LEVEL 1 STUDENT MISSING REPORT EXPLANATION

STUDENT MISSING REPORT

The Report

The Student Missing Report is an error report to the district that shows all students who were reported at Yearend (N) as enrolled and does not have a withdrawal date, that have not been reported by the district for the October (K) data submission. The report includes the Reporting LEA IRN, Building IRN, SSID, Gender, Grade, Admission Date, How Received, Sent Reason, and status message.

There are two status messages that are generated for the Student Missing Report. A "fatal error" will appear when data is submitted by the district but is unable to come through because inaccurate or invalid data has been reported for the student. The district should check the Level 1 Validation Reports to determine why a status message is appearing for a student.

The "missing data" status message will appear when the Student Standing (FS) record has not been reported for the students for the October (K) reporting period.

The Student Missing Report is a comparison of the student data submissions between the Yearend (N) and October (K) reporting periods. Students appearing on the report are those who were filtered through the selection criterion and were found missing from the data submission.

The Selection Criterion

The report selection criterion *includes* all SSIDs that were reported by the district as enrolled during the Yearend (N) reporting period and does not have a withdrawal date reported.

Students *excluded* from the report:
- Cleveland Scholarship participants

- Career Tech Evaluation only students

Student Overrides

There are situations when an override would be appropriate for students appearing on the report. The requests should be completed through reporting the students in the Missing Student Override Record (FC).

If a student withdrew from school before the last day of school of the prior school year, and was not reported as withdrawn, the SSID would be reported in the Missing Student Override Record (FC). If the student's withdrawal date was the last day of the school year or after, the student would not be eligible for an override and should be reported as a summer withdrawal.

SSIDs should be reported through the Missing Student Override Record (FC) for students who graduated during or at the end of the previous school year but the district did not report a withdrawal reason during the previous yearend reporting period. The data will then go through level 1 validation checks. If the override record does not fatal out, the override has been approved and student will be removed from the Student Missing Report.

Report Sample

District IRN	Attending Bldg IRN	Building Name	State Student ID	Gender	Grade	Admission Date	How Received	Sent Reason 1	Missing Data or Fatal Error	Run Date	Collection Request
999999	654321	The Great School	ZZ6486368	F	11	2009-02-27			Missing Data	2011-10-28	2012K0000
999999	654321	The Great School	ZZ6486345	F	11	2009-02-27			Missing Data	2011-10-28	2012K0000
999999	654321	The Great School	ZZ7911565	M	23	2008-08-15		JV	Override Fatal Error	2011-10-28	2012K0000
999999	654321	The Great School	ZZ7911789	M	23	2008-08-02		JV	Fatal Error	2011-10-28	2012K0000
999999	654320	A Greater School	ZZ9859841	M	23	2008-08-15	9		Missing Data	2011-10-28	2012K0000
999999	654321	The Great School	ZZ9859123	M	23	2008-08-15			Missing Data	2011-10-28	2012K0000
999999	654320	A Greater School	ZZ1384914	F	10	2011-05-01			Fatal Error	2011-10-28	2012K0000
999999	654321	The Great School	ZZ1384956	F	10	2011-05-02	C		Fatal Error	2011-10-28	2012K0000