Student Reporting in Iowa (SRI)

From SIS to VRF to SRI
For Beginners Only

August 10, 2015
Iowa Department of Education
Accessing VRF Data Collector

- Log into portal
- Click on Pearson SIFWorks
- Click on VRF Data Collector
Uploading Files into VRF Data Collector
1. Click on *Data Sources* tab

2. Click *Other Data Sources*
3. Find the line under Data Source for the **current** Student Reporting Collection and click *Manage*
4. Click *Uploaded Files(s)*

Use the options below to manage files for this data source.

- Select All
- Select None
- Upload File(s)

<table>
<thead>
<tr>
<th>File Name</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Upload File(s)  Delete Selected  Cancel

5. Click *Browse*, find the file on your computer, click *Open* and click *Upload*

Use the form below to upload files to the data source.

Data Source Name: SRIFall2013
Target UNC Location: C:\Pearson\windows\DC\FlatFiles\SRIFall2013\19530000
File To Upload: Browse... No file selected.

Upload  Cancel
6. The file is listed under Currently Uploaded File(s). If another file is needed, repeat steps 4 and 5. Once all files have been uploaded, click *Collection Requests* on the left side of the menu bar.
Starting a Collection and Validating Files
1. Click *Start Collection*
2. Click the radio button next to Flat Files then click Start Data Collection.

NOTE: If you do not see SIF Zone, just click Start Data Collection
3. Click *Refresh* to see the status of the data collection.

4. Once the status reports the data collection has completed, click *Validate*. This will send the data through a series of validations checks to find errors in the data.
5. Validations may take a few seconds to a few minutes to complete. Once completed, click View Validation Exceptions Report.
Viewing Errors on Screen
Click on any underlined link.

Validation exceptions are listed by record type and exception severity. To generate the exception report for one record type and/or exception severity click the link in the corresponding row and column.

Last Validated: November 06, 2014 (4 days ago) at 02:35:58 PM

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Fatal</th>
<th>Warning</th>
<th>Info</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.0 Expected Buildings</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>S.1 Demographic Record</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>S.2 Enrollment Record</td>
<td></td>
<td>0</td>
<td>0</td>
<td>154</td>
</tr>
<tr>
<td>S.3 Removal Record</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>S.4 Course Record</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>S.5 Section Record</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>S.6 Student Course Record</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>S.7 Header Record</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>S.8 Trailer Record</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Counts:</strong></td>
<td><strong>154</strong></td>
<td><strong>3</strong></td>
<td>0</td>
<td><strong>157</strong></td>
</tr>
</tbody>
</table>

Generate Full Validation Report

*Note:* You may need to allow Pop-ups to be displayed for this website (portal.ed.iowa.gov) in order to view report.
Errors/Warnings are displayed by record type.

Note: This report is not able to be sorted or exported. It is only for viewing on the screen.
- You may expand or contract any of the columns by putting your cursor between two columns, clicking and dragging either right or left.
Download Errors to Spreadsheet
- Click on the radio button next to ‘CSV’ under Output Type on the right side of the screen.

When you click

**Generate Full Validation Report**

- if box is checked, a spreadsheet will be created for each Record Type containing errors/warnings
- if box is unchecked, all errors/warnings will be listed in one spreadsheet
You can now click on any one of the underlined links.

<table>
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<th>Warning</th>
<th>Info</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>S.1 Demographic Record</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>S.2 Enrollment Record</td>
<td>154</td>
<td>0</td>
<td>0</td>
<td>154</td>
</tr>
<tr>
<td>S.3 Removal Record</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>S.4 Course Record</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>S.5 Section Record</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>S.6 Student Course Record</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>S.7 Header Record</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>S.8 Trailer Record</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Counts:</strong></td>
<td><strong>154</strong></td>
<td><strong>3</strong></td>
<td><strong>0</strong></td>
<td><strong>157</strong></td>
</tr>
</tbody>
</table>

[Generate Full Validation Report]
The download file will be listed under Report(s) at the bottom of the screen. Click on the file name. Depending upon the web browser, you will most likely be able to open the file from the Downloads folder.

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**Record Type** | **Fatal** | **Warning** | **Info** | **Total**
---|---|---|---|---
S.0 Expected Buildings | 15 | 0 | 0 | 15
S.1 Demographic Record | 0 | 4 | 0 | 4
S.2 Enrollment Record | 1 | 0 | 0 | 1
S.3 Removal Record | 0 | 0 | 0 | 0
S.4 Course Record | 0 | 0 | 0 | 0
S.5 Section Record | 0 | 0 | 0 | 0
S.6 Student Course Record | 0 | 0 | 0 | 0
S.7 Header Record | 1 | 0 | 0 | 1
S.8 Trailer Record | 0 | 0 | 0 | 0
**Total Counts:** | 17 | 4 | 0 | 21

[Generate Full Validation Report](#)

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Click on the link below to download the zip file.

**Report(s)**

- S.1DemographicRecordAllSeverities.zip
Delete A File

All corrections must be made in the Student Information System and a new file exported and uploaded. Prior to uploading the new file you will need to delete the old file.
1. Click on *Data Sources* tab

2. Click *Other Data Sources*
3. Find the line under Data Source for the **current** Student Reporting Collection and click **Manage**
4. Click the box next to the name of the file to be deleted and click *Delete Selected.*

A message will appear asking ‘Are you sure you want to delete the selected file?’ click *OK.*
Uploading a New File and Starting the Process Over
Repeat the process to upload a file.
Click *Start/Stop Collection* on the Collections Requests tab.
Click *Restart* next to Flat Files
Once the data has been collected, click Validate.

If further errors, start the entire process over.

- View Validation Exceptions Report
- Correct errors in SIS
- Extract new file
- Delete old file
- Upload new file
- Restart collection
- Validate
- If no errors, you will have a link to move data over to SRI.
- Click Approve & Submit.
Viewing Data in SRI

It may take 20-30 minutes for your data to move over to Student Reporting in Iowa (SRI) after you click Approve & Submit.
EdInfo > Student Level Applications > Student Reporting in Iowa
The “Home” page shows the status of the current application and all applications connected to the data.

The Fall SRI data feeds into Certified Enrollment.

The time stamps shows the last time data was loaded into various applications.
All errors (E:) must be resolved prior to moving data into Certified Enrollment.

Corrections must be made in SIS and new file(s) upload.
Sample of Errors Preventing Certification in SRI

- Students active in Spring but not reported in Fall
- Building with no Free and Reduced Lunch
- Building with no Instructional IEP
- No Section FTE > 0.000
- Student Enrolled in more than 1 Section of CCN where Section FTE > 0.000
- Within District Duplicate Students
- Updated Contact Information Not Provided
Verify accuracy of data by clicking the tabs in the menu to view reports within each category.

<table>
<thead>
<tr>
<th>Reports</th>
<th>Description</th>
<th>Fall 2013</th>
<th>Fall 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL Students</td>
<td>ALL Students</td>
<td>2960</td>
<td>3020</td>
</tr>
<tr>
<td>BEDS Enrollment</td>
<td>Active Students with Entry Codes of 1, 2, 3, 4, 5, 10, 11, 15, 17, 19, 81. Grade Level PK-12</td>
<td>2706</td>
<td>2758</td>
</tr>
<tr>
<td>CPI (Dual Enrolled/HSAP)</td>
<td>Active Students with Entry Codes of 6, 7, 9, 12, 13, 14, 21, 22, 23, 27, 28, 29</td>
<td>11</td>
<td>19</td>
</tr>
<tr>
<td>CPI Dual Enrollment</td>
<td>Active Students with Entry Codes '6', '9', '12', '13', '21', '22', '27', '28'</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>Entry Type</td>
<td>Active Students with BEDS Enrollment. Grade Level PK-12</td>
<td>2758</td>
<td></td>
</tr>
<tr>
<td>IEP Level</td>
<td>Students with IEP='3' and EntryCode = '4'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident County</td>
<td>Active Students by Resident County</td>
<td>2878</td>
<td></td>
</tr>
<tr>
<td>Resident District</td>
<td>Active Students by Resident District</td>
<td>2878</td>
<td></td>
</tr>
<tr>
<td>Service Provider/Facility</td>
<td>Active Students and Service Provider is not NULL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students Not Eligible for Funding</td>
<td>Active Students with Entry Codes of 3, 10, 11, 15, 17, 30, 81, 82. EntryCodes of 6, 12, 21, 27 with CPIDualEnroll of 4</td>
<td>1</td>
<td>10</td>
</tr>
</tbody>
</table>
Click on a report name to see breakdown of students by indicator.

<table>
<thead>
<tr>
<th>Reports</th>
<th>Description</th>
<th>Spring 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>21st Century</td>
<td>BEDS Enrollment, 21st Century is Yes(1)</td>
<td>0</td>
</tr>
<tr>
<td><strong>At Risk</strong></td>
<td>BEDS Enrollment, At Risk of 1 or 2</td>
<td>2356</td>
</tr>
<tr>
<td>Coordinated Early Intervening Services</td>
<td>BEDS Enrollment, Early Intervening Services 1, 2, or 3</td>
<td>68</td>
</tr>
<tr>
<td>ELL Status</td>
<td>BEDS Enrollment, Active Students with ELL Status is 1, 2, 3, or 4</td>
<td>1846</td>
</tr>
<tr>
<td>Foster Care</td>
<td>RFDS Enrollment, Active Students with Foster Care = '1' or '2'</td>
<td>36</td>
</tr>
</tbody>
</table>

Click on count to see list of students.

*Note:* If more than 500 students in list, you will be asked to download to Excel.
Click on count to see breakdown by building by grade.

Click on any number to see breakdown by race/ethnicity.
Click on any count to see list of students.

### Programs/Indicators

#### ELL Status

BEDS Enrollment, Active Students with ELL Status is 1, 2, 3, or 4

<table>
<thead>
<tr>
<th>Grade</th>
<th>Hispanic</th>
<th>White</th>
<th>Black</th>
<th>Asian</th>
<th>Pacific Islander</th>
<th>Nat. American</th>
<th>2+ Races</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
To move data into Certified Enrollment, click ‘Click to Continue’
TIP

It is recommended to move your data to Certified Enrollment as soon as all Level 2 validation errors have been corrected.
REMINDER

If an error is found in SRI or in Certified Enrollment, the correction must be made in the SIS and a new file(s) uploaded.
Resources Available!

- www.educateiowa.gov > Data & Reporting > Data Reporting > Student Reporting in Iowa

  - Dates to remember
  - Tutorials
  - Written documentation