

Using Excel to Troubleshoot EMIS Data

Overview

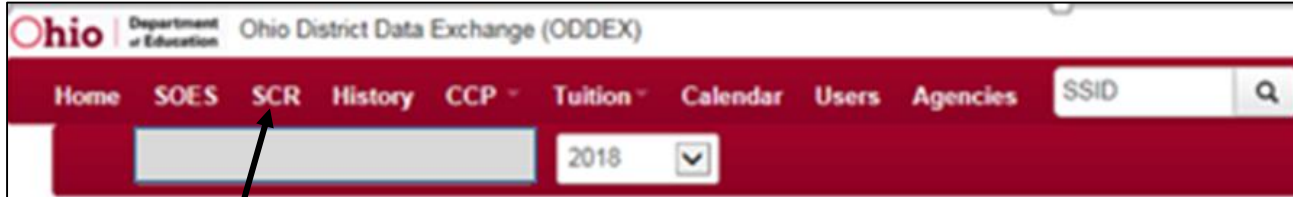
- Basic Excel techniques can be used to analyze EMIS data from Student Information Systems (SISs), from the Data Collector, and on ODE EMIS reports
- This session will demonstrate Excel functions and practical applications that can be helpful in all phases of the EMIS data review process

Outline

- ODDEX Student Cross Reference (SCR) Export
- Calendar and Student Data Comparison
- Staff Data Formatting to Share with District Staff
- FTE Detail Report Subtotaling
- FTE Detail Report PivotTable

ODDEX SCR Export

ODDEX SCR Export Text File



Choose to "Exclude Inactive" or "Exclude Hidden" records

In the SCR, select a "Display Mode" and "Find" and the students will appear below



Exclude Inactive
 Exclude Hidden

Find Clear

Export

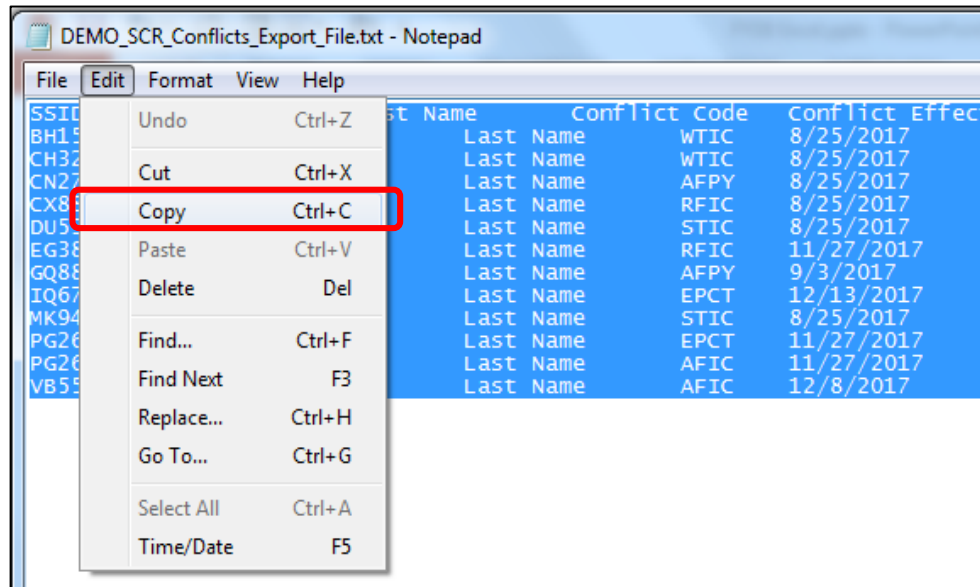
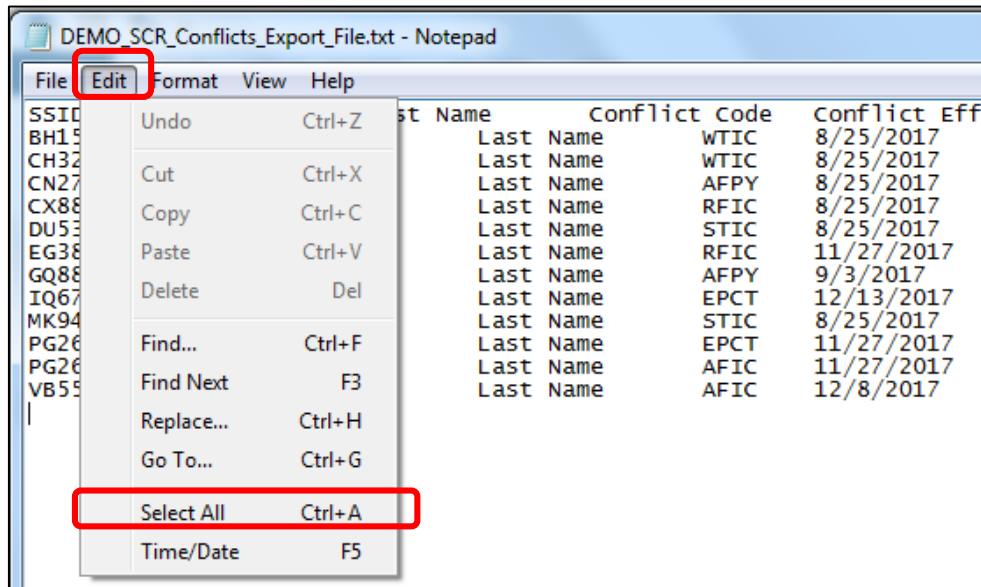
Select "Export" to generate a text file

SSID	Last Name	First Name	Birth Date	Conflict Code	Relationships
				AFPY	
				AFPY	

SCR Text File

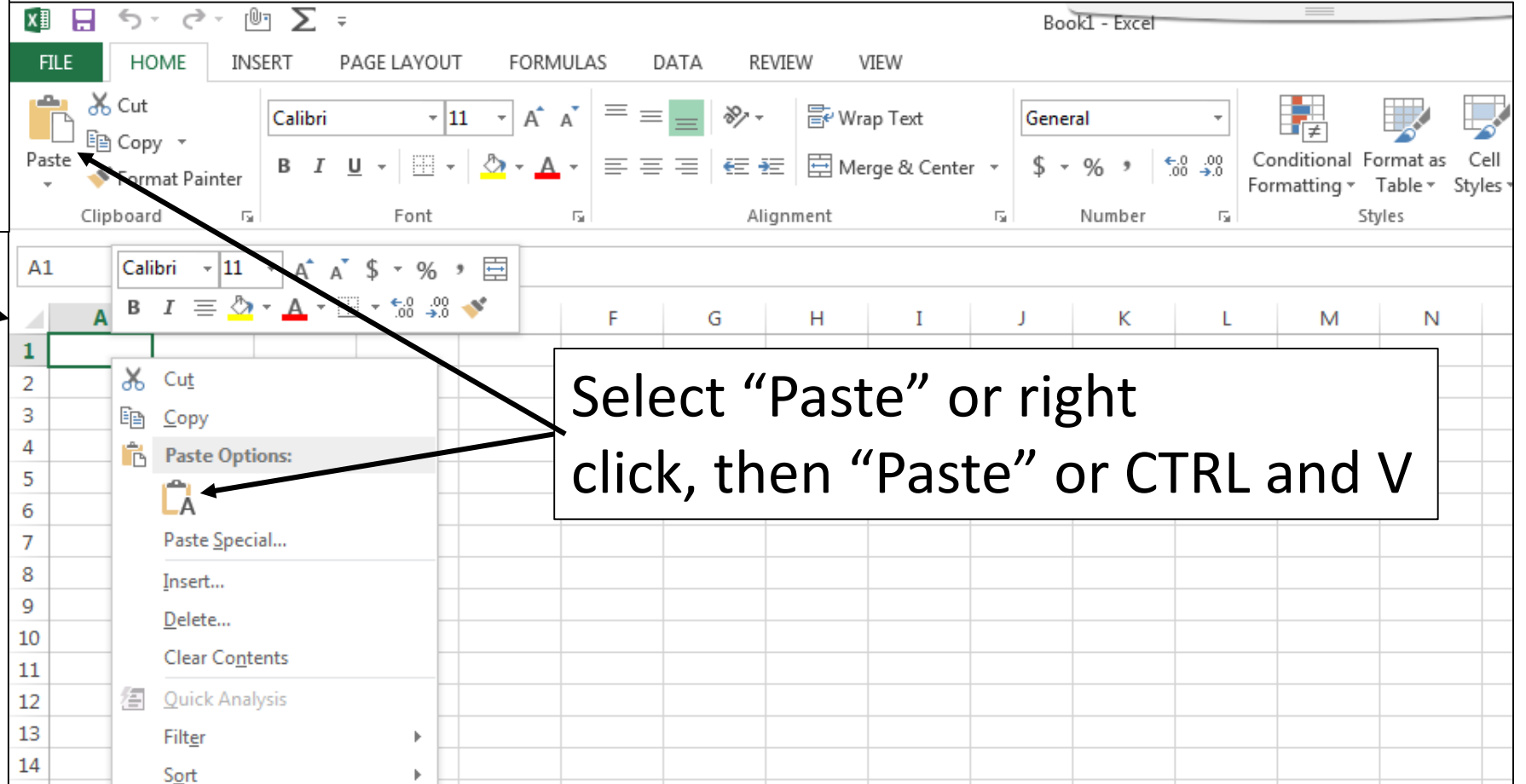
Open the scr_export.txt file from ODDEX

- Select “Edit” then “Select All” or Press CTRL and A
- Once data is selected, go to “Edit” and “Copy” or Press CTRL and C



Copy Data Into Excel

Open Excel, then place cursor into cell A1



The screenshot displays the Microsoft Excel interface. The ribbon is set to the 'HOME' tab, showing options for Clipboard, Font, Alignment, Number, and Styles. The active cell is A1. A context menu is open over cell A1, listing options such as Cut, Copy, Paste Options, Paste Special..., Insert..., Delete..., Clear Contents, Quick Analysis, Filter, and Sort. The 'Paste Options' sub-menu is expanded, showing a clipboard icon with the letter 'A' on it. Two arrows point from text boxes to the 'Paste' option in the context menu and the 'Paste Options' sub-menu.

Select "Paste" or right click, then "Paste" or CTRL and V

Prepare the SCR Export Report

- Select Header Row and Wrap Text
- Freeze Top Row
- Justify column width
- Apply Filters

Review SCR Conflict Data

Data on the report is separated by LEA1 and LEA2 the same as clicking on the Conflict Code and viewing the Conflict Details in SCR

- Students can have more than one line when they have multiple errors

	M	N	LEA1	P	Q	R	S	LEA2	T	U	V	W
	LEA1 Admitted From	LEA1 How Received Code	LEA1 How Received	LEA1 Sent Reason	LEA1 Educating or Resident	Reporting LEA2 IRN	Reporting LEA2 Name	LEA2 Date Range		LEA2 Percent Of Time	LEA2 Admission Date	LEA2 Admission Reason
1	LEA1 Admitted From	*	LEA1 How Received		LEA1 Educating or Resident	40404	Reporting LEA2 Name					
2	LEA1 Admitted From	*	LEA1 How Received		LEA1 Educating or Resident	50505	Reporting LEA2 Name					
3	LEA1 Admitted From	*	LEA1 How Received		LEA1 Educating or Resident	30303	Reporting LEA2 Name					
4	LEA1 Admitted From	C	LEA1 How Received		LEA1 Educating or Resident	60606	Reporting LEA2 Name					
5	LEA1 Admitted From	*	LEA1 How Received	OE	LEA1 Educating or Resident	40404	Reporting LEA2 Name					
6	LEA1 Admitted From	C	LEA1 How Received		LEA1 Educating or Resident	50505	Reporting LEA2 Name					
7	LEA1 Admitted From	C	LEA1 How Received		LEA1 Educating or Resident	50505	Reporting LEA2 Name					

Quick Check

Exporting data from SCR in ODDEX and copying the data into Excel provides a quick way to sort and filter as the data is reviewed.

Spreadsheets of data along with district notes added to the spreadsheet can be easily saved for future reference.

- Are you regularly submitting updated SCR data to EMIS?
- How often do you review SCR data in ODDEX?
- Are you using Excel as an additional tool to review SCR data?

Calendar and Student Data Comparison

Calendar Data and Student Data

- Calendar Collections contain calendar data and no student data
- Student Collections contain student Building IRNs, State Equivalent Grade Levels, and Attendance Patterns
- The data does not meet until the FTE Reports are generated
- Using Excel, the data can be compared to ensure that calendar data and student data align

Data Collector Files

- From the most recent Calendar Collection view the Submission/Preview Files
 - Open the Grade_Schedule_Record_(DL) file
- From the most recent Student Collection
 - Open the Student_Attributes_Effective_Date_Record_(FD) file
- Prepare both files for review

Sort the DL File

Select the box in the upper left corner between the 1 and the A

From the Data tab choose "Sort", then Sort by "Building IRN"

Select "Add Level" and sort by "Grade Code", repeat and sort by "Attendance Pattern Code"

The screenshot shows the Microsoft Excel interface with the Data tab selected. The spreadsheet contains the following data:

	A	B	C	D
1	Building IRN	Grade Code	Attendance Pattern Code	First day o
2	101010	KG	FE	8/
3	101010	PS	**	8/
4	101010	PS	AP	8/
5	101010	PS	AS	
6	202020	01	**	
7	202020	01	ML	
8	202020	01	MW	
9	202020	02	**	
10	202020	02	ML	
11	202020	02	MW	
			ML	
			MW	
			**	
			ML	
			MW	
			**	

The Sort dialog box is open, showing the following configuration:

Column	Sort On	Order
Sort by Building IRN	Values	Smallest to Largest
Then by Grade Code	Values	A to Z
Then by Attendance Pattern Code	Values	A to Z

Sort Error

A2 : *fx* 101010

	A	B	C	D	E	F	G
1	Building IRN	Grade Code	Attendance Pattern Code	First day of school	Last day of school	Hours Per Day	Re
2	101010	KG	FE	8/14/2017	5/24/2018	6	Ye
3	101010	PS	**	8/14/2017			
4	101010	PS	AP	8/14/2017			
5	101010	PS	AS	8/14/2017	5/24/2018		5 Ye
6	202020	01	**	8/14/2017	5/25/2018	6	Ye
7	202020	01	ML				
8	202020	01	MW				
9	202020	02	**				
10	202020	02	ML				
11	202020	02	MW				
12	202020	03	**				
13	202020	03	ML				
14	202020	03	MW				
15	202020	04	**				
16	202020	04	MI	8/14/2017	5/25/2018	6	Ye

A sort error occurs when a column has numeric values formatted as text and can be ignored

Leave as defaulted and click "OK"

Minimize DL File

Minimize the DL file once it is prepared and sorted

Building IRN	Grade Code	Attendance Pattern Code	First day of school	Last day of school	Hours Per Day	Record is Valid
101010	KG	FE	8/14/2017	5/24/2018	6	Yes
101010	PS	**	8/14/2017	5/24/2018	5.5	Yes
101010	PS	AP	8/14/2017	5/24/2018	5	Yes
101010	PS	AS	8/14/2017	5/24/2018	5	Yes
202020	01	**	8/14/2017	5/25/2018	6	Yes
202020	01	ML	8/14/2017	5/25/2018	6	Yes
202020	01	MW	8/14/2017	5/25/2018	6	Yes
202020	02	**	8/14/2017	5/25/2018	6	Yes
202020	02	ML	8/14/2017	5/25/2018	6	Yes
202020	02	MW	8/14/2017	5/25/2018	6	Yes
202020	03	**	8/14/2017	5/25/2018	6	Yes
202020	03	ML	8/14/2017	5/25/2018	6	Yes
202020	03	MW	8/14/2017	5/25/2018	6	Yes
202020	04	**	8/14/2017	5/25/2018	6	Yes
202020	04	ML	8/14/2017	5/25/2018	6	Yes
202020	04	MW	8/14/2017	5/25/2018	6	Yes
202020	05	**	8/14/2017	5/25/2018	6	Yes
202020	05	ML	8/14/2017	5/25/2018	6	Yes
202020	05	MW	8/14/2017	5/25/2018	6	Yes
202020	06	**	8/14/2017	5/25/2018	6	Yes
202020	06	ML	8/14/2017	5/25/2018	6	Yes
202020	06	MW	8/14/2017	5/25/2018	6	Yes
202020	KG	FE	8/16/2017	5/25/2018	6	Yes
202020	KG	ML	8/14/2017	5/25/2018	6	Yes
202020	KG	MW	8/14/2017	5/25/2018	6	Yes
303030	01	**	8/14/2017	5/25/2018	6	Yes
303030	01	ML	8/14/2017	5/25/2018	6	Yes
303030	01	MW	8/14/2017	5/25/2018	6	Yes
303030	02	**	8/14/2017	5/25/2018	6	Yes
303030	02	ML	8/14/2017	5/25/2018	6	Yes
303030	02	MW	8/14/2017	5/25/2018	6	Yes
303030	03	**	8/14/2017	5/25/2018	6	Yes
303030	03	ML	8/14/2017	5/25/2018	6	Yes
303030	03	MW	8/14/2017	5/25/2018	6	Yes
303030	04	**	8/14/2017	5/25/2018	6	Yes
303030	04	ML	8/14/2017	5/25/2018	6	Yes
303030	04	MW	8/14/2017	5/25/2018	6	Yes

FD File - Cut Columns

Select the columns for “State Equivalent Grade Level” and “Attendance Pattern”, then select “Cut” from the Menu bar or right click and “Cut”

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'HOME'. The 'Cut' icon in the Clipboard group is circled in red. Below the ribbon, the formula bar shows 'State Equivalent Grade Level'. The spreadsheet grid shows columns A through N. Column K is highlighted in green. A right-click context menu is open over column K, with the 'Cut' option circled in red. The context menu also shows 'Copy', 'Paste Options', 'Insert', 'Delete', 'Clear Contents', 'Format Cells...', 'Column Width...', 'Hide', and 'Unhide'.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Fiscal Year	Reporting Period	District IRN	Building IRN	EMIS Student ID Number	Last Name	First Name	State Student ID	Effective Start Date	Effective End Date	State Equivalent Grade Level	Attendance Pattern		
1	2018	S	40404	101010	EMIS Student ID Number	Last Name	First Name	State Student ID	20170912	00000000	PS	AS		
2	2018	S	40404	101010	EMIS Student ID Number	Last Name	First Name	State Student ID	20170701	20170906	PS	AP		
3	2018	S	40404	101010	EMIS Student ID Number	Last Name	First Name	State Student ID	20170701	00000000	PS	**		
4	2018	S	40404	101010	EMIS Student ID Number	Last Name	First Name	State Student ID	20170801	20170814	KG	**		
5	2018	S	40404	101010	EMIS Student ID Number	Last Name	First Name	State Student ID	20170919	00000000	PS	FE		
6	2018	S	40404	202020	EMIS Student ID Number	Last Name	First Name	State Student ID	20170701	00000000	05	**		
7	2018	S	40404	202020	EMIS Student ID Number	Last Name	First Name	State Student ID	20170701	00000000	02	**		
8	2018	S	40404	202020	EMIS Student ID Number	Last Name	First Name	State Student ID	20170701	00000000	03	**		
9	2018	S	40404	202020	EMIS Student ID Number	Last Name	First Name	State Student ID	20170701	20170702	KG	FE		
10	2018	S	40404	202020	EMIS Student ID Number	Last Name	First Name	State Student ID	20170701	20170816	06	**		
11	2018	S	40404	202020	EMIS Student ID Number	Last Name	First Name	State Student ID	20170701	20170813	04	**		
12	2018	S	40404	202020	EMIS Student ID Number	Last Name	First Name	State Student ID	20170701	20170813	04	**		

Insert Cut Cells

Select the “EMIS Student ID Number” column, then right click and select “Insert Cut Cells”

The screenshot shows the Microsoft Excel interface with the 'HOME' tab selected. The ribbon includes options for Clipboard, Font, Alignment, Number, and Styles. A right-click context menu is open over column E, which is highlighted in green. The menu items are: Cut, Copy, Paste Options (with a sub-menu arrow), Paste Special..., Insert Cut Cells (highlighted with a red box), Delete, Clear Contents, Format Cells..., Column Width..., Hide, and Unhide. The spreadsheet data includes columns for Fiscal Year, Reporting Period, District IRN, Building IRN, EMIS Student ID Number, Last Name, First Name, State Student ID, Effective Start Date, Effective End Date, State Equivalent Grade Level, Attendance Pattern, and Disadvantage.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Fiscal Year	Reporting Period	District IRN	Building IRN	EMIS Student ID Number	Last Name	First Name	State Student ID	Effective Start Date	Effective End Date	State Equivalent Grade Level	Attendance Pattern	Disadvantage
2	2018	S	40404	101010	EMI				20170912	00000000	PS	AS	*
3	2018	S	40404	101010	EMI				20170701	20170906	PS	AP	*
4	2018	S	40404	101010	EMI				20170701	00000000	PS	**	*
5	2018	S	40404	101010	EMI				20170801	20170814	KG	**	*
6	2018	S	40404	101010	EMI				20170919	00000000	PS	FE	1
7	2018	S	40404	202020	EMI				20170701	00000000	05	**	*
8	2018	S	40404	202020	EMI				20170701	00000000	02	**	*
9	2018	S	40404	202020	EMI				20170701	00000000	03	**	*
10	2018	S	40404	202020	EMI				20170701	20170702	KG	FE	*
11	2018	S	40404	202020	EMI				20170701	20170816	06	**	*
12	2018	S	40404	202020	EMI				20170701	20170813	04	**	*

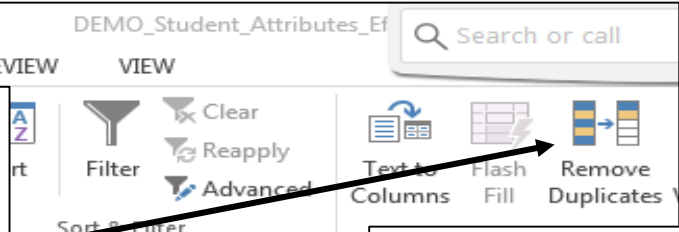
Columns Side by Side

Columns are now in the same order as the DL file to easily compare the data

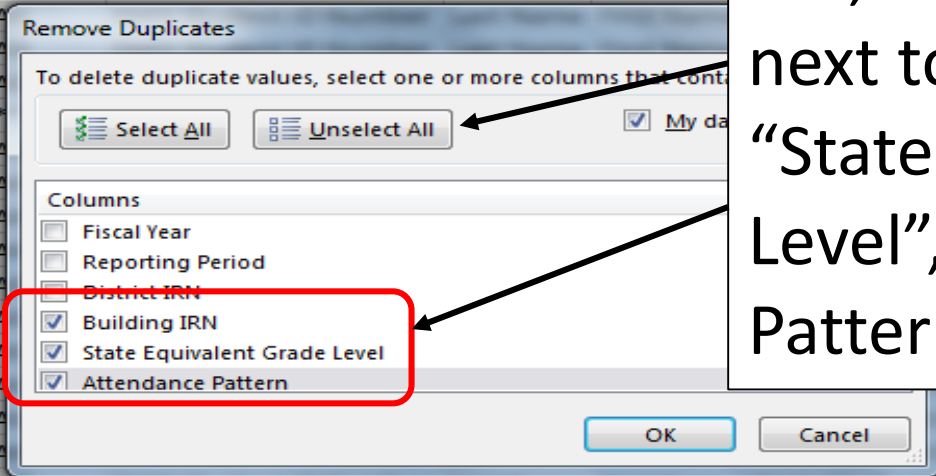
	A	B	C	D	E	F	G	H	I	J	K	L	M
	Fiscal Year	Reporting Period	District IRN	Building IRN	State Equivalent Grade Level	Attendance Pattern	MIS Student ID Number	Last Name	First Name	State Student ID	Effective Start Date	Effective End Date	Disadvantage
1	2018	S	40404	101010	PS	AS	MIS Student ID Number	Last Name	First Name	State Student ID	20170912	00000000	*
2	2018	S	40404	101010	PS	AP	MIS Student ID Number	Last Name	First Name	State Student ID	20170701	20170906	*
3	2018	S	40404	101010	PS	**	MIS Student ID Number	Last Name	First Name	State Student ID	20170701	00000000	*
4	2018	S	40404	101010	KG	**	MIS Student ID Number	Last Name	First Name	State Student ID	20170801	20170814	*
5	2018	S	40404	101010	PS	FE	MIS Student ID Number	Last Name	First Name	State Student ID	20170919	00000000	1
6	2018	S	40404	202020	05	**	MIS Student ID Number	Last Name	First Name	State Student ID	20170701	00000000	*
7	2018	S	40404	202020	02	**	MIS Student ID Number	Last Name	First Name	State Student ID	20170701	00000000	*
8	2018	S	40404	202020	03	**	MIS Student ID Number	Last Name	First Name	State Student ID	20170701	00000000	*
9	2018	S	40404	202020	KG	FE	MIS Student ID Number	Last Name	First Name	State Student ID	20170701	20170702	*
10	2018	S	40404	202020	06	**	MIS Student ID Number	Last Name	First Name	State Student ID	20170701	20170816	*
11	2018	S	40404	202020	04	**	MIS Student ID Number	Last Name	First Name	State Student ID	20170701	20170813	*

Remove Duplicates in FD File

Select all data in the spreadsheet then from the Data Tab, select “Remove Duplicates”



In the Remove Duplicates Prompt, click on “Unselect All”, then check the boxes next to “Building IRN”, “State Equivalent Grade Level”, and “Attendance Pattern” and click “OK”



	Fiscal Year	Reporting Period	District IRN	Building IRN	Equivalent Grade Level	Attendance Pattern	EMIS Student ID Number	Last Name	First Name
1	2018	S	40404	101010	PS	A			
2	2018	S	40404	101010	PS	A			
3	2018	S	40404	101010	PS	A			
4	2018	S	40404	101010	PS	A			
5	2018	S	40404	101010	PS	A			
6	2018	S	40404	101010	PS	A			
7	2018	S	40404	101010	PS	A			
8	2018	S	40404	101010	PS	A			
9	2018	S	40404	101010	PS	A			
10	2018	S	40404	101010	PS	A			
11	2018	S	40404	101010	PS	A			
12	2018	S	40404	101010	PS	A			
13	2018	S	40404	101010	PS	A			
14	2018	S	40404	101010	PS	A			
15	2018	S	40404	101010	PS	A			
16	2018	S	40404	101010	PS	AP			

Duplicates Removed

Message will indicate how many duplicates were found and how many unique values remain, click "OK"

Fiscal Year	Reporting Period	District IRN	Building IRN	EMIS Student ID	Last Name	First Name	State Student ID	Effective Start Date	Effective End Date	State Equivalent Grade Level	Attendance Pattern
2018	S	40404	101010	EMIS Student	Last Name	First Name	State Student	20170912	00000000	PS	AS
2018	S	40404	101010	EMIS Student	Last Name	First Name	State Student	20170912	00000000	PS	AS
2018	S	40404	101010	EMIS Student	Last Name	First Name	State Student	20170912	00000000	PS	AS
2018	S	40404	101010	EMIS Student	Last Name	First Name	State Student	20170912	00000000	PS	AS
2018	S	40404	101010	EMIS Student	Last Name	First Name	State Student	20170912	00000000	PS	AS
2018	S	40404	202020	EMIS Student	Last Name	First Name	State Student	20170912	00000000	PS	AS
2018	S	40404	202020	EMIS Student	Last Name	First Name	State Student	20170912	00000000	PS	AS
2018	S	40404	202020	EMIS Student	Last Name	First Name	State Student	20170912	00000000	PS	AS
2018	S	40404	202020	EMIS Student	Last Name	First Name	State Student	20170912	00000000	PS	AS

Compare the Data

- The two spreadsheets have unduplicated instances of Building IRN, Grade Level and Attendance Pattern
- Compare the two spreadsheets to verify that all combinations in the FD file appear in the DL file
- When Grade Level contains asterisks **, the asterisks should be treated as wildcards that can be matched against any grade level
- There could be DL records that are not represented in the FD file

Arrange All

With both spreadsheets open, from the View Tab, select "Arrange All"

The screenshot shows the Microsoft Excel interface with the 'VIEW' tab selected. The 'Arrange All' button is highlighted. An 'Arrange Windows' dialog box is open, showing the 'Vertical' option selected under the 'Arrange' section. The background spreadsheet contains student data with columns for Fiscal Year, Reporting Period, District IRN, Building IRN, State Equivalent Grade Level, Attendance Pattern, EMIS Student ID Number, Last Name, First Name, and State Student Name.

	A	B	C	D	E	F	G	H		
	Fiscal Year	Reporting Period	District IRN	Building IRN	State Equivalent Grade Level	Attendance Pattern	EMIS Student ID Number	Last Name	First Name	State Student Name
1	2018	S	40404	101010	KG	**	EMIS Student ID Number	Last Name	First Name	State Student Name
2	2018	S	40404	101010	PS	**	EMIS Student ID Number	Last Name	First Name	State Student Name
3	2018	S	40404	101010	PS	AP	EMIS Student ID Number	Last Name	First Name	State Student Name
4	2018	S	40404	101010	PS	AS	EMIS Student ID Number	Last Name	First Name	State Student Name
5	2018	S	40404	101010	PS	FE	EMIS Student ID Number	Last Name	First Name	State Student Name
6	2018	S	40404	202020	01	**	EMIS Student ID Number	Last Name	First Name	State Student Name
7	2018	S	40404	202020	02	**	EMIS Student ID Number	Last Name	First Name	State Student Name
8	2018	S	40404	202020	02	ML	EMIS Student ID Number	Last Name	First Name	State Student Name
9	2018	S	40404	202020	03	**	EMIS Student ID Number	Last Name	First Name	State Student Name
10	2018	S	40404	202020	04	**	EMIS Student ID Number	Last Name	First Name	State Student Name
11	2018	S	40404	202020	05	**	EMIS Student ID Number	Last Name	First Name	State Student Name
12	2018	S	40404	202020	05	**	EMIS Student ID Number	Last Name	First Name	State Student Name

In the Arrange Windows prompt, select "Vertical"

Apply Filters and Compare Data

Filter on one Building IRN at a time

Remember that ** for an Attendance Pattern is a specific Attendance Pattern while ** for Grade Level is a wildcard for any Grade Level

Compare the students on the left to the DL file on the right. Are all combinations appearing on both files?

Quick Check

Since Calendar Data and Student Data don't meet until FTE Reports are generated, data integrity issues could exist without error. Cross check the data to identify issues between calendars and students.

- Are you comparing data from the most recent EMIS submissions?
- Do all student Building IRN, Grade Level, and Attendance Pattern combinations appear in the DL file?
- Should any unused calendars be set to not report to EMIS?

Staff Data Formatting to Share with District Staff

Sharing Staff Data

Staff EMIS data can come from a separate source system that is often managed by someone other than the EMIS Coordinator

- Sharing staff EMIS data can be a helpful when correcting and verifying the data
- Consider sharing
 - Level 1 Validations
 - Submission Files
 - Level 2 Reports
 - Staff and Course sections of the EMIS Manual

EMIS Manual Sections

3.9 POSITION CODES

NUMERICAL LISTING OF POSITION CODES *Official/Administrative Positions (1xx)*

Table 1. Official/Administrative Positions

Position Code	Description
101	Administrative Assistant Assignment An assignment to perform activities assisting an executive in the school district.
103	Assistant, Deputy/Associate Superintendent Assignment An assignment to a staff member (e.g., an assistant, deputy or associate superintendent or the assistant) to perform high-level, system-wide executive management functions in a school district.
104	Assistant Principal Assignment An assignment to a staff member (e.g., an assistant, deputy, or associate principal) to perform high-level executive management functions in an individual school, group of schools, or unit(s) of a school district.

Sections of the EMIS Manual could be helpful to staff as they verify data in an EMIS submission file such as the Staff Employment File (CK)

Prepare the Data for Review

- Some EMIS data files and reports can be quite large
- Preparing the data before distribution could bring back better results from staff
- Consider doing some of the following:
 - Basic report preparations such as wrapping the text in the header row
 - Deleting unneeded columns
 - Sorting or Filtering
 - Separating data by building
 - Highlighting cells
 - Printing or emailing the data

Staff and Course Level 1 Validations

! Initial Staff and Course Collection (FY18)

FY18-L-Stf Crs Init: Collection required for all EMIS reporting entities. The beginning of year staff collection includes staff employed

Submissions: October 03, 2017 - January 31, 2018

Version: 3

Status: The collection was submitted December 11, 2017 at 04:17:19 PM by

Submission Status: Processing Completed (December 11, 2017 at 04:17:00 PM)

Submission Number: 4 (attempt 1)

Actions: [Start Collection](#)
[Add New Scheduled Collection](#)
[Set Default Collection properties](#)

From ODE: [Level 2 Reports](#)

Prepare Outputs: [Level 1 Validations](#)
[View submission 3 Data](#)

Select “Level 1 Validations”

Level 1 Validations

Initial Staff and Course Collection (FY18)

Submission Number 4 (attempt 1), LEA: Franklin-Monroe Local

Validation exceptions are listed by record type and exception severity. To generate the exception report for one record type and/or exception severity, click the "Generate Full Validation Report" link in the corresponding row and column.

Last Prepared: December 11, 2017 (17 days ago) at 04:15:17 PM

Record Type	Fatal	Critical	Warning	Info	Total Lv1Er	Depnd Invalid	Valid Recs
Career-Technical Education Correlated Class Record (CV)	0	0	0	0	0	0	0
Contract Only Staff Record (CC)	0	0	0	0	0	0	0
Contractor Staff Employment Record (CJ)	0	0	0	0	0	0	0
Course Master Record (CN)	0	0	0	0	0	0	0
Mapped Classroom Code Record (CM)	0	0	0	0	0	0	0
Staff Course Record (CU)	30	0	0	0	30	0	0
Staff Demographic Record (CI)	4	0	8	0	12	0	0
Staff Employment Record (CK)	13	0	0	0	13	0	0
Staff Missing Override Record (CP)	0	0	0	0	0	0	0
Staff Summer Employment Separation Record (CL)	0	0	0	0	0	0	0
Student Course Record (GN)	0	0	0	0	0	0	0
Total Counts:	47	0	8	0	55	0	0

[Generate Full Validation Report](#)

Click on the link below to download the zip file.

Report(s)

[AllRTs046649-2018L1STRv2-sub4-1AllSevs2017-12-28_08-12-31.csv](#)

Output Type

The validation exception report can be viewed as an HTML pop-up or downloaded as a CSV file(s). CSV file(s) will download as a single .zip file.

HTML CSV

CSV Output Options

You can create a separate CSV file for each Record Type by checking the box below:

Record Type

Select Output Type "CSV" and uncheck the CSV Output Option for "Record Type"

Select "Generate Full Validation Report" and then open the report

Level 1 Validations ,cont'd

	A	B	C	D	E	F	G	H	I	J
	Error Number	Error Level	Message	Description	Employee ID	Employee Name	State Staff ID	Local Classroom Code	Position Code	Local Contract Code
2	CU.0007	Fatal	Element value cannot be blank	(CU100) Missing value for Highly Qualified Teacher						
3	CU.0007	Fatal	Element value cannot be blank	(CU100) Missing value for Highly Qualified Teacher						
4	CU.0007	Fatal	Element value cannot be blank	(CU100) Missing value for Highly Qualified Teacher						
5	CU.0007	Fatal	Element value cannot be blank	(CU100) Missing value for Highly Qualified Teacher						
6	CU.0007	Fatal	Element value cannot be blank	(CU100) Missing value for Highly Qualified Teacher						
7	CU.0007	Fatal	Element value cannot be blank	(CU100) Missing value for Highly Qualified Teacher						
8	CU.0007	Fatal	Element value cannot be blank	(CU100) Missing value for Highly Qualified Teacher						
9	CU.0007	Fatal	Element value cannot be blank	(CU100) Missing value for Highly Qualified Teacher						
10	CU.0007	Fatal	Element value cannot be blank	(CU100) Missing value for Highly Qualified Teacher						
11	CU.0007	Fatal	Element value cannot be blank	(CU100) Missing value for Highly Qualified Teacher						
12	CU.0007	Fatal	Element value cannot be blank	(CU100) Missing value for Highly Qualified Teacher						
13	CU.0007	Fatal	Element value cannot be blank	(CU100) Missing value for Highly Qualified Teacher				AAHS-445UR-01		
14	CU.0007	Fatal	Element value cannot be blank	(CU100) Missing value for Highly Qualified Teacher				AAHS-240UR-01		
15	CU.0007	Fatal	Element value cannot be blank	(CU100) Missing value for Highly Qualified Teacher				AAHS-300J7-01		
16	CU.0007	Fatal	Element value cannot be blank	(CU100) Missing value for Highly Qualified Teacher				AAHS-300J7-02		

Using Excel can make working through Level 1 Validations easier since records can be quickly sorted or filtered

Before sending this to district staff for review, consider sorting by Employee Name or adding additional explanations to aid in identifying the issue



Submission Files

Staff and Course Collection Submission Files/Review Data

Initial Staff and Course Collection (FY18)
FY18-L-Stf Crs Init: Collection required for all EMIS reporting entities. The beginning of year staff collection includes:

Submissions: October 03, 2017 - January 31, 2018
Version: 3
Status: The collection was submitted December 12, 2017 at 01:55:28 PM by Walters.
Submission Status: Processing Completed (December 12, 2017 at 01:55:03 PM)
Submission Number: 5 (attempt 1)
Actions: [Start Collection](#)
[Add New Scheduled Collection](#)
[Set Default Collection properties](#)

Prepare Outputs: [Level 1 Validations](#)
[View submission 4 Data](#)

Select "View Submission Data"

Initial Staff and Course Collection (FY18)
Submission Number 5 (attempt 1), LEA: Ansonia Local

Use the Generate Review Data link to review the data previously submitted.

Last Prepared: December 12, 2017 (15 days ago) at 01:20:38 PM

Review Types

- Detail
- Missing Data

Output Options

Zip File: Download file as a compressed .zip (for faster downloads)

File Format: HTML
 CSV

Include in CSV files: Data only
 Data and Fatal exceptions
 Data and All exceptions

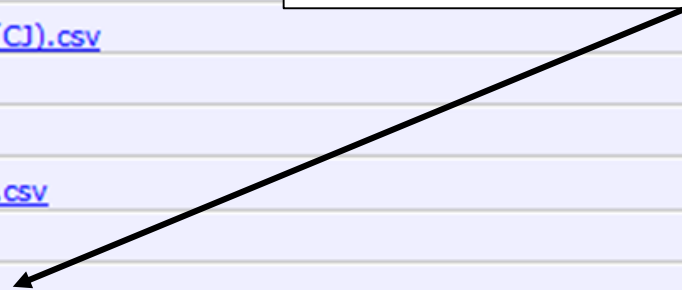
[Generate Review Data](#)

Select "Generate Review Data"

Review Files cont'd

File	Submission 5			Sub 4
	Valid	Invalid	Total	Valid
Career-Technical Education Correlated Class Record (CV).csv				
Contract Only Staff Record (CC).csv				
Contractor Staff Employment Record (CJ).csv	0	0	0	0
Course Master Record (CN).csv	373	0	373	365
Excluded Records.csv			5	
Mapped Classroom Code Record (CM).csv	0	0	0	0
Staff Course Record (CU).csv	367	6	373	363
Staff Demographic Record (CI).csv	109	0	109	106
Staff Employment Record (CK).csv	158	0	158	153
Staff Missing Override Record (CP).csv	0	0	0	0
Staff Missing Report.csv			0	
Staff Summer Employment Separation Record (CL).csv	0	0	0	0
Student Course Record (GN).csv	5200	0	5200	5148
Total counts:	6207	6	6218	

Open the Staff Demographic Record (CI) file



Sharing Data for Review

- Prepare the file for review
- Add grid lines
- Print titles at top of each page
- Add a header
- Select page setup options
- View print preview

Prepare the Staff Demographic File (CI)

Demographic file contains one line per staff member

- Prepare your spreadsheet to be user friendly

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T			
1	Fiscal Year	Reporting Period	District IRN	Employee ID	Prefix Name	First Name	Middle Name	Last Name	Suffix Name	State ID	Staff ID	Date of Birth	Racial/Ethnic Group	Gender	Education Level	Semester Hours	Early Childhood Education Qualification	Authorized Teaching Experience Years	Total Experience Years in Education	Principal Experience Years in Education	Record Is Valid		
2	2018	L	40404	WR2009109		JAMES	P.	ADAMS		WR2009109		19630601	W	M	3	193	*	25	30		5	Yes	
3	2018	L	40404	MH2595515		MORGAN	M.	AUBURN		MH2												0	Yes
4	2018	L	40404	ZD1202007		JERALD	D.	BARGEN		ZD1												0	Yes
5	2018	L	40404	MH2529121		LISA	R.	BEHEL		MH2												0	Yes
6	2018	L	40404	ZD1202227		STUART	D.	BEIST		ZD1												0	Yes
7	2018	L	40404	IN2025999		JODI	F.	BENNER		IN20												0	Yes
8	2018	L	40404	ZD1202272		DEBORAH	A.	BENSMORE		ZD1												0	Yes
9	2018	L	40404	MH1227755		JESSICA		BENNY		MH1227755		19860927	W	F	2	173	*	3	3		0	Yes	
10	2018	L	40404	ZD1202252		JIMES	L	BOLEN		ZD1202252		19500910	W	M	0	0	*	0	0		0	Yes	
11	2018	L	40404	MH2125722		CAREN	A	BRODRECK		MH2125722		19710518	W	F	3	169	*	15	15		0	Yes	
12	2018	L	40404	ZD1202270		REGINA	M	BROWN		ZD1202270		19701017	W	F	0	0	*	0	0		0	Yes	
13	2018	L	40404	MH1250971		AMY	L	FISHER		MH1250971		19700902	W	F	2	136	*	14	14		0	Yes	
14	2018	L	40404	MH2597599		ASHLEE	M.	FURMAN		MH2597599		19840718	W	F	3	161	*	12	12		1	Yes	
15	2018	L	40404	ZD1202252		ROBIN	E	FRALEY		ZD1202252		19470814	W	M	0	0	*	0	0		0	Yes	
16	2018	L	40404	ZD1202275		SANDRA	S	GOLF		ZD1202275		19570116	W	F	0	0	*	0	0		0	Yes	
17	2018	L	40404	IN2022290		TINA	J	GREEN		IN2022290		19640728	W	F	3	209	*	10	22		0	Yes	

Header data is wrapped, top row is frozen, all data is viewable

Select Cells with Data

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
	Fiscal Year	Reporting Period	District IRN	Employment ID	Prefix Name	First Name	Middle Name	Last Name	Suffix Name	State ID	Staff ID	Date of Birth	Racial/Ethnic Group	Gender	Education Level	Semester Hours	Qualification	Authorized Teaching Experience Years	Total Experience Years in Education	Principal Experience Years in Education	Record Is Valid	
1																						
2	2018	L	40404	WR2009109		JAMES	P.	ADAMS		WR2009109	1963											
3	2018	L	40404	MH2595515		MORGAN	M.	AUBURN		MH2595515	1981											
4	2018	L	40404	ZD1202007		JERALD	D.	BARGEN		ZD1202007	1957											
5	2018	L	40404	MH2529121		LISA	R.	BEHEL		MH2529121	1982											
6	2018	L	40404	ZD1202227		STUART	D.	BEIST		ZD1202227	1984											
7	2018	L	40404	IN2025999		JODI	F.	BENNER		IN2025999	1973											
8	2018	L	40404	ZD1202272		DEBORAH	A.	BENSMORE		ZD1202272	1959											
9	2018	L	40404	MH1227755		JESSICA		BENNY		MH1227755	1986											
10	2018	L	40404	ZD1202252		JIMES	L	BOLEN		ZD1202252	1950											
11	2018	L	40404	MH2125722		CAREN	A	BRODRECK		MH2125722	1971											
12	2018	L	40404	ZD1202270		REGINA	M	BROWN		ZD1202270	1970											
13	2018	L	40404	MH1250971		AMY	L	FISHER		MH1250971	1970											
14	2018	L	40404	MH2597599		ASHLEE	M.	FURMAN		MH2597599	1984											
15	2018	L	40404	ZD1202252		ROBIN	E	FRALEY		ZD1202252	19470814	W	M	0		0 *		0	0	0	Yes	
16	2018	L	40404	ZD1202275		SANDRA	S	GOLF		ZD1202275	19570116	W	F	0		0 *		0	0	0	Yes	
17	2018	L	40404	IN2022290		TINA	J	GREEN		IN2022290	19640728	W	F	3		209 *		10	22	0	Yes	
18	2018	L	40404	MH1259722		ERIC	O.	GRILLER		MH1259722	19880906	W	M	2		177 *		5	5	0	Yes	

Select Cell A1 and then hold CTRL and Shift keys down and then Right Arrow and the Down Arrow. This will select the rows and columns on your spreadsheet that contain data.

Print Titles at Top of Each Page

The screenshot shows the Microsoft Excel interface with the 'PAGE LAYOUT' tab selected. The 'Print Titles' icon is highlighted in the ribbon. The 'Page Setup' dialog box is open, and the 'Rows to repeat at top' field is set to '\$1:\$1'. The spreadsheet data is visible in the background, with row 1 highlighted in green.

Fiscal Year	Reporting Period	District IRN	EmplMyee ID
2018	L	40404	WR2009109
2018	L	40404	MH2595515
2018	L	40404	ZD1202007
2018	L	40404	MH2529121
2018	L	40404	ZD1202227
2018	L	40404	IN2025999
2018	L	40404	ZD1202272
2018	L	40404	MH1227755
2018	L	40404	ZD1202252
2018	L	40404	MH2125722
2018	L	40404	ZD1202270
2018	L	40404	MH1250971
2018	L	40404	MH2597599
2018	L	40404	ZD1202252
2018	L	40404	ZD1202275
2018	L	40404	IN2022290

From the Page Layout tab select the Print Titles icon

From the Page Setup prompt place cursor in the “Rows to repeat at Top”, then select row 1. This will populate the “Rows to Repeat at Top”.

Add Header

The screenshot shows the Microsoft Excel interface with the 'PAGE LAYOUT' tab selected. The 'Page Setup' dialog box is open, and the 'Header/Footer' sub-tab is active. The 'Header' dialog box is also open, showing the 'Header' section with a text input field. The 'Custom Header...' button is highlighted. The background shows a spreadsheet with a table of data.

270	19701017	W	F	0	0	*	0
0971	19700902	W	F	2	136	*	14
7599	19840718	W	F	3	161	*	12
252	19470814	W	M	0	0	*	0

Select the Page Layout tab bottom right corner icon, select the Header/Footer tab and then "Custom Header"

In the Header prompt, enter information and click "OK"

Page Setup

The screenshot shows the Microsoft Excel interface with the 'PAGE LAYOUT' tab selected. The 'Page Setup' group in the ribbon is visible, with the 'Print Preview' icon circled in red. The 'Page Setup' dialog box is open, showing the 'Page' tab. The 'Orientation' section has 'Landscape' selected. The 'Scaling' section has 'Fit to' selected, with '1' page(s) wide by '1' tall. The 'Paper size' is set to 'Letter (8.5" x 11")' and 'Print quality' is '600 dpi'. The 'First page number' is 'Auto'. At the bottom of the dialog, the 'Print Preview' button is highlighted.

Fiscal Year	Staff ID	W	F	M
2018	9109	1		
2018	5515	1		
2018	007	1		
2018	9121	1		
2018	227	1		
2018	999	19730608	W	F
2018	272	1		
2018	7755	1		
2018	252	1		
2018	5722	19710518	W	F
2018	270	19701017	W	F
2018	0971	19700902	W	F
2018	7599	19840718	W	F
2018	252	19470814	W	M

Select the Page Layout tab bottom right corner icon

In the Page Setup Prompt, select Landscape and "Fit To" 1 page(s) wide by 1 tall. If your report is large, increase the number of pages "tall" to print.

Select "Print Preview"

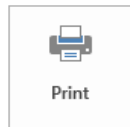
Print Preview

Print Preview is a great way to adjust the data on the page prior to printing

Consider using narrow margins or changing the page orientation for a better fit

- ←
- Info
- New
- Open
- Save
- Save As
- Print
- Share
- Export
- Close
- Account
- Options

Print



Copies: 1

Printer

- Upstairs Copier
- Offline

Printer Properties

Settings

- Print Active Sheets
- Only print the active sheets

Pages: to

- Print One Sided
- Only print on one side of th...

- Collated
- 1,2,3 1,2,3 1,2,3

- Landscape Orientation

- Letter (8.5" x 11")
- 8.5" x 11"

- Normal Margins
- Left: 0.7" Right: 0.7"

- Fit Sheet on One Page
- Shrink the printout so that it...

Page Setup

Add titles, data, contact information, etc.

Year	Reporting Period	District	Employee ID	Profile	First Name	Middle	Last Name	Suffix	State	Staff ID	Date of Birth	Race/Ethnicity	Group	Gender	Cond
2016	L	4004	MM200609	JAMES	P.	ADAMS			VA	MM200609	1965-06-01	W	M	1	0
2016	L	4004	MM200610	ALBERT	M.	ALLEN			VA	MM200610	1962-06-06	W	M	1	0
2016	L	4004	MM200611	JERALD	D.	BAIRD	SR		VA	MM200611	1967-06-04	W	M	1	0
2016	L	4004	MM200612	LISA	R.	BECHTOLD			VA	MM200612	1961-06-01	W	F	1	0
2016	L	4004	MM200613	STUART	D.	BECHTOLD			VA	MM200613	1961-06-01	W	M	1	0
2016	L	4004	MM200614	JODI	F.	BECHTOLD			VA	MM200614	1969-06-01	W	F	1	0
2016	L	4004	MM200615	DEBORAH	A.	BECHTOLD			VA	MM200615	1969-06-01	W	F	1	0
2016	L	4004	MM200616	JESSICA	L.	BECHTOLD			VA	MM200616	1966-06-01	W	F	1	0
2016	L	4004	MM200617	JAMES	L.	BOLTON			VA	MM200617	1960-06-01	W	M	1	0
2016	L	4004	MM200618	CAROL	A.	BROOKS			VA	MM200618	1971-06-01	W	F	1	0
2016	L	4004	MM200619	KEVIN	M.	BROOKS			VA	MM200619	1970-06-01	W	M	1	0
2016	L	4004	MM200620	ANDY	L.	BROOKS			VA	MM200620	1970-06-01	W	M	1	0
2016	L	4004	MM200621	ASHLEY	E.	FURMAN			VA	MM200621	1964-06-01	W	F	1	0
2016	L	4004	MM200622	ROBIN	S.	FURMAN			VA	MM200622	1967-06-01	W	F	1	0
2016	L	4004	MM200623	STEPHEN	S.	GAFFNEY			VA	MM200623	1967-06-01	W	M	1	0
2016	L	4004	MM200624	ERIC	J.	GRUBER			VA	MM200624	1962-06-01	W	M	1	0
2016	L	4004	MM200625	ADAM	M.	HILL			VA	MM200625	1961-06-01	W	M	1	0
2016	L	4004	MM200626	AMANDA	A.	HINES			VA	MM200626	1963-06-01	W	F	1	0
2016	L	4004	MM200627	HELEN	M.	HINES			VA	MM200627	1967-06-01	W	F	1	0
2016	L	4004	MM200628	LAURA	A.	HELEN			VA	MM200628	1966-06-01	W	F	1	0
2016	L	4004	MM200629	KENNETH	J.	LITTLE			VA	MM200629	1967-06-01	W	M	1	0
2016	L	4004	MM200630	KRISTINA	G.	KENZIE			VA	MM200630	1976-11-21	W	F	1	0
2016	L	4004	MM200631	ANNETTE	R.	MARKER			VA	MM200631	1960-06-01	W	F	1	0
2016	L	4004	MM200632	ANNIE	M.	MYER			VA	MM200632	1964-06-01	W	F	1	0
2016	L	4004	MM200633	TERESA	S.	MYER			VA	MM200633	1966-06-01	W	F	1	0
2016	L	4004	MM200634	ANDREW	S.	MYERS			VA	MM200634	1962-06-01	W	M	1	0
2016	L	4004	MM200635	KIMBERLY	A.	PARSON			VA	MM200635	1963-06-01	W	F	1	0
2016	L	4004	MM200636	JAWN	M.	PETER			VA	MM200636	1970-06-01	W	M	1	0
2016	L	4004	MM200637	KARLA	L.	PRINSTER			VA	MM200637	1965-11-06	W	F	1	0
2016	L	4004	MM200638	MICHAEL	M.	ROACH			VA	MM200638	1967-06-01	W	M	1	0
2016	L	4004	MM200639	RAJELLE	J.	ROSE			VA	MM200639	1962-06-01	W	F	1	0
2016	L	4004	MM200640	CASBY	N.	ROUSE			VA	MM200640	1969-06-01	W	F	1	0
2016	L	4004	MM200641	LADONIA	C.	RUNNER			VA	MM200641	1960-06-01	W	F	1	0
2016	L	4004	MM200642	GINDY	M.	SHANER			VA	MM200642	1966-06-01	W	F	1	0
2016	L	4004	MM200643	THELMA	F.	SHANER			VA	MM200643	1966-06-01	W	F	1	0
2016	L	4004	MM200644	TYLOR	J.	STANCO			VA	MM200644	1960-06-01	W	M	1	0
2016	L	4004	MM200645	MARI	D.	SUBER			VA	MM200645	1966-06-01	W	F	1	0
2016	L	4004	MM200646	MATT	A.	SUTLER			VA	MM200646	1963-06-01	W	M	1	0
2016	L	4004	MM200647	SATYR	S.	SWAYNE			VA	MM200647	1966-06-01	W	F	1	0
2016	L	4004	MM200648	KARLYN	D.	WALTER			VA	MM200648	1961-06-01	W	F	1	0
2016	L	4004	MM200649	JACOB	D.	WILSON			VA	MM200649	1976-06-01	W	M	1	0

Quick Check

Formatting your reports prior to printing can result in easier to review documents that district staff will appreciate. Adding a title, date and contact information will allow easy tracking of when and to whom the data was sent.

- What columns of data on your report could be hidden or deleted to make the report easier to review?
- Have you included instructions to help understand the data in the report?
- Are you able to set up your report into a printable format?

FTE Detail Report Subtotaling

FTE Detail Report Subtotaling

Subtotal the FTE Detail Report

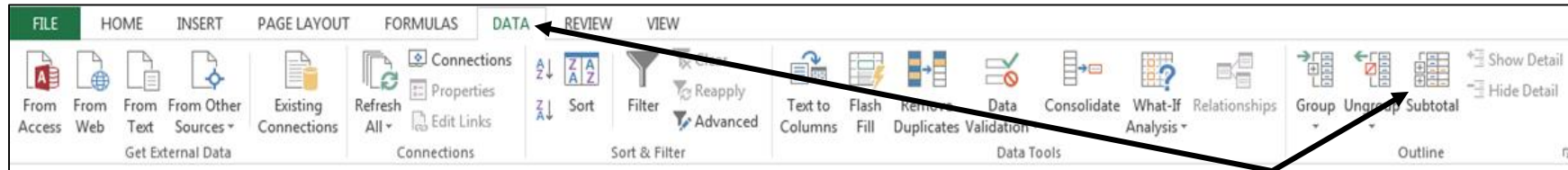
- Sort by SSID, then by Enrollment Start Date

From the Data Tab choose Sort

Sort by SSID, then select "Add Level", then sort by "ENRL START DATE", then select "OK"

RPT DEST	IRN	Bldg IRN	SEVERITY CODE	SSID	Emis ID	Last Name	First Name	Middle Name	LEA IRN	CODE			
40404	101010	F	AF5330185	EMIS ID	Last Name	First Name	Middle Name		40404	FTED-0			
40404	101010	F	AF9794373	EMIS ID	Last Name	First Name	Middle Name		40404	FTED-0			
40404	101010	I	AF9794373										
40404	101010	C	AF9794373										
40404	101010	I	AG3444498										
40404	101010	I	IS7050894										
40404	101010	I	IS7050894										
40404	101010	I	IS7998181										
40404	101010	I	KJ3857778										
40404	101010	I	KJ9471903										
40404	101010	I	KJ9471903										
40404	101010	I	KL6339882										
40404	101010	I	KL6339882										
40404	101010	I	KL8833970										
40404	101010	I	KL8833970										
40404	101010	I	KL9685822	EMIS ID	Last Name	First Name	Middle Name	11111	FTED-001	F10000	FTE Detail	COMM	08/21/20

Apply Subtotals



From the Data Tab select Subtotal

	A	B	C	D	E	F	G	H	I	J	K
	RPT DEST	SEVERITY									
1	IRN	Bldg IRN	CODE	SSID	Emis ID	Last Name	First Name	Middle Name	LEA IRN	CODE	
2	40404	101010	F	AF5330185	EMIS ID	Last Name	F			001	FT0000
3	40404	101010	F	AF9794373	EMIS ID	Last Name	F			001	FT0000
4	40404	101010	I	AF9794373	EMIS ID	Last Name	F			001	FT0000
5	40404	101010	C	AF9794373	EMIS ID	Last Name	F			001	FT0000
6	40404	101010	I	AG3444498	EMIS ID	Last Name	F			001	FT0000
7	40404	101010	I	IS7050894	EMIS ID	Last Name	F			001	FT0000
8	40404	101010	I	IS7050894	EMIS ID	Last Name	F			001	FT0000
9	40404	101010	I	IS7998181	EMIS ID	Last Name	F			001	FT0000
10	40404	101010	I	KJ3857778	EMIS ID	Last Name	F			001	FT0000
11	40404	101010	I	KJ9471903	EMIS ID	Last Name	F			001	FT0000
12	40404	101010	I	KJ9471903	EMIS ID	Last Name	F			001	FT0000
13	40404	101010	I	KL6339882	EMIS ID	Last Name	F			001	FT0000
14	40404	101010	I	KL6339882	EMIS ID	Last Name	F			001	FT0000
15	40404	101010	I	KL8833970	EMIS ID	Last Name	F			001	FT0000
16	40404	101010	I	KL8833970	EMIS ID	Last Name	F			001	FT0000
17	40404	101010	I	KL9685822	EMIS ID	Last Name	F			001	FT0000
18	40404	101010	I	KM8256755	EMIS ID	Last Name	F			001	FT0000

- In the Subtotal Prompt select
1. "At each change in:" SSID
 2. "Use function:" Sum
 3. "Add subtotal to:" ORIG FTE and ADJSTD FTE and ADJSTD SPECED CAT FTE
 4. Select "OK"

FTE Detail Report Subtotaled

This student's Original FTE, Adjusted FTE, and Special Education FTE, have been subtotaled and appear chronological order

IRN	Bldg	IRN	CODE	SSID	Emis ID	Last Name	First Name	Middle Name	LEA IRN	CODE	CODE	DESCR	CODE	DATE	DATE	ORIG FTE	FTE	CAT FTE	LEGAL DI
40404	101010	F		AF5330185	EMIS ID	Last Name	First Name	Middle Name	40404	FTED-001	FT0000	FTE Detail	NFRG	08/01/2017	12/31/2500	1	0		222222
AF5330185 Total																			
40404	101010	F		AF9794373	EMIS ID	Last Name	First Name	Middle Name	40404	FTED-001	FT0000	FTE Detail	NFRG	07/01/2017	12/11/2017	0.376623	0		40404
40404	101010	I		AF9794373	EMIS ID	Last Name	First Name	Middle Name	111111	FTED-001	FT0000	FTE Detail	PSET	12/12/2017	12/31/2500	0.612676	0.612676	0.612676	444444
40404	101010	C		AF9794373	EMIS ID	Last Name	First Name	Middle Name	40404	FTED-001	FT0000	FTE Detail	PSRD	12/12/2017	12/31/2500	0.623377	0.387324	0.387324	40404
AF9794373 Total																			
40404	101010	I		AG3444498	EMIS ID	Last Name	First Name	Middle Name	111111	FTED-001	FT0000	FTE Detail	SPCO	07/01/2017	12/31/2500	1	1	1	444444
AG3444498 Total																			
40404	101010	I		IS7050894	EMIS ID	Last Name	First Name	Middle Name	40404	FTED-001	FT0000	FTE Detail	OPDD	07/01/2017	09/03/2017	0.020547	0.020547		333333
40404	101010	I		IS7050894	EMIS ID	Last Name	First Name	Middle Name	40404	FTED-001	FT0000	FTE Detail	OPDD	09/04/2017	12/31/2500	0.979453	0.979453		333333
IS7050894 Total																			
40404	101010	I		IS7998181	EMIS ID	Last Name	First Name	Middle Name	111111	FTED-001	FT0000	FTE Detail	COMM	10/17/2017	12/31/2500	0.782609	0.782609		444444
IS7998181 Total																			
40404	101010	I		KJ3857778	EMIS ID	Last Name	First Name	Middle Name	40404	FTED-001	FT0000	FTE Detail	OPDD	07/01/2017	12/31/2500	1	1		333333

Undo Subtotals

The screenshot shows the Microsoft Excel interface with the 'DATA' tab selected. The 'Subtotal' dialog box is open, and the 'Remove All' button is highlighted. The background shows a spreadsheet with columns for RPT DEST, SEVERITY, and various codes and dates. The 'Subtotal' dialog box has the following settings:

- At each change in: SSID
- Use function: Sum
- Add subtotal to:
 - ENRL START DATE
 - ENRL END DATE
 - ORIG FTE
 - ADJSTD FTE
 - ADJSTD SPECED CAT FTE
 - LEGAL DIST OF RES IRN
- Replace current subtotals
- Page break between groups
- Summary below data

The 'Remove All' button is highlighted, and an arrow points to it from the text box on the right.

To undo subtotals select “Subtotal” and then “Remove All”

Quick Check

Subtotaling the FTE Detail Report provides a format for easier analysis of the data. Since many students have multiple FTEs calculated, using Excel to sum by student will allow the detail to be available while providing subtotals below each student.

- Are there students with Adjusted or Special Education FTEs that are less than the Original FTE?
- Are you using this report with your FTE Adjustment report to identify reasons for the adjustments?
- Are you saving your reports between reviews?

FTE Detail Report PivotTable

FTE Detail Report PivotTable

Create a PivotTable in an FTE Detail Report

The screenshot shows the Microsoft Excel interface with the 'INSERT' tab selected. The 'PivotTable' icon is highlighted with a callout box. Below the ribbon, the 'Create PivotTable' dialog box is open, showing the 'Table/Range' field set to '=(FTED-001) FTE Detail!046623-201!\$A\$1:\$AL\$1'. The 'New Worksheet' option is selected under 'Choose where you want the PivotTable report to be placed'. The 'OK' button is highlighted with a callout box.

	LEVEL 2	RESULT	RESULT	RESULT
	REC TYPE	CODE	CODE	DESCR
1	LEA IRN	CODE	CODE	DESCR
68	40404	FTED-001	FT0000	FTE Deta
69	40404	FTED-001	FT0000	FTE Deta
70	111111	FTED-001	FT0000	FTE Deta
71	40404	FTED-001	FT0000	FTE Deta
72	40404	FTED-001	FT0000	FTE Deta
73	40404	FTED-001	FT0000	FTE Deta
74	40404	FTED-001	FT0000	FTE Deta
75	40404	FTED-001	FT0000	FTE Deta
76	40404	FTED-001	FT0000	FTE Deta
77	40404	FTED-001	FT0000	FTE Deta
78	40404	FTED-001	FT0000	FTE Deta
79	40404	FTED-001	FT0000	FTE Deta
80	40404	FTED-001	FT0000	FTE Deta

LEGAL DI	TIME	1	1 PC
40404	100	-	
40404	100	-	
444444	100	-	
40404	100	-	
40404	100	-	
333333	100	-	
333333	100	-	
40404	100	-	
40404	100	-	
40404	100	-	
40404	100	-	
40404	100	-	
40404	100	-	
40404	100	-	
40404	100	-	
40404	100	-	

From the Insert Tab, select "PivotTable"

On the Create PivotTable Prompt, select "OK"

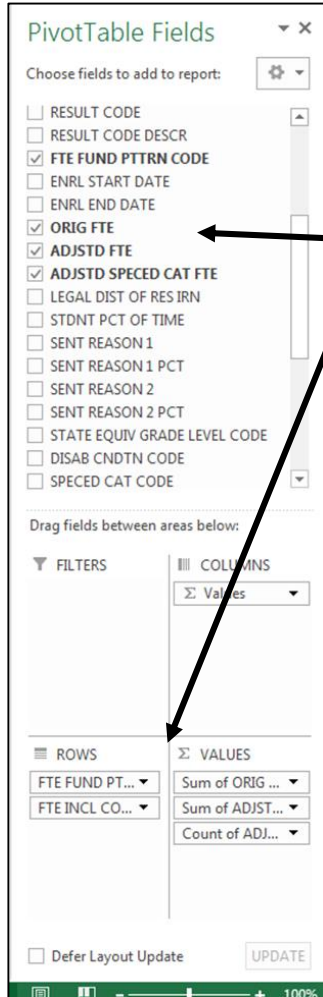
PivotTable Fields

PivotTable Fields are available to select to set up the PivotTable

When inserting a PivotTable, a new tab is opened

The screenshot shows the Excel interface with the PivotTable Fields task pane on the right. The task pane lists fields to add to the report, including RPT DEST IRN, Bldg IRN, SEVERITY CODE, SSID, Emis ID, Last Name, First Name, Middle Name, LEA IRN, LEVEL 2 REC TYPE CODE, RESULT CODE, RESULT CODE DESCR, FTE FUND PTRN CODE, ENRL START DATE, ENRL END DATE, ORIG FTE, and ADJSTO FTE. Below the list are sections for FILTERS, COLUMNS, ROWS, and VALUES. The PivotTable in the background is named 'PivotTable1' and is located in the 'Active Field' area. The ribbon shows the 'ANALYZE' and 'DESIGN' tabs. The status bar at the bottom indicates the current sheet is 'Sheet1' and the data source is '(FTED-001) FTE Detail046623-201'.

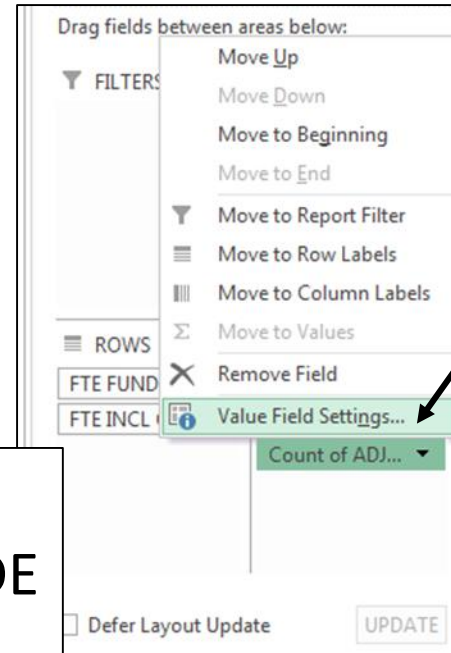
Select PivotTable Fields



Click and Drag fields into the PivotTable areas below

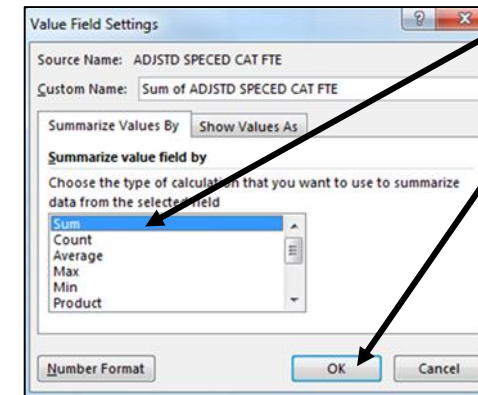
For Rows select:
FTE FUND PTTRN CODE
FTE INCL CODE

For Values select:
ORIG FTE
ADJSTD FTE
ADJSTD SPECED CAT FTE



Select the "Count" of ADJSTD SPECED CAT FTE, then in the menu select "Value Field Settings"

In the Value Field Settings prompt, select "Sum" and "OK"



PivotTable

Row Labels	Sum of ORIG FTE	Sum of ADJSTD FTE	Sum of ADJSTD SPECED CAT FTE
⊕ COMM	1.901528	1.901528	
⊖ NFRG	9.714285	0	
NONE	9.714285	0	
⊖ OPDD	19.502042	19.502042	2
FULL	3.558118	3.558118	
NONE	15.943924	15.943924	2
⊖ OPID	1	1	
PART	1	1	
⊖ PSET	0.612676	0.612676	0.612676
FULL	0.612676	0.612676	0.612676
⊖ PSRD	0.623377	0.387324	0.387324
FULL	0.623377	0.387324	0.387324
⊖ RGJV	48.343595	48.325029	3
FULL	42.343595	42.325029	3
PART	6	6	
⊖ SPCO	1	1	1
FULL	1	1	1
Grand Total	82.697503	72.728599	7

Click on specific values to drill into the detailed data

When drilling on a number within the PivotTable, all of the data within the row will appear

Detailed Data

Detailed data will appear in a new tab

When finished, the new tab can be deleted or just go back to the PivotTable on Sheet1 to drill again

RPT_DEST_IRN	Bldg_IRN	SEVERITY_CODE	SSID	EMIS ID	Last Name	First Name	Middle Name	LEA_IRN	LEVEL 2 REC TYPE CODE	RESULT CODE	RESULT CODE DESCR	FTE FUND PTRN CODE	ENRL START DATE	ENRL END DATE	ORIG FTE	ADJSTD FTE	ADJSTD SPECD
40404	101010	F	AF533018	EMIS ID	Last Name	First Name	Middle Name	40404	FTED-001	FT0000	FTE Detail	NFRG	08/01/2017	12/31/2500	1	0	
40404	101010	F	VQ565973	EMIS ID	Last Name	First Name	Middle Name	40404	FTED-001	FT0000	FTE Detail	NFRG	08/29/2017	12/31/2500	1	0	
40404	101010	F	VQ184649	EMIS ID	Last Name	First Name	Middle Name	40404	FTED-001	FT0000	FTE Detail	NFRG	08/01/2017	12/31/2500	1	0	
40404	101010	F	AF979437	EMIS ID	Last Name	First Name	Middle Name	40404	FTED-001	FT0000	FTE Detail	NFRG	07/01/2017	12/11/2017	0.376623	0	
40404	101010	F	VQ357639	EMIS ID	Last Name	First Name	Middle Name	40404	FTED-001	FT0000	FTE Detail	NFRG	08/01/2017	12/31/2500	1	0	
40404	101010	F	NK533773	EMIS ID	Last Name	First Name	Middle Name	40404	FTED-001	FT0000	FTE Detail	NFRG	08/01/2017	12/31/2500	1	0	
40404	101010	F	NF957691	EMIS ID	Last Name	First Name	Middle Name	40404	FTED-001	FT0000	FTE Detail	NFRG	07/01/2017	12/31/2500	1	0	
40404	101010	F	ND376667	EMIS ID	Last Name	First Name	Middle Name	40404	FTED-001	FT0000	FTE Detail	NFRG	08/01/2017	11/27/2017	0.337662	0	
40404	101010	F	LE4009829	EMIS ID	Last Name	First Name	Middle Name	40404	FTED-001	FT0000	FTE Detail	NFRG	08/01/2017	12/31/2500	1	0	
40404	101010	F	K55651591	EMIS ID	Last Name	First Name	Middle Name	40404	FTED-001	FT0000	FTE Detail	NFRG	08/01/2017	12/31/2500	1	0	
40404	101010	F	KP726637	EMIS ID	Last Name	First Name	Middle Name	40404	FTED-001	FT0000	FTE Detail	NFRG	08/01/2017	12/31/2500	1	0	

Quick Check

PivotTables can provide a summary of a large amount of data that allows the data to be analyzed in smaller sections. Try using Recommended PivotTables to think of different ways to analyze your data.

- Are you able to create a PivotTable and drill into the detailed data?
- What other fields in the FTE Report could be brought into a PivotTable?
- Can you think of other reports that could be analyzed using PivotTables?

Summary

- Basic Excel techniques can be very useful when troubleshooting
 - EMIS data in the Student Information System
 - EMIS reports
 - preview/review files
- These techniques should be part of your everyday practices

Resources

- Microsoft Excel Help within Excel “?” Articles and Videos
- Google it
- Microsoft Excel Classes
- Your ITC

Questions?