

## LEVEL 2 VALIDATION ERRORS CATEGORY 3 EXPLANATION

The Level 2 Validation Errors, Category 3, FTE/Headcount, identify data issues where two or more Student Standing (FS) records for the same student have overlapping dates but have conflicts that result in the following situations.

- Category 3, error code 1 (3.1): the Legal District of Residence (FS150) is not the same on the same day between two LEAs.
- Category 3, error code 2 (3.2): the total student percent of time [Student Percent of Time (FS120) plus Sent to Percent of Time 1 (FS220) plus Sent to Percent of Time 2 (FS250)] is greater than 100% on the same day(s) between two LEAs.
- Category 3, error code 3 (3.3): The total FTE is greater than 1.0 during count week.

### The Selection Criterion

The Effective Start Date (FS060) of a record is usually used when determining overlapping dates. However, if the Admission Date (FS070) is later than the Start Date, the Admission date will be considered this student's enrollment date.

Rules for determining start date of enrollment on FS records for the 3.1 & 3.2 errors; displayed as LEA\_ENROLL\_DATE on the validation error table:

- If Admission Date is less than or equal to the Effective Start Date (FS060), beginning of enrollment is Effective Start Date
- If Admission Date is greater than Effective Start Date, beginning of enrollment is Admission Date

Any records with an effective end date before the first day of school of the building in which the student is enrolled are excluded from the process.

### 3.1 and 3.2 validations

For 3.1, the District Relationship (FS140) can have any value: 1, 2, or 3. For 3.2, the District Relationship = 1 only.

For 3.1 and 3.2, the process includes any records that have an Effective End Date (FS090) on or after the first day of school. Records that have overlapping dates are evaluated.

- For 3.1, overlapping records between different LEAs that contain conflicting IRN values for the Legal District of Residence will cause a Level 2 validation error.
- For 3.2, overlapping records between different LEAs in which the percents of time add up to more than 100% will cause a level 2 validation error. The Sent To Percent of Time 1 and Sent To Percent of Time 2 are used only when the Sent Reason is either "NP" or "PS".

For each reporting period, there is a range of dates where a student must be reported with a FS record, and there is a range of dates where reporting the FS record is optional. Errors which involve mandatory reporting of FS records will be flagged as Critical, which must be corrected prior to the end of the reporting period. Errors which involve optional reporting of FS records will be flagged as Informational, which may but are not required to be corrected prior to the end of the reporting period. The following table should be used to determine the mandatory and optional reporting situations.

| Reporting Period   | Mandatory (Critical) Reporting of FS Record               | Optional (Informational) Reporting of FS Record                          |
|--------------------|---|--|
|                    | Date Range  | Date Range   |
| <b>K (October)</b> | July 1 up to the last day of October Count Week           | The day after October Count Week through the end of the reporting period |
| <b>N (Yearend)</b> | First day through the last day of the current school year | N/A  |

Errors during FY2012N will be either 1 or 2, 'A' or 'C' errors. 'A' errors include situations of critical importance involving career tech or JVSDs, open enrollment situations, pre-school students, special education students, and state supported schools. These errors should be corrected as soon as possible. All other situations are now 'C' errors for FY2012N.

### 3.3 validation

The records used for this validation are based on the count week dates of the Attending Building IRN (FS160). The student's enrollment date (the later of Effective Start Date and Admission Date) for any record must be on or before the last day of count week and the Effective End Date must be on or after the first day of count week. The district relationship must be 1.

For each count week record found, the student FTE for that specific record is calculated. It is determined to be

- the number of days in count week encompassed by the record's Effective Start Date and Effective End Date
- times the total student percent of time
- minus the October Count Week Unexcused Absence Days (FS280)
- that result is divided by 5, the expected number of days in count week

Once the student FTE for each record is determined, the total student count week FTE for records with overlapping dates is calculated by adding the FTE values together. This will result in a validation error when, for any given student, the FTE is greater than 1.0.

### Descriptions and Elements for the Validation Errors

Note that definitions are provided only on the first row of descriptions. Unless otherwise noted, assume that same definition applies for all other error codes. Also note that the same error for a SSID may appear multiple times, which is the result of more than one other LEA reporting the same student (with Legal District of Residence, Percent of Time, or FTE).

| Error Category | Error Code | Severity                       | Short Description   | Long Description  | FIELD 1 | FIELD 2  | FIELD 3  | FIELD 4   | FIELD 5   | FIELD 6  | FIELD 7   | FIELD 8  | FIELD 9   | FIELD 10   | FIELD 11  | FIELD 12   |
|----------------|------------|--------------------------------|---|---|---------|--|--|---|---|--|---|--|---|--|---|--|
| 3              | 1A         | Critical                       | SSID was reported with more than one valid resident district. (During Mandatory FS Date Range).   | SSID was reported with more than one Legal District of Residence.                           | SSID    | BLDG_IRN: the attending building IRN (FS160) on the record submitted by the LEA receiving the validation error | BLDG_NAME: the name of the building associated with the BLDG_IRN | RPTING_LEA_IRN: the IRN of the LEA reporting this student that triggers the error | LEA_ENROLL_DATE: see selection criteria section above | EFCTV_END_DATE: the end date (FS090) on the record of the LEA receiving the validation error | LEGAL_DIST_OF_RES_IRN: the (FS150) IRN reported as by reporting LEA | OTH_LEA_RPTING_IRN: IRN of other LEA reporting the student | OTH_LEA_NAME: Name of other LEA reporting the student | OTH_LEA_ENROLL_DATE: see selection criteria section above from other reporting LEA | OTH_EFCTV_END_DATE: the end date (FS090) on the record of the other LEA reporting the student | OTH_LEGAL_DIST_OF_RES_IRN: the (FS150) IRN reported by the other LEA reporting the student |
| 3              | 1B         | Informational                  | SSID was reported with more than one valid resident district. (During Optional FS Date Range).  | SSID was reported with more than one Legal District of Residence.                           | SSID    | BLDG_IRN   | BLDG_NAME  | RPTING_LEA_IRN  | LEA_ENROLL_DATE                                       | EFCTV_END_DATE   | LEGAL_DIST_OF_RES_IRN   | OTH_LEA_RPTING_IRN   | OTH_LEA_NAME  | OTH_LEA_ENROLL_DATE  | OTH_EFCTV_END_DATE  | OTH_LEGAL_DIST_OF_RES_IRN  |
| 3              | 1C         | Informational (for FY12N only) | SSID was reported with more than one valid resident district. (These errors are not critical, but still should be corrected if time allows ). | SSID was reported with more than one Legal District of Residence.                           | SSID    | BLDG_IRN   | BLDG_NAME  | RPTING_LEA_IRN  | LEA_ENROLL_DATE                                       | EFCTV_END_DATE   | LEGAL_DIST_OF_RES_IRN   | OTH_LEA_RPTING_IRN   | OTH_LEA_NAME  | OTH_LEA_ENROLL_DATE  | OTH_EFCTV_END_DATE  | OTH_LEGAL_DIST_OF_RES_IRN  |
| 3              | 2A         | Critical                       | SSID reported with more than 100% time. (During Mandatory FS Date Range).   | This SSID was reported with overlapping enrollments resulting in greater than 100% of time. | SSID    | BLDG_IRN   | BLDG_NAME  | RPTING_LEA_IRN  | LEA_ENROLL_DATE                                       | EFCTV_END_DATE   | STDNT_PCT_OF_TIME: (FS120) reported by LEA                          | OTH_LEA_RPTING_IRN   | OTH_LEA_NAME  | OTH_LEA_ENROLL_DATE  | OTH_EFCTV_END_DATE  | OTH_STDN_T_PCT_OF_TIME: (FS120) reported by other LEA                                      |
| 3              | 2B         | Informational                  | SSID reported with more than 100% time. (During Optional FS Date Range).  | This SSID was reported with overlapping enrollments resulting in greater than 100% of time  | SSID    | BLDG_IRN   | BLDG_NAME  | RPTING_LEA_IRN  | LEA_ENROLL_DATE                                       | EFCTV_END_DATE   | STDNT_PCT_OF_TIME   | OTH_LEA_RPTING_IRN   | OTH_LEA_NAME  | OTH_LEA_ENROLL_DATE  | OTH_EFCTV_END_DATE  | OTH_STDN_T_PCT_OF_TIME   |

|   |    |                                |  |  |      |          |           |                |                 |                |                   |                    |              |                     |                    |                       |
|---|----|--------------------------------|--|--|------|----------|-----------|----------------|-----------------|----------------|-------------------|--------------------|--------------|---------------------|--------------------|-----------------------|
| 3 | 2C | Informational (for FY12N only) | SSID reported with more than 100% time. (These errors are not critical, but still should be corrected if time allows). | This SSID was reported with overlapping enrollments resulting in greater than 100% of time.        | SSID | BLDG_IRN | BLDG_NAME | RPTING_LEA_IRN | LEA_ENROLL_DATE | EFCTV_END_DATE | STDNT_PCT_OF_TIME | OTH_LEA_RPTING_IRN | OTH_LEA_NAME | OTH_LEA_ENROLL_DATE | OTH_EFCTV_END_DATE | OTH_STDNT_PCT_OF_TIME |
| 3 | 3  | Critical                       | FTE > 1.0  | This SSID has been reported with overlapping enrollments during count week resulting in FTE > 1.0. | SSID | BLDG_IRN | BLDG_NAME | RPTING_LEA_IRN | LEA_ENROLL_DATE | EFCTV_END_DATE | STDNT_FTE         | OTH_LEA_RPTING_IRN | OTH_LEA_NAME | OTH_LEA_ENROLL_DATE | OTH_EFCTV_END_DATE | OTH_STDNT_FTE         |

### Sample Validations seen in the Data Collector

| Error Number | Error Level   | Message  | Description   | Record Identifying Fields   |
|--------------|---------------|--|---|---|
| 3.1A         | Critical      | SSID was reported with more than one valid resident district. (During Mandatory FS Date Range) | SSID was reported with more than one Legal District of Residence. | AA1111111 = SSID, 030303 = BLDG_IRN, MySchool = BLDG_NAME, 303030 = RPTING_LEA, 7/01/2011 = LEA_ENROLL_DATE, 00000000 = EFCTV_END_DATE, 111111 = LEGAL_DIST_OF_RES_IRN, 222222 = OTH_LEA_RPTING_IRN, OtherSchool = OTH_LEA_NAME, 9/01/2011 = OTH_LEA_ENROLL_DATE, 12/15/2011 = OTH_EFCTV_END_DATE, 333333 = OTH_LEGAL_DIST_OF_RES_IRN |
| 3.1B         | Informational | SSID was reported with more than one valid resident district. (During Optional FS Date Range)  | SSID was reported with more than one Legal District of Residence. | AA1111112 = SSID, 030303 = BLDG_IRN, MySchool = BLDG_NAME, 303030 = RPTING_LEA, 7/01/2011 = LEA_ENROLL_DATE, 00000000 = EFCTV_END_DATE, 111111 = LEGAL_DIST_OF_RES_IRN, 222222 = OTH_LEA_RPTING_IRN, OtherSchool = OTH_LEA_NAME, 11/01/2011 = OTH_LEA_ENROLL_DATE, 00000000 = OTH_EFCTV_END_DATE, 100 = OTH_LEGAL_DIST_OF_RES_IRN     |
| 3.1C         | Informational | SSID was reported with more than one valid resident district.                                  | SSID was reported with more than one Legal District of Residence. | AA1111113 = SSID, 030303 = BLDG_IRN, MySchool = BLDG_NAME, 303030 = RPTING_LEA, 7/01/2011 = LEA_ENROLL_DATE, 00000000 = EFCTV_END_DATE, 111111 = LEGAL_DIST_OF_RES_IRN, 222222 = OTH_LEA_RPTING_IRN, OtherSchool = OTH_LEA_NAME, 11/01/2011 = OTH_LEA_ENROLL_DATE, 00000000 = OTH_EFCTV_END_DATE, 10000 = OTH_LEGAL_DIST_OF_RES_IRN   |
| 3.2A         | Critical      | SSID reported with   | This SSID was reported with                                       | AA1111111 = SSID, 030303 = BLDG_IRN, MySchool = BLDG_NAME,  |

|      |               |   |  |   |
|------|---------------|---|--|---|
|      |               | more than 100% time. (During Mandatory FS Date Range)                   | overlapping enrollments resulting in greater than 100% of time                                     | 303030 = RPTING_LEA, 7/01/2011 = LEA_ENROLL_DATE, 00000000 = EFCTV_END_DATE, 100 = STDNT_PCT_OF_TIME, 222222 = OTH_LEA_RPTING_IRN, OtherSchool = OTH_LEA_NAME, 9/01/2011 = OTH_LEA_ENROLL_DATE, 12/15/2011 = OTH_EFCTV_END_DATE, 100 = OTH_STDNT_PCT_OF_TIME  |
| 3.2B | Informational | SSID reported with more than 100% time. (During Optional FS Date Range) | This SSID was reported with overlapping enrollments resulting in greater than 100% of time         | AA1111112 = SSID, 030303 = BLDG_IRN, MySchool = BLDG_NAME, 303030 = RPTING_LEA, 7/01/2011 = LEA_ENROLL_DATE, 00000000 = EFCTV_END_DATE, 100 = STDNT_PCT_OF_TIME, 222222 = OTH_LEA_RPTING_IRN, OtherSchool = OTH_LEA_NAME, 11/01/2011 = OTH_LEA_ENROLL_DATE, 00000000 = OTH_EFCTV_END_DATE, 100 = OTH_STDNT_PCT_OF_TIME  |
| 3.2C | Informational | SSID reported with more than 100% time.                                 | This SSID was reported with overlapping enrollments resulting in greater than 100% of time         | AA1111115 = SSID, 030303 = BLDG_IRN, MySchool = BLDG_NAME, 303030 = RPTING_LEA, 7/01/2011 = LEA_ENROLL_DATE, 00000000 = EFCTV_END_DATE, 100 = STDNT_PCT_OF_TIME, 222222 = OTH_LEA_RPTING_IRN, OtherSchool = OTH_LEA_NAME, 9/01/2011 = OTH_LEA_ENROLL_DATE, 12/15/2011 = OTH_EFCTV_END_DATE, 100 = OTH_STDNT_PCT_OF_TIME |
| 3.3  | Critical      | FTE > 1.0   | This SSID has been reported with overlapping enrollments during count week resulting in FTE > 1.0. | AA1111111 = SSID, 030303 = BLDG_IRN, MySchool = BLDG_NAME, 303030 = RPTING_LEA, 7/01/2011 = LEA_ENROLL_DATE, 10/15/2011 = EFCTV_END_DATE, 1.0 = STDNT_FTE, 222222 = OTH_LEA_RPTING_IRN, OtherSchool = OTH_LEA_NAME, 9/01/2011 = OTH_LEA_ENROLL_DATE, 00000000 = OTH_EFCTV_END_DATE, 1.0 = OTH_STDNT_FTE                 |