

# Understanding Level 0 Errors

## Level 0 Overview

Level 0 is a web based application hosted by Regional Information Centers (RICs) and Level 1 data centers. Level 0 provides school districts with the ability to enter (or import) and validate data against New York State (NYS) data collection formatting and business rules. This data sheet will describe the types of Level 0 Errors a school district might encounter in Level 0 when importing, verifying, and exporting their data in Level 0.

## Level 0 Template Naming/Numbering Convention

The first 2 characters and 4 digit number of the error number are related to the domain/template being checked, i.e.:

- **DM** 1000s - **Student Lite/Demographic**
- **EE** 2000s - **School Entry Exit/Enrollment**
- **DA** 2300s - **Student Daily Attendance**
- **DC** 2400s - **Day Calendar**
- **AC** 2500s - **Attendance Codes**
- **PS** 3000s - **Programs Fact**
- **PP** 3500s - **Partner Project Fact**
- **SS** 4000s - **Special Education Snapshot**
- **EV** 5000s - **Special Education Events**
- **AS** 6000s - **Assessment Fact**
- **AA** 6200s - **Assessment Acc Mod Fact**
- **DR** 6400s - **Student Digital Resources**
- **SG** 7000s - **Student Class Grade Detail**
- **CG** 7100s - **Student Credit GPA**
- **SD** 7200s - **Staff Attendance**
- **SN** 7300s - **Staff Snapshot**
- **LM** 7400s - **Location Marking Period**
- **CR** 7500s - **Course**
- **SA** 7600s - **Staff Assignment**
- **CE** 7800s - **Student Class Entry Exit**
- **SE** 7900s - **Staff Evaluation Rating**
- **CI** 8000s - **Course Instructor Assignment**
- **ST** 8100s - **Staff Tenure Snapshot**

While working with templates in the Level 0 application, it is important to understand and follow the hierarchy dependency guideline identified as "**Template Dependency Guideline for Import**". This guideline will identify the recommended import order for all templates supported in Level 0. If the hierarchy is not followed it could result in several additional errors.

A summary of templates, along with a complete list of associated error checks/messages can be found in the Level 0 documentation (Level 0 and Level 0 Historical (LOH) Validation Checks and Error Messages) at this website:

<https://www.p12.nysed.gov/irs/vendors/home.html>

## Level 0 Error Types and Messages

There are three different types of Level 0 errors:

- Import
- Warning/Fatal
- Information/Warning

Each type has varying degrees of complexity. Import and Warning/Fatal errors must be resolved before a school district can move their data to the next level of the Data Warehouse. Information/Warning errors allow the data to move, however, the data should be reviewed for necessary corrections prior to finalizing the submission to SIRS.

Each error number has an associated error message to indicate when there is a problem with the data being reported. In the example below, an enrollment record being reported for a student has an incorrect format for the Student ID:

- **EE2106 Student ID exceeds 9 characters: 1234567890**

**Let's break it down:**

- **EE** refers to School Entry Exit/Enrollment template
- **2106** is the number assigned to this error message
- **Student ID exceeds 9 characters** is the message associated with the template-error combination
- **"1234567890"** is the display of the data in your record that is incorrect

## Integrity Checks

Often when attempting to resolve an error, you will need to refer to the **Level 0 documentation**. Built into this documentation are not only error messages, but also applicable integrity checks for each field within the templates, to assist in the statement of the business rule(s) that apply to the specific field. An **integrity check is not an error** but rather a detailed account of the business rule that will guide you through a better understanding of the error if you should receive it.

If we look at the integrity check for the Student ID field on the School Entry Exit/Enrollment template, we will see several requirements, including one that states:

- a corresponding Student ID must be found in the Level 0 valid demographic records for the selected district and school year

This integrity check relates back to the hierarchy discussed earlier. Throughout this section we will discuss the importance of understanding the business rules that comprise the integrity checks, as well as understanding the actual error.

## Import Errors

Exported data from your School Management source systems must be in the applicable template format before it can be imported into the Level 0 application. This extracted data must follow the NYSED specified comma delimited text file format.

In addition to file format, school year is extremely important. Level 0 identifies records by school year, therefore, files that are not in the correct format or not for the selected school year will not import.

The example below shows the error message you would receive if you try to import records with a different school year from the one you selected in the Level 0 application. This school year mismatch is a fatal error that immediately stops processing.

### Import/Validation Messages:

**DMI004: Incorrect School Year reported: (2019-06-30). The validation process cannot continue until all the records in the import file match your selected School Year.**

Each template has "key" fields to determine unique records. If there are multiple records with identical "key" fields in an import file, they are identified as duplicate records and only one of the identical key records are imported. In the example below, 2 records for this Student ID (same name, District & School year) were in the import file. This should be reviewed and updated in the source system to ensure accuracy in the data:

**Import/Validation Messages:**

Total Imported rows read: 3789  
 Blank Student ID Records found: 0  
 Blank Request Sequence Records found: 0  
 Total Duplicate Key rows skipped: 1 \*\*Please see detail of records not imported at bottom of page.\*\*  
 Total Error count: 0  
 Total Error rows: 0  
 Total Valid rows saved: 102  
 Total Imported rows with no changes from previous loads: 3687

Download information shown below to:  .txt file  .csv file [Download](#)

Detail of records not imported. (This information can also be seen in the Import Message Log Report)

Data Type:	Last Name:	First Name:	Import Message:
Demographics	Bullock	Sandra	Duplicate key records found: Student ID - 000009078.

Other “duplicates” that could occur during the import process might be when the same Student ID is used for two different students or possibly the same student, where the student name is reported differently. This could also occur when an LEA manually creates each Student ID and uses leading zeros (i.e. “01”, “001”, “0001”) as part of the number. In this example all 3 Student IDs would export as a 9-digit Student ID “000000001”. These types of errors are rare, but can occur when there is more than one source system for the data being reported.

**Import/Validation Messages:**

Total Imported rows read: 3789  
 Blank Student ID Records found: 0  
 Blank Request Sequence Records found: 0  
**Total Duplicate Key rows skipped: 1** \*\*Please see detail of records not imported at bottom of page.\*\*  
 Total Error count: 0  
 Total Error rows: 0  
 Total Valid rows saved: 10  
 Total Imported rows with no changes from previous loads: 3779

Download information shown below to:  .txt file  .csv file [Download](#)

**Detail of records not imported. (This information can also be seen in the Import Message Log Report)**

Data Type:	Last Name:	First Name:	Import Message:
Demographics	Benny	Jack	Duplicate key records with different student names found: Student ID - 000000095. (See Dist. Dup. IDs report for more info).

**Demographics Report Choices:** [Run Verification Rpt](#)

Dist. Import Errors (Error Rpt #1)  
  Dist(s) Summary  
  Dist. School Summary  
  Dist. Upload Log Dates  
  Dist. Dup. IDs  
  Import Log  
 Blank Fields  
  Lock History  
  View Verif. Errors (Error Rpt #2)  
  Unlock History  
  No Enrollment Rpt  
  Import Message Log

**Duplicate IDs found in the last import file.**

Duplicate ID:	Student 1 Last Name:	Student 1 First Name:	Student 1 Location:	Student 2 Last Name:	Student 2 First Name:	Student 2 Location:
000000095	BENNY	JACK	GST BOCES	BENNY	JOHN	GST BOCES

Once your data has been imported successfully there may still be import errors that will require review. Field level data integrity checks are also done during the electronic data import process. Any data that doesn’t conform to the NYSED data reporting business rules for reported field(s) will return an import error number and message.

Many fields also include error checks for reasonability, for example:

- A Date of Entry to Grade 9 that is less than or equal to the student’s birthdate will receive the following error:
  - DM1039 Grade 9 Entry Date is not later than birthdate: & bad data

Many of the fields have “Look-up” tables for standardization:

- A current Grade Level that is blank or that cannot be found in the STUDENT\_GRADE\_LVL lookup table will receive the following error:
  - DM1010 Missing or Invalid Grade Level: & bad data

**Demographics Report Choices:** [Run Verification Rpt](#)

Dist. Import Errors (Error Rpt #1)  
  Dist(s) Summary  
  Dist. School Summary  
  Dist. Upload Log Dates  
  Dist. Dup. IDs  
  Import Log  
 Blank Fields  
  Lock History  
  View Verif. Errors (Error Rpt #2)  
  Unlock History  
  No Enrollment Rpt  
  Import Message Log

Show Distinct Import Error Messages Only

**2 Demographic errors for district NY999999**

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:	Errors:
000009078	Bullock	Sandra	0002	Anywhere HS	DM1039: Grade 9 entry date is not later than birth date: 2005-07-01
000009078	Bullock	Sandra	0002	Anywhere HS	DM1010: Missing or Invalid Grade Level: 9

## Warning/Fatal (W/F) Errors

Once your import errors are resolved the next step is to run the verification reports. This must be done before a school district can move their data to the next level of the Data Warehouse. The **"Run Verification Rpt"** process checks for other discrepancies in the data (i.e. overlapping dates, programs with missing dependent programs, etc.) and could generate Warning/Fatal errors.

**Please note:** *In a normal school district environment a W/F error can be considered as either Warning or Fatal depending on system settings. Errors not preceded with W/F, like Import Errors, are always considered Fatal.*

Each domain/template will have a "Run Verification Rpt" button to check for any applicable verification errors.

In addition, all Verification Reports can be run at the same time from the Level 0 Welcome/Dashboard screen.

For example, in the Program Fact template there are many error checks against existing data imported from other templates. Examples below are checking programs against enrollment information:

- If an UPK Setting of 1320, 1331,1342, 1353, 1364, 1375, 1386, 1397, 1408, or 1419, has a BEDS enrollment Location other than "0666", you will receive the following error:
  - PS3089: An UPK Setting XXXX Program Code must have a corresponding BEDS enrollment Location of "0666"
- A UPK or Other PreK program that has any other enrollment Grade Level than "PKH" or "PKF" during the same time period, will receive the following error:
  - PS3081: W/F - PreKindergarten (902 or 990) programs must have an enrollment Grade Level of "PKH" or "PKF"

**Program Fact Report Choices:** Run Verification Rpt

Dist. Import Errors (Error Rpt #1)  
  Dist(s) Summary  
  Dist. School Summary  
  Category Breakdown  
  Import Log  
  Upload Log Dates  
 Lock History  
  Waiting For Level 1  
  View Verif. Errors (Error Rpt #2)  
  Unlock History  
  No Enrollment Rpt  
  Import Message Log

**Choose Verification Rpt. Category**

<input checked="" type="radio"/> Disability	<input checked="" type="radio"/> ELL Eligibility	<input checked="" type="radio"/> ELL Programs	<input checked="" type="radio"/> ESEA	<input checked="" type="radio"/> Safety Net	<input type="radio"/> 0198:Poverty
<input type="radio"/> 0220:Alt. Assess	<input type="radio"/> 0242:NYSESLAT	<input checked="" type="radio"/> 0264:Sect. 504	<input type="radio"/> Summer School Part.	<input type="radio"/> 5753:Inter. Serv.	<input checked="" type="radio"/> 5806:Red. Lunch
<input checked="" type="radio"/> 5817:Free Lunch	<input type="radio"/> 8272:Homeless Youth	<input checked="" type="radio"/> 8261:Single Parent/Pregnant	<input type="radio"/> CTE / Tech Prep	<input checked="" type="radio"/> UPK	<input checked="" type="radio"/> Title I TAS
<input checked="" type="radio"/> Prekindergarten Program	<input type="radio"/> 2618:Inter-Dist. Transfer	<input checked="" type="radio"/> 1232:SIFE	<input type="radio"/> Higher Education	<input type="radio"/> 8271:CDOS Credential	<input type="radio"/> 8282:Immigrant
<input type="radio"/> 8292:Parent Armed Forces	<input type="radio"/> 8300:Foster Care	<input checked="" type="radio"/> 8312:Biliteracy	<input type="radio"/> 8262:Homeless	<input type="radio"/> Restricted	<input type="radio"/> 5754:CCEIS
<input type="radio"/> 8313:Civic Readiness					

**Category has Errors**

**3 verification error(s) for : UPK.**

Student ID:	Student Last:	Student First:	Prog. Code:	Loc. Code:	Loc. Name:	Begin Date:	Error Msg:
000008228	Abbey	Normal	1408	0000	Anywhere Central School	2019-07-12	PS3089: An UPK Setting 1408 Program Code must have a corresponding BEDS enrollment Location of "0666".
000008228	Abbey	Normal	1408	0000	Anywhere Central School	2019-07-12	PS3081: W/F - PreKindergarten (902 or 990) programs must have an enrollment Grade Level of "PKH" or "PKF".

## Information/Warning Report

Information/Warning Reports are exactly that - for your information and review to assist you in identifying any "potential" problems or errors of omission that may exist in your data and may present situations where additional data research is necessary.

Information/Warning errors will **not** prevent any data from being moved to the next level of the Data Warehouse.

When "Information/Warning Reports" is selected from the Reports Menu, you will be shown a new screen (below) where you can then select a template and run the information error report associated with that template.

Examples of the Program Fact Information Report are listed below.

### Information/Warning Reports

Any findings displayed in these reports represent possible problems that should be researched. Nothing in these reports will ever prevent any data from being sent to Level 1. The 'Download All Records' button allows you to download all records for the selected data type for the current district and school year.

Select Data Type (capitalized types indicate active info checks exist):

PROGRAM FACT   .txt  .csv

#### 12 Program Fact information error(s).

Show Distinct Information Messages Only

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:	Potential Problem?
<a href="#">990900041</a>	Keys	Alicia	0000	Anywhere District Loc	PS3067: An ELL Eligibility (0231) Program Code requires a valid associated ELL program record - Please review.
<a href="#">990901962</a>	Baker	Great	0001	Elementary School 1	PS3067: An ELL Eligibility (0231) Program Code requires a valid associated ELL program record - Please review.
<a href="#">990900962</a>	Black	Jack	0000	Anywhere District Loc	PS3093 - Student with 5687 Program does not have associated ELL Eligibility (0231) program record during the same time period - Please review.
<a href="#">990900001</a>	Greene	PJ	0002	Elementary School 2	PS3093 - Student with 5687 Program does not have associated ELL Eligibility (0231) program record during the same time period - Please review.
<a href="#">990900004</a>	Ops	First	0005	High School 1	PS3099 - Current year P-Tech Program Duration should be 1 year greater than previous year Program Duration - Please review.
<a href="#">990900041</a>	Keys	Alicia	0000	Anywhere District Loc	PS3117: Missing Spec Ed BEDS Day snapshot record for this student with a disability - Please review.
<a href="#">990900614</a>	Smith	Sarah	0005	High School 1	PS3117: Missing Spec Ed BEDS Day snapshot record for this student with a disability - Please review.
<a href="#">990900109</a>	Anyhow	Brendan	0002	Elementary School 2	PS3134: Student that has a Homeless Program Code (8262) may be eligible for a Free Lunch program record (5817) - Please review.
<a href="#">990900041</a>	Keys	Alicia	0002	Elementary School 2	PS3139: Migrant Status equal to "Y" in demographics does not have a Program Code 0330 - Please review.
<a href="#">990900041</a>	Keys	Alicia	0002	Elementary School 2	PS3140: Migrant Status equal to "Y" in demographics does not have a Free Lunch Program Code (5817) - Please review.