

Submission Errors and Warnings | Skipped Fields

The purpose of this document is to: 1) demonstrate how errors and warnings are displayed and why they are triggered, 2) provide examples of an error and how to review in the submission system, 3) provide examples of a warning and how to review in the submission system. In addition, guidance on using the Business Rules Single Inventory and accurately reporting [Zeroes, Blanks \(i.e., Nulls\) and NS](#) is provided at the end of the document.

What is an Error?

Errors are defined as conditions where the data must either be corrected by changing the value in the field or the apparent discrepancy must be explained prior to certification of the district's data submission. Failure of this rule prevents data from being accepted by the system.

How Are Errors Displayed?

Errors are signaled in the system with a  logo under a data element and labeled in red as errors in the error reports and spell out the title of the error.

1. These errors do not necessarily indicate that your data is invalid but serve as an indicator there is a conflict with the data submitted for another table, element, or form validation. When an error is triggered, it is recommended that the data submitters do the following:
 - Review for possible human error.
 - Double-check records.
2. Actions required prior to certification
 - A data change is required - The error must be resolved before proceeding to certification
 - Change data or select a reason code - The error can either be resolved or LEA may select a reason code
 - A comment box is used to explain why the data entered is accurate for your school district.

To review the reason why the error is appearing, click on the .

This will bring up a pop-up screen with a red ribbon like the example ERR1 **error** below. Click the “+” to expand the title to view the specific cause for the **error**.



What are Some Common Errors?

Blank Cells – Questions for which a value has been entered in a table, but some cells are blank when a value must be entered in the element.

Click the “+” to expand the specific cause for the error. **Example of error messages** "Preschool children who received more than one out-of-school suspension: White Male" is a required field. Please enter data to this field before attempting to certify your submission.

+ Have I entered all of the required data? Error

This school reported male and female white students in the ENRL-1: Student Enrollment but left the male and female 'White' elements blank for **DISC-25: Discipline of Students without Disabilities – More than One Out-of-School Suspension**. The errors will go away once the school enters a numerical value of 0 or greater.

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islr	Black	White	Two or more races	Total Students Without Disabilities
Males:	0	0	0	0	0	<input type="text" value=""/>	0	0
						✖		
Females:	0	0	0	0	0	<input type="text" value=""/>	0	0
						✖		
Nonbinary:	0	0	0	0	0	<input type="text" value=""/>	0	0
						✖		
Total number of students:	0	0	0	0	0	0	0	0

Figure 1 DISC-25: Discipline of Students without Disabilities – More than One Out-of-School Suspension - Errors for blank fields on question ENRL-1

Blank Indicators – Questions for which a Yes/No indicator value has not been selected but is required based on other data elements previously submitted will generate an ERR1 error.

Click the “+” to expand the specific cause for the error. **Example of error messages** "RETN-1: Student Retention Indicator - Grade 9" is a required field. Please enter data to this field before attempting to certify your submission."

+ Have I entered all of the required data? Error

This school reported that they offered grades 9 through 11 in "SCHR-3: Grades with Students Enrolled" but left the indicator for "RETN-1: Student Retention Indicator" blank. The errors in RETN will disappear once the school enters a valid "Yes/No." *Note: if they answer "Yes", the school will have to answer the related tables in RETN-2 GR9: Retention of Students in Grade 9, RETN-2 GR10: Retention of Students in Grade 10, and RETN-2 GR11: Retention of Students in Grade 11.*

Validation Checks – When values are not adding up.

Grade 9	<input type="text" value=""/>	✖
Grade 10	<input type="text" value=""/>	✖
Grade 11	<input type="text" value=""/>	✖
Grade 12	NA <input type="text" value=""/>	Skipped

Figure 2 RETN-1: Student Retention Indicator table.

Click the “+” to expand the specific cause for the error. **Example of error messages** “You have entered values for certified (4.00) and non-certified (3.00) teachers that do not add up to the overall number of FTE teachers in the school (4.00). In order to resolve this error, you may change one or more of these values or provide an explanation using a reason code and comment.”

+ Have I entered the correct numbers of certified and non-certified FTE teachers? Error

The sum of certified teachers + non-certified teachers should equal the total number of full-time teachers. To resolve the error, the school must change one or more of these values.

	FTE
TOTAL number of full-time equivalent (FTE) teachers:	4 00
Number of FTE teachers who were certified:	4 00
Number of FTE teachers who were not certified:	3 00

Figure 3 STAF-1: Teachers - FTE Count and Certification Error for Validation Checks

+ Have I entered all of the required data? Error

Click the “+” to expand the specific cause for the error. Example of error messages "Student Enrollment: EL Male" must equal the sum of the elements below, which equals 16.00. To resolve this error, you can either change one or more of these values, or provide an explanation using a reason code and comment.”

Student Enrollment - [EL](#)

	EL
EL males enrolled at this school:	12
EL females enrolled at this school:	3
EL Nonbinary enrolled at this school:	0
Total EL Students enrolled at this school:	15

Figure 4 ENRL-1: Student Enrollment table Student Enrollment EL - Error for Validation Checks

For the Fall 2021 Year snapshot date, enter the number of students in grades K-12 (or the ungraded equivalent) who were English Learners (EL).

	Hispanic	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islander	Black	White	Two or more races	Total
Males who were EL:	0	0	1	0	5	10	0	16
Females who were EL:	0	0	1	0	0	2	0	3
Nonbinary who were EL:	0	0	0	0	0	0	0	0
Total number of students who were EL:	0	0	2	0	5	12	0	19

Figure 5 Corresponding EL count from ENRL-2a that is not matching EL count from ENRL-1.

EDFacts – When information differs by a certain percentage from what was previously reported by States. For more information on EDFacts, please see our resource [EDFacts and the CRDC](#).

In the event an error like this appears below, it serves only as a suggestion to review your school records in case data was mistakenly entered into our system. The EDFacts data may have different requirements and use another snapshot date. If what you have in your records is accurate and is reflected in the submission website, then there is no cause for worry and these errors can be resolved with a reason code such as “Data are correct. EDFacts data are incorrect” along with an optional comment.

	Hispanic
Males enrolled at this school:	13
Females enrolled at this school:	12
	
Total students enrolled at this school:	25

Figure 6. Error on ENRL-1 relating to EDFacts data.

– Have I entered the correct school enrollment data?

Error

Example of one of these errors: “You have entered data resulting in a total Female Hispanic (12) enrollment for this school that does not match (within a tolerance of 30%) with the total enrollment of 9 reported by your SEA through EDFacts. You may wish to check the accuracy of your reported enrollment data. If you wish to provide an explanation, you may enter it in the comment field.”

What is a warning?

Warnings are defined as conditions where a possible issue has been identified, but a **correction or explanation is not necessary** prior to certification. However, it is suggested that users review warnings for potential Failure of this rule is indication of data quality issues/anomalies. Upon review, users may enter an explanation or resubmit data, if necessary.

How are warnings displayed?

Warnings are signaled in the system with a  logo under a data element and labeled in orange as warnings in the error reports and spell out the title of the warning.

1. These warnings do not necessarily indicate that *your data is invalid*, but serve as a *suggestion* to:
 - Review for possible human error.
 - Double-check records.
2. No data adjustments are required, your data can be left as-is and you will still be able to certify your submission with warnings present.
3. An **optional** comment box can be used to explain that the data entered is accurate for your school district.

To review the reason why the warning is appearing, click on the .

This will bring up a pop-up screen with a yellow ribbon like the example warning below. Click the “+” to expand the title to view the specific cause for the warning.



What are some common warnings?

Not Applicable ('N/A') – Questions for which a value has been entered in a cell that should have been left blank will generate a warning.

Click the “+” to expand the specific cause for the warning. **Example of warning messages:**

"Students who were retained in Grade 1: Two or More Races Male" (SCH_RET_G01_TR_M) is skipped and considered not applicable (NA) due to data entered elsewhere in the survey. If this field is still skipped when you certify your submission, any data entered to it will be lost. To report a different value here, you must edit the other element(s) responsible for this one being skipped. The elements and values checked by the skip logic for this field are listed below/to the right."



This school answered “No” on INET-1 Internet Access table for “Does this school allow students to take home school-issued devices that can be used to access the Internet for student learning?”

Because the school reported a “0” for INET-2: Wi-Fi Enabled Devices an ERRF215 warning. **“You have entered NO for allowing students to take home school-issued devices, and values of NO or ZERO for all other elements in this module. Please review your data submission.”**

Warnings do not require any action but data submitters may enter an optional comment or make a data correction to resolve the warning.

LEGEND: ❌ Errors ⚠️ Warnings

For the Fall 2021 Year snapshot date, enter the number of Wi-Fi enabled devices provided by the school to students in preschool and grades K-12 (or the ungraded equivalent) for classroom or student learning use.

	Number of Devices
Wi-Fi enabled devices provided by the school to students	<input type="text" value="0"/> <input type="text" value="⚠️"/>

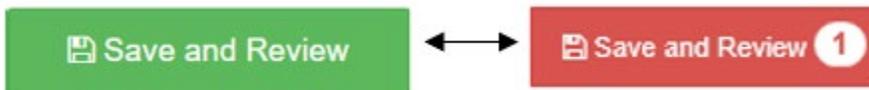
Figure 7. Warning on INET-2: Wi-Fi Enabled Devices Table.

Error / Warning Types

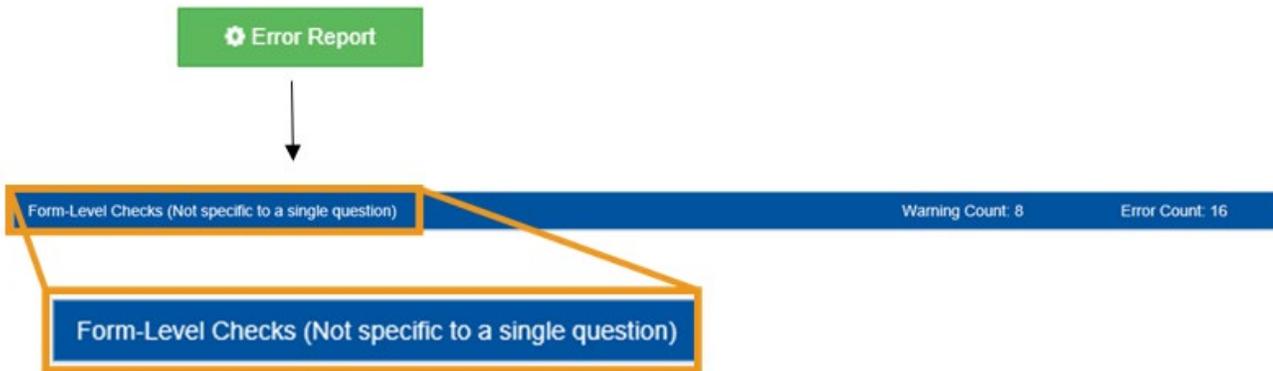
Element – Shows up under a specific entry field. This indicates a check of individual data elements.



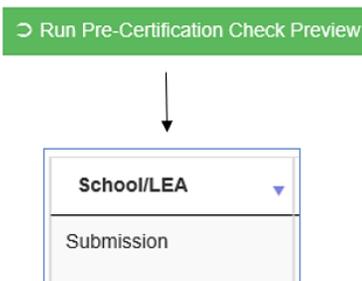
Table – Shows up as a check on the Save and Review button. This indicates a check of all elements in a table.



Form-Level – Shows up under the Form-Level Checks box on an Error Report. This indicates a Check of elements entered in an individual form (LEA form or School Level form).



Submission-Level – Shows up during Pre-Certification check and the Certification process. This is a check of data elements across multiple forms.



Business Rules Single Inventory (BRSI)

The [CRDC Business Rule Single Inventory](#), or BRSI, is a guidebook to errors and warnings that data submitters encounter during CRDC data submission. It includes detailed descriptions of the business rules used to monitor data quality. The current CRDC BRSI reflects business rules, errors, and warnings from the 2021-22 collection. While this version of the BRSI is retroactive, the CRDC will release an updated version of the BRSI each collection year, prior to the opening of the submission window. It also includes a list of discontinued rules.

The BRSI will allow you to filter on:

- Failure Classification
- SCH Level
- LEA Level

Check out the 'Read Me' tab for tips to get you started using the Business Rules Single Inventory.

To view details on the reason code removals for the updating 2021-22 BRSI, click here:

Error Resolution Report in Submission System (For advanced users)

This feature is only recommended for users that know the CRDC data elements well and understand the technical requirements of the submission. Other users should resolve errors using the CRDC data entry tool on the CRDC submission system.

Instructions: This file is in Excel 2003 (.xls) format and contains the results of all validation checks run based on the data currently submitted for the selected LEA and School forms. You can enter reason codes and comments to explain validation errors, edit existing codes and comments, or enter new data values, and then submit the edited (.xls) file via **File Upload** on the submission system homepage.

Note: If you have recently submitted a large volume of data (e.g., by means of a file upload), please be aware that the results may be incomplete until all processing, including the running of data validation checks on the submitted data, are complete. The time required to process the upload and complete all validation checks depends on the file size and number of other users who are submitting data at the same time. The Scheduled Jobs progress bar on the Certification Dashboard will indicate the system's progress in running these checks. You can also check the File Processing Status listed on the File Upload page. Typically, if a file's data has been fully processed, the File Processing Status will read "Parsing complete."

Did you get a "***Have I entered data in other fields correctly so that this field is not considered inapplicable***" error? If you have reviewed your data and these fields should be skipped, then you will have to review your data entry and remove the data entered in skipped fields.

Click here for additional help with [Using the Error Resolution Report](#).

List of Reason Codes from the 2021-22 CRDC

Note: Only certain reason codes can be applied to each type of error. The available reason codes for each error will be listed in the Submission System or in the Error Resolution Report.

- | | |
|-----|---|
| PND | Preschool program is in non-district facility. School does not operate preschool program. |
| EDI | Data are correct as reported. EDFacts data are incorrect. |
| NOD | LEA does not use October 1 for its snapshot data. We use another data that was approved by OCR. |
| NST | Data are correct as reported. No students were enrolled in this grade level. |
| NST | Data are correct as reported. No students were enrolled in this grade level. |
| SNP | SEA does not collect preschool counts for EDFacts |
| SNP | SEA does not collect preschool counts for EDFacts |

DCE	Data are correct as reported, because (please provide reason).
DNC	The district did not collect this data.
HED	Due to changes in requirements of higher education institutions, students in this LEA did not take SAT or ACT.
NOS	There are no students within the LEA who took the SAT or ACT for this school year.
SNE	No students in this LEA were eligible to take the SAT or ACT.
DCD	Different Count Dates – the data compared in this question were collected at different dates.
HMS	High Mobility School – Our enrollment changes frequently throughout the school year.
WRN	Warning reason code
OTH	Other and text provided
ARS	No students subjected to school related arrests.
CYR	High Student to Teacher FTE is correct. We are a cyber, virtual, or online-only School.
DNCP	The district did not collect this data, specifically due to policy against it.
DSC	Duplicated Student Counts
NEXP	No students were expelled during this school year.
NHB	No students were harassed or bullied.
NSOF	There were no documented incidents or offenses this school year.
NSRS	No students were restrained or secluded during this school year.
OIS	No students subjected to ISS or OSS.
TOT	Totals Only
VPR	Virtual Program

Skipped Field Errors

Indicator or Guiding Questions

Throughout the CRDC, there are indicator questions requiring a yes/no response that are considered "guiding questions". A "No" answer to a guiding question lets the system know that additional questions on that topic do not apply. The CRDC will skip these questions for you and populate these questions with 'NA' (not applicable).

For example, if a school indicates that no students are enrolled in Advanced Placement (AP) Math, then the system will skip over the question asking for counts of students in AP Mathematics based on demographic subgroups.

NOT APPLICABLE (NA) and ZERO (0) FILLS IN TABLES

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

ERR2 and Skip Logic

For the 2021-22 Civil Rights Data Collection, ERR2 (SKIP_CONFLICT) has been converted from a warning to an error. This business rule monitors for when data are entered in places where a field or fields should be skipped. Data flagged by ERR2 in the Submission Tool must now be updated in order to certify, unless a reason code is allowed.

What should I do if my data are flagged with this error?

- ✓ The original data entered for a question should be removed or you must update any dependent or related data.
- ✓ ERR2 flags data entered in a field considered not applicable due to related data entered elsewhere on the survey. For example, if a user enters "0" for Asian Male enrollment in ENRL-1, that field is considered not applicable in other ENRL questions.

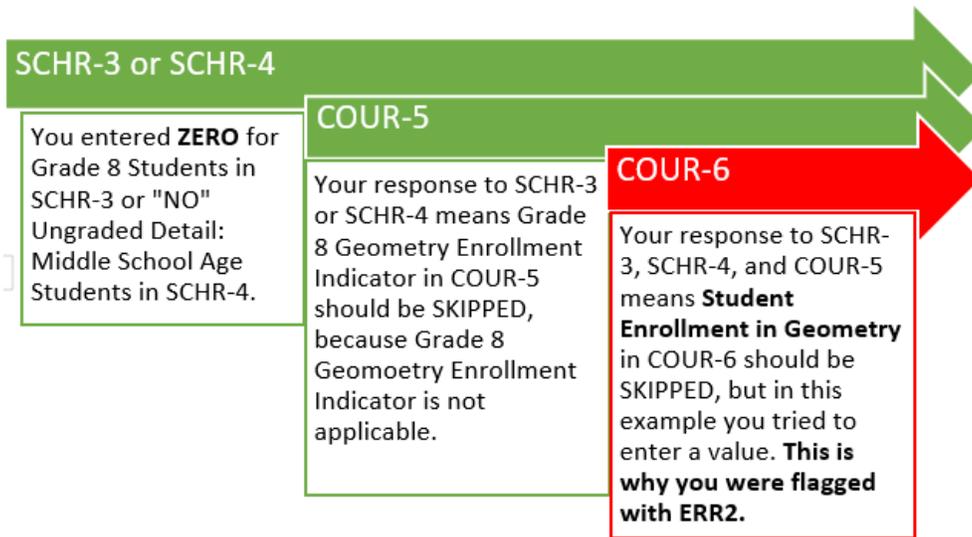
Dependent or Related Data

Dependent or related data include any data elements that are connected to indicator questions or questions that dictate other responses. For example, ENRL-2a: Enrollment of EL Students is a dependent field connected to ENRL-1: Student Enrollment.

ERR2 Example

You receive the following Error Message:

"Grade 8 Geometry Enrollment is considered not applicable (NA) due to related data entered elsewhere in the survey. Any data entered in this field will not be saved. To report a value here, you must edit the other data responsible for this element being considered not applicable. The related data that should be checked are listed below and to the right."



When to Report Zero (0)

If data are available and applicable for a given school or LEA, but no students fall in that category, then report 0.

Not Applicable (NA)

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

When to Use Null Values

When entering data on screen, if a data element does not apply, then leave the cell null (i.e., blank).

When to Use NS

There may be situations where a data value was incorrectly uploaded and needs to be deleted. A null value (i.e., blank) in a file upload will not overwrite an existing value in a field, so in these cases, submit the value "NS" to return the data to a "not submitted" or null status. **Note: NS only applies to file uploads and is not used in the on-screen data entry.**

When Data is Not Collected or Available

Contact the Partner Support Center to determine if your LEA will need to submit a quick plan or [action plan](#).

Partner Support Center
(855) 255-6901
Email: crdc@aemcorp.com