October Count Record Checker Tool

Recorded August 2023

COLORADO
CHARTER SCHOOL INSTITUTE

What is the Record Checker Tool?

October Count Record Checker Instructions
(Please read instructions in full)

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

General overview:
1. Make a copy of this template/file and name it OC_Collection_RecordCheck_[date] being sure to insert today's date in the [date] field.
2. Download SD data from SIS, saving as a CSV file. Copy/paste this data into 'SD Raw Data' tab (the first green tab).
3. Download SSA data from SIS, saving as a CSV file. Copy/paste this data into 'SSA Raw Data' tab (the second green tab).
Note: Once downloaded, these files can be opened directly. 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 importing the CSV file to Excel to save in xlsx format before using the template.
4. Review the SD File Error Checks and SSA File Error Checks tabs. Cells containing data that will trigger errors are highlighted. A list of errors that will be flagged can be found below on the second page of this tab.
5. Review the Data Overview tab. This tab is modeled after many of the data validations you see in Summary Reports. The tab serves to highlight some potential errors as well as validate data and student population numbers. While the Data Overview tab does highlight some errors, it by no means covers everything highlighted on the SD File Error Checks and SSA File Error Checks tabs so be sure to review those tabs in full. Schools should use this tool and review the Data Overview tab throughout the collection to reduce the number of updates that need to be made at the end of the collection when receiving your Summary Report.
6. Make the necessary corrections in your SIS if you find problems with your data.
7. Once updates are complete, new files can be extracted and pasted into the template to ensure that all issues have been addressed. Then submit files and notify the CSI Data Team for processing.

Potential errors NOT flagged by the Record Checker	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.	
Incorrect School Codes.	The Pupils Attendance Information may not be 04 on extremely rare occasion.

Instructions | Raw SD Data | SD File Error Checks | Raw SSA Data | SSA File Error Checks | Data Overview | +

- 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

Printable Calendar: resources.csi.state.co.us/data-submissions-calendar/
Online Calendar: www.csi.state.co.us/calendar/

RCT Download

October Count Data Collection

File Layouts

File layouts provide guidance on the valid coding and definitions for each data element being collected and includes notes specific to CSI schools.

- Student Demographic File Layout [pdf] 2023-24
- Student School Association File Layout [pdf] 2023-24
- Title I File Layout [pdf] *only for identified schools*

Submissions Training

All school submissions contacts should review relevant training prior to starting the data collection. The New This Year training is optional but encouraged for returning data contacts.

- October Count – General Overview [slides] [webinar]
- October Count – New This Year [slides] [webinar]

Field-Specific Trainings

- English Learning Coding for State Reporting [slides] [webinar]
- Homeless Coding for State Reporting [slides] [webinar]

Data Validation Resources

Data validation resources should be utilized prior to submitting initial files to CSI and throughout the collection to ensure data is comprehensive and accurate. Regularly using the data validation resources will reduce the number of updates needed at the end of the collection after receiving the Summary Report.

- October Count Record Checker Tool [instructions] [tool]
- October Count Validations Toolkit [pdf]
- Finding District of Residence [pdf]

Field-Specific Resources

- English Learner Coding Toolkit [xls]
- Free- and Reduced-Price Lunch
- Migrant Education [Survey]
- Military Connected Sample Form [pdf]
- SIS Field-Specific Data Mapping [Infinite Campus] [PowerSchool]
- SPED Transition Services Coding

- Download the RCT file from each CSI collection page

https://resources.csi.state.co.us/october-count - Data Validation Resources/Record Checker Tool

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Instructions Tab

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Instructions | Raw SD Data | SD File Error Checks | Raw SSA Data | SSA File Error Checks | Data Overview | +
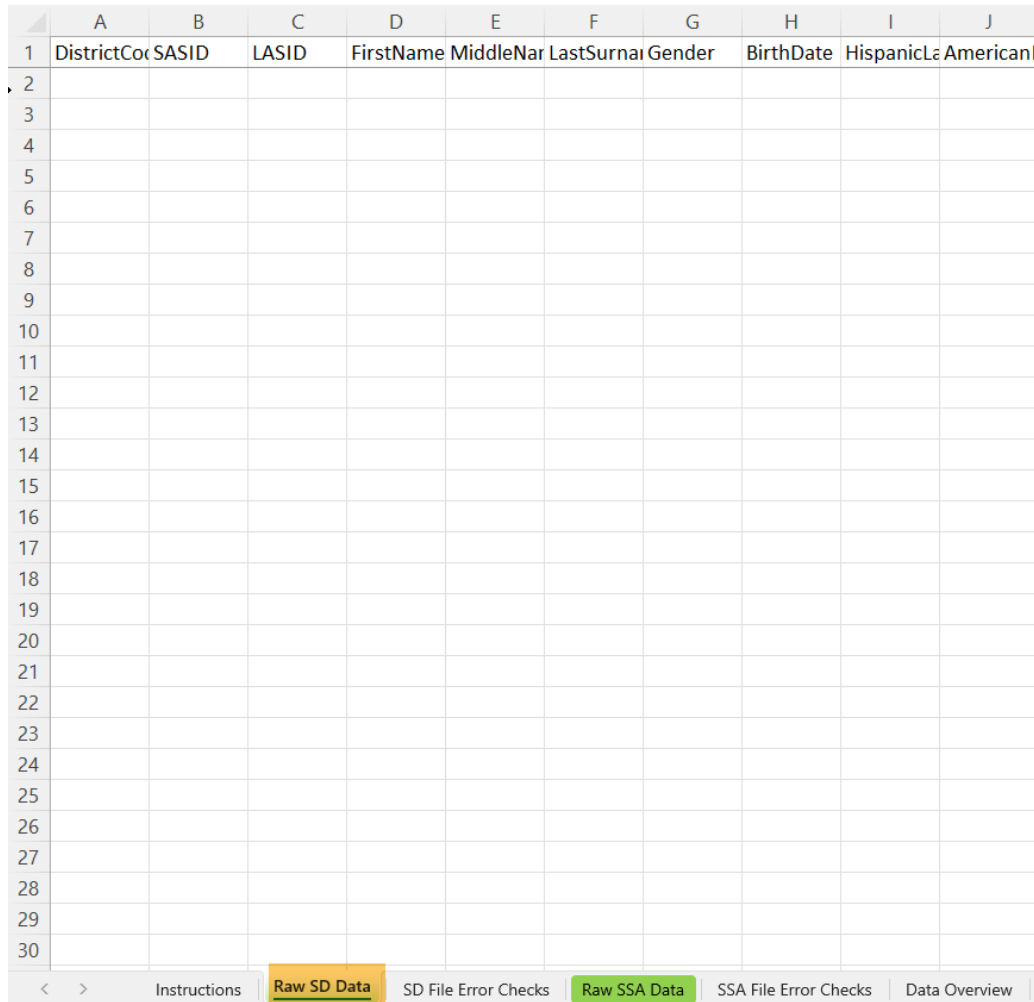
Fully review the Instructions tab before getting started

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.
		Entry Type	Entry type 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.	Grade Level	Grade level is missing or zero-filled.
		Exit Withdraw Date	Exit Date missing, but Exit Type is a non-zero value.
Free/Reduced Lunch Eligible	Students coded as Homeless need to be mark for Free (1) FRL.	Exit Withdraw Type	Exit Type missing with a valid Exit Date.
Homeless	Student having a Primary Nighttime Residence of 1-4 and a zero-filled Homeless status.	Pupil's Attendance Information	A PAI Code that is something other than 4.
		County of Parent's Residence	This field can *only* be zero-filled.
Primary Nighttime Residence	If student is flagged as 3 or 4 in the Homeless field, Primary Nighttime Residence cannot be 0.	District of Parent's Residence	If field is zero-filled or coded with 8001.

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

SD & SSA Raw Data Tabs

- Extract SD and SSA files from your SIS. ***Always include legal names & attendance dates when extracting these files.**

- Copy/Paste exported SD and SSA file data from your SIS into the respective "Raw SD Data" and "Raw SSA Data" tabs

SD File Error Checks Tab

- Highlighted cells indicate potential problem data

- View the table of issues that the RCT checks, on the second page of the Instructions tab

SD File Error Checks Tab

Highlighted records to correct **in your SIS**:

- Organization (district code) value of 0 should be updated to 8001 in your SIS
- Gender value 0 should be updated to a valid code in your SIS
- Then a new extract placed in the RCT

https://resources.csi.state.co.us/october-count - File Layout/Student
Demographic File Layout

SSA File Error Checks Tab

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

- Highlighted cells indicate potential problem data

- View the table of issues on the Instructions tab

https://resources.csi.state.co.us/october-count - File Layout/Student School Association File Layout

Data Overview Tab

Data Overview Page

This data serves to provide a **check for errors before initial submission** as well a general **data validation tool**. Think of it as a preemptive Summary Report.

This first page will show issues with your current data that will trigger errors. These errors, for the most part, are highlighted in yellow on the SD & SSA File Issue Check tabs. Be sure to address these and check them with the Record Checker before your initial submission.

Please **print this tab** and share the necessary sheets with staff who work in those areas. For example, it may be appropriate to share the FRL and Homeless page with your McKinney-Vento Coordinator; IEP enrollments 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 validations on this tab before making adjustments in your SIS. Data needing updates is reflected on these pages in **red** and cells containing errors on the SD and SSA Error Check tabs are highlighted in **yellow**.

Homeless **not** marked Free Lunch (Please be sure to mark all homeless students as Free (01) Lunch eligible.)	0
EL students needing language proficiency code (check that student is not wrongly marked non-eng; if student is ELL then they must have a lang. proficiency code.)	0
EL students needing language instruction (LIP) code (check that student is not wrongly marked non-eng; if student is ELL then they much have a LIP code.)	0

Instructions | Raw SD Data | SD File Error Checks | Raw SSA Data | SSA File Error Checks | Data Overview | +

Primarily consists of combined data counts by various populations

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Data Overview Tab

Tips and Reminders

- Review instructions for each section
  - For October Count, sections include combined counts for enrollments, attendance, SPED, EL, GT and many other attribute types

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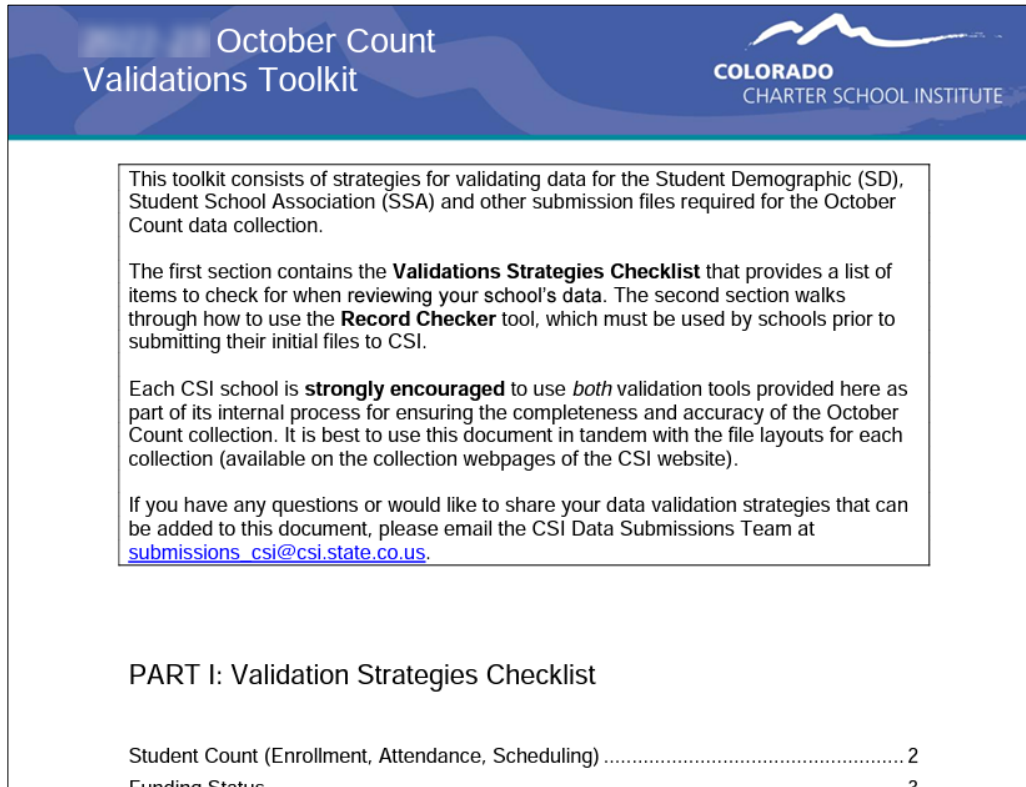
Enrollments: This is the enrollment data as you would see it in a Summary Report. Please be sure to check that enrollment numbers are correct.

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					
Approximate Total Enrollment					2067	

- 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

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October Count Validations Toolkit

October Count Validations Toolkit

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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

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

- Reminder dates

- Helpful Links

https://resources.csi.state.co.us/october-count - Data Validation Resources/October Count - Validation Toolkit

Final Steps

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- Repeat General Steps on the Instructions tab as many times as needed to correct all flagged data
- Use the RCT throughout the collection
- Update data in SIS only, not directly in the file
- Notify the data team when a file is ready to process in the G-Drive

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Send questions to:
submissions_csi@csi.state.co.us

Thank you