

A Pound of Prevention: From Data Entry to State Reporting

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Talking Points

- ❖ Resources
- ❖ Cycle Preparation
- ❖ Data Entry Errors & Corrections
- ❖ Report Verification
- ❖ Storing SIS Data Files

Check the Message Board regularly!!



Resources

<http://apscn.ade.arkansas.gov> > SIS

- ❖ ADE Statewide Information System
 - ❖ ADE Data Center
 - ❖ SIS Login
- ❖ Information and Forms
- ❖ APSCN Support



ADE Data Center

<https://adedata.arkansas.gov/sis/>

- **SIS Handbook 2026-2027**
 - Digital or PDF version
- **Cycle Documents**
 - Cycle Status Dashboard
 - Certification of Data Accuracy
 - Statement of Assurances
 - Cycle Instructions
- **SIS Resources**
 - Various instructions for SIS coordinators, such as Resubmission Guide, Bus Upload, etc.



Information and Forms

<https://apscn.ade.arkansas.gov/sis/information-and-forms>

Links to helpful web pages:

- ADE Service Directory Information
<https://adedata.arkansas.gov/aed/Home/servicedirectory>
- Search online by Topic or Contact
- Course Code Management System (CCMS) site
- Job Code Management System (JCMS) site

Documentation:

- ALE Coding
- SIS Code Conversion Chart
- SMS Required Fields
- SMS Required Fields for Cycle Reporting Presentation
- State Reporting Advanced Searches

Cycle Preparation

“Measure twice, cut once!”

My Dad



Preparation Item 1

Day-to-Day Data Maintenance

Be sure data entry and processes are being followed. APSCN has many how-to documents and checklists that can be found on our website:

<https://apscn.ade.arkansas.gov/sms>

Here are a few of those:

- Attendance Checklist
- Behavior (Discipline) Entry and Maintenance
- Entry/Withdrawal And Scheduling Review
- Schedule Changes
- Mark Reporting (Report Card / Transcript)

Preparation Item 2

Cognos Reports

- Under most 'areas' of Cognos there is a *State Reporting Reports* Folder which contains reports to check for SIS errors.
- Cognos Analytics has a *Prep for SIS* area with folders for each cycle.

Preparation Item 3

Update LEA Profile within SIS

Please select a Cycle Cycle 7  **Select the applicable cycle**

Act 61 Tier II	Delete All Records
Ale	Delete All Records
Bus	Delete All Records
Contact Person	Delete All Records
District	
Facility Building	Delete All Records
Finance Bank Reconciliation	Delete All Records
Safety Drill	Delete All Records
School	Delete All Records

Preparation Item

4

Handbook Changes

The SIS Handbook should be checked to see what changes exist for the new school year.

Note: Data Changes has a tab in the portal and a section is in the back of the SIS Handbook.

Cycle Preparation and Guidance E-mail

- All the items we have covered in the four preparation items are contained in an email sent out by APSCN field reps each 'student' cycle. The email has an attached checklist document.
- Attend SMS Required Fields for SIS training and each Cycle Presentation.

Data Entry Errors & Corrections



Date Rules for eSchool

	Entry/Add Date	Withdrawal/End Date
Entry/Withdrawal	First day the student is enrolled in the building. Funding begins this day.	First membership day <u>after</u> the student's last day in the building.
Programs - Curriculum, Meal Status, Residency, Transportation	First day the student is enrolled in the program value.	First membership day <u>after</u> the student's last day in the program value.
	Note: When a program value changes but the student did NOT leave the district, the End Date and the new Start Date should match being the day of the new value.	
Programs – ELL, GT	First day the student is enrolled in the program.	The date the student tested out of the program. Do not close unless the student tested out. This applies even when withdrawing the student.
Scheduling	First day the student is enrolled in the course.	Student's last day <u>IN</u> the course.

Programs: Summarized

- Programs not coded correctly can have adverse effects on ADM counts in SIS.
- Close Programs when the student withdraws with the exception of ELL and GT. See *Date Rules for Entry* document.
- Reopen applicable Programs when the student re-enrolls.
- Run Cognos Reports to check for errors:
 - APSCN Students With Missing Required Programs
 - APSCN Inactive Students With Open Programs
 - APSCN Students With Program Date Discrepancies Affecting ADM Calculations
 - Many others...



Staff Changes

Do NOT Recycle Staff Records



- Staff should not be changed to a different person.
- This is seen most frequently with Out of Districts teachers.

Alternative Learning Environment Coding

- ALE Days are pulled from the Curriculum program of the student and are collected in Cycles 3, 5, 6 & 7.
- All School types (elem, middle, HS, etc.) must follow the ALE process.
- Run Cognos Reports.
- Always verify the accuracy of ALE days in SIS Reports.

Alternative Education eSchool Guidelines

- An Alternative Learning student should have the appropriate curriculum set the day the student enters the ALE program. Curriculums are Traditional or Hybrid.
- All ALE course sections must have the below items indicated on the Master Schedule > Course SIS Data page:
 - Alternative Environment field must be checked
 - ALE Type (Traditional/Hybrid) must be indicated
 - Course Minutes PER DAY must be entered
- All students in an ALE program must have designated ALE courses scheduled.

ALE Course TIP: Use the List Field Selection to View Data

List Field Selection			
Actions	#	Area	Field Name
 	1	Master Schedule  	Description
 	2	Master Schedule Course SIS Data  	Exclude From Cycle
 	3	Master Schedule Course SIS Data  	Alternative Environment
 	4	Master Schedule Course SIS Data  	ALE Type
 	5	Master Schedule Course SIS Data  	Course Minutes
 	6	Master Schedule Marking Periods  	Used Seats

Look for courses that:

- Should not be ALE
- Should have ALE Type
- Should not be Excluded
- Should have Crs Minutes



Search Results									
Jump to 411000A - 825 				Page 1 of 1   250 					
Course	Building	Section Key	Description	Exclude From Cycle	Alternative Environment	ALE Type	Course Minutes	Used Seats	
411000A-1	16 - Building 16	90977	English I ALE		Yes	T - Traditional	60	0	☐
411000A-2	16 - Building 16	90978	English I ALE	000000 - Not In Oct 1	Yes	T - Traditional	60	0	☐
825-2	15 - Building 15	90619	Art History ALE		No		0	1	

ALE Cognos Reports

Get an early start checking data!

ALE Cognos reports available under Prep for SIS > Cycle 7

- APSCN ALE Schedules With Minutes
- APSCN ALE SIS Reporting
- APSCN ALE Student FTE
- APSCN ALE Student List
- APSCN Courses with Seat Counts that are Excluded from Cycle

Note: Report descriptions above are condensed. See full descriptions for reports on APSCN's website > SMS > Cognos > Document entitled Cognos Report Descriptions

ALE Cycle Errors

RG0060 – Register student SSN does not exist in the ALE Days records

- The student pulled a scheduled ALE course record but did not pull with one of the ALE Curriculum codes.
- Verify the student should be coded as ALE. Then either add the Curriculum or update the scheduled courses accordingly.

AL0040 - AleDays SSN entered does not exist in the register records

- The student curriculum is coded as being ALE and pulled to the AL Table but shows no ALE courses scheduled.
- Verify the student should be ALE and is scheduled. If so, then check if courses are coded as ALE and are NOT excluded from cycle.

ALE Components for Funding

Calculation:

(ALE Minutes Per Day ÷ Minutes in School Day)

Multiplied by

(ALE Days ÷ Total Days in Year) = ALE FTE

(Course Minutes ÷ Minutes in School Day)

Multiplied by

(AE Curriculum Days ÷ Total Days in School Year) = ALE FTE

Possible Wrong Coding

$$(\underline{300} \div 360) \times (45 \div 178) = \text{ALE FTE}$$

$$.83 \times .25 = .21$$

Definitely Wrong Coding

$$(0 \div 360) \times (45 \div 178) = .0 \text{ ALE FTE}$$

$$(300 \div 360) \times (0 \div 178) = .0 \text{ ALE FTE}$$

Note: For Hybrid ALE, the ALE FTE is divided in half.

Check cycle 7 information closely, so money is not lost! \$\$

Entry/Withdrawal Coding

- Each scenario should be examined so the correct codes are used.
- Remember the Date Rules document.
- Reference the SIS Code Conversion document.

Residency Codes

Issues with incorrect resident code usage:

- Funding repercussions.
 - Resident codes X, XX, X1, D, L, O, and P are NOT included in the ADM calculation.
 - Wrong dates used.
- Cycle reporting errors.
- Resubmitting prior cycles! No one wants to resubmit cycles!

Residency Resources

Run the Cognos Report > APSCN Residency Report

- Menu: Team Content > Student Management System > Demographics > State Reporting Information
- This report lists all residency codes used, showing those that do NOT receive ADM, and any ADM part-time percentage values.

Resource documents can be found on APSCN's website > SIS > Information and Forms:

- SIS Code Conversion Chart
- SMS Required Fields for State Reporting

Student Duplicate Entry

Use proper procedure
when adding new or
returning students.

Enrolling Students

- Whether adding a new student OR re-enrolling a student in eSchool, the **Add a Student** option (*Demographics > Entry & Reports > Student*) should be used. This option gives a duplicate search to verify the student is not already in the database. Using a broad search is best.
- Verify student's SSN and DOB closely.

SIS > Data Quality Checks tab

Checks for Duplicate Student Entry between districts. This report compares students in **ALL** districts. When a duplicate SSN or State Reporting ID is located, the students are pulled to the report. If there are students on the report for your district, you should verify the SSN for the student is correct in your database. If it is incorrect, make the change and document on the SSN Correction page in eSchool.

Example: Data Quality Checks within SIS

[Home](#) > Data Quality Checks

Potential Data Errors

☐ Show state wide results.

Following student(s) have an SSN or unique state issued ID that is used by 2 or more students or in multiple LEAs.

[Export to Excel](#)

[Export to PDF](#)

Student Name	Birth Date	Student SSN ▲	Student State ID	Grade Level	Resident Code	Twin
Doe, Joe	09/16/2009	***-**-1234	1231231230	08	R	N
Smith, Jill	12/15/2010	***-**-4321	1234123402	09	R	N
K ◀ 1 ▶ ⏹ Page size: 15						2 items in 1 pages

Following district employee(s) have an SSN or state issued ID that is used either by more than 1 employee or in multiple LEAs.
(Even out of district employees must have the correct state ID.)

[Export to Excel](#)

[Export to PDF](#)

Employee Name	Employee LEA	Employee SSN	Employee ID ▲
Doe, Jane	1234***	***-**-1234	1231231230

Scheduling

- Course Codes
- Schedules
- Staff

Avoiding Common Errors in Scheduling

- Verify Course Codes are accurate and up to date with the Course Code Management System (CCMS).
- Use Cognos reports or an Advanced Search for which courses are coded to *Exclude in Cycle* and other Course SIS Data field values.
- Drop courses correctly so there is not a missing semester grade.

Dropping Courses

For the Last MP value, ask yourself: *What is the Last Marking Period the course will receive a report card/transcript grade?* Keeping a semester grade when not needed, creates missing marks.

Schedule List												
Pd	Course-Section	Description	Ovr	Teacher	Room	Status	Add Date	Drop Date	Mark Reporting			Marking Period
									Marks	First MP	Last MP	
1	310 - 1	Biology	☐	Mr. Gorman	105	D	07/01/2021	11/10/2021	T	M1	M2	M1 M2 M3 M4
2	110 - 1	English 2	☐	Mr. Moore	118	D	07/01/2021	11/10/2021	T	M1	M1	M1 M2 M3 M4
3	721 - 1	Visual Basic	☐	Mr. Moore	118	A	07/01/2021		G	M1		M1 M2

Marks value? Who will give the grade through the Last Marking Period?

T – Teacher Entry
O – Office Entry
N – No Grade

Scheduling Issue: Same Course Section in Shared LEAs

If a district has the same LEA on more than one building, the course and section numbers cannot be the same within both buildings.

Example:

Building 1 – Course 42000T - 1

Building 2 – Course 42000T - 100

The section number would differentiate that this is not the same record.

English Language Learner



English Language Learner

ESL students have several fields to address, such as, home language, ESL field, and the below items.

Programs

Actions	Program	Value	Start Date	End Date	
	ELL Entry/Exit				☐

SaveCancel

ELL

ELL Fields

ELL Entry/Exit	Not Assigned	ESL/ELL Waived Date	
ESL/ELL Monitored		ELD Program Type	
Core Content Access		Recently Arrived EL	

Common Errors for English Language Learner

- Exited ELL students must have the ELL Program > Value box unchecked.
- All Former English Learners MUST have a Monitoring Status.

Values:

M1 – Monitored Year 1

M2 – Monitored Year 2

M3 – Monitored Year 3

M4 – Monitored Year 4

MC – Monitoring Complete

Resource - Run the Cognos report, APSCN Language Minority Student Error Report, located under *Team Content > Student Management System > Demographics > State Reporting Information*.

Cycle Error SSN Missing

- Sometimes this error is simple to figure out while other times, it is a needle in a haystack!
- So, what do we look for?

Student Attendance

SS0040 - StudentAtt SSN does not exist in the Student Records

SIS pulled Student Attendance but could not find a Student Record.

- A condition exists that causes the student record to not pull into SIS.
- This might be due to:
 - Incorrect Residency or Transportation Program
 - Invalid withdrawal code
 - Preregistered, invalid values, etc.
- Once the data is corrected, Attendance Calculations should be run.

Discipline Errors/Solutions

DS0040 - Discipline SSN has no matching *student* record

The Discipline record pulled, but no Student Demographic Data.

- The student is NOT active on the Incident date.
 - Update the Incident date.
 - If it should NOT have been entered, then delete the discipline record.
 - If incorrect student, delete the wrong offender and add the correct offender.
- A condition exists that causes the student to not pull, such as, residency code, invalid withdrawal code, preregistered, invalid values, etc.
 - Update the data.
 - Certain items may require Attendance Calculations be run.

One more... Medical Vision Error/Solution

MV0040 error - SSN entered does not exist in the *student* record

- The student is inactive on the screening date.
 - Update the screening date.
 - If it should NOT have been entered, then delete the screening record.
 - If incorrect student, delete the screening record and rekey on correct student.
- A condition that causes the student to not pull, such as, residency code, invalid withdrawal code, preregistered, invalid values, etc.
 - Update the data.
 - Certain items may require Attendance Processes be calculated.

Troubleshoot Using SIS Tables



Accessing SIS Tables

Arkansas Department of Education
Statewide Information System

Signed in as lynda.bur

Home Resources Update Data **Submit Data** Certified Reports Salaries and FTE Error Guide Report Descriptions

LEA: 1602000

Build History
Validate History
View Cycle Reports
View SIS Tables
Submit History

[Home](#) > [Submit Data](#) > View SIS Tables

View SIS Tables

Cycle 5 ▾

Table Name	
aledays	Details
bank_recon	Details
bus	Details
calendar	Details

Using SIS Tables

Field values collected are contained in the SIS Tables and can help with troubleshooting errors.

- **Student Table is an example where table data can be used to find specific records:**
ST0318 – Status, Enrollment – Any resident student registered to attend this school and is present at least one day prior to October 1st of this reporting fiscal year. (*Enrolled* column in the SIS Table)
- **Another example is Job Assignment or Class records. If an error occurs, search the table to see what data pulled.**
Using Excel tools, the data can be sorted, grouped, subtotaled, etc.

Basic Excel Formatting of SIS Tables

Note: Best to perform the following before clicking anywhere on the spreadsheet.

1. From the SIS Table listing, open file in Excel.
2. Name and Save in correct format. Such as xls, xlsx.
3. Page Layout > Gridlines > check View and Print.
4. View > Freeze Panes > from dropdown, select Freeze Top Row.
5. Home > Sort & Filter > from dropdown, select Filter. This places a dropdown filter in each column header.
6. Re-save the file with the above settings.

SIS Student Table Example

AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN
lep_exitda	esl_servc_dat	migr	mar	single_p	unaccompanied_you	homele	homeless_ty	orph	foster_ch	liep_e	liep_c	ltd_english_p	home_langua	retenti	enroll	drop	drop_withdr	drop_date
1/15/2011 0:00		N	S	N	N	N	NA	N	N			N	ES	N	Y	N	0	
		N	S	N	N	N	NA	N	N			N	EN	N	N	Y	14	8/29/2023 0:00
		N	S	N	N	N	NA	N	N			N	EN	N	Y	N	0	
		N	S	N	N	N	NA	N	N			N	EN	N	Y	N	0	
		N	S	N	N	N	NA	N	N			N	EN	N	Y	N	0	
		N	S	N	N	N	NA	N	N			N	EN	N	Y	N	0	
		N	S	N	N	N	NA	N	N			N	EN	N	Y	N	0	
		N	S	N	N	N	NA	N	N			N	EN	N	Y	N	0	
		N	S	N	N	N	NA	N	N			N	EN	N	Y	N	0	
		N	S	N	N	N	NA	N	N			N	EN	N	Y	N	0	
1/29/2022 0:00		N	S	N	N	N	NA	N	N			N	ES					
		N	S	N	N	N	NA	N	N			N	EN					
1/29/2018 0:00	10/8/2015 0:00	N	S	N	N	N	NA	N	N			N	ES					
		N	S	N	N	N	NA	N	N			N	EN					
		N	S	N	N	N	NA	N	N			N	EN					
		N	S	N	N	N	NA	N	N			N	EN					
		N	S	N	N	N	NA	N	N	EM	CC	Y	ES					
		N	S	N	N	N	NA	N	N			N	EN					

What can you do? ❤️

Sort

Specific value(s)

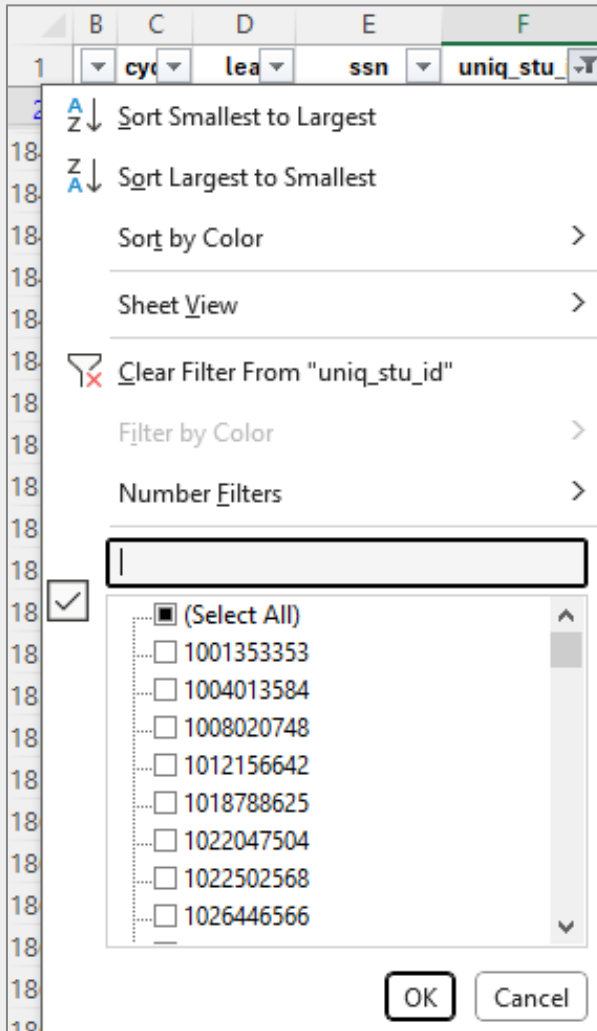
Nulls only

NOT Nulls (Dates or Values)

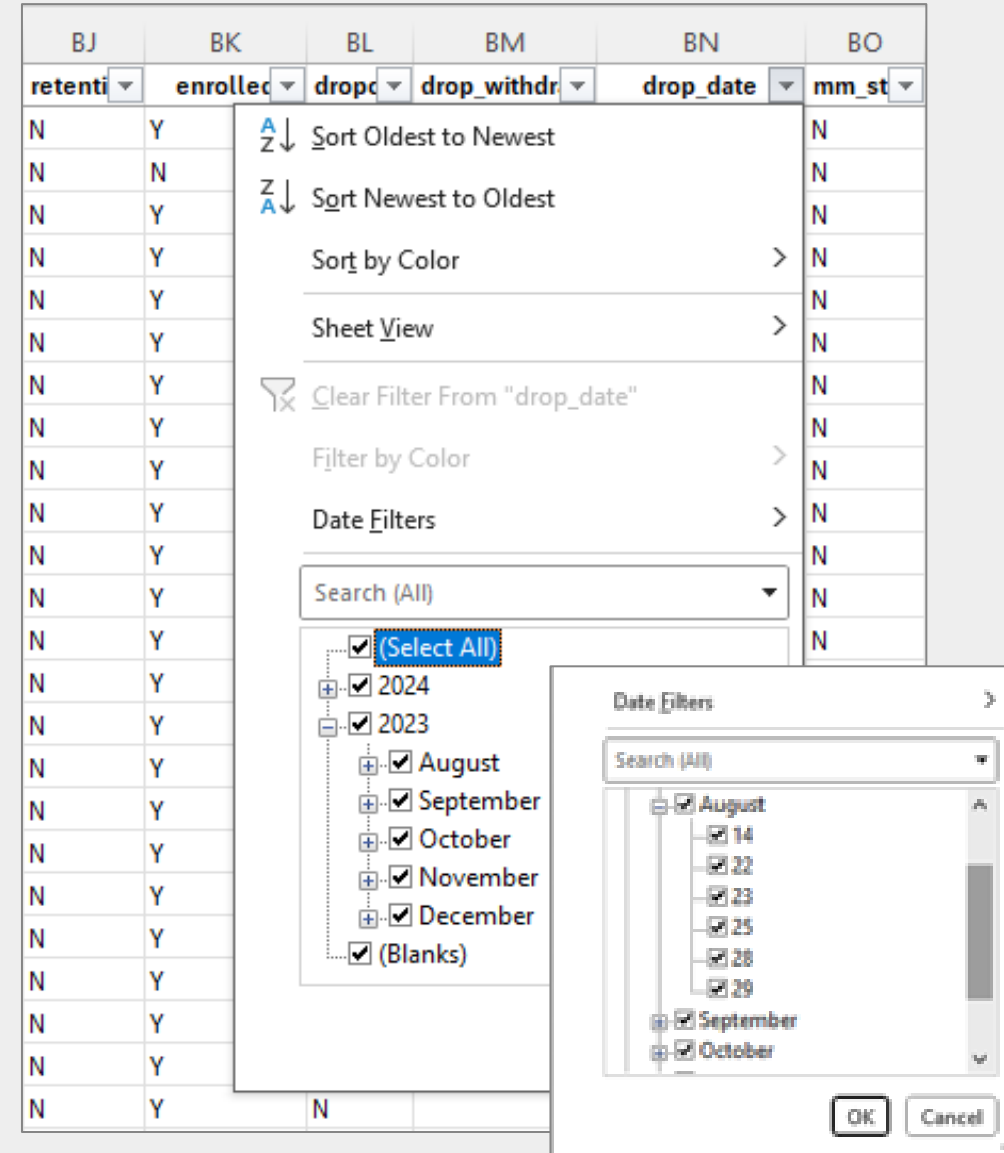
Specific Dates

Filter will list any existing values

Filter/Sort Options



- Sorts
- Type in Value
- Select Value(s)
- Select Blanks
- Uncheck 'Blanks'
- Date Searches
 - Year
 - Month
 - Exact Date



SIS Tables Cont'd

GPA rpt350/rpt450

What student is pulling 0.0?
Filter by Grade / GPA = 0.00

SCHOOL DISTRICT NAME				
LEA: 1234024		School GPA		Cycle: 7
HIGH SCHOOL		2023 - 2024		County: DREW
GPA Range	9th Grade Students	10th Grade Students	11th Grade Students	12th Grade Students
3.0 - 4.0	44	59	70	50
2.0 - 2.9	15	20	18	18
1.0 - 1.9	4	0	1	0
.0 - .99	1	0	0	1
0.0	0	0	0	1

H	I	J	K	L	M	N	O	P	Q	R	S	T	U
fname	mname	lname	race_eth	genc	birth_date	residence_l	resident_co	grade_level	pre_sch_ki	cclc_pi	entry_co	entry_date	gpa
Pooh	Bear	Honey	NNNYNN	F	12/25/2005 0:00	1234000	R	12	NA	N	E1	8/14/2023 0:00	0.00
Grape		Juice	NNNYNN	M	3/25/2006 0:00	1234000	R	12	NA	N	E1	10/17/2023 0:00	0.00
Duck		Howard	NNNNNY	M	8/28/2005 0:00	1234000	R	12	NA	N	E1	8/14/2023 0:00	0.00
Strawberry	Lane	Shortcake	NNNNNY	M	7/15/2005 0:00	1234000	R	12	NA	N	E1	8/14/2023 0:00	0.00
Mickey	M	Mouse	NNNYNN	F	9/7/2005 0:00	1234000	R	12	NA	N	IS	1/8/2024 0:00	0.00
Gladys	Pip	Knight	NYNNNN	F	12/15/2005 0:00	1234000	R	12	NA	N	IS	1/12/2024 0:00	0.00

Report Troubleshooting

rpt217 - Administrator Years of Experience pulls for employees with job codes for Supt, Principal, or Assistant Principal

Issue: Administrator was not pulling to the report

Resolution process:

- Pulled Admin's ssn from the Employee table
- Searched the SIS Job Assignment table where he only had job code 884

Why did it not pull his administrator job code?

- In eFinance, on the Job Assignment record the Period (Pay Rate) field was not correct for his current job.

Cycle Finale'

Conclusion

Finish up!



Always Check Reports

- **Build in a timely manner leaving sufficient time to correct errors and check the reports**
- **Verify Reports thoroughly prior to final submission**

Report Accuracy

What should the report contain?

- Counts as of the date/time of Build?
- Current Cycle Timeframe?
- Full Year Data?
- Active students at time of Build?

SIS Database > Report Descriptions tab



Submit on Time

- Preparation
- Preparation
- Start Early
- Finish on Time!

SIS Data File Retention

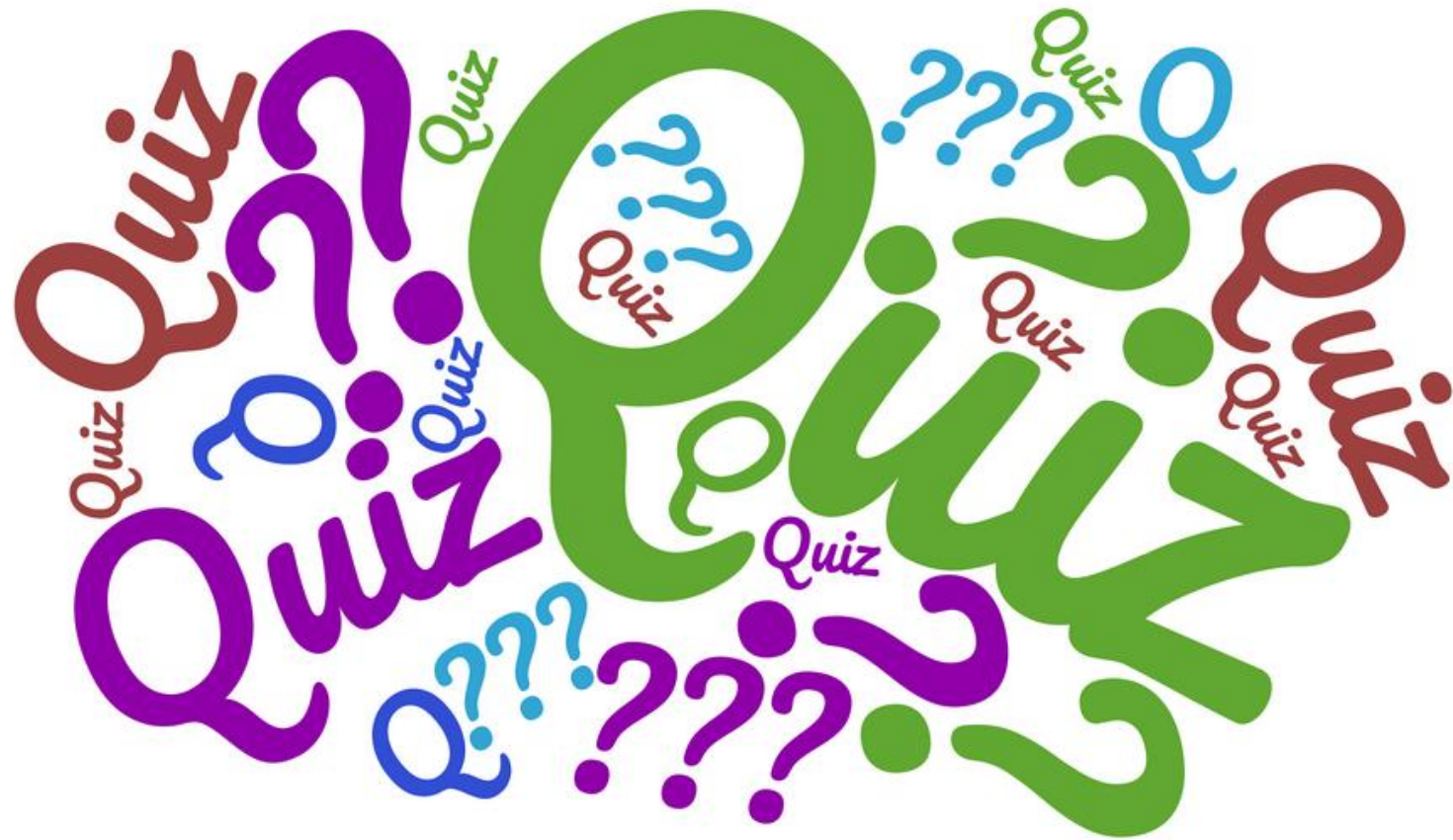
- Recommend to save tables of submitted data each cycle.
- Select the format to open/save the table. Excel is common.
- If a resubmission occurs, save the most recent files.
- Reminder: Due to nightly data pulls, save tables upon submission.

Data Quality



Why Data accuracy is significant:

- The data submitted feeds into other systems, such as, EES, My School Info, LEA Insights, etc.
- Data entry affects school funding, school letter grades, and if schools are identified for levels of support.



Questions / Comments

