

Appendix C: July 2017 Submission Edit Checks

SpotChecker: July 2017 Edit Checks for Spec Ed Snap

Step 1: Check to ensure that the same students are in Spec Ed Snap and Student files, unique by Student ID and District Code. If a student/district record only appears in one file, an error message will result for that record and no further checks will run for that record. The Spot Checker will proceed with edit checks on all records that appear in both files. Sample Error Message: "Record for this Student ID and District Code is not found in Student Snap file."

Step 2: Check for duplicates by Student ID and District Code.

Field No.	Field Name	Edit Check
1	District Code (LEA submitting, SE Dist of Res)	not blank valid AUN within IU
2	Location Code	not blank valid 4-digit building code or 0000 or 9999
3	School Year Date	not blank 10 characters, ISO format (YYYY-MM-DD)
5	Student ID	valid PAsecureID
11	Primary Disability	not blank valid code
34	Date Exited Special Education	Blanks allowed not blank if Reason for Exiting Special Education (field 52) is not blank 10 characters, ISO format (YYYY-MM-DD) if not blank, date between 7/1/2016 - 6/30/2017
35	Snapshot Date	must be 2017-06-30
45	Transition IEP Status Code	Y/N if age >= 14 on 7/1/16, then not blank if not blank, then valid code (Y,N) if field (73, 74, 75, or 76) = Y, then must be Y

52	Reason for Exiting Special Education	not blank
		not blank if Date Exited Special Education (field 34) is not blank blank or valid code
		valid code
		if code=03 then age >= 20 on 12/1/2016
		if code=01 or 02 then age >= 16 on 12/1/2016
		if code=05, then Special Education in Student (Field 38) must be code E
71	Location of Special Education Services	(warning only) valid 4-digit Location Code or 0000 or text
73	Trans IEP (Paid Work Based Learning)	if Transition Status Code (field 45)=Y, then not blank if not blank, then valid code (Y,N)
74	Trans IEP (Job Supports/Coaching)	if Transition Status Code (field 45)=Y, then not blank if not blank, then valid code (Y,N)
75	Trans IEP (Career Dev/Job Exploration)	if Transition Status Code (field 45)=Y, then not blank if not blank, then valid code (Y,N)
76	Trans IEP (Modified)	if Transition Status Code (field 45)=Y, then not blank if not blank, then valid code (Y,N)

SpotChecker: July 2017 Edit Checks for Student Template

Step 1: Check to ensure that the same students are in Spec Ed Snap and Student files, unique by Student ID and District Code. If a student/district record only appears in one file, an error message will result for that record and no further checks will run for that record. The Spot Checker will proceed with edit checks on all records that appear in both files. Sample Error Message: "Record for this Student ID and District Code is not found in Student Snap file."

Step 2: Check for duplicates by Student ID and District Code.

Field No.	Field Name	Edit Check
1	District Code (LEA submitting, SE Dist of Res)	not blank valid AUN within IU or 999999999
2	Location Code	not blank valid 4-digit building code or 9999 or 0000
3	School Year Date	must be 2017-06-30
4	Student ID	valid PAsecureID
10	Current Grade Level	not blank valid code
13	Home Room	not blank
14	Birth Date	not blank 10 characters, ISO format (YYYY-MM-DD) valid date (age within 3-22 on 12/1/2016) age on 12/1/2016 within valid range for each grade (look up below)
15	Gender Code	not blank valid code
23	Guardian Relationship	not blank valid code

27	Race or Ethnicity Code	not null valid code
33	Economic Status	not blank valid code
34	Challenge Type	not blank valid code matches Primary Disability (field 11) in SpecEd Snap
38	Special Education	must be Y unless Reason for Exiting (field 52) in SpecEd Snap is 05 if Reason for Exiting (field 52) in SpecEd Snap (field 52)=05, then must be E if Post-Graduate Activity (field 66) =997, then must be Y if ADA Status (field 70) =Y, then must not be Y
41	LEP/ELL Status	not blank valid code
46	Repeating Last Year	not blank valid code
70	ADA Status Indicator	not blank valid code if Special Education (field 38)=Y, then must be N
73	Foreign Exchange Student	not blank valid code
80	Gifted and Talented	not blank valid code
88	Economic Disadvantaged Status Code	not blank valid code
93	Alternate Student ID	not blank
98	District Entry Date	not blank 10 characters, ISO format (YYYY-MM-DD)
99	School Entry Date	not blank 10 characters, ISO format (YYYY-MM-DD)
109	State Entry Date	not blank 10 characters, ISO format (YYYY-MM-DD)

117	District Code of Residence	not blank valid PA School District AUN or 999999999 or 888888888
131	Food Program Eligibility	not blank valid code
133	Last Name Long	not blank
134	First Name Long	not blank
165	Location Code of Residence	not blank valid 4-digit building code or 9999 if District Code of Residence (field 117) is not 999999999 or 888888888, then must be valid within District Code of Residence (field 117)
167	Special Education Referral	not blank valid code
189	Funding District Code	not blank valid PA school district AUN
212	Assessment Participation Code	not blank valid code
214	Assessment Participation Code 2	not blank valid code
215	Assessment Participation Code 3	not blank valid code
216	Assessment Participation Code 4	not blank valid code
217	District of Enrollment Code	not blank valid AUN (SD, CS, IU, APS, CTC, PRRI, St Juv Corr Inst) 888888888, 999999999

Age Ranges by Grade

Grade	Age Range
K4A	4-8
K4P	4-8
K4F	4-8
K5A	4-8
K5P	4-8
K5F	4-8
001	4-9
002	4-10
003	5-11
004	6-12
005	7-13
006	8-14
007	9-15
008	10-16
009	11-19
010	12-20
011	13-21
012	14-22

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