0	0	0	50	301	81445979	0	0	0	0	58	3300	
80010	0	22056	Charlena	Dierks	2		6152010	16	15	0	40	8001	4	CO	0	0	0	50	301	90640622	81445979	0	0	0	602	3300	
80010	2113041651	22055	Angelina	Sleeman	2		5062007	16	15	0	70	8001	4	CO	0	0	0	50	301	92045446	0	0	0	0	442	3300	
80010	3286179543	22106	Brittani	Geib	1		12032007	4	15	0	50	8001	4	CO	0	0	0	50	301	91354034	0	0	0	0	434	3300	
80010	4994210038	22122	Elicia	Scruton	2		9212010	16	15	0	30	8001	4	CO	0	0	0	50	301	63029141	81445979	0	0	0	0	58	3300
80010	1758190141	25321	Leisha	Linzey	1		2052012	0	15	0	20	8001	0	CO	0	0	0	0	0	0	0	0	0	0	0	0	0
80010	9860920138	22997	Micah	Clayborn	2		12072011	8	15	0	80	8001	4	CO	0	0	0	50	301	81445979	0	0	0	0	58	3300	
80010	2870192068	23021	Thaddeus	Yearby	1		8052008	0	15	0	50	8001	4	CO	0	0	0	50	301	78641662	0	0	0	0	217	3300	
80010	9976567022	25513	Willena	Abel	1		6152005	4	15	0	90	8001	4	CO	0	0	0	50	301	45769732	0	0	0	0	13	3300	
80010	0	Caroline	Cherie	Renard	2		5202013	8	15	0	10	8001	4	CO	0	0	0	50	301	81445979	0	0	0	0	108	3300	
80010	4553965996	25077	Kari	Midgley	1		5082013	8	15	0	10	8001	4	CO	0	0	0	50	301	81445979	0	0	0	0	108	3300	
80010	6642545411	23216	Manie	Mnichol	0		7082013	4	15	0	70	8001	4	CO	0	0	0	50	301	92045446	0	0	0	0	417	3300	
80010	8110430362	25667	Jin	Besecker	2		11262004	4	15	0	90	8001	4	CO	0	0	0	50	301	45769732	0	0	0	0	108	3300	
80010	6325469548	2020262	Hermila	Parker	2		5192001	16	15	0	120	8001	4	CO	0	0	0	50	301	45769732	0	0	0	0	429	3300	
80010	7371217104	2020638	Lera	Swensen	2		12232002	4	15	0	110	8001	4	CO	0	0	0	50	301	45769732	0	0	0	0	375	3300	
80010	9914398466	23140	Benny	Helland	0		4242010	5	15	0	30	8001	4	CO	0	0	0	50	301	16623922	78641662	0	0	0	31	3300	
80010	5881437744	25231	Leandra	Dobles	2		7092013	8	15	0	7	8001	4	CO	0	0	0	50	301	81445979	0	0	0	0	58	3300	
80010	5007734189	22995	Dion	Toye	2		3012012	8	15	0	10	8001	4	CO	0	0	0	50	301	81445979	0	0	0	0	108	3300	
80010	4766124188	22416	Hellen	Reidhead	1		9062012	11	15	0	10	8001	4	CO	0	0	0	50	301	6061153	21499885	81445979	0	0	0	100	3300
80010	5891941153	3019543	ShirI	Gajewski	2		11212002	13	15	0	110	8001	0	CO	0	0	0	50	301	45769732	13098967	81445979	0	0	0	445	3300
80010	3108475866	22335	Zoe	Lowvorn	2		7192010	4	15	0	20	8001	4	CO	0	0	0	50	301	63029141	0	0	0	0	210	3300	
80010	2681229374	20145	Brianne	Desanto	2		3082010	8	15	0	40	8001	4	CO	0	0	0	50	301	81445979	0	0	0	0	58	3300	
80010	7985616509	3005959	Fernande	Wasilewski	1		6012006	4	15	0	60	8001	4	CO	0	0	0	50	301	91354034	0	0	0	0	459	3300	

Participation Error Checks Tab



Step 4: Review Error Check Tabs Cont.

- Below is a listing of potential Child errors or issues that you may encounter upon pasting your raw data files:

Highlighted Child Field	Issue Flagged
All Fields	Fields that are completely blank
Administrative Unit Code	Anything other than 80010
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	Missing 0 or 1 for Ethnicity
5 Race Detail Fields	All 5 individual Race fields coded as 0
District of Residence	Blank or zero-filled District
State of Parent's Residence	State not zero-filled when District of Parents Residence is completed
District of Parent's Residence	Blank or zero-filled District of Parent's Residence when State is not completed

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



Step 4: Review Error Check Tabs Cont.

- Below is a listing of potential Participation errors or issues that you may encounter upon pasting your raw data files:

Highlighted Participation Field	Issue Flagged
Administrative Unit Code	Students not coded with an 80010 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
Primary Disability	Missing or blank when the Eligibility and Services is not 4 – Ineligible*
School Code	Missing or zero-filled school codes
SPED Program Code	Missing or zero-filled
Entry Grade Level	Missing or zero-filled
District of Residence	Students not coded with an 8001 for this field
Pupil's Attendance Information	Students not coded as a 4 when Eligibility and Services is not 4 – Ineligible*
State of Residence	Field not zero-filled when District of Residence is not zero-filled
SPED Funding Status	Anything other than 50 or 0
Educational Environment	Missing or zero-filled codes or students coded as 208 or 209 who are not in Preschool
Primary Service Provider	Any missing EDIDs or zero-filled students when Eligibility and Services does not equal 4(ineligible)*
Hours of SPED Services	Any missing or zero-filled hours where Eligibility and Services is 4 (ineligible)*
Total School Hours per Week	Missing or zero-filled
Start Date of SPED	Missing or zero-filled when Eligibility and services is 2 (eligible)
End Date of SPED	Missing date or zero-filled when Reason Exited is not zero-filled
Reason Exited SPED	Missing date or zero-filled when End Date of SPED is not zero-filled
SPED Part C Referral	Anything other than 6 or 3 for returning and new students*
SPED Eligibility and Services	Anything other than 2 (eligible) or 4 (ineligible)*
Path 1 and 2 Fields (AF-AT)	Anything that is not zero filled.
Path 3 Dates and Delays (AU-BB)	Students coded with valid dates/delays where their SPED Part C Referral is 6 – Returning. Students coded with no dates when their SPED Part C Referral field is 3 – New. Also, any blank values
Path 3 Eligibility and Services	Anything zero-filled when the SPED Part C Referral field is 3 – New. Anything non zero-filled when SPED Part C Referral is 6 – Returning. All blank values

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



Error Check Limitations

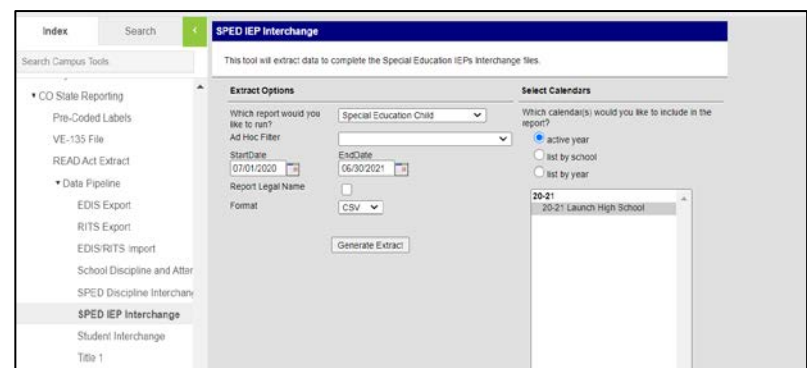
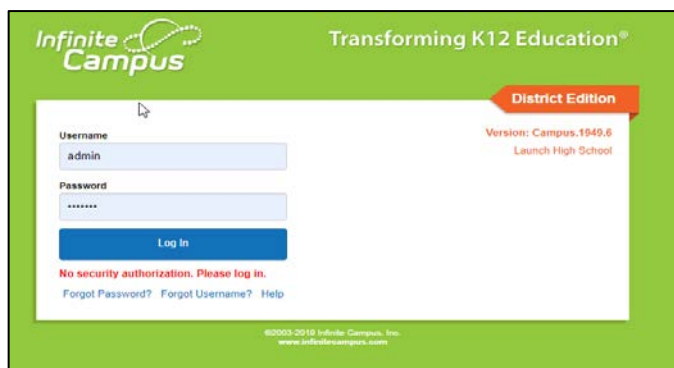
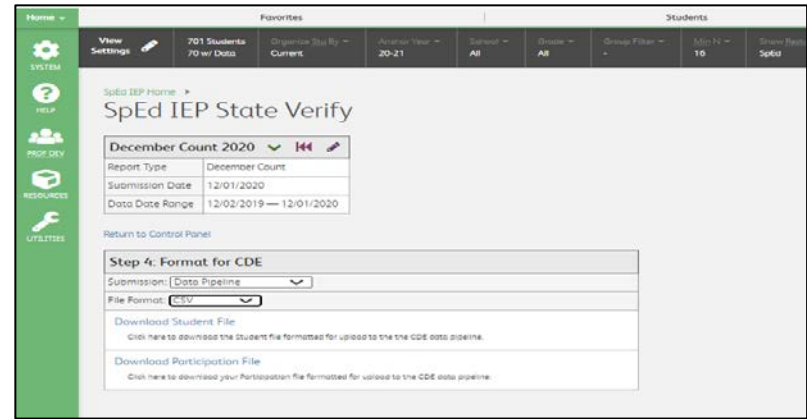
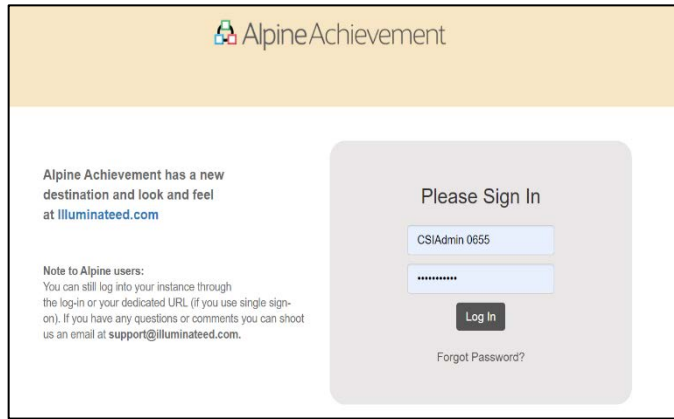
- Not designed to catch every error you may encounter
- Potential flags of valid data in unusual scenarios

Errors Not Flagged	Potential Flags of Accurate Data
Issues with SASIDs not matching what is in RITS	Students identified as being in Path 1 or Path 2
Age to Grade inconsistencies	Tuition Contract Scenarios
Duplicate SASIDs across CSI schools	Funding statuses other than 50 or 0
Overlapping enrollments across schools	
Incorrect Delay Codes	



Step 5: IEP Updates

- Once issues are reviewed and identified, navigate back to your PMS and make any necessary updates and corrections to the students record.
- As all highlighted issues have been updated, new files can be extracted from your system. Repeat process if necessary, to ensure that all issues have been resolved





Step 6: Submit Initial Files to CSI

- After newly extracted files have been reviewed and correctly named, submit your initial files to FileZilla and email the Submissions Inbox (Submissions_CSI@csi.state.co.us)
- CSI will process the files and provide you initial error reports.
- The goal of this process will be less errors upon initial submittal leading to less submittals to error clearance saving both the school and CSI time in the process!

The screenshot shows the FileZilla interface with two panels. The left panel, labeled 'Local site', shows the local directory structure: H:\Documents\Training Info\Files to Check\, containing folders like Temp 149 Folder, Temp Syncplicity, Time and Effort, Training Info, Alpine Export, Boot Camp, CSIS, DC Webinars, Documents to Update, EOY, Files to Check, FRL - CDE, and IIP. The right panel, labeled 'Remote site', shows the remote directory structure: /Animas High School/Submissions/SPED EOY/SY 20-21/Files to Run, containing folders like School Discipline, SPED Discipline, SPED EOY, SY 15-16, SY 16-17, SY 17-18, SY 18-19, SY 19-20, SY 20-21, Error Reports, Files to Run, and Summary Certifications. The local site's file list shows two files: 1234_ABC_ChildTest_0301202... (31,025 bytes) and 1234_ABC_ParticipationTest_0... (40,780 bytes). The remote site's file list is empty, displaying 'Empty directory listing'. A red arrow points from the second file in the local site to the remote site. The status bar at the bottom indicates 'Selected 1 file. Total size: 40,780 bytes' for the local site and 'Empty directory.' for the remote site.



Thank you for Reviewing this Module

Contact the Submissions Inbox with Questions:
Submissions_CSI@csi.state.co.us

