



Data Entry Guidelines End-of-year 2009-2010

All final data for FY 2009-2010 must be entered in the state data system by the close of the business day on Monday, August 9, 2010. Please refrain from changing any data in preparation for the new fiscal year until after the system has been locked on August 9. Removing exit dates or changing class status for the 2010-2011 year before August 9 could adversely affect data reported for 2009-2010.

Checklist for Closing Out 2009-2010 Data

To assist you in finalizing your data for 2009-2010, please consider the following tasks.

- Update learner attendance, goal completion*, and post-test information. Every learner should have a goal to increase his or her educational functioning level, but now is the time to review student records for unreasonable goals that were entered erroneously, e.g., the beginning literacy student who entered in March with a GED goal on record.
- Review staff records for completion, including demographics, employment history, and test/policy certifications. Since new staff records are entered every year, each record should have an end date for 2009-2010.
- Make students inactive in completed classes. New classes are created every year. By making all learners inactive for classes ending in 2009-2010, you will avoid having students appear on future error reports. The Students in Classes export can assist in identifying learners who are still active in completed classes. *Do not confuse inactive in classes with exited!*
- Review learner exits dates. You should **not** assign exit dates to every learner each fiscal year. Exit dates are crucial for capturing employment, GED, and postsecondary follow-up goals. However, learners continuing in your program, especially those who have not accomplished a goal in the fiscal year, should not be exited. Additionally, learners can be made inactive in their classes without having an exit date if they are continuing with the program or awaiting assignment to new classes. Additional information on exit dates can be found in the *Guide to Exit Dates* found on the OEAL Web site at: http://www.doe.virginia.gov/instruction/adulted/data_collection_reporting/index.shtml.
- After updating records for learners and classes, run the Students Incomplete Error Report.
- Monitor your tables for accuracy.
- Run all six diagnostic (error) reports. Use export files to identify errors in student records if necessary.
- Finally, make sure you print a copy of each of the NRS tables (with notes) generated by the system. You should save an electronic copy of the tables for future reference and program planning.

*Verification of follow-up goals attained for employment, GED, and postsecondary education is done through data matches with other institutions. These matches will occur later in the calendar year and will capture any of the goals met by your learners through the date of the matches. Thus, learners who set follow up goals in the 2009-2010 fiscal year but did not achieve them until 2010-2011 will count favorably on your Table 5 as long as they achieved the goal before the date of the data matches.

If you have questions about the deadline for data entry or preparing for the close of the fiscal year, please contact James André, specialist for data management, via e-mail at James.Andre@doe.virginia.gov or by telephone at (804) 371-7852.