

## October Count Record Checker Tool

**Recorded August 2023** 



### 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.

Download SD data from SIS, saving as a CSV file. Copy/paste this data into 'SD Raw Data' tab (the first green tab).
 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 <u>without</u> 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					
	Age to drade inconsistencies.	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 Octobe					
	Duplicate SASIDS across CSI schools.	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.					
Inst	ructions 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 deadhoes

Printable Calendar: <a href="mailto:resources.csi.state.co.us/data-submissions-calendar/">resources.csi.state.co.us/data-submissions-calendar/</a> Online Calendar: <a href="mailto:www.csi.state.co.us/calendar/">www.csi.state.co.us/calendar/</a>

## **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.

- <u>Student Demographic File Layout</u> [pdf] 2023-24
- <u>Student School Association File Layout</u> [pdf] 2023-24
- <u>Title I File Layout</u> [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



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



## Instructions Tab

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.

	Potent	ial errors NOT f Cheo	lagged by the Record ker		Potential Flags	s of Accurate Dat	ta			
	Issues wi	th SASIDs not mat	ching what is in RITS.	Part-Time Fund	ling for students not in Kin	dergarten may be o	correct.			
	Ago to G	ada inconsistansi		District of Resi	dence field may potentiall	y be zero filled in v	ery rare circumstances			
	Age to G	ade inconsistencie	25.	where State of	where State of residence field is included. The Days Attended and Total Days Possible fields will flag if file is utilized for October Count, which does not report attendance errors.					
	Duplicate		schools	The Days Atter						
	Duplicate	SASIDS across Cor	schools.	Count, which d						
	Overlapping enrollments across CSI schools.									
	Incorrect School Codes.			The Pupils Attendance Information may not be 04 on extremely rare occasion.						
nstr	ructions Raw SD Data SD File Error Checks Ra			Raw SSA Data	SSA File Error Checks	Data Overview	+			

### Fully review the Instructions tab before getting started



## **Instructions Tab**

Highlighted on bo	oth SD an	d SSA Fie	lds		lssue									
School District/BOC	ES Code				Students not coded with an 8001 for this field.									
Student's State ID (S	SASID)				Missing or zero-filled SASIDs.									
First, Middle, and La	ist Name				Missing o	zero-fille	d Names.							
Student's Gender						ot coded e	ither a 1 or	2 for Fem	ale and Ma	le.				
Highlighted SD Field	Issue				Highlighted SSA Field									
Student's Ethnisity	Ethnicity	Ethnicity coded as something other than				5	Entry date is missing or zero-filled.							
Student's Ethnicity	0 or 1, inc	0 or 1, including negatives.				2	Entry type	e is missing	g or zero-fi	lled.				
	All 5 indiv	All 5 individual Race fields coded as 0.				el	Grade lev	el is missir	ng or zero-f	filled.				
5 Race Detail Fields	Student n identified	nust have a I.	least one	race	Exit Witho	lraw Date	Exit Date	zero value.						
Free/Reduced Lunch Eligible	Students coded as Homeless need to be mark for Free (1) FRL.				Exit Witho	lraw Type	Exit Type missing with a valid Exit Date.							
Homeless	Student having a Primary Nighttime Residence of 1-4 and a zero-filled				Pupil's At Information	tendance on	A PAI Code that is something other tha			other than (	4.			
	Homeless status. If student is flagged as 3 or 4 in the				County of Residence	Parent's	<sup>5</sup> This field can <b>only</b> be zero-filled.			ed.				
Primary Nighttime Residence	Homeless Residence	field, Prin e cannot be	nary Night e 0.	time	District of Residence	Parent's	If field is a	zero-filled	or coded v	vith 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

۲

	Α	В	С	D	E	F	G	H		J
1	DistrictCoo	SASID	LASID	FirstName	MiddleNar	LastSurna	Gender	BirthDate	HispanicLa	AmericanI
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
20										
30										
50			David C.D. C							
<	>	Instructions	Raw SD L	SD Fil	e Error Check	s Raw SSA	Data SS	A File Error Ch	ecks Data	Overview

- 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

A	8	¢	D	E.		0	н	1	,	K
ORGAN *	SASID .	LASID	* STUDEN *	STUDE! *	STUDE! *	GENDEI *	BIRTH	ETHNIC *	RACE # -	RACE
8001	7.58E+05	9	-			1	nne3032	1	0	
8001	8.06E+05	9				1		0 1	0	
8001	4.94E+08	в				2	5	1	0	
8001	8.79E+0					1		0	0	
8001	1.73E+05	9.2				1		0	0	
8001	3.23E+05	9.11				2	. 3	0	0	
8001	5.8E+05	9 1				1	. ,	0	0	
8001	6.71E+05	9				1	1	0	0	
8001	9.32E+05	9 2				1	1 7	1	0	
0	5.08E+05	9 1				1	5	0	0	
8001	2.97E+05	9				1		0	0	
8001	8.78E+05	9				1	1 4	0	0	
8001	8.36E+05	9				2		1	0	
8001	9.116+0	9				2		1	1	
8001	6.09E+05	9				2		0	0	
8001	9.76E+05	9				0		0 0	0	
8001	7.33E+0	9.2				1	1 5	0	0	
8001	2.84E+0	9				н 2	1 1	1	0	
8001	4.72E+09	9				2		0	0	
8001	8.08E+08					1	1 2	1	0	
8001	9.01E+0	1				1		1	0	
8001	3.76E+05	9				1	1.2	0	0	
8001	9.29E+09					2	Instant	0	0	
8001	5.68E+0					r 1	0	1	0	
8001	2.42E+0					2	17******	0	0	
8001	4.7E+05	9				1		0	0	
8001	2.07E+0					1	10 1	1	0	
8001	5.5E+0					2		0	0	
8001	9.68E+0	9				2	1	0	0	
8001	9,23E+09					1		0	0	
8001	4.45+0					2		0	0	
8001	9.1E+0					2		2	0	
8001	7.83E+09					2	10 3	0	0	
8001	7.07E+0					2		1	0	
8001	7.11E+0					2			0	
8001	2.38E+08	8				2		. 0	0	
8001	9.94E+0					2	1	-1	0	
8001	2.75E+0	0				2	1	1	1	
8001	7.73E+0					1		1	0	
8001	9.785+0							1	0	
8001	6.285+0								0	
8001	1.595+00							1	0	
8001	5.215+00					1				
0001									+	

- 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

A	В	C	D	E	F	G	н	1	J	K	
ORGAN -	SASID -	LASID	STUDEN -	STUDEN -	STUDEN -	GENDE -	BIRTH	ETHNIC *	RACE_4 -	RACE_A -	RA
8001	7.58E+09			-		1		1	0	0	
8001	8.06E+09					1		0	0	0	
8001	4.94E+08					2		1	0	0	
8001	8.79E+09					1		0	0	0	
8001	1.73E+09					1		0	0	0	
8001	3.23E+09					2		0	0	0	
8001	5.8E+09					1		0	0	0	
8001	6.71E+09					1		0	0	0	
8001	9.32E+09					1		1	0	0	
0	5.08E+09					1		0	0	0	
8001	2.97E+09					1		0	0	0	
8001	8.78E+09					1		0	0	0	
8001	8.36E+09					2		1	0	0	
8001	9.11E+09				1	2		1	1	0	
8001	6.09E+09					2		0	0	0	
8001	9.76E+09					0		0	0	0	
8001	7 335+09					1		0	0	0	

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

A	В	C	D	E	E.	G		н	1	1	K	L	
ORGAN -	SASID -	SCHO .	STUDEN *	STUDE! *	GENDE -	BIRTH	٠	ENTRY *	GRADE -	ENTRY	EXIT_D. *	EXIT_Th *	RET
8001	7.58E+09							9142020	30	13	9172020	15	
8001	8.06E+09	0						8242020	80	13	0	0	
8001	4.94E+08							8242020	7	13	0	0	
8001	8.79E+09							8232020	80	2	8232020	13	
8001	1.73E+09	6						8242020	100	2	2 0	0	
8001	3.23E+09	6						8242020	60	2	0	0	
8001	5.8E+09							8242020	70	2	5122021	90	
0	6.71E+09	1						8242020	40		0	0	
8001	9.32E+09							8242020	80	2	0	0	
8001	5.08E+09							8242020	100	2	0	0	
8001	2.97E+09							8242020	10	2	0	0	
8001	8.78E+09							8242020	7	1	0	0	
8001	8.36E+09	0						0	120	2	0	0	
8001	9.11E+09							8242020	7	13	5262021	11	
8001	6.09E+09	(						8242020	100	2	2 0	0	
8001	9.76E+09							8242020	50	2	2 0	0	
8001	7.33E+09							8232020	90	2	8232020	13	
8001	2.84E+09	1						8242020	120	2	0	13	
8001	4.72E+09							8242020	0	6	0	0	
8001	8.08E+08							8242020	120	2	0	0	
8001	9.01E+09	e -						8242020	80	2	0	0	
8001	3.76E+09	0						8242020	10	3	0	0	
8001	9.29E+09							9082020	30	13	5202021	11	
8001	5.68E+09	i.						8242020	100	2	2 0	0	
8001	2.42E+09							8242020	50	2	5262021	0	
8001	4.7E+09	6						8242020	7	1	0	0	
8001	2.07E+09							8242020	7	1	5242021	0	
8001	5.5E+09							8242020	70	2	0	0	0
8001	1.59E+09	1						8242020	100	2	0	0	
8001	5.21E+09							8242020	110	2	9282020	15	
	Instruc	tions	Raw SD Da	ita SD	File Error (	Checks	1	Raw SSA D	ata SSA	File Error	Checks	Data Over	view

- 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**.

	Homele	ess <b>not</b> ma	rked Free	Lunch (Please be	e sure to ma	rk all homele	ess stud	ents as Free	(01) Lunch	eligible.)	0		
	EL stude	ents needin	g language	e proficiency co ELL then they mu	<b>de</b> (check tł st have a lar	hat student i ng. proficienc	s not wr :y code	ongly marked .)	d non-eng; i	f student is	0		
	EL student is ELL then t	s needing they much h	language ii ave a LIP co	nstruction (LIP) de.)	code (cheo	k that stude:	nt is no	t wrongly mai	rked non-en	g; if student	0		
Instructions	Raw SD I	Data SD	File Error Che	ecks Raw SSA E	Data SSA	File Error Ch	iecks	Data Overv	iew	+		:	5-0-

Primarily consists of combined data counts by various populations





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

- 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

### **October Count Validations Toolkit**

### October Count Validations Toolkit COLORADO CHARTER SCHOOL INSTITUTE 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

 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**

October Count Record Checke (Please read instructions in	r Instructions <sup>full</sup> )
The Record Checker Tool is an Excel template which identifies missing that could cause errors.	data and potential errors by highlighting data cells
General overview:	
1. Make a copy of this template/file and name it OC_Collection_RecordCheck_ field.	[date] being sure to insert today's date in the [date]
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 int Note: Once downloaded, these files can be opened directly. You will not see the leading designed to flag issues on the file <u>without</u> leading zeros. This is for ease of use so scho CSV file to Excel to save in xlsx format before using the template.	o 'SSA Raw Data' tab (the second green tab). geros on the opened CSV, but the Record Checker Tool is ols can just open the file and paste rather than importing the
<ol> <li>Review the SD File Error Checks and SSA File Error Checks tabs. Cells co of errors that will be flagged can be found below on the second page of this tab</li> </ol>	ntaining data that will trigger errors are highlighted. A lis
5. Review the Data Overview tab. This tab is modeled after many of the data v to highlight some potential errors as well as validate data and student population some errors, it by no means covers everything highlighted on the SD File Error review those tabs in full. Schools should use this tool and review the Data Oven number of updates that need to be made at the end of the collection when received. Make the necessary corrections in your SIS if you find problems with your data.	alidations you see in Summary Reports. The tab serves on numbers. While the Data Overview tab does highligh Checks and SSA File Error Checks tabs so be sure to rview tab throughout the collection to reduce the eiving your Summary Report. ata.
7. Once updates are complete, new files can be extracted and pasted into the addressed. Then submit files and notify the CSI Data Team for processing.	template to ensure that all issues have been

- 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





COLORADO CHARTER SCHOOL INSTITUTE

### Send questions to: submissions\_csi@csi.state.co.us

### Thank you

