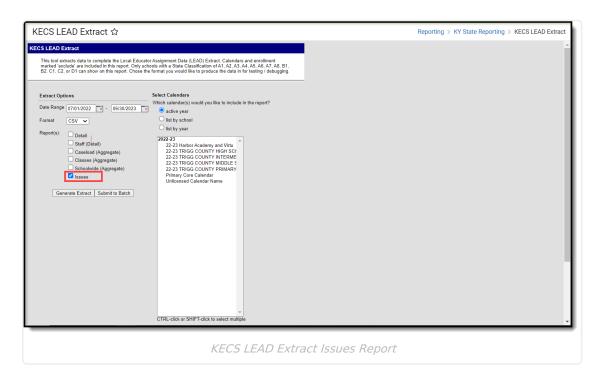# KECS LEAD Extract Issues Report

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KECS LEAD Extract Issues Report

Report Logic

The Issues report generates a list of issues with the data used in other reports.

Issue 1: Primary Teacher Missing District Assignment Record

This error captures primary teachers who are missing an active district assignment record for the current school year.

#	Requirement
E1.R1	The report will generate an error for primary teachers without an active district assignment record for the current school year.
E1.R2	Other than the missing active district assignment record during this school year, the primary teachers included in this error otherwise meet the criteria for the LEAD extract STAFF component unless they are included in another error report.
E1.R3	The warning will generate a message which reads: "**Warning 1: The following primary teachers are missing an active district assignment record for this school for the current school year.**"
E1.R4	The output will sort by School Name, Last Name, First Name.

Issue 1 Data Elements

Data Element Label	Business Requirement	Path	Format
School Number	Reports the three-digit code corresponding to the school.	Sys Admin > Resources > Schools	### 3-digit number (e.g. 101)
School Name	Reports the school's name.	Sys Admin > Resources > Schools	Text
PersonID	Reports the unique person identifier within a district.	Census > People > Demographics > Person Information > PersonID	Text
First Name	Reports the full first name of the staff member.	Census > People > Demographics > Person Information > First Name	Text
Last Name	Reports the full last name of the staff member.	Census > People > Demographics > Person Information > Last Name	Text

Issue 2: Staff Missing Employee Type

This warning captures staff members who are missing an employee type.

#	Requirement
E2.R1	The report will generate an error for Primary teachers without an employee type.

#	Requirement
E2.R2	Other than the employee type, the staff members included in this error otherwise meet the criteria for the LEAD extract STAFF component unless they are included in another error report.
E2.R3	The warning will generate a message which reads: "**Warning 2: The following staff members are missing employee type for this school.**"
E2.R4	The output will sort by School Name, Last Name, First Name.

Issue 2 Data Elements

Data Element Label	Business Requirement	Path	Format
School Number	Reports the three-digit code corresponding to the school.	Sys Admin > Resources > Schools	### 3-digit number (e.g. 101)
School Name	Reports the school's name.	Sys Admin > Resources > Schools	Text
PersonID	Reports the unique person identifier within a district.	Census > People > Demographics > Person Information > PersonID	Text
First Name	Reports the full first name of the staff member.	Census > People > Demographics > Person Information > First Name	Text
Last Name	Reports the full last name of the staff member.	Census > People > Demographics > Person Information > Last Name	Text

Issue 3: Staff with Invalid EPSB ID

This warning captures staff members with certified employee types that have an invalid EPSB ID as the license number on their active district employment record.

#	Requirement
E3.R1	The report will generate an error for staff with certified employee types that have an invalid EPSB ID as the license number on their active district record.
E3.R1.SR1	Certified employee types are: 01, 02, 03, and 05.

#	Requirement
E3.R1.SR2	An invalid EPSB ID is defined as having a NULL EPSB ID or an EPSB ID that contains non-numeric characters (i.e., Blanks, Alphas, Special Characters).
E3.R2	Other than the EPSB ID, the staff members included in this error otherwise meet the criteria for the LEAD extract STAFF component unless they are included in another error report.
E3.R3	The warning will generate a message which reads: "**Warning 3: The following staff members have an invalid EPSB ID as the license number on their active district employment record.**"
E3.R4	The output will sort by Last Name, First Name.

Issue 3 Data Elements

Data Element Label	Business Requirement	Path	Format
PersonID	Reports the unique person identifier within a district.	Census > People > Demographics > Person Information > PersonID	Text
First Name	Reports the full first name of the staff member.	Census > People > Demographics > Person Information > First Name	Text
Last Name	Reports the full last name of the staff member.	Census > People > Demographics > Person Information > Last Name	Text

Issue 4: Staff without Active District Employment Record

This warning captures staff assigned as primary teachers that do not have an active district employment record for the current school year.

#	Requirement
E4.R1	The report will generate a warning for staff that do not have an active district employment record for the current school year.
E4.R2	Other than the missing employment record, the staff included in this error otherwise meet the criteria for the LEAD extract STAFF component unless they are included in another error report.

#	Requirement
E4.R3	The warning will generate a message which reads: "**Warning 4: The following staff do not have an active district employment record during this school year.**"
E4.R4	The output will sort by Last Name, First Name.

Issue 4 Data Elements

Data Element Label	Business Requirement	Path	Format
PersonID	Reports the unique person identifier within a district.	Census > People > Demographics > Person Information > PersonID	Text
First Name	Reports the full first name of the student.	Census > People > Demographics > Person Information > First Name	Text
Last Name	Reports the full last name of the student.	Census > People > Demographics > Person Information > Last Name	Text

Issue 5: Course with Invalid State Course Code

This warning captures courses with a missing or invalid state code.

#	Requirement
E5.R1	The report will generate a warning for courses that are missing or contain an invalid state course code.
E5.R1.SR1	An invalid state course code is defined as: 1. The state code on the course, when searched in CourseCode, finds that the end year of the course in CourseCode is less than the current calendar's end year OR 2. The state code on the course, when searched in CourseCode, finds that the start year of the course in CourseCode is greater than the current calendar's start year OR 3. The state code on the course does not exist in CourseCode OR 4. The state code on the course is blank or NULL.

#	Requirement
E5.R2	Other than the course code, the courses included in this error otherwise meet the criteria for the LEAD extract CLASSES component unless they are included in another error report.
E5.R3	The warning will generate a message which reads: "**Warning 5: The following courses have a missing or invalid state course code.**"
E5.R4	The output will sort by School Name, Calendar Name, Schedule Structure Name, Course Number.

Issue 5 Data Elements

Data Element Label	Business Requirement	Path	Format
School Number	Reports the three-digit code corresponding to the school.	Sys Admin > Resources > Schools	### 3-digit number (e.g. 101)
School Name	Reports the school's name.	Sys Admin > Resources > Schools	Text
Calendar Name	Reports the calendar's name.	Sys Admin > Calendar > Calendar	Text
Schedule Structure Name	Reports the schedule structure's name.	Sys Admin > Calendar > Schedule Structure	Text
Course Number	Reports the local course number.	Search > Course/Section > Course > Number	Text
Course Name	Reports the course name.	Search > Course/Section > Course > Name	Text
State Code	Reports the invalid or missing state code.	Search > Course/Section > Course > State Code	Text

Issue 6: Course with Invalid Teaching Method

This warning captures courses with an invalid teaching method.

#	Requirement
E6.R1	The report will generate a warning for courses that have an invalid teaching method.
E6.R1.SR1	An invalid teaching method is defined as an inactive teaching method (The teaching method code being used is inactive in the teaching method data dictionary).
E6.R2	Other than the teaching method, the courses included in this error otherwise meet the criteria for the LEAD extract CLASSES component unless they are included in another error report.
E6.R3	The warning will generate a message which reads: "**Warning 6: The following courses have an invalid teaching method.**"
E6.R4	The output will sort by School Name, Calendar Name, Schedule Structure Name, Course Number.

Issue 6 Data Elements

Data Element Label	Business Requirement	Path	Format
School Number	Reports the three-digit code corresponding to the school.	Sys Admin > Resources > Schools	### 3-digit number (e.g. 101)
School Name	Reports the school's name.	Sys Admin > Resources > Schools	Text
Calendar Name	Reports the calendar's name.	Sys Admin > Calendar > Calendar	Text
Schedule Structure Name	Reports the schedule structure's name.	Sys Admin > Calendar > Schedule Structure	Text
Course Number	Reports the local course number.	Search > Course/Section > Course > Number	Text
Course Name	Reports the course name.	Search > Course/Section > Course > Name	Text
Teaching Method	Reports the invalid teaching method.	Search > Course/Section > Course > Teaching Method	Code

Issue 7: Section with SPED State Code and Students w/o IEP

This warning captures sections using a state code for special education but have students without an active IEP.

#	Requirement
E7.R1	The report will generate a warning for sections that use a SPED State Code but have students enrolled without an IEP. If the section start date is in the future, do not check for this issue.
E7.R1.SR1	An inappropriate combination is defined as any section using a stateCode that begins with 60 with one or more students without an active IEP (DTL.DE.32, Primary Disability Section, is blank or null).
E7.R2	Other than the state code, the sections included in this error otherwise meet the criteria for the LEAD extract CLASSES component unless they are included in another error report.
E7.R3	The warning will generate a message which reads: "**Warning 7: The following sections are using a state code for special education but have students without an active IEP. If this is a special education resource classroom, run the QA SPED Error report to check for IEP issues. If this is a general education classroom, use an appropriate state code for the content and population.**"
E7.R4	The output will sort by School Name, Calendar Name, Schedule Structure Name, Course Number, Section Number.

Issue 7 Data Elements

Data Element Label	Business Requirement	Path	Format
School Number	Reports the three-digit code corresponding to the school.	Sys Admin > Resources > Schools	### 3-digit number (e.g. 101)
School Name	Reports the school's name.	Sys Admin > Resources > Schools	Text
Calendar Name	Reports the calendar's name.	Sys Admin > Calendar > Calendar	Text

Data Element Label	Business Requirement	Path	Format
Schedule Structure Name	Reports the schedule structure's name.	Sys Admin > Calendar > Schedule Structure	Text
Course Number	Reports the local course number.	Search > Course/Section > Course > Number	Text
Course Name	Reports the course name.	Search > Course/Section > Course > Name	Text
Section Number	Reports the section number for the course.	Search > Course/Section > Section > Number	Integer

Issue 8: Section with Improper Special Type

This warning captures active sections using a special type of 05: Special Education Classroom but has students without an active IEP.

#	Requirement
E8.R1	The report will generate a warning for active sections that have a special type of 05: Special Education Classroom but have students without an active IEP (DTL.DE.32, Primary Disability Section, is blank or null). If the section start date is in the future, do not check for this issue.
E8.R2	Other than the students without an active IEP, the sections included in this error otherwise meet the criteria for the LEAD extract CLASSES component unless they are included in another error report.
E8.R3	The warning will generate a message which reads: "**Warning 8: The following sections are using special type 05: Special Education Classroom but have students without an active IEP. If this is a special education resource classroom, run the QA SPED Error report to check for IEP issues. If this is a general education classroom, use an appropriate state code for the content and population.**"
E8.R4	The output will sort by School Name, Calendar Name, Schedule Structure Name, Course Number, Section Number.

Issue 8 Data Elements

Data Element Label	Business Requirement	Path	Format
School Number	Reports the three-digit code corresponding to the school.	Sys Admin > Resources > Schools	### 3-digit number (e.g. 101)
School Name	Reports the school's name.	Sys Admin > Resources > Schools	Text
Calendar Name	Reports the calendar's name.	Sys Admin > Calendar > Calendar	Text
Schedule Structure Name	Reports the schedule structure's name.	Sys Admin > Calendar > Schedule Structure	Text
Course Number	Reports the local course number.	Search > Course/Section > Course > Number	Text
Course Name	Reports the course name.	Search > Course/Section > Course > Name	Text
Section Number	Reports the section number for the course.	Search > Course/Section > Section > Number	Integer

Issue 9: Section with Only SPED Students

This warning captures sections with only SPED students that are not using special type 05: Special Education Classroom or 06: Speech Therapy.

#	Requirement
E9.R1	The report will generate a warning for sections that only have SPED students, but the special type is not 05: Special Education Classroom or 06: Speech Therapy.
E9.R1a	SPED students are identified as those having a Special Ed Status of A or AR.
E9.R2	Other than the invalid special type, the sections included in this error otherwise meet the criteria for the LEAD extract CLASSES component unless they are included in another error report.
E9.R3	The warning will generate a message which reads: "**Warning 9: The following sections only have SPED students but are not using special type 05: Special Education Classroom or 06: Speech Therapy. If this is a resource classroom, specify the section as the appropriate special type.**"

#	Requirement
E9.R4	The output will sort by School Name, Calendar Name, Schedule Structure Name, Course Number, Section Number.

Issue 9 Data Elements

Data Element Label	Business Requirement	Path	Format
School Number	Reports the three-digit code corresponding to the school.	Sys Admin > Resources > Schools	### 3-digit number (e.g. 101)
School Name	Reports the school's name.	Sys Admin > Resources > Schools	Text
Calendar Name	Reports the calendar's name.	Sys Admin > Calendar > Calendar	Text
Schedule Structure Name	Reports the schedule structure's name.	Sys Admin > Calendar > Schedule Structure	Text
Course Number	Reports the local course number.	Search > Course/Section > Course > Number	Text
Course Name	Reports the course name.	Search > Course/Section > Course > Name	Text
Section Number	Reports the section number for the course.	Search > Course/Section > Section > Number	Integer

Issue 10: Section without Primary Teacher

This warning captures sections with no primary teacher assigned on the earlier of run time or on the last day of the section.

#	Requirement
E9.R1	The report will generate a warning for sections that have no primary teacher assigned on the earlier of run time or on the last day of the section. Do not check this condition for sections with a start date in the future.

#	Requirement
E9.R2	Other than the missing primary teacher, the sections included in this error otherwise meet the criteria for the LEAD extract CLASSES component unless they are included in another error report.
E9.R3	The warning will generate a message which reads: "**Warning 10: The following sections have no primary teacher assigned.**"
E9.R4	The output will sort by School Name, Calendar Name, Schedule Structure Name, Course Number, Section Number.

Issue 10 Data Elements

Data Element Label	Business Requirement	Path	Format
School Number	Reports the three-digit code corresponding to the school.	Sys Admin > Resources > Schools	### 3-digit number (e.g. 101)
School Name	Reports the school's name.	Sys Admin > Resources > Schools	Text
Calendar Name	Reports the calendar's name.	Sys Admin > Calendar > Calendar	Text
Schedule Structure Name	Reports the schedule structure's name.	Sys Admin > Calendar > Schedule Structure	Text
Course Number	Reports the local course number.	Search > Course/Section > Course > Number	Text
Course Name	Reports the course name.	Search > Course/Section > Course > Name	Text
Section Number	Reports the section number for the course.	Search > Course/Section > Section > Number	Integer

Issue 11: Section Using SPED State Code Without SPED Special Type

This warning captures sections with a State Code that begin with 60 but the section's special type is not 05: Special Education Classroom.

#	Requirement
E11.R1	The report will generate a warning for sections with a State Code begins with 60 and the section's Special Type is not 05: Special Education Classroom.
E11.R2	Other than the invalid special type, the sections included in this error otherwise meet the criteria for the LEAD extract CLASSES component unless they are included in another error report.
E11.R3	The warning will generate a message which reads: "**Warning 11: The following sections are using a Special Education State Code but are not using the corresponding Special Type. If this is a resource classroom, use Special Type 05: Special Education Classroom. If not, use the appropriate State Code.**"
E11.R4	The output will sort by School Name, Calendar Name, Schedule Structure Name, Course Number, Section Number.

Issue 11 Data Elements

Data Element Label	Business Requirement	Path	Format
School Number	Reports the three-digit code corresponding to the school.	Sys Admin > Resources > Schools	### 3-digit number (e.g. 101)
School Name	Reports the school's name.	Sys Admin > Resources > Schools	Text
Calendar Name	Reports the calendar's name.	Sys Admin > Calendar > Calendar	Text
Schedule Structure Name	Reports the schedule structure's name.	Sys Admin > Calendar > Schedule Structure	Text
Course Number	Reports the local course number.	Search > Course/Section > Course > Number	Text
Course Name	Reports the course name.	Search > Course/Section > Course > Name	Text
Section Number	Reports the section number for the course.	Search > Course/Section > Section > Number	Integer

Issue 12: Section Without Core

Content

This warning captures sections using a State Code that requires Core Content to be specified on the section, but the section does not have Core Content specified or has an inactive Core Content selected.

#	Requirement
E12.R1	The report will generate a warning for sections with a State Code that requires a Core Content, but the section has no active Core Content specified.
E12.R1.SR1	State Codes that require a Core Content are: 165698, 230170, 230171, 499901, 499910, 499915, and 909999.
E12.R1.SR2	If Core Content is missing or an inactive Core Content is currently selected on the section, that section should be returned in this issue report.
E12.R2	Other than the invalid/missing core content, the sections included in this error otherwise meet the criteria for the LEAD extract CLASSES component unless they are included in another error report.
E12.R3	The warning will generate a message which reads: "**Warning 12: The following sections are using a State Code that requires the Core Content to be specified on the section, but the Core Content is missing or invalid.**"
E12.R4	The output will sort by School Name, Calendar Name, Schedule Structure Name, Course Number, Section Number.

Issue 12 Data Elements

Data Element Label	Business Requirement	Path	Format
School Number	Reports the three-digit code corresponding to the school.	Sys Admin > Resources > Schools	### 3-digit number (e.g. 101)
School Name	Reports the school's name.	Sys Admin > Resources > Schools	Text
Calendar Name	Reports the calendar's name.	Sys Admin > Calendar > Calendar	Text
Schedule Structure Name	Reports the schedule structure's name.	Sys Admin > Calendar > Schedule Structure	Text

Data Element Label	Business Requirement	Path	Format
Course Number	Reports the local course number.	Search > Course/Section > Course > Number	Text
Course Name	Reports the course name.	Search > Course/Section > Course > Name	Text
Section Number	Reports the section number for the course.	Search > Course/Section > Section > Number	Integer

Issue 13: Section with Invalid Speech Therapy Data

This warning captures sections using the State Code or Special Type for Speech Therapy, but not using both at the same time.

#	Requirement
E13.R1	The report will generate a warning for sections using the State Code or Special Type for Speech Therapy, but not using both.
E13.R1.SR1	If the State Code is 901020, then the Special Type must be 06: Speech Therapy, otherwise the section should be included on the issue report.
E13.R1.SR2	If the Special Type is 06: Speech Therapy, then the State Code must be 901020, otherwise the section should be included on the issue report.
E13.R2	Other than the invalid State Code or Special Type, the sections included in this error otherwise meet the criteria for the LEAD extract CLASSES component unless they are included in another error report.
E13.R3	The warning will generate a message which reads: "**Warning 13: The following sections are using the State Code or Special Type for Speech Therapy, but not both. If this is a Speech Therapy class, specify the Special Type as 06: Speech Therapy and use State Code 901020. If this is not a speech therapy classroom, use the appropriate State Code and Special Type.**"
E13.R4	The output will sort by School Name, Calendar Name, Schedule Structure Name, Course Number, Section Number.

Issue 13 Data Elements

Data Element Label	Business Requirement	Path	Format
School Number	Reports the three-digit code corresponding to the school.	Sys Admin > Resources > Schools	### 3-digit number (e.g. 101)
School Name	Reports the school's name.	Sys Admin > Resources > Schools	Text
Calendar Name	Reports the calendar's name.	Sys Admin > Calendar > Calendar	Text
Schedule Structure Name	Reports the schedule structure's name.	Sys Admin > Calendar > Schedule Structure	Text
Course Number	Reports the local course number.	Search > Course/Section > Course > Number	Text
Course Name	Reports the course name.	Search > Course/Section > Course > Name	Text
Section Number	Reports the section number for the course.	Search > Course/Section > Section > Number	Integer
State Code	Reports the invalid or missing state code.	Search > Course/Section > Course > State Code	Text
Section Special Type	Reports the section special type.	Search > Course/Section > Section > Special Type	Code: Name ie. 02: Alternative Classroom

Issue 14: Section May Not Be an Alternative Classroom

This warning captures sections that are using the Special Type 02: Alternative Classroom in schools that are not state classification A5 or A6 and students do not have a locked ILPA or IEP.

#	Requirement
E14.R1	The report will generate a warning for sections that are using the Special Type 02: Alternative Classroom in schools that are not state classification A5 or A6 and the students do not have an ILPA or an IEP (DTL.DE.49 Alternative Education (ILPA) is blank or null AND DTL.DE.32 Primary Disability Section is blank or null).

#	Requirement
E14.R2	Other than the Special Type, the sections included in this error otherwise meet the criteria for the LEAD extract CLASSES component unless they are included in another error report.
E14.R3	The warning will generate a message which reads: "**Warning 14: The following sections are using the Special Type for alternative classroom, but all students do not have an active, locked Individual Learning Plan Addendum (ILPA). If this is not an onsite Alternative Education Program classroom, use the appropriate Special Type.**"
E14.R4	The output will sort by School Name, Calendar Name, Schedule Structure, Course Number, Section Number.

Issue 14 Data Elements

Data Element Label	Business Requirement	Path	Format
School Number	Reports the three-digit code corresponding to the school.	Sys Admin > Resources > Schools	### 3-digit number (e.g. 101)
School Name	Reports the school's name.	Sys Admin > Resources > Schools	Text
Calendar Name	Reports the calendar's name.	Sys Admin > Calendar > Calendar	Text
Schedule Structure Name	Reports the schedule structure's name.	Sys Admin > Calendar > Schedule Structure	Text
Course Number	Reports the local course number.	Search > Course/Section > Course > Number	Text
Course Name	Reports the course name.	Search > Course/Section > Course > Name	Text
Section Number	Reports the section number for the course.	Search > Course/Section > Section > Number	Integer

Issue 15: Student without Case Manager

#	Requirement
E15.R1	The report will generate a warning for active students whose enrollment is P or N, where the student has an active IEP and there are no active team members assigned with the role 'Case Manager.'
E15.R2	Other than the invalid State Code or Special Type, the sections included in this error otherwise meet the criteria for the LEAD extract CASELOAD component unless they are included in another error report.
E15.R3	The warning will generate a message which reads: "**Warning 15: The following students do not have a Special Education Case Manager assigned.**"
E15.R4	The output will sort by Last Name, First Name.

Issue 15 Data Elements

Data Element Label	Business Requirement	Path	Format
School Number	Reports the three-digit code corresponding to the school.	Sys Admin > Resources > Schools	### 3-digit number (e.g. 101)
School Name	Reports the school's name.	Sys Admin > Resources > Schools	Text
Student StateID	Reports the student's StateID.	Census > People > Demographics > Person Identifiers > Student State ID	Text
First Name	Reports the full first name of the student.	Census > People > Demographics > Person Information > First Name	Text
Last Name	Reports the full last name of the student.	Census > People > Demographics > Person Information > Last Name	Text

Issue 16: Student with a Case Manager without an IEP

This warning captures students without an active IEP that have a case manager assigned.

E16.R1	The report will generate a warning for students whose enrollment is P or N, where the student does not have an active IEP and there is an active special education team member assigned with the role 'Case Manager.'
E16.R2	Other than the invalid State Code or Special Type, the students included in this error otherwise meet the criteria for the LEAD extract CASELOAD component unless they are included in another error report.
E16.R3	The warning will generate a message which reads: "**Warning 16: The following students have a Special Education Case Manager assigned without having an active IEP.**"
E16.R4	The output will sort by School Name, Last Name, First Name.

Issue 16 Data Elements

Data Element Label	Business Requirement	Path	Format
School Number	Reports the three-digit code corresponding to the school.	Sys Admin > Resources > Schools	### 3-digit number (e.g. 101)
School Name	Reports the school's name.	Sys Admin > Resources > Schools	Text
Student StateID	Reports the student's StateID.	Census > People > Demographics > Person Identifiers > Student State ID	Text
First Name	Reports the full first name of the student.	Census > People > Demographics > Person Information > First Name	Text
Last Name	Reports the full last name of the student.	Census > People > Demographics > Person Information > Last Name	Text

Issue 17: Students with a Case Manager without a PersonID

E17.R1	The report will generate a warning for active students whose enrollment is P or N, where the student has an active IEP and an active team members assigned with the role 'Case Manager' has a NULL personID (teammember.staffPersonID is NULL).
E17.R2	Other than the invalid State Code or Special Type, the Case Manager included in this error otherwise meet the criteria for the LEAD extract CASELOAD component unless they are included in another error report.
E17.R3	The warning will generate a message which reads: "**Warning 17: The following students have a Special Education Case Manager without a PersonID.**"
E17.R4	The output will sort by student Last Name, First Name.

Issue 17 Data Elements

Data Element Label	Business Requirement	Path	Format
School Number	Reports the three-digit code corresponding to the school.	Sys Admin > Resources > Schools	### 3-digit number (e.g. 101)
School Name	Reports the school's name.	Sys Admin > Resources > Schools	Text
Student StateID	Reports the student's StateID.	Census > People > Demographics > Person Identifiers > Student State ID	Text
Student First Name	Reports the full first name of the student.	Census > People > Demographics > Person Information > First Name	Text
Student Last Name	Reports the full last name of the student.	Census > People > Demographics > Person Information > Last Name	Text
Case Manager First Name	Reports the full first name of the case manager (teamMember.firstName).	Student Information > Special Ed > General > Team Members > First Name	Text
Case Manager Last Name	Reports the full last name of the case manager (teamMember.lastName).	Student Information > Special Ed > General > Team Members > Last Name	Text