

# BIE Data Health Check Report

Last Modified on 07/11/2024 2:04 pm CDT

[Audit Report Summary Section](#) | [Audit Report Detail Section](#)

**This tool will be retired in summer of 2023**

**Existing Data Health Check rule lists will be converted to Validation Groups at a later time.**

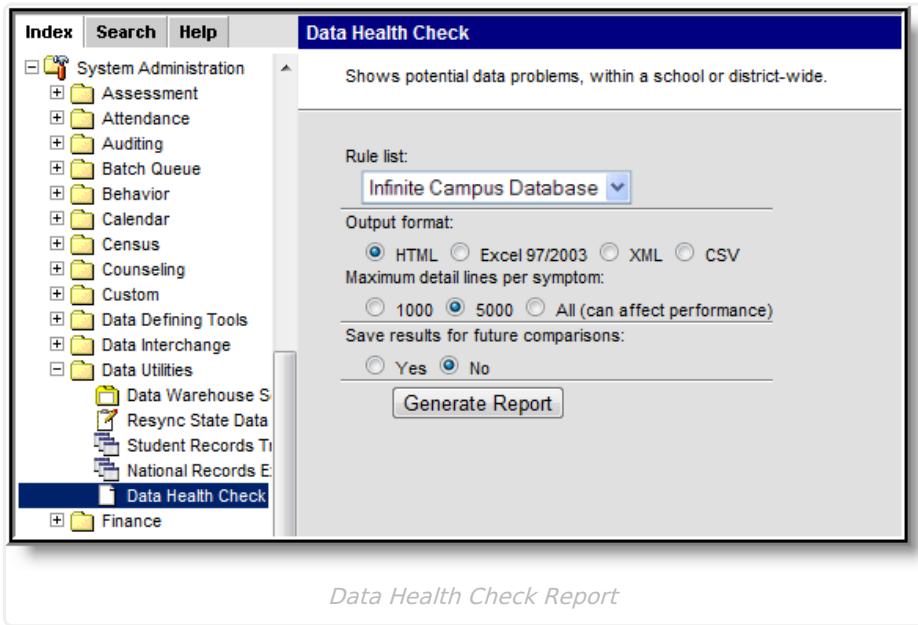
This functionality is available to districts who have purchased the Data Health Check Report as an add-on service.

The following variations of the Data Health Check Report also exist:

- [Data Health Check Report](#)

This document provides information on the Data Health Check Report to be used on live districts already using Campus as well as during the implementation process of a new district.

For districts already using Campus, this report shows areas where data can be cleaned to ensure accuracy and increase overall data quality. For districts implementing Campus, this report is generated after every conversion to identify areas of source system data cleanup as well as potential mapping rule changes needed by the conversion analyst for a successful implementation.



In this report, the following definitions are used:

- **Student** is defined as anyone who has an enrollment and/or a student number.

- **Current year student** is defined as anyone who has an enrollment record in a current or future year.
- **Prior year student** is defined as anyone who has an enrollment record before the current year.
- **Scheduling** rules look at information in the current year or the next year, not at past years.

The following describes each table column:

- **Symptom** - The audit or "symptom" being diagnosed. These are typically situations where erroneous data may have occurred. Select each symptom to view detailed information.
- **Definition** - An explanation of the symptom being diagnosed.
- **Impact** - Indicates the amount of impact the information reported for the audit may have on data integrity. An Impact of 'High' means reported information is likely to be incorrect. An Impact of 'Medium' means reported information may be erroneous and should be reviewed and corrected as necessary. An Impact of 'Low' means reported data is not incorrect but should be reviewed to ensure its accuracy.
- **District** - Indicates the symptom is available for District Edition users.
- **State** - Indicates the symptom is available for State Edition users.

## Students

Symptom	Definition	Impact	District	State
<a href="#"><u>Students who have no student number</u></a>	The student number field is null/blank when the person has an enrollment record.	High	Yes	No
<a href="#"><u>Students who have the same student number</u></a>	Multiple persons who have the same student number.	High	Yes	No
<a href="#"><u>Current year students who have no NASIS ID</u></a>	Persons who have enrollment records in the current or future school year but have no NASIS ID number assigned (NASIS ID field is null or blank).	High	Yes	Yes
<a href="#"><u>Students who have the same NASIS ID</u></a>	Students who have the same NASIS ID number.	High	Yes	Yes
<a href="#"><u>Current year students who have no state ID</u></a>	Persons who have enrollment records in the current or future school year but have no state ID number assigned (state ID field is null or blank).	High	Yes	No
<a href="#"><u>Students who have the same state ID</u></a>	Multiple person who have the same state ID number.	High	Yes	No
<a href="#"><u>Students who have the exact same name, gender, SSN and birth date</u></a>	Students whose first, middle and last names, gender, birth date and Social Security Number (SSN) exactly match another student(s).	High	Yes	Yes
<a href="#"><u>Students enrolled in prior years without enrollment enddate</u></a>	Students enrolled in prior calendar school years without enrollment record end dates.	High	Yes	Yes

Symptom	Definition	Impact	District	State
<a href="#"><u>Students with overlapping enrollments in the same calendar type</u></a>	Students who have overlapping enrollment records in same calendar type (i.e., Instructional, Residential, etc).	High	Yes	Yes
<a href="#"><u>Students in grades 09-12 without graduation cohorts</u></a>	Students missing their NCLB Cohort Date.	High	Yes	Yes
<a href="#"><u>Current students not rostered into official bedchecks</u></a>	ISEP students not scheduled into both afternoon and midnight bed checks.	High	Yes	No
<a href="#"><u>Students whose names match phonetically</u></a>	Students whose names match phonetically.	Medium	Yes	Yes
<a href="#"><u>Students who have no birth date</u></a>	Persons who have no birth date assigned (field is null/blank).	Medium	Yes	Yes
<a href="#"><u>Students who do not have M or F in the gender field</u></a>	Person who have invalid or no gender assigned. Invalid is any value other than M(ale) or F(emale).	Medium	Yes	Yes
<a href="#"><u>Prior year students who have no NASIS ID</u></a>	Persons who have inactive enrollment records from past school years and the NASIS ID field is blank.	Low	Yes	Yes
<a href="#"><u>Prior year students who have no state ID</u></a>	Persons who have inactive enrollment records from past school years and the state ID field is blank.	Low	Yes	Yes
<a href="#"><u>Students who have no enrollments</u></a>	Persons who have a student number but do not have any enrollments.	Low	Yes	Yes

## Staff

Symptom	Definitions	Impact	District	State
<a href="#"><u>Staff who have the exact same name, gender SSN and birthdate</u></a>	Staff (who are not students) whose first, middle and last names, gender, birth date and Social Security Number (SSN) exactly match another staff member(s).	High	Yes	Yes
<a href="#"><u>Current year primary teachers missing credentials</u></a>	Current primary teachers missing credentials in the active year calendar.	High	Yes	Yes
<a href="#"><u>Prior year primary teachers missing credentials</u></a>	Primary teachers missing credentials in the year prior to the active calendar year.	High	Yes	Yes
<a href="#"><u>Staff whose names match phonetically</u></a>	Staff whose names match phonetically.	Medium	Yes	Yes

Symptom	Definitions	Impact	District	State
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## Census

Symptom	Definition	Impact	District	State
<a href="#"><b>People who have the same SSN</b></a>	People who have identical Social Security numbers.	High	Yes	Yes
<a href="#"><b>Active students who have no guardian</b></a>	Persons who have enrollment records in the current year or future year and there is no current relationship to another person marked as guardian.	High	Yes	No
<a href="#"><b>Active students not in a household</b></a>	Persons who do not have a current membership in a household.	High	Yes	No
<a href="#"><b>Active students in households by themselves</b></a>	Person who has an enrollment record and a student number in his/her own household.	Medium	Yes	No
<a href="#"><b>Active students who do not have a mailing address</b></a>	Persons who have enrollment records or a student number and do not have an address where mail can be sent.	Medium	Yes	No
<a href="#"><b>People who have unusual characters in their name</b></a>	Persons who have characters other than letters, spaces, dash (-), period (.), or apostrophe (') in their first, middle or last name.	Medium	Yes	Yes
<a href="#"><b>People whose names match phonetically</b></a>	Person whose names match phonetically.	Medium	Yes	Yes
<a href="#"><b>People who have the exact same name, gender, ssn and birthdate</b></a>	Persons whose first, middle and last names, gender, birth date and Social Security Number (SSN) exactly match another person(s).	High	Yes	Yes
<a href="#"><b>Households with more than 1 primary mailing address</b></a>	A family has more than one mailing address assigned. This is often a result of a conversion error. There should only be one primary address per household.	Medium	Yes	No
<a href="#"><b>Households with more than 2 addresses</b></a>	A household unit which has more than two addresses assigned	Low	Yes	No
<a href="#"><b>Households with more than 2 guardians</b></a>	People in one household where more than two people are assigned as guardians of students within the household.	Low	Yes	No
<a href="#"><b>People in more than 1 household</b></a>	People who have active memberships in two or more households.	Low	Yes	No

Symptom	Definition	Impact	District	State
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## Scheduling

Symptom	Definition	Impact	District	State
<a href="#"><b>Student's grade level not found in calendar</b></a>	Enrolled student's grade level is not listed in the enrolled calendar. This happens when a user deletes a grade level in the Calendar or a grade level was never created before data was converted.	High	Yes	Yes
<a href="#"><b>Sections with no schedule</b></a>	Section placements are not marked on the section tab of a course.	High	Yes	No
<a href="#"><b>Calendar Days flagged as instructional outside of term dates</b></a>	Calendar Days flagged as instructional outside of term dates.	High	Yes	No
<a href="#"><b>Count weeks where attendance days &lt; residential type on ISEP Management tab</b></a>	Count weeks where attendance days < residential type on the ISEP Management tab.	High	Yes	Yes
<a href="#"><b>Students enrolled with no schedule</b></a>	A student is enrolled in a calendar but is not enrolled in any course sections.	Medium	Yes	No
<a href="#"><b>Roster record not in the same calendar as the student's enrollment</b></a>	Student is enrolled in a calendar with sections assigned and is moved to another calendar, causing orphaned section assignments.	Medium	Yes	No
<a href="#"><b>Discrepancy between age and grade level</b></a>	Student's age does not appear to match the student's grade level. This could indicate a mis-entered birth date. Listed age is based on the age of the student during the enrollment.	Medium	Yes	Yes
<a href="#"><b>Sections with no teacher</b></a>	An active course section does not have a primary teacher assigned.	Medium	Yes	No
<a href="#"><b>Sections with no students</b></a>	An active course section does not have any actively enrolled students.	Medium	Yes	No

## Transcripts

Symptom	Definition	Impact	District	State
<a href="#"><b>Transcripts with no credits</b></a>	A student has a transcript record but does not have any earned or attempted credits listed.	Medium	Yes	No
<a href="#"><b>Transcripts with no GPA value</b></a>	A student's transcript record does not have a GPA.	Medium	Yes	No
<a href="#"><b>Unweighted GPA value higher than weighted</b></a>	A student's GPA has an unweighted GPA value higher than the weighted GPA value.	Medium	Yes	No
<a href="#"><b>Weighted GPA value higher than the max</b></a>	A student's weighted GPA value is higher than the maximum GPA value.	Medium	Yes	No

## Behavior

Symptom	Definition	Impact	District	State
<a href="#"><b>Current year events without resolutions</b></a>	Active current year students who are participants or offenders in a negatively aligned behavior event without a resolution.	Medium	Yes	Yes
<a href="#"><b>Prior year events without resolutions</b></a>	Prior year students who are participants or offenders in a negatively aligned behavior event without a resolution.	Medium	Yes	Yes
<a href="#"><b>Current year behavior resolutions with incorrect BIE behavior resolutions</b></a>	Current year behavior resolutions which have an incorrect behavior resolution.	Medium	Yes	Yes
<a href="#"><b>Prior year behavior resolutions with incorrect BIE behavior resolutions</b></a>	Prior year behavior resolutions which have an incorrect behavior resolution.	Medium	Yes	Yes

## Special Education (SPED)

Symptom	Definition	Impact	District	State
<a href="#"><b>Current year SPED/enrollment inconsistencies</b></a>	Current Special Ed enrollment records with inconsistent data in the Special Ed Status, Special Ed Setting or Disability fields.	High	Yes	Yes
<a href="#"><b>Prior year SPED/enrollment inconsistencies</b></a>	Prior year Special Ed enrollment records with inconsistent data in the Special Ed Status, Special Ed Setting or Disability fields.	High	Yes	Yes
<a href="#"><b>Current year SPED exit inconsistencies</b></a>	Current Special Ed enrollment records with inconsistent data in the Special Ed Exit Date, Special Ed Exit Reason or Special Ed Status fields.	High	Yes	Yes

Symptom	Definition	Impact	District	State
<a href="#"><b>Prior year SPED exit inconsistencies</b></a>	Prior year Special Ed enrollment records with inconsistent data in the Special Ed Exit Date, Special Ed Exit Reason or Special Ed Status fields.	High	Yes	Yes
<a href="#"><b>Current year SPED enrollments that have no IEP</b></a>	Current year Special Ed students who have no IEPs created between the start and end date of their enrollment.	High	Yes	Yes
<a href="#"><b>Prior year SPED enrollments that have no IEP</b></a>	Prior year Special Ed students who have no IEPs created between the start and end date of their enrollment.	High	Yes	Yes
<a href="#"><b>Current SPED students with different values between enrollment and IEP</b></a>	Special Ed students who have different Status, Setting or Disability values between the BIE IEP and Enrollment BIE records.	High	Yes	Yes
<a href="#"><b>Prior SPED students with different values between enrollment and IEP</b></a>	The most current, prior year Special Ed students who have different Status, Setting or Disability values between the BIE IEP and Enrollment BIE records.	High	Yes	Yes
<a href="#"><b>Current year ISEP enrollments with an enrollment type 'N'</b></a>	Current year enrollment records where BIE Service Type = ISEP and Enrollment Service Type = N.	High	Yes	Yes
<a href="#"><b>Prior year ISEP enrollments with an enrollment type 'N'</b></a>	Prior year enrollment records where BIE Service = ISEP and Enrollment Service Type = N.	High	Yes	Yes
<a href="#"><b>Current year enrollments of returning students with inconsistent SPED statuses</b></a>	Returning current year student enrollments where Special Ed Status is not consistent between enrollment records.	High	Yes	Yes
<a href="#"><b>Prior year enrollments of returning students with inconsistent SPED statuses</b></a>	Returning prior year student enrollments where Special Ed Status is not consistent between enrollment records.	High	Yes	Yes

Symptom	Definition	Impact	District	State
<a href="#"><u>Current year enrollments that have unlocked IEPs</u></a>	Current year Special Ed students who have IEPs created between the start and end date of their enrollment and are unlocked.	Medium	Yes	Yes
<a href="#"><u>Prior year enrollments that have unlocked IEPs</u></a>	Prior year Special Ed students who have IEPs created between the start and end date of their enrollment and are unlocked.	Medium	Yes	Yes
<a href="#"><u>Current year enrollment inconsistencies between age and SPED values</u></a>	Current year enrollment records for students who have Special Ed values which are incorrect for the student's age.	Medium	Yes	Yes
<a href="#"><u>Prior year enrollment inconsistencies between age and SPED values</u></a>	Prior year enrollment records for students who have Special Ed values which are incorrect for the student's age.	Medium	Yes	Yes
<a href="#"><u>Current year enrollments with inconsistent SPED values across calendar types</u></a>	Logic identifies all current year enrollment records where the student has two enrollment records in the current year with one enrollment record in an Instructional calendar and another in a Non-Instructional calendar and Special Ed Field values differ between the two enrollment records.	Medium	Yes	Yes
<a href="#"><u>Prior year enrollments with inconsistent SPED values across calendar types</u></a>	Logic identifies all prior year enrollment records where the student has two enrollment records in the current year with one enrollment record in an Instructional calendar and another in a Non-Instructional calendar and Special Ed Field values differ between the two enrollment records.	Medium	Yes	Yes
<a href="#"><u>Current year SpEd students who have no guardians</u></a>	Current Special Ed students who have an active enrollment record where Special Ed = 03 or 04 as of the current date and they have no current relationship to another person marked as Guardian.	Low	Yes	Yes
<a href="#"><u>Prior year SpEd students who have no guardians</u></a>	Prior year Special Ed students who have an enrollment record where Special Ed = 03 or 04 and they have no current relationship to another person marked as Guardian.	Low	Yes	Yes

## ISEP

Symptom	Definition	Impact	District	State
<a href="#"><u>Current year ISEP enrollments for students who lack a valid tribal membership</u></a>	Current students who have a BIE Enrollment Type = ISEP who lack a valid Tribe value on the NASIS tab.	High	Yes	Yes
<a href="#"><u>Prior year ISEP enrollments for students who lack a valid tribal membership</u></a>	Prior year students who have a BIE Enrollment Type = ISEP who lack a valid Tribe value on the NASIS tab.	High	Yes	Yes
<a href="#"><u>Current year grade levels where instructional hours &lt; regulated ISEP hours</u></a>	Current year grade levels in Instructional calendars where total instructional hours is less than the regulated ISEP hours. Logic sums the period minutes per day that are instructional and compares it to ISEP regulations (KG = 720, 01-03 = 810, 04-08 = 900, 09-12 = 970).	High	Yes	Yes
<a href="#"><u>Prior year grade levels where instructional hours &lt; regulated ISEP hours</u></a>	Prior year grade levels in Instructional calendars where total instructional hours is less than the regulated ISEP hours. Logic sums the period minutes per day that are instructional and compares it to ISEP regulations (KG = 720, 01-03 = 810, 04-08 = 900, 09-12 = 970).	High	No	Yes
<a href="#"><u>Current year students with ISEP enrollment overlaps</u></a>	Current year ISEP-qualified students in calendars where enrollment start and end dates overlap and the sum of percent enrolled is greater than 100.  Once the enrollment is corrected, the only way for it to not show up on this report is to re-certify.	High	Yes	Yes
<a href="#"><u>Prior year students with ISEP enrollment overlaps</u></a>	Prior year ISEP-qualified students in calendars where enrollment start and end dates overlap and the sum of percent enrolled is greater than 100.  Once the enrollment is corrected, the only way for it to not show up on this report is to re-certify.	High	No	Yes

Symptom	Definition	Impact	District	State
<a href="#"><u>Current year students with inconsistent grade levels between I &amp; R enrollments</u></a>	Current year students with grade levels in Residential calendars during the count week which differ from their grade level in an Instructional enrollment during the same date range.	Medium	Yes	Yes
<a href="#"><u>Prior year students with inconsistent grade levels between I &amp; R enrollments</u></a>	Prior year students with grade levels in Residential calendars during the count week which differ from their grade level in an Instructional enrollment during the same date range.	Medium	No	Yes
<a href="#"><u>Current year students with only a qualified residential record</u></a>	Current year qualified residential students who are without a qualified instructional record.  Logic only looks for already certified records in schools with both Instructional and Residential calendars.	Medium	Yes	Yes
<a href="#"><u>Prior year students with only a qualified residential record</u></a>	Prior year qualified residential students who are without a qualified instructional record.  Logic only looks for already certified records in schools with both Instructional and Residential calendars.	Medium	No	Yes
<a href="#"><u>Current year students with &gt; 10 consecutive non-exempt absences</u></a>	Students enrolled in an Instructional or Residential calendar in the current year with more than 10 days of consecutive non-exempt full day absences.	Medium	Yes	Yes
<a href="#"><u>Prior year students with &gt; 10 consecutive non-exempt absences</u></a>	Students enrolled in an Instructional or Residential calendar in the prior year with more than 10 days of consecutive non-exempt full day absences.	Medium	No	Yes

## English Learners (EL)

Symptom	Definition	Impact	District	State
<a href="#"><u>Current year active EL students without corresponding EL assessment</u></a>	Current year active students marked as active EL or who have a second year monitoring date between the calendar start and end dates and have not been assessed (Type = EL for Identification or EL for Proficiency) during the year.	High	Yes	Yes

Symptom	Definition	Impact	District	State
<a href="#"><b>Prior year active EL students without corresponding EL assessment</b></a>	Prior year active students marked as active EL or who have a second year monitoring date between the calendar start and end dates and have not been assessed (Type = EL for Identification or EL for Proficiency) during the year.	High	Yes	Yes

## Audit Report Summary Section

The summary information lists high-level areas of concern where data may be incorrect. For historical purposes, results of past reports are also available if they exist.

Summary				
Symptom	Priority	Errors	Total	Error Rate
<b>Students</b>				
<a href="#">Students who have no student number</a>	High	98	26857	0.36%
<a href="#">Students who have the same student number</a>	High	2	26857	0.00%
<a href="#">Current year students who have no state ID</a>	High	3573	12201	29.28%
<a href="#">Students who have the same state ID</a>	High	203	26857	0.75%
<a href="#">Students who have the same name</a>	Medium	3376	26857	12.57%
<a href="#">Students who have no birth date</a>	Medium	48	26857	0.17%
<a href="#">Students who do not have M or F in the gender field</a>	Medium	2	26857	0.00%
<a href="#">Prior year students who have no state ID</a>	Low	6274	14511	43.23%
<a href="#">Students who have no enrollments</a>	Low	145	26857	0.53%
<b>Census</b>				
<a href="#">People who have the same SSN</a>	High	8867	47743	18.57%
<a href="#">Active students who have no guardian</a>	High	129	11933	1.08%
<a href="#">Active students not in a household</a>	High	31	11933	0.25%

Audit Report Summary

## Symptom Column

The Symptom column will display definitions when hovering over the name of the symptom. At the bottom of the Summary information, total percentages and assessment of the data will be viewable for each time the report was generated.

## Priority Column

The Priority column is the level of attention a district should have based on the item to which it refers. The areas with a high priority should be reviewed first, followed by medium and low. To aid in this review, items are sorted by High, Medium and Low priority.

For example, a student with no student number is considered a severity level of *high* because this number is often used in state reporting extracts. A household with more than two addresses is considered a severity of *low* because a household may have a P.O. box and a street address.

All data in error should be reviewed for accuracy, regardless of the severity level.

## Error Column

The Error column provides a total number of errors of each summarized item. An item with a zero error value indicates that issues did not exist and data is believed to be correct. Items with errors indicate an issue with the data requiring review.

The error total is hyper-linked and will bring the user to the detail section of the report.

## Total Column

The Total column provides a total number of errors of each summarized item that was included in the report.

## Error Rate Column

This column gives a percentage of the items in error versus the total number of data reviewed.

## Audit Report Detail Section

The detail section provides additional information on the summarized item. The detailed columns vary with each summarized item. If there are no errors listed in the Summary section of the report, no details will be provided.

Students with the same state ID									Back To Summary	
Student Number	State ID	First Name	Last Name	Gender	Birth Date	Most Recent School	Year	Grade		
11111111	11111111	Student	Student	M	06/23/2003		08-09	KG		
11111111	11111111	Student	Student	M	07/29/2003		08-09	KG		
11111111	22222222	Student	Student	F	07/04/2003		08-09	KG		
11111111	22222222	Student	Student	F	07/04/2003		07-08	P1		
11111111	33333333	Student	Student	M	12/21/2002		07-08	PS		
11111111	33333333	Student	Student	M	12/21/2002		08-09	KG		
11111111	33333333	Student	Student	F	01/30/2003		08-09	KG		
11111111	44444444	Student	Student	F	11/18/2004		08-09	P2		
11111111	44444444	Student	Student	F	06/24/2004		08-09	P1		

*Audit Report Detail*

At any time, the user can select the Back to Summary link and return to the list of items included in the summary.

The following table provides the field names of the items listed in the report and related definitions:

Column	Definition
<b>Address</b>	Location of where student resides.
<b>Address 1</b>	
<b>Address 2</b>	
<b>Birth Date</b>	Date of birth for the person (student, parent, staff, etc).
<b>Calendar</b>	Calendar of enrollment.
<b>Cell Phone</b>	Person's cell phone number.
<b>City/State/Zip</b>	Residence location for mailing purposes.
<b>City/State/Zip 1</b>	
<b>City/State/Zip 2</b>	
<b>Course</b>	Class into which a student is enrolled, also referred to as section.
<b>Credit Type</b>	Category of achievement (English, Mathematics, Technology, etc) to which a course is assigned.
<b>Credits Attempted</b>	Total number of credits attempted by the student when enrolled in the course.
<b>Credits Earned</b>	Total number of credits student earned by successful completion of the course.
<b>Enrolled Calendar</b>	Calendar in which the student is enrolled.
<b>Enrolled School</b>	School in which the student is enrolled.
<b>First Name</b>	Legal first name of student, parent/guardian, staff, etc.
<b>Gender</b>	Indication of person being either Male or Female.
<b>Grade</b>	Grade level of enrollment.
<b>Home Phone</b>	Designated phone number at residence.
<b>Household</b>	Name of household.
<b>Last Name</b>	Legal last name of student, parent/guardian, staff, etc.
<b>Max GPA</b>	Maximum GPA that can be achieved by the student.
<b>Middle Name</b>	Legal middle name of student, parent/guardian, staff, etc.
<b>Most Recent School</b>	School in which student has the most recent enrollment record.
<b>Name</b>	Name of individual, family, course section, etc.
<b>Phone Number</b>	Contact number at home (usually).
<b>Roster Calendar (Enrolled)</b>	Calendar in which the student is scheduled.
<b>Roster School (Enrolled)</b>	School in which the student is enrolled.
<b>School</b>	School of enrollment for the student.
<b>Section</b>	Number of the course section.

Column	Definition
<b>SSN</b>	Federally assigned Social Security number.
<b>State ID</b>	State-assigned identification number.
<b>Student Number</b>	School- or district-assigned identification number.
<b>Term</b>	Calendar section broken into parts - often a quarter, trimester, semester, etc.
<b>Unweighted GPA</b>	GPA value with no additional points.
<b>Weighted GPA</b>	GPA value with additional point.
<b>Year</b>	Calendar year (2008-09, 2009, etc.).

## Student Symptoms

The following information is related to student data.

### Students who have no Student Number

**PATH:** *Census > People > Demographics > Person Identifiers > Local Student Number*

The Student Number is a unique identifying number assigned to each student in a school/district. It is used within Campus primarily for tracking and state reporting purposes.

The student number will stay with the student for his/her tenure in the district even if he/she moves from school to school.

Person Identifiers

Local Student Number	<input type="text"/>
NASIS ID	188027104
Student State ID	<input type="text"/>
Local Staff Number	<input type="text"/>
Staff State ID	<input type="text"/>
Person GUID	3C6B80E1-88FB-4F41-BE91-A8B52ACA7D23
Portal Username	No Active Portal Account

*Local Student Number*

### Student who have the Same Student Number

**PATH: Census > People > Demographics > Person Identifiers > Local Student Number**

Duplications of student numbers will cause issues in state reporting, student searches and syncing. Data integrity is lost when multiple students have the same number.

Person Identifiers

Local Student Number	111111111
NASIS ID	
Student State ID	
Local Staff Number	
Staff State ID	
Person GUID	F0F22D66-CDE3-4352-84B7-E4ED661B17EA
Portal Username	No Active Portal Account

*Local Student Number*

Establishing a [Student Number Format](#) option will ensure newly enrolled students are automatically assigned a student number (unless the **No auto numbering** option is selected). Having this preference enabled reduces future issues with duplicate student numbers.

**PATH: System Administration > Preferences > Student Number Format**

Student Number Format

<input type="button" value="Save"/>	
<b>Student Number Format</b> Number Format Preference.	
<input type="radio"/> No auto numbering <input type="radio"/> Fixed style year/school num/seq - sequential. Ex. 042221000 = 04 222 1000 <input type="radio"/> Fixed style year/school num/seq - sequential no leading zeros. Ex. 42221001 = 4 222 1001 <input type="radio"/> Random <input type="radio"/> StateID used for student number <input type="button" value="Update Existing Student Numbers"/> <input type="radio"/> OtherID used for student number <input type="button" value="Update Existing Student Numbers"/> <input checked="" type="radio"/> Windowing start number end number - sequential (Maximum number of digits allowed is 9) Min. Value <input type="text"/> Max. Value <input type="text"/>	

*Student Number Format*

## Current year students who have no NASIS ID

**PATH: Census > People > Demographics > Person Identifiers > NASIS ID**

Students who have the no NASIS ID number.

Person Identifiers

Local Student Number	<input type="text"/>
NASIS ID	<input type="text"/>
Student State ID	<input type="text"/>
Local Staff Number	<input type="text"/>
Staff State ID	<input type="text"/>
Person GUID	F0F22D66-CDE3-4352-84B7-E4ED661B17EA
Portal Username	No Active Portal Account

NASIS ID

## Students who have the same NASIS ID

**PATH:** *Census > People > Demographics > Person Identifiers > NASIS ID*

Students who have the same NASIS ID assigned.

Person Identifiers

Local Student Number	<input type="text"/>
NASIS ID	<input type="text" value="1111111111"/>
Student State ID	<input type="text"/>
Local Staff Number	<input type="text"/>
Staff State ID	<input type="text"/>
Person GUID	F0F22D66-CDE3-4352-84B7-E4ED661B17EA
Portal Username	No Active Portal Account

NASIS ID

## Current year students who have no State ID

**PATH:** *Census > People > Demographics > Person Identifiers > Student State ID*

State IDs are assigned to each student and are historically maintained. Departments of education typically assign this number, as it is used extensively in state reporting. All students should have a

state ID.

Person Identifiers

Local Student Number	<input type="text"/>
NASIS ID	<input type="text"/>
Student State ID	<input type="text"/>
Local Staff Number	<input type="text"/>
Staff State ID	<input type="text"/>
Person GUID	F0F22D66-CDE3-4352-84B7-E4ED661B17EA
Portal Username	No Active Portal Account

*Student State ID*

## Students who have the same State ID

**PATH:** *Census > People > Demographics > Person Identifiers > Student State ID*

Multiple students cannot share the same state ID. This number is used extensively in state reporting and duplicates will cause a variety of data integrity issues.

If the same student has been incorrectly duplicated within Campus, users can combine these students using the [Combine Person](#) tool.

Person Identifiers

Local Student Number	<input type="text"/>
NASIS ID	<input type="text"/>
Student State ID	<input type="text" value="11111111"/>
Local Staff Number	<input type="text"/>
Staff State ID	<input type="text"/>
Person GUID	<input type="text" value="A3B0D2BD-20FA-4C07-80C1-B079C0D75083"/>
Portal Username	<input type="text" value="52031"/>

*Student State ID*

If two different students share the same number, clarification should be made by the appropriate department of education. If the same student exists within Campus twice, the Combine Student Wizard may be used to combine the two records into one.

A preference exists that will automatically assign a state ID number for newly enrolled students (System Administration > Preferences > Student Number Format).

## **Students who have the exact same name, gender, SSN and birth date**

**PATH:** *Census > People > Demographics > Person Information > Last Name, First Name, Gender, Birth Date, Soc Sec Number*

Students whose first, middle and last names, gender, birth date and Social Security Number (SSN) exactly match another student(s).

Person Information

PersonID	4136			
*Last Name	Kandis	Middle Name	J	Suffix
*Gender	F: Female	*Birth Date (Age: 14)	03/01/2006	Soc Sec Number
Race/Ethnicity (Edit)				
Race/Ethnicity:	1:American Indian/Alaskan Native			
Federal Designation:	2:American Indian or Alaska Native			
Race(s):	American Indian or Alaska Native			
Hispanic/Latino:	N:No			
Race/Ethnicity Determination:				

Demographics

## Students enrolled in prior years without enrollment End Date

**PATH:** *Student Information > General > Enrollments*

Students enrolled in prior calendar school years without enrollment record end dates.

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
08	P	19-20 Northwest High School	08/12/2019	
		Start Status: R3 Enroll - returning student		
		End Status:		
07	P	18-19 Northwest High School	08/13/2018	05/24/2019
		Start Status: R1 Enroll - Returning Student		
		End Status:		
06	P	17-18 Community School Comm Sch	08/14/2017	05/31/2018
		Start Status: 08 Last year, same school		
		End Status: End of school year		
05	P	16-17 Community School Comm.School	08/08/2016	05/26/2017
		Start Status: 08 Last year, same school		
		End Status: End of School Year		
04	P	15-16 Community School Comm.School	08/10/2015	05/26/2016
		Start Status: 08 Last year, same school		
		End Status:		
03	P	14-15 Community School Comm.School	08/04/2014	05/22/2015
		Start Status: 08 Last year, same school		
		End Status: End of school year		
02	P	13-14 Community SchoolComm. School	08/06/2013	05/30/2014
		Start Status: 08 Last year, same school		
		End Status: End of school year		

Enrollment Editor

## Students with overlapping enrollments in same calendar type

**PATH:** *Student Information > General > Enrollments*

Students who have overlapping enrollment records with the same calendar type (i.e., Academic, Residential, etc).

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
08	P	19-20 Academic	08/12/2019	
08	S	19-20 Academic	08/12/2019	
07	P	18-19 Academic	08/13/2018	05/24/2019

Overlapping Enrollments

## Students in grades 09-12 without graduation cohorts

**PATH:** *Student Information > General > Graduation*

Students missing NCLB Cohort data.

General Graduation Information

Diploma Date:	<input type="text"/>
Diploma Type:	<input type="text"/>
Diploma Period:	<input type="text"/>
Date First Entered the 9th Grade:	<input type="text"/>
NGA Cohort End Year:	<input type="text"/>
NCLB Cohort End Year:	<input type="text"/>
Post Grad Location:	<input type="text"/>
Post Grad Plans:	<input type="text"/>

Select Post Grad Plans from the dropdown above.

Graduation Cohorts

## Current year students not rostered into official bedchecks

**PATH:** System Administration > Calendar > Calendar > Type

**PATH:** Student Information > General > Schedule

Reports students who are not scheduled into two periods within a Residential calendar for afternoon and midnight bed checks.

Calendar Info

Calendar ID	School	
96	D32N15 Northwest High School (schoolID:2)	
*Name	Number	
19-20 High School	Sequence	
*Start Date	*End Date	Summer School
08/12/2019	05/21/2020	<input type="checkbox"/>
Student Day (instructional minutes)	Teacher Day (minutes)	Exclude
384	450	<input type="checkbox"/>
Whole Day Absence (minutes)	Half Day Absence (minutes)	School Choice
220	138	<input type="checkbox"/>
Type	*BIE Type	
R: Residential	R: Residential	
Require Student Assignment	External LMS Exclude	
<input type="checkbox"/>	<input type="checkbox"/>	
Comments		
rolling 06/04/2019 04:36 PM		
Duration		
NWEA Term Name		
NWEA Testing Window Start Date		
NWEA Testing Window End Date		

Residential Calendar

## Students whose names match phonetically

**PATH:** Census > People > Demographics > Person Information

Students whose names match phonetically.

Person Information

PersonID	3203		
*Last Name	*First Name	Middle Name	Suffix
Tester	Manuel	Danny	<input type="button" value="▼"/>
*Gender	*Birth Date (Age: 15)	Soc Sec Number	<input type="button" value="▼"/>
M: Male	10/21/2004 <input type="button" value="Calendar"/>	<input type="button" value=""/>	<input type="button" value=""/>
Race/Ethnicity (Edit)			
Race/Ethnicity:	I:American Indian/Alaskan Native		
Federal Designation:	2:American Indian or Alaska Native		
Race(s):	American Indian or Alaska Native		
Hispanic/Latino:	N:No		
Race/Ethnicity Determination:	01:Parent Identified		

Names which Match Phonetically

## Students who have no Birth Date

**PATH:** *Census > People > Demographics > Birth Date*

Birth Dates are required information for students. This information is used in state reports, learner planning information and immunization records.

Person Information

PersonID	3203		
*Last Name	*First Name	Middle Name	Suffix
Tester	Manuel	Danny	<input type="button" value="▼"/>
*Gender	*Birth Date	Soc Sec Number	<input type="button" value="▼"/>
M: Male	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
Race/Ethnicity (Edit)			
Race/Ethnicity:	I:American Indian/Alaskan Native		
Federal Designation:	2:American Indian or Alaska Native		
Race(s):	American Indian or Alaska Native		
Hispanic/Latino:	N:No		
Race/Ethnicity Determination:	01:Parent Identified		

Birth Date

## Students who do not have M or F in the gender field

**PATH:** *Census > People > Demographics > Person Information > Gender*

The gender field is required for students. Errors indicate the gender value is blank or null.

**Person Information**

PersonID	3203		
*Last Name	Tester	*First Name	Manuel
Middle Name	Danny		
Suffix	▼		
*Gender	▼		
*Birth Date (Age: 15)	08/01/2005	▼	Soc Sec Number
Race/Ethnicity (Edit)			
Race/Ethnicity:	1:American Indian/Alaskan Native		
Federal Designation:	2:American Indian or Alaska Native		
Race(s):	American Indian or Alaska Native		
Hispanic/Latino:	N:No		
Race/Ethnicity Determination:	01:Parent Identified		

Student Gender

## Prior year Students who have no NASIS ID

**PATH:** *Census > People > Demographics > Person Identifiers > NASIS ID*

Persons who have inactive enrollment records from past school years and the NASIS ID field is blank.

**Person Identifiers**

Local Student Number	12345
NASIS ID	▼
Student State ID	678910
Local Staff Number	▼
Staff State ID	▼
Person GUID	A7D21C2C-6541-4EB0-B3D2-77AA8261D2FA
Portal Username	51543

NASIS ID

## Prior year Students who have no State ID

**PATH:** *Census > People > Demographics > Person Identifiers > Student State ID*

Persons who have inactive enrollment records from past school years and the state ID field is blank.

Person Identifiers	
Local Student Number	<input type="text"/>
NASIS ID	<input type="text"/>
Student State ID	<input style="border: 2px solid red;" type="text"/>
MiiID	<input type="text"/>
Local Staff Number	<input type="text"/>
Staff State ID	<input type="text"/>
Person GUID	6C2B3485-3ABC-41FE-A51E-A2FDCF910BDA
Portal Username	No Active Portal Account

Student State ID

## Students who have no Enrollments

**PATH:** *Census > People > Enrollments*

Persons entered into Campus fall into three categories, students, staff and persons. The differentiating factor is the existence of a student number (which turns a person into a student) and a staff number (which designates a person as a staff member).

When a student has a student ID number there is usually an accompanying enrollment record. If there is a student number but no enrollment record, an error may be displayed.

Enrollment Editor					
Grade	Type	Calendar	Start Date	End Date	
No Enrollment Record					

No Enrollment Record

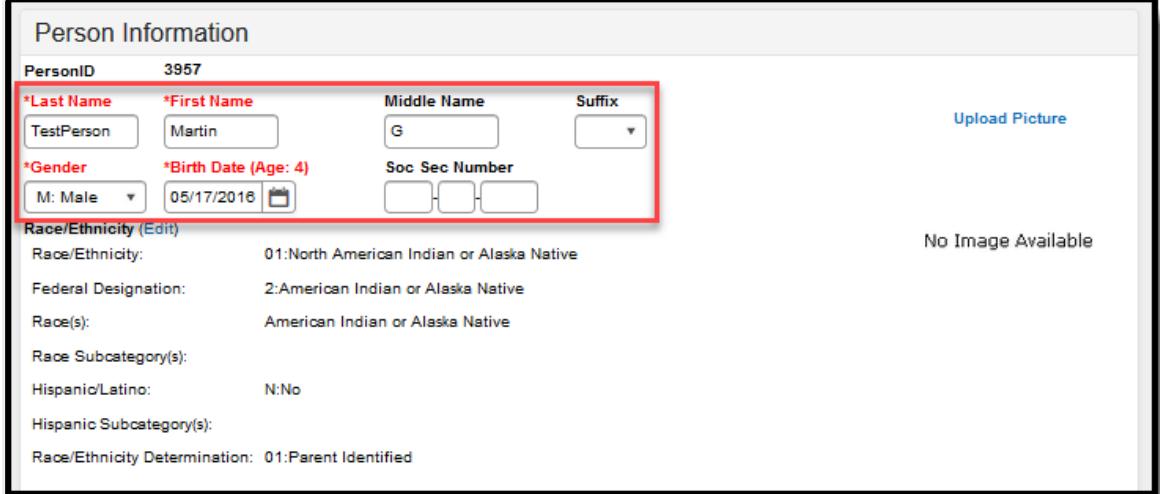
## Staff Symptoms

The following information relates to Staff data.

## Staff who have the exact same name, gender, ssn and birthdate

**PATH:** *Census > People > Demographics > Person Information > Last Name, First Name, Gender, Birth Date, Social Security Number*

Staff (who are not students) whose first, middle and last names, gender, birth date and Social Security Number (SSN) exactly match another staff member(s).



Person Information

PersonID 3957

*Last Name	*First Name	Middle Name	Suffix
TestPerson	Martin	G	
*Gender	*Birth Date (Age: 4)	Soc Sec Number	
M: Male	05/17/2016		

Upload Picture

Race/Ethnicity (Edit)

Race/Ethnicity: 01:North American Indian or Alaska Native

Federal Designation: 2:American Indian or Alaska Native

Race(s): American Indian or Alaska Native

Race Subcategory(s):

Hispanic/Latino: N:No

Hispanic Subcategory(s):

Race/Ethnicity Determination: 01:Parent Identified

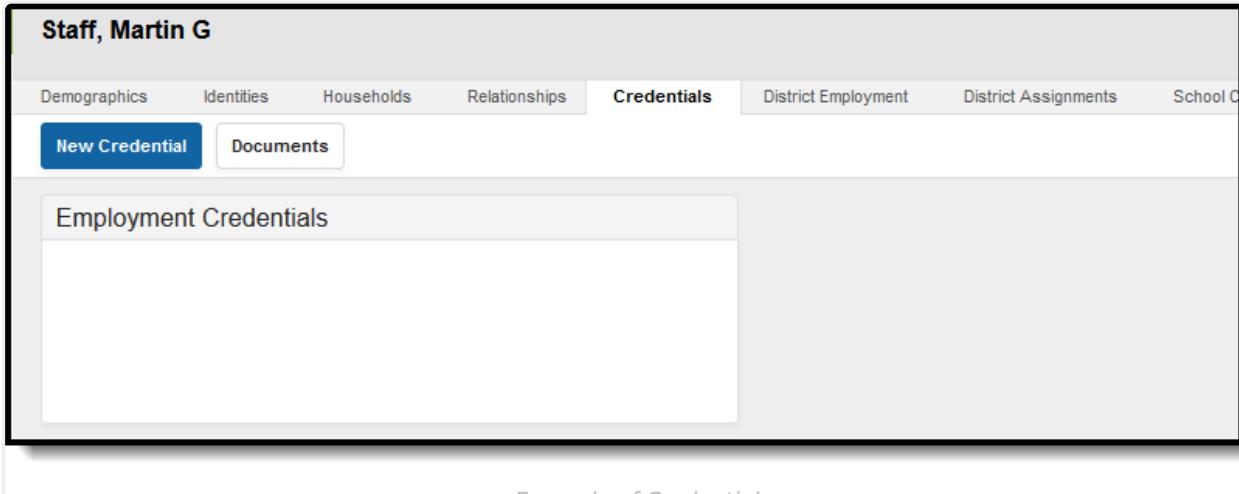
No Image Available

Demographics

## Current year primary teachers missing credentials

**PATH:** *Census > People > Credentials*

Current primary teachers missing credentials in the active year calendar.



Staff, Martin G

Demographics Identities Households Relationships Credentials District Employment District Assignments School C

New Credential Documents

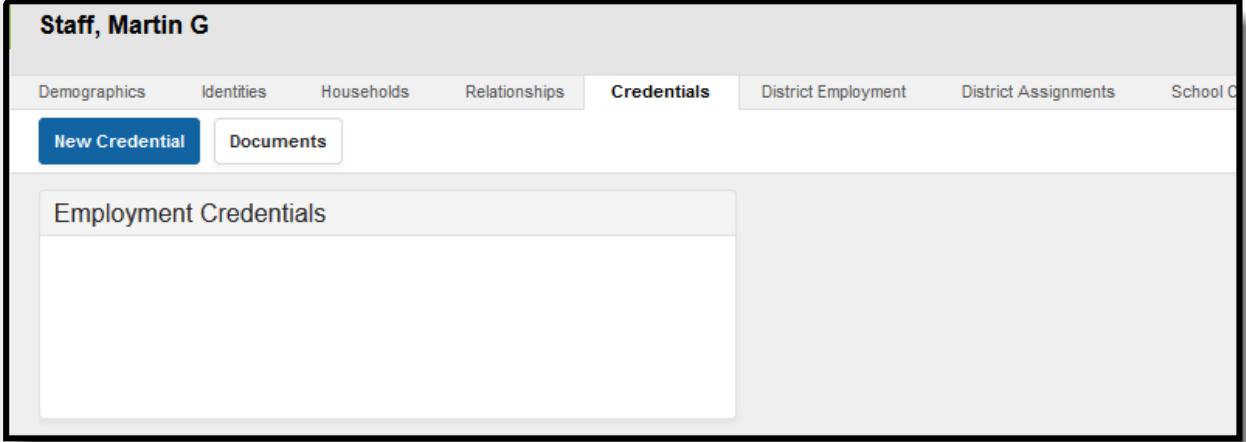
Employment Credentials

Example of Credentials

## Prior year primary teachers missing credentials

**PATH:** *Census > People > Credentials*

Primary teachers missing credentials in the year prior to the active calendar year.



Staff, Martin G

Demographics   Identities   Households   Relationships   **Credentials**   District Employment   District Assignments   School C

New Credential   Documents

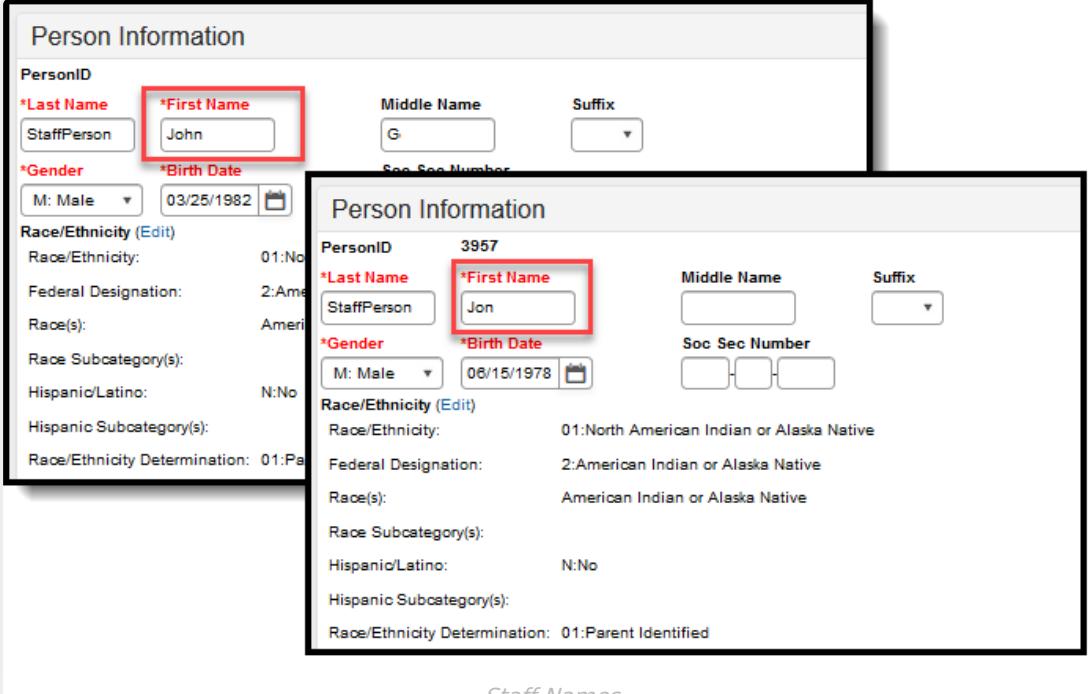
Employment Credentials

Example of Credentials - Prior Year

## Staff whose names match phonetically

**PATH:** *Census > People > Demographics > Person Information*

Staff whose names match phonetically.



Person Information

PersonID  
\*Last Name  
StaffPerson   \*First Name  
John

Middle Name  
G

Suffix

\*Gender  
M: Male   \*Birth Date  
03/25/1982

Race/Ethnicity (Edit)  
Race/Ethnicity: 01:No  
Federal Designation: 2:American Indian or Alaska Native  
Race(s): American Indian or Alaska Native  
Race Subcategory(s):  
Hispanic/Latino: N:No  
Hispanic Subcategory(s):  
Race/Ethnicity Determination: 01:Parent Identified

Person Information

PersonID 3957  
\*Last Name  
StaffPerson   \*First Name  
Jon

Middle Name

Suffix

Soc Sec Number

\*Gender  
M: Male   \*Birth Date  
08/15/1978

Race/Ethnicity (Edit)  
Race/Ethnicity: 01:North American Indian or Alaska Native  
Federal Designation: 2:American Indian or Alaska Native  
Race(s): American Indian or Alaska Native  
Race Subcategory(s):  
Hispanic/Latino: N:No  
Hispanic Subcategory(s):  
Race/Ethnicity Determination: 01:Parent Identified

Staff Names

## Census Symptoms

The following information relates to Census data.

## People who have the same Social Security Number

**PATH:** *Census > People > Demographics > Person Information > Social Security Number*

Social Security numbers are identifiers for individuals born in or working in the United States. Legitimate duplication of social security numbers is possible but not common. This error usually is a result of the duplication of an individual within the system or data entry error.

**Person Information**

PersonID	4034
*Last Name	Mary
*First Name	
Middle Name	
Suffix	
*Gender	F: Female
*Birth Date (Age: 15)	05/25/2005
Soc Sec Number	<input type="text"/> <input type="text"/> <input type="text"/>
Race/Ethnicity (Edit)	
Race/Ethnicity:	01:North American Indian or Alaska Native
Federal Designation:	2:American Indian or Alaska Native
Race(s):	American Indian or Alaska Native
Race Subcategory(s):	
Hispanic/Latino:	N:No
Hispanic Subcategory(s):	
Race/Ethnicity Determination:	01:Parent Identified

*Social Security Number*

## Active Students who have no Guardian

**PATH:** *Student Information > General > Relationships*

Guardian relationships allow parents and guardians to have access to their children's information, particularly through the Portal. Several student reports and mailing reports rely on the guardian information to generate.

Students should have at least one guardian.

**Relationships within the Wheeler \*\*Primary Household Relationships**

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Parent A	F	Parent/Guardian	07/21/2015			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parent B	F	Parent/Guardian	07/25/2013			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Guardian Relationship Checkbox*

## Active Students Not in a Household

**PATH:** Student Information > General > Households

Households are useful in establishing guardian and sibling relationships. As with guardian information, students not in a household may be missing from reports, causing items to not generate.

**Parent Household \*\*Primary**

Household Membership				
	Start Date		End Date	Secondary
Edit	05/06/2015			Private
Phone	(555)555-5555			
Address	PO Box 123, Campus, MN 55555 07/25/2013			
Members				
Name	Relationship	Enrollment (grade)	Phone(s)	Email
Sibling, Mae R	brother/sister	20-21 LCS K-6 (05)		
Parent, Shelly	Mother		C: (555)555-1234	

*Households*

## Active Students in Households by Themselves

**PATH:** Census > Household > Members

For general household creation, a student should not be in a household without a guardian. There are instances where a student may be an emancipated minor, a foster child or have other extenuating circumstances. However, as a standard practice, a student should be part of a household with at least one guardian assigned.

**Wesley Household \*\*Primary**

Household Membership				
	Start Date	End Date	Secondary	Private
Edit	09/22/2020			
Household Phone & Address(es)				
Phone	No phone defined, click to edit Household			
Address	This household has no current primary address.			
Members: None other than Current Person				

*Household Members*

## Active Students who do not have a Mailing Address

**PATH:** *Census > Households > Addresses*

Mailing addresses are used to send information to students' homes and are therefore useful in school/parent communication. Mailing addresses should be established; doing so will ensure the parent/guardian receives all information that is mailed.

**Wesley Household**

Household Info	Addresses	Members	Fees	Payments		
 Save  Delete  Find New Address						
<b>Household Location Editor</b>						
Address	Start Date	End Date	Mailing	Secondary	Private	Physical
P.O. Box 123	09/01/2020		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Household Location Detail**

Address <b>P.O. Box 123</b>	<b>*Start Date</b> 09/01/2020 <input type="button" value="Calendar"/>	<b>End Date</b> <input type="button" value="Calendar"/>	<b>Secondary</b> <input type="checkbox"/>	<b>Private</b> <input type="checkbox"/>	<b>Physical</b> <input type="checkbox"/>
--------------------------------	--------------------------------------------------------------------------	------------------------------------------------------------	----------------------------------------------	--------------------------------------------	---------------------------------------------

*- Modified by: Administrator, System 09/22/2020 11:13*

*Household Mailing Address*

## People who have unusual characters in their names

**PATH:** *Census > People > Demographics > Last Name, First Name, Middle Name*

Names normally can have letters, spaces, dashes (-), periods (.) or apostrophes ('') in them. Characters other than these could have been entered in error.

Person Information

PersonID	2325		
*Last Name	*First Name	Middle Name	Suffix
Test*ng	Stu-dent	P	▼
*Gender	*Birth Date (Age: 12)	Soc Sec Number (Show)	
F: Female ▼	10/18/2007 	XXX-XX-XXXX	
Race/Ethnicity (Edit)			
Race/Ethnicity:	1:American Indian or Alaskan Native		
Federal Designation:	2:American Indian or Alaska Native		
Race(s):	American Indian or Alaska Native		
Tribal Affiliation:			
Hispanic/Latino:	N:No		
Race/Ethnicity Determination:			

Person Name

## People whose names match phonetically

**PATH:** *Census > People > Demographics > Person Information*

People whose names match phonetically (i.e., Graham, Gram, Grame).

Person Information

PersonID	2325		
*Last Name	*First Name	Middle Name	Suffix
Testing	Jon	P	▼
*Gender	*Birth Date (Age: 12)	Soc Sec Number (Show)	
▼		XXX-XX-XXXX	
Race/Ethnicity (Edit)			
Race/Ethnicity:	1:American Indian or Alaskan Native		
Federal Designation:	2:American Indian or Alaska Native		
Race(s):	American Indian or Alaska Native		
Tribal Affiliation:			
Hispanic/Latino:	N:No		
Race/Ethnicity Determination:			

Phonetically matching names

## People who have the exact same name, gender, ssn and birthdate

**PATH:** *Census > People > Demographics > Person Information > Last Name, First Name, Gender, Birth Date, Soc Sec Numgber*

Persons whose first, middle and last names, gender, birth date and Social Security Number (SSN) exactly match those of another person(s).

**Person Information**

PersonID	2325		
*Last Name	*First Name	Middle Name	Suffix
Testing	Person	P	▼
*Gender	*Birth Date (Age: 12)	Soc Sec Number (Hide)	
M: Male	11/23/2007	111	11-1111
<b>Race/Ethnicity (Edit)</b>			
Race/Ethnicity:	1:American Indian or Alaskan Native		
Federal Designation:	2:American Indian or Alaska Native		
Race(s):	American Indian or Alaska Native		
Tribal Affiliation:			
Hispanic/Latino:	N:No		
Race/Ethnicity Determination:			

*Demographics*

## Households with More than One Primary Mailing Address

**PATH:** *Census > Households > Addresses*

Campus allows households to have more than one address to account for movement between two homes or for a mailing address and a physical address (P.O. Box and non-P.O. Box addresses).

Household Info	Addresses	Members	Fees	Payments																				
 Save  Delete  Find New Address																								
<b>Household Location Editor</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Address</th> <th style="width: 25%;">Start Date</th> <th style="width: 25%;">End Date</th> <th style="width: 25%;">Mailing</th> </tr> </thead> <tbody> <tr> <td>345 Main St</td> <td>09/22/2020</td> <td></td> <td>X</td> </tr> <tr> <td>P.O. Box 123</td> <td>09/01/2020</td> <td>09/21/2020</td> <td>X</td> </tr> </tbody> </table>					Address	Start Date	End Date	Mailing	345 Main St	09/22/2020		X	P.O. Box 123	09/01/2020	09/21/2020	X								
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P.O. Box 123	09/01/2020	09/21/2020	X																					
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Address	End Date	Private	Physical																					
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Mailing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					
Secondary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					

Multiple Addresses

However, only one address can be marked as the primary dwelling of the household. Primary addresses are used in reports and are the main source of contact for a student.

## Households with More than Two Addresses

**PATH:** *Census > People > Households > Addresses*

Campus allows households to have more than one address to account for movement between two homes or for a mailing address and a physical address (P.O. Box and non-P.O. Box addresses).

Household Info	Addresses	Members	Fees	Payments																				
 Save  Delete  Find New Address																								
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Address	End Date	Private	Physical																					
345 Main St [MAP]		<input type="checkbox"/>	<input type="checkbox"/>																					
*Start Date	<input type="text" value="09/22/2020"/> 	<input type="text"/> 	<input type="checkbox"/>																					
Mailing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					
Secondary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					

Household with Two Addresses

## Households with More than Two Guardians

**PATH: Census > People > Relationships**

Students can have more than two guardians to accommodate non-traditional families, but these entries should be reviewed for errors.

Relationships within the Martinez **Primary Household Relationships										
Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
Sibling A	F	brother/sister	08/06/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sibling B	F	brother/sister	08/06/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test, Person A	M	Father	08/06/2012			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test, Person B	F	Grandmother	08/06/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test, Person C	F	Mother	08/06/2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Guardian Relationship*

## People in more than One Household

**PATH: Census > People > Households**

A person, whether a student, staff person or guardian, can be in more than one household. This flexibility provides for easy maintenance of complex family structures. However, this should be reviewed for accuracy as mis-entry is possible.

## Martinez Household \*\*Primary

### Household Membership

	Start Date	End Date	Secondary	Private
Edit	08/06/2012			

### Household Phone & Address(es)

		Start Date	End Date
Phone	(718)555-4551x987		
Address	PO Box 0163, Campus, MN 55555	01/25/2016	
Address	1234 Campus St, Blaine, MN 55555	08/06/2012	

### Members

Name	Relationship	Enrollment (grade)	Phone(s)	Email
Test, Tyler A	brother/sister			
Test, Rebecca M	brother/sister			
Test, Michael M	Father			
Test, Christina	Grandmother		C: [REDACTED]	
Test, Marianne	Mother		C: [REDACTED]	

## Wesley Household \*\*Primary

### Household Membership

	Start Date	End Date	Secondary	Private
Edit	09/21/2020			

### Household Phone & Address(es)

		Start Date	End Date
Phone	No phone defined, click to edit Household		
Address	345 Main St, Blaine, MN 55555	Map	09/22/2020
		09/01/2020	09/21/2020

### Members

Name	Relationship	Enrollment (grade)	Phone(s)	Email
Test, Wesley		20-21 LCS 7-8 (07)		

*Multiple Households*

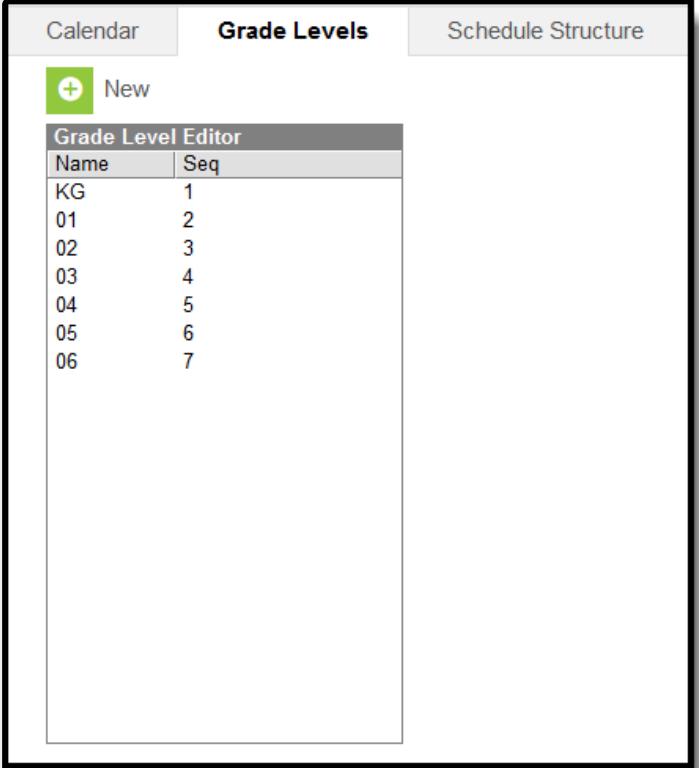
# Scheduling Symptoms

The following information relates to Scheduling data.

## Student's Grade Level not Found in Calendar

**PATH:** *System Administration > Calendar > Calendar > Grade Levels*

This error occurs when newly imported student enrollment information has not yet been mapped to existing grade levels within that calendar. Student's grade levels should be changed to fit the calendar in which they are enrolled.



Grade Levels in Calendar

Grade levels can be deleted from the calendar when an enrollment exists with that deleted grade level. The enrollment record will not have a grade level assigned.

## Sections with No Schedule

**PATH:** *Scheduling > Courses > Section > Section Schedule Placement*

Course sections are scheduled into already established schedule structures. This section details the course sections that do not have designated meeting times within the school day.

**Section Editor**

SectionID  
5075

**\*Section Number**  
1

Max Students  
30 0

**Teacher Display Name**  
Teacher, Eleanor

Lunch Count  Milk Count  Adult Count   
Custom Count 1  Custom Count 2  Custom Count 3

Room  
10

Hide Standards On Portal

**Primary Teacher**  
Teacher, Eleanor

Instructional Setting  
RC: Regular Classroom

Location Override

CTE Minutes per Week Override

Exclude

CTE

Dual Credit

- Modified by: Unknown 07/29/2020 10:29

**Section Schedule Placement**

Quarters					
	Q1 <input type="checkbox"/>	Q2 <input type="checkbox"/>	Q3 <input type="checkbox"/>	Q4 <input type="checkbox"/>	
	K-6 <input type="checkbox"/> HALF DAYS <input type="checkbox"/>				
Period AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Section Schedule Placement*

## Calendar Days flagged as instructional outside of term dates

**PATH:** *System Administration > Calendar > Calendar > Days*

Calendar Days flagged as instructional outside of term dates.

<<

May 2021

>>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01
02	03 K-6	04 K-6	05 K-6	06 K-6	07 K-6	08
09	10 K-6	11 K-6	12 K-6	13 K-6	14 K-6	15
16	17 K-6	18 K-6	19 K-6	20 K-6	21 K-6	22
23	24	25	26	27	28	29
30	31					

Event on this Day

**Day Detail**

Date: 05/24/2021 Day #: Not an instructional day.

**\*Period Schedule**

K-6	Instruction
School Day	<input checked="" type="checkbox"/>
Start Time	End Time
Comments	

Attendance

Duration

Instructional Day

## Count weeks where attendance days < residential type on ISEP Management tab

**PATH:** System Administration > Calendar > Calendar > ISEP Mgmt

Count weeks where attendance days are less than residential type (4 day residential vs. 7 day residential) on the ISEP Management tab.

**ISEP Mgmt**

The following data is used in ISEP Residential Certification, Instructional Certification and Allotment reports. This ISEP data is entered and updated by BIE staff on the NASIS State Edition. Data in the fields below should be appropriate for the year, school and calendar selected in the main toolbar.

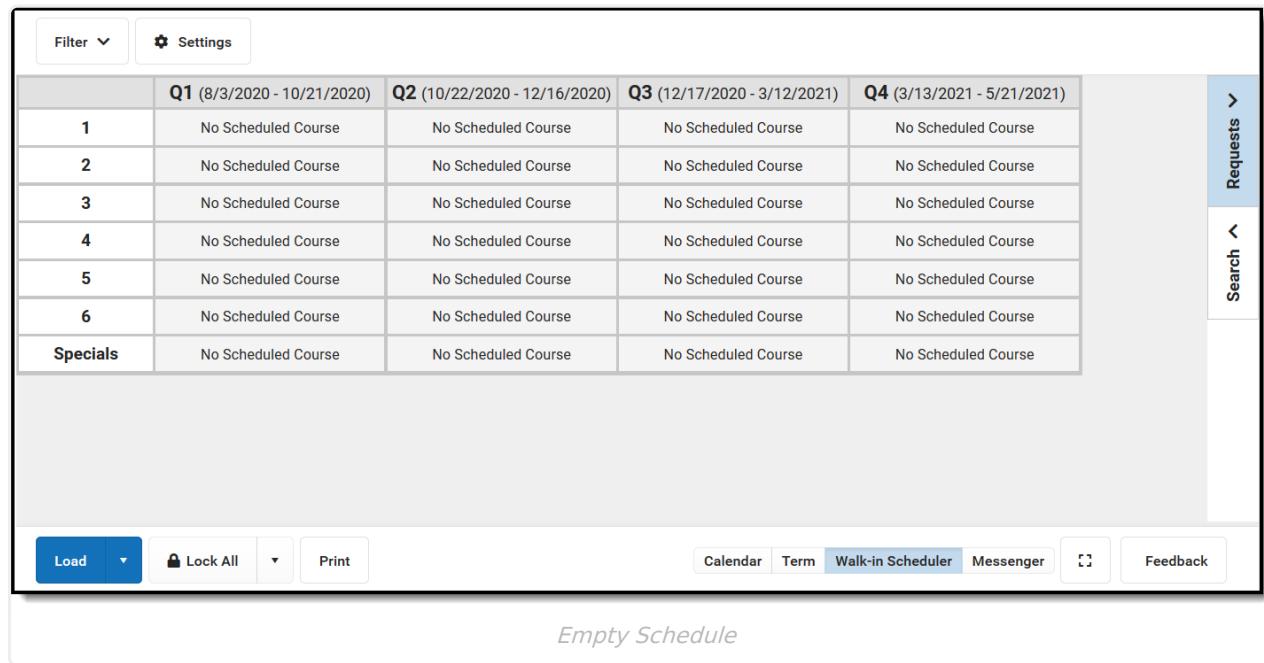
School Board Training <input type="checkbox"/>	Isolation Factor <input type="checkbox"/>	Eligible High School <input type="checkbox"/>	Residential Type <input type="dropdown"/>
ISEP Dates:			
Name <input type="text"/>	Sequence <input type="text"/> 0	Start Date <input type="text"/>	End Date <input type="text"/>
Name <input type="text"/>	Sequence <input type="text"/> 0	Start Date <input type="text"/>	End Date <input type="text"/>
Name <input type="text"/>	Sequence <input type="text"/> 0	Start Date <input type="text"/>	End Date <input type="text"/>

ISEP Mgmt Tab

## Students Enrolled with no Schedule

**PATH:** *Student Information > General > Schedule*

This section pulls students who have an active enrollment but are not scheduled into any course sections. Review the student information to ensure it is a current student. If it is a current student, add the necessary course sections.



The screenshot shows a table titled 'Schedule' with columns for Q1, Q2, Q3, and Q4. The table is empty, with all cells containing 'No Scheduled Course'. The table has a header row with bolded column titles. The page includes navigation buttons for 'Load', 'Lock All', 'Print', and tabs for 'Calendar', 'Term', 'Walk-in Scheduler', 'Messenger', and 'Feedback'. A sidebar on the right is titled 'Requests' and includes 'Search' and 'Feedback' buttons. A message 'Empty Schedule' is displayed at the bottom of the page.

	Q1 (8/3/2020 - 10/21/2020)	Q2 (10/22/2020 - 12/16/2020)	Q3 (12/17/2020 - 3/12/2021)	Q4 (3/13/2021 - 5/21/2021)
1	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
2	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
3	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
4	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
5	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
6	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
Specials	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

## Roster Record not in the Same Calendar as Student's Enrollment

**PATH:** *Student Information > General > Enrollments*

This error occurs when a student is enrolled in a calendar and scheduled into course sections, but is moved to another calendar, causing orphaned section assignments.

General Enrollment Information

Calendar 20-21 LCS 7-8	Schedule (read only) Main	*Grade 07	Class Rank Exclude <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>
*Start Date 08/03/2020 <input type="button" value="Calendar"/>	No Show <input type="checkbox"/>	End Date <input type="button" value="Calendar"/>	End Action	*Service Type P: Primary
*Local Start Status E1: 1st AZ enroll, from same school		Local End Status Select a Value		
State Start Status <b>E1: 1st AZ enroll, from same school</b>		State End Status		
Start Comments		End Comments		
CRDC School of Accountability <input type="button" value=""/>				
Bureau of Indian Education Reporting <input type="button" value="+"/>				
Future Enrollment <input type="button" value="+"/>				
State Reporting Fields <input type="button" value="+"/>				
Special Ed Fields <input type="button" value="+"/>				

Calendar in Enrollments

## Discrepancy Between Age and Grade Level

**PATH:** *Census > People > Demographics; Student Information > General > Enrollments*

It is a general assumption that students in a certain grade level are between a certain age (kindergarten students are 5 or 6). The existence of this error indicates students are either below the general age range or over the general age range for the grade level into which the student is enrolled.

Age is a calculated field based on the entered birth date.

**Person Information**

PersonID	2482
*Last Name	Test
*First Name	Student
Middle Name	
Suffix	
*Gender	M: Male
*Birth Date (Age: 12)	09/16/2008 
Race/Ethnicity (Edit)	
Race/Ethnicity:	
Federal Designation:	
Race(s):	
Tribal Affiliation:	
Hispanic/Latino:	
Race/Ethnicity Determination:	

**General Enrollment Information**

Calendar	20-21 LCS 7-8	Schedule (read only)	Main
*Start Date	08/03/2020 	No Show	<input type="checkbox"/>
		End Date	
*Local Start Status	E1: 1st AZ enroll, from same school  		
State Start Status	E1: 1st AZ enroll, from same school		
Start Comments	CRDC School of Accountability 		
	End Comments		

*Discrepancy between Age and Grade Level*

## Section with no Teachers

**PATH:** *Scheduling > Courses > Sections / Staff History*

When a section of a course does not have a primary teacher assigned to it, the Teacher name will display as *None Assigned* and the Staff History tab displays "There is no active primary teacher for this section," in red.

Section Editor

SectionID: 5187

\*Section Number: 1

Max Students: 30

Room:

Hide Standards On Portal:

Advisory:

Lunch C:

Custom:

External:

Teacher: None Assigned

Staff History

New Primary Teacher | New Teacher | New Section Staff

Staff History

Name:

Assignment Start:

Assignment End:

Access Start:

Access End:

Primary Teacher

There is no active primary teacher for this section.

Instructional Setting:

Location Override:

CTE Minutes per Week Override:

No Teacher Assigned

## Sections with no Students

**PATH:** *Scheduling > Course > Section > Roster*

This section provides a list of course sections that do not have any students scheduled in them.

0011-1 Library

Teacher: Teacher, Joan

Section Staff History Roster Attendance Grading By Task Grading By Student Roster Setup R

Print Options

Active Students

Active Students: 0 Males:0 Females:0

Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	Flags	Health	IEP	PLP	Documents
------	--------	-----	------------	----------	-------------------------------------	-------	--------	-----	-----	-----------

Incoming Students

Incoming Students: 0 Males:0 Females:0

Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	Flags	Health	IEP	PLP	Documents
------	--------	-----	------------	----------	-------------------------------------	-------	--------	-----	-----	-----------

Dropped Students

Dropped Students: 0 Males:0 Females:0

Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	Flags	Health	IEP	PLP	Documents
------	--------	-----	------------	----------	-------------------------------------	-------	--------	-----	-----	-----------

No Active Students

# Transcript Symptoms

The following information relates to Transcript data.

## Transcripts without Credits

**PATH:** *Student Information > General > Transcript > Choose a Transcript Format > Default*

Credits earned are displayed on student transcripts. Accurate representation of credits earned is a primary functions of the transcript.

Courses Taken 2007-2008 Grade 11 from 0622 057 North High			
Course	Mark	Weight	Credit
025 Entertain. & Sports	A	1.000	1.000
Marketing			
029 Marketing Class	A	1.000	1.000
029 Marketing Class	A	1.000	1.000
029 Marketing Class	A	1.000	1.000
031 Myth & Legend	A	1.000	1.000
032 U.S. Literature A	A-	1.000	1.000
032 U.S. Literature B	B+	1.000	1.000
041 Nutrition and Foods	A	1.000	1.000
043 Spring Team Sports	B+	1.000	1.000
070 Integrated Math III A	B-	1.000	1.000
071 Integrated Math III B	A-	1.000	1.000
071 Integrated Math III C	B	1.000	1.000
077 Chemistry A	C+	1.000	1.000
077 Chemistry B	C+	1.000	1.000
077 Chemistry C	B	1.000	1.000
083 AP US History A	A-	1.000	1.000
084 AP US History B	A	1.000	1.000
084 AP US History C	A-	1.000	1.000
Total Credits:			18.000

*Credits on a Transcript*

## Transcript without GPA Values

**PATH:** *Student Information > General > Transcripts > Choose a Transcript Format > Default*

This error indicates the GPA value calculated after successful passing of a course to be posted on a student's transcript is not appearing.

**Testing, Amy**

Student Number: 1111111 Grade: 12

1234 Main St. Campusland MN, 54321

Generated on 07/07/2009 12:34:46 PM Page 1 of 2

**Transcript Statistics****Cumulative GPA (Weighted)**

Class Rank 124 of 476

Percentile 73.95%

**Student #:** 1111111**Diploma Date:****Diploma:****Current Grade:** 12**Birthdate:** 02/13/1991**Gender:** F*Cumulative GPA***Unweighted GPA Value Higher than Weighted****PATH:** *Student Information > General > Transcript*

Weighted grades allow more difficult courses to have a greater impact on a student's overall GPA. Therefore, weighted values should be higher than unweighted values. Otherwise, the value of earned credits is decreased.

Transcript										
Year		Year*	Transfer School Name	Grade*	Course Numb...	Course Name	Score*	Weighted	Unweighted	Weight
<input checked="" type="checkbox"/>	19-20	19-20	Robbinsdale Cooper High School	09	8655	IBMYP Spanish 1 II	P			1
<b>▼ Year: 2019</b>										
<input checked="" type="checkbox"/>	18-19			08	6301	Phy Ed 8	A	4	5	1
<input checked="" type="checkbox"/>	18-19			08	6302	Phy Ed 8B	A	4	5	1
<input checked="" type="checkbox"/>	18-19			08	7300	Art 8	B	3	4	1
<input checked="" type="checkbox"/>	18-19			08	9300	FACS 8	B	3	4	1
<input checked="" type="checkbox"/>	18-19			08	9302	Tech Ed 8	NC	0	0	1
<input checked="" type="checkbox"/>	18-19			08	1330	English 8	A	4	5	1
<input checked="" type="checkbox"/>	18-19			08	1373	Reading 8	A	4	5	1
<input checked="" type="checkbox"/>	18-19			08	2301	Social 8	A	4	5	1
<input checked="" type="checkbox"/>	18-19			08	3301	Earth Science 8	A	4	5	1
<input checked="" type="checkbox"/>	18-19			08	4311	Linear Algebra 8	B+	3.34	4.34	1
<b>▼ Year: 2018</b>										
<input checked="" type="checkbox"/>	17-18			07	1208	Reading 7	D+	1.34		1
<input checked="" type="checkbox"/>	17-18			07	1230	English 7	B	3		1

*GPA on Transcripts***Weighted GPA Value Higher than Max****PATH:** *Student Information > General > Transcript*

The GPA value is higher than the maximum allowed GPA value. This may be correct if the school

awards additional GPA points for students in accelerated courses (e.g., AP), but it should be verified.

Courses Taken 2019-2020 Grade 09										
	Course	Standard	Repeat Course	Mark	GPA Value	Bonus	GPA Wt.	Credit/Category	Term	Comments
					weighted unweighted					
Edit	08334100, Study Hall			P	4.2000		1.0000	0.500 Elective	1-4	
Edit	08334100, Study Hall			P			1.0000	0.500 Elective	1-4	
Edit	10011121, Concert Band (HS)			A			1.0000	0.500 Elective	1-4	
Edit	10011121, Concert Band (HS)			C			1.0000	0.500 Elective	1-4	
Edit	10014144, English/Language Arts I									
Edit	10014144, English/Language Arts I									
Edit	12714101, Language for Native Speakers 1									
Edit	12714101, Language for Native Speakers 1									
Edit	17034133, Physical Science									

Transcript Course Editor

TranscriptID 37302

<b>*School Year</b>	Grade	NCES Grade	District No.	School No.	School Name
2019-2020	09	09: Grade 9	141	D32N15	Northwest High School
<b>*Course Number</b>	Course Name	Section Identifier	SCED Course Identifier	State Code	
10011121	Concert Band (HS)	10756		1121	
SCED Subject Area					
Date	Actual Term	Start Term	End Term		
12/19/2019	2	1	4		
Terms Long	Calendar Terms	Term Start Date	Term End Date		
4	4	08/12/2019	05/21/2020		
Current Score	Change Score	GPA Weight	GPA Value	Unweighted GPA Value	
A		1.0000	4.2		
Repeat Course	Distance Class	Percent	GPA Max	Bonus Points	
<input type="checkbox"/>		90.98	4.0000		

Weighted GPA

## Behavior Symptoms

The following information relates to Behavior data.

### Current year events without resolutions

**PATH:** *Behavior > Behavior Management > Events and Participants*

Active current year students who are participants or offenders in a negatively aligned behavior event without a resolution.

**Behavior Management**

 Save  Delete  New

**Incident Detail Information**  
This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 11420	Status: In-Progress	Submitted Date: 10/01/2020 09:50 AM
*Alignment: Discipline	Title: Fighting	Submitted By: Administrator, System
*Date of Incident: 09/11/2020	*Time of Incident: 09:47 AM	Damages: \$ 0.00
Context: 4: During passing	Context Description:	Location Description:
Location: 2f: On Campus: Restroom		
BIE Location: 14: Other location on school property		
Details: Students were in a physical fight in the bathroom.		

**Events and Participants**  
This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

 Fighting (Event ID: 11414)  Alexis Student - Offender

[Review Participants](#)

[Add Event/Participant](#) [Add Resolution](#) [Add Behavior Response](#)

*Prior Year Events without Resolutions*

## Prior year events without resolutions

**PATH:** Behavior > Behavior Management > Events and Participants

Prior year (active year minus one year) students who are participants or offenders in a negatively aligned behavior event without a resolution.

**Behavior Management**

Status Filter:  Alignment Filter:

Incident Management Editor					
Title	Date/Time	Location	Context	Submitted By	Status

**Incident Detail Information**  
 This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 11420	Status <input type="button" value="In-Progress"/>	Submitted Date: 10/01/2020 09:50 AM Submitted By: Administrator, System
<b>*Alignment</b> <input type="button" value="Discipline"/> <input type="button" value="Title"/> <b>*Date of Incident</b> <input type="button" value="03/18/2020"/> <input type="button" value="09:47 AM"/> <b>Context</b> <input type="button" value="3: During class"/> <b>Location</b> <input type="button" value="2c: On Campus: Classroom"/> <b>BIE Location</b> <input type="button" value="05: Classroom"/> <b>Details</b> Student was cussing at other students in class.		
<b>Damages</b> <input type="button" value="\$ 0.00"/> <b>Context Description</b> <b>Location Description</b>		

**Events and Participants**  
 This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

*Prior Year Events without Resolutions*

## Current year Behavior Resolutions with incorrect BIE behavior resolutions

**PATH:** Behavior > Behavior Management > Events and Participants

Logic identifies all current year Behavior events where BIE Behavior Resolution = 06, 17, 19, 20, 22, 27, 28 or 29, End Date is blank and Duration is 0.

Behavior Management

Incident Details  
This section should not be entered as it will not be enforced.

Incident ID: 11111111111111111111111111111111

\*Alignment: Discipline

\*Date of Incident: 03/18/2020

Context: 3: During class

Location: 2c: On Campus

BIE Location: 05: Classroom

Details: Student was

Events and Participants  
This section will be populated with behavior tab.

 Fighting  Kara Banketewa  Add Event

**Add Resolution**

**Resolution Details**

\*BIE Resolution Type: 29: In-School Suspension

Resolution Type: 07: In-school suspension (1 day)

\*Resolution Assign Date: 10/01/2020  Resolution Start Date: 10/01/2020  Resolution Start Time: 10:04 AM

Resolution End Date:  Resolution End Time:

Duration in School Days:

Behavior Admin Staff Name:

Details:

\*Apply To:  
Fighting  
 Kara Banketewa

Save  Close

Resolution with no Resolution End Date or Duration in School Days

## Prior year Behavior Resolutions with incorrect BIE behavior resolutions

**PATH:** Behavior > Behavior Management > Events and Participants

Logic identifies all prior year Behavior events where BIE Behavior Resolution = 06, 17, 19, 20, 22, 27, 28 or 29, End Date is blank and Duration is 0.

Behavior Management

Incident Details  
This section should not be entered as it will not be used in the system.

Incident ID: 11111111111111111111111111111111

\*Alignment: Discipline

\*Date of Incident: 03/18/2020

Context: 3: During class

Location: 2c: On Campus

BIE Location: 05: Classroom

Details: Student was

Events and Participants: Fighting

Add Event

**Add Resolution**

**Resolution Details**

\*BIE Resolution Type: 27: Removal to an Alt Setting by School Personnel

Resolution type: 8: Other/Unknown

State Code: 8: Other/Unknown

\*Resolution Assign Date: 02/04/2020 Resolution Start Date: 10/01/2020 Resolution Start Time: 10:04 AM

Resolution End Date: Resolution End Time: Category:

Duration in School Days:

Behavior Admin Staff Name:

Details:

\*Apply To: Fighting

Kara Banketewa

Save Close

Prior Year Resolution with No Resolution End Date or Duration In School Days

## Special Education (SPED) Symptoms

The following information relates to Special Ed data.

### Current year SPED/enrollment inconsistencies

**PATH:** *Student Information > General > Enrollments > Bureau of Indian Education Reporting*

Current Special Ed enrollment records with inconsistent data in the Special Ed Status, Special Ed Setting or Disability fields.

General Enrollment Information

Calendar 20-21 Northwest High School	Schedule (read only) Main	*Grade 10	Class Rank Exclude	External LMS Exclude						
*Start Date 08/11/2020	No Show	End Date	End Action	*Service Type P: Primary						
Local Start Status 08: Last year, same school**	Local End Status Select a Value									
State Start Status 08: Last year, same school	State End Status									
Start Comments	End Comments									
CRDC School of Accountability										
Bureau of Indian Education Reporting										
Future Enrollment										
State Reporting Fields										
<b>Special Ed Fields</b> <table border="1"> <tr> <td>Special Ed Status</td> <td>Setting SA01: Inside Regular Class 80% or more of day</td> </tr> <tr> <td>Except</td> <td>Other Disability DB: Deaf-Blindness</td> </tr> <tr> <td>Secondary Except</td> <td>Other Disability 2</td> </tr> </table>					Special Ed Status	Setting SA01: Inside Regular Class 80% or more of day	Except	Other Disability DB: Deaf-Blindness	Secondary Except	Other Disability 2
Special Ed Status	Setting SA01: Inside Regular Class 80% or more of day									
Except	Other Disability DB: Deaf-Blindness									
Secondary Except	Other Disability 2									
Inconsistencies In Special Ed Data										

## Prior year events without resolutions

**PATH:** *Student Information > General > Enrollments > Bureau of Indian Education Reporting*

Prior year Special Ed enrollment records with inconsistent data in the Special Ed Status, Special Ed Setting or Disability fields.

General Enrollment Information

Calendar 20-21 Northwest High School	Schedule (read only) Main	*Grade 10	Class Rank Exclude	External LMS Exclude						
*Start Date 08/11/2020	No Show	End Date	End Action	*Service Type P: Primary						
Local Start Status 08: Last year, same school**	Local End Status Select a Value									
State Start Status 08: Last year, same school	State End Status									
Start Comments	End Comments									
CRDC School of Accountability										
Bureau of Indian Education Reporting										
Future Enrollment										
State Reporting Fields										
<b>Special Ed Fields</b> <table border="1"> <tr> <td>Special Ed Status</td> <td>Setting SA01: Inside Regular Class 80% or more of day</td> </tr> <tr> <td>Except</td> <td>Other Disability DB: Deaf-Blindness</td> </tr> <tr> <td>Secondary Except</td> <td>Other Disability 2</td> </tr> </table>					Special Ed Status	Setting SA01: Inside Regular Class 80% or more of day	Except	Other Disability DB: Deaf-Blindness	Secondary Except	Other Disability 2
Special Ed Status	Setting SA01: Inside Regular Class 80% or more of day									
Except	Other Disability DB: Deaf-Blindness									
Secondary Except	Other Disability 2									
Inconsistencies in Special Ed Data										

## Current year SPED exit inconsistencies

**PATH:** *Student Information > General > Enrollments > Bureau of Indian Education Reporting*

Current Special Ed enrollment records with inconsistent data in the Special Ed Exit Date, Special Ed Exit Reason or Special Ed Status fields.

Summary   Profile   **Enrollments**   Schedule   Attendance   Flags   Grades   Transcript   Credit Summary   Assessment

Save
Delete
New
Print Enrollment History
New Enrollment History

CRDC School of Accountability

Bureau of Indian Education Reporting

**\*Start Status**      **End Status**

08: Last year, same school     

**BIE Exclude**      **Enrollment Type**      **Boarding Status**

     1: ISEP     

**Percent Enrolled**      **Absent Days**      **Federal Scheduled Days**      **Federal Absent Days**

100      2      8      1

**Out of Boundary Reason**      **Resident State**      **Section 504**

**NLL for Maint or Resto**      **Receiving Instruction in their NL**      **Non-language subjects in NL**

**Homeless**      **Unaccompanied Youth**      **Homeless Nighttime Residence**

**Gifted/Talented**      **Military Connected**

**Special Ed Status**      **Special Ed Exit Date**      **Special Ed Exit Reason**

04: Terminated from Special ed      10/01/2020       B: Graduated with Regular High School Diploma

**Primary Disability**      **Special Ed Setting**      **Rec sped svrcs/BIE residentl setting**

**Homebound**      **Care & Treatment**      **IRG Code**

**Future Enrollment**      +

*Inconsistencies in Special Ed Exit Data*

## Prior year SPED exit inconsistencies

**PATH:** *Student Information > General > Enrollments > Bureau of Indian Education Reporting*

Prior year Special Ed enrollment records with inconsistent data in the Special Ed Exit Date, Special Ed Exit Reason or Special Ed Status fields.

Summary   Profile   **Enrollments**   Schedule   Attendance   Flags   Grades   Transcript   Credit Summary   Assessment

**Save**   **Delete**   **New**   **Print Enrollment History**   **New Enrollment History**

Start Start Status      End End Status

**08: Last year, same school**

Start Comments      End Comments

CRDC School of Accountability

Bureau of Indian Education Reporting

\*Start Status      End Status

08: Last year, same school      29: End of school year

BIE Exclude      Enrollment Type      Boarding Status

     1: ISEP     

Percent Enrolled      Absent Days      Federal Scheduled Days      Federal Absent Days

100      2      8      1

Out of Boundary Reason      Resident State      Section 504

     Select a Value     

NLL for Maint or Resto      Receiving Instruction in their NL      Non-language subjects in NL

Homeless      Unaccompanied Youth      Homeless Nighttime Residence

Gifted/Talented      Military Connected

Special Ed Status      Special Ed Exit Date      Special Ed Exit Reason

04: Terminated from Special ed      10/01/2020      B: Graduated with Regular High School Diploma

Primary Disability      Special Ed Setting      Rec sped srvcs/BIE resident setting

Homebound      Care & Treatment      IRG Code

*Inconsistencies in Special Ed Exit Data (Prior Year)*

## Current year SPED enrollments that have no IEP

**PATH:** *Student Information > Special Ed > Documents > IEP*

Current year Special Ed students who have no IEPs created between the start and end date of their enrollment.

## Student, Evan A

Grade: 10 #12345 DOB: 10/26/2004 Gender: M

Summary Team Members **Documents** Contact Log Goal Monitoring Service Log

Open Lock/Unlock Copy Amend Delete Print New Document Upload Document

**Documents List**

2020-2021 (1)  
Plans (1)  
BIE IEP (10/05/2020-10/05/2021)

IEP Start and End dates  
do not fall within the  
current enrollment record

IEP

## Prior year SPED enrollments that have no IEP

**PATH:** *Student Information > Special Ed > Documents > IEP*

Prior year Special Ed students who have no IEPs created between the start and end date of their enrollment.

Student, Jerrall T MEDICAL

#1234 DOB: 11/27/2002 Gender: M

Summary Team Members **Documents** Contact Log Goal Monitoring Service Log

Open Lock/Unlock Copy Amend Delete Print New Document Upload Document

**Documents List**

2019-2020  
Plans  
BIE IEP (11/07/2019-11/07/2020)

No IEPs exist within the  
Start and End dates of  
the prior year enrollment

IEP

## Current SPED students with different values between enrollment and IEP

**PATH:** *Student Information > General > Enrollments > Bureau of Indian Education Reporting; Student Information > Special Ed > Documents > BIE IEP*

Special Ed students who have different Status, Setting or Disability values between the BIE IEP and Enrollment BIE records.

## Student, Jeraldine B

Grade: 10 #1234 DOB: 12/09/2005 Gender: F

Fees Lockers Graduation Athletics Ad Hoc Letters Waiver Records Transfer Student Waiver Request

Summary Profile **Enrollments** Schedule Attendance Flags Grades Transcript Credit Summary

**Save**

**Delete**

**New**

**Print Enrollment History**

**New Enrollment History**

09	P	19-20 Northwest High School	08/12/2019	05/21/2020	
09	S	19-20 Shiprock Associated Dorm	08/11/2019	05/20/2020	▼

### General Enrollment Information

+

### Bureau of Indian Education Reporting

-

#### \*Start Status

08: Last year, same school ▼

#### End Status

▼

#### BIE Exclude

#### Enrollment Type

1: ISEP ▼

#### Boarding Status

▼

#### Percent Enrolled

100

#### Absent Days

6.17

#### Federal Scheduled Days

8

#### Federal Absent Days

6

#### Out of Boundary Reason

▼

#### Resident State

Select a Value ▼

#### Section 504

#### NLL for Maint or Resto

#### Receiving Instruction in their NL

#### Non-language subjects in NL

#### Homeless

#### Unaccompanied Youth

#### Homeless Nighttime Residence

▼

#### Gifted/Talented

▼

#### Military Connected

#### Special Ed Status

03: Receiving Services ▼

#### Special Ed Exit Date

▼

#### Special Ed Exit Reason

▼

#### Primary Disability

43: Visual Impairments ▼

#### Special Ed Setting

A: Inside regular class 80% or more of day ▼

Rec sped  
srvcs/BIE  
residentl  
setting

*Special Ed Enrollment*

## Student, Jeraldine B

Grade: 10 #1234 DOB: 12/09/2005 Gender: F

Summary

Team Members

Documents

Contact Log

Goal Monitoring

Service Log



Save



Save &amp; Continue



Print

## Plan Outline bielEP20

## IEP Overview

Student Demographics

Parent/Guardian Demographics

PLAAFP

Measurable Annual Goals

ESY Information

ESY Determination

Notification of Progress

School-Wide Assessments

Special Education Services

Related Services

Supplementary Services

## Enrollment Status

Potential Harmful Effects

LRE

Impact Statement

Accommodations &amp; Modifications

Special Factors

Discipline

Assistive Technology

Hearing Aid Maintenance

Health Information

Team Meeting

## Enrollment Status

Note: At the point the IEP is generated, a snapshot of the student data is taken. To get a fresh copy, click the button below.

The editable values will change the values in the IEP and it will update the special ed status values in any enrollments that intersect the dates of the IEP. The update of the enrollment will only occur when the IEP is marked as locked in the IEP Overview editor.

NASIS ID

106513400

## \*Primary Disability

40: Intellectual Disabilities

## \*Special Ed Status

03: Receiving Services

## \*Special Ed Setting

C: Inside regular class less than 40% of day

Primary Language

0400: English

Special Ed IEP

## Prior SPED students with different values between enrollment and IEP

**PATH:** *Student Information > General > Enrollments > Bureau of Indian Education Reporting; Student Information > Special Ed > Documents > BIE IEP*

Prior year (Active year minus one) Special Ed students who have different Status, Setting or Disability values between the BIE IEP and Enrollment BIE records.

Summary   Profile   **Enrollments**   Schedule   Attendance   Flags   Grades   Transcript   Credit Summary

**Save**   **Delete**   **New**   **Print Enrollment History**   **New Enrollment History**

**Enrollment Editor**

Grade	Type	Calendar	Start Date	End Date
10	P	20-21 Northwest High School	08/11/2020	
09	S	21CCLC Northwest High School	01/13/2020	
09	P	19-20 Northwest High School	08/12/2019	05/21/2020
09	S	19-20 Shiprock Associated Dorm	08/11/2019	05/20/2020

**General Enrollment Information**

**Bureau of Indian Education Reporting**

**\*Start Status** 16: Re-entry from the same school with no interruption   **End Status** 29: End of school year

**BIE Exclude**    **Enrollment Type** 1: ISEP   **Boarding Status**

**Percent Enrolled** 100   **Absent Days** 9.11   **Federal Scheduled Days** 169   **Federal Absent Days** 8

**Out of Boundary Reason**    **Resident State** Select a Value   **Section 504**

**NLL for Maint or Resto**    **Receiving Instruction in their NL**    **Non-language subjects in NL**

**Homeless**    **Unaccompanied Youth**    **Homeless Nighttime Residence**

**Gifted/Talented**    **Military Connected**

**Special Ed Status** 01: Regular Ed - Not Receiving Services   **Special Ed Exit Date**     **Special Ed Exit Reason**

**Primary Disability**    **Special Ed Setting**  Rec  
sped  
srvc/BIE  
residentl

**Special Ed Enrollment**

Summary Team Members Documents Contact Log Goal Monitoring Search

Save Save & Continue Print

**Plan Outline bielEP20**

**IEP Overview**

Student Demographics  
Parent/Guardian Demographics  
PLAAFP  
Measurable Annual Goals  
ESY Information  
ESY Determination  
Notification of Progress  
School-Wide Assessments  
Special Education Services  
Related Services  
Supplementary Services  
Enrollment Status  
Potential Harmful Effects  
LRE  
Impact Statement  
Accommodations & Modifications  
Special Factors  
Discipline  
Assistive Technology  
Hearing Aid Maintenance  
Health Information  
Team Meeting

**Enrollment Status**

Note: At the point the IEP is generated, a snapshot of the student data is taken. To get a fresh copy, click the button below.

The editable values will change the values in the IEP and it will update the special ed status values in any enrollments that intersect the dates of the IEP. The update of the enrollment will only occur when the IEP is marked as locked in the IEP Overview editor.

NASIS ID  
106513400

**\*Primary Disability**  
40: Intellectual Disabilities

**\*Special Ed Status**  
03: Receiving Services

**\*Special Ed Setting**  
A: Inside regular class 80% or more of day

Primary Language  
0400: English

BIE IEP

## Current year ISEP enrollments with an enrollment type 'N'

**PATH:** Student Information > General > Enrollments > Enrollment Type, Service Type

Current year enrollment records where Enrollment Type = ISEP and Service Type = N.

General Enrollment Information

Calendar  
20-21 Northwest High School

**\*Start Date**  
08/11/2020

No Show

Schedule (read only)  
Main

**\*Grade**  
10

**Class Rank Exclude**

**External LMS Exclude**

**\*Service Type**  
N: Special Ed Services

**Local Start Status**  
08: Last year, same school\*

**Local End Status**  
Select a Value

**State Start Status**  
08: Last year, same school

**State End Status**

**Start Comments**

**End Comments**

CRDC School of Accountability

Bureau of Indian Education Reporting

**\*Start Status**  
08: Last year, same school

**End Status**

**BIE Exclude**

**Enrollment Type**  
1: ISEP

**Boarding Status**

**Percent Enrolled**  
100

**Absent Days**  
6.17

**Federal Scheduled Days**  
8

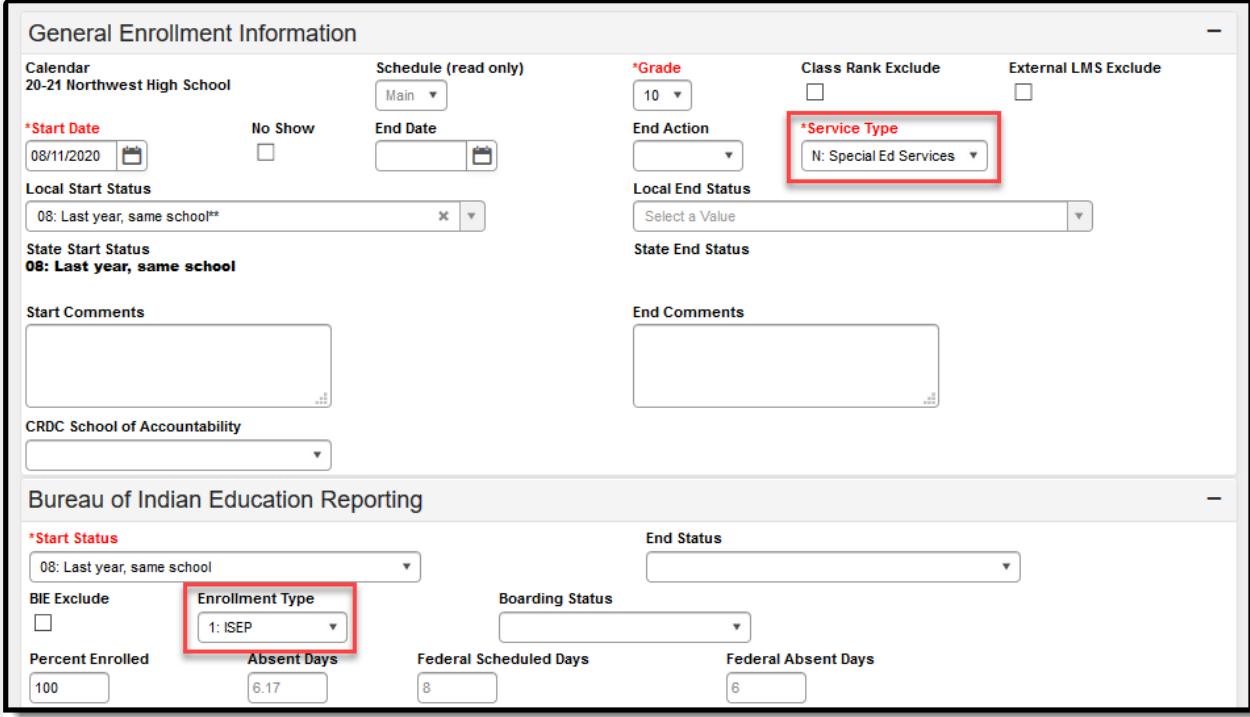
**Federal Absent Days**  
6

Enrollment Type and Service Type Fields

## Prior year ISEP enrollments with an enrollment type 'N'

**PATH:** *Student Information > General > Enrollments > Service Type, Special Ed Status*

Prior year enrollment records where Enrollment Type = ISEP and Service Type = N.



**General Enrollment Information**

Calendar: 20-21 Northwest High School

\*Start Date: 08/11/2020

No Show:

Schedule (read only): Main

\*Grade: 10

Class Rank Exclude:

External LMS Exclude:

\*Service Type: N: Special Ed Services

Local Start Status: 08: Last year, same school\*\*

Local End Status: Select a Value

State Start Status: 08: Last year, same school

State End Status: Select a Value

Start Comments: [Text area]

End Comments: [Text area]

CRDC School of Accountability: [Text area]

**Bureau of Indian Education Reporting**

\*Start Status: 08: Last year, same school

BIE Exclude:

Enrollment Type: 1: ISEP

End Status: [Text area]

Boarding Status: [Text area]

Percent Enrolled: 100

Absent Days: 6.17

Federal Scheduled Days: 8

Federal Absent Days: 6

*Enrollment Type and Service Type Fields*

## Current year enrollments of returning students with inconsistent SPED statuses

**PATH:** *Student Information > General > Enrollments*

Returning current year student enrollments where Special Ed Status is not consistent between enrollment records within the same Instructional calendar.

**Enrollment Editor**

Grade	Type	Calendar	Start Date	End Date
10	P	20-21 Northwest High School	10/07/2020	
09	P	20-21 Northwest High School	08/17/2020	09/11/2020

**General Enrollment Information** +

Bureau of Indian Education Reporting

Future Enrollment

State Reporting Fields

Special Ed Fields

**Special Ed Status**

1: Receiving services

Except

Secondary Except

**Enrollment Editor**

Grade	Type	Calendar	Start Date	End Date
09	P	20-21 Northwest High School	10/07/2020	
09	P	20-21 Northwest High School	08/17/2020	09/11/2020

**General Enrollment Information** +

Bureau of Indian Education Reporting +

Future Enrollment +

State Reporting Fields +

Special Ed Fields -

**Special Ed Status**

Setting

Except

Other Disability

Secondary Except

Other Disability 2

Returning Student Start Status and Special Ed Status Values

## Prior year enrollments of returning students with inconsistent SPED status

**PATH:** *Student Information > General > Enrollments*

Returning prior year student enrollments where Special Ed Status is not consistent between enrollment records in the same Instructional calendar.

**Enrollment Editor**

Grade	Type	Calendar	Start Date	End Date
11	P	20-21 Northwest High School	08/24/2020	
10	P	19-20 Northwest High School	02/06/2020	05/20/2020
10	P	19-20 Northwest High School	08/12/2019	12/03/2019
09	P	18-19 Northwest High School	08/13/2018	05/24/2019

**General Enrollment Information** +

Bureau of Indian Education Reporting

Future Enrollment

State Reporting Fields

Special Ed Fields

Special Ed Status

1: Receiving services

except

Secondary Except

**Enrollment Editor**

Grade	Type	Calendar	Start Date	End Date
11	P	20-21 Northwest High School	08/24/2020	
10	P	19-20 Northwest High School	02/06/2020	05/20/2020
10	P	19-20 Northwest High School	08/12/2019	12/03/2019
09	P	18-19 Northwest High School	08/13/2018	05/24/2019

**General Enrollment Information** +

Bureau of Indian Education Reporting

Future Enrollment

State Reporting Fields

Special Ed Fields

Special Ed Status

Setting

Except

Other Disability

Secondary Except

Other Disability 2

Other Disability 2

*Returning Student Start Status and Special Ed Status Values - Prior Year*

## Current year enrollments that have unlocked IEPs

**PATH:** *Student Information > Special Ed > Documents > IEP*

Current year Special Ed students who have IEPs created between the start and end date of their enrollment and are unlocked.

**Student, Bryson B**

Grade: 11 #12345 DOB: 02/15/2003 Gender: M

Summary Team Members **Documents** Contact Log Goal Monitoring Service Log

Open Lock/Unlock Copy Amend Delete Print New Document Upload Document

**Documents List**

- 2020-2021 (1)
  - Plans (1)
    - BE IEP (10/07/2020-10/07/2021)

Unlocked IEP

Unlocked IEP

## Prior year enrollments that have unlocked IEPs

**PATH:** *Student Information > Special Ed > Documents > IEP*

Prior year Special Ed students who have IEPs created between the start and end date of their enrollment and are unlocked.

Student, Bryson B  
Grade: 11 #12345 DOB: 02/15/2003 Gender: M

Summary Team Members Documents Contact Log Goal Monitoring Service Log

Open Lock/Unlock Copy Amend Delete Print New Document Upload Document

Documents List  
2020-2021 (1)  
Plans (1)  
BIE IEP (10/07/2020-10/07/2021)

Unlocked IEP - Prior Year

## Current year enrollment inconsistencies between age and SPED values

**PATH:** *Student Information > General > Enrollments*

Current year enrollment records for students who have Special Ed values which are incorrect for the student's age.

A record will report they fail to meet any of the following logic:

- If the student's age (on the last Friday in October of the enrollment record start year) is less than 4, Primary Disability, Special Ed Setting, Special Ed Exit Reason and Special Ed Ext Date fields must be blank and Special Ed Status must not be 03 or 04.
- If the student's age is between 3 and 5 and Special Ed Status = 03 or 04, then Special Ed Setting must be A01 - B05.
- If the student is older than 5 years old and Special Ed Status = 03 or 04, then Special Setting must not be A01 - B05.
- If the student's age is not between 3-9, then Primary Disability cannot be 52: Developmental Delay.

**Person Information**

PersonID  
1234

Name  
Student, Bryson Ben

Gender  
M

Nickname

Race Ethnicity

Race/Ethnicity:

Federal Designation:

Race(s):

Hispanic/Latino:

Race/Ethnicity Determination:

**Birth Date (Age: 17)  
02/15/2003**

**Student Number**

Person GUID  
AB206279-A44D-44C3-B35E

Comments

No Image Available

**General Enrollment Information**

**Bureau of Indian Education Reporting**

**Start Status**  
08: Last year, same school

**End Status**

**BIE Exclude**  **Enrollment Type** 1: ISEP

**Boarding Status**

**Percent Enrolled** 100 **Absent Days** 0 **Federal Scheduled Days** 8 **Federal Absent Days** 5

**Out of Boundary Reason**

**Resident State** Select a Value **Section 504**

**NLL for Maint or Resto**  **Receiving Instruction in their NL**  **Non-language subjects in NL**

**Homeless**  **Unaccompanied Youth**  **Homeless Nighttime Residence**

**Gifted/Talented**

**Military Connected**

**Special Ed Status** 03: Receiving Services

**Special Ed Exit Date**

**Special Ed Exit Reason**

**Primary Disability**

**Special Ed Setting** B01: EC/KG age 4 separate class

**Homebound**  **Care & Treatment**  **IRG Code**

**Future Enrollment**

**State Reporting Fields**

Rec  
sped  
srvc/s/BIE  
residentl  
setting

*Special Ed Enrollment Values and Student Age*

## Prior year enrollment inconsistencies between age and SPED values

**PATH:** *Student Information > General > Enrollments*

Prior year enrollment records for students who have Special Ed values which are incorrect for the student's age.

A record will report if they fail to meet any of the following logic:

- The student's age (on the last Friday in October of the enrollment record start year) is less than 4, Primary Disability, Special Ed Setting, Special Ed Exit Reason and Special Ed Ext Date fields must be blank and Special Ed Status must not be 03 or 04.
- The student's age is between 3 and 5 and Special Ed Status = 03 or 04, then Special Ed Setting must be A01 - B05.
- The student is older than 5 years old and Special Ed Status = 03 or 04, then Special Setting must not be A01 - B05.

- The student's age is not between 3-9, then Primary Disability cannot be 52: Developmental Delay.

**Person Information**

PersonID  
1234

Name  
Student, Bryson Ben

Gender  
M

Nickname

Race Ethnicity

Race/Ethnicity:

Federal Designation:

Race(s):

Hispanic/Latino:

Race/Ethnicity Determination:

**Birth Date (Age: 17)  
02/15/2003**

Student Number

Person GUID  
AB206279-A44D-44C3-B35E

Comments

**General Enrollment Information**

**Bureau of Indian Education Reporting**

**\*Start Status** 08: Last year, same school **End Status**

**BIE Exclude**  **Enrollment Type** 1: ISEP **Boarding Status**

**Percent Enrolled** 100 **Absent Days** 0 **Federal Scheduled Days** 8 **Federal Absent Days** 5

**Out of Boundary Reason** **Resident State** Select a Value **Section 504**

**Non-Indian for Maint or Resto**  **Receiving Instruction in their NL**  **Non-language subjects in NL**

**Homeless**  **Unaccompanied Youth**  **Homeless Nighttime Residence**

**Gifted/Talented** **Military Connected**

**Special Ed Status** 03: Receiving Services **Special Ed Exit Date** **Special Ed Exit Reason**

**Primary Disability** **Special Ed Setting** B01: EC/KG age 4 separate class

**Homebound**  **Care & Treatment**  **IRG Code**

**Future Enrollment** **State Reporting Fields**

Rec  
spec  
srvc/s/BIE  
resident/  
setting

Special Ed Enrollment Values and Student Age - Prior Year

## Current year enrollments with inconsistent SPED values across calendar types

**PATH:** *Student Information > General > Enrollments > Special Ed Fields*

Logic identifies all current year enrollment records where the student has two enrollment records in the current year with one enrollment record in an Instructional calendar and another in a Non-Instructional calendar and Special Ed Field values differ between the two enrollment records.

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
11	P	20-21 Northwest High School	08/24/2020	
10	P	19-20 Northwest High School	08/12/2019	05/21/2020
09	P	18-19 Northwest High School	08/13/2018	05/24/2019

General Enrollment Information +

Bureau of Indian Education Reporting +

Future Enrollment +

State Reporting Fields +

Special Ed Fields -

Special Ed Status	Setting
1: Receiving services	SA01: Inside Regular Class 80% or more of day
Except	Other Disability
Secondary Except	Other Disability 2

Special Ed Enrollment Values

## Prior year enrollments with inconsistent SPED values across calendar types

**PATH:** *Student Information > General > Enrollments > Special Ed Fields*

Logic identifies all prior year enrollment records where the student has two enrollment records in the current year with one enrollment record in an Instructional calendar and another in a Non-Instructional calendar and Special Ed Field values differ between the two enrollment records.

General Enrollment Information		+
Bureau of Indian Education Reporting		+
Future Enrollment		+
State Reporting Fields		+
Special Ed Fields		
<b>Special Ed Status</b> 1: Receiving services		<b>Setting</b> EC17: Separate Class
<b>Except</b> [dropdown]		<b>Other Disability</b> OH: Other Health Impairment
<b>Secondary Except</b> [dropdown]		<b>Other Disability 2</b> [dropdown]

Special Ed Enrollment Values - Prior Year

## Current year SpEd students who have no guardians

**PATH:** *Census > People > Relationships > Guardian*

Current Special Ed students who have an active enrollment record where Special Ed = 03 or 04 as of the current date and they have no current relationship to another person marked as Guardian.

Relationships within the TestPerson **Primary Household Relationships										
Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
TestPerson , Brenda	F	Mother/Son	08/20/2018	08/20/2018		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TestPerson , Brianna	F	Sister/Brother	08/20/2018	08/20/2018		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TestPerson , Byren K	M	Brother	08/20/2018	08/20/2018		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TestPerson , Cherilynn	F	Brother/Sister	08/20/2018	08/20/2018		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TestPerson , Quinna	F	Brother/Sister	08/20/2018	08/20/2018		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Guardian Field

## Prior year SpEd students who have no guardians

**PATH:** *Census > People > Relationships > Guardian*

Prior year Special Ed students who have an enrollment record where Special Ed = 03 or 04 and they have no current relationship to another person marked as Guardian.

### Relationships within the TestPerson \*\*Primary Household Relationships

Name	Gender	Relationship	Start Date	End Date	Emergency Priority	Guardian	Mailing	Portal	Messenger	Private
TestPerson , Brenda	F	Mother/Son	08/20/2018			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TestPerson , Brianna	F	Sister/Brother	08/20/2018			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TestPerson , Byren K	M	Brother	08/20/2018			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TestPerson , Cherilynn	F	Brother/Sister	08/20/2018			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TestPerson , Quinnia	F	Brother/Sister	08/20/2018			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Guardian Field (Prior Year)

## ISEP Symptoms

The following information relates to ISEP data.

### Current year ISEP enrollments for students who lack a valid tribal membership

**PATH:** *Student Information > General > Enrollments > Enrollment Type*

**PATH:** *Student Information > Program Participation > NASIS Programs > NASIS*

Current students who have a BIE Enrollment Type = ISEP who lack a valid Tribe value on the NASIS tab.

**Enrollment Editor**

Grade	Type	Calendar	Start Date	End Date
11	P	20-21 Northwest High School	08/24/2020	
10	P	19-20 Northwest High School	08/12/2019	05/21/2020
09	P	18-19 Northwest High School	08/13/2018	05/24/2019

**General Enrollment Information**

**Bureau of Indian Education Reporting**

**\*Start Status**  
08: Last year, same school

**BIE Exclude**

**Enrollment Type**  
1: ISEP

**Percent Enrolled**  
100

**Absent Days**  
0

**Out of Boundary Reason**

**NLL for Maint or Resto**

**Receiving Instruction**

**Native America SIS**

**Tribe**  
Select a Value

**Native Language**  
Select a Value

**Certificate Type**  
Select a Value

**Date of Certification**

**ISEP documentation on file?**

**ISEP Eligibility Certified By**

**Navajo Chapter**  
083: Shiprock

**Home Agency**

**Residential Agency**

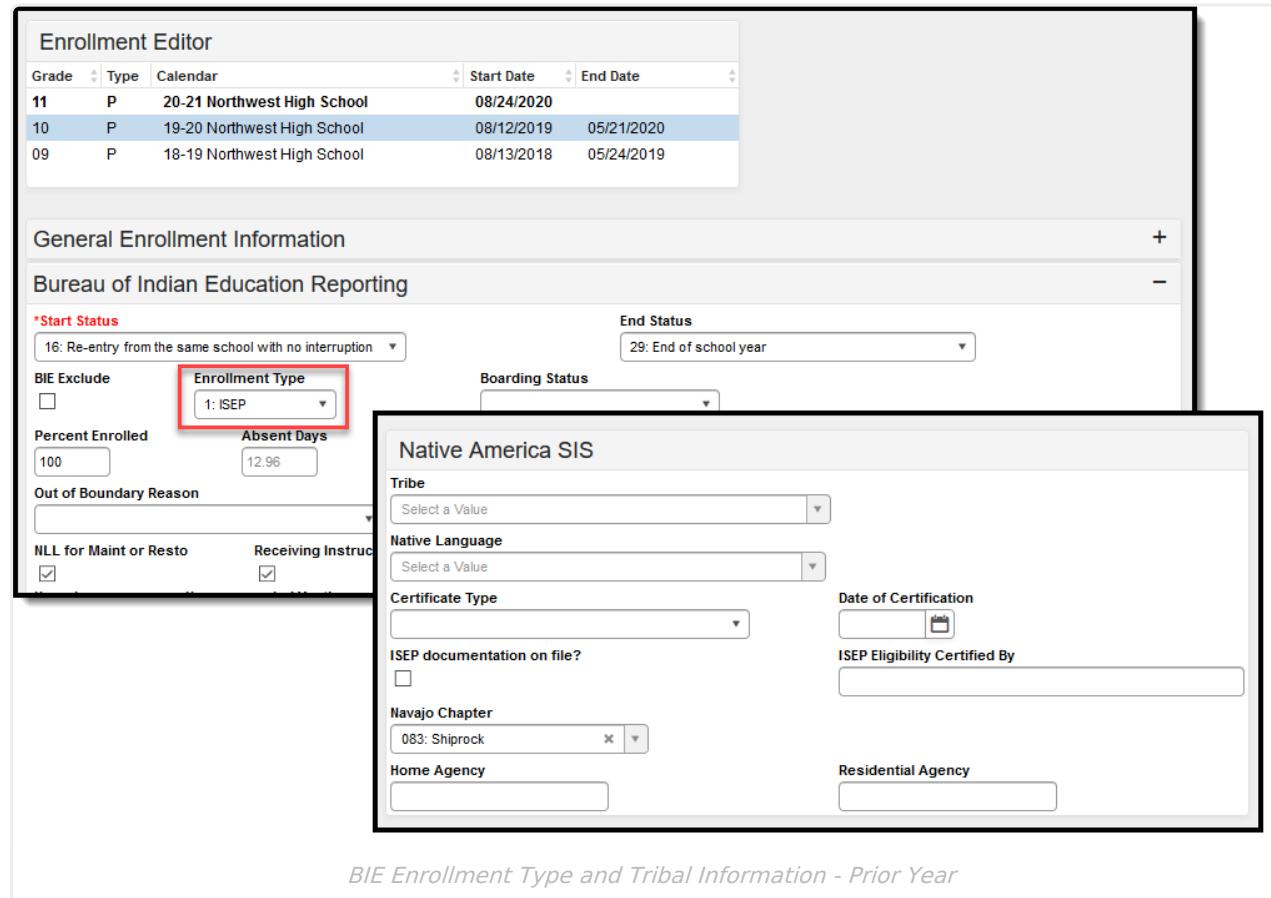
*BIE Enrollment Type and Tribal Information - Current Year*

## Prior year ISEP enrollments for students who lack a valid tribal membership

**PATH:** *Student Information > General > Enrollments > Enrollment Type*

**PATH:** *Student Information > Program Participation > NASIS Programs > NASIS*

Prior year students (active year minus one) who have a BIE Enrollment Type = ISEP who lack a valid Tribe value on the NASIS tab.



The image shows a composite of two screenshots from the Infinite Campus system. The top screenshot is the 'Enrollment Editor' showing a list of student enrollments. The bottom screenshot is a 'Native America SIS' overlay, which is a modal window. The 'Enrollment Editor' shows an enrollment for a student in grade 11 at '20-21 Northwest High School' with an 'Enrollment Type' of '1: ISEP'. The 'Native America SIS' window shows fields for 'Tribe' (set to 'Select a Value'), 'Native Language' (set to 'Select a Value'), 'Certificate Type' (dropdown menu), 'ISEP documentation on file?' (checkbox), 'Navajo Chapter' (set to '083: Shiprock'), 'Home Agency' (dropdown menu), 'Date of Certification' (calendar icon), 'ISEP Eligibility Certified By' (dropdown menu), and 'Residential Agency' (dropdown menu). A red box highlights the 'Enrollment Type' dropdown in the Enrollment Editor.

## Current year grade levels where instructional hours < regulated ISEP hours

**PATH:** *System Administration > Calendar > Calendar > Student Day, Type*

Current year grade levels in Instructional calendars where total instructional hours is less than the regulated ISEP hours.

Logic sums the period minutes per day that are instructional and compares it to ISEP regulations (KG = 720, 01-03 = 810, 04-08 = 900, 09-12 = 970).

20-21 Northwest High School

Calendar Grade Levels Schedule Structure Terms Periods IS

**Calendar Info**

Calendar ID 113	School D32N15 Northwest High School (schoolID:2)
*Name 20-21 Northwest High School	Number <input type="text"/>
*Start Date 08/11/2020	*End Date 05/27/2021
Student Day (instructional minutes) <input type="text"/>	Teacher Day (minutes) <input type="text"/>
Whole Day Absence (minutes) <input type="text"/>	Half Day Absence (minutes) <input type="text"/>
Type <input type="button" value="I: Instructional"/>	*BIE Type <input type="button" value="I: Instructional"/>
Instructional Program Type <input type="button"/>	
Require Student Assignment <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>
Comments <input type="text"/>	
Duration <input type="button"/>	
NWEA Term Name <input type="button"/>	
NWEA Testing Window Start Date <input type="button"/>	
NWEA Testing Window End Date <input type="button"/>	

Instructional Minutes in an Instructional Calendar - Current Year

## Prior year grade levels where instructional hours < regulated ISEP hours

**PATH:** System Administration > Calendar > Calendar > Student Day, Type

Prior year grade levels in Instructional calendars where total instructional hours is less than the regulated ISEP hours.

Logic sums the period minutes per day that are instructional and compares it to ISEP regulations (KG = 720, 01-03 = 810, 04-08 = 900, 09-12 = 970).

**19-20 Northwest High School**

Calendar	Grade Levels	Schedule Structure	Terms	Periods																																		
<input type="button" value="Save"/> <input type="button" value="Mark for Deletion"/>																																						
<b>Calendar Info</b> <table border="1"> <tr> <td>Calendar ID 96</td> <td>School D32N15 Northwest High School (schoolID:2)</td> <td>Sequence</td> </tr> <tr> <td><b>*Name</b> 19-20 Northwest High School</td> <td>Number</td> <td><input type="checkbox"/> Summer School</td> </tr> <tr> <td><b>*Start Date</b> 08/12/2019 <input type="button" value="..."/></td> <td><b>*End Date</b> 05/21/2020 <input type="button" value="..."/></td> <td><input type="checkbox"/> Exclude</td> </tr> <tr> <td><b>Student Day (instructional minutes)</b> <input type="text"/></td> <td><b>Teacher Day (minutes)</b> <input type="text"/></td> <td><input type="checkbox"/> School Choice</td> </tr> <tr> <td><b>Whole Day Absence (minutes)</b> <input type="text"/></td> <td><b>Half Day Absence (minutes)</b> <input type="text"/></td> <td></td> </tr> <tr> <td><b>Type</b> <input type="button" value="I: Instructional"/> <input type="checkbox"/> <b>Instructional Program type</b> <input type="button" value="..."/></td> <td><b>*BIE Type</b> <input type="button" value="I: Instructional"/> <input type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/> <b>Require Student Assignment</b></td> <td><input type="checkbox"/> <b>External LMS Exclude</b></td> <td></td> </tr> <tr> <td colspan="3"><b>Comments</b> rolling 06/04/2019 04:36 PM</td> </tr> <tr> <td colspan="5"><b>Duration</b> <input type="button" value="..."/> <b>NWEA Term Name</b> <input type="button" value="..."/></td> </tr> <tr> <td colspan="5"><b>NWEA Testing Window Start Date</b> <input type="button" value="..."/> <b>NWEA Testing Window End Date</b> <input type="button" value="..."/></td> </tr> </table>					Calendar ID 96	School D32N15 Northwest High School (schoolID:2)	Sequence	<b>*Name</b> 19-20 Northwest High School	Number	<input type="checkbox"/> Summer School	<b>*Start Date</b> 08/12/2019 <input type="button" value="..."/>	<b>*End Date</b> 05/21/2020 <input type="button" value="..."/>	<input type="checkbox"/> Exclude	<b>Student Day (instructional minutes)</b> <input type="text"/>	<b>Teacher Day (minutes)</b> <input type="text"/>	<input type="checkbox"/> School Choice	<b>Whole Day Absence (minutes)</b> <input type="text"/>	<b>Half Day Absence (minutes)</b> <input type="text"/>		<b>Type</b> <input type="button" value="I: Instructional"/> <input type="checkbox"/> <b>Instructional Program type</b> <input type="button" value="..."/>	<b>*BIE Type</b> <input type="button" value="I: Instructional"/> <input type="checkbox"/>		<input type="checkbox"/> <b>Require Student Assignment</b>	<input type="checkbox"/> <b>External LMS Exclude</b>		<b>Comments</b> rolling 06/04/2019 04:36 PM			<b>Duration</b> <input type="button" value="..."/> <b>NWEA Term Name</b> <input type="button" value="..."/>					<b>NWEA Testing Window Start Date</b> <input type="button" value="..."/> <b>NWEA Testing Window End Date</b> <input type="button" value="..."/>				
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*Instructional Minutes in an Instructional Calendar - Prior Year*

## Current year students with ISEP enrollment overlaps

**PATH:** *Student Information > General > Enrollments > Percent Enrolled*

**PATH:** *Student Information > General > Enrollments > Enrollment Type > ISEP*

Current year ISEP-qualified students in calendars where enrollment start and end dates overlap and the sum of percent enrolled is greater than 100.

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
11	P	20-21 Northwest High School	08/24/2020	
10	P	19-20 Northwest High School	08/12/2019	05/21/2020
09	P	18-19 Northwest High School	08/13/2018	05/24/2019

General Enrollment Information

Bureau of Indian Education Reporting

\*Start Status: 08: Last year, same school

End Status:

BIE Exclude:

Enrollment Type: 1: ISEP

Boarding Status:

Percent Enrolled: 100

Absent Days: 0

Federal Scheduled Days: 8

Federal Absent Days: 5

Out of Boundary Reason:

Resident State: Select a Value

NLL for Maint or Resto:

Receiving Instruction in their NL:

Non-language subjects in NL:

Homeless:

Unaccompanied Youth:

Homeless Nighttime Residence:

Overlapping Enrollment Records with more than 100 Percent Enrolled

## Prior year students with ISEP enrollment overlaps

**PATH:** *Student Information > General > Enrollments > Percent Enrolled; Student Information > General > Enrollments > Enrollment Type > IESP*

Prior year ISEP-qualified students in calendars where enrollment start and end dates overlap and the sum of percent enrolled is greater than 100.

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
11	P	20-21 Northwest High School	08/24/2020	
10	P	19-20 Northwest High School	08/12/2019	05/21/2020
09	P	18-19 Northwest High School	08/13/2018	05/24/2019

General Enrollment Information

Bureau of Indian Education Reporting

\*Start Status: 16: Re-entry from the same school with no interruption

End Status: 29: End of school year

BIE Exclude:

Enrollment Type: 1: ISEP

Boarding Status:

Percent Enrolled: 100

Absent Days: 12.96

Federal Scheduled Days: 169

Federal Absent Days: 11

Out of Boundary Reason:

Resident State: Select a Value

NLL for Maint or Resto:

Receiving Instruction in their NL:

Non-language subjects in NL:

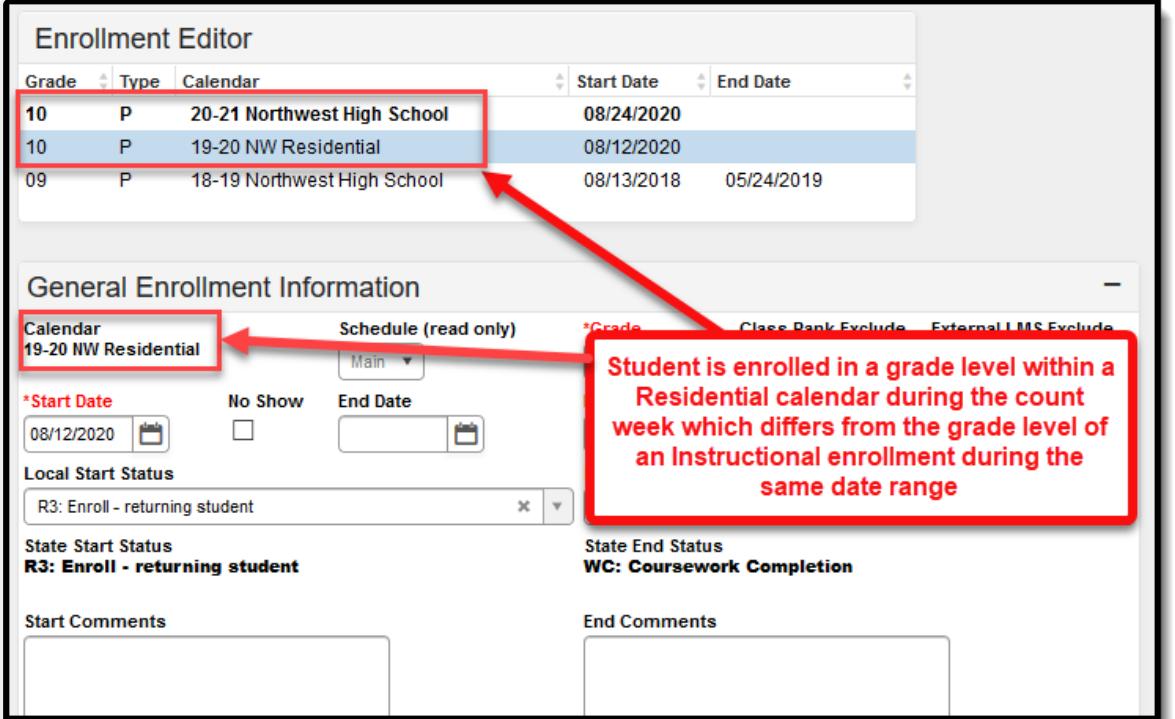
Overlapping Enrollment Records with more than 100 Percent Enrolled - Prior Year

## Current year students with inconsistent grade levels

## between I & R enrollments

**PATH:** *Student Information > General > Enrollments*

Current year students enrolled in grade levels in Residential calendars during the count week which differ from their grade level in an Instructional enrollment during the same date range.



The screenshot shows the Enrollment Editor interface. At the top, there is a table with columns: Grade, Type, Calendar, Start Date, and End Date. Three rows are visible:

- Row 1: Grade 10, Type P, Calendar 20-21 Northwest High School, Start Date 08/24/2020, End Date 08/24/2020.
- Row 2: Grade 10, Type P, Calendar 19-20 NW Residential, Start Date 08/12/2020, End Date 08/12/2020.
- Row 3: Grade 09, Type P, Calendar 18-19 Northwest High School, Start Date 08/13/2018, End Date 05/24/2019.

A red box highlights the second row (19-20 NW Residential). A red arrow points from this row to the 'Calendar' field in the 'General Enrollment Information' section below. The 'Calendar' field also contains '19-20 NW Residential' and is highlighted with a red box. A red callout box with a red border contains the text: 'Student is enrolled in a grade level within a Residential calendar during the count week which differs from the grade level of an Instructional enrollment during the same date range'.

*Differing Grade Levels Between Enrollments During Count Week*

## Prior year students with inconsistent grade levels between I & R enrollments

**PATH:** *Student Information > General > Enrollments*

Prior year students enrolled in grade levels in Residential calendars during the count week which differ from their grade level in an Instructional enrollment during the same date range.

**Enrollment Editor**

Grade	Type	Calendar	Start Date	End Date
10	P	20-21 Northwest High School	08/24/2020	
10	P	19-20 NW Residential	08/12/2020	
09	P	18-19 Northwest High School	08/13/2018	05/24/2019

**General Enrollment Information**

Calendar: 19-20 NW Residential

Schedule (read only): Main

\*Start Date: 08/12/2020

No Show:

End Date:

Local Start Status: R3: Enroll - returning student

State Start Status: R3: Enroll - returning student

\*Grade: 09

Class Rank Exclude:

External LMS Exclude:

Student is enrolled in a grade level within a Residential calendar during the count week which differs from the grade level of an Instructional enrollment during the same date range

Start Comments:

End Comments:

*Differing Grade Levels Between Enrollments During Count Week*

## Current year students with only a qualified residential record

**PATH:** *Student Information > General > Enrollments*

Current year qualified residential students who are without a qualified instructional record.

Logic only looks for already certified records in schools with both Instructional and Residential calendars.

**Enrollment Editor**

Grade	TySe	Calendar	Start Date	End Date
09	S	RES 20-21 West Seak High	10/07/2020	

**General Enrollment Information**

Calendar: RES 20-21 West Seak High

Schedule (read only): Main

\*Start Date: 10/07/2020

No Show:

End Date:

Local Start Status: R3: Enroll - returning student

State Start Status: R3: Enroll - returning student

\*Grade: 09

Exclude:

External LMS Exclude:

End Action:

\*Service Type: S: Partial

Local End Status: Select a Value

State End Status:

Student is missing a qualified Instructional calendar enrollment record

*Student Missing Qualified Instructional Enrollment*

## Prior year students with only a qualified residential record

**PATH:** *Student Information > General > Enrollments*

Prior year qualified residential students who are without a qualified instructional record.

Logic only looks for already certified records in schools with both Instructional and Residential calendars.

The screenshot shows the 'Enrollment Editor' window. At the top, it displays 'Grade: 09', 'TySe: S', 'Calendar: RES 20-21 West Seak High', and 'Start Date: 10/07/2020'. A red arrow points from the text 'Student is missing a qualified Instructional calendar enrollment record' to the 'Start Date' field. The main panel, titled 'General Enrollment Information', includes fields for 'Calendar', 'Start Date' (set to 10/07/2020), 'End Date', 'End Action', 'Service Type' (set to 'S: Partial'), and various status dropdowns. A red box highlights the error message: 'Student is missing a qualified Instructional calendar enrollment record'.

## Current year students with > 10 consecutive non-exempt absences

**PATH:** *Student Information > General > Attendance*

Students enrolled in an Instructional or Residential calendar in the current year with more than 10 days of consecutive non-exempt full day absences.

Term Q1 08/03/2020 - 10/21/2020									
Instructional Days: 58 Present Days: 47.66									
Period	1	2	3	4	5	6	Specials	T	
Absent	11	11	11	11	11	11	11	77	
Early Release	0	0	0	0	0	0	0	0	
Tardy	0	0	0	0	0	0	0	0	

Term Q2 10/22/2020 - 12/16/2020									
Instructional Days: 40 Present Days: 40									
Period	1	2	3	4	5	6	Specials	T	
Absent	0	0	0	0	0	0	0	0	
Early Release	0	0	0	0	0	0	0	0	
Tardy	0	0	0	0	0	0	0	0	

Term Q3 12/17/2020 - 03/12/2021									
Instructional Days: 62 Present Days: 62									
Period	1	2	3	4	5	6	Specials	T	
Absent	0	0	0	0	0	0	0	0	
Early Release	0	0	0	0	0	0	0	0	
Tardy	0	0	0	0	0	0	0	0	

Term Q4 03/13/2021 - 05/21/2021									
Instructional Days: 50 Present Days: 50									
Period	1	2	3	4	5	6	Specials	T	
Absent	0	0	0	0	0	0	0	0	
Early Release	0	0	0	0	0	0	0	0	
Tardy	0	0	0	0	0	0	0	0	

Unknown	Excused	Unexcused	Exempt	Period						
Date	1	2	3	4	5	6	Specials			
10/13/2020 Tue JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
10/12/2020 Mon JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
10/07/2020 Wed JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
10/02/2020 Fri JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
10/01/2020 Thu JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
09/21/2020 Mon JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
09/16/2020 Wed JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
09/14/2020 Mon JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
09/10/2020 Thu JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
09/09/2020 Wed JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
09/08/2020 Tue JH Period	AU	AU	AU	AU	AU	AU	AU	AU		

Student with 10 or More Consecutive Non-Exempt Absences

## Prior year students with > 10 consecutive non-exempt absences

**PATH:** *Student Information > General > Attendance*

Students enrolled in an Instructional or Residential calendar in the prior year with more than 10 days of consecutive non-exempt full day absences.

Term Q1 08/03/2020 - 10/21/2020									
Instructional Days: 58 Present Days: 47.66									
Period	1	2	3	4	5	6	Specials	T	
Absent	11	11	11	11	11	11	11	77	
Early Release	0	0	0	0	0	0	0	0	
Tardy	0	0	0	0	0	0	0	0	

Term Q2 10/22/2020 - 12/16/2020									
Instructional Days: 40 Present Days: 40									
Period	1	2	3	4	5	6	Specials	T	
Absent	0	0	0	0	0	0	0	0	
Early Release	0	0	0	0	0	0	0	0	
Tardy	0	0	0	0	0	0	0	0	

Term Q3 12/17/2020 - 03/12/2021									
Instructional Days: 62 Present Days: 62									
Period	1	2	3	4	5	6	Specials	T	
Absent	0	0	0	0	0	0	0	0	
Early Release	0	0	0	0	0	0	0	0	
Tardy	0	0	0	0	0	0	0	0	

Term Q4 03/13/2021 - 05/21/2021									
Instructional Days: 50 Present Days: 50									
Period	1	2	3	4	5	6	Specials	T	
Absent	0	0	0	0	0	0	0	0	
Early Release	0	0	0	0	0	0	0	0	
Tardy	0	0	0	0	0	0	0	0	

Unknown	Excused	Unexcused	Exempt	Period						
Date	1	2	3	4	5	6	Specials			
10/13/2020 Tue JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
10/12/2020 Mon JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
10/07/2020 Wed JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
10/02/2020 Fri JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
10/01/2020 Thu JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
09/21/2020 Mon JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
09/16/2020 Wed JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
09/14/2020 Mon JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
09/10/2020 Thu JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
09/09/2020 Wed JH Period	AU	AU	AU	AU	AU	AU	AU	AU		
09/08/2020 Tue JH Period	AU	AU	AU	AU	AU	AU	AU	AU		

Student with 10 or More Consecutive Non-Exempt Absences

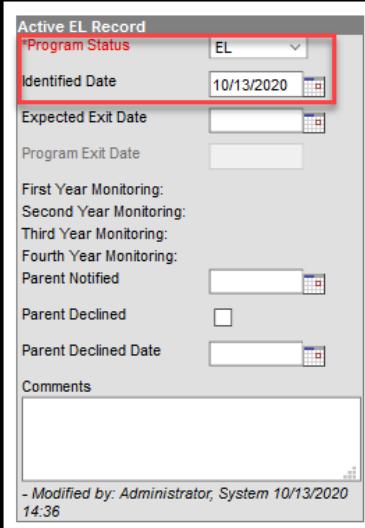
## EL Symptoms

The following information is related to English Learners (EL) data.

### Current year active EL students without corresponding EL assessment

**PATH: Student Information > Program Participation > English Learners (EL) > EL, EL Assessments**

Current year active students marked as active EL or who have a second year monitoring date between the calendar start and end dates and have not been assessed (Type = EL for Identification or EL for Proficiency) during the year.



Active EL Record

\*Program Status: EL

Identified Date: 10/13/2020

Expected Exit Date:

Program Exit Date:

First Year Monitoring:

Second Year Monitoring:

Third Year Monitoring:

Fourth Year Monitoring:

Parent Notified:

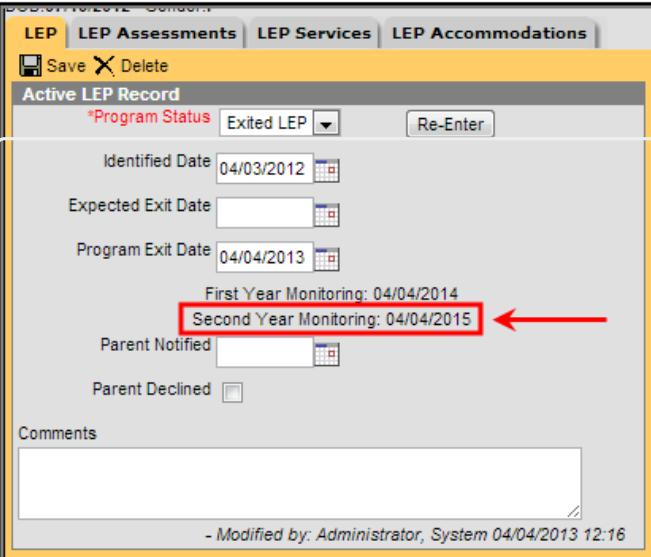
Parent Declined:

Parent Declined Date:

Comments:

- Modified by: Administrator, System 10/13/2020 14:36

Student with an Active EL Record



LEP | LEP Assessments | LEP Services | LEP Accommodations

Save | Delete

Active LEP Record

\*Program Status: Exited LEP

Identified Date: 04/03/2012

Expected Exit Date:

Program Exit Date: 04/04/2013

First Year Monitoring: 04/04/2014

Second Year Monitoring: 04/04/2015

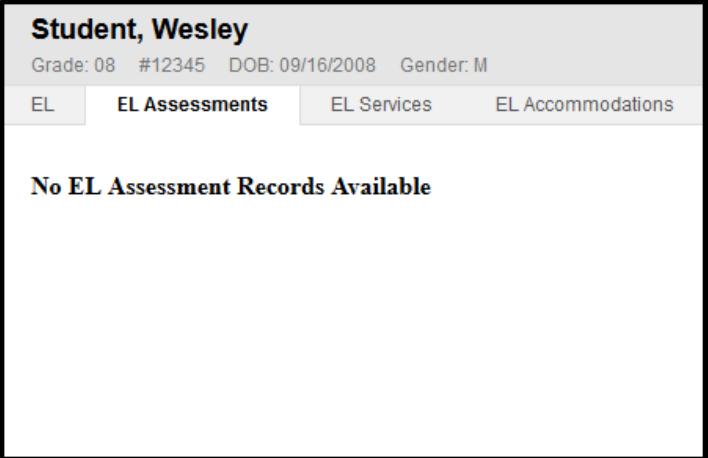
Parent Notified:

Parent Declined:

Comments:

- Modified by: Administrator, System 04/04/2013 12:16

Image 95: Student with a Second Year Monitoring Date Between the Calendar Start and End Date



**Student, Wesley**

Grade: 08 #12345 DOB: 09/16/2008 Gender: M

EL | **EL Assessments** | EL Services | EL Accommodations

**No EL Assessment Records Available**

Student without an EL Assessment

## Prior year active EL students without corresponding EL assessment

**PATH:** *Student Information > Program Participation > English Learners (EL) > EL, EL Assessments*

Prior year active students marked as active EL or who have a second year monitoring date between the calendar start and end dates and have not been assessed (Type = EL for Identification or EL for Proficiency) during the year.

**Active EL Record**

\*Program Status: EL

Identified Date: 09/02/2019

Expected Exit Date:

Program Exit Date:

First Year Monitoring:

Second Year Monitoring:

Third Year Monitoring:

Fourth Year Monitoring:

Parent Notified:

Parent Declined:

Parent Declined Date:

Comments:

Previous Year Active Student with an Active EL Record

**Active LEP Record**

\*Program Status: Exited LEP

Identified Date: 04/03/2012

Expected Exit Date:

Program Exit Date: 04/04/2013

First Year Monitoring: 04/04/2014

Second Year Monitoring: 04/04/2015

Parent Notified:

Parent Declined:

Comments:

- Modified by: Administrator, System 04/04/2013 12:16

Image 98: Previous Year Student with a Second Year Monitoring Date Between the Calendar Start and End Date

## Student, Wesley

Grade: 08 #12345 DOB: 09/16/2008 Gender: M

EL

EL Assessments

EL Services

EL Accommodations

**No EL Assessment Records Available**

*Student without an EL Assessment*