

Appendix C: July 2018 Submission Edit Checks

SpotChecker: July 2018 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	Valid Codes	Edit Check
1	District Code (LEA submitting, SE Dist of Res)	9-digit AUN	not blank length = 9 valid within IU (not 999999999, not 888888888)
2	Location Code		not blank valid code (found on Location Code lookup) or 9999 or 0000
3	School Year Date		not blank 10 characters, ISO format (YYYY-MM-DD)
5	Student ID	10-digit code	not blank length = 10 numeric
10	Special Education Teacher Name		
11	Primary Disability	2121,2122,2123,2124,2125,2126,2127,2128, 2129,2130,2131,2132	not blank valid code
12	Secondary Disability	-	-
15	Amount of Special	-	-

	Education Services		-
17	Type of Support	-	-
32	Primary Placement Type	Y,N	not blank valid code
34	Date Exited Special Education		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 7/1/2017 - 6/30/2018
35	Snapshot Date		must be 2018-06-30
44	Educational Environment	-	-
45	Transition IEP Status Code	Y,N	if age >= 14 on 7/1/2017, then not blank if not blank, then valid code (Y,N) if field 73, field 74, field 75, or field 76 = Y, then must equal Y
49	Educational Environment Percentage	-	-
52	Reason for Exiting Special Education	01,02,03,04,05,06,09,99	not blank if Date Exited Special Education (field 34) is not blank blank or valid code if code=03 (max age) then age >= 20 on 12/1/2017 if code=01 (grad) or 02 (GED) then age >= 16 on 12/1/2017 if code=05, then Special Education in Student Snap (field 38) must be code E
70	Service Provider	-	-
71	Location of Special Education Services		not blank valid code (found on Location Code lookup) or 0000 or text that contains at least one alphabet character
73	Trans IEP (Paid Work Learning)	Y,N	if Transition Status Code (field 45)=Y, then not blank if not blank, then valid code (Y,N) if Transition Status Code (field 45)=N, then not Y

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

Field No.	Field Name	Valid Codes	Edit Check
1	District Code (LEA submitting, SE Dist of Res)	9-digit AUN	not blank length = 9 valid within IU (not 999999999, not 888888888)
2	Location Code		not blank valid code (found on Location Code lookup) or 9999 or 0000
3	School Year Date		not blank 10 characters, ISO format (YYYY-MM-DD)
5	Student ID	10-digit code	not blank length = 10 numeric
10	Special Education Teacher Name		
11	Primary Disability	2121,2122,2123,2124,2125,2126,2127,2128, 2129,2130,2131,2132	not blank valid code
12	Secondary Disability	-	-
15	Amount of Special	-	-

	Education Services		-
17	Type of Support	-	-
32	Primary Placement Type	Y,N	not blank valid code
34	Date Exited Special Education		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 7/1/2017 - 6/30/2018
35	Snapshot Date		must be 2018-06-30
44	Educational Environment	-	-
45	Transition IEP Status Code	Y,N	if age >= 14 on 7/1/2017, then not blank if not blank, then valid code (Y,N) if field 73, field 74, field 75, or field 76 = Y, then must equal Y
49	Educational Environment Percentage	-	-
52	Reason for Exiting Special Education	01,02,03,04,05,06,09,99	not blank if Date Exited Special Education (field 34) is not blank blank or valid code if code=03 (max age) then age >= 20 on 12/1/2017 if code=01 (grad) or 02 (GED) then age >= 16 on 12/1/2017 if code=05, then Special Education in Student Snap (field 38) must be code E
70	Service Provider	-	-
71	Location of Special Education Services		not blank valid code (found on Location Code lookup) or 0000 or text that contains at least one alphabet character
73	Trans IEP (Paid Work Learning)	Y,N	if Transition Status Code (field 45)=Y, then not blank if not blank, then valid code (Y,N) if Transition Status Code (field 45)=N, then not Y

74	Trans IEP (Job Supports/Coaching)	Y,N	if Transition Status Code (field 45)=Y, then not blank
			if not blank, then valid code (Y,N)
			if Transition Status Code (field 45)=N, then not Y
75	Trans IEP (Career Dev/Job Exploration)	Y,N	if Transition Status Code (field 45)=Y, then not blank
			if not blank, then valid code (Y,N)
			if Transition Status Code (field 45)=N, then not Y
76	Trans IEP (Modified)	Y,N	if Transition Status Code (field 45)=Y, then not blank
			if not blank, then valid code (Y,N)
			if Transition Status Code (field 45)=N, then not Y

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74	Trans IEP (Job Supports/Coaching)	Y,N	if Transition Status Code (field 45)=Y, then not blank
			if not blank, then valid code (Y,N)
			if Transition Status Code (field 45)=N, then not Y
75	Trans IEP (Career Dev/Job Exploration)	Y,N	if Transition Status Code (field 45)=Y, then not blank
			if not blank, then valid code (Y,N)
			if Transition Status Code (field 45)=N, then not Y
76	Trans IEP (Modified)	Y,N	if Transition Status Code (field 45)=Y, then not blank
			if not blank, then valid code (Y,N)
			if Transition Status Code (field 45)=N, then not Y

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SpotChecker: July 2018 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	Valid Codes	Edit Check
1	District Code (LEA submitting, SE Dist of Res)	9-digit AUN	not blank length = 9 valid within IU or 999999999
2	Location Code		not blank valid code (found on Location Code lookup) or 9999 or 0000
3	School Year Date		must be 2018-06-30
4	Student ID	10-digit code	not blank length = 10 numeric
10	Current Grade Level	K4A,K4P,K4F,K5A,K5P,K5F,001-012	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 12/1/2017) age on 12/1/2017 within valid range for each grade (look up below)
15	Gender Code	M,F	not blank valid code
16	Address 1		
17	Address 2		
18	City		

19	State Code		
20	Full Zip Code		
23	Guardian Relationship	M, A, E	not blank valid code
27	Race or Ethnicity Code	1,3,4,5,6,9,10	not null valid code
33	Economic Status	F, R, N	not blank valid code
34	Challenge Type	2121,2122,2123,2124,2125,2126,2127,2128,2129,2130,2131,2132	not blank valid code matches Primary Disability (field 11) in SpecEd Snap
38	Special Education	Y,E	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 Challenge Type (field 34) is not blank, then must be Y or E if Post-Graduate Activity (field 66) =997, then must be Y if ADA Status (field 70) =Y, then must not be Y
41	EL Status	01,03,04,05,06,07,08,99	not blank valid code
45	LIEP Type	21,22,23,24,25,26,27,98	blank or valid code
46	Repeating Last Year	Y,N	not blank valid code
53	Expected Graduation Timeframe		
65	Graduation Status Code		
66	Expected Post-Graduate Activity		-
67	Student Status		
68	Date First Enrolled in an ESL or Bilingual Education Program (Core)		
70	ADA Status Indicator	Y,N	not blank valid code if Special Education (field 38)=Y, then must be N
73	Foreign Exchange Student	Y,N	not blank

			valid code
80	Gifted and Talented	GY,GN,N	not blank valid code
88	Economic Disadvantaged Status Code	Y,N	not blank valid code
91	Diploma Type Code		
93	Alternate Student ID		not blank
95	Title III EL Eligibility		
96	Programs Services Code	Y,N	blank or valid code
97	Grade 09 Entry Date		
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)
110	Date First Enrolled in a US School		
117	District Code of Residence	9-digit AUN	not blank length = 9 valid PA School District (Type=01 on lookup) or 999999999 or 888888888
120	Student is a Single Parent		
123	Home Language Code		
125	Years in US Schools		
126	Name Suffix		
131	Food Program Eligibility	F,R,N	not blank valid code
133	Last Name Long		not blank
134	First Name Long		not blank
142	Middle Name		
154	Address 3		
165	Location Code of Residence		not blank valid code (found on Location Code lookup) or 9999 if District Code of Residence (field 117) is not (999999999,888888888,123460504, 129546803) then must be valid within District Code of Residence (field 117)

166	Displaced Homemaker		
167	Special Education Referral	Y,N	not blank valid code
182	Home Address State County Code		
189	Funding District Code		not blank length = 9 valid PA school district (Type=01 on lookup)
190	CTE Indicator		
207	Military Family Code	Y,N	not blank valid code
212	Assessment Participation Code	A,B,I	not blank valid code
214	Assessment Participation Code 2	Y,N	not blank valid code
215	Assessment Participation Code 3	Y,N	not blank valid code
216	Assessment Participation Code 4	Y,N	not blank valid code
217	District of Enrollment Code		not blank length = 9 valid AUN on AUN_217 list