

Using the Error Resolution Report

To certify your local educational agency’s (LEA’s) CRDC data, all validation errors must be resolved. The Error Resolution Report, available through the CRDC survey data submission tool, can be used to:

- view a list of all errors and warnings based on data that have been submitted; and
- edit existing data and provide comments or explanations for reason codes in a batch format, rather than doing manual updates through the Data Entry and Review screens.



The Error Resolution Report is the most efficient way to resolve errors and warnings for large sets of data.

NEW

for 2021-22 CRDC

The Error Resolution Report has been updated to contain the following enhancements:

- The instructions section has been modified to display the full instructions in the cell without scrolling.
- A freeze pane for the header row has been added to allow for scrolling up/down and left/right and appears in a black row with white text.
- Line items have alternating white and grey fill to allow for ease of reading.
- Reason codes have been added in Row 1 for easier reference.
- In the Notes section, reason codes listed in column R have been changed to provide the list the acronyms for allowed reason codes.
- In Notes, warnings may indicate “reason code is not required” as warnings are not required to be remedied to successfully certify the data.

A **Reason Code Legend** has been added (sample shown below) to the top of the report to provide users with easier access to them. New reason codes may be added. Not all errors and warnings can be cleared with a reason code. The reason codes below will be updated in January 2024.

Reason Code Legend

Comment Required

ARS - No students subjected to school related arrests
DCD - Different Count Dates - the data compared in this question were collected at different dates
DCE - Data are correct as reported
DNC - The district did not collect this data
DNCP - The district did not collect this data, due to policy against it
DSC - Duplicated Student CountsDSCPlaceholder
HED - Due to changes in higher education institution requirements students did not take SAT OR ACT
HMS - High Mobility School - Our enrollment changes frequently throughout the school year
NEXP - No students were expelled during the school year
NHB - No students were harassed or bullied
NOS - No students within the LEA took the SAT or ACT for this school year
NSOF - There were no documented incidents or offenses this school year

NSRS - No students were restrained or secluded this school year
NST - Data correct as reported.No students enrolled in this grade
OIS - No students subjected to ISS or OSS
OTH - Other and text provided
PND - Preschool program is in non-district facility OR School does not operate preschool
SNE - No students in this LEA were eligible to take the SAT or ACT
SNP - SEA does not collect preschool counts for EDFacts
TOT - Totals Only
VPR - Virtual Program
WRN - Warning reason code

Comment Optional

CYR - High student to teacher FTE is correct. Cyber, virtual, or online-only school
EDI - Data are correct. EDFacts data are incorrect
NOD - LEA does not use October 1st for its CRDC Snapshot data. We use another date that was approved by OCR

Figure 1 Sample Reason Codes listing.

When to Run the Error Resolution Report?

The Error Resolution Report can be run multiple times. Several factors, such as the sources of data, individuals responsible for data quality review, or how data submission is organized, may influence when to run the report. For example, the Error Resolution Report could be run:

- After all the data from one source has been submitted into the CRDC survey data submission tool;
- After core data, such as enrollments and grades offered, have been submitted to resolve any errors that may cause issues in other modules; and
- After all LEA- and school-level data have been submitted.

When to Select Submission-Level Checks?

Submission-level checks, which may be selected as part of the Error Resolution Report, compare data across all schools in the district. If your data submission is not complete, then the submission-level checks may be less helpful. These validations require significant processing time and are designed to be run only after all data have been submitted.

Tips for Working through the Error Resolution Report

- Filter by “Severity” to find all the errors that will prevent your LEA from certifying.
- Filter by “Error Number” or “Action Required to Certify” to find errors that require editing.
- Filter by “Severity” to identify all the warnings. Warnings are generated by unexpected data, which at times may be accurate. Review all warnings to ensure that the data submission is accurate.
- Filter by “Module” to find errors or warnings by topic.

Note: If data come from different systems in your LEA, or multiple departments are responsible for verifying the accuracy of your data, then you may split the report by module so multiple people can work on resolving errors and warnings at the same time.

How to Use and Upload the Error Resolution Report

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 file via File Upload.

Option 1: Resolve Errors by Using Reason Codes

Enter reason codes and comments in the columns labeled Reason Code and Comments. Check Notes to see which reason codes are allowed for each error.

Reason Code	Comments	Notes
		Allowed reason codes: HMS; OTH; DCE;

Figure 2 Reason Code Cells in Error Resolution Report.

Option 2: Resolve Errors by Making Data Edits

Use the information provided in the columns labeled Action Required to Certify, Description, Dependent Element IDs, and Dependent Element Long Names to identify the Element ID or Element IDs that are problematic. Once you have identified a problematic Element ID, enter that Element ID in the Edit Element ID column. Then, in the Edit Element Value column, enter the edited value. You can only enter one Element ID and edited value per row. If you need to make multiple corrections to fix an error, either use the available cells in another row or a new row or use the Flat File Submission feature.

Action Required to Certify	Description	Dependent Element IDs	Dependent Element Values	Dependent Element Long Names	Edit Element ID	Edit Element Value
Please edit the data.	"Student Retention Indicator: Grade 6" is a required field. Please enter data to this field before attempting to certify your submission.	External Data SCH_RET_G06_IND	NS	External Data Student Retention Indicator: Grade 6		

Figure 3 Data Edit Cells in Error Resolution Report.

If you want to sort or filter the rows or make other changes to the worksheet, you will need to unprotect it. In Excel 2003, in the "Tools" menu, select "Protection" » "Unprotect Sheet...". In Excel 2007, click the "Unprotect Sheet" button in the "Review" ribbon.

IMPORTANT: The Error Resolution Report MUST be uploaded as an .xls file!

Uploading the Error Resolution Report

On the "Home" Page in the CRDC Submission System, click "File Upload", then click "Add File." Upload Error Resolution Reports as ".xls" files. Once added, click "Start Upload."

Note: If you make a change to your data to resolve the error or warning, there is no need to submit a reason code or comment. If you submit a reason code or comment; also make a change that resolves the error or warning, the data check will be considered "passed" and any reason codes and comments stored, but not included with your submission.

Options for Resolving Data Submission Issues

- It is possible to submit edits to resolve errors and warnings using the Error Resolution Report. To do so, type the element values, reason codes, and comments directly into the report and upload it into the CRDC survey tool.
- If your LEA has only a few errors and warnings, then it may be easier to resolve them using the Data Entry & Review tool within the CRDC survey tool.
- If the data submission contains erroneous or incomplete data, then it may be easier to resubmit an updated version of the initial flat file submission.

For more information on how to use the Error Resolution Report, see the [CRDC Submission System User Guide](https://crdc.communities.ed.gov/#communities/pdc/documents/17793) (https://crdc.communities.ed.gov/#communities/pdc/documents/17793), available on the CRDC Resource Center website at <https://crdc.communities.ed.gov/#program>.