

Fall Search Tips 2015-2016

9/7/2015 9/21/2015 *REMINDER: Contact Lisa or Jennifer to change the fields in mass if desired

Field Name	Field Search	Student List Results	Student Page	NOTES
State Testing Identifier	/State_StudentNumber =;EntryDate >=8/10/2015	Blank STI's	State/Province - VA	Contact Karen Gilbert for STI requests
Responsible Division Number	/State#TN;VA_ResponsibleDistrict#;EntryDate>=8/10/2015;VA_ServingSchool#8888	Responsible District not equal to blank (default value of blank is now 094). Use the Group Function - List Students to display the values side-by-side. The exceptions will be those with values displayed. Examine and confirm the exception values for data accuracy. State#TN is optional filter on those students living in TN	Enrollment > Transfer Info > Edit Current Enrollment OR Search for students then use the List Students Group function to see all the fields side by side	clear out values if they are the same as the default values
	/State=VA;VA_ResponsibleDistrict#;EntryDate >=8/10/2015	State is VA but the Responsible District is not blank (the default 094). Only TN and special situation students should have Responsible District other than blank.		look at students to verify they are all of the TN students at each school; responsibility is on individual schools
	/State=TN;VA_ResponsibleDistrict#888;EntryDate >=8/10/2015	State is TN but Responsible District is not 888 (out of state students).		
Responsible School Number	/State=VA;VA_ResponsibleSchool=0047;EntryDate >=8/10/2015	Resp. School equal to 47 (TN), but home address State equal to VA. If students home address is in VA, they must have your school number as the Responsible School.	Enrollment > Transfer Info > Edit Current Enrollment	
	/State#TN;VA_ResponsibleSchool #;EntryDate >=8/10/2015;SchoolID#8000	Responsible School is not equal to blank (default value is now your school). Use the Group Function - List Students to see the exceptions that need correction.		
	/State=TN;VA_ResponsibleSchool#0047;EntryDate >=8/10/2015	Responsible School not equal to 47 (TN), but home address State is equal to TN. If students home address is in TN, they must have 47 as the Responsible School.		
Serving Division Number	/VA_ServingDistrict # ;EntryDate >=8/10/2015	Serving District is not equal to blank (default value is now 094 for Washington Co.).	Enrollment > Transfer Info > Edit Current Enrollment	Review list for accuracy. Clear out the code if equal to the default value.
Serving School Number	/VA_ServingSchool #;EntryDate >=8/10/2015	The Serving School is not equal blank (the default value is now your school).	Enrollment > Transfer Info > Edit Current Enrollment	Review list for accuracy. Clear out the code if equal to the default value.
Active Status Code	/Enroll_Status > 3;EntryDate >=8/10/2015	Enroll. Status other than active, inactive, not enrolled	Enrollment > Transfer Info	Contact Jennifer or Lisa for assistance.
	/Enroll_Status = -1;EntryDate < 8/10/2015	Enroll Status equal to Pre-Registered. No student should have an enrollment status of pre-registered and entry date before the start of the new school year. Call PowerSchool Administrator.		No student should have an enrollment status of pre-registered if entry date has passed. Contact Jennifer or Lisa for assistance.

17 13 Contact Karen Gilbert for STI

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Entry Code	/EntryCode = ;EntryDate >= 8/10/2015	Blank entry code if entry date is greater than/equal to first day of school	Enrollment > Transfer Info > Edit Current Enrollment	1 0
	/EntryDate > 5/12/2016;EntryDate < 8/10/2015	Entry date if before first day of school (within school year)		0 0
Entry Date	EntryDate >= 5/28/2015;EntryDate < 8/10/2015	Entry date for active students must be adjusted to the current start of school 8/10/2015	Enrollment > Transfer Info > Edit Current Enrollment	0 0
Exit/Withdrawal Code	/ExitCode = ;ExitDate >= 8/10/2015;ExitDate < CURRENT DATE	Blank exit code if exit date is greater than/equal to first day of school and less than current date	Enrollment > Transfer Info > Edit Current Enrollment	12 5 - disregard CS
Exit/Withdrawal Date	/EntryDate >= 8/10/2015;Enroll_Status #;ExitCode =	Find the No Show records without an exitcode	Enrollment > Transfer Info > Edit Current Enrollment	12 5 - disregard CS
	/ExitDate >= 5/28/2015;ExitDate < 8/10/2015	Find active students that left during the summer break		1 480
Gender Code	/Gender = ;EntryDate >= 8/10/2015	Blank gender code	Demographics	0 0
	/Gender = F ;EntryDate >= 8/10/2015	Female gender code - check for males		3835 3848
	/Gender = M ;EntryDate >= 8/10/2015	Male gender code - check for females		3870 3877
Birth Date	/DOB = ;EntryDate >= 8/10/2015	Blank date of birth	Demographics	0 0
	/DOB > 10/01/2015;EntryDate >= 8/10/2015	This year's PK should have DOB before October 1, which reflects minimum birth date for school level. The date of birth is out of date range. For example, 10/1/2015		0 0
	/EntryDate>=8/10/2015;VA_Primary_Dis_Code=; DOB<8/1/1995; EntryDate>=8/10/2015	All regular ed students should be less than 20 yrs old as of Aug 1; therefore, this year's regular ed students should have a DOB after 08/01/1995		0 0
	/VA_Primary_Dis_Code#; DOB<09/30/1993; EntryDate>=8/10/2015	All special ed students should be less than 22 yrs old as of September 30th; therefore, this year's special ed students should have a DOB after 09/30/1993, the minimum birth date.		0 0
	/VA_LEP_Serv_Cd #;DOB<08/01/1993; EntryDate>=8/10/2015	All LEP students should be less than 22 yrs old as of Aug 1; therefore, this year's LEP students should have a DOB after 08/01/1993, the minimum birth date.		0 0
Grade Level Code	/Grade_Level = -1;VA_GradeCode # PK;EntryDate>=8/10/2015	All PK students must have the proper VA_GradeCode coinciding with their Grade Level.	Enrollment > Transfer Info > Edit Current Enrollment	0 7
	/Grade_Level = 0;VA_GradeCode # KG;EntryDate>=8/10/2015	All KG students must have the proper VA_GradeCode coinciding with their Grade Level.		10 6

Field Name	Field Search	Student List Results	Student Page	NOTES
Grade Level Code	/VA_GradeCode = PG;EntryDate >=8/10/2015	Confirm all PK coded students are actually in the preK grade level.		0 0
	/Grade_Level > 0;VA_GradeCode #;EntryDate >=8/10/2015	Search all 1st-12th graders are not coded as PK or KG.		27 15
	Run the Enrollment Summary Report	Examine students to ensure all grade levels are within your school's grade level range.	SystemReports > Membership and Enrollment - Enrollment Summary by Date	
Primary Disability Code (Spec. Srv. Dpt. ONLY)	/VA_Primary_Dis_Code # ;EntryDate >=8/10/2015	All students with Prim. Dis. Code not equal to blank.	State/Province - VA	Spec. Srv. Dpt. ONLY 0 1226 1241
Special Ed. Weekly Time % (Elem)	/VA_Sp_Ed_Per #;VA_Primary_Dis_Code = 15;EntryDate >=8/10/2015	504 (15) SE Wkly. Time % not equal to blank. No 504 student should have %.	State/Province - VA	5 0
	/VA_Sp_Ed_Per #;VA_Primary_Dis_Code #;Grade_Level in 0,1,2,3;EntryDate >=8/10/2015	Blank % with Prim. Dis. For grade levels KG-3. PK, 3-5 % must equal blank.		112 42
	/VA_Sp_Ed_Per #;VA_Primary_Dis_Code = ;EntryDate >=8/10/2015	Blank Prim. Dis. Code equal to blank with % not equal to blank.		53 29
Special Ed. Weekly Time % (Middle, High)	/VA_Sp_Ed_Per #;EntryDate >=8/10/2015	For MS & HS only, Special Ed Wkly Time Percentage not equal to blank.	State/Province - VA	587 546
Disadvantaged Status Flag	/insurance = medicaid;EntryDate >= 8/10/2015;VA_Disadvantaged=	List of students on medicaid	Custom Screens> Immunizations	The Disadvantaged Status Flag is set by the SIS Technician. Just confirm the students are listed with the accurate insurance 158 16
	/insurance = FAMIS;EntryDate >= 8/10/2015;VA_Disadvantaged=	List of students on FAMIS	Custom Screens> Immunizations	26 1
	/VA_BirthCountry # ;EntryDate >= 8/10/2015; VA_Disadvantaged=	Birth Country not equal to blank (default value is USA)	State/Province - VA	Look to find those students possibly not marked correctly 34 33
Country of Birth Code	/VA_BirthCountry #;EntryDate >=8/10/2015	Birth Country not equal to blank.		53 52
	/VA_BirthCountry=2310;EntryDate >=8/10/2015	Search for United States (2310) as the Birth Country and remove the values.	State/Province - VA	8 7
	/VA_BirthCountry #;VA_HomeLang = ;EntryDate >=8/10/2015	Birth Country not equal to blank;home language equals blank.		17 16
Home Language Code	/VA_HomeLang # ;EntryDate >= 8/10/2015	Home Language not equal to blank		113 114
	/VA_LEP_State_Cd #;VA_HomeLang = ;EntryDate >= 8/10/2015	LEP State Code not equal to blank, but Home Language Code equal to blank. If student is LEP, student must have home language code other than English.	State/Province - VA	0 0
Immigrant Status Flag	/VA_Immigrant #; EntryDate >=8/10/2015	Immigrant Status Flag not equal to blank.	State/Province - VA	27 18
Title I Code (KG-02)	/VA_Title1_Code # ;EntryDate >= 8/10/2015	Title I Code not equal to blank		402 316
	/Grade_Level > 2;VA_Title1_Code # ;EntryDate >= 8/10/2015	Title I Code not equal to blank for student above 2nd grade.		50 9
	/Grade = -1;VA_Title1_Code = ;VA_PK_experience_code = 22;EntryDate >=8/10/2015	Title I Code equal to blank, but PK Experience Code equal Title I.	State/Province - VA	26 45
	/VA_GED_Code # ;EntryDate >= 8/10/2015	GED Program Code not equal to blank.		Verify accuracy of Grad/Other Completer Code, then mark GED Code appropriately. 8 8

Field Name	Field Search	Student List Results	Student Page	NOTES		
GED Program Code (HS Only)	/VA_Grd_Comp_Code = 5;VA_GED_Code = ;EntryDate >= 8/10/2015	Grad/Other Completer Code in GED but GED Program Code equal to blank.	State/Province - VA	GED Codes should correspond	0	0
	/VA_Grd_Comp_Code = 8;VA_GED_Code = ;EntryDate >= 8/10/2015	Grad/Other Completer Code in GED/ISAEP but GED Program Code equal to blank.		GED Codes should correspond	0	0
	/VA_GED_Code = 3 ;EntryDate >= 8/10/2015	GED Program Code equal to GAD.		Verify if a WCS student should have a GED Program Code of 3 (GAD).	0	0
Graduate/Other Completer Code (HS Only)	/VA_Grd_Comp_Code # ;EntryDate >= 8/10/2015	Graduate/Other Completer Code not equal to blank	State/Province - VA		1745	1744
	/VA_Grd_Plan_Code #;VA_Grd_Comp_Code = ;EntryDate >= 8/10/2015	Graduate Plan Code not equal to blank, but Graduate/Other Completer Code equal blank			3	3
	/VA_Grd_Comp_Code=1;VA_DiplomaType#2;entrydate>=8/10/2015	Students listed with conflicting Diploma classifications			870	807
	/VA_Grd_Comp_Code=2;VA_DiplomaType#1;entrydate>=8/10/2015	Students listed with conflicting Diploma classifications		The DiplomaType is not used on the transcript	62	101
	/VA_Grd_Comp_Code>2;VA_DiplomaType#3;entrydate>=8/10/2015	Students listed with conflicting Diploma classifications			6	7
Graduation Plan Code (HS Only)	/VA_Grd_Plan_Code # ;VA_Grd_Comp_Code = ;Grade_Level=12;EntryDate >=8/10/2015	Seniors with Graduate Plan Code not equal to blank, but Graduate/Other Completer Code equal blank	State/Province - VA		2	2
	/VA_Grd_Comp_Code #;VA_Grd_Plan_Code = ;EntryDate >= 8/10/2015	Graduate/Other Completer Code not equal to blank, but Graduate Plan Code equal blank			1658	1462
W8 Reason Code	VA_Dropout_Reason #;EntryDate >= 8/10/2015	Active students should never have a Dropout reason code	State/Province - VA	Must be blank if student is active.	0	0
	/ExitCode = W880;VA_Dropout_Reason = ;EntryDate >= 8/10/2015	W8 Reason Code equal to blank when Exit Code = W880 (dropout)			1	1
	/ExitCode=W880;Grade_Level=-1;VA_Dropout_Reason #42 ;EntryDate >= 8/10/2015	W8 Reason Code must equal 42 for PreK students		PreK students should be coded with 42 W8 Reason code	1	0
	/ExitCode # W880;VA_Dropout_Reason # ;EntryDate >= 8/10/2015	W8 Reason Code not equal to blank when Exit Code not equal to W880 (dropout)			3	0
Aggregate Days Present	Can run ADA/ADM by Student report to check days					
Aggregate Days Absent	Present or Absent Report...					
Truancy Conference Flag	Run the Attendance Count report for 6 or more UNX/UNV absences and work with attendance clerk to mark students from that list in which parent conferences were held and the absences were still deemed unverified and/or unexcused. Use the Generic 3Day letter to communicate with the parents.		State/Province - VA	On going, needed throughout the school year. Use the Generic 3Day Form Letter with the list of students		
	/VA_TuitionPaid=04;EntryDate >=8/10/2015	Interchange, Gov School and Special Ed Programs at AHS/GES = 04			41	40

Field Name	Field Search	Student List Results	Student Page	NOTES
Tuition Paid Code	/VA_TuitionPaid#10 ;EntryDate >=8/10/2015;State=TN	All TN students = 10	State/Province - VA	The small fee (\$100) paid personally by students/parents to the school does not apply to the Tuition Paid Code. A TN resident student must be coded with at 10 to indicate which students are getting reimbursed by the school system in TN.
	/VA_TuitionPaid=18;EntryDate >=8/10/2015	Students participating in the Full-Time Virtual Virginia Pilot Program; must also have Serving Division/School set to Virtual Virginia		Set the VA_TuitionPaid code to 18 for all students in the Virtual Virginia Pilot Program.
	/VA_TuitionPaid# ;EntryDate >= 8/10/2015	Tuition Paid not equal to blank;Interchange, Special Ed Program at AHS/GES =04; CSA =07; TN = 10; All other students should be blank		Review the list of students for accurate coding
Non-public student FTE	/VA_np_fte# ;EntryDate >= 8/10/2015	List of part-time students; 10 = 10% students, 25= One Course, 50 = Two Courses	Enrollment > Transfer Info > Edit Current Enrollment	
	/FTEID # XXXX;VA_np_fte = ;EntryDate >=8/10/2015	Where XXXX is your school's Full Time FTE ID (refer to list below). If FTEID is not equal to Full Time, then VA_np_fte must reflect the full time value.		
Kindergarten Readiness Assessment Flag (ES Only)	/Grade_Level = 0;DOB > 10/01/2010 ;EntryDate >=8/10/2015	Replace DOB search with the student's birth year for a 5 year old. (example, 10/1/2010) Lists KG students who turned 5 after October 1. Notify PowerSchool Administrator with exceptions.	Notify Powerschool Administrator with valid exceptions	
Early College Scholar Program Code (HS Only)	/VA_EarlyCollegeScholarProgCD = 1 ;EntryDate >= 8/10/2015	Early College Scholar equal to 1; 1=Student has completed the Early College Scholar Program agreement (FALL/SPR)	State/Province - VA	
	/VA_EarlyCollegeScholarProgCD = 2 ;EntryDate >= 8/10/2015	Early College Scholar equal to 2; 2=Student has earned the Governor's Early College Scholar certificate (EOY ONLY)		
PK Experience Code (PK-KG)	/Grade_level<1;VA_PK_experience_code= ;EntryDate >= 8/10/2015	Finds PK/KG students without PK Experience marked	State/Province - VA	
	/VA_PK_Experience_code=50 ;Grade_level=-1;EntryDate >= 8/10/2015	If Grade_Level = -1, then PK Experience cannot be 50,51, or 60		
	/VA_PK_Experience_code=51 ;Grade_level=-1;EntryDate >= 8/10/2015			
/VA_PK_Experience_code=60 ;Grade_level=-1;EntryDate >= 8/10/2015				
PK Weekly Time Code (PK-KG)	/Grade_level<1;VA_PK_weekly_time = ;EntryDate >= 8/10/2015	Finds PK/KG students without PK Weekly Time marked	State/Province - VA	
	/VA_PK_weekly_time # ;EntryDate >= 8/10/2015	PK Weekly Time not equal to blank		
Address	Mailing_Street = ;EntryDate >= 8/10/2015	Mailing street equal blank	Demographics	Every active student MUST have a mailing address.
	Mailing_City = ;EntryDate >= 8/10/2015	Mailing city equal blank		
	Mailing_State = ;EntryDate >= 8/10/2015	Mailing state equal blank		
	Mailing_Zip = ;EntryDate >= 8/10/2015	Mailing zip equal blank		
Phone Number	/Home_Phone = ;EntryDate >= 8/10/2015	Home phone equal blank	Demographics	Every student MUST have a home phone number.

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Field Name	Field Search	Student List Results	Student Page	NOTES
Unexcused and/or Unverified Absences	Run the Attendance Count report for 1 or more UNX/UNV absences and work with attendance clerk to make sure absences are marked correctly			on going throughout the year
Initial Primary Nighttime Residence Code	/VA_PrimNight_ResCode# ;EntryDate >= 8/10/2015	Primary Nighttime Residency not equal to blank	State/Province - VA	Confirm the students are accurately listed. Must retain value for remainder of year even if status changes.
Neglected/Delinquent Code	/VA_NegDelinquent_Code # ;EntryDate >= 8/10/2015	Neglected/Delinquent not equal to blank	State/Province - VA	
Full time Virtual Program Code	/VA_FTVirtual_ProgCode#; EntryDate >= 8/10/2015	Fulltime Virtual Code not equal to blank	State/Province - VA	Confirm the students are accurately listed. Must also set the Serving Division = 501; and Serving School = 0010
Virtual Virginia Program	/VA_TuitionPaid=18; VA_ServingDistrict # 0501;EntryDate >=8/10/2015	For full time Virtual Virginia program students, the Serving District is set to 501.	Enrollment > Transfer Info > Edit Current Enrollment	Review list for accuracy
	/VA_TuitionPaid=18; VA_ServingSchool # 0010;EntryDate >=8/10/2015	For full time Virtual Virginia program students, the Serving School is set to 10.		
Ethnic/Race Code	/Ethnicity = ;EntryDate >=8/10/2015	Ethnicity or Race equal blank	Reports > Membership and Enrollment/Enrollment Summary by Date	
Receiving ESL Services Code	/VA_LEP_Serv_Cd #;EntryDate >= 8/10/2015	Receiving LEP Services Code not equal to blank;1=Identified as LEP and receives ESL Services;2=Identified as LEP but does not receive or has refused ESL Services;3=Former LPE:within the past 2 years the student was identified as LEP	State/Province - VA	
	/VA_HomeLang #;VA_LEP_Serv_Cd = ;EntryDate >=8/10/2015	Home Language Code not equal to blank, but Receiving ESL Services Code equal blank. If home language not equal to blank, then Receiving ESL Services Code must be greater than blank if student had been identified in the past 2 years.		
Unaccompanied Homeless Youth Flag	/VA_Unacc_Hless_Youth_Flag # ;EntryDate >=8/10/2015	Unaccompanied Homeless Youth Flag not equal to blank. No student should be marked as such.	State/Province - VA	
Military Compact Statute Flag	/VA_MilCompStaFlag # ;EntryDate >= 8/10/2015	Military Compact Statute Flag not equal to blank.	State/Province - VA	Added to Student Information Update Report
Credit Accommodation Flag	/VA_CreditAccommodationFlag # ;EntryDate >= 8/10/2015	Credit Accommodation Flag not equal to blank	State/Province - VA	
Military Connect Students Code	/S_VA_STU_X.Military_Connected= ;EntryDate >= 8/10/2015	Military Connect Students Code Flag equals blank	State/Province - VA	
PK Funding Source Code	/S_VA_STU_X.PK_Funding_Source= ;EntryDate >= 8/10/2015	PK Funding Source Code Flag equals blank	State/Province - VA	VPI, VPI+ and Local Funding options are not typically used.
Student's First, Middle, Last Name	Click "All" and then choose "Select Students by Hand"	Scroll through and look for last, first, and middle names	Demographics	

70 78
49 20
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2 2
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Field Name	Field Search	Student List Results	Student Page	NOTES
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Preregistered Students	EntryDate > 5/28/2015;Enroll_Status = 0 *number_of_classes <1	All active students Students without a schedule	7376 7	
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Searched the FTE table for YearID = 254; Name contains Full

School	School ID	2015 FTE
AES	1080	2015
AHS	1030	2111
APS	8000	2164
DMS	40	2113
EBSMS	1110	2117
GES	260	2126
GSMS	1090	2121
HES	1070	2129
HHS	1060	2135
JSBHS	1040	2054
MES	20	2138
PHHS	1050	2104
RVES	50	2144
VIES	1020	2147
WES	70	2153
WMS	620	2150
WCCTEC	10	2157