Data Check Error Log Tips for Web Tool Users

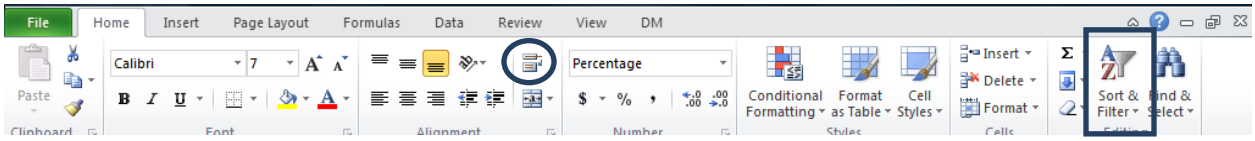
The CRDC data check is designed to help LEAs identify possible errors in their CRDC submission prior to certification. The results of the data check are available in an error log, which provides a description of the possible error as well as the screen name and number where you can review and correct the data. The error log is your roadmap to ensuring the data submitted by your school district are as accurate as possible. The importance of errors is designated by number. Errors in the one- and two-hundreds are critical and must be corrected prior to certification. Your error log may also contain warnings, cases where we encourage school districts to double check their data prior to certification. For more information about types of errors, please see CRDC SY 2011-12 Types of Errors and Warnings.

STEP #1: OPEN THE ERROR LOG IN EXCEL

- The error log contains seven columns as shown below.

lea_name *The name of the LEA.*	**school_name** *Name of the school. (Note: For errors on the LEA Form, this column will be blank.)*	**screen_name** *Name of the question / web tool screen where the error is occurring.*	**screen_number** *Question number where the error is occurring. Question numbers have extension numbers (e.g., XXX-xxxx-1) that refer to the specific table within the question.*	**field** *Specific data element or cell within a table where the error is occurring.*	**error_ code** *Specific error code.*	**error_ description** *Description of the error.*

- Increase the column width and use the Excel wrap text function (see circled icon below) to make the error log easier to read.



- Use the Excel sort function (see Sort & Filter icon above) to view all errors by school, data element, or error code, depending on how you would like to resolve the errors.

STEP #2: USE THE ERROR LOG TO PINPOINT AND CORRECT DATA ENTRY ERRORS

- **Use the school name column to locate which schools have possible errors.** For LEA-level errors, the school name cell will be blank. From your LEA dashboard, you can navigate to the school with the reporting error.
- **Locate the screen name and number where the error is occurring.** Use the screen name and/or number to navigate to this question screen.
- **Use the "Field" column to understand the specific data element or cell that contains the error.** Each cell on the web screen has an abbreviated data element name to help you pinpoint the error. For example, the number of Male Hispanic students reported on the table for referrals to law enforcement for students without disabilities is called "M_HIS_LAW_NO_DIS."
    - The data element name is found before the words "Flat File Elements."
    - For screens collecting race/ethnicity data, the first letter of the flat file element will reveal whether the error is in the male or female column. The flat file element will begin with M for male or F for female followed by the race/ethnicity category.
- **Review the "Error Description" in the last column of the error log.** The Error Description provides information about how to correct the data element. This could be a "Warning" message that requests

that you review and correct the data, enter a comment to provide further information, or explain that you have reviewed the data and determined the response is accurate.

STEP #3: RE-RUN THE DATA CHECK

- Once you have corrected the data, you can rerun your data checks to ensure all errors are resolved. Your error log will only update if you run a new data check. A new error log replaces the previous error log. If you would like to keep an audit trail of your errors, please save your error logs prior to running new data checks.

EXAMPLE ERROR LOG

Below is an example of an error log and the steps a school district would take to find and resolve the errors in their CRDC submission.

lea_name *The name of the LEA.*	**school_name** *Name of the school. (Note: For errors on the LEA Form, this column will be blank.)*	**screen_name** *Name of the question / web tool screen where the error is occurring.*	**screen_number** *Question number where the error is occurring. Question numbers have extension numbers (e.g., XXX-xxxx-1), that refer to the specific table within the question.*	**field** *Specific data element or cell within a table where the error is occurring.*	**error_ code** *Specific error code.*	**error_ description** *Description of the error.*
PARIS SCHOOL DISTRICT	BENTO MIDDLE	Students with Disabilities Served Under IDEA and Those Served Under Section 504 Only	SCH-0010-1	F-LEP - Flat File Element(s): F_LEP_IDEA	122	LEP must not exceed Student Enrollment (Part 1 screen SCH-0005) LEP total

Steps to take to resolve the example error log:

- Go to the school dashboard for Bento Middle School.
- According to the Screen Number column, navigate to SCH-0010 table 1 to find the error.
- Pinpoint the specific cell with the error using the field column, which reveals the error is in the Female LEP cell.
- Use the error description, “LEP must not exceed Student Enrollment (Part 1 screen SCH-0005) LEP Total” to understand the possible data entry error. In this case, the number of LEP students reported as served under IDEA exceeds the total number of LEP students enrolled in the school (entered on SCH-0005, Student Enrollment).
- Correct number of female LEP students served under IDEA or navigate to screen SCH-0005 and correct the total number of female LEP students enrolled in the school.

Additional Information

If you have additional questions concerning the errors that your data checks produce, please contact the PSC for assistance.

Contact Support Form: http://www.crdc.ed.gov/LEA/help.aspx