

# Common Errors - 2008 Dec 1 / Revised Child Count

## Student File

- Leading zeros missing
- Name, ID, DOB, Grade, or Home District changed so record does not match 12/1 record (Revised Count)
- Not knowing or sending number of Adds, Deletes, and Exits (Revised Count)
- Students to be deleted must be in a separate file/tab or have an Exit Date prior to 12/1 (Revised Count)

## Student Data Items

- Space or carriage return in field
- Invalid AUN
- LRE (*now Educational Environment*) = 01 or 02 (APS) and Service Provider not an APS
- Transition data missing
- Age/grade errors
- Home District for Ward of State not in the format 1xx999999
- Neighborhood School blank
- Building Codes contains non alpha/numeric characters or blank
- Exit Dates after 7/1/08 (Revised Count)

## Duplicate Process

- Not investigating/resolving duplicate PAssecureIDs

## Tables

- Missing AUNs
- Extra AUNs - CTCs and ATVS should not be included
- Excel Template users - Do not include row headings between each AUN change
- Table 8a - only include MAWA AUNs
- Tables 4-7 & 9-12 - row validations not checked
- Tables 4-7 - row totals not checked across tables
- Tables 9-12 - column totals not checked across tables
- Data is zero for AUN's