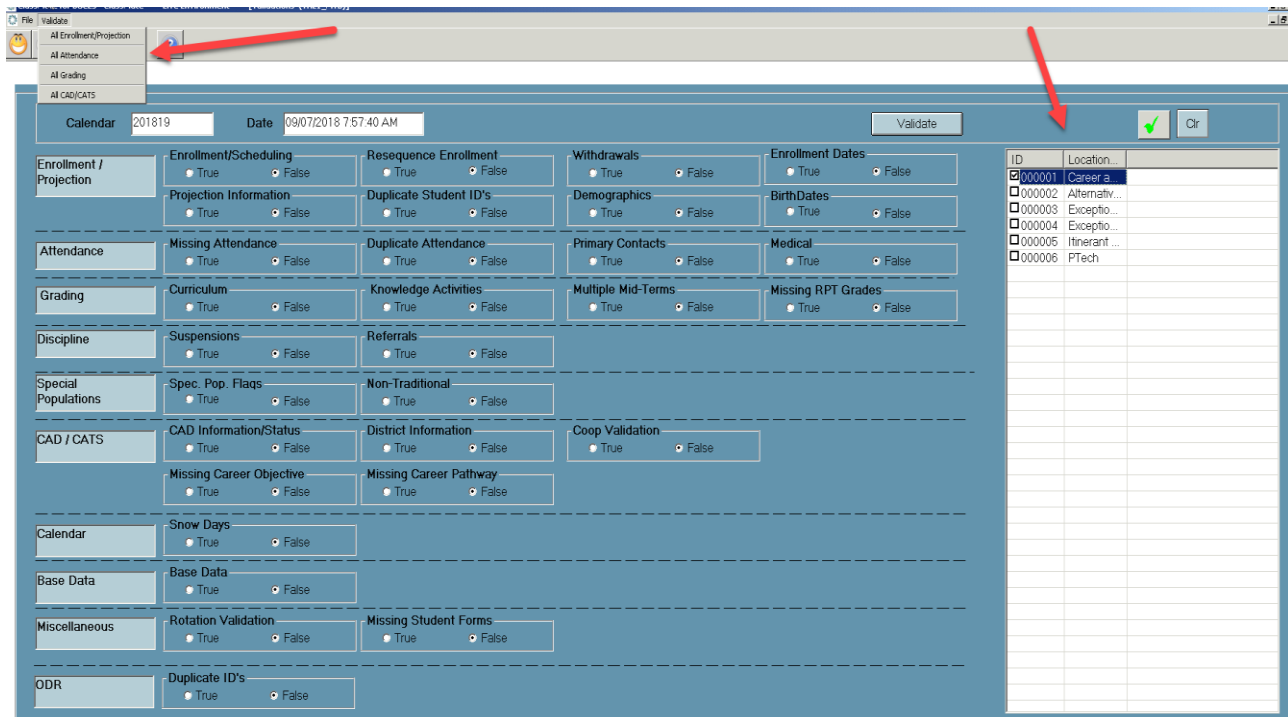


# ClassMate Data Validations Glossary



ClassMate Data Validations are built-in automated procedures that ***Do Not Replace*** Customer and/or District Data Editing.

These procedures are tools along with edit reports to aid the data editing process to insure accuracy and data integrity. Due to the complexity of data, the data validation procedures are designed to filter and identify general non-subjective data discrepancies; however, the validation process is not an indication that all data issues have been identified and corrected. Subjective Data discrepancies must be identified via the customer edit reports and District edit reports and then manually corrected via Classmate. Below is an overview of each data validation procedure, its function, and how the procedure is to be used.

## ENROLLMENT PROJECTION

### 1. Enrollment/Scheduling:

- a. **#31 Overlapping Enrollment:** Student has enrollment in the same Program and Course with overlapping begin and end dates.
- b. **AEC No Curriculum:** This procedure identifies all students who are enrolled and scheduled in a program/course which has been identified in Program maintenance as a program consisting of duties and/or tasks, but the students have not been assigned the appropriate duties and /or tasks for the enrolled program. Complete the instructions for each student who is reported in this section. Failure to insert the duties and /or tasks for each student will impact skill grading. This procedure can be run randomly throughout the school year as a tool for troubleshooting task grading. When teachers indicate that

certain students are not showing in task grading, running this procedure will identify if curriculum is missing.

- c. **AEP Schedules with Missing Enrollment:** The student has a schedule that does not have a matching enrollment record for the same date range.
- d. **AES Enrollment with No Schedules:** This procedure identifies if a student schedule exists for the student program's specified date range.
- e. **AEO No Occupational Enrollment:** This procedure identifies students who are enrolled in an academic or supplemental program ID <'000020' who do not have a CTE enrollment.
- f. **ACS Blank Current Status:** This procedure identifies students in student master with a blank or null current status.

## 2. Re-Sequence Enrollment:

- a. **AP Student Program Re-sequencing:** This procedure will re-sequence all student programs for each student based on their begin dates. Run this procedure first when performing data validations. Repeat until all programs have been re-sequenced properly.
- b. **AS Enrollment Schedule Re-sequencing:** This procedure will re-sequence all student schedules for each student based on their begin dates. Run this procedure first when performing data validations. Repeat until all schedules have been re-sequenced properly.

## 3. Withdrawals:

- a. **WAS Supplemental Attendance Deletion:** This procedure identifies student attendance that exists beyond a student's withdrawal date in supplemental programs. This report is merely an audit trail for the student's attendance which can be kept in the student's file. **Student Supplemental attendance is automatically deleted.**
- b. **WA CTE/Academic Attendance Deletion:** This procedure identifies student attendance that exists beyond a student's withdrawal date in CTE/Academic programs. This report is merely an audit trail for the student's attendance which can be kept in the student's file. **Student attendance is automatically deleted.**
- c. **WH Student Certification Hours Deletion:** This procedure identifies student hours that exists beyond a student's withdrawal date in CTE Cert programs. It is necessary for these hours to be deleted so that the TE student attendance can then be deleted. This report is merely an audit trail for the student's hours which should be kept in the student's file. **The Student hours are automatically deleted.**
- d. **WP Active Academic/Supplemental Programs:** This procedure identifies students who have been withdrawn from their occupational programs; however, they still have active academic or supplemental programs which have not yet been withdrawn.
- e. **WS Active Academics/Supplemental Classes:** This procedure identifies students who have been withdrawn from their occupational schedules; however, they still have active academic or supplemental schedules which have not yet been withdrawn.

#### 4. Non-School Days:

- a. **ADB Enrollment Begin Dates are Non-School Day:** This procedure identifies all students who have an enrollment begin date that is not a calendar school day.
- b. **ADC Student Attendance Dates are Non-school days:** This procedure identifies all students who have a CTE/Academic attendance date that is not a calendar school day.
- c. **ADA Supplemental Attendance Dates are Non-School days:** This procedure identifies all students who have a supplemental attendance date that is not a calendar school day.
- d. **ADE Enrollment End Dates are Non-School days:** This procedure identifies all students who have an enrollment end date that is not a calendar school day.
- e. **ADE Schedule Begin dates are Non-School days:** This procedure identifies all students who have a scheduled begin date that is not a calendar school day.
- f. **ADT Schedule End dates are Non-School day:** This procedure identifies all students who have a scheduled end date that is not a calendar school day.

#### 5. Projection Information:

- a **28a: Projected Program not found:** This process identifies a student who has a projected course change but does not have a projected program for the projected change program. The Course Change data does not match.
- b **28b: Projected Schedule not found:** This process identifies a student who has a projected course change but does not have a projected schedule for the projected change class. The Course Change data does not match
- c **28c: Current Active Program not found:** This process identifies a student who has a projected course change but does not have a current active program for the projected change program. The Course Change data does not match.
- d **28d: Projected New Program Already Exists in Current:** This process identifies a student who has a projected course change for a program that is already active in current calendar. The Course Change data does not match.

#### 6. Duplicate Student ID's:

- a **ID1:** The Archive student names listed do not match the student first and last name in ClassMate Student Master.
- b **ID2:** The Archive Registration student names listed do not match the student first and last name in ClassMate Registration.

#### 7. Demographics:

- a **DM1 Unknown Gender in Student Master:** This process identifies students with a gender ='U' or blank in student master.
- b **DM2 Unknown Ethnicity in Student Master:** This process identifies students with a race =0 in student master.
- c **DM3 Missing Address Information in Student Master:** This process identifies students with blank address1, city, or state information in student master.
- d **DM4 Missing Address Information Projected Registration:** This process identifies students with blank address1,city, or state information in Registration for the projected school calendar year.

- e **DM5 Unknown Gender in Projected Registration:** This process identifies students with a gender = 'U' or blank in Registration for the projected school calendar year.
- f **DM6 Unknown Ethnicity in Projected Registration:** This process identifies students with a race = 0 in Registration for the projected school calendar year.
- g **DM7 Blank Resident School SM:** This process identifies students with a blank resident school in Student Master.
- h **DM8 Blank Resident School Reg:** This process identifies students with a blank resident school in Registration.
- i **DM9 Grade level vs Student Type:** This process identifies the following:
  - i Grade Level ASP Student Type <>ASP;
  - ii Grade Level <>ASP, Student Type = ASP

## 8. Birthdates:

- a **BD1 Missing Birthdates in Projected Registration:** This process identifies students with birth date = 01/01/1900 or blank in Registration for the projected school calendar year.
- b **BD2 Missing Birthdates in Student Master:** This process identifies students with birth date = 01/01/1900 or blank in student master.
- c **BD3 Invalid Birthdates in Projected Registration:** This process identifies students with invalid Birthdates based on grade level in Registration for the projected school calendar year.
- d **BD4 Invalid Birthdates in Student Master:** This process identifies students with invalid Birthdates based on grade level in Student Master

## ATTENDANCE

9. **Missing Attendance:** This procedure will list Students Missing Attendance in classes that are set up to have Work Ethic Grades only. This will not display Missing Attendance for classes that do not require Work Ethic Grades.  
ClassMate recommends running the Attendance Submission Report to identify ALL Classes with Missing Attendance.
- a **32a Missing Supplemental Attendance with WE Grading:** This process verifies the student has a supplemental class attendance record for each school day. This process handles Day about attendance.
  - b **32b Missing Student Attendance with WE Grading:** This process verifies the student has a CTE/Academic class attendance record for each school day. This process handles Day about attendance.
  - c **AT1 Acad/CTE/Other Attendance Date w/o Schedule:** This process verifies the student attendance has a valid class schedule date range for the class attendance date.
  - d **AT2 Supplemental Attendance Date w/o Schedule:** This process verifies the student supplemental attendance has a valid class schedule date range for the class attendance date.

## 10. Duplicate Attendance:

This procedure works for Academic, Other, and Occupational attendance duplicates. These procedures identify those students who have duplicate attendance for a specified date and possibly no corresponding schedules. Verify all data on this report carefully since some students could have multiple occupational attendance on a given date. When procedure A thru C have been verified and corrected and no more instances exist for these three conditions, run the duplicate attendance procedure once more so that procedure D can execute and update the class attendance based on the student scheduling.

- a. **AZ Duplicate attendance with schedules:** This procedure identifies students who have duplicate attendance for a specific date and a matching schedule. Verify the attendance for both classes is legitimate. If an attendance does not have a legitimate scheduled class, delete the attendance using the Admin. Attendance deletion module.
- b. **NS Attendance with no schedule:** This procedure identifies duplicate attendance records that exist for students who do not have a matching schedule for specified date. Verify if the student should or should not have a corresponding schedule, and either insert a schedule for the student using the class change module or delete the attendance in admin attendance deletion.
- c. **AZ Duplicate attendance with schedules:** This procedure identifies students who have duplicate supplemental attendance for a specific date and a matching schedule. Verify the attendance for both classes is legitimate. If an attendance does not have a legitimate scheduled class, delete the attendance using the Admin. Attendance deletion module.
- d. **NT Supplemental Attendance Deletion:** This procedure identifies duplicate attendance records that exist for students who do not have a matching schedule for specified date. This is an audit trail because this attendance is automatically deleted.
- e. **VS Schedules with same begin and end date:** This process identifies schedules with the same begin and end dates. Identifies students who have been withdrawn from one class and scheduled in another class on the same day. This scenario results in attendance being taken for both classes legitimately. Verify each scenario and change the end date/begin date for those situations where the student did not attend both classes.
- f. **VA Class Attendance Update:** If no AZ, NT, and VS validations exist, this process will be run for PA ONLY; otherwise the process will not be executed. This process identifies the class attendance information that has been automatically updated based on the student's CTE scheduling. It is an audit trail only.

## 11. Primary Contacts:

- a **Process first deletes all student contacts/registration contacts where Contact ID is blank**
- b **P01 No Registration Primary Contact Assigned:** This process identifies students who do not have a primary contact in Registration Contacts.

c **P02 No Student Primary Contact Assigned:** This process identifies students who do not have a primary contact in Student Contacts.

Students who do not have a Primary Contact flagged in Student Contact Information module as “T” could affect report data / generation (progress reports, report cards, etc.)

d **P03 Multiple Student Primary Contact Assigned:** This process identifies students who have multiple primary contacts in Student Contacts.

e **PA1 No Registration Contact Assigned:** This process identifies Primary contacts flagged for include in correspondence yes but they are missing address1, city, or state information in Registration Contacts.

f **PA2 No Student Primary Contact Assigned:** This process identifies Primary contacts flagged for include in correspondence yes but they are missing address1, city, or state information in Student Contacts.

## 12. Medical:

a **MD1 Student Medical Consent Date Not On File:** This procedure identifies students who have a Student Medical record that has an 01/01/1900 consent date, During rollover, every year this field is reset to 01/01/1900 and requires a new data to be entered for the new school year.

b **MD2: Student Medical Information Not On File:** This procedure identifies students who do not have a student medical record.

## GRADING

## 13. Curriculum:

a. **#25 Task Grade End date Validations:** This procedure identifies if any task grade end dates exist beyond the current marking period end date. If end dates exist beyond the current marking period end date, these task grades will not be included in the calibration of the student’s skill grade for the current marking period.

## 14. Knowledge Activities:

a. **#28 Knowledge Activity Verification:** Validate whether or not a schedule exists for the assigned activities that are required.

b. **28b Required KNW Activites with Grade points 999.99:** This process identifies required flagged knowledge activities that are still 999.99

c. **KNW - Duplicate Student Knowledge Activities:** **REMOVED** this is not in the report and will not be used since we will be allowing activities to be assigned in multiple MP’s.

**TA1 – C1 - Technical Academics Resequenece:** This procedure identifies the 5 Knowledge TA’s that are not properly numbered. C1 should be # 1, C2 should be TA # 2, and like wise.

TA1 – C2 - Technical Academics Resequenece

TA1 – C3 - Technical Academics Resequenece

TA1 – C4 - Technical Academics Resequenece

TA1 – C5 - Technical Academics Resequencing

TA2 – Technical Academics Mismatch: This process identifies if a TA has been turned on for the Knowledge activity but the TA code has not been properly assigned to the Knowledge activity

### 15. Multiple Mid-Term:

- a. **Mid-term Validations:** Validate whether or not a student has been assigned more than 1 mid-term.

### 16. Missing RPT Grades:

This procedure displays a listing of students who are missing an MP Grade record.

**DO NOT RUN** prior to 1<sup>st</sup> MP Closing.

- a. **60A: Students Missing MP Grades** – returns students not receiving grades in Class listed, however, informational – check schedule to determine if this is accurate OR if student adjustments necessary to generate grade for Class listed
- b. **60B: Student Missing MP Academic Grades** – returns students enrolled/scheduled in Academic class without Academic grades
- c. **60C: Grade To Date PGR not MP Close PGR** – if Calculation NOT done PRIOR to MP Close this validation might return a lot of students. PGR column displays grade calculated PROR to MP Close RptPGR displays grade calculated during the MP Close, which this doesn't affect students grade, this will affect the way grades return on some Grade reports based on which table the report is created to pull from (stu\_calibrate = last calculated grade / stu\_grades = mp closed grade)

### 17. Progress Reports

- a. **PG1: Progress Report Saved but not submitted**

## DISCIPLINE

### 18. Suspensions:

- a. **Verify Attendance:** This procedure identifies those students who have been scheduled for a suspension; however their attendance condition is not a suspension condition for the suspension date range.
- b. **Verify Suspension Start and End dates:** This procedure verifies the suspension start and end dates are the same number of days as the suspension days entered.
  - AR1 – Invalid number of suspension days
  - AR2 – Invalid attendance for suspension referral
  - AR3 – Invalid referral for suspension attendance

## 19. Referrals PA SAFE SCHOOLS:

- a **RF1 - Safe Schools Missing Incident Location:** This procedure identifies those students who have referrals assigned to a Safe School Misconduct or Suspension category but do not have an Incident location.
- b **RF2 - Safe Schools Missing Unique Incident #:** This procedure identifies those students who have referrals assigned to a Safe School Misconduct or Suspension category but do not have a Unique Incident number.
- c **RF3 - Safe Schools Missing Misconduct with Unique Incident #:** This procedure identifies those students who have Referral with a Unique Incident number but is missing an assigned Misconduct in Citation State Reporting Management.
- d **RF2 - Safe Schools Missing Misconduct with PDE Suspension Category:** This procedure identifies those students who have a Referral assigned to a PDE Suspension category but is missing an assigned Misconduct in Citation State Reporting Management.

## SPECIAL POPULATIONS

### 20. Special Populations Flags: This process performs a verification on the following:

- a. **43a:** Student Special Population information exists without any Student Master Special Population flags set to True.
- b. **43b:** Student Master Special Populations Disadvantage flag set to True without Disadvantage Special Population information assigned to student.
- c. **43c:** Student Master Special Populations Disabled flag set to True without Disability Special Population information assigned to student.
- d. **43d:** Student Master Disability flag set to True with multiple Primary Disabilities assigned to student.

### 21. Non-Traditional: This process performs a verification on the following:

- a **59:** Current Student flagged Non-Traditional in Student Master but scheduled in Traditional Program
- b **59A:** Inactive student flagged Non-Traditional in Student Master but scheduled in Traditional Program
- c **59B:** Current students not flagged as Non-Traditional in Student Master but scheduled in Non-Traditional Program
- d **59C:** Inactive students not flagged for Non-Traditional in Student Mater but scheduled in Non-Traditional program

## CAD/CATS

### CAD/Information/Status / District Information

**ABOVE are no longer maintained by ClassMate due to PIMS Reporting – this functionality is being retired and therefore these validations will be removed in time.**



22. **Coop Validations:** The coop validation process identifies those students who have a false coop flag in student master; however, they still have an active student schedule with a coop session scheduled. It also identifies those students who have been flagged as a coop student in student master; however, they have not been assigned a coop session in class change.
23. **Missing Career Objective:** Students who do not have Career Objective Form check marked on the Student Forms tab in Student Master
24. **Missing Career Pathway:** Students who do not have a Career Pathway assigned to them in Student Master on the Career Objective tab

### CALENDAR

25. **Snow Days:** This procedure creates a listing of student program begin dates, student program end dates, student schedule begin dates, student schedule end dates and student attendance which exists for the validation date entered. Especially helpful in troubleshooting the errors which can occur when changing a school day.
  - a **26a:** Student Program Begin Dates on selected Snow Day date
  - b **26b:** Student Program End Dates on selected Snow Day date
  - c **26c:** Student Attendance Dates on selected Snow Day date
  - d **26d:** Student Schedule Begin Dates on selected Snow Day date
  - e **26e:** Student Schedule End Dates on selected Snow Day date
  - f **26f:** Student Knowledge Date Taken on selected Snow Day date

### BASE DATA

26. **Base Data Validations:** The base data validation process must be run by itself. This procedure should be performed once a year at the customer's discretion. The procedure identifies associated data which still remains on the database as a result of the data deletions that have been performed out of order or from missing or modified system procedures. The following base data will be validated:

- a. Courses without associated program
- b. Classes without associated program
- c. Classes without associated course
- d. Teachers assigned classes but not assigned to the course
- e. Teachers assigned to courses but not assigned classes in that course
- f. Duties without associated program
- g. Duties without associated course
- h. Tasks without associated duty
- i. Tasks without associated program



- j. Tasks without associated course
- k. Curriculum without associated task
- l. Curriculum without associated program
- m. Curriculum without associated course
- n. Curriculum without associated duty
- o. Enrollment without associated program
- p. Enrollment without associated course
- q. Schedules without associated program
- r. Schedules without associated course
- s. Schedules without associated class
- t. Grades without associated program
- u. Grades without associated course
- v. Grades without associated class
- w. Attendance without associated program
- x. Attendance without associated course
- y. Attendance without associated class
- z. Projected Master without associated projected schedules
- aa. Curriculum without associated Student master
- bb. Enrollment without associated Student master
- cc. Student Referrals without associated Student master
- dd. Registration programs without associated Student master
- ee. Student special aid without associated Student master
- gg. Schedule without associated Student master
- hh. Schedule Enrollment missing
- ii. Grade Master without associated Student master
- jj. Grade Student Program missing
- kk. Grade student schedule missing
- ll. Attendance without associated Student Master
- mm. Attendance Student Program missing
- nn. Attendance student schedule missing
- oo. Schools without associated Districts
- pp. Student Master without associated Districts.
- qq. CATS without associated DISTRICTS
- rr. CATS without associated programs
- ss. Special aid categories without associated Programs
- tt. Registration Programs without associated programs
- uu. Registration Programs without associated Courses
- vv. Student Master without associated Schools.
- vv. Special aid categories without associated programs
- ww. Blank District Abbreviations
- xx. Blank School Abbreviations

## MISCELLANEOUS

**27. Rotation Validations:** The rotation validation process identifies those students who have a false rotating flag in student master; however, they still have an active student program with a rotation session. It also identifies those students who have been flagged as a rotating student in student master; however, they have not been enrolled in a rotation session in student program maintenance.

- a **24a:**
- b **24b:**
- c **24c: New FNL Grade = 999**
- d **24d: New FNL Grade > 100**
- e **24e: New Rotation Grade = 999**

**28. Student Forms**

- a **50: Missing Student Forms** - students not check marked in Student Master on the Student Forms tab

**29. Primary Cert**

- a **CRT: Multiple Primary Certifications** – Programs with multiple certifications flagged “Primary” in Course Certification Management

## ODR

- 30. 70a: ODR Duplicate District Student ID's**