

Excel for Data Submissions/The Record Checker Tool (Part 2)

Data Submissions

Recorded July 2021



Record Checker Tool



Purpose of the Record Checker Tool

The purpose of the Record Checker is for schools to review their initially extracted files prior to initial submittal. The tool is an Excel template file where initial extract files can be pasted and reviewed for accuracy.

The overall goal of the tool 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

Available for the Student, SPED and HR Interchanges!

PART II: Record Checker Tool
 The Record Check Tool has been updated for the 20-21 October Count. If you had downloaded the Record Checker Template for the 19-20 EOY collection, you will need to download the updated Record Checker Template in order for the results to be accurate.

Use this tool at least once two days prior to the October Count Initial Submission deadline (September 3rd for 2020). Detailed instructions follow below and you can also view a recorded training at <https://resources.csi.state.co.us/record-checker-walk-through/>

- Download Record Checker Tool template from the October Count website, under the Validations heading.
- Extract an SD and SSA file from your SIS.
- Copy and Paste data into the corresponding tabs.
- Highlighted cells indicate potential errors. Review this data in your SIS and update if needed.
- Repeat this process until errors are clear.

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.

*****This process automates many of the processes described in Part 1*****



Record Checker Instruction Overview

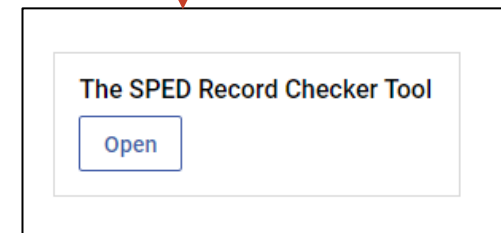
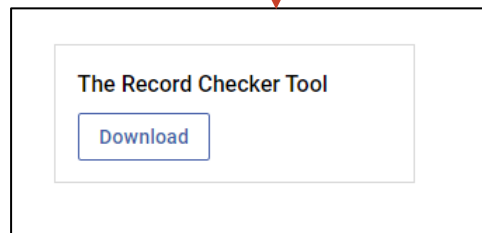
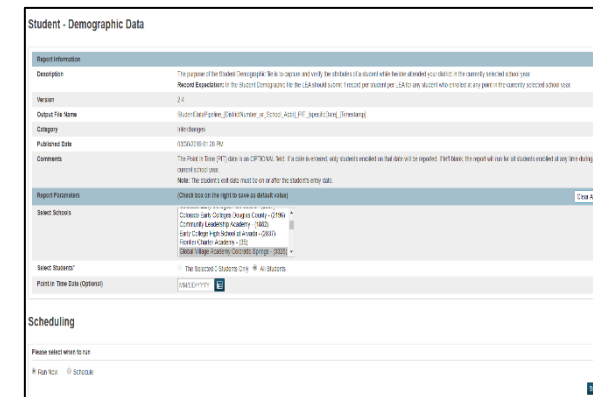
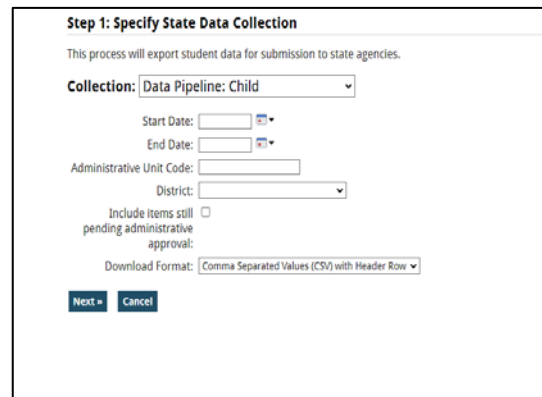
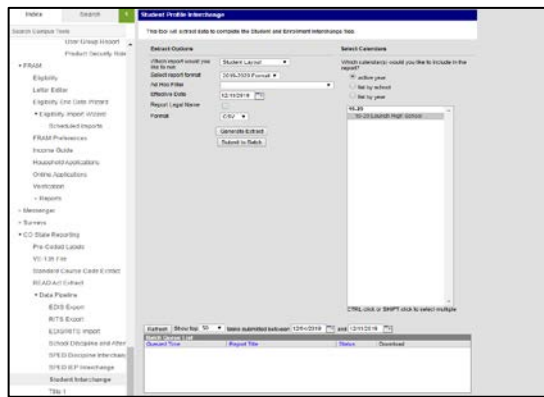
Follow these steps to complete a review on initial data files:

1. Extract the applicable Interchange files directly from your schools SIS or Plan Management System and save as a CSV
2. Navigate to the CSI website and open the Record Checker Tool
3. Open the applicable files and paste into the Raw Data tabs in the template
4. Review the “Error Checks” tabs in the template paying attention to any highlighted fields that indicate potential errors
5. Make updates directly in the school’s applicable system 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/> for SPED or <https://resources.csi.state.co.us/the-record-checker-training-video-13-min/> for the Student Interchange

Steps 1 and 2 – Extract Files and Access Tool

- Extract files directly from your SIS (PowerSchool/IC) or Plan Management System (Ascent, IC, Enrich). If using Starting Point files for HR, open those directly.
- Access the Record Checker Tool (links below), open and save the template to your computer.
- Open the tool and prepare to paste your files.



Record Checker Tool Links:

<https://resources.csi.state.co.us/the-sped-record-checker-tool/>

<https://resources.csi.state.co.us/student-interchange-initial-submission-file-check-template/>



Step 3: Open and Paste Data Files

- Navigate to the saved collection files and open them directly.
- The files will lose their leading zeros, which are not needed during checks.
- Copy the entirety of the raw file and paste directly into the Raw Child tab located in the template.
- Complete the same process for any other necessary files in the collection and paste them into the other “raw” tabs.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S												
ADMN	LF	SAID	LAST	FIRST	MID	LN	LAST	NAI	GENDER	S	BIRTH	DA	ELL	YN	ETHNICITY	RACE	IND	RACE	BLA	RACE	WHI	RACE	HAV	DISTRICT	ESTATE	PAI	DISTRICT	PARENTS	RES	
2	80010	5385223607	895338	Jani	Eva	Quaid	2	1232000	0	1	0	0	0	1	0	20	0	20												
3	80010	7322593607	23079	Ormer	Ozell	Imbler	2	10262012	0	0	0	0	0	1	1	0	20	0	20											
4	80010	0	22056	Charlene	Charlette	Dierks	2	6152010	0	0	0	0	0	1	0	20	0	20												
5	80010	2113041651	22955	Angelina	Sleeman		2	5062007	0	0	0	0	0	1	0	20	0	20												
6	80010	1286179543	22136	Brittani	Sheldon	Gusb	1	12032007	0	0	0	0	0	1	0	40	0	40												
7	80010	4594213038	22122	Elicia	Haywood	Scruton	2	5222010	0	0	0	0	0	1	0	20	0	20												
8	80010	1784291451	25312	Lesha	Norene	Linsay	1	2052012	0	0	0	0	0	1	1	0	40	0	0											
9	80010	5809520138	22997	Micah	Elsie	Clayborn	2	11072011	0	0	0	0	0	0	0	0	20	0	20											
10	80010	2870192068	23021	Thaddeus	Kesha	Yearby	1	0	1	1	0	0	0	1	0	70	0	70												
11	80010	9970637022	25513	Willena	Flora	Azel	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	0	1	0	70	0	70												
13	80010	4551995995	25077	Kari	Sade	Nidgley	1	5062013	0	1	0	0	0	1	0	20	0	20												
14	80010	4642545421	21216	Manie	Azrid	Monchod	0	11232007	0	0	0	0	0	1	0	1420	0	1420												
15	80010	8114830742	25617	Jim	Lakeetha	Bescheer	2	11252004	0	1	0	0	0	1	0	800	0	800												
16	80010	4325460548	2020202	Hermila	Parker	Barris	2	5192001	0	1	0	0	0	0	0	70	0	70												
17	0	7371217104	2010618	Lera	Alpha	Swenson	2	11232002	0	1	0	1	0	0	0	70	0	70												
18	80010	9914393466	21140	Benny	Freeman	HelLand	4	242010	0	1	0	0	0	1	0	20	0	20												
19	80010	5881431744	25231	Leandra	Vernetta	Dobles	2	7092013	0	0	0	0	0	1	1	20	0	20												
20	80010	5007734189	22995	Dion	Tasha	Toye	2	3012012	0	1	0	0	0	1	0	0	20													
21	80010	4789124188	22416	Helten	Jacinda	Redhead	1	9092012	0	0	0	0	0	1	0	40	0	40												
22	80010	5891241123	201545	Shif	America	Sajewski	2	11232002	0	1	0	0	0	1	0	20	0	20												
23	80010	3104674665	22345	Zoe	Dana	Livorn	2	7192010	0	1	0	0	0	0	0	20	0	20												
24	80010	2681229374	20145	Brianne	Leesa	Desanto	2	3082010	0	0	0	0	0	1	0	10	0	10												
25	80010	7905616509	802959	Fernande	Tocha	Viasflewski	1	6121006	0	0	0	0	0	1	0	40	0	40												
26	80010	1111201251	25107	Jennifer	Chesha	Calbert	2	7192007	0	0	0	0	0	1	0	10	0	10												
27	80010	811190799	24618	Michelle	Alan	Jarvis	2	11132006	0	0	0	0	0	1	0	20	0	20												
28	80010	1562225124	201403	Jim	William	Smith	2	9292003	0	0	0	0	0	1	0	20	0	20												



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S												
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10	80010	2870192068	23021	Thaddeus	Kesha	Yearby	1	0	1	1	0	0	0	1	0	70	0	70												
11	80010	9970637022	25513	Willena	Flora	Azel	1	6152005	1	1	0	0	0	1	0	70	0	70												
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16	80010	4325460548	2020202	Hermila	Parker	Barris	2	5192001	0	1	0	0	0	0	0	70	0	70												
17	0	7371217104	2010618	Lera	Alpha	Swenson	2	11232002	0	1	0	1	0	0	0	70	0	70												
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20	80010	5007734189	22995	Dion	Tasha	Toye	2	3012012	0	1	0	0	0	1	0	0	20													
21	80010	4789124188	22416	Helten	Jacinda	Redhead	1	9092012	0	0	0	0	0	1	0	40	0	40												
22	80010	5891241123	201545	Shif	America	Sajewski	2	11232002	0	1	0	0	0	1	0	20	0	20												
23	80010	3104674665	22345	Zoe	Dana	Livorn	2	7192010	0	1	0	0	0	0	0	20	0	20												
24	80010	2681229374	20145	Brianne	Leesa	Desanto	2	3082010	0	0	0	0	0	1	0	10	0	10												
25	80010	7905616509	802959	Fernande	Tocha	Viasflewski	1	6121006	0	0	0	0	0	1	0	40	0	40												
26	80010	1111201251	25107	Jennifer	Chesha	Calbert	2	7192007	0	0	0	0	0	1	0	10	0	10												
27	80010	811190799	24618	Michelle	Alan	Jarvis	2	11132006	0	0	0	0	0	1	0	20	0	20												
28	80010	1562225124	201403	Jim	William	Smith	2	9292003	0	0	0	0	0	1	0	20	0	20												

Raw Child Data Child Error Checks Raw Participation Data Participation Error Checks



Record Checker Demo – Opening and Pasting

Recording removed to reduce file size and for PDF formatting. Watch the recorded module to review the demo





Step 5 and 6: System Updates and submittals

- Once issues are reviewed and identified, navigate back to your SIS PMS and make any necessary updates.
- As all highlighted issues have been updated, new files can be extracted from your system.
- 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)

The image displays three overlapping screenshots from the Infinite Campus system:

- Left Screenshot:** The Infinite Campus login page. It features the logo "Infinite Campus Transforming K12 Education®" and "District Edition". The login form includes fields for "Username" (containing "admin") and "Password" (masked with "*****"), a "Log In" button, and a message: "No security authorization. Please log in." with links for "Forgot Password?", "Forgot Username?", and "Help".
- Middle Screenshot:** The "Student Profile Interchange" tool interface. It shows "Extract Options" such as "Report Type" (School Association), "Report Format" (2020-2021 Format), "Effective Date" (06/21/2021), and "Attendance Start/End Date" (20-21). It also includes "Select Calendars" options and buttons for "Generate Extract" and "Submit to Batch".
- Right Screenshot:** A FileZilla client window showing a local drive on the left and a remote drive on the right. The remote drive contains a folder structure for "October Count Files to Work On" and "Career Development Incentive Program". A red arrow points from the FileZilla window towards the right.

A large red arrow points from the bottom of the login page towards the bottom left of the overall image.



Thank you!

For questions contact the CSI Submissions Inbox at:
submissions_csi@csi.state.co.us