

This toolkit consists of strategies for validating data for the Student Demographic (SD), Student School Association (SSA) and other submission files required for the October Count data collection.

The first section contains the **Validations Strategies Checklist** that provides a list of items to check for when reviewing your school's data. The second section walks through how to use the **Record Checker** tool, which must be used by schools prior to submitting their initial files to CSI.

Each CSI school is **strongly encouraged** to use *both* validation tools provided here as part of its internal process for ensuring the completeness and accuracy of the October Count collection. It is best to use this document in tandem with the file layouts for each collection (available on the collection webpages of the CSI website).

If you have any questions or would like to share your data validation strategies that can be added to this document, please email the CSI Data Submissions Team at submissions_csi@csi.state.co.us.

PART I: Validation Strategies Checklist

Student Count (Enrollment, Attendance, Scheduling)	2
Funding Status	3
Home Based Education	3
Early College	4
Free and Reduced Lunch Status	4
Program Data	5
English Learner	5
Foreign Exchange and Military Connected	5
Retention	6

Student Count (Enrollment, Attendance, Scheduling)

- Confirm that the correct count date is being used (**October 3rd for 2022**) unless your school has been approved for an alternative count date—alternate Count Day requests are due to CSI by **September 6, 2022**.
- Confirm that your school is using the appropriate count **window** (period) using the table below (unless your school has been approved for an alternative count window—request is due to CSI by **September 3, 2021**).

October Count 2022-23		
Pupil Count Grades	October Count Date	11-Day Count Window
PK-12	Monday, October 3 rd	Monday, Sept 26th – Monday, Oct 10th

- Confirm that all students are under the age of 21 as of the count date unless they are receiving services under an IEP and reach the age of 21 during the semester of the count date.
- Confirm that students have *not* met the minimum school graduation requirements as of the count date.

- Confirm that students are enrolled with the school with an accurate entry date and entry type in the SIS.
- Compare list of students with teacher rosters/seating charts.
- Confirm all grade levels (preschool-12th grade, as applicable) are reported.
- Confirm that all student schedules completely and accurately represent the classes each student is enrolled in and attending as of the count date.
- Confirm that all students have the minimum courses necessary to qualify for part- or full-time funding

Confirm that all students being counted for funding were:

- In attendance on Count Day (For quick way to check absences on Count Day, for PowerSchool: Go to Attendance → Absentee Report; for Infinite Campus: Go to Daily Attendance)
- If absent on Count Day, were in attendance prior to Count Day and resumed attendance within 30 calendar days following Count Day *Provide extended proof of attendance to CSI!*

Funding Status

By default, both PowerSchool and Infinite Campus identify students as eligible for full-time funding. It is the school's responsibility to adjust funding codes for each student. See "Student Funding Eligibility – SIS Search" for directions on searching for students who do not meet full-time funding criteria at:

<https://resources.csi.state.co.us/student-funding-eligibility-sis-search/>

Confirm that all students have the correct funding code based on the number of courses/student-teacher contact time necessary to qualify for part- or full-time funding. If a student does not have enough time on the schedule or has exited out prior to count day, then confirm that the funding code has been changed to '**not eligible** to receive funding' in your SIS.

Full-Time Funding: the student must have a schedule as of the count date which provides at least 360 hours of teacher-pupil instruction and teacher-pupil contact time in the semester of the count date.

Part-Time Funding: the student must have a schedule as of the count date which provides at least 90 hours of teacher-pupil instruction and teacher-pupil contact time in the semester of the count date.

Confirm that only a maximum of part-time funding is being claimed for:

- Kindergarten students attending a half day program
- Homeschool students (even if enrolled in concurrent enrollment courses)
- Students with a class schedule between 90 and 359 hours of instructional time (in the semester of the count date)

Home Based Education

Students who are home-based and ARE receiving educational services from the school should be coded in the SSA file with Home-based education = 1 AND funding code = 85.

Be sure you have created a home-based education school year calendar and individual student's schedule and provided those to CSI.

Students who are home-based and NOT receiving educational services from the school should not be included in your files to CSI. (Direct parents to complete an Intent to Homeschool form with the geographic district of residence. Your school may need to provide guidance to the family on completing the form)

Early College

- Confirm that your school has not flagged students as concurrently enrolled for the Postsecondary Program Enrollment field of the SD file if they are not actually enrolled in concurrent enrollment courses. In other words, do not just code all students as early college because your school is a designated Early College.
- Verify whether your school has students enrolled in a post-secondary program or completed an advanced placement course during the school year.
 - If a student completed an AP course(s) in either semester during the school year, ensure that you are coding all course categories taken from the Advance Placement Course List.
 - If a student was enrolled in a post-secondary program, ensure you are indicating which program the student participated in for each semester.
 - If the student is ASCENT, Concurrent Enrollment, Early College, or Dropout Recovery, ensure your school has entered into a legal agreement with an institution of higher education (MOU) and that you submit that documentation to CSI along with tuition invoices showing each student, number of credit hours enrolled, and tuition charged. (See the [CSI October Count Audit Handbook](#) for more details on required supporting documentation for post-secondary options.

Free and Reduced Lunch Status

- For the October Count, be sure to complete the separate **Free and Reduced Lunch Eligibility Checklist** in the [CSI October Count Audit Handbook](#), located on the October Count Resources website. The rules around FRL and At-Risk funding are very complex so it's very important that you complete that checklist.
- Students who are homeless (you have a signed McKinney Vento form from CSI), foster, and migrant students should all be marked as free lunch eligible in your SIS.

Program Data

Work with the program specific coordinators/liaisons at your school for each of these areas!

- Compare Gifted/Talent with number of ALPs.
- Compare Primary Disability with number of IEPs.
- Compare 504 with number of 504s.
- Compare Language Proficiency values for EL students.
- Compare Homeless with number of McKinney Vento forms signed and approved by CSI (please do not mark a student as homeless until you have the signed form from CSI).
McKinney Vento forms are due to CSI by September 30th in order to allow enough time for CSI to process them prior to count day.
- Confirm that all students enrolled in post-secondary programs (i.e., concurrent enrollment, ASCENT, etc.) have been reported.

English Learner

- Confirm that English Learner students are coded properly to reflect the re-designation from the prior spring assessment for returning students or new designation for newly enrolled students (if not using the designation from the prior school). There are 3 fields in the SD file tied to EL status: Language Proficiency; Language Background; and Language Instructional Program.
- Check that all students coded as EL have a Language Background of something other than English.
- Verify that all EL students also have both a Language Proficiency and Language Instruction Program that are non-zero filled and that they follow the logical EL progression based on how they were coded in the prior year unless there is strong evidence to not follow the progression.

Please see EL Coding Toolkit under the 'Field-Specific Resources' section of the October Count Resource page: <https://resources.csi.state.co.us/october-count/>

Foreign Exchange and Military Connected

- Confirm that Country of Parent's Residence is not zero-filled.
- For October Count, proof of a J-1 visa is required to prove that the student is not paying tuition to attend your school and is therefore eligible for funding. Submit a copy of the J-1 visa or a copy of the passport if the visa type is listed to CSI.
- Ensure that only students who have a parent or guardian who is an active duty member of the Armed Forces or full-time National Guard are coded with a "1" for military connected.

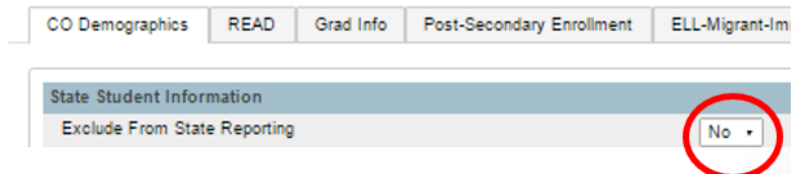
Retention

- For October Count, verify that retention codes did not roll over from the previous year. This is a common issue in the October Count and is problematic! Simply run a check at the beginning of each school year and remove the retention codes that were assigned the prior year. Retention codes always indicate what will take place the next year (not the current year).

File Submissions (SD, SSA, Title I)

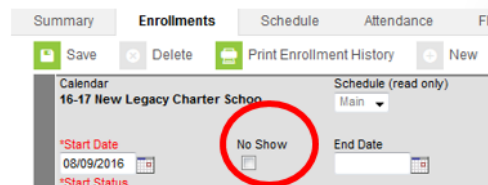
- Confirm that inaccurate duplicate enrollment records have been removed from your SIS. (Mid-year grade reassignments and transfers in/out with an extended time between will require more than one record).
- Confirm that your school has reviewed all “Warnings” in your error reports (not just “Errors”). Warnings can often mean incorrect data in your SIS and many times will result in errors later in a collection or the next year. So, please take the time to review warnings!
- Confirm that all student enrollments are valid and all no-shows have been excluded (students who DID NOT complete the **21-22 school year** with you AND who have NOT attended in the **22-23 school year**). This will lead to more accurate data in the **22-23 End of Year (EOY)** collection (mobility rates will be incorrect if this type of no-shows are not excluded).

PowerSchool- select the student, select the State/Province – CO tab, choose **No** for the **Exclude from State Reporting** dropdown, then Save/Submit.



The screenshot shows a navigation bar with tabs: CO Demographics, READ, Grad Info, Post-Secondary Enrollment, and ELL-Migrant-Im. Below this is a 'State Student Information' section with a dropdown menu for 'Exclude From State Reporting' set to 'No'. A red circle highlights the 'No' option in the dropdown.

Infinite Campus- select the student, click on the Enrollment tab, click the current line of enrollment, check the **No Show** checkbox, click Save.



The screenshot shows the 'Enrollments' tab selected. Below the navigation bar are buttons for Save, Delete, Print Enrollment History, and New. A 'Calendar' section shows '16-17 New Legacy Charter School' with a 'Schedule (read only)' dropdown. A 'No Show' checkbox is checked, highlighted with a red circle. Below it are fields for *Start Date (08/09/2016) and *Start Status.

PART II: Record Checker Tool

The Record Check Tool has been updated for the 22-23 October Count. If you had downloaded the Record Checker Template for the 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 prior to the October Count Initial Submission deadline. 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

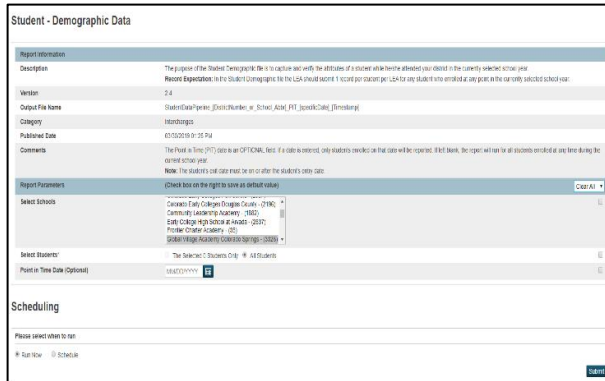
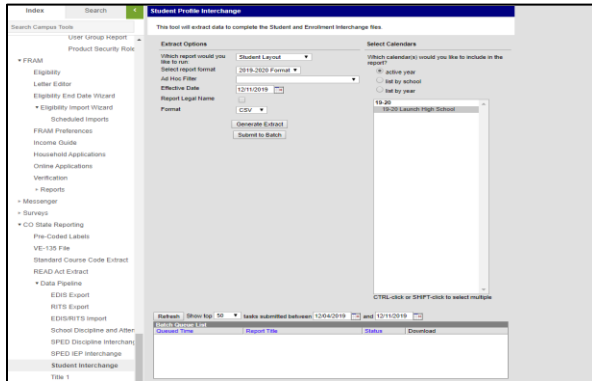
The Record Checker Tool is an Excel template that helps schools to quickly identify missing data and potential errors by highlighting data cells that could cause errors (see screen shot on following page).

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 means fewer submissions needed to achieve error clearance, and less time spent on the overall collection.

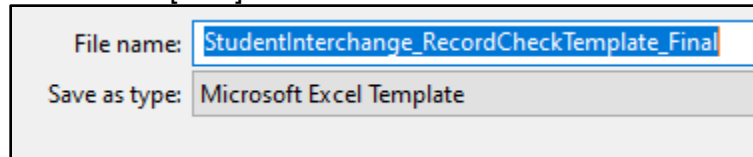
This tool can be used for both the End of Year and October Count collections. While CSI encourages schools to use this tool prior to the initial submittal to CSI, schools are welcome to use this tool prior to any submittal to CSI, particularly during the October Count collection if students have been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

Instructions

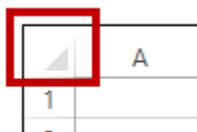
1. Extract both the SD and SSA files from your SIS and save as a CSV file with correct naming structure to your computer. For instructions on extracting and naming files, please see the Data Submission Handbook
 - **Note:** Once downloaded, these files can be opened and reviewed. You will not see the 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: <https://resources.csi.state.co.us/the-record-checker-tool-october-count/>.
3. The file should download as an Excel File. Save this to the same place you saved the extracted SD and SSA files and name it OC_Collection_RecordCheck_[date] being sure to insert today's date in the [date] field.



4. The Record Checker Tool template contains six tabs:
 - **Instructions:** tab with condensed instructions
 - **Raw SD Data:** tab to copy the extracted SD data into
 - **SD File 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 Error Checks:** tab that highlights errors from the 'Raw SSA Data' tab
 - **Data Overview:** tab that provides data in aggregate for easier review, similar to the summary report schools receive at the end of a collection
5. 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).



- Open the Record Checker Tool. In the Raw SD Data tab, click cell A1 and ctrl+v to paste the data copied from the SD file.
- Repeat steps 5-6 with the SSA file, copying the SSA data to the Raw SSA Data tab.
- Once both are pasted, begin the review process of each file by first going to the "SD File 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	Native	School	Section	Immigr	Language	Disabil	Attend	Homele	Primar	Language	Language	Special	CSAPA	PostSel
8001	2.31E+09	100242	Georgine	Lee	Saad	2	4272009	1	0	1	0	0	0	0	0	0	0	spa	0	0	0	0	1	0	0	0
8001	9.08E+09	100240	Hermila	NMN	Riel	2	1082011	1	0	1	0	0	0	0	0	0	0	spa	0	0	0	0	1	1	0	0
8001	4.07E+09	100241	Drucilla	NMN	Hidalgo	2	4132012	1	0	1	0	0	0	0	0	0	0	spa	0	0	0	0	2	1	0	0
8001	4.32E+09	100404	Kylie	NMN	Rodenber	2	8212007	1	0	0	0	1	0	0	0	0	0	0	spa	0	0	0	0	4	0	0
8001	5.86E+09	100218	Veta	NMN	Brannigan	1	11292005	1	0	0	0	0	0	0	1	0	0	0	spa	0	0	0	0	8	1	0
80010	4.27E+09	100064	Brittaney	A	Primm	2	5112010	1	0	0	0	1	0	0	2	0	0	0	spa	0	0	0	0	0	1	0
8001	5.43E+09	100032	Noe	NMN	Haber	1	6182009	1	0	0	0	1	0	0	1	0	0	spa	0	0	0	0	1	1	0	
8001	5.65E+09	100057	Neta	NMN	Stours	1	1062011	1	0	0	0	1	0	0	1	0	0	spa	0	0	0	0	2	1	0	
8001	0	100217	Theresa	NMN	Alessi	1	4302005	1	0	0	0	1	0	0	1	0	0	eng	0	0	0	0	0	0	0	
8001	3.73E+09	100324	Lance	Aczary	Metzinger	2	7222009	1	0	0	0	1	0	0	0	0	0	eng	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	eng	0	0	0	0	0	0	0	
8001	3.32E+09	100153	Noel	NMN	Deckard	1	1152006	1	0	0	0	1	0	0	1	0	0	spa	0	0	0	0	7	1	0	
8001	3.15E+09	100098	Federico	NMN	Ingalls	1	10082009	1	0	0	0	1	0	0	0	0	0	spa	0	0	0	0	5	0	0	
8001	1.45E+09	100009	Christiane	NMN	Olah	0	8032012	1	0	0	0	1	0	0	0	0	0	spa	0	0	0	0	1	1	0	
8001	9.48E+09	100212	Benedict	NMN	Roessler	2	11132005	1	0	0	0	1	0	0	0	0	0	0	spa	0	0	0	0	8	1	0
8001	7.73E+09	100066	Alysia	Yareli	Wilfong	1	9212006	1	0	0	0	1	0	0	0	0	0	0	spa	0	0	0	0	2	1	0
8001	8.72E+09	100074	Rosalie	Fabiola	Ogles	1	3082008	1	0	0	0	1	0	0	0	0	0	0	spa	0	0	0	0	2	1	0
8001	6.59E+09	100211	Nohemi	E	Harig	1	11022005	1	0	0	0	1	0	0	0	0	1	spa	0	0	0	0	2	1	0	
8001	7.67E+09	100210	Kum	NMN	Diggins	2	5142006	1	0	0	0	1	0	0	0	0	0	0	spa	8	0	0	0	1	1	0
8001	2.88E+09	100393	Dena	Rae	Hardt	1	5052005	1	0	0	0	1	0	0	0	0	0	eng	0	0	0	1	0	0	0	
8001	6.59E+09	100046	Mechelle	Manuel	Simon	2	10072007	1	0	0	0	1	0	0	2	0	0	0	spa	0	0	0	0	1	1	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* <i>Students should not be coded as homeless unless there is a CSI approved MKV form.</i>
Cause Of Housing Crisis	Student w/ Homeless flag and zero-filled Cause of Housing Crisis field
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.

- 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.*
- Next review the data on the "SSA File Error Checks" 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
Retention Code	Retention code should be 0 for October Count
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 (<i>the part time code of 82 can be accurate-we just want you to be sure it is correct</i>)
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	LastSurname	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	50	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	Druccilla	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	1162006	8132019	60	11	0	0	0	4	0	30	0	CC	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	Noe	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	Nieta	Stours	1	1062011	7012019	30	2	8152019	0	0	4	0	1420	0	0	80	0	1	0	0	0	0	
8001	5.86E+09	1234	Theresia	Alesst	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	80	0	1	0	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	7172019	7	1	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	
8001	3.15E+09	1234	Federico	Ingalis	1	1152006	7012019	80	2	0	13	0	4	0	880	0	0	80	0	1	0	0	0	0	
8001	1.45E+09	1234	Christiane	Clah	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	Roesler	2	12282005	8132019	80	11	0	0	0	4	0	30	0	0	80	0	1	0	0	0	0	
8001	7.73E+09	0	Alysia	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	Nichome	Hiang	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	Mechelle	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	Pasnik	2	0	7012019	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	

11. **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.*
12. Upon completion, new files can be extracted and pasted into the template to double check all issues have been resolved.
13. 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	District of Residence field may potentially be zero filled in very rare circumstances where State of Residence field is included

Duplicate SASIDs 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
Overlapping enrollments across CSI schools	The Pupils Attendance Information may not be 04 in extremely rare circumstances
Incorrect School Codes	All Attendance fields will flag if zero filled, including excused and unexcused. This may be accurate for students with no absences.
English Learner logical progression issues	

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.