

SPED Record Checker Tool

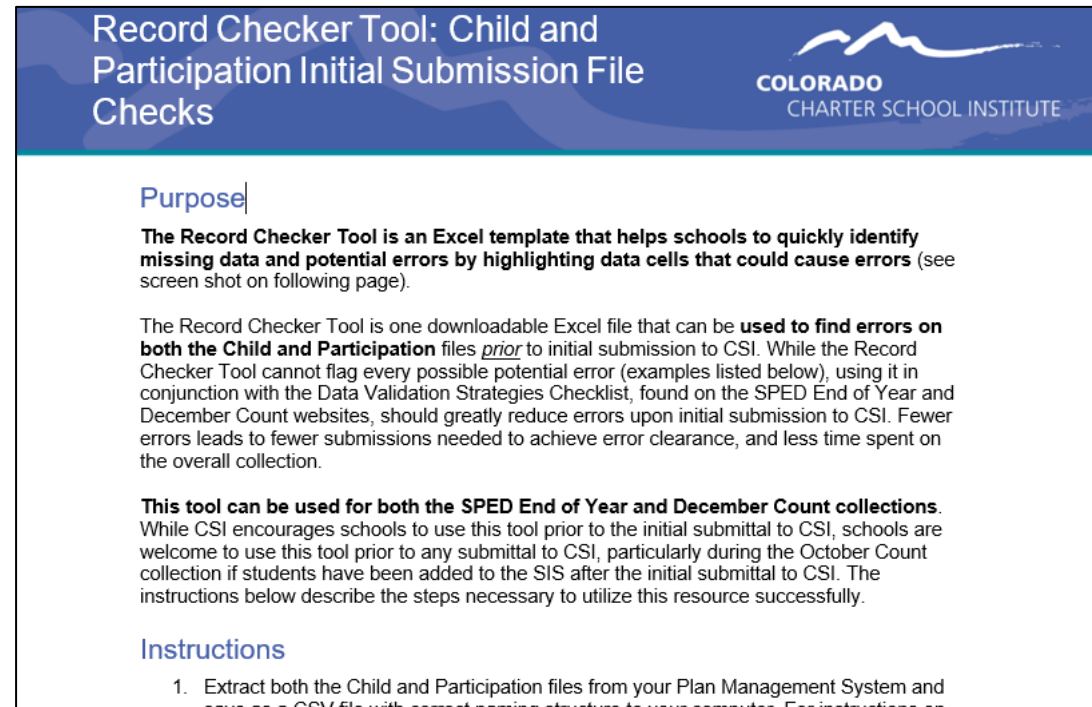


Purpose and Validation Resources

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

COLORADO 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/>

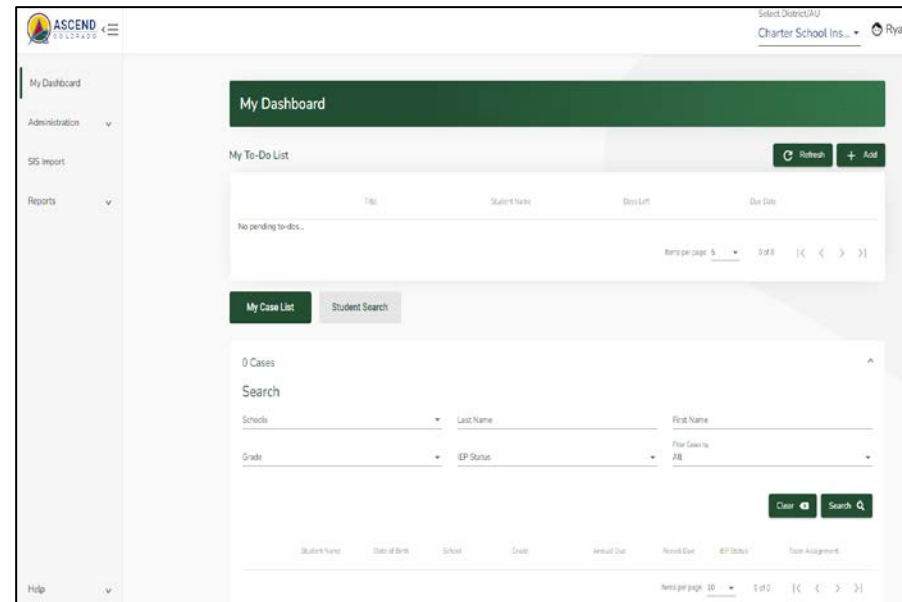
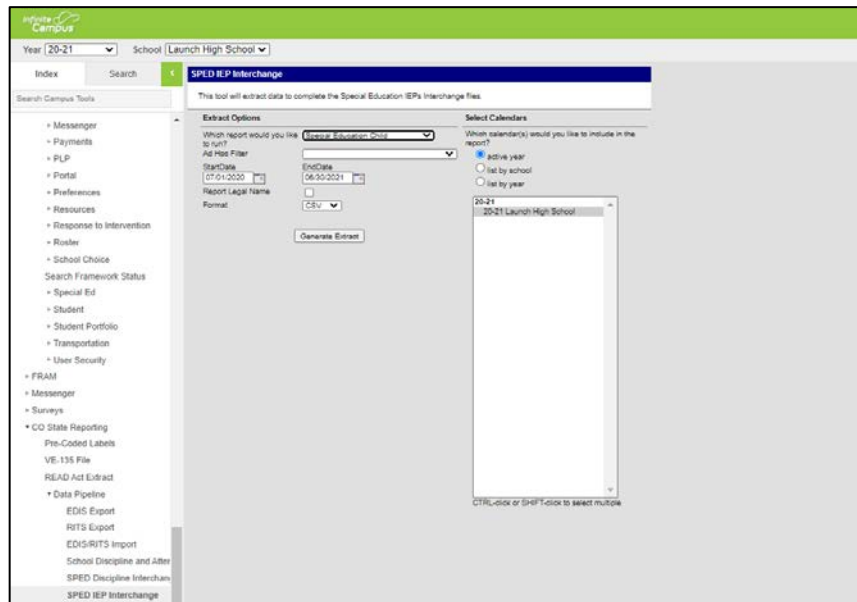


Steps to Utilize the File Check Template



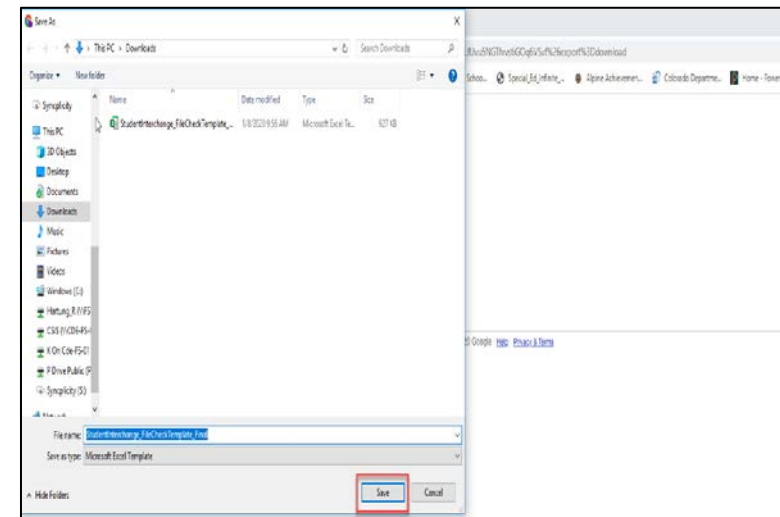
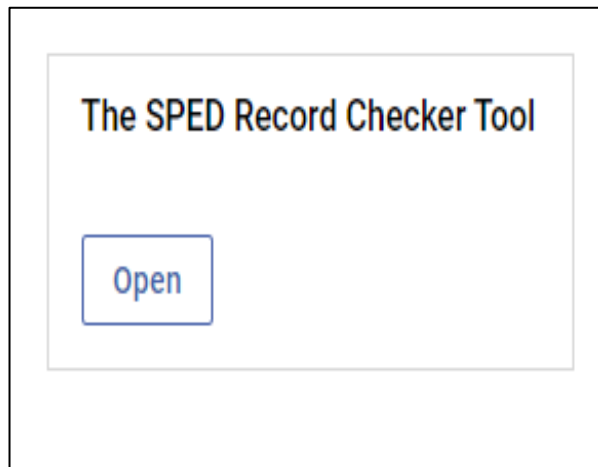
Step 1: Extract Files from Schools SIS

- Navigate to Infinite Campus, Ascend 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 file link has also been emailed to schools prior to the initial submittal due date.
- Once Open has been clicked on, click the download and save to your computer as an Excel file, which can be utilized as often as needed.
- The file contains 4 primary worksheets with 2 being for pasting raw data and the others displaying potential errors. An additional instructions tab and Data Overview tab have recently been added to assist with the process and verifying counts look accurate.





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_IND	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	Charlotte	Dierks	2	6152010	0	0	0	0	0	1	0	20	0	20	
5	80010	2113041651	22055	Angelina	Sleeman		2	5062007	0	0	0	0	0	0	1	0	20	0	20
6	80010	3286179543	22106	Brittani	Sheldon	Geib	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	0	1	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	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	
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	0	1	0	1420	0	1420	
15	80010	8110430362	25667	Jin	Lakeesha	Besecker	0	11262004	0	1	0	0	0	1	0	880	0	880	
16	80010	6325469548	2020262	Hermilia	Parker	Barris	2	5192001	0	1	0	0	0	0	0	70	0	70	
17	0	7371217104	2020638	Lera	Alpha	Svensen	2	12232002	0	1	0	1	0	0	0	70	0	70	
18	80010	9914398466	23140	Benny	Freeman	Holland		4242010	0	1	0	0	0	1	0	20	0	20	
19	80010	5881437744	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	0	20	
21	80010	4766124188	22416	Hellen	Jacinda	Reidhead	1	9062012	0	0	0	0	0	1	0	40	0	40	
22	80010	5891941153	3019543	Shirl	America	Gajewski	2	11212002	0	1	0	0	0	1	0	20	0	20	
23	80010	3108475866	22335	Zoe	Dana	Lovorn	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	20	0	20	
25	80010	7985616509	3005959	Fernande	Tosha	Wasilewski	1	6012006	0	0	0	0	0	1	0	40	0	20	



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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	Charlotte	Dierks	2	6152010	0	0	0	0	0	1	0	20	0	20	
5	80010	2113041651	22055	Angelina	Sleeman		2	5062007	0	0	0	0	0	0	1	0	20	0	20
6	80010	3286179543	22106	Brittani	Sheldon	Geib	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	0	1	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	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	
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	0	1	0	1420	0	1420	
15	80010	8110430362	25667	Jin	Lakeesha	Besecker	0	11262004	0	1	0	0	0	1	0	880	0	880	
16	80010	6325469548	2020262	Hermilia	Parker	Barris	2	5192001	0	1	0	0	0	0	0	70	0	70	
17	0	7371217104	2020638	Lera	Alpha	Svensen	2	12232002	0	1	0	1	0	0	0	70	0	70	
18	80010	9914398466	23140	Benny	Freeman	Holland		4242010	0	1	0	0	0	1	0	20	0	20	
19	80010	5881437744	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	0	20	
21	80010	4766124188	22416	Hellen	Jacinda	Reidhead	1	9062012	0	0	0	0	0	1	0	40	0	40	
22	80010	5891941153	3019543	Shirl	America	Gajewski	2	11212002	0	1	0	0	0	1	0	20	0	20	
23	80010	3108475866	22335	Zoe	Dana	Lovorn	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	20	0	20	
25	80010	7985616509	3005959	Fernande	Tosha	Wasilewski	1	6012006	0	0	0	0	0	1	0	40	0	20	
26	80010	1111203251	25307	Jennifer	Chelsie	Calbert	2	7232007	0	0	0	0	0	1	0	1420	0	1420	
27	80010	6111706799	25401	Michael	Alan	Jones	2	11132006	0	0	0	0	0	1	0	20	0	20	
28	80010	1982225174	2001483	Jim	William	Smith	2	8292003	0	0	0	0	0	1	0	20	0	20	
29	80010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



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 displays the FileZilla interface with two panels. The left panel shows the local site at H:\Documents\Training Info\Files to Check\, containing a tree view of 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 LIP. The right panel shows the remote site at /Animas High School/Submissions/SPED EOY/SY 20-21/Files to Run, containing a tree view of 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. Below the tree views are two file lists. The local site list shows two files: 1234_ABC_ChildTest_0301202... (31,025 bytes) and 1234_ABC_ParticipationTest_0... (40,780 bytes). The remote site list is empty, displaying "Empty directory listing". A red arrow points from the second file in the local list to the remote site. At the bottom, the local site status bar shows "Selected 1 file. Total size: 40,780 bytes" and the remote site status bar shows "Empty directory."



Thank you for Reviewing this Module

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

