Data Health Check Report

Last Modified on 10/22/2022 10:09 am CDT

Audit Report Summary Section | Audit Report Detail Section

This tool will be retired in summer of 2023

Users are encouraged to instead use the Data Validation Report

Existing Data Health Check rule lists will be converted to Validation Groups by the end of 2022. You are encouraged to run Data Validation reports as they become available.

PATH: *System Administration > Data Utilities > Data Health Check*

Search Term: *Data Health Check*

This document provides information on the Data Health Check Report to be used on live districts already using Campus as well as during the implementation process of a new district.

For districts already using Campus, this report shows areas where data can be cleaned to ensure accuracy and increase overall data quality. For districts implementing Campus, this report is generated after every conversion to identify area of source system data cleanup as well as potential mapping rule changes needed by the conversion analyst for a successful implementation.

This tool is add-on functionality that is not enabled by default within Campus. Please contact Campus Support for more information on accessing and using this tool.
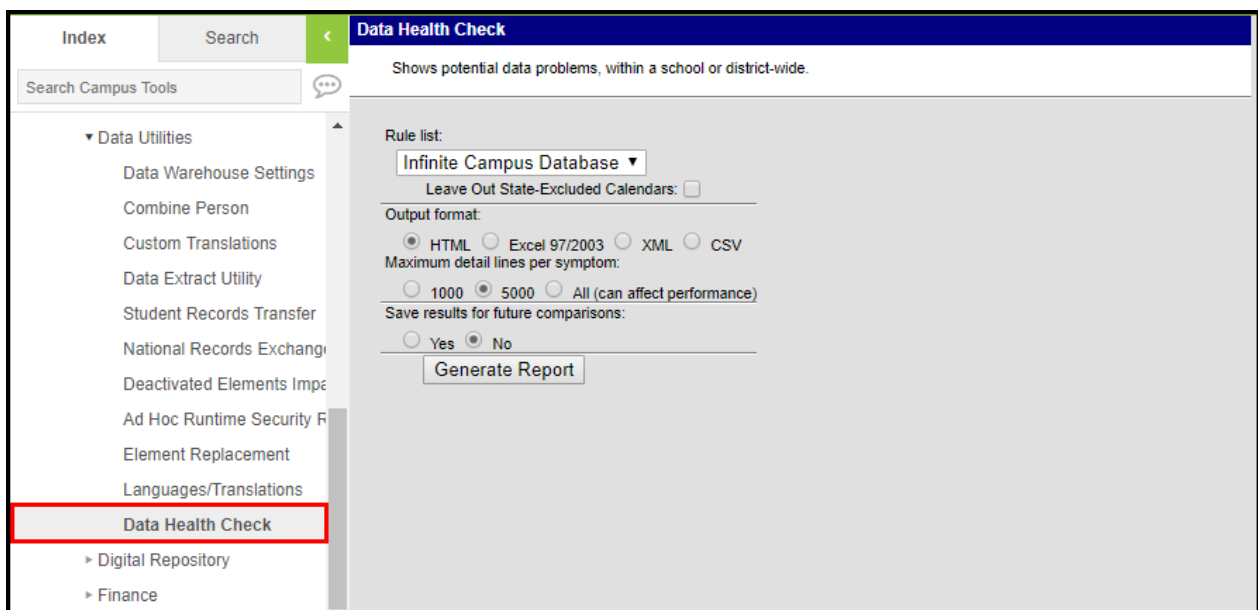
Image 1: Data Health Check Report

In this report, the following definitions are used:

- **Student** is defined as anyone who has an enrollment and/or a student number.
- **Current year student** is defined as anyone who has an enrollment record in a current or future year.
- **Prior year student** is defined as anyone who has an enrollment record before the current year.
- **Scheduling** rules look at information in the current year or the next year, not at past years.

The following tables define each summarized item:

Students

Item	Definition
Students who have no Student Number	The student number field is null/blank when the person has an enrollment record.
Student who have the Same Student Number	Multiple persons who have the same student number.
Current year students who have no State ID	Persons who have enrollment records in the current or future school year but have no state ID number assigned (state ID field is null or blank).
Students who have the same State ID	Multiple person who have the same state ID number.
Students who have the exact same name and birth date	Identifies people with the exact same first and last name and birth date.
Students who have similar names	Identifies people with similar names (e.g., same first name and last name).
Students who have no Birth Date	Persons who have no birth date assigned (field is null/blank).
Students who do not have M or F in the gender field	Person who have invalid or no gender assigned. Invalid is any value other than M(ale) or F(emale).
Prior year Students who have no State ID	Persons who have inactive enrollment records from past school years and the state ID field is blank.
Students who have no Enrollments	Persons who have a student number but do not have any enrollments.

Census

Item	Definition
People who have the same Social Security Number	People who have identical Social Security numbers.
Active Students who have no Guardian	Persons who have enrollment records in the current year or future year and there is no current relationship to another person marked as guardian.
Active Students Not in a Household	Persons who do not have a current membership in a household.
Active Students in Households by Themselves	Person who has an enrollment record and a student number in his/her own household.
Active Students who do not have a Mailing Address	Persons who have enrollment records or a student number and do not have an address where mail can be sent.
People who have unusual characters in their names	Persons who have characters other than letters, spaces, dash (-), period (.), or apostrophe (') in their first, middle or last name.
Contacts who have the Same Name	People who do not have student numbers or enrollment records and have the same matching names as described above.
Households with More than Eight Members	A family has more than 8 members assigned. This occurrence is often a result of a conversion error.
Households with More than One Primary Mailing Address	A family has more than one mailing address assigned. This is often a result of a conversion error. There should only be one primary address per household.
Households with More than Two Addresses	A family has more than one address to account for movement between two homes or for families with a mailing address and a different physical address.
Households with More than Two Guardians	A household where more than two people are assigned as guardians of students in the household.
People in more than One Household	People who have active memberships in two or more households.
Contacts who have accessed the parent portal	Indicates all student contacts who have accessed their Campus Portal account.

Scheduling

Item	Definition
Student's Grade Level not Found in Calendar	Enrolled student's grade level is not listed in the enrolled calendar. This happens when a user deletes a grade level in the Calendar.

Item	Definition
Sections with No Schedule	Section placements are not marked on the section tab of a course.
Students Enrolled with no Schedule	A student is enrolled in a calendar but is not enrolled in any course sections.
Roster Record not in the Same Calendar as Student's Enrollment	Student is enrolled in a calendar with sections assigned and is moved to another calendar, causing orphaned section assignments.
Discrepancy Between Age and Grade Level	Student's age does not appear to match the student's grade level. This could indicate a mis-entered birth date. Listed age is based on the age of the student during the enrollment.
Section with no Teachers	An active course section does not have a primary teacher assigned.
Sections with no Students	An active course section does not have any actively enrolled students.

Transcripts

Item	Definition
Transcripts without Credits	A student has a transcript record but does not have any earned or attempted credits listed.
Transcript without GPA Values	A student's transcript record does not have a GPA
Unweighted GPA Value Higher than Weighted	A student's GPA has an unweighted GPA value higher than the weighted GPA value.
Weighted GPA Value Higher than Max	A student's weighted GPA value is higher than the maximum GPA value.

Behavior

Item	Definition
Current year events without resolutions	Identifies current year behavior events with no behavior resolutions assigned.
Prior year events without resolutions	Identifies prior year behavior events with no behavior resolutions assigned.

Special Education (Sped)

Item	Definition
Current year enrollments that have unlocked IEPs	Indicates current year students who have unlocked IEPs.

Item	Definition
Prior year enrollments that have unlocked IEPs	Indicates prior year enrollment records tied to unlocked IEPs.

Audit Report Summary Section

The summary information lists high-level areas of concern where data may be incorrect. For historical purposes, results of past reports are also available if they exist.

Image 2: Audit Report Summary

Symptom Column

The Symptom column will display definitions when hovering over the name of the symptom. At the bottom of the Summary information, total percentages and assessment of the data will be viewable for each time the report was generated.

Priority Column

The Priority column is the level of attention a district should have based on the item to which it refers. The areas with a high priority should be reviewed first, followed by medium and low. To aid in this review, items are sorted by High, Medium and Low priority.

For example, a student with no student number is considered a severity level of *high* because this number is often used in state reporting extracts. A household with more than two addresses is considered a severity of *low* because a household may have a P.O. box and a street address.

All data in error should be reviewed for accuracy, regardless of the severity level.

Occurrences Column

The Occurrences column provides a total number of occurrences of each summarized item. An item with a value of zero indicates that issue does not exist and data is believed to be correct. Items with a number greater than zero indicates an issue with the data requiring review or for some instances (such as students with the same name, students with no enrollment records, etc), some data shows odd similarities or inconsistencies which should be reviewed to ensure accuracy.

The occurrences total is hyper-linked and will bring the user to the detail section of the report.

Total Column

The Total column provides a total number of records reviewed per symptom when generating the report.

Rate Column

This column indicates the total percentage of records per symptom that were flagged as an occurrence and may contain erroneous data. Another way to look at this is the estimated percentage of erroneous data per symptom.

Audit Report Detail Section

The detail section provides additional information on the summarized item. The detailed columns vary with each summarized item. If there are no errors listed in the Summary section of the report, the item will not be listed in the Detail section.

Image 3: Audit Report Detail

At any time, the user can select the Back to Summary link and return to the list of items included in the summary.

The following table provides the field names of the items listed in the report and related definitions:

Column	Definition
Address **Address 1** **Address 2**	Location of where student resides.
Birth Date	Date of birth for the person (student, parent, staff, etc).
Calendar	Calendar of enrollment.
Cell Phone	Person's cell phone number.
City/State/Zip **City/State/Zip 1** **City/State/Zip 2**	Residence location for mailing purposes.
Course	Class into which a student is enrolled, also referred to as section.
Credit Type	Category of achievement (English, Mathematics, Technology, etc) to which a course is assigned.
Credits Attempted	Total number of credits attempted by the student when enrolled in the course.
Credits Earned	Total number of credits student earned by successful completion of the course.
Enrolled Calendar	Calendar in which the student is enrolled.
Enrolled School	School in which the student is enrolled.
First Name	Legal first name of student, parent/guardian, staff, etc.
Gender	Indication of person being either Male or Female.
Grade	Grade level of enrollment.
Home Phone	Designated phone number at residence.
Household	Name of household.
Last Name	Legal last name of student, parent/guardian, staff, etc.
Max GPA	Maximum GPA that can be achieved by the student.
Middle Name	Legal middle name of student, parent/guardian, staff, etc.
Most Recent School	School in which student has the most recent enrollment record.
Name	Name of individual, family, course section, etc.
Phone Number	Contact number at home (usually).
Roster Calendar (Enrolled)	Calendar in which the student is scheduled.
Roster School (Enrolled)	School in which the student is enrolled.
School	School of enrollment for the student.

Column	Definition
Section	Number of the course section.
SSN	Federally assigned Social Security number.
State ID	State-assigned identification number.
Student Number	School- or district-assigned identification number.
Term	Calendar section broken into parts - often a quarter, trimester, semester, etc.
Unweighted GPA	GPA value with no additional points.
Weighted GPA	GPA value with additional point.
Year	Calendar year (2008-09, 2009, etc.).

Student Symptoms

The following information is related to student data.

Students who have no Student Number

PATH: *Student Information > General > Demographics > Person Identifiers > Local Student Number*

The Student Number is a unique identifying number assigned to each student in a school/district. It is used within Campus primarily for tracking and state reporting purposes.

Image 4: Local Student Number

The student number will stay with the student for his/her tenure in the district even if he/she moves from school to school.

Student who have the Same Student Number

PATH: *Student Information > General > Demographics > Person Identifiers > Local Student Number*

Duplications of student numbers will cause issues in state reporting, student searches and syncing. Data integrity is lost when multiple students have the same number.

Image 5: Local Student Number

A system preference exists that will automatically assign a student number for newly enrolled students. Having this preference enabled reduces future issues with duplicate student numbers.

Image 6: Student Number Format

Current year students who have no State ID

PATH: *Census > People > Demographics > Person Identifiers > Student State ID*

State IDs are assigned to each student and are historically maintained. Departments of education typically assign this number, as it is used extensively in state reporting. All students should have a state ID.

Image 7: Student State ID

Students who have the same State ID

PATH: *Census > People > Demographics > Person Identifiers > Student State ID*

Multiple students cannot share the same state ID, as this number is used extensively in state reporting and duplicates will cause a variety of data integrity issues.

Image 8: Student State ID

If two different students share the same number, clarification should be made by the appropriate department of education. If the same student exists within Campus twice, the Combine Student Wizard may be used to combine the two records into one.

A preference exists that will automatically assign a state ID number for newly enrolled students (System Administration > Preferences > Student Number Format).

Students who have the exact same name and birth date

PATH: *Census > People > Demographics > Person Information > Last Name, First Name, Birth Date*

In large districts, it is entirely possible to have students with the same name and birth date. However, it is necessary to review these individuals for accuracy. While these students may have the same name birth date, other issues may be causing the duplication (e.g., different student numbers, different state ID numbers).

Image 9: Student Name

Students who have similar names

PATH: *Census > People > Demographics > Person Information > Last Name, First Name*

It is important to ensure students with similar names are not in fact the same person incorrectly duplicated within Campus. Duplicated students can impact state reporting data and confuse who and how data is stored between the students.

Image 10: Example of Students with Similar Names

Students who have no Birth Date

PATH: Census > People > Demographics > Birth Date

Birth Dates are required information for students. This information is used in state reports, learner planning information and immunization records.

Image 11: Birth Date

Students who do not have M or F in the gender field

PATH: Census > People > Demographics > Person Information > Gender

The gender field is required for students. Invalid errors indicate the gender value is blank or null.
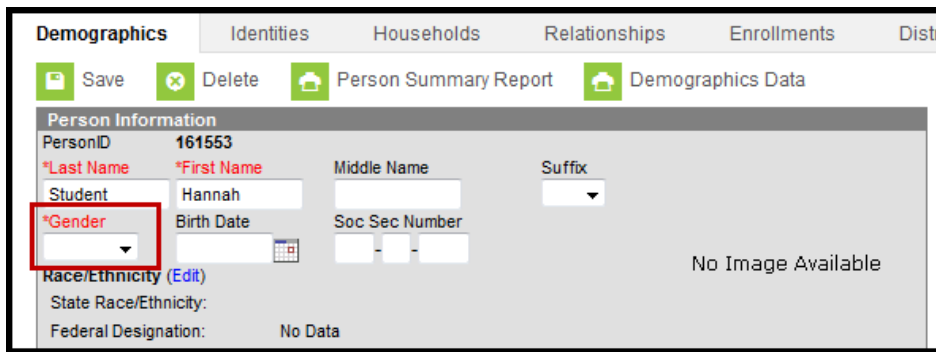
Image 12: Student Gender

Prior year Students who have no State ID

PATH: *Census > People > Demographics > Person Identifiers > Student State ID*

Inactive students are not currently enrolled in a school or calendar. These students may have attended for a few days during the converted school year or ended their enrollment.

Image 13: Student State ID

Students who have no Enrollments

PATH: *Census > People > Enrollments*

Persons entered into Campus fall into three categories, students, staff and persons. The differentiating factor is the existence of a student number (which turns a person into a student) and a staff number (which turns a person into a staff member).

When a student has a student ID number there is usually an accompanying enrollment record. If there is a student number but no enrollment record, an error may be displayed.
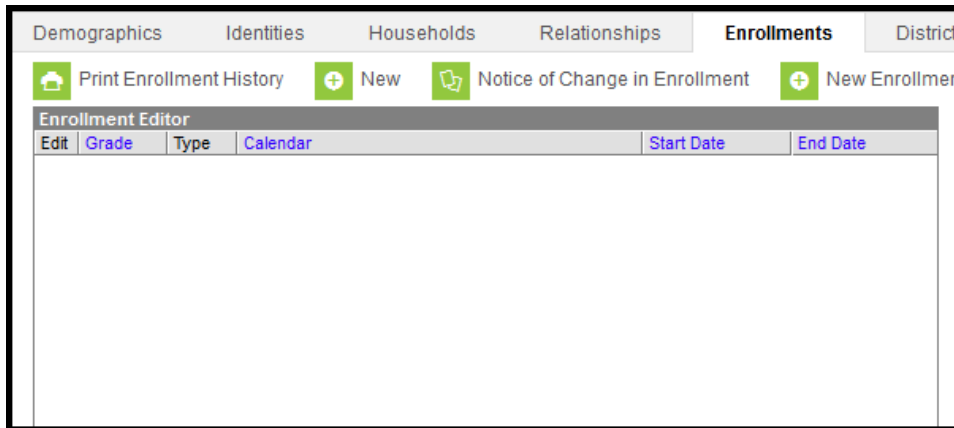
Image 14: No Enrollment Record

Census Symptoms

The following information relates to Census data.

People who have the same Social Security Number

PATH: *Census > People > Demographics > Person Information > Social Security Number*

Social Security numbers are identifiers for individuals born in or working in the United States. Legitimate duplication of social security numbers is possible but not common. This error usually is a result of the duplication of an individual within the system or data entry error.
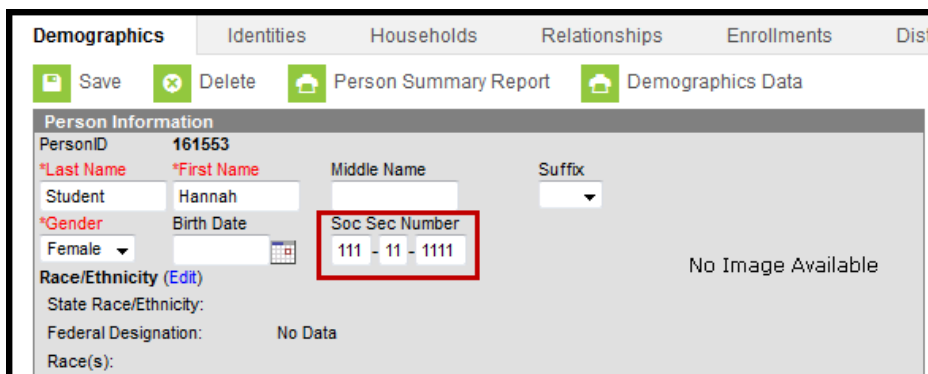
Image 15: Social Security Number

Active Students who have no Guardian

PATH: *Student Information > General > Relationships*

Guardian relationships allow parents and guardians to have access to their children's information, particularly through the Portal. Several student reports and mailing reports rely on the guardian information to generate.

Students should have at least one guardian.
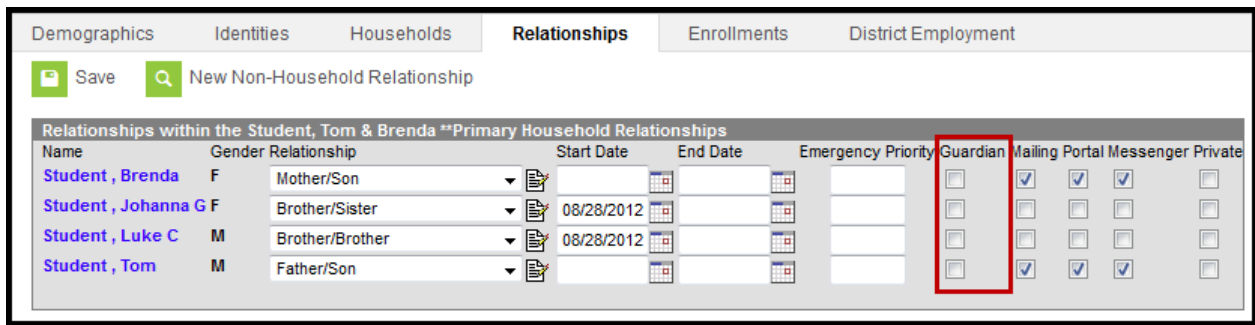
Image 16: Guardian Relationship Checkbox

Active Students Not in a Household

PATH: *Student Information > General > Households*

Households are useful in establishing guardian and sibling relationships. As with guardian information, students not in a household may be missing from reports, causing items to not generate.
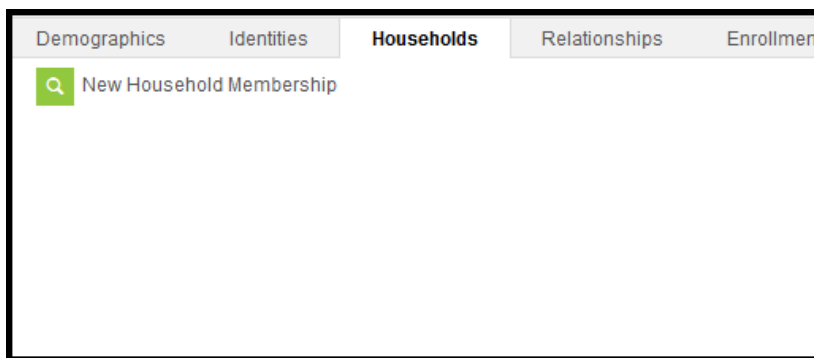
Image 17: Households

Active Students in Households by Themselves

PATH: *Census > Household > Members*

For general household creation, a student should not be in a household without a guardian. There are instances where a student may be an emancipated minor, a foster child or have other extenuating circumstances. However, as a standard practice, a student should be part of a household with at least one guardian assigned.
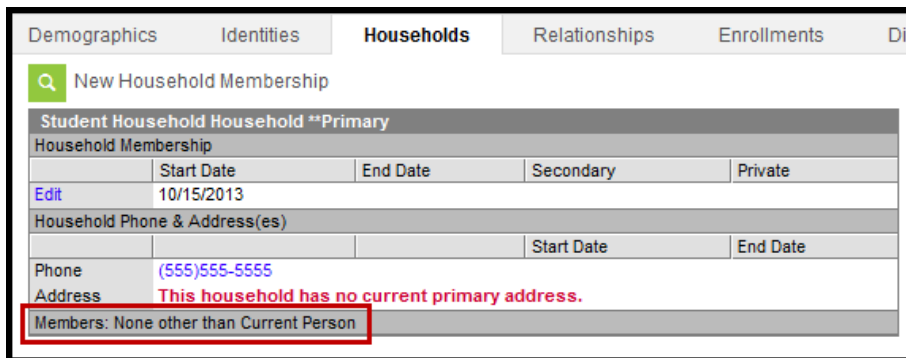
Image 18: Household Members

Active Students who do not have a Mailing Address

PATH: *Census > Households > Addresses*

Mailing addresses are used to send information to students' homes and are therefore useful in school/parent communication. Mailing addresses should be established; doing so will ensure the parent/guardian receives all information that is mailed.
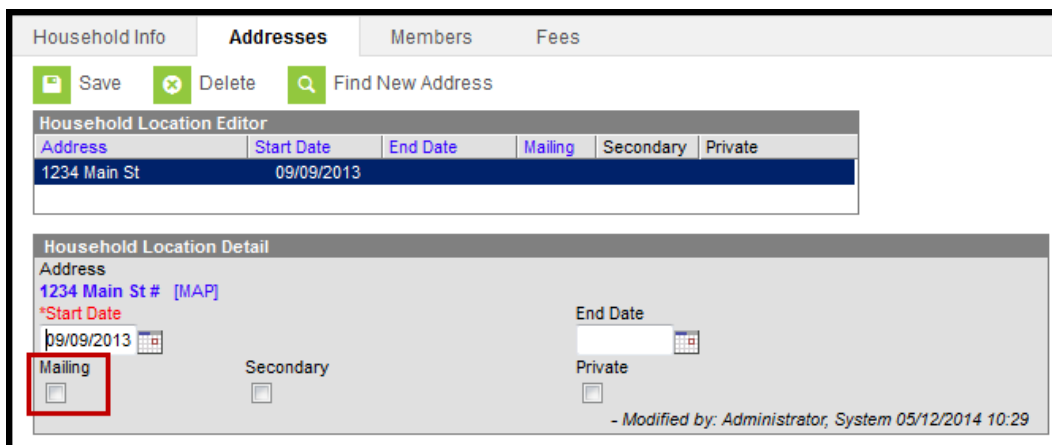
Image 19: Household Mailing Address

People who have unusual characters in their names

PATH: *Census > People > Demographics > Last Name, First Name, Middle Name*

Names normally can have letters, spaces, dashes (-), periods (.) or apostrophes (') in them. Characters other than these could have been entered in error.

Image 20: Person Name

Contacts who have the Same Name

PATH: *Census > People > Demographics > Households*

Persons noted as contacts within a household who have the same name as another contact should be reviewed for duplicate entry. This information is used when viewing census data for complete information on a student.

Image 21: Households

Households with More than Eight Members

PATH: *Census > Household > Members*

A household can have as many members as needed to list all people that live in the house/building. However, it is suggested that households with a large number of people be reviewed for accuracy.
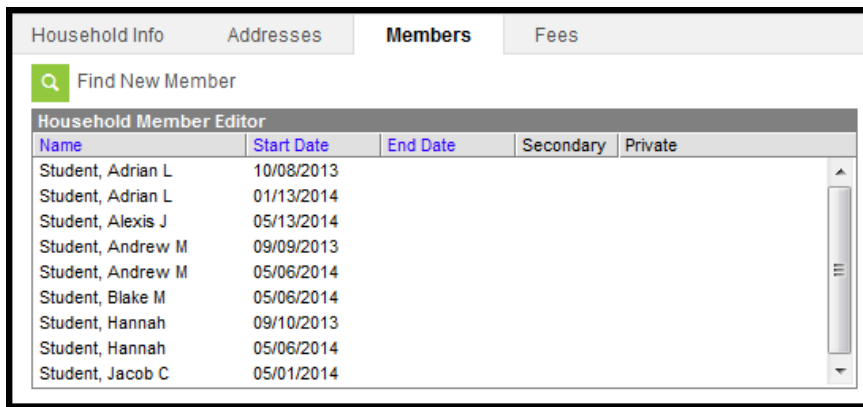
Image 22: Household Members

Households with More than One Primary Mailing Address

PATH: *Census > People > Demographics > Households > Addresses*

Campus allows households to have more than one address to account for movement between two homes or for a mailing address and a physical address (P.O. Box and non-P.O. Box addresses).
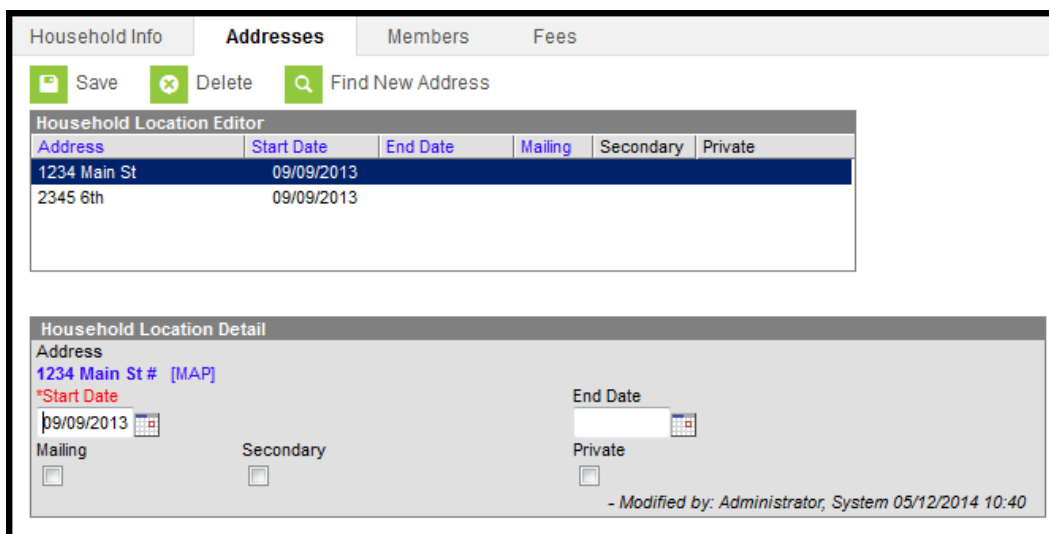
Image 23: Multiple Addresses

However, only one address can be marked as the primary dwelling of the household. Primary addresses are used in reports and are the main source of contact for a student.

Households with More than Two Addresses

PATH: *Census > People > Demographics > Households > Addresses*

Campus allows households to have more than one address to account for movement between two homes or for a mailing address and a physical address (P.O. Box and non-P.O. Box addresses).
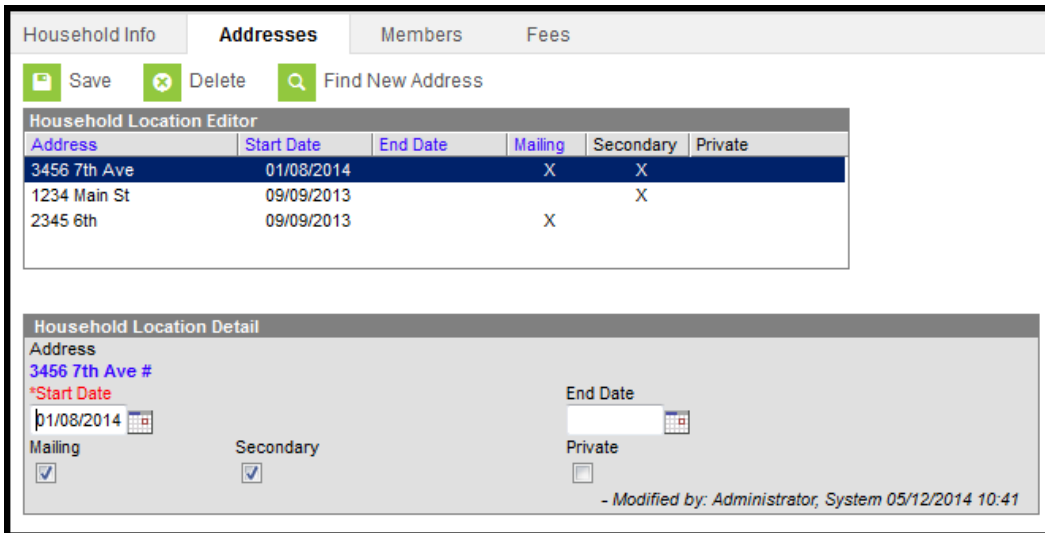
Image 24: Household with Two Addresses

Households with More than Two Guardians

PATH: *Census > People > Demographics > Relationships*

Students can have more than two guardians to accommodate non-traditional families, but these entries should be reviewed for errors.
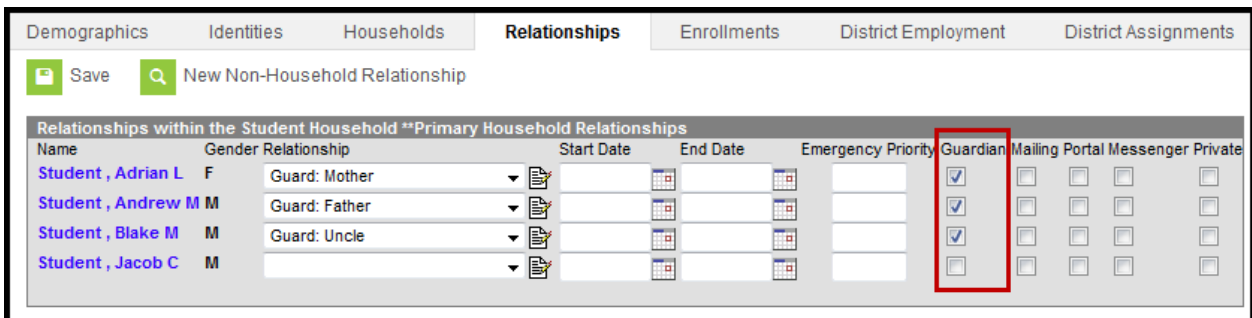
Image 25: Guardian Relationship

People in more than One Household

PATH: *Census > People > Households*

A person, whether a student, staff person or guardian, can be in more than one household. This flexibility provides for easy maintenance of complex family structures. However, this should be reviewed for accuracy as mis-entry is possible.

Image 26: Multiple Households

Contacts who have accessed the parent portal

PATH: *Campus Parent Portal; Census > People > Relationships > Portal*

This report lists all student contacts who have accessed their Campus Parent Portal account. In order for a contact to access the Parent Portal for a student, they must have a Portal account created for them and be marked as Portal on the Relationship record of the student.

Image 27: Portal Relationship Checkbox
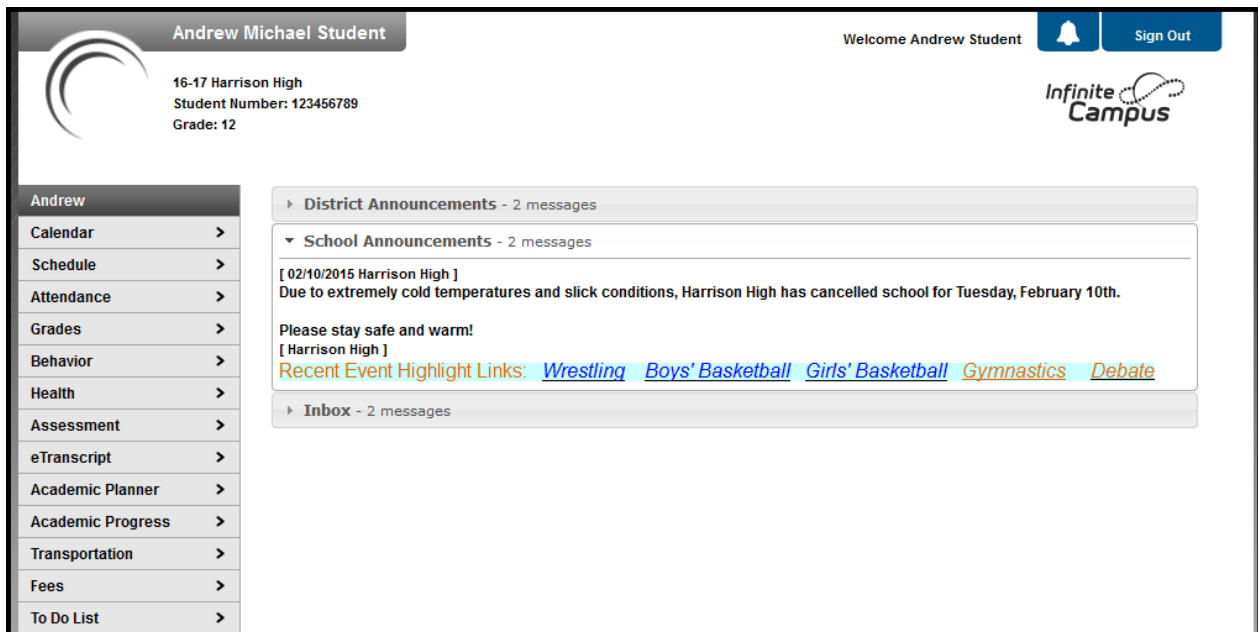
Image 28: Parent Portal

Scheduling Symptoms

The following information relates to Scheduling data.

Student's Grade Level not Found in Calendar

PATH: *System Administration > Calendar > Grade Levels*

This error occurs when newly imported student enrollment information has not yet been mapped to existing grade levels within that calendar. Student's grade levels should be changed to fit the calendar within which they are enrolled.
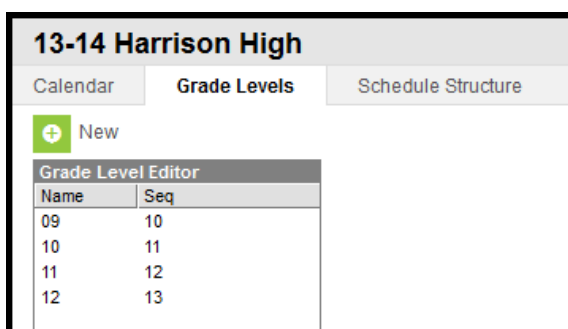
Image 29: Grade Levels in Calendar

Grade levels can be deleted from the calendar when an enrollment exists with that deleted grade level. The enrollment record will not have a grade level assigned.

Sections with No Schedule

PATH: *Scheduling > Courses > Section > Section Schedule Placement*

Course sections are scheduled into already established schedule structures. This report details the course sections that do not have designated meeting times within the school day.

Image 30: Section Schedule Placement

Students Enrolled with no Schedule

PATH: *Student Information > General > Schedule*

This section pulls students who have an active enrollment but are not scheduled into any course sections. Review the student information to ensure it is a current student. If it is a current student, add the necessary course sections.

Image 31: Empty Schedule

Roster Record not in the Same Calendar as Student's Enrollment

PATH: *Student Information > General > Enrollments*

This error occurs when a student is enrolled in a calendar and scheduled into course sections, but is moved to another calendar, causing orphaned section assignments.

Image 32: Calendar in Enrollments

Discrepancy Between Age and Grade Level

PATH: *Census > People > Demographics; Student Information > General > Enrollments*

It is a general assumption that students in a certain grade level are between a certain age (kindergarten students are 5 or 6). The existence of this error indicates students are either below the general age range or over the general age range for the grade level into which the student is enrolled.

Age is a calculated field based on the entered birth date.
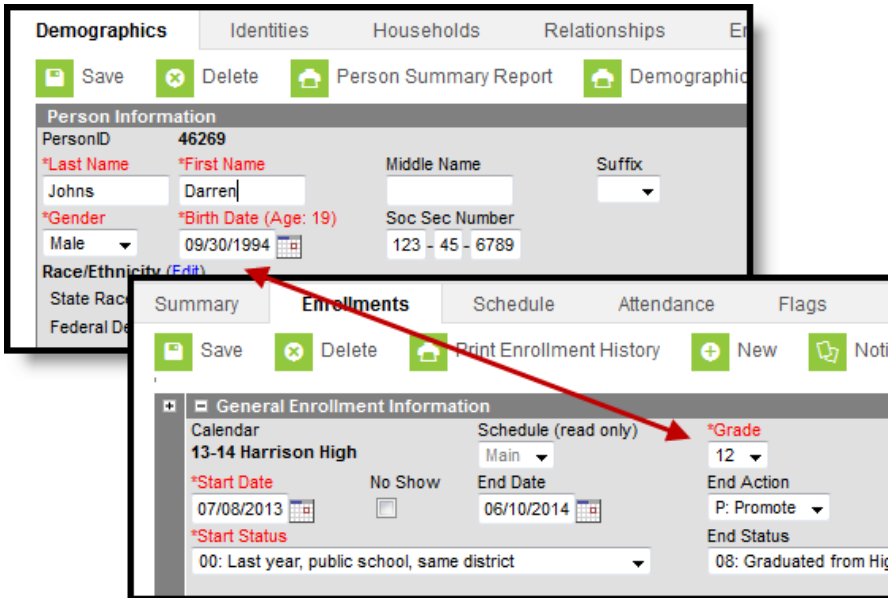
Image 33: Student's Birth Date and Age and Enrollment Grade Level

Section with no Teachers

PATH: *Scheduling > Courses > Sections > Roster*

When a section of a course does not have a primary teacher assigned to it, the section will appear in this report.
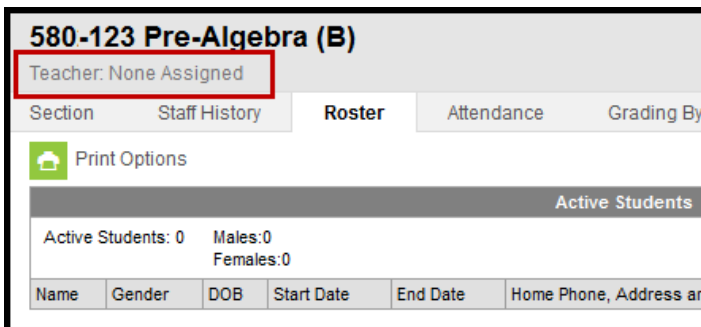
Image 34: No Teacher Assigned

Sections with no Students

PATH: *Scheduling > Course > Section > Roster*

This section provides a list of course sections that do not have any students scheduled in them.
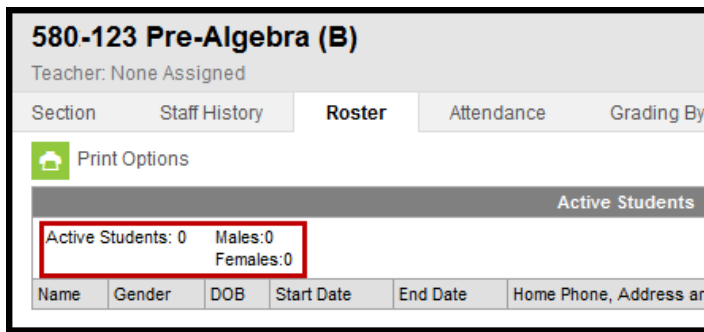
Image 35: No Active Students

Transcript Symptoms

The following information relates to Transcript data.

Transcripts without Credits

PATH: *Student Information > General > Transcript > Choose a Transcript Format > Default*

Credits earned are displayed on student transcripts. Accurate representation of credits earned is a primary functions of the transcript.

Courses Taken 2007-2008 Grade 11
from 0622 057 North High

Course	Mark	Weight	Credit
025 Entertain. & Sports Marketing	A	1.000	1.000
029 Marketing Class	A	1.000	1.000
029 Marketing Class	A	1.000	1.000
029 Marketing Class	A	1.000	1.000
031 Myth & Legend	A	1.000	1.000
032 U.S. Literature A	A-	1.000	1.000
032 U.S. Literature B	B+	1.000	1.000
041 Nutrition and Foods	A	1.000	1.000
043 Spring Team Sports	B+	1.000	1.000
070 Integrated Math III A	B-	1.000	1.000
071 Integrated Math III B	A-	1.000	1.000
071 Integrated Math III C	B	1.000	1.000
077 Chemistry A	C+	1.000	1.000
077 Chemistry B	C+	1.000	1.000
077 Chemistry C	B	1.000	1.000
083 AP US History A	A-	1.000	1.000
084 AP US History B	A	1.000	1.000
084 AP US History C	A-	1.000	1.000
		Total Credits:	18.000

Image 36: Credits on a Transcript

Transcript without GPA Values

PATH: *Student Information > General > Transcripts > Choose a Transcript Format > Default*

This error indicates the GPA value calculated after successful passing of a course to be posted on a student's transcript is not appearing.

Image 37: Cumulative GPA

Unweighted GPA Value Higher than Weighted

PATH: *Student Information > General > Transcript*

Weighted grades allow more difficult courses to have a greater impact on a student's overall GPA. Therefore, weighted values should be higher than unweighted values. Otherwise, the value of earned credits is decreased.

Image 38: GPA on Transcripts

Weighted GPA Value Higher than Max

PATH: *Student Information > General > Transcript*

The GPA value is higher than the maximum allowed GPA value. This may be correct if the school awards additional GPA points for students in accelerated courses (e.g., AP), but it should be verified.

Image 39: Weighted GPA

Behavior Symptoms

The following information relates to Behavior data.

Current year events without resolutions

PATH: *Behavior > Behavior Management*

It is important to review current year active behavior events that have not yet been assigned a behavior resolution. These events are considered open and unresolved and may be missing resolution information.

Image 40: Behavior Events

Prior year events without resolutions

PATH: *Behavior > Behavior Management*

It is important to review prior year active behavior events that have not yet been assigned a behavior resolution as these events could very well be missing resolution data and have not been properly closed.
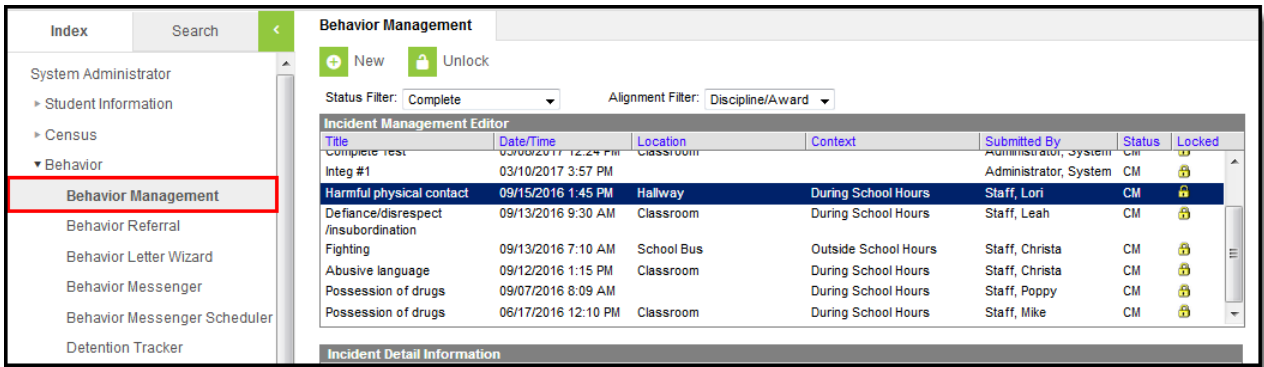
Image 41: Behavior Events

Special Education (Sped) Symptoms

The following information relates to Special Education data.

Current year enrollments that have unlocked IEPs

PATH: *Student Information > Special Ed > General > Documents > IEP*

Once a Special Ed plan or evaluation is complete, the IEP should be locked to prevent additional modifications. It is important to review existing unlocked IEPs and lock any of those that no longer require modification.
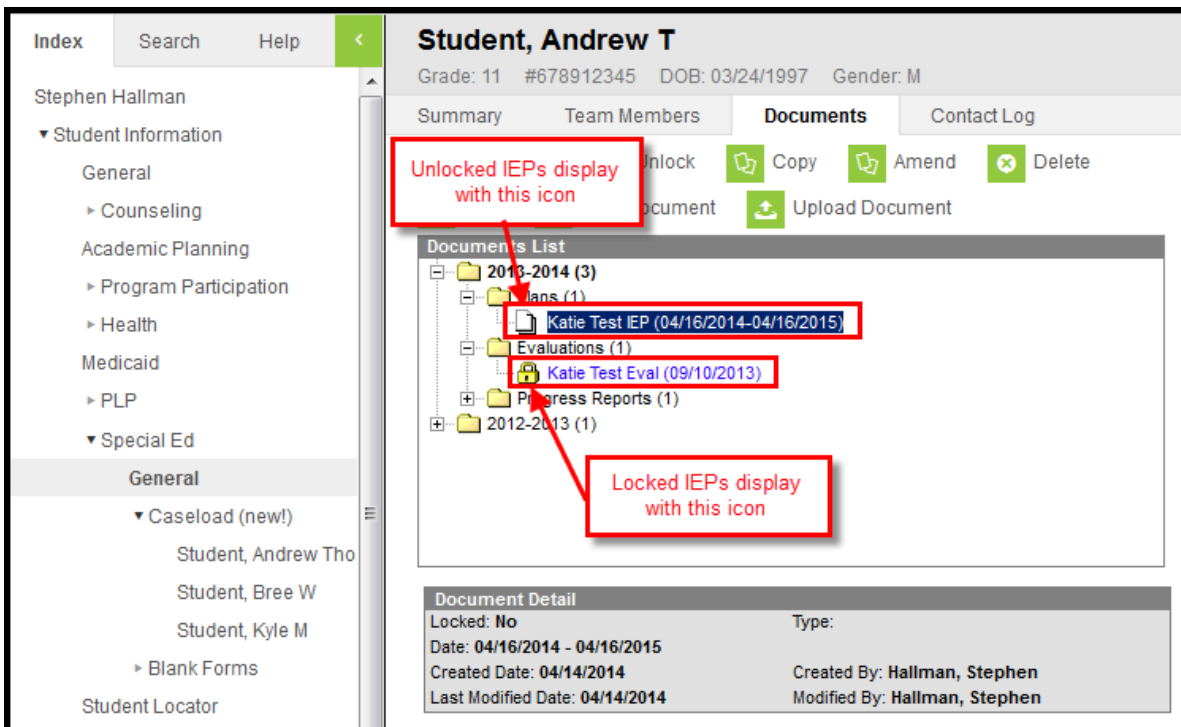

Image 42: Example of Locked and Unlocked IEPs

Prior year enrollments that have unlocked IEPs

PATH: *Student Information > Special Ed > General > Documents > IEP*

It is important to review existing unlocked IEPs and lock any of those that no longer require modification. This is especially true of prior year enrollment IEPs as they have been unlocked for a long period of time, indicating a strong likelihood these IEPs should be locked.
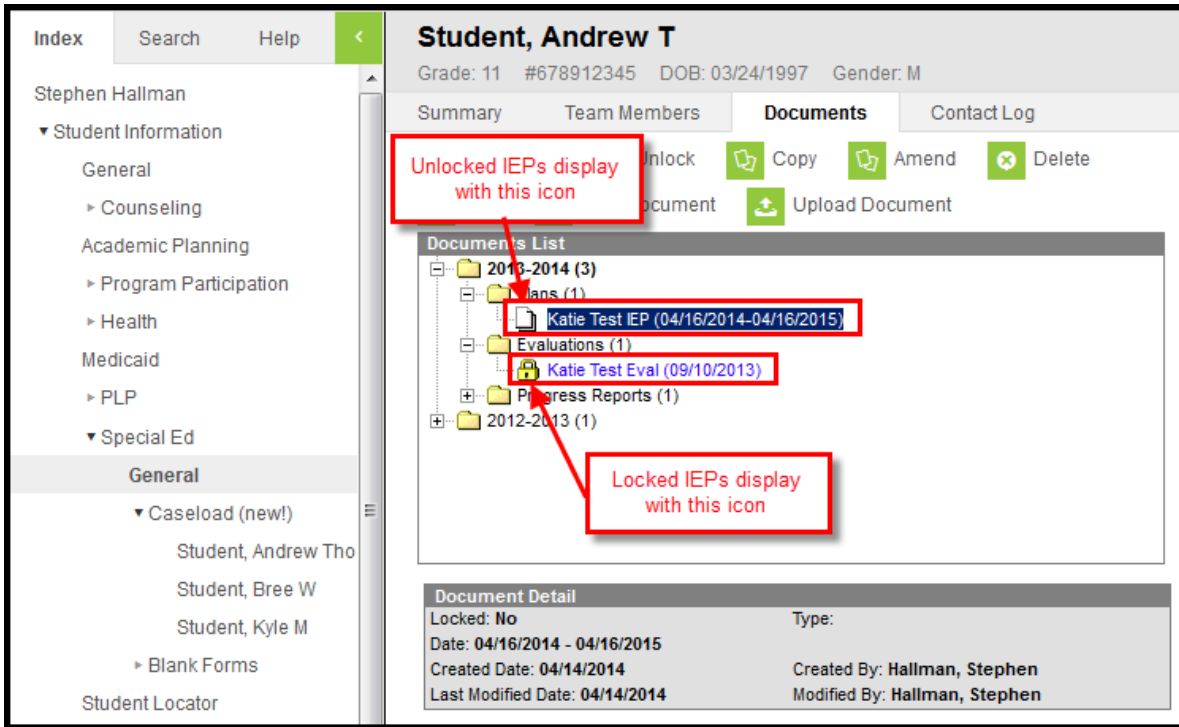

Image 43: Example of Locked and Unlocked IEPs