

Interpreting the Error Reports Office of Adult Education and Literacy

The following are the major categories documented on the Error Report. A complete review of the Error Report should be completed monthly to insure the most accurate data possible.

Not Enrolled in Class: Student has not been enrolled in a **Class** during the current or previous fiscal year

(Student must be enrolled in a class to be counted in the various NRS and State reports. If the student does not return, he/she should be assigned an exit date. This will prevent future appearances on the Error Report.)

Not Enough Hours: Student has **less than 12 hours** reported for the current fiscal year

(Student must be enrolled in a class during the current fiscal year to accumulate hours.)

No Educational Functioning Level: Student has not completed a **Pre-test** during the current fiscal year or previous fiscal years

(Enter student test information through the student record – Tests Scores Tab.)

No Ethnicity: Student has not been assigned an **Ethnicity** *

(Enter student Ethnicity on the Demographics Tab in the student record.)

No Gender: Student has not been assigned a **Gender** *

(Enter student Gender on the Demographics Tab in the student record.)

No Birth Date: Student has not been assigned a **Birth Date** *

(Enter the Birth Date on the Demographics Tab in the student record.)

No Intake Date: Student has not been assigned an **Intake Date** *

(Enter the Intake Date on the Demographics Tab in the student record.)

No Employment Status: Student has not been assigned an **Employment Status** *

(Enter the Employment Status on the Demographics Tab in the student record.)

No Rural Ind.: Student has not been assigned a **Rural Indicator** *

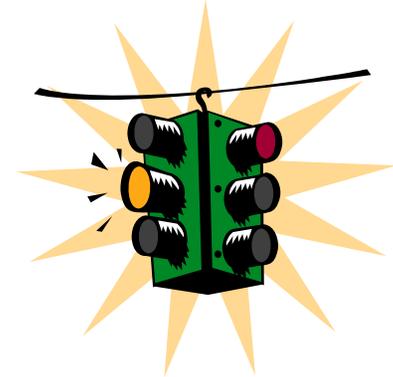
(Enter the Rural Indicator on the Demographics Tab in the student record.)

No Goals: Student has not been assigned a **Goal** during the current fiscal year

(Enter Goals on the Goals Tab of the student record. All students must have Increase Educational Functioning Level as a goal **EACH** Fiscal Year.)

No Tests: Student has not had **Pre-testing** information entered for the current fiscal year (when no functioning level is marked) or the student has not completed a **Post-test** during the current fiscal year.

(Enter Test Information on the Test Scores Tab of the student record.)



* A pop-up error message (*State Data System only*) will display when initially entering the student's demographic information if these indicators are not assigned. Programs that use an external database and import data to the State Data System will not receive the error message during data-entry; therefore, the errors will be displayed on the Error Report.

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The following are the most common Error Report issues. The columns reflect the most significant columns on the Error Report. If an X appears in one or more columns of the Program's Error Report, review the explanation and recommended corrective action.

Issue #/ Priority Level	Not Enrolled in Class	Not Enough Hours	No Educational Functioning Level	No Goals	No Tests	Explanation/Corrective Action
1 (Low)	X					The student must be enrolled in a class during the current fiscal year to record instructional hours and be included in the reports. The student's record may be incomplete for tests and goals. If the student is not scheduled to return during the current fiscal year, assign the student an exit date for the current fiscal year.
2 (Medium)		X		X	X	The student is assigned a class but has not achieved 12 or more hours. In addition, the student does not have a goal indicated for the current fiscal year (Increase Educational Functioning Level). Also, the student may not have a test indicated for the current fiscal year – most likely a post-test since an educational functioning level is present. Tests and goals must be entered for the student during the current fiscal year.
3 (High)				X	X	The student is assigned a class and has achieved 12 or more hours. However, the student does not have a goal indicated for the current fiscal year (Increase Educational Functioning Level). Also, the student may not have a test indicated for the current fiscal year – most likely a post-test since an educational functioning level is present. Tests and goals must be entered for each student during the current fiscal year.
4 (Medium)		X	X	X	X	The student is assigned a class but has not achieved 12 or more hours. In addition, the student has not completed a pre-test and has not been assigned a goal (Increase Educational Functioning Level). Tests and goals must be entered for each student during the fiscal year. The student may not achieve the 12 or more hours. However, if the student does not return, an exit date should be assigned to the student during the current fiscal year.

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5 (High)			X	X	X	The student is assigned a class and has achieved 12 or more hours. However, the student has not been assigned a goal (Increase Educational Functioning Level) and has not been assigned a pre-test score. Tests and goals must be assigned for each student during the fiscal year.
6 (High)				X		The student is assigned a class and has achieved 12 or more hours. In addition, the student has completed a pre and post-test. However the student does not have a goal entered for the current fiscal year. Every active student must have a goal entered EACH fiscal year (Increase Educational Functioning Level).
7 (Medium)		X			X	The student is assigned a class, but has not achieved 12 or more hours. In addition, the student has not completed a test for the current fiscal year (most likely a post-test since an educational functioning level is present). A goal is entered for the student during the current fiscal year. The student must have a post-test entered for the current fiscal year. Ideally, the student should achieve 12 or more hours during the fiscal year.
8 (High)			X		X	The student is assigned a class and has achieved 12 or more hours. In addition, the student has a goal assigned. However, a pre-test has not been assigned; therefore, an educational functioning level is not assigned. Each student must be assigned a pre-test during the fiscal year for an educational functioning level to be indicated.
9 (High)		X				The student is assigned a class, but has not achieved 12 or more hours. In addition, the student has tests and goals entered. The student is most likely a returning student. The student's attendance should be double-checked to verify that he/she has attended less than 12 hours during the current fiscal year.

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Issue #/ Priority Level	Not Enrolled in Class	Not Enough Hours	No Educational Functioning Level	No Goals	No Tests	Explanation/Corrective Action
10 (Medium)		X	X		X	The student is assigned a class, but has not achieved 12 or more hours. In addition, the student has goals entered, but has not been assigned tests (most likely a pre-test since an educational functioning level is not indicated). Each student must have an assigned pre-test each year. Ideally, each student should achieve 12 or more hours during the fiscal year.