

Enrollment Census Data Validation Rules

School Year

2011-12

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The Office of Network and Information Systems at the Rhode Island Department of Education is responsible for collecting enrollment census data from the Local Education Agencies in Rhode Island. This document is a reference that lists the various data elements and validation rules for each collection.

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About

There are currently ten different types of files that eRIDE can process through the Enrollment Census; each having their own set of validation rules:

- | | |
|--------------------------------------|----------------------|
| 1. Address and Residential Community | 6. Summer Withdrawal |
| 2. Attendance | 7. TCS: Course |
| 3. Discipline | 8. TCS: Section |
| 4. Enrollment | 9. TCS: Staff |
| 5. Program Core | 10. TCS: Student |

In addition, the application can impose different sets of validation depending on school year. The validation rules are predominantly database-driven and can be turned on or off at runtime without recompiling the application. The only rules that are not database driven are a set of validation rules called “complex validation” which will be mentioned later on in this document.

All files go through four sets of validations:

1. Surface Level
2. Simple
3. Dictionary
4. Complex

Validations

Surface Level Validation

All files/datasets undergo surface level checks, ensuring that the correct column names for the data collection have been provided in the file. The order of the columns in the file does not matter to the application. As long as the column exists, the system will accept it – providing the user flexibility of adding additional reference columns that will be ignored by the system during processing. The application allows some columns to be “optionally” provided – the surface level process considers this. In addition, our application allows a user to submit several different file types (for example, a discipline submission and enrollment submission) in one file using the multi-sheet feature in Excel workbooks. The surface level check will make sure that the Excel file submitted has the correct worksheets to perform a multi submission-type file. The entire contents of the file are read to affirm “readability,” but no data is examined at this point. If the file successfully passes this stage, a row count is determined and the file is uploaded to our servers for more in-depth validation checking. If the file fails here, the file is never stored on our servers and is rejected peremptorily.

Simple Validation

This validation stage looks row-by-row, column-by-column, and field-by-field into the file and ensures that files adhere to certain data rules. These rules are defined in a table that can be easily modified by the application manager. The following rules are enforced in the simple validation check:

1. **Type:** Data type of field; can be text or date.
2. **Length:** The maximum length of the field. For instance, district code has a length of two, meaning an error will be displayed if the supplied data exceeds this.
3. **AutoFill:** True or false. Our enrollment collection allows some data element values to be automatically filled by the application. For instance, if the district chooses not to supply the IEP data, the application can automatically populate this field from the Special Education Census.
4. **Blank Allowed:** True or false. Determines if a NULL or empty value in this field can be supplied.
5. **Force Length:** True or false. If set to true, an error will be thrown if a field has less characters than the value of “Length.” For example, this is set for “True” for school code, because we know that any school code supplied that is less than five characters would be incorrect.

Address and Residential Community

Name	Type	Length	Blank Allowed	Optional	Force Length	Dictionary
ADDRESS_D_CITY	TEXT	50	Yes	Yes	No	n/a
ADDRESS_D_L1	TEXT	50	Yes	Yes	No	n/a
ADDRESS_D_L2	TEXT	50	Yes	Yes	No	n/a
ADDRESS_D_STATE	TEXT	2	Yes	Yes	No	n/a
ADDRESS_D_ZIP	TEXT	5	Yes	Yes	No	zipcode
ADDRESS_D_ZIP4	TEXT	4	Yes	Yes	No	n/a
ADDRESS_M_CITY	TEXT	50	No	No	No	n/a
ADDRESS_M_L1	TEXT	50	No	No	No	n/a
ADDRESS_M_L2	TEXT	50	Yes	Yes	No	n/a
ADDRESS_M_STATE	TEXT	2	No	No	No	n/a
ADDRESS_M_ZIP	TEXT	5	No	No	No	zipcode
ADDRESS_M_ZIP4	TEXT	4	Yes	Yes	No	n/a
DISTCODE	TEXT	2	No	No	Yes	leas
EMAIL_ST	TEXT	60	Yes	Yes	No	n/a
LASID	TEXT	20	Yes	Yes	No	n/a
LASTNAME	TEXT	50	No	No	No	n/a
PHONE_EMG	TEXT	15	Yes	Yes	No	n/a
PHONE_PC	TEXT	15	Yes	Yes	No	n/a
PHONE_SC	TEXT	15	Yes	Yes	No	n/a
PHONE_ST	TEXT	15	Yes	Yes	No	n/a
SASID	TEXT	10	No	No	Yes	n/a

Attendance

Name	Type	Length	Blank Allowed	Optional	Force Length	Dictionary
ATTEND_DATE	DATE	10	No	No	No	n/a
ATTEND_TYPE	TEXT	2	No	No	Yes	attend_type
DISTCODE	TEXT	2	No	No	Yes	leas
LASID	TEXT	16	No	No	No	n/a
SASID	TEXT	10	No	No	Yes	n/a
SCHCODE	TEXT	5	No	No	Yes	n/a

Discipline

Name	Type	Length	Blank Allowed	Optional	Force Length	Dictionary
DISCIPLINE	TEXT	1	No	No	Yes	discipline
DISTCODE	TEXT	2	No	No	Yes	leas
DURATION	TEXT	3	No	No	No	n/a
INFRACTION	TEXT	2	No	No	Yes	infraction
INFRACTION_DATE	DATE	10	No	No	No	n/a
INJURY	TEXT	1	No	No	Yes	physicalInjury
LASID	TEXT	16	No	No	No	n/a
LASTNAME	TEXT	50	No	No	No	n/a
REASON	TEXT	250	Yes	No	No	n/a
SASID	TEXT	10	No	No	Yes	n/a
SCHCODE	TEXT	5	No	No	Yes	n/a
WEAPON	TEXT	1	Yes	No	No	n/a

Enrollment

Name	Type	Length	Auto Fill	Blank Allowed	Optional	Force Length	Dictionary	Complex Validation Argument
ADA	TEXT	3	No	Yes	No	No	n/a	n/a
ADM	TEXT	3	No	Yes	No	No	n/a	n/a
ASIAN	TEXT	1	No	No	No	No	yes_no	n/a
BLACK	TEXT	1	No	No	No	No	yes_no	n/a
COHORT	TEXT	4	Yes	Yes	No	No	n/a	n/a
CTECHCTR	TEXT	5	No	Yes	No	No	CTECHCTR	n/a
DISTCODE	TEXT	2	No	No	No	Yes	leas	n/a
DISTCODE_RES	TEXT	2	No	No	No	No	res_comm	n/a
DOB	DATE	10	Yes	No	No	No	n/a	n/a
ENROLL_DATE	DATE	10	No	No	No	No	n/a	7/1/2011, 6/30/2012
ENROLL_TYPE	TEXT	1	No	No	No	No	enroll_type	n/a
EXIT_DATE	DATE	10	No	Yes	No	No	n/a	7/1/2011, 8/25/2012
EXIT_TYPE	TEXT	2	No	Yes	No	Yes	exit_type	n/a
FIRSTNAME	TEXT	50	Yes	No	No	No	n/a	n/a
GRADE	TEXT	2	No	No	No	No	grade	n/a
HISPANIC	TEXT	1	No	No	No	No	yes_no	n/a
HOMELESS	TEXT	1	No	Yes	No	No	homeless	n/a
IEP	TEXT	1	Yes	Yes	Yes	No	iep	n/a
IMMIGRANT	TEXT	1	Yes	Yes	No	No	immigrant	n/a
LANGUAGE_HOME	TEXT	4	Yes	Yes	No	No	lep_LANGUAGE	n/a
LASID	TEXT	16	No	No	No	No	n/a	n/a
LASTNAME	TEXT	50	Yes	No	No	No	n/a	n/a
LEP	TEXT	1	Yes	Yes	Yes	No	lep	n/a
LUNCH	TEXT	1	Yes	Yes	No	No	lunch	n/a
MIDDLENAME	TEXT	50	Yes	Yes	No	No	n/a	n/a
MIGRANT	TEXT	1	No	Yes	Yes	No	migrant	n/a
NATIVE	TEXT	1	No	No	No	No	n/a	n/a
PACIFIC	TEXT	1	No	No	No	No	yes_no	n/a
SASID	TEXT	10	No	No	No	Yes	n/a	n/a
SCHCODE	TEXT	5	No	No	No	Yes	n/a	n/a
SCHCODE_NEXT	TEXT	5	No	Yes	No	Yes	n/a	n/a
SCHCODE_OUT	TEXT	5	No	Yes	No	Yes	n/a	n/a
SCHOOLDAYS	TEXT	3	No	No	No	No	n/a	n/a
SEC504	TEXT	1	No	Yes	No	No	sec504	n/a
SEX	TEXT	1	Yes	No	No	No	gender	n/a
TITLE1	TEXT	1	No	Yes	No	No	title1	n/a
VOCED	TEXT	1	No	Yes	Yes	No	voced	n/a
WHITE	TEXT	1	No	No	No	No	yes_no	n/a

Program Core

Name	Type	Length	Blank Allowed	Optional	Force Length	Dictionary
DISTCODE	TEXT	2	No	No	Yes	leas
LASID	TEXT	16	No	No	No	n/a
LASTNAME	TEXT	50	No	No	No	n/a
PROGRAM_CODE	TEXT	4	No	No	Yes	program_code
PROGRAM_EDATE	DATE	10	Yes	No	No	n/a
PROGRAM_EXIT_CODE	TEXT	1	Yes	Yes	Yes	program_exit_code
PROGRAM_SDATE	DATE	10	Yes	No	No	n/a
SASID	TEXT	10	No	No	Yes	n/a

Summer Withdrawals

Name	Type	Length	Blank Allowed	Optional	Force Length	Dictionary
DISTCODE	TEXT	2	No	No	Yes	leas
EXIT_TYPE	TEXT	2	No	No	No	exit_type
LASID	TEXT	16	No	No	No	n/a
LASTNAME	TEXT	50	No	No	No	n/a
SASID	TEXT	10	No	No	Yes	n/a

TCS: Course

Name	Type	Length	Blank Allowed	Optional	Force Length	Dictionary
DISTCODE	TEXT	2	No	No	Yes	leas
SCHCODE	TEXT	5	No	No	Yes	n/a
LOCALCOURSEID	TEXT	20	No	No	No	n/a
LOCALCOURSETITLE	TEXT	100	No	No	No	n/a
SCEDCOURSE	TEXT	5	No	No	Yes	sced
COURSELEVEL	TEXT	5	Yes	No	No	courselevel
COURSESEQUENCE	TEXT	3	Yes	No	No	n/a
HSCOURSEREQUIRED	TEXT	1	Yes	No	No	yes_no
COURSEGPAAPPLICABILITY	TEXT	15	Yes	No	No	coursegpaapplicability
CREDITTYPE	TEXT	4	Yes	Yes	No	credittype
CREDITAVAILABLE	TEXT	4	Yes	No	No	n/a
GRADESPAN	TEXT	4	Yes	No	Yes	n/a
CIP	TEXT	7	Yes	No	No	n/a
TECHNICALASSESSMENT	TEXT	1	Yes	No	No	yes_no_blank

TCS: Section

Name	Type	Length	Blank Allowed	Optional	Force Length	Dictionary
DISTCODE	TEXT	2	No	No	Yes	leas
SCHCODE	TEXT	5	No	No	Yes	n/a
LOCALSECTIONID	TEXT	50	No	No	No	n/a
LOCALCOURSEID	TEXT	20	No	No	No	n/a
ROOMNUM	TEXT	20	Yes	No	No	n/a
SECTIONNAME	TEXT	20	Yes	No	No	n/a
SECTIONTYPE	TEXT	15	Yes	No	No	n/a
SECTIONSETTINGID	TEXT	15	Yes	No	No	sectionsettingid

TCS: Staff

Name	Type	Length	Blank Allowed	Optional	Force Length	Dictionary
DISTCODE	TEXT	2	No	No	No	leas
SCHCODE	TEXT	5	No	No	No	n/a
LOCALSECTIONID	TEXT	50	No	No	No	n/a
STATESTAFFID	TEXT	10	No	No	No	n/a
STAFFLASTNAME	TEXT	50	No	No	No	n/a
STAFFFIRSTNAME	TEXT	50	No	No	No	n/a
STAFFMIDDLENAME	TEXT	50	Yes	No	No	n/a
SECTIONSTARTDATE	DATE	10	No	No	No	n/a
SECTIONENDDATE	DATE	10	Yes	No	No	n/a
STAFFROLEID	TEXT	10	Yes	No	No	jobclass_u
TEACHEROFRECORD	TEXT	1	No	No	No	yes_no
ELACONTRIBUTOR	TEXT	1	No	No	No	yes_no
MATHCONTRIBUTOR	TEXT	1	No	No	No	yes_no

TCS: Student

Name	Type	Length	Blank Allowed	Optional	Force Length	Dictionary
DISTCODE	TEXT	2	No	No	Yes	leas
SCHCODE	TEXT	5	No	No	Yes	n/a
LOCALSECTIONID	TEXT	50	No	No	No	n/a
SASID	TEXT	10	No	No	No	n/a
LASID	TEXT	16	No	No	No	n/a
LASTNAME	TEXT	50	No	No	No	n/a
SECTIONENTRYDATE	DATE	10	No	No	No	n/a
SECTIONEXITDATE	DATE	10	Yes	No	No	n/a
GRADEEARNED	TEXT	5	Yes	No	No	gradeearned
CREDITSRECEIVED	TEXT	5	Yes	No	No	n/a

Dictionary Validation

Many fields have a predefined list of possible values. For instance, there are only three possible values for lunch status (F, N, or R). In the same table that lists all the fields for the collection (tbl_enroll_census_fieldDefinition), there is a field called "Dictionary." The value there is a pointer to the dictionary (tbl_itemValues) used to validate the data in this field. Fields marked as dictionary are checked against another table that lists all the possible values, and will throw an error if the value does not exist in the dictionary. Most of the fields will have a dictionary associated with it. Some examples from the enrollment collection include the home language field, exit type field, et al. An interactive data dictionary can be found here:

<https://www.eride.ri.gov/eRide40/DataDictionary/Default.aspx>.

All Collections

leas – Local education agencies with their codes

Code	Name	Code	Name	Code	Name
01	Barrington	23	North Kingstown	50	R.I. Sch for the Deaf
03	Burrillville	24	North Providence	51	Paul Cuffee Charter Sch
04	Central Falls	25	North Smithfield	52	Kingston Hill Academy
05	Charlestown	26	Pawtucket	53	International Charter
06	Coventry	27	Portsmouth	54	Blackstone Academy
07	Cranston	28	Providence	55	Compass Charter School
08	Cumberland	30	Scituate	58	Beacon Charter School
09	East Greenwich	31	Smithfield	59	The Learning Community
10	East Providence	32	South Kingstown	60	MET Career & Tech
12	Foster	33	Tiverton	61	Trinity Academy for the Performing Arts
13	Glocester	35	Warwick	62	The Greene School
15	Jamestown	36	Westerly	63	RI Nurses Institute Middle College
16	Johnston	38	West Warwick	67	DCYF
17	Lincoln	39	Woonsocket	96	Bristol Warren
18	Little Compton	40	Davies Career & Tech	97	Exeter-West Greenwich
19	Middletown	46	Segue Institute for Learning	98	Chariho
20	Narragansett	47	Blackstone Valley Prep, A RI Mayoral Academy	99	Foster-Glocester
21	Newport	48	Highlander		
22	New Shoreham	49	UCAP Collaborative		

Address and Residential Community

zipcode – list of valid zip codes for the collections

Code	Name	Code	Name	Code	Name	Code	Name
01504	Blackstone	02823	Fiskeville	02862	Pawtucket	02895	Woonsocket
01748	Hopkinton	02824	Forestdale	02863	Central Falls	02896	North Smithfield
02019	Bellingham Ma	02825	Foster	02864	Cumberland	02898	Wyoming
02029	Providence	02826	Glendale	02865	Lincoln	02901	Providence
02720	Fall River Ma	02827	Greene	02871	Portsmouth	02902	Providence
02721	Fall River, MA	02828	Greenville	02872	Prudence Island	02903	Providence
02724	Fall River, MA	02829	Harmony	02873	Rockville	02904	Providence
02726	Somerset, MA	02830	Harrisville	02874	Saunderstown	02905	Providence
02789	South Kingstown	02831	Hope	02875	Shannock	02906	Providence
02790	Westport MA	02832	Hope Valley	02876	Slatersville	02907	Providence
02801	Adamsville	02833	Hopkinton	02877	Slocum	02908	Providence
02802	Albion	02835	Jamestown	02878	Tiverton	02909	Providence
02804	Ashaway	02836	Kenyon	02879	Wakefield	02910	Cranston
02805	Foster	02837	Little Compton	02880	Wakefield	02911	North Providence
02806	Barrington	02838	Manville	02881	Kingston	02912	Providence
02807	Block Island	02839	Mapleville	02882	Narragansett	02914	East Providence
02808	Bradford	02840	Newport	02883	Peace Dale	02915	Riverside
02809	Bristol	02841	Newport	02885	Warren	02916	Rumford
02812	Carolina	02842	Middletown	02886	Warwick	02917	Smithfield
02813	Charlestown	02852	North Kingstown	02887	Warwick	02918	Providence
02814	Chepachet	02854	North Kingstown	02888	Warwick	02919	Johnston
02815	Clayville	02857	North Scituate	02889	Warwick	02920	Cranston
02816	Coventry	02858	Oakland	02891	Westerly	02921	Cranston
02817	West Greenwich	02859	Pascoag	02892	West Kingston	02940	Providence
02818	East Greenwich	02860	Pawtucket	02893	West Warwick	30501	Gainsville, Ga
02822	Exeter	02861	Pawtucket	02894	Wood River Junction		

Attendance

attend_type

Code	Type	Description
1A	Present	In school, regular instructional program
1B	Present	Nontraditional school setting, regular instructional program
1C	Present	Disciplinary action, receiving instruction
1D	Present	Out of school, regular instructional program activity
1E	Present	Out of school, school-approved extracurricular or co-curricular activity
2A	Absent	Noninstructional activity recognized by State or school
2B	Absent	Religious observation
2C	Absent	Illness, injury, health treatment, or examination
2D	Absent	Family emergency or bereavement
2E	Absent	Disciplinary action, not receiving instruction
2F	Absent	Legal or judicial requirement
2G	Absent	Family activity
2H	Absent	Student employment
2I	Absent	Transportation not available
2J	Absent	Student is skipping school
2K	Absent	Situation unknown
2L	Absent	Absent -Excused Other

Discipline

discipline – The method of punitive or corrective action taken by the school or court authority to reprimand or rehabilitate a student after an offense is committed.

Code	Description	Code	Description
B	Suspended / Out-of-School	E	Alternate Program Placement by Hearing Officer
C	Suspended / In-School	X	Missing
D	Alternate Program Placement by School Personnel	Z	Invalid

infraction – A detailed account of the infraction.

Please view the listing here: <https://www.eride.ri.gov/CCDItemValues.asp?itemTblName=infraction>.

physical injury - Incidents with injury include those in which one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.

Code	Name
N	No
Y	Yes

Enrollment Collection

ctechctr –

Code	Name	Code	Name
06123	Career & Technical Center at Coventry HS	28178	Textron Chamber of Commerce Academy
07132	Cranston Area Career & Technical Center	35140	Warwick Area Career & Technical Center
10130	E. Providence Area & Career Technical Center	39127	Woonsocket Area Career & Technical Center
21117	Newport Area Career & Technical Center	98102	Chariho Area Career & Technical Center

enroll_type –

Code	Name	Description
H	Home Schooled	Use ##900 for Schcode_out in State Reporting
O	Enrolled in Outplacement Program	Enrolled in independent schools by district.
R	Enrolled in Regular Public School	Enrolled in regular public schools, Charter and State operated schools
S	Privately Enrolled w/ IEP and/or Service Plan	Use ##997 for Schcode_out in State Reporting
T	Temporary State Custody Waiting for Adjudication	For DCYF use only.
W	Summer Withdrawal	Summer exits, use August 1st for Exit_Date in State Reporting

exit_type –

Please see table under the Summer Withdrawals heading.

gender –

Code	Name
F	Female
M	Male

grade –

Code	Name	Code	Name	Code	Name	Code	Name	Code	Name	Code	Name
PK	Pre-K 1/2 Day	KF	KG Full Day	03	3rd Grade	06	6th Grade	09	9th Grade	12	12th Grade
PF	Pre-K Full Day	01	1st Grade	04	4th Grade	07	7th Grade	10	10th Grade		
KG	KG 1/2 Day	02	2nd Grade	05	5th Grade	08	8th Grade	11	11th Grade		

homeless – An indication that an individual lacks a fixed, regular, and adequate nighttime residence and has a primary nighttime residence that is: 1) a supervised, publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); 2) an institution that provides a temporary residence for individuals intended to be institutionalized; or 3) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. (See Section 103 of the McKinney Act for a more detailed description of this data element.)

Code	Name
N	No
Y	Yes

iep –

Code	Name	Description
N	No	
S	Service Only	Parentally placed students with a disability in a non-public school, whose parents pay a tuition and who are receiving services provided under a Services Plan
Y	Yes	Student (age 3-21) with a disability who have an Individual Education Program.

immigrant – defined in section 3301(6) of Title III, refers to individuals who: (A) are aged 3 through 21; (B) were not born in any State; and (C) have not been attending one or more schools in any one or more States for more than 3 full academic years.

Code	Name
N	No
Y	Yes

lep – A student who is enrolled in ELL program (LEP) or monitored.

Code	Name
1	Monitor Year 1
2	Monitor Year 2
N	No
Y	Yes

lep_language –

Please view the listing here: https://www.eride.ri.gov/CCDItemValues.asp?itemTblName=lep_LANGUAGE.

lunch – A student eligible for free or reduced lunch - Free (F), Reduced (R), None (N); include students eligible for free milk if enrolled in 1/2 day KG.

Code	Name
F	Free
R	Reduced
N	None

migrant – A migratory child is younger than 22 years, has not graduated from high school or does not hold a high school equivalency certificate; and is a migrant agricultural worker or migrant fisher or has a parent, spouse or guardian who is a migrant agricultural worker or a migrant fisher; and has moved within the preceding 36 months in order to obtain (or seek) or to accompany (or join) a parent, spouse, or guardian to obtain (seek) temporary or seasonal employment in qualifying agricultural or fishing work; and such employment is a principal means of livelihood; and the child has moved from one school district to another in order to obtain (seek) this qualifying work.

Code	Name
N	No
Y	Yes

res_comm –

Code	Name	Code	Name	Code	Name	Code	Name	Code	Name
BA	Barrington	EG	East Greenwich	LC	Little Compton	NS	North Smithfield	SK	South Kingstown
BR	Bristol	EP	East Providence	LN	Lincoln	OS	Out of State	TV	Tiverton
BU	Burrillville	EX	Exeter	MI	Middletown	PA	Pawtucket	WE	Westerly
CF	Central Falls	FO	Foster	NA	Narragansett	PO	Portsmouth	WG	West Greenwich
CH	Charlestown	GL	Glocester	NE	Newport	PV	Providence	WK	Warwick
CO	Coventry	HK	Hopkinton	NH	New Shoreham	RM	Richmond	WO	Woonsocket
CR	Cranston	JA	Jamestown	NK	North Kingstown	SC	Scituate	WR	Warren
CU	Cumberland	JO	Johnston	NP	North Providence	SF	Smithfield	WW	West Warwick

sec504 –

Code	Name
N	No
Y	Yes

title1 – A student receiving Title I services; can be auto-filled from the program core file.

Code	Name
N	No
Y	Yes

voced – A secondary student who has completed at least two (2) or more courses in a single CTE program area (e.g., health care or business services) where a program sequence represents three or more courses, or one (1) course in a single CTE program area, but only in those program areas where two course sequences at the secondary level are recognized by the State and/or its local eligible recipients.

Code	Name
N	No
Y	Yes

yes_no_blank – Three available options; a blank value is allowed.

Code	Name
	Blank value
N	No
Y	Yes

Program Core

program_code

Code	Name	Description
1020	Title I Status	STUDENT TITLE I STATUS: A student receiving Title I Services
1021	School Choice Participant	A student enrolled in a school after transferring from a Title I school in the district that is identified for improvement, corrective action, or restructuring under Section 1116 of the No Child Left Behind Act of 2001.
1022	SES Eligibility	Students from low-income families who attend a Title I school that is in its second year of school improvement, in corrective action, or in restructuring.
1023	SES Participant	Students from low-income families who attend a Title I school that is in its second year of school improvement, in corrective action, or in restructuring and receive SES services from an approved provider.
1024	School Choice Eligibility	An indication of a student's eligibility to transfer from a Title I school in the district that is identified for improvement, corrective action, or restructuring under Section 1116 of the No Child Left Behind Act of 2001.
1030	Homeless – Nighttime residence unknown / missing	STUDENT HOMELESS STATUS: A student who lacks a fixed, regular, and adequate night-time residence – nighttime residence unknown
1031	Homeless - Sheltered	Students who are living in Motels, Hotels Trailer Parks, Shelters, Transitional Housing or are Awaiting Foster Care.
1032	Homeless - Doubled –up	Students who are sharing the housing of other persons due to loss of housing, economic hardship or similar reason
1033	Homeless - Unsheltered	Students living in cars, parks, campgrounds, temporary trailers including FEMA trailers, bus or train stations, substandard housing or abandoned buildings
1040	Migrant	A migratory child is younger than 22 years, has not graduated from high school or does not hold a high school equivalency certificate; and is a migrant agricultural worker or migrant fisher or has a parent, spouse or guardian who is a migrant agricultural worker or a migrant fisher; and has moved within the preceding 36 months in order to obtain (or seek) or to accompany (or join) a parent, spouse, or guardian to obtain (seek) temporary or seasonal employment in qualifying agricultural or fishing work; and such employment is a principal means of livelihood; and the child has moved from one school district to another in order to obtain (seek) this qualifying work.
1410	Intervention – behavior / social emotional	Interventions provided to general education students to address behavioral and/or social emotional needs (can include social skills, behavior management, counseling, etc.)
1411	Intervention - math	Interventions provided to general education students to improve and support math skills
1412	Intervention - reading	Interventions provided to general education students to improve and support reading skills
1413	Intervention - oral language	Interventions provided to general education students to improve and support oral language skills (can include articulation, pragmatic language, etc.)
1414	Intervention - writing	Interventions provided to general education students to improve and support writing skills
1415	Intervention - other academic	Interventions provided to general education students to improve and support other academic skills besides math, reading, oral language, writing (can include general education students who receive instruction from staff specially trained with EIS funds within one year from the date of training)
1510	Reading below grade level (requires a PLP) for Grades K-5	A student in grade K-5 not reading at grade level, start date required for student with PLP
1520	Reading less than 1 yr. below grade level for Grades 6102	A student in grades 6102 reading less than 1 yr. below grade level, start date required for student with PLP
1521	Reading 1 yr. or more below grade level (requires a PLP) for Grades 6102	A student in grades 6102 reading 1 yr. or more below grade level, start date required for student with PLP
3010	CTE Fulltime	Student enrolled in a Career and Technical Center full-time
3011	CTE Part-time	Student enrolled in a Career and Technical Center part-time
3012	Voc Ed Concentrator	A secondary student who has completed at least two (2) or more courses in a single CTE program area (e.g., health care or business services) where a program sequence represents three or more courses, or one (1) course in a single CTE program area, but only in those program areas where two course sequences at the secondary level are recognized by the State and/or its local eligible recipients.

program_exit_code –

Code	Name
1	Completed program (PLP – Completed Program: Students in grades K-12 who are reading on grade level and no longer require a PLP)
2	Voluntary withdrawal (PLP – Students in grades K-12 who are no longer enrolled in the district (e.g., moved))
3	Involuntary withdrawal (PLP – Students in grades 6-12 reading less than 1 year below grade level and no longer require a PLP; reading services required)
4	Still active (PLP – not used)

Summer Withdrawals

exit_type – The circumstances under which the student exited from membership in an educational institution.

Code	Name	Description
00	Currently Enrolled	
01	Transfer to a public school in the same local education agency	A student who transfers to a public school that is located within the administrative boundaries of the same local education agency.
02	Transfer to a public school in a different local education agency in the same state	A student who transfers to a public school that is not located within the administrative boundaries of the same local education agency but is in the same state.
03	Transfer to a public school in a different state	A student who transfers to a public school that is located in another state or to a United States overseas dependents school.
04	Transfer to a private, non-religiously-affiliated school in the same local education agency	A student who transfers to a private school (operated by a non-governmental, non-religious group or organization) that is located within the administrative boundaries of the same local education agency, including hospital teaching programs.
05	Transfer to a private, non-religiously-affiliated school in a different local education agency in the same state	A student who transfers to a private school (operated by a non-governmental, non-religious group or organization) that is not located within the administrative boundaries of the same local education agency but is in same state, including hospital teaching programs.
06	Transfer to a private, non-religiously-affiliated school in a different state	A student who transfers to a private school (operated by a non-governmental, non-religious group or organization) that is located in another state, including hospital teaching programs.
07	Transfer to a private, religiously-affiliated school in the same local education agency	A student who transfers to a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located within the administrative boundaries of the same local education agency, including hospital teaching programs.
08	Transfer to a private, religiously-affiliated school in a different local education agency in the same state	A student who transfers to a private school (affiliated with and operated by a non-governmental, religious group or organization) that is not located within the administrative boundaries of the same local education agency but is in the same state, including hospital teaching programs.
09	Transfer to a private, religiously-affiliated school in a different state	A student who transfers to a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located in another state, including hospital teaching programs.
10	Transfer to a school outside of the country	A student who transfers to a school outside the country that is not a United States overseas dependents school (includes private and public school systems).
11	Transfer to an institution	A student who transfers to an institution that has an educational program. This includes mental health institutions, correctional institutions, juvenile service agencies, care shelters, and detention facilities.
12	Transfer to a charter school	A student who transfers to an institution designated as a charter school.
13	Transfer to home schooling	A student who transfers to a period of instruction in a home environment for reasons other than health.
14	Matriculation to another school	A student who enters another school after successful completion and promotion from the highest instructional level of the current school to the next higher level.
15	Graduated with regular, advanced, International Baccalaureate, or other type of diploma	A student who has received a regular high school diploma upon completion of state and local requirements for both coursework and assessment or a high school diploma from a program other than the regular school program.
16	Completed school w/ other credentials	A student who has received a certificate of completion or attendance in lieu of a high school diploma.
17	Death	A student whose membership is terminated because he or she died during or between regular school sessions.
18	Illness	A student who left school for an indefinite period of time because of a physical, school-approved illness.
19	Expulsion	A student who left school involuntarily due to an expulsion approved by appropriate school authorities.
20	Reached maximum age for services	A student who left school because he or she has reached the maximum age to receive instructional services allowed by federal, state, or local laws.
21	Discontinued schooling	A student who stops attending school for reasons and a specified length of time considered by the state or district to constitute "dropping out."
22	Completed grade 12, but did not pass test	A student who has completed his or her course requirements for education up through grade 12, but has not passed a state or school district-mandated examination for graduation.
23	Transfer to GED program	A student who has transferred to a GED program prior to the completion of his or her secondary education.
24	Transfer to a postsecondary education	A student who has transferred to an accredited postsecondary institution prior to his or her graduation from high school.
25	Moved, not known to be continuing	A student who has moved outside his or her attendance area and is not known to be continuing his or her elementary or secondary education.
30	Matriculation to next grade	A student who enters the next grade after successful completion and promotion in the current school.
31	Retention to current grade	
32	Completed a GED Program	
33	Did not leave school but changed district of residence	
34	Enrolled by IEP Max-age Requirement	A student who is still enrolled in grade 12 until age 21 under IEP maximum age requirement.
97	Reason unknown	
98	Expected to Enroll, Never Attended	A student who was expected to be enrolled in a school at the start of the school year, but never attended.
99	Other	

TCS: Course

coursegpaapplicability –

Code	Name
A	Applicable in GPA
NA	Not Applicable in GPA
W	Weighted in GPA

courselevel –

Code	Name
BR	Basic or remedial
EA	Enriched or advanced
GR	General or regular
H	Honors
X	No Specified Level

credittype –

Code	Name
12M	Twelve month hour credit
3RD	Trimester hour credit
4TH	Quarter hour credit
5TH	Quinmester hour credit
ADE	Adult Education credit
COR	Correspondence credit
CU	Carnegie unit
EXM	Credit by Examination
INT	Interession hour credit
LONG	Long session hour credit
MINI	Mini-term hour credit
NONE	None
OCC	Converted occupational experience credit
OTH	Other
SEM	Semester hour credit
SUM	Summer term hour credit
VOC	Vocational credit

sced – School Codes for the Exchange of Data

Please view the listing here: <https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=SCED>.

yes_no –

Code	Name
N	No
Y	Yes

yes_no_blank – Three available options; a blank value is allowed.

Code	Name
	Blank value
N	No
Y	Yes

TCS: Section

coursegpaapplicability –

Code	Name
CLASSROOM	In Person (Traditional Classroom Setting)
HYBRID	Hybrid (Contains Some Online Instruction and Classroom Instruction)
ONLINE	Fully Online (Online Instruction Only)

TCS: Staff

jobclass_u – Please view the listing here:

https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=JOBCLASS_U.

yes_no –

Code	Name
N	No
Y	Yes

TCS: Student

gradeearned –

Code	Name
A	4
A-	3.7
B	3
B-	2.7
B+	3.3
C	2
C-	1.7
C+	2.3
CR	Credit
D	1
D+	1.3
E	0
F	0
NC	No Credit
P	Pass
S	Satisfactory
U	Unsatisfactory
W	Withdrew

Complex Validation

The final validation process a file will enter in is called Complex Validation. In this process, fields will be scrutinized even further in ensure data quality. For instance, in our attendance collection, we have a validation check that checks a student's absence date against the district's calendar. If the district had flagged a day to be a holiday or a snow day for instance, and an attendance record is suggesting that a student is absent on that date, an error flag will be presented. Every submission type (discipline, enrollment, addresses, etc) has different sets of complex validations that are performed against it. Complex validation routines are like add-ons for application. More validation rules can be applied to a collection fairly easily, however, the logic needs to be programmed in.

Address and Residential Community

- District code to user check – Authenticates that the eRIDE userid that is submitting the file belongs to the district that the user is submitting for.
SASID to last name check – Validates that the last name in the SASID master matches the last name provided in the file upload.
- Student enrolled check – Verifies that the student is currently enrolled.
- Zip code to city check – Checks the zip code and city provided against the dictionary values.

Attendance

- Attend date check – The attendance date that you have provided needs to fall within the district's calendar. The attendance date must also be a valid school day; for example, it cannot be during school vacation, a snow day, or during the weekend.
- SASID check – Verifies that the SASID provided exists in the SASID master table.
- School code to district code check – The school code cannot be blank; must exist in our school table; and must match the correct district.
- Student enrolled check – Student must be enrolled in the current census.
- User check – Checks to make sure that you are a member of the district you are uploading data for.

Discipline

- Discipline duration check – Verifies that the duration field is a whole number.
- Infraction check – Makes sure that the reason field is filled out when infraction is set to other.
- SASID to last name check – Validates that the last name in the SASID master matches the last name provided in the file upload.
- School code to district code check – The school code cannot be blank; must exist in our school table; and must match the correct district.
- Student enrolled check – Student must be enrolled in the current census.
- User check – Checks to make sure that you are a member of the district you are uploading data for.

Enrollment Collection

- ADA/ADM check – Makes sure ADA and ADM fields are not blank when exit_date is specified.
- District code to user check – This checks to ensure that the eRIDE userid that is submitting the file belongs to the district they are submitting for.
- Enroll/exit date check – The exit and enrollment dates are validated. Enroll_date cannot be greater than exit_date. The system knows the possible min/max enroll and exit dates and will make sure it falls between these ranges. The ranges are set in a database lookup table.
- Enrollment type check – This multi part check enforces the following rules:
 1. If enrollment is R (or Regular)
 - a. Makes sure school code is not **190 (or enrolled in administration school code)
 - b. Checks IEP field to ensure the status is not 'S' if regular enrollment
 2. If enrollment is O (or Outplaced)
 - a. School code must be **190
 - b. Makes sure school_code_out field is supplied
 - c. Checks IEP field to make sure it is not 'S'
 3. If enrollment is H (or Homeschooled)
 - a. School code must be **190
 - b. Makes sure schcode_out field is supplied
 - c. Makes sure schode_out is **900 (where * is district code)
 4. If enrollment is S (or Service Plan/ Private Enrolled)
 - a. School code must be **190
 - b. Makes sure schcode_out is **990 (where * is district code)
 - c. IEP must be 'S' or 'Y'
 5. If enrollment is T (or temporary enrollment)
 - a. School code must be '07702' – or DCYF
- Exit type check – This check makes sure that exit type field is supplied if an exit date is supplied by user.
- SASID check – verifies that the SASID provided exists in the SASID master table.
- School code check – this is a multi part check which does the following on the “schcode” field:
 1. Checks if school code is valid (the school must be open, and public).
 2. Checks if the school code is “owned” by the district that is submitting the data. For example, enrollment records for a Barrington school cannot be submitted by Providence.
 3. Checks the school grade – The field “grade” is checked to make sure it falls between the range of a school’s low and high grade.
 4. School code next check – The student’s current grade is incremented by one (an assumption that a student will matriculate by one grade next year) and is checked to make sure the school in the “schcode_next” field has this grade. This is a soft error. If it fails this check, it will still allow the data to be inserted but the user will be warned that there may be a possible error.

Program Core

- Program dates check – Verifies that the start date is less than the end date and that the end date is greater than the start date.
- SASID to last name check – Validates that the last name in the SASID master matches the last name provided in the file upload.
- School code to district code check – The school code cannot be blank; must exist in our school table; and must match the correct district.
- Student enrolled check – Student must be enrolled in the current census.
- User check – Checks to make sure that you are a member of the district you are uploading data for.

Summer Withdrawals

- SASID to last name check – Validates that the last name in the SASID master matches the last name provided in the file upload.
- School code to district code check – The school code cannot be blank; must exist in our school table; and must match the correct district.
- Summer withdrawal enroll check – This checks to make sure that the student was enrolled in the district last year.
- Summer withdrawal exit type check – This is a multi part check which: checks to see if the student is enrolled in the district; and checks to see if the student is enrolled in another district during this school year.
- User check – Checks to make sure that you are a member of the district you are uploading data for.

TCS: Course

- User check – Checks to make sure that you are a member of the district you are uploading data for.
- LOCALCOURSEID – Must be unique for each distcode/schcode combination.

TCS: Section

- User check – Checks to make sure that you are a member of the district you are uploading data for.
- LOCALCOURSEID – Must exist in the Course file for each distcode/schcode combination.
- LOCALSECTIONID – Must be unique for each distcode/schcode combination.

TCS: Staff

- User check – Checks to make sure that you are a member of the district you are uploading data for.
- LOCALSECTIONID – Must exist in the Section file for each distcode/schcode combination.
- STAFFFIRSTNAME – Validates that the teacher's first name in the file matches the certification database.
- SECTIONENTRYDATE – Must be equal to or greater than the start of school.
- SECTIONEXITDATE – Must be blank or a valid date between the start and end of school.
- ELACONTRIBUTOR – Must be Y when the SCEDCOURSE begins with 01 or 51.
- MATHCONTRIBUTOR – Must be Y when the SCEDCOURSE begins with 02 or 52.

TCS: Student

- User check – Checks to make sure that you are a member of the district you are uploading data for.
- LOCALSECTIONID – Must exist in the Section file for each distcode/schcode combination.
- SASID – Verified against the master student list.
- STUDENTLASTNAME – Must match the last name in the student's master record.
- SECTIONENTRYDATE – Must be equal to or greater than the start of school.
- SECTIONEXITDATE – Must be blank or a valid date between the start and end of school.

Errors and Warnings

Error Threshold

If a file has more errors that the preset error threshold (currently set to 2000), validation is aborted, the file is rejected and the 2000 errors that were found are shown to the user.

Hard/Soft Errors

Some errors are considered “soft” errors, or in other words, warnings. When warnings occur, the data is submitted and a list of errors and warnings will be presented to the user. An example would be if the school in the schcode_next field does not have the “grade” that the student is presumably matriculating into. This will show up as warning to the user, and the data will still be submitted, since some level of grade skipping is legitimate. Hard errors during a manual upload will cause all records rejected. If using the ADT, there is a 5% threshold for hard errors so all records except for the errant ones will be submitted.

Post Validation Flags

Once a file is submitted and passes all of the validation above, there may still be other things wrong with the data that the application will flag for the user. These two are the Duplicate Check and the Demographic Check.

Check Duplicates

Once a file is submitted, the user can view all the duplicates (or overlapping enrollments) that have been generated by their submission. The screen looks like the following, actual student information has been redacted:

Instructions															
Below is a list of enrollment records with overlapping enrollment/exit dates. Highlighted rows indicate rows that belong to you. You may need to coordinate your resolution efforts with another district. Also, you may click on the "export" button to download this grid to an excel worksheet.															
Records: 21 in 1 Page(s) Email Notifications Update Enrollment Records with Current Export Gr															
SASID	LASID	Student Name	Sex	Race	DOB	Grade	Enroll Date	Exit Date	Exit Type	District	School	Contact	Create SASID	Delete	Last Updated
			F	D		08	09/09/2009		00						03/10/2010
			F	D		09	03/31/2010		00				Request SASID	Delete	04/05/2010
			M	D		09	09/01/2009		00						03/11/2010
			M	D		09	03/29/2010		00				Request SASID	Delete	04/05/2010
			F	D		06	09/02/2009	02/02/2010	02				Request SASID	Delete	04/05/2010
			F	D		06	02/03/2010		00						03/10/2010
			F	D		06	03/22/2010		00				Request SASID	Delete	04/05/2010

Duplicate records are paired together along with the contact info of the offending district. Functions are available on this page to make it easy for districts to resolve these issues. There is a direct link to the SASID application in the event that the duplicate record should be a new student (with a new SASID). A user can delete the record right from this page. Alternatively, a user can click on the SASID to get an enrollment history and student demographic snapshot of the student. There is also the 'Update Enrollment Records with Current' option which is typically used with incremental enrollment uploads to remove the older record.

Check Demographics

For other types of demographic differences, there is a separate screen that will catch, flag, and display the issues to the user. The demographic check page will check records against our master SASID table and flag discrepancies to the user. The screen looks like the following (some information has been redacted for privacy):

> [eRide Home](#) > [Enrollment Census \(2009-10\)](#) > [District Menu](#) > [Check Demographics](#)

[Log Out](#)

Demographic Mismatches							
Below is a list of enrollment records that are different from the SASID System. Please resolve the discrepancies by clicking on the following actions: = Update SASID record, = Update Enrollment record, = Delete Enrollment Record. Optionally, use the Auto-fill menu to batch update records. The export button will allow you to download the listing.							
Records: 7 in 1 Page(s) Export							
SASID	LASID	Last Name	First Name	Sex	DOB	Action	
		M	TAT	F	1994		
DOB		M	TAT	F	1995		
		C	S	F	1993		
FirstName		C	S	F	1993		
FirstName		C	S	F	1993		
		C	zalez	M	2004		
LastName		C	Z	M	2004		

Here, you will notice that the DOB in the first set has been flagged as inaccurate. The first record is the enrollment record, and the second is the SASID master record. The enrollment record states the DOB for this student to be xx/xx/1994 and the SASID master as xx/xx/1995. The second set of records shows that the first name is different in the enrollment record against the SASID master record. The last set of records shows that the last name of the student is different between submitted and master records. Districts are asked to review these errors and resolve them.

Weekly Notifications

If there are any demographic and duplicate issues data issues to resolve, a district will receive an email every week with the number of demographic/duplicate issues that need work, and the date that they last updated their data. In addition, certain ONIS staff receive a similar email weekly delivered that summarizes all the outstanding data cleaning issues that districts need to work on. The report looks like this:

Enrollment Census Weekly Status Report

Weeknumber : 14

Organization	Submitted	Baseline	Duplicates	DemoDifference	Absence Records	Address Records	Title I Records	Discipline Records	Discipline Expected	Total EIS	DOB to Grade Diffs	2009-10		
												Last	Contact	Phone
00 Rhode Island Departme	157,500	167,844	3,819	201	1,060,387	155,779	10,422	21,580	42,884	0	748	04/05/2010	Help Desk	222-8968
01 Barrington	3,577	3,626	0	4	17,999	3,561	0	88	113	0	2	03/31/2010	David Burrows	401-247-3160
03 Burrillville	2,688	2,718	7	48	15,305	2,653	0	0	869	0	4	03/16/2010	Paul Barrette	401-568-1301
04 Central Falls	3,072	4,131	17	0	14,629	2,983	2,518	13	847	0	20	03/22/2010	Alicia Pinto	401-727-7700
06 Coventry	5,729	6,018	2	0	33,593	5,700	263	1,047	1,232	0	7	03/30/2010	Mike Convery	(401) 822-9400
07 Cranston	11,440	11,924	43	2	86,422	11,247	3,200	1,388	2,074	0	23	04/04/2010	James Dillon Jr.	270-8039
08 Cumberland	5,124	5,419	7	0	31,175	5,097	4	204	929	0	13	04/04/2010	Mike Chandler	401-658-1600 X355
09 East Greenwich	2,460	2,552	0	1	10,855	2,439	81	68	101	0	1	03/28/2010	Jerry Nettik	401-398-1242
10 East Providence	6,142	6,282	20	0	994	8,209	0	319	711	0	29	03/30/2010	June Marshall	4014336281
12 Foster	263	307	2	0	0	260	0	0	1	0	0	03/05/2010	Kathleen Walsh	401.647.5100
13 Glocester	627	723	2	0	0	0	0	0	5	0	0	03/10/2010	Aurelio Caetano	4017107564
15 Jamestown	506	537	4	0	2,953	505	3	0	17	0	0	03/31/2010	JoAnn Robitaille	295-9200
16 Johnston	3,354	3,646	24	1	29,721	3,329	731	313	925	0	23	04/02/2010	Mike Neubauer	401-233-1942
17 Lincoln	3,472	3,521	17	4	25,822	3,459	158	322	530	0	8	04/04/2010	Mark Gadbois	721-3310
18 Little Compton	324	327	0	0	1,961	296	0	0	2	0	0	02/23/2010	Cindy Pineau	4016352351
19 Middletown	2,843	2,967	18	37	16,010	2,708	0	419	435	0	3	04/05/2010	Linda Savastano	849-2122
20 Narragansett	1,602	1,626	15	1	9,700	1,455	0	0	232	0	0	03/30/2010	Roland Lambert	792-9450
21 Newport	2,528	2,883	23	0	19,496	2,474	0	471	1,301	0	20	03/10/2010	Doreen Schlackman	847-2100
22 New Shoreham	134	153	0	0	817	127	0	0	7	0	0	02/23/2010	Marsha Gutierrez	466-7732
23 North Kingstown	4,617	4,836	2	0	19,741	4,593	455	290	415	0	1	04/01/2010	Sherri-Lynn Briggs	268-6504
24 North Providence	3,497	3,551	3,715	2	3,540	3,367	0	1,757	1,556	0	3	04/04/2010	Ney Bezerra	4012331150
25 North Smithfield	1,967	2,004	13	0	11,555	1,817	0	0	189	0	5	03/18/2010	Melissa Mathurin	401-597-6100 x4239
26 Pawtucket	10,674	10,854	123	1	80,730	8,805	0	1,539	2,545	0	81	03/31/2010	Mike St. Jean	729-6358



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Rhode Island Department of Elementary and Secondary Education

[Autotransfer-enabled District]

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