

# State Enrollment Verification Report (BIE)

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This report allows a BIE district to compare its local student enrollment data to that existing at the NASIS state level. It should be generated regularly to promote early identification of gaps and inconsistencies in student enrollment data.

**This version of the report is only applicable to district-level BIE users.**

The data on this report is queried and presented in the report; it is not stored in the database.

**PATH:** *Student Information > General > Reports > State Enrollment Verification Report*

The State Enrollment Verification Report layout includes the option to generate three sets of data for comparison:

- Enrollment data existing at the district level, but not at the state level
- Enrollment data existing at the state level, but not the district level
- Enrollment data existing at both the district and state levels, but containing inconsistencies or mismatched information

A summary of the number of enrollments for each of the three data sets will also be returned.

## Understanding the State Enrollment Verification Report

The logic used to generate results for this report is the same logic used for the [Resync State Data Tool \(District\)](#).

The report identifies which people would sync to the state if a resync were performed: that is, anyone with a enrollment record (student). Identification of missing/incorrect records is based on a student's *enrollmentGUID*.

The report options page is broken into four areas that control the data sets returned by the report. Areas are explained in the further detail following the screenshot.

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This report will communicate with the state edition server to compare local enrollments with the data that exists at the state, it will then generate a report that summarizes any differences.

**Select Which Enrollments To Include**

Selected School Year:

Schools: 

All Schools  
 Auto FR School  
 AutoFee Wizard Test School 1  
 AutoFee Wizard Test School 2  
 C-EB Teachers  
 Cheyenne-Eagle Butte School

BIE Grade: 

All Students  
 KG  
 01  
 02  
 03  
 04

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**Exclude Enrollments Matching Any Of These Additional Criteria**

Calendar Excluded

No Show

BIE Excluded

State Exclude Grade Levels

BIE Exclude Grade Levels

BIE Unmapped Grade Levels

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**Select The Enrollment Fields To Compare Between District And State Edition**

BIE Grade Level     Service Type

Start Date     End Date

Start Status BIE     End Status BIE

Schedule     No Show (if included)

Next Calendar     Next Schedule

BIE Next Grade Level     End Action

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**Report Display Options**

Show Summary Totals

Show Enrollments Missing At State

Identify students missing at state due to overlap prevention

Show Enrollments Missing At District

Show Enrollments With A Field Difference

Show Value At District And State Of Each Difference

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*BIE State Enrollment Verification Report*

## Selecting Parameters

In the **Select Which Enrollments To Include** area of the report options, define the scope of the report:

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Select Which Enrollments To Include

Selected School Year: 2010

Schools:

- All Schools
- Bonnie Eagle High School
- George Herman Ruth Elementary
- Honus Wagner Middle School
- Lukachukai Community School
- Ty Cobb High School

BIE Grade:

- All Students
- F1
- F2
- F3
- FA
- FC

### BIE Parameter Options

1. Verify that the **Selected School Year** field reflects the proper year for the report (*i.e.*, if reporting on the 08-09 school year, "2009" should be displayed in field). This field is auto-populated with the ending year of the school year selected in the Year field of the current user's Campus toolbar.

The grade levels list is based on the BIE Grade Level Code field that has been mapped to the district grade levels on the [Grade Levels](#) tool. The local district grade level must be mapped to the same BIE grade level code at both the district and state levels for report totals to be accurate.

2. Select the **School(s)** to include in the the report results. Select multiple schools by holding the CTRL key while clicking, or select the "All Schools" options to select all schools within the district.
3. Select the **BIE Grade** level(s) to include in the report. Select multiple grade levels by holding the CTRL key while clicking, or select the "All Students" options to select all students, regardless of grade level.

## Excluding Specific Enrollment Types

In the **Exclude Enrollments Matching Any Of These Additional Criteria** area, define the scope of the report:

Exclude Enrollments Matching Any Of These Additional Criteria

- Calendar Excluded
- No Show
- BIE Excluded
- State Exclude Grade Levels
- BIE Unmapped Grade Levels

### BIE Enrollment Type Options

1. Leave the **Calendar Excluded** checkbox marked to exclude all students enrolled in a state-excluded calendar (the Exclude checkbox on the [Calendar](#) has been checked). Unmarking this checkbox may skew report results, as calendar-excluded enrollments (which do not sync/exist at the state level) would display in the Missing At State section of report results.
2. Leave the **No Show** checkbox marked to exclude all students who have been determined "No Show" students (the No Show checkbox on his/her [Enrollment](#) record has been checked). Unmarking this checkbox may skew report results, as no-show enrollments (which do not sync/exist at the state level) would display in the Missing At State section of report results.
3. Leave the **BIE Excluded** checkbox marked to exclude all students whose enrollment has been state-excluded (the BIE Exclude checkbox on his/her tab has been checked). Unmarking this checkbox may skew report results, as state-excluded enrollments (which do not sync/exist at the state level) would display in the Missing at State section of report results.
4. Leave the **State Excluded Grade Levels** checkbox marked to exclude all students enrolled in a BIE-excluded grade level (per the Exclude From BIE checkbox on the tool). Unmarking this checkbox may skew report results, as state-excluded enrollments (which do not sync/exist at the state level) would display in the Missing At State section of report results.
5. Leave the **BIE Unmapped Grade Levels** checkbox marked to exclude all students enrolled in grade levels that are not mapped to BIE grades (per the BIE Grade Level Code field on the tool). Unmarking this checkbox may skew report results, as state-excluded enrollments (which do not sync/exist at the state level) would display in the Missing at State section of report results.

## Selecting Enrollment Fields for Comparison

In the **Select The Enrollment Fields To Compare Between District And State Edition** area, define the scope of the report:

This section of the report pulls from values of fields on the student [Enrollment](#) tab.

Select The Enrollment Fields To Compare Between District And State Edition	
<input checked="" type="checkbox"/> BIE Grade Level	<input checked="" type="checkbox"/> Service Type
<input checked="" type="checkbox"/> Start Date	<input checked="" type="checkbox"/> End Date
<input checked="" type="checkbox"/> Start Status BIE	<input checked="" type="checkbox"/> End Status BIE

### *BIE Enrollment Field Options*

1. Leave the **BIE Grade Level** checkbox marked to display BIE grade level mappings that do not match between district and state records.
2. Leave the **Start Date** checkbox marked to display any enrollment start dates that do not match between district and state records.
3. Leave the **Start Status BIE** checkbox marked to display any BIE enrollment start statuses that do not match between district and state records.
4. Leave the **Service Type** checkbox marked to display any enrollment service types that do not match between district and state records.
5. Leave the **End Date** checkbox marked to display any enrollment end dates that do not match between district and state records.

6. Leave the **End Status BIE** checkbox marked to display any BIE enrollment end statuses that do not match between district and state records.

## Report Display Options

In the **Report Display Options** area, define how data should appear in the report:

Report Display Options	
Show Summary Totals	<input checked="" type="checkbox"/>
Show Enrollments Missing At State	<input checked="" type="checkbox"/>
Identify students missing at state due to overlap prevention	<input checked="" type="checkbox"/>
Show Enrollments Missing At District	<input checked="" type="checkbox"/>
Show Enrollments With A Field Difference	<input checked="" type="checkbox"/>
Show Value At District And State Of Each Difference	<input checked="" type="checkbox"/>

### *BIE Report Display Options*

1. Leave the **Show Summary Totals** checkbox marked to display a summary page with general error totals. Leave the **Show Enrollments Missing at State** checkbox marked to display all district-level enrollment records that do not exist at the state level. Leave the **Identify students missing at state due to overlap protection** checkbox marked to display all enrollment records that do not exist at the state because they overlap with another district's enrollment record.

This checkbox is intended for use in states where overlap syncing is not allowed, based on the "Strict Prevent with Syncing" option selected from the **Enrollment Overlap Behavior** field of the state-level System Preferences.

2. Leave the **Show Enrollments Missing at District** checkbox marked to display all state-level enrollment records that do not exist at the district level.
3. Leave the **Show Enrollments With A Field Difference** checkbox marked to display all records that differ between district and state levels.
4. Leave the **Show Value At District and State Of Each Difference** checkbox marked to show the details of values that differ between the district and state levels.

## Generate the Report

After all report preferences have been set, click the **Generate Report** button to view the PDF version of the report. If the **Show Summary Totals** checkbox was marked, the first page of the report will be the summary page, containing data error totals:

<b>09-10</b> <b>Bonny Eagle High School</b> 700 Saco Road, Standish ME 04084 Generated on 01/21/2010 05:06:31 PM Page 1	<b>Enrollment Verification Report</b> Comparison of District Enrollment Data With State Data RSU 06/MSAD 06 Verified: 01/21/2010 17:06
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<b>District Verification Summary</b>					
Total	District Count	State Count	Missing At State	Missing At District	With Field Difference
RSU 06/MSAD 06 - ALL	1304	1300	9	5	4
09-10 Bonny Eagle High School	1304	1300	9	5	4

*Sample Summary Page*

The subsequent pages of the report will contain details on mismatched data:

Page 2	<b>Enrollment Verification Report cont.</b> Comparison of District Enrollment Data With State Data RSU 06/MSAD 06 Verified: 01/21/2010 17:06	Bonny Eagle High School — 09-10 01/21/2010 05:06:31 PM
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<b>09-10 Bonny Eagle High School - Summary</b>					
Total District Count	Total State Count	Missing At State	Missing At District	With Field Difference	
1304	1300	9	5	4	

  

<b>09-10 Bonny Eagle High School - District Records Missing At The State (* identifies record missing due to overlap prevention)</b>					
Student Name	NASIS ID	Start Date	Grade	Start Status	
Dylan Robert	100000000	12/30/2009	14	14	
Tom Alan	900000000	11/03/2009	15	12	
Mason W	700000000	09/15/2009	13	02	
Kathy P	200000000	11/18/2009	15	02	
Timothy J	800000000	02/01/2010	12	02	
Jason J	300000000	11/04/2009	13	02	
Bobby L	600000000	08/31/2009	12	13	
Zoe M	100000000	09/01/2009	13	13	
Ted W	400000000	09/01/2009	14	13	

  

<b>09-10 Bonny Eagle High School - State Records Missing at District</b>					
Student Name	NASIS ID	Start Date	Grade	Start Status	
Dylan Robert	300000000	12/30/2009	14	14	
Jordan W	400000000	11/09/2009	15	02	
Kathy P	600000000	11/18/2009	15	02	
Jason J	800000000	02/01/2010	12	02	
Bobby L	200000000	11/04/2009	13	02	

  

<b>09-10 Bonny Eagle High School - Records Having Different Values At State</b>					
Student Name	NASIS ID	Start Date	Grade	Start Status	
Tom Alan	200000000	08/31/2009	15	12	
End Date	District Value: 11/02/2009	State Value: (null)			
Start Status	District Value: 12	State Value: 02			
Wendy	800000000	08/31/2009	14	02	
End Date	District Value: 11/02/2009	State Value: (null)			
End Status	District Value: 97	State Value: (null)			
Mason W	400000000	08/31/2009	13	02	
Start Date	District Value: 08/31/2009	State Value: 09/01/2009			
End Date	District Value: 09/14/2009	State Value: (null)			
Jordan W	300000000	08/31/2009	15	02	
End Date	District Value: (null)	State Value: 11/08/2009			
End Status	District Value: (null)	State Value: 99			

*Sample Detail Page*