

ClassMate for Adult Education Data Validations Schedule

Daily/Weekly Validations

- **Duplicate Registration:**
Identifies students that have duplicate registrations in the same class
- **Missing Attendance Validation:**
This should be run daily/weekly to ensure accurate attendance data. Identifies those student that do not have an attendance record

Weekly/Bi-Weekly Validations

- **Student Validations:**
 - Missing Birth Date
 - Unknown Gender
 - Missing Address
 - Missing PA Secure ID

Monthly/Quarterly

- **Missing Student Course Certs:**
Identifies student that do not any certifications marked
- **Social Security Validation:**
Identifies students that do not have social security numbers entered in the database
- **PA Only: PIMS Grant Validation:**
Identifies students with registration flagged as Pell Grant but do NOT have special the populations identifier “economically disadvantaged” flagged. Vital for classes reporting to PIMS
- **Special Populations by Course/Class:**
Identifies student flagged disabilities
- **Student Hours Greater than Course Hours:**
Identifies students with earned hours greater than the course/class hours established
- **PA Only: PIMS Percent Completed:**
Identifies completed students with percentages above or below 50%
- **PA Only: PIMS Class Hours Sum Validation:**
Identifies the type of PIMS summary classes have been flagged with. Will indicate Sum (Summary) or Individual
- **PA Only: PIMS Perkins Funded:**
Identifies students in state approved classes with PDE reportable class registrations and Perkins funded
- **PA ONLY: PIMS Classes Not marked as PDE Reportable:**
Identifies any class that has been marked PDE reportable

Yearly

- All mentioned validations prior to state reporting period

Activity Based Validations

The validation below should be run after **EACH** type of activity occurs in the system. These activities are ongoing and can happen at any time.

- **After creating programs, courses and/or classes:**
 - **Class Fees Validation:**
Identifies classes missing associated fees. Vital for schools utilizing the payment processing functionality and student portal
 - **Courses without Certifications:**
Identifies classes with no associated industry credentials. Vital for state reportable classes earning Industry credentials
- **After Enrolling students:**
 - **Duplicate Registration Validation:**
Identifies students that have duplicate registrations in the same class
 - **Missing Attendance Validation:**
This should be run daily/weekly to ensure accurate attendance data. Identifies those student that do not have an attendance record