EASIER 101

A step-by-step guide to EASIER file submission

Department of Education
May 2012

WHAT IS EASIER?

EASIER (Electronic Access System for Iowa Education Records) is the Iowa Department of Education's initiative involving the transfer of individual student records.

EASIER currently has 3 reporting periods: Fall (certified in October); Winter (certified in January); and Spring (certified by mid-June). Although all data elements are included in all extracts, there are different focuses per collection:

      Fall: Certified Enrollment
                        Fall Start Course funding /supplemental weighting
                        Calculate high school size/enrollment for the Athletic Association
                        Free and reduced meal eligibility
                        At-Risk students pre-populating the … portion of Modified Allowable Growth
                        Dropout status determination

      Winter: Accreditation
                        Courses in CTE Programs
                        Student/Teacher Link
                        CTE students in a program

      Spring: Attendance
                        Graduation
                        Removals
                        Non-fall start course funding/ supplemental weighting
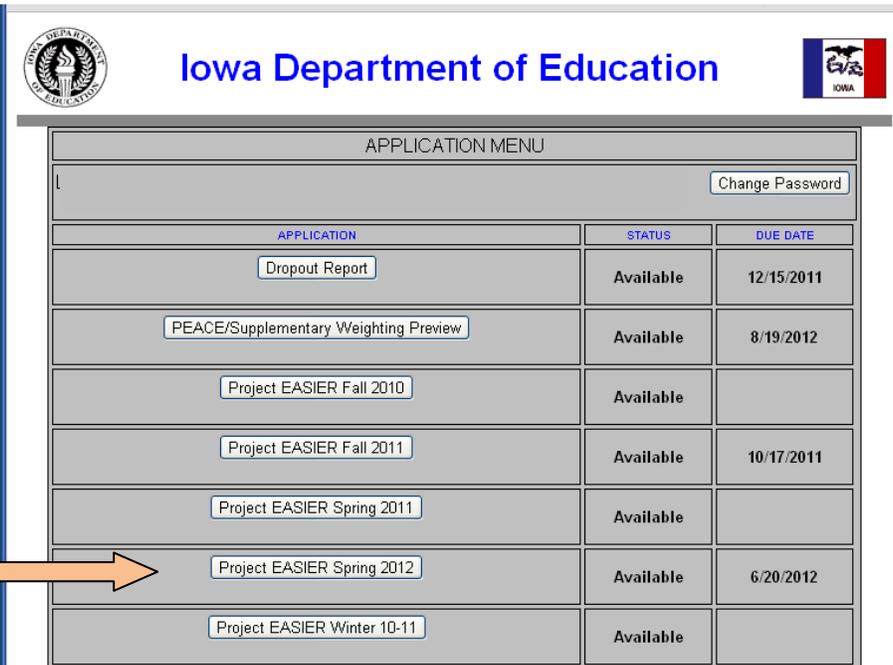

WHERE DO I BEGIN?

1. Become intimately familiar with your SIS - where various information is housed, if and how different elements relate to each other, how attendance is maintained, etc.

2. Read through the EASIER Data Dictionary (aka the EASIER bible) and other EASIER documentation/training material (available on the DE website: educateiowa.gov/Data and Statistics/Data Reporting/EASIER)

    The data dictionary is an annual publication that identifies and defines the data elements needed to be populated in your SIS for each student in your building/district . Given the number and array of elements, we recommend that as a district, you develop a process for the most efficient method to maintain these records.

3. You will need access to the EdInfo login site/new Portal. There is one person in each district that is able to grant staff persons access to various applications. Depending on the delegation of responsibility, you may also need access to the State ID system.

4. After you have all data elements populated/updated in your SIS, you are ready to extract a file. Once the extract process is complete, save the text file to your desktop. DO NOT open the file prior to uploading it to the state.

5. Upload your file into the EASIER system. The following pages will take you step by step through this process. Before you begin, it will be helpful to have the Data Dictionary in front of you for reference.

I. THE EASIER APPLICATION

Log on to Ed Info (https://www.edinfo.state.ia.us) to find the application menu. Select the application to which you want to upload your file.

This will take you to the EASIER Application Menu:

EASIER Application Menu

ᴧ District is Not Certified

The certification deadline for Spring 2012 EASIER is Wednesday, June 20, 2012.

Remember to keep your contact information current for the Project EASIER, BEDS, and State ID systems. Access this information from the Application Menu under "EASIER/BEDS/ID Contact Persons".

Please provide contact information for EASIER data issues during summer break

Name: _____
Phone: _____
Email: _____ [Save Contact]

1. Submit File
2. Edit, Review, and Approve File Data
3. Review and Certify District Data

Software Status
Click links below to view issues

Approved to Submit Files
Administrator's Plus version 2.0.75
Infinite Campus 2012M.1130 or E.1130
JMC 4.1, build 092201 or later
PowerSchool Fall/Spring Submission Report Version 5.8
School Matrix

Vendor Development
Pinnacle
Schoolmaster Network Edition - 5.50c, District Edition - 1.50c

Modify vendor status

For assistance, contact:
Margie Hanson 515-281-3214
Rachel Kruse 515-281-4153
Gary Kirchhoff 515-281-6278
Paul Miller 515-725-2252
Any available consultant: 515-242-5976

For (unofficial) news from the IT team:
Follow @rpp9999

The EASIER Application page has many parts:

PART A. The message in red is your district's status for this collection. A district is not finished until the district is certified.

PART B. If there is a message in the shaded box – please take the time to read it. It will give you relevant information about timeframes, deadlines, and procedures. For Spring 2012, you will need to identify a contact person who can authorize changes to EASIER and your SIS if any issues arise over the summer.

PART C. Software Status provides you relevant information regarding the status of your vendor. You can click on a Vendor to find any known issues/comments. Make sure your vendor has been approved to submit files before sending any test files.

PART D. Consultant Contact Info. Never hesitate in contacting any of the EASIER consultants with questions or concerns. Their names and phone numbers are listed on the bottom of nearly every EASIER page from here on in, and their names are hyper links to their email address. You may also call (515) 242-5976 for any available consultant.

Please appreciate the fact that as deadlines draw nearer, our phones become busier – but we ALWAYS return calls of those who leave messages and phone numbers

PART E. Steps involved from file upload to file certification. Files are uploaded into 'one system' and moved into another 'system' once files are approved. Given the status of your file you will click into the respective step to review and/or work with your file(s).

1. Submit File

2. Edit, Review, and Approve File Data

3. Review and Certify District Data

4. View Supplementary Weighting

All districts start with Step 1 (Submit File). Once a file is submitted and validations have been completed, that file can be accessed through Step 2 (Edit, Review and Approve). After a file has been approved, it can be viewed only in Step 3 (Review and Certify). Step 4 is specific to the season and becomes available after a file has been approved.
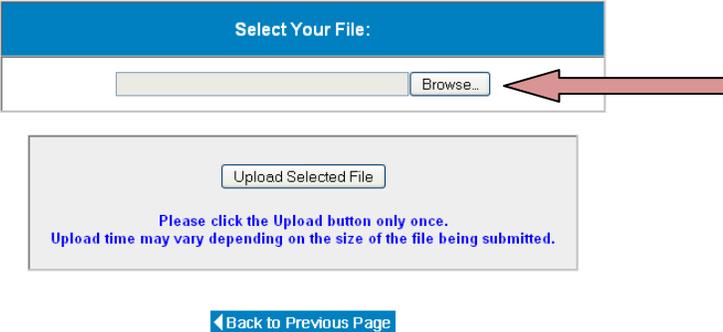

II. SUBMIT FILE

Click on Step 1 (Submit File) and you will see the following screen.

EASIER - Submit File

Select Your File:

Browse…

Upload Selected File

**Please click the Upload button only once.
Upload time may vary depending on the size of the file being submitted.**

◀ Back to Previous Page

Click on the 'Browse' button and direct it to the saved file on your Desktop. Click 'Open' to select the file and then click the 'Upload Selected File' button. The file will be uploaded into the EASIER system.

As the file is being uploaded into the EASIER system, it will go through a series of validation checks.

Your file will also be assigned a fileid once it has made it through the first set of validations. Please keep record of this number for future reference

EASIER - Upload Result

Your file "newton test.txt" has been received and has been assigned **File ID 2676.**
Your file is now ready to be loaded into the EASIER system.

Click "Continue" below to move to the next step, or you will be
automatically forwarded to the next step in 2 minutes.

Continue to Next Step ▶

Click 'Continue to Next Step' to validate the Student Records.

EASIER - Reading Student Records

Your file has been loaded into the EASIER system.
The system will now check for errors in the file **(File ID = 2676)** based on the
Iowa Department of Education's data dictionary.

Click "Continue" below to move to the next step, or you will be
automatically forwarded to the next step in 2 minutes.

Continue to Next Step ▶

Click 'Continue to Next Step' to complete the upload validations.

EASIER - Validation

Data validation has completed on your file.
Please continue to the next step to view your file summary.

You will be automatically forwarded to the next step in 2 minutes.

Continue to Next Step ▶

Once validations have completed, 'Continue to Next Step' to view the File Summary page.

EASIER - File Summary (File ID 2676)

Comm School District

Error and Warning List

| View and Correct ▶ | Data Validation Errors | 1 |
| View and Correct ▶ | Data Validation Warnings | 17 |

○ Review your errors and warnings
  ● Modify your data to address the errors or warnings using the "View and Correct" buttons above
  ● After modifying your data, you must repeat validation to check your file again
  ● You must address all errors to continue to the next step
  ● If you have more than 30 errors of any type, you must submit a new file after modifying the data in your student information system

◀ Back to Previous Page   🛑 Abandon this File 🛑   ⬇️ Repeat Data Validation

Records Summary

View ▶	Schools	9
View ▶	Students	3728
View ▶	Courses	511
View ▶	Suspensions / Expulsions	964
View ▶	Program Indicators / Data Elements...	

○ Review the brief summary of the data in your file
  ● Click the "View" buttons to see detailed listings in each category
  ● If you no longer wish to work with this file, you may abandon it
  ● Once you have addressed all errors above, you may continue to the next step

◀ Back to Previous Page   🛑 Abandon this File 🛑   Fix Errors to Continue

---

The file summary page can be broken into different parts:

PART A. This is your fileid – the number that was assigned during the upload. This is the best reference if you have any questions about a file so please keep track of which fileid you are working with.

PART B. Records Summary: This is the best place to start in determining whether your file is 'complete' or not. If there are supposed to be hundreds of students in this file, and the Records Summary table is telling you there are only 35 students – there is an issue with the extract and you probably want to Abandon this File at this point. The same is true for the courses (most likely relevant at the 7-12 grade levels), suspensions/expulsions, etc.

> PART B2. Program Indicators/Data Elements link (B.2) will show you even more summary numbers. Elements with a value of 0 are highlighted in BOLD RED to help ensure that your preliminary counts are at least 'in the ball park'.

NOTE: These are not your final numbers, they are offered only as a summary to help you determine the degree of 'completeness' of your file.

EASIER - Program Indicators / Data Elements in the Submitted File

The data element counts on this page include all students in your file

Category	Count
Total Student Count	3,728
CPI Dual Enrolled for Activities	22
Dropout	26
At Risk	1,163
Charter School	**0**
Foster Care	17
Preschool Attendance	66
Free / Reduced Lunch	941
Gifted / Talented	303
IEP	539
Early Intervening Services	**0**
Section 504	14
Migrant	**0**
Homeless	1
Immigrant	**0**
ELL	18
ACT Composite Score	145
Title I Targeted Assistance Reading	192
Title I Targeted Assistance Mathematics	**0**

PART C. If the Records Summary numbers look okay, then you can proceed with your Errors and Warnings.

Error and Warning List

View and Correct ▶	Data Validation Errors	7
View and Correct ▶	Data Validation Warnings	17

ERRORS AND WARNINGS

Let's start with the Errors: Click on the View and Correct and you will see what types of errors were found in your file. Errors can be related to Demographic Data, Enrollment Records, Suspensions and Expulsions and/or Curriculum.

EASIER - View and Correct Errors

Errors are generated during Data Validation if data in your file is missing or invalid. The Error Descriptions on the following pages identify the fields creating these errors.

Errors must be corrected to continue processing this file.

This file has errors that cannot be fixed in this application. Click "View" below for more information.

View ▶	Errors Related to Student Demographic Data
View ▶	Errors Related to Suspensions and Expulsions
View ▶	Errors Related to Enrollment Records

* **Note:** This category contains errors that cannot be fixed in this application

◀ Back to Previous Page

If you click on the error category you will get a list of the errors by student. Below is an example of some Demographic errors.

EASIER - View and Correct Student Demographic Data Errors

◀ Back to Previous Page

Errors Related to Student Demographic Data

School	State Student ID	Local Student ID	Student Name	Error Description	Value	New Value
8105	12341268	68	Bird, Red	Entry Date in District must be a valid date in the format of MM/DD/YYYY		
8105	43214454	454	Cane, Candy	Race / Ethnicity information is incomplete, Please click on the student name to correct	0	Please Select a Value
8105	23452382	82	Cat, Siamese	Entry Date in District must be a valid date in the format of MM/DD/YYYY		
8105	54325452	552	Doe, Jane	Race / Ethnicity information is incomplete, Please click on the student name to correct	0	Please Select a Value
8105		203	Smith, John	State Student ID must be a valid 10-digit number		

Save the New Values

It is highly recommended that you print off the errors, go back to your SIS, make the needed corrections and upload a new file.

On the error page (above), if you click on a student's name, you will get a list of the various demographic and program elements reported for that student.

Data Element	Current Value	New Value
Basic Student Information		
State Student ID	�	
School Number	0418	0418
Local Student ID	2300	
Birth Date	08/19/2007	08/19/2007 [Select Date]
Grade Level	PK	(PK) Pre-Kindergarten ▾
Hispanic	0	(0) No ▾
American Indian or Alaska Native	0	(0) No ▾
Asian	0	(0) No ▾
Black or African American	0	(0) No ▾
Native Hawaiian or Other Pacific Islander	0	(0) No ▾
White	1	(1) Yes ▾
Gender	M	(M) Male ▾
Homeroom Teacher Folder Number	▬	▬
Entry Date into District	08/19/2010	08/19/2010 [Select Date]
Indicators		
Charter School	0	(0) No ▾ This element does not apply to your district
Preschool Attendance	0	(0) No ▾
Title I Reading	0	(0) No ▾
Title I Math	0	(0) No ▾
Title I School Choice	99	(99) Not Applicable ▾ This element does not apply to your district or this student
School Offering Title I School Choice		
Title I Supplemental Services	99	(99) Not Applicable ▾ This element does not apply to your district or this student
Free Lunch	1	(1) Yes ▾
Reduced Lunch	0	(0) No ▾
IEP	1	(1) PK Instructional IEP or K-12 any IEP ▾
Coordinated Early Intervening Services	0	(0) No ▾
Section 504	0	(0) No ▾
Student Option Transfer	99	(99) Not Applicable ▾

> **NOTE:** Whichever type of error you are viewing on the EASIER system (enrollment, demographic, curriculum, etc), clicking on the student's name will give you this same screen (Figure 16) of demographic elements.

Once you have corrected all of the errors in your SIS, you are encouraged to look at your Data Validation Warnings. Warnings are generated when our system finds things that may be correct, but are not very common. Therefore, warnings are not necessarily issues to be corrected, just looked at and verified.

After all corrections have been made in your SIS and your file is error-free, and your warnings have been addressed (corrected only if necessary), you are ready to Continue to Next Step.

	Courses	0
	Suspensions / Expulsions	0
View ▶	Program Indicators / Data Elements...	

○ Review the brief summary of the data in your file
  ● Click the "View" buttons to see detailed listings in each category
  ● If you no longer wish to work with this file, you may abandon it
  ● Once you have addressed all errors above, you may continue to the next step

◀ Back to Previous Page　　🛑 Abandon this File 🛑　　Continue to Next Step ▶

This will give you the chance to take a look at each data element in your file and make sure the student counts for each element (and the students) are accurate.

Enrollment Data	
Status	**Details**
Most Recent Enrollment Period 　Entry Code -- Active Students 　Entry Code / Resident District 　Exit Code -- Inactive Students 　Exit Code / Destination Code Dropout Enrollment Period History *Foster Care Claim*	*CPI Dual Enrollment* FTE Attendance Days Unexcused Resident County Accountable District Nonpublic School Number *Foster Care* Service Provider / Facility Service / Facility Type Receiving Educational Services Destination Location
Student Data	
Quick View	
Basic Student Information	
Hispanic / Latino American Indian or Alaska Native Asian	

Elements labeled in italics are 'non-seasonal' elements. Although these elements are not part of your district certification for that season, they are archived in as reported so it is important those elements are accurate.

11

Each element can be displayed by building (if there is more than one building represented in the file) and each table is presented by grade level, race/ethnicity, and gender.

EASIER - Summary Records by Data Element (File ID 2673)

Comm School District   Filter by Building: All

Entry Code

Active Students by Entry Code

Back to Data Preview Menu

Status
Most Recent Enrollment Period
Entry Code -- Active Students
Entry Code / Resident District
Exit Code -- Inactive Students
Exit Code / Destination Code
Dropout
Enrollment Period History

Details
CPI Dual Enrollment
FTE
Attendance
Days Unexcused
Resident County
Accountable District
Nonpublic School Number
Foster Care
Service Provider / Facility
Service / Facility Type
Receiving Educational Services
Destination Location

Jump to:
Enrollment Data
Student Data
Removal Data

Active Student Enrollment History

								All Active Students								
		Hispanic							Non-Hispanic							
				White		Black		Asian		Pacific Isl.		Nat. Amer.		2+ Races		
Grade	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total
PKIEP			4	3			1								8
PK3	1		8	9											18
PK4			14	13											27
00		1	19	26										1	47
01			14	16										2	32
02	1	1	20	12											34
03	1		9	16											26
04	1	1	16	15											33
05	1	1	16	15											33
06	3	1	17	16											37
Total	8	5	137	141	0	0	1	0	0	0	0	0	0	3	295

Within every table, each row heading (i.e., Grade) , column heading (race/ethnicity and gender) and cell are hyperlinked and will take you to the list of students included in that row, column heading or count.

Gradelevel: PKIEP

			Students and Enrollment Records						
		Students whose Most Recent Enrollment Period has not Ended							
Student Name	State Student ID	Local Student ID	School	Grade	Gender		IEP	Birth Date	
BATEMAN, GOLDIE	121455233	2250	0418	PKIEP	F		1	05/19/2006	
	Entry Date	Entry Code	Resident District	FTE	DE	DP	DU Exit Date	Exit Code Sequence	Modify
	08/19/2010	1	1975	1.00	180	152.0	0		0

Student Name	State Student ID	Local Student ID	School	Grade	Gender		IEP	Birth Date	
COLLINS, LANDEN	132455233	2214	0418	PKIEP	F		1	11/14/2007	
	Entry Date	Entry Code	Resident District	FTE	DE	DP	DU Exit Date	Exit Code Sequence	Modify
	10/26/2010	4	3348	1.00	133	128.0	0		0

Student Name	State Student ID	Local Student ID	School	Grade	Gender		IEP	Birth Date	
DUNNINGTON, COLLIN	445842882	2273	0418	PKIEP	M		1	10/18/2005	
	Entry Date	Entry Code	Resident District	FTE	DE	DP	DU Exit Date	Exit Code Sequence	Modify
	08/19/2010	4	3348	1.00	180	158.5	0		0

12

In this example, since the report being viewed is tied to enrollment status, all of the elements tied to a student's enrollment are displayed.

Once you have reviewed each of the file-level reports and have determined the numbers and students are accurate, you can Approve the File.

You will then be given one final summary of the numbers and a reminder of the fileid that you are approving.

EASIER - Give Final Approval to File

By clicking the **CONFIRM** button, this file will be moved to final storage. This file will be used for district certification. To exit this page, please click the **CANCEL** button.

Enrollment Data		
All Students	1586	1
BEDS Enrollment	1311	2
Interim Placement	5	3
Dropouts	1	4
Attendance		
Attendance Rate	95.90%	5
Students with Unexcused Days	303	1
Indicators		
Foster Care	5	2

NOTE:
1 All Students
2 Active Students and Graduates; Entry Codes 1, 2, 3, 4, 5, 10, 11, 15, 17, 19
3 BEDS Entry Codes; Exit Code 27
4 BEDS Entry Codes; Exit Codes 4, 6; Grades 7-12
5 All Students; Grades PKIEP, PK4 (Grant-funded), PK5 - 12
8 All Students; BEDS Entry Codes
10 All Students; BEDS Entry Codes; Grades 9-12
11 All Students; Entry Codes 6, 8, 9, 12, 14, 21, 23, 27, 29;
    Grades 9-12; Enrolled in Classes

File ID	File Name	Time File Created	Time File Submitted
33	Newton Test File.txt	4/13/2011 8:57:00 AM	4/20/2011 9:23:00 AM

✓ Confirm   ✗ Cancel

Again, if the numbers are accurate and you've noted the fileid, click 'Confirm' on the bottom on the page. At that time the file gets moved to your District Certification Page and will be merged with other files submitted from your district as they are approved.

IV. REVIEW AND CERTIFY DISTRICT DATA

Once all of the buildings in the district have submitted and approved files, your district is ready to review and certify the district-level reports (Step #3 on the EASIER application page). This page offers the same type of reports that were reviewed at the file level, but presents the numbers for the district as a whole.

EASIER CERTIFICATION Spring 2012

~~Waterloo~~ Comm School District

A

District is not ready for certification
Duplicate Students in BEDS Enrollment
Students Transferred within District with no Additional Enrollment
End or Change Enrollment with no Additional Enrollment
Students reported with potentially inaccurate enrollment records
Test Data is not Loaded in AYP
PSEO amounts do not agree

[Certify District]   [EASIER Application Menu]

Please Review Potential Student Errors

B

Your Spring 2012 data is compared below with data from Fall 2011 and/or Spring 2011.
Reports with changes of +/- 20% from previous reports, or where totals are "0"
below as Warnings.

If your Spring 2012 data is correct, click the checkbox under "Accept Warnings".
To modify file data, click the Edit link in the file list at the bottom of this page.
To abandon a file, click the Abandon link and submit a new file.

C

Summary Information						Save
Reports	**Description**	**Detail**	**Spring 2012**	**Spring 2011**	**Fall 2011**	**Accept Warnings**
Student Enrollment and Attendance						
ALL Students	ALL Students		13432		12396	
Graduation Status	Grade level 9-12. Students with BEDS Entry Code and Graduation Status is 1	Detail	89	630		☐
Service Provider/Facility	Service Provider/Facility field is populated for Students with BEDS Entry Code AND/OR students with Exit Code = '27'					
Dropouts	Grade level 7-12. Students with BEDS Entry Code, and Students with Exit codes of 4 and 6 AND Exitdate after 10/01/2011		233	196		
Building Summary	Building Summary					
Attendance Rate	ALL Students. Days Enrolled and Days Present	Detail	94.29%	93.91%		
Students with Days Unexcused	Days Unexcused is Greater than Zero		5671	6321		
Student Option Transfer	Students with BEDS Entry Code and Student Option Transfer is 1,2,3, or 4. Grade Level PK-12		0	0		

Files Used for Certification
(Click here to see buildings involved in files)

D

File ID	File Name	Action	
745	becker1.txt	Edit	Abandon
755	Cunningham1.txt	Edit	Abandon
769	highland1.txt	Edit	Abandon
783	Irving1.txt	Edit	Abandon

This page can be broken into different parts:

PART A. District Status: The Certify Button is available only when your district has everything needed to certify. The notes in red on the top of the page tell you what is missing or what needs to be corrected before your district can certify. Examples for Spring 2012 include the following:

1. Not all schools have submitted - All buildings in the district with students enrolled, need to have a file submitted and approved.

2. Students Expected but Not Reported - Students reported as active in the previous reporting cycle but not included in the current submission. To see a list of these students, click on the link of Potential Student Errors.

3. No students with Graduation Status = '1' – If your district houses a high school, it is expected that you will have graduates reported in the spring.

4. Missing Graduates - Students reported as Graduates in the Fall data but not included in the Spring data. To see a list of these students, click on the link of Potential Student Errors.

5. Duplicate Graduate - Student Reported as Graduate in more than 1 building. To see a list of these students, click on the link of Potential Student Errors.

6. No students with At-Risk = '1' - If your district receives Modified Allowable Growth monies to serve At-Risk students, it is expected that you have students identified as At Risk and in a program funded by Modified Allowable Growth

7. PSEO amounts do not agree - PSEO enrollments in your EASIER files do not mesh with the dollar amount spent on PSEOs as reported in Spring BEDS

8. No reported Removals – It is expected that each district will have at least a handful of in-school or out-of school suspensions, or expulsions.

9. Students Transferred within District with no Additional Enrollment – The exit code of '28' cannot be the last enrollment event for a student. To see a list of these students, click on the link of Potential Student Errors

10. End or Change Enrollment with No Additional Enrollment – Your district used the Exit Code of '14' (End or Change Enrollment) on a non-CPI or non-shared time student with no subsequent enrollment. To see a list of these students, click on the link of Potential Student Errors

11. Duplicate Students in BEDS Enrollment. A student can only have a BEDS enrollment code in one building at a time. To see a list of these students, click on the link of Potential Student Errors

12. Within District Part-Time has no Primary Enrollment. Students with an Entry Code of '18' must have a primary enrollment in the district. To see a list of these students, click on the link of Potential Student Errors

PART B. The information in the shaded box tells you what you are seeing in the table below. The programming compares your current number/counts to previous numbers/counts and indicates those fields with a sizeable percentage change (+/-20.0%). This does not necessarily mean the current numbers are incorrect, but we do need you to indicate as such by checking the box in the Accept Warnings column in the far right hand column.

If you find that the numbers currently reported are incorrect, you will need to make the needed corrections in your SIS and submit new files.

PART C. These are the data elements your district is certifying for the respective season. The Reports column (left column) indicates the element, the Description column provides the definition of which students are included in that report, the Detail column is an option for some elements and gives the option for more detail. The current season numbers/counts will be the first set of numbers provided in the comparison columns on the right (in this case Spring 2012). The programming compares spring elements to the prior spring and/or the prior fall. The Accept Warnings box is relevant only for elements in which numbers have changed by +/- 20.0% (see B above).

    When you click into any of the elements in the left-hand column, you will find a summary table of that element by building and grade level (below)

PART D: This is a list of files that have been approved for certification in your district.

EASIER CERTIFICATION - Summary Data by Building

███████ Comm School District

Free Lunch

Free Lunch is Yes(1)

School	PKIEP	PK3	PK4	PK5	00	01	02	03	04	05	06	07	08	09	10	11	12	Total
(0000) ████████School District																		
(0109) ████ High School	0	0	0	0	0	0	0	0	0	0	0	0	0	26	30	30	22	108
(0409) ███v Elementary School	4	0	5	0	58	42	31	37	0	0	0	0	0	0	0	0	0	177
(0418) ███Middle School	0	0	0	0	0	0	0	0	0	0	33	22	19	0	0	0	0	74
(0427) █████ Elementary School	0	0	6	0	0	0	0	0	26	33	0	0	0	0	0	0	0	65
(0810) ███████ Center Preschool																		
Total	4	0	11	0	58	42	31	37	26	33	33	22	19	26	30	30	22	424

District Report Page

If you click into any of the counts by grade level or building, you will get a breakdown by race/ethnicity and gender of students included in that count.

Comm School District

Free Lunch

Free Lunch is Yes(1)

	Hispanic		Non-Hispanic												
			White		Black		Asian		Pacific Islander		Nat.Amer.		2+ Races		
Grade	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total
PKIEP	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4
Total	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4

As with the file-level reports, if you click into any number in the table, you will be given a list of the students included in that count. Note that each of these pages provides a title (to remind you of which indicator you are reviewing), and building number. At the student level, you are also provided the FileId in case replacement files need to be sent.

EASIER CERTIFICATION - Summary Data by Building

Comm School District

Free Lunch

Free Lunch is Yes(1)

Download to Excel

File ID	School	Grade	Local Student Id	State Student Id	Student Name	Gender	Entry Date	Entry Code	Exit Date	Exit Code	IEP	Free Lunch
7475	0409	PKIEP	25903		s,Blake	M	07/01/2010	1			1	1
7475	0409	PKIEP	202510000		,Jacen	M	08/03/2010	1			1	1
7475	0409	PKIEP	22199		e,Tyler	M	07/01/2010	1			1	1
7475	0409	PKIEP	25904		t,Logian	M	07/01/2010	1			1	1

Back   District Report Page

Once you have reviewed each data element and are confident that the numbers and students are accurate for each, and have met all of the requirements for certification - you are able to certify your district. NOTE: Once your district has certified, you will no longer have the ability to roll files back to make modifications without contacting an EASIER consultant. Once your district has certified, those numbers are used in respective federal reports, AYP, Certified Enrollment, Modified Allowable Growth, SBRC, Supplementary Weighting, APR, various other applications. The certified numbers are also archived and stored in EdInsight (the data warehouse).

To summarize the EASIER process:

1. File is extracted from your SIS and saved on your desktop
2. Log into EdInfo – select EASIER application
3. Click on Step #1 to upload your saved file(s) into the EASIER system
4. Check and clean any validation errors (and warnings if necessary)
5. Review file reports to ensure file is complete and accurate
6. Approve file
7. Once all buildings have submitted and approved files, the district is ready to certify.
8. Contact an EASIER consultant if you have any questions/concerns regarding any of the steps above.