



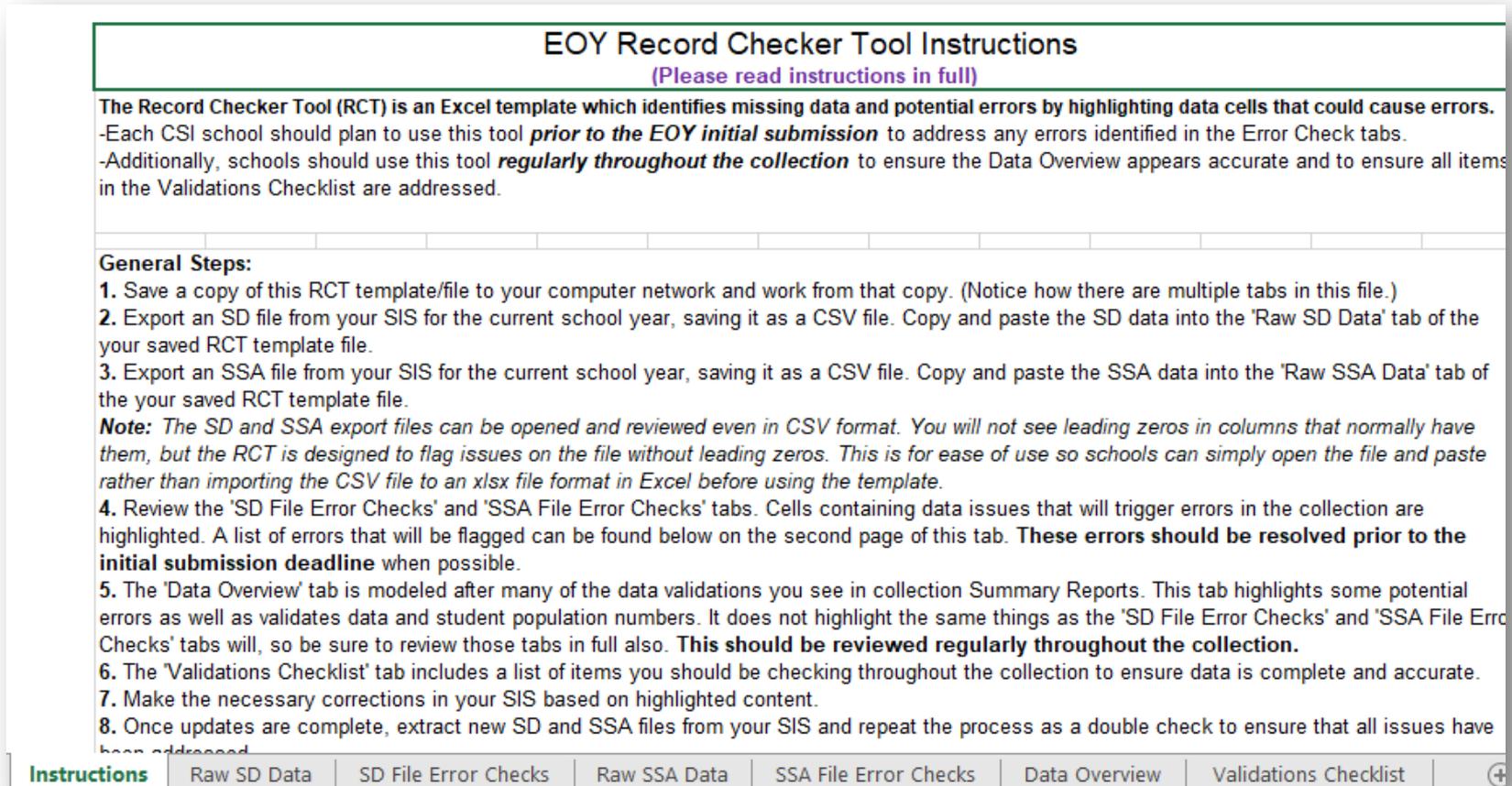
# The Record Checker Tool



Recorded January 2023



# What is the Record Checker Tool?



The screenshot shows a document titled "EOY Record Checker Tool Instructions" with a sub-header "(Please read instructions in full)". The text explains that the Record Checker Tool (RCT) is an Excel template for identifying missing data and errors. It provides instructions for using the tool before the initial submission and throughout the collection process. The document includes a "General Steps" section with eight numbered steps and a "Note" about CSV files. At the bottom, a navigation bar shows tabs for "Instructions", "Raw SD Data", "SD File Error Checks", "Raw SSA Data", "SSA File Error Checks", "Data Overview", and "Validations Checklist".

**EOY Record Checker Tool Instructions**  
(Please read instructions in full)

The Record Checker Tool (RCT) is an Excel template which identifies missing data and potential errors by highlighting data cells that could cause errors.

- Each CSI school should plan to use this tool **prior to the EOY initial submission** to address any errors identified in the Error Check tabs.
- Additionally, schools should use this tool **regularly throughout the collection** to ensure the Data Overview appears accurate and to ensure all items in the Validations Checklist are addressed.

**General Steps:**

1. Save a copy of this RCT template/file to your computer network and work from that copy. (Notice how there are multiple tabs in this file.)
2. Export an SD file from your SIS for the current school year, saving it as a CSV file. Copy and paste the SD data into the 'Raw SD Data' tab of the your saved RCT template file.
3. Export an SSA file from your SIS for the current school year, saving it as a CSV file. Copy and paste the SSA data into the 'Raw SSA Data' tab of the your saved RCT template file.

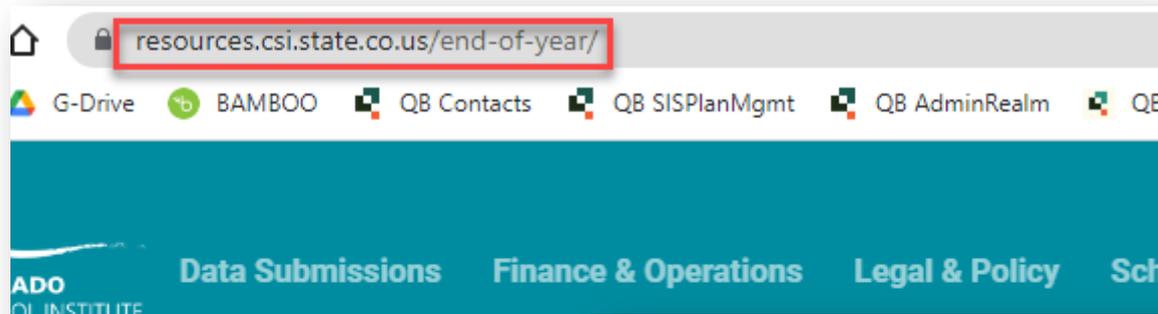
**Note:** The SD and SSA export files can be opened and reviewed even in CSV format. You will not see leading zeros in columns that normally have them, but the RCT is designed to flag issues on the file without leading zeros. This is for ease of use so schools can simply open the file and paste rather than importing the CSV file to an xlsx file format in Excel before using the template.

4. Review the 'SD File Error Checks' and 'SSA File Error Checks' tabs. Cells containing data issues that will trigger errors in the collection are highlighted. A list of errors that will be flagged can be found below on the second page of this tab. **These errors should be resolved prior to the initial submission deadline** when possible.
5. The 'Data Overview' tab is modeled after many of the data validations you see in collection Summary Reports. This tab highlights some potential errors as well as validates data and student population numbers. It does not highlight the same things as the 'SD File Error Checks' and 'SSA File Error Checks' tabs will, so be sure to review those tabs in full also. **This should be reviewed regularly throughout the collection.**
6. The 'Validations Checklist' tab includes a list of items you should be checking throughout the collection to ensure data is complete and accurate.
7. Make the necessary corrections in your SIS based on highlighted content.
8. Once updates are complete, extract new SD and SSA files from your SIS and repeat the process as a double check to ensure that all issues have been addressed.

Instructions | Raw SD Data | SD File Error Checks | Raw SSA Data | SSA File Error Checks | Data Overview | Validations Checklist

- Excel file with multiple tabs, content will vary somewhat by collection
- **Instructions** tab included for all collections and should be the starting point
- Schools should plan to use 1-2 weeks prior to initial file submission deadlines

# RCT Download



## End of Year

The purpose of the End of Year (EOY)  
Beginning in 2020-2021, the collection  
The data from this collection is used t

### Data Validation Resources

The Record Checker: Tutorial  
(13 min.)

Slides

Webinar

The Record Checker Tool

Download

- Download the RCT file from each CSI collection page
- Example scenario here is for the EOY collection



# Instructions Tab

## EOY Record Checker Tool Instructions

(Please read instructions in full)

The Record Checker Tool (RCT) is an Excel template which identifies missing data and potential errors by highlighting data cells that could cause errors. -Each CSI school should plan to use this tool **prior to the EOY initial submission** to address any errors identified in the Error Check tabs. -Additionally, schools should use this tool **regularly throughout the collection** to ensure the Data Overview appears accurate and to ensure all items in the Validations Checklist are addressed.

### General Steps:

1. Save a copy of this RCT template/file to your computer network and work from that copy. (Notice how there are multiple tabs in this file.)
  2. Export an SD file from your SIS for the current school year, saving it as a CSV file. Copy and paste the SD data into the 'Raw SD Data' tab of the your saved RCT template file.
  3. Export an SSA file from your SIS for the current school year, saving it as a CSV file. Copy and paste the SSA data into the 'Raw SSA Data' tab of the your saved RCT template file.
- Note:** The SD and SSA export files can be opened and reviewed even in CSV format. You will not see leading zeros in columns that normally have them, but the RCT is designed to flag issues on the file without leading zeros. This is for ease of use so schools can simply open the file and paste rather than importing the CSV file to an xlsx file format in Excel before using the template.
4. Review the 'SD File Error Checks' and 'SSA File Error Checks' tabs. Cells containing data issues that will trigger errors in the collection are highlighted. A list of errors that will be flagged can be found below on the second page of this tab. **These errors should be resolved prior to the initial submission deadline** when possible.
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  7. Make the necessary corrections in your SIS based on highlighted content.
  8. Once updates are complete, extract new SD and SSA files from your SIS and repeat the process as a double check to ensure that all issues have been addressed.

Instructions

Raw SD Data

SD File Error Checks

Raw SSA Data

SSA File Error Checks

Data Overview

Validations Checklist



Fully review the **Instructions** tab before getting started





# Instructions Tab

Highlighted on both SD and SSA Fields		Issue	
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.	
Highlighted SD Field	Issue	Highlighted SSA Field	Issue
Student's Ethnicity	Ethnicity coded as something other than 0 or 1, including negatives.	Entry Date	Entry date is missing or zero-filled.
5 Race Detail Fields	All 5 individual Race fields coded as 0. Student must have a least one race identified.	Entry Type	Entry type is missing or zero-filled.
		Grade Level	Grade level is missing or zero-filled.
Free/Reduced Lunch Eligible	Students coded as Homeless need to be mark for Free (1) FRL.	Exit Withdraw Date	Exit Date missing, but Exit Type is a non-zero value.
Homeless	Student having a Primary Nighttime Residence of 1-4 and a zero-filled Homeless status.	Exit Withdraw Type	Exit Type missing with a valid Exit Date.
		Pupil's Attendance Information	A PAI Code that is something other than 4.
Primary Nighttime Residence	If student is flagged as 3 or 4 in the Homeless field, Primary Nighttime Residence cannot be 0.	County of Parent's Residence	This field can <i>only</i> be zero-filled.
		District of Parent's Residence	If field is zero-filled or coded with 8001.

- Multiple pages on Instructions tab may be present—scroll down to see them
- EOY second page pictured here, listing possible data issues that will be identified later using the RCT





# SD File Error Checks Tab

A	B	C	D	E	F	G	H	I	J	K
ORGAN	SASID	LASID	STUDEN	STUDEN	STUDEN	GENDE	BIRTH	ETHNIC	RACE	RACE
8001	7.58E+09	25800	Peyton	Felicity	Langdon	1	9062012	1	0	0
8001	8.06E+09	25989	Mackenzi	Theresa	Powell	1	9122007	0	0	0
8001	4.94E+08	25886	Santiago	Christoph	Ellison	2	1242015	1	0	0
8001	8.79E+09	25269	Elle	Dan	Payne	1	4022007	0	0	0
8001	1.73E+09	2007880	Jaqsynne	Natalie	McGrath	1	6272005	0	0	0
8001	3.23E+09	3012230	Logan	Isaac	Brown	2	6302009	0	0	0
8001	5.8E+09	3014067	Emily	Chloe	Terry	1	9222007	0	0	0
8001	6.71E+09	22002	Olivia	Karen	Graham	1	1312011	0	0	0
8001	9.32E+09	2020351	Ashlyn	Austin	Blake	1	8272007	1	0	0
0	5.08E+09	2008823	Anika	Rose	Cornish	1	3312005	0	0	0
8001	2.97E+09	25434	Leila	Peter	King	1	2062014	0	0	0
8001	8.78E+09	25595	Jessa	Jasmine	Carr	1	11222014	0	0	0
8001	8.36E+09	891663	Diego	Jason	Lewis	2	7152003	1	0	0
8001	9.11E+09	25755	Malachi	Theresa	Johnston	2	8212015	1	1	0
8001	6.09E+09	19346	Nicholas	Alan	Springer	2	8052005	0	0	0
8001	9.76E+09	19974	Ethan	Evan	Berry	0	5042010	0	0	0
8001	7.33E+09	2020559	Margaret	Virginia	Mathis	1	11282005	0	0	0
8001	2.84E+09	19612	Allan	Phil	Mackenzie	2	11102001	1	0	0
8001	4.72E+09	25574	Connor	Felicity	Ogden	2	9222015	0	0	0
8001	8.08E+08	2000101	Cieara	Emily	Tucker	1	12232002	1	0	0
8001	9.01E+09	2020388	Nina	Kylie	Ramplng	1	1022007	1	0	0
8001	3.76E+09	25495	Layla	Ryan	Berry	1	9082014	0	0	0
8001	9.29E+09	26117	Alexander	Max	Lewis	2	10052011	0	0	0
8001	5.68E+09	25513	Kimberly	Molly	Robertsor	1	0	1	0	0
8001	2.42E+09	3019224	Kurtis	Boris	Walsh	2	12212009	0	0	0
8001	4.7E+09	25833	Olivia	Carolyn	Kelly	1	6072015	0	0	1
8001	2.07E+09	25753	Bianca	Audrey	Welch	1	10132014	1	0	0
8001	5.5E+09	3005817	Ian	Joe	Miller	2	5132008	0	0	0
8001	9.68E+09	26105	Matthew	Liam	Greene	2	11032014	0	0	0
8001	9.23E+09	3010958	Janelle	Jonathan	Ross	1	9162008	0	0	0
8001	4.4E+09	25501	Enzo	Victoria	Oliver	2	7062013	0	0	1
8001	9.1E+09	26053	Lincoln	Charles	Poole	2	1312011	2	0	0
8001	7.83E+09	2014546	Zakee	Justin	Lee	2	10142005	0	0	0
8001	7.07E+09	25484	Ezequiel	Nicola	May	2	9152009	1	0	0
8001	7.11E+09	3004109	Phoenix	Jane	Kerr	2	6212007	0	0	0
8001	2.38E+08	17385	Riley	Sonia	Bell	2	2042008	0	0	0
8001	9.94E+09	25285	Carter	Piers	Wilkins	2	11072013	-1	0	0
8001	2.75E+09	25344	Christian	Felicity	Wallace	2	8292003	1	1	1
8001	7.73E+09	3007103	Zoie	Joseph	Wilson	1	5042003	1	0	0
8001	9.78E+09	25841	Lorenzo	Faith	Duncan	2	9182015	1	0	0
8001	6.28E+09	22964	Bennett	Jason	Thomson	2	4182012	0	0	0
8001	1.59E+09	2010433	Derrek	Sean	Stewart	2	6012005	1	0	0
8001	5.21E+09	20016	Samuel	Deirdre	Mills	2	9142004	1	1	0

- Highlighted cells indicate potential problem data
- View a table of issues the RCT checks for on the Instructions tab

# SD File Error Checks Tab

A	B	C	D	E	F	G	H	I	J	K
ORGAN	SASID	LASID	STUDEN	STUDEN	STUDEN	GENDE	BIRTH	ETHNIC	RACE_A	RACE_A
8001	7.58E+09	25800	Peyton	Felicity	Langdon	1	9062012	1	0	0
8001	8.06E+09	25989	Mackenzie	Theresa	Powell	1	9122007	0	0	0
8001	4.94E+08	25886	Santiago	Christoph	Ellison	2	1242015	1	0	0
8001	8.79E+09	25269	Elle	Dan	Payne	1	4022007	0	0	0
8001	1.73E+09	2007880	Jaqsynne	Natalie	McGrath	1	6272005	0	0	0
8001	3.23E+09	3012230	Logan	Isaac	Brown	2	6302009	0	0	0
8001	5.8E+09	3014067	Emily	Chloe	Terry	1	9222007	0	0	0
8001	6.71E+09	22002	Olivia	Karen	Graham	1	1312011	0	0	0
8001	9.32E+09	2020351	Ashlyn	Austin	Blake	1	8272007	1	0	0
0	5.08E+09	2008823	Anika	Rose	Cornish	1	3312005	0	0	0
8001	2.97E+09	25434	Leila	Peter	King	1	2062014	0	0	0
8001	8.78E+09	25595	Jessa	Jasmine	Carr	1	11222014	0	0	0
8001	8.36E+09	891663	Diego	Jason	Lewis	2	7152003	1	0	0
8001	9.11E+09	25755	Malachi	Theresa	Johnston	2	8212015	1	1	0
8001	6.09E+09	19346	Nicholas	Alan	Springer	2	8052005	0	0	0
8001	9.76E+09	19974	Ethan	Evan	Berry	0	5042010	0	0	0
8001	7.33E+09	2020559	Margaret	Virginia	Mathis	1	11282005	0	0	0
8001	2.84E+09	19612	Allan	Phil	Mackenzie	2	11102001	1	0	0

Highlighted records to correct in your SIS:

- Organization (district code) value of 0 should be updated to 8001
- Gender value 0 should be updated to a valid code

# SSA File Error Checks Tab



A	B	C	D	E	F	G	H	I	J	K	L	
ORGAN	SASID	SCHO	STUDE	STUDE	GENDE	BIRTH	ENTRY	GRADE	ENTRY	EXIT_D	EXIT_T	RET
8001	7.58E+09	1111	Peyton	Langdon		1	9062012	9142020	30	13	9172020	15
8001	8.06E+09	15	Mackenzie	Powell		1	9122007	8242020	80	13	0	0
8001	4.94E+08	1111	Santiago	Ellison		2	1242015	8242020	7	13	0	0
8001	8.79E+09	15	Elle	Payne		1	4022007	8232020	80	2	8232020	13
8001	1.73E+09	15	Jaqsynne	McGrath		1	6272005	8242020	100	2	0	0
8001	3.23E+09	15	Logan	Brown		2	6302009	8242020	60	2	0	0
8001	5.8E+09	15	Emily	Terry		1	9222007	8242020	70	2	5122021	90
0	6.71E+09	1111	Olivia	Graham		1	1312011	8242020	40	0	0	0
8001	9.32E+09	15	Ashlyn	Blake		1	8272007	8242020	80	2	0	0
8001	5.08E+09	15	Anika	Cornish		1	3312005	8242020	100	2	0	0
8001	2.97E+09	1111	Leila	King		1	2062014	8242020	10	2	0	0
8001	8.78E+09	1111	Jessa	Carr		1	11222014	8242020	7	2	0	0
8001	8.36E+09	15	Diego	Lewis		2	7152003	0	120	2	0	0
8001	9.11E+09	1111	Malachi	Johnston		2	8212015	8242020	7	13	5262021	11
8001	6.09E+09	15	Nicholas	Springer		2	8052005	8242020	100	2	0	0
8001	9.76E+09	1111	Ethan	Berry		2	5042010	8242020	50	2	0	0
8001	7.33E+09	15	Margaret	Mathis		1	11282005	8232020	90	2	8232020	13
8001	2.84E+09	15	Allan	Mackenzie		2	11102001	8242020	120	2	0	13
8001	4.72E+09	1111	Connor	Ogden		2	9222015	8242020	0	6	0	0
8001	8.08E+08	15	Cieara	Tucker		1	12232002	8242020	120	2	0	0
8001	9.01E+09	15	Nina	Rampling		1	1022007	8242020	80	2	0	0
8001	3.76E+09	1111	Layla	Berry		1	9082014	8242020	10	2	0	0
8001	9.29E+09	1111	Alexander	Lewis		2	10052011	9082020	30	13	5202021	11
8001	5.68E+09	15	Kimberly	Robertson		1	6152005	8242020	100	2	0	0
8001	2.42E+09	1111	Kurtis	Walsh		2	12212009	8242020	50	2	5262021	0
8001	4.7E+09	1111	Olivia	Kelly		1	6072015	8242020	7	1	0	0
8001	2.07E+09	1111	Bianca	Welch		1	10132014	8242020	7	1	5242021	0
8001	5.5E+09	15	Ian	Miller		2	5132008	8242020	70	2	0	0
8001	9.68E+09	1111	Matthew	Greene		2	11032014	8262020	7	6	0	0
8001	9.23E+09	15	Janelle	Ross		1	9162008	8232020	70	2	8232020	13
8001	4.4E+09	1111	Enzo	Oliver		2	7062013	8242020	10	2	0	0
8001	9.1E+09	1111	Lincoln	Poole		2	1312011	8242020	40	13	0	0
8001	7.83E+09	15	Zakee	Lee		2	10142005	8232020	90	2	8232020	13
8001	7.07E+09	1111	Ezequiel	May		2	9152009	8242020	50	2	0	0
8001	7.11E+09	15	Phoenix	Kerr		2	6212007	8232020	80	2	8232020	14
8001	2.38E+08	15	Riley	Bell		2	2042008	8242020	70	2	0	0
8001	9.94E+09	1111	Carter	Wilkins		2	11072013	8242020	10	2	0	0
8001	2.75E+09	15	Christian	Wallace		2	8292003	8242020	110	2	0	0
8001	7.73E+09	15	Zoie	Wilson		1	5042003	8242020	120	2	0	0
8001	9.78E+09	1111	Lorenzo	Duncan		2	9182015	8242020	7	1	0	0
8001	6.28E+09	1111	Bennett	Thomson		2	4182012	8242020	30	2	0	0
8001	1.59E+09	15	Derrek	Stewart		2	6012005	8242020	100	2	0	0
8001	5.21E+09	15	Samuel	Mills		2	9142004	8242020	110	2	9282020	15

- The process works the same for the SSA File Error Checks tab

# Data Overview Tab

## Data Overview Page

This tab serves as both a way to **check for errors before initial submission** as well a **general data validation tool used throughout the collection**. It is similar in a way to an initial Summary Report. Reviewing data regularly using this tool can reduce the number of adjustments schools need to make after receiving their official Summary Report.

This first page will show issues with your current data that will trigger errors in the collection. These errors, for the most part, are highlighted in yellow on the SD & SSA File Error Checks tabs. Be sure to address all potential data issues and then run the RCT again before your initial submission.

Please share this data overview with staff who work in specific focus areas. For instance, share the FRL page with your FRL/nutrition coordinator; Homeless page with your MKV coordinator; IEP designation counts with your SPED coordinator; GT data with GT coordinator, etc.

### Issues to correct before your first submission to CSI

This data is pulled from different areas of validations from this Data Overview Tab. Review all results on this tab before making adjustments to data in your SIS. Data likely needing updating in your SIS is reflected on these pages in **red** and cells containing errors on the SD and SSA Error Check tabs are highlighted in **yellow**.

ENTER LAST DAY OF SCHOOL:		5/26/2023	<i>Be sure to update the date to the left to get accurate results.</i>		
Retentions w/ Exit Dates <small>(update the data to remove the Exit Date and Type or Retention Code).</small>		0	Homeless <b>not</b> marked Free Lunch <small>(Please be sure to mark all homeless students as Free (01) Lunch eligible.)</small>		0

Raw SD Data | SD File Error Checks | Raw SSA Data | SSA File Error Checks | **Data Overview** | V ... + : ◀

Primarily consists of aggregate data counts by various populations



# Data Overview Tab

ENTER LAST DAY OF SCHOOL:		5/26/2023	<i>Be sure to update the date to the left to get accurate results.</i>
Retentions w/ Exit Dates <i>(update the data to</i>			Homeless <i>not</i> marked Free Lunch <i>(Please be sure</i>

Be sure to update the value in the “ENTER LAST DAY OF SCHOOL” text box to the last day of your school year (EOY RCT)





# Data Overview Tab

## Tips and Reminders

- Review instructions for each section
  - For EOY, sections include aggregate counts for exits, retentions, graduations, attendance, SPED, GT and many other attribute types
  - Some counts will matter more at different times in the collection
    - i.e., graduates are not coded as such until later in the school year
- Identify all potential data issues
  - Share the file with content experts at your school
  - Make corrections needed in your SIS



# Data Overview Tab

## Enrollments

### Enrollments

**Enrollments:** This is the enrollment data as you would see it in a Summary Report. Please be sure to check that enrollment numbers are correct.

Enrollments					
Grade		Ethnicity/ race		Gender	
PK Regular	37	Hispanic/Latino	574	Female	1023
Half Day Kinder	0	American Indian or Alaska Native	83	Male	1044
Full Day - Kinder	153	Asian	237		
Grade 1	155	Black or African American	75		
Grade 2	150	White	1831		
Grade 3	160	Native Hawaiian or Other Pacific	12		
Grade 4	152				
Grade 5	160				
Grade 6	165				
Grade 7	160				
Grade 8	159				
Grade 9	170				
Grade 10	151				
Grade 11	152				
Grade 12	146				
<b>Approximate Total Enrollment</b>					<b>2067</b>

- Please be aware that the total enrollment figure is approximate
- An anomalous count likely means you have not extracted the correct students in your SD or SSA

# Validations Checklist Tab

## Data Validations Checklist

This tab provides a checklist schools should use to ensure data submitted via the SD, SSA, and other End of Year data files is complete and accurate. Schools should work through this checklist over the course of the data collection, ensuring applicable items on the checklist are completed *prior* to the Level 2 error clearance deadline when possible. (Some items cannot be completed until later on). This can reduce the number of adjustments that need to be made after receiving the official Summary Report.

This checklist can be completed electronically or printed. You do not have to submit a copy to CSI.

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](mailto:submissions_csi@csi.state.co.us).

### Exit Dates/Types (SSA File)

- [For students who have withdrawn from your school this school year \(or who were enrolled last school year, were expected to return this school year, but didn't return\), you have requested adequate documentation from the receiving school to support the exit date and exit type \(typically, a Confirmation of Enrollment and Attendance form with both noted by dates\).](#)
- Update exit date/type for withdrawn students once adequate documentation is received (see checklist item above).
- Confirm that the number of students identified as graduating aligns with the school's graduation list.
- If a student has taken summer courses (which end after June 30th) in order to graduate, then back date the student's graduation to the standard graduation date (ex: the school's main graduation date).

Instructions | Raw SD Data | SD File Error Checks | Raw SSA Data | SSA File Error Checks | Data Overview | **Validations Checklist**

- Checklist of tasks schools should complete to help ensure that data is complete and accurate

# Final Steps

## General Steps:

1. Save a copy of this RCT template/file to your computer network and work from that copy. (Notice how there are multiple tabs in this file.)
2. Export an SD file from your SIS for the current school year, saving it as a CSV file. Copy and paste the SD data into the 'Raw SD Data' tab of the your saved RCT template file.
3. Export an SSA file from your SIS for the current school year, saving it as a CSV file. Copy and paste the SSA data into the 'Raw SSA Data' tab of the your saved RCT template file.  
**Note:** *The SD and SSA export files can be opened and reviewed even in CSV format. You will not see leading zeros in columns that normally have them, but the RCT is designed to flag issues on the file without leading zeros. This is for ease of use so schools can simply open the file and paste rather than importing the CSV file to an xlsx file format in Excel before using the template.*
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6. The 'Validations Checklist' tab includes a list of items you should be checking throughout the collection to ensure data is complete and accurate.
7. Make the necessary corrections in your SIS based on highlighted content.
8. Once updates are complete, extract new SD and SSA files from your SIS and repeat the process as a double check to ensure that all issues have been addressed.

Instructions

Raw SD Data

SD File Error Checks

Raw SSA Data

SSA File Error Checks

Data Overview

Validations Checklist



- Repeat General Steps on the Instructions tab as many times as needed to correct all problem data
- Use the RCT throughout the collection (*prior to school year rollover for the EOY*)
  - Usually only needed until CSI provides Summary Reports





Send questions to:  
[submissions\\_csi@csi.state.co.us](mailto:submissions_csi@csi.state.co.us)

Thank you

