

### Data Import Check for Invalid Characters

Students have been submitted to KSDE that contained invalid characters in various fields. Fields containing data with invalid characters cannot be imported into LEAMIS.

An Data Import Validity Verification routine was added to the Import Routines. **The Import Validity Verification routine will find fields with invalid characters in the imported data and delete the fields of data containing invalid data during the process of importing. The correct data must be entered.** An import log file will be created that lists the students with fields where the invalid data was deleted. The correct data will have to entered in those student's fields.

Here is how it finds the invalid characters and reports the results to you:

1. The routine checks look for invalid characters in text fields in the various import routines. Will look for non-printing ascii characters and will also look for non-valid characters (e.g. special characters like [ \* &, etc.) in fields that should only contain letters. The check on number fields checks for only digits 0-9.
2. When a student has a field with an invalid character, the data for that field is not imported. A message is written out to the importlog. The importlog.txt file now contains the date of the import in the file name. For example importlog20090905.txt is an import log from September 5, 2009.
3. Open the import log file and print it. It will tell you which students had fields of data had invalid characters were cleared out. Enter the correct data in the LEAMIS fields that were cleared out.

### LEAMIS Fields Being Checked

#### State MIS:

LEAMIS will validate the following fields when data is imported. These fields are checked for invalid characters - either invisible characters or characters that do not belong in the field (e.g., a letter or special char in the ACC field) - and when possible, they are checked for valid values, e.g., Pri Exc is checked against list of exceptionalities. Dates are checked for illegal characters and to make sure they are valid dates.

#### Student fields:

KIDS ID, Student SSN and Birthdate.

#### MIS fields:

MIS Date, Assign Child Count, Lang of Student, Neigh Bldg Identifier, Grade, Eligibility Code, Pri Exc, Sec Exc, Co of Res, Behav Int Plan, Ext Sch Year, Transp, Exit Date, Status, Resp Bldg Identifier, KG All Day, Gender, Ethnic Group, Race Category, Lang of Parent, and SRS/JJA Place.

#### Serviceline fields:

Fiscal Year, Service Code, Setting, Minutes, Days, Weeks, Prov SSN, Attend Bldg Identifier, Begin Date, and End Date.

Modified the State MIS import to import data in the FY2010 format. Also added display of fiscal year on opening dialog. This is fiscal year set in the preferences. If FY2009 data needs to be imported, then the preferences must be changed to 2009.

#### WebKIDS and General Import.

Student fields: KIDS ID, Student SSN and Birthdate.

MIS fields: MIS Date, Assign Child Count, Lang of Student, Neigh Bldg Identifier, Grade, Eligibility Code, Pri Exc, Sec Exc, Co of Res, Behav Int Plan, Ext Sch Year, Transp, Exit Date, Status, Resp Bldg Identifier, KG All Day, Gender, Ethnic Group, Race Category, Lang of Parent, SRS/JJA Place, Eval Date, Hearing Date, Vision Date, Evidence, Start Date, Amended and Amended Date.

Serviceline fields:

Fiscal Year, Service Code, Setting, Minutes, Days, Weeks, Prov SSN, Frequency, Attend Bldg Identifier, Begin Date, and End Date.

These fields are checked for illegal characters - either invisible characters or characters that do not belong in the field (e.g., a letter or special char in the ACC field) - and when possible, they are checked for valid values, e.g., Pri Exc is checked against list of exceptionalities. Dates are checked for illegal characters and to make sure they are valid dates.

Calendar import verifications:

Fiscal Year, District, Building Identifier, Start of School, End of School, and detail Week Start date and Week number.

Building Profile import verifications:

Building Identifier, Bldg Code, Bldg LEA, Bldg Name, Calendar Lookup, Class Mins in Day, Days in Week, Weeks in Year, KG Mins in Day, Bldg Mins in Day, Building Type, Building Level, Settings, PreSch Mins in Session, PreSch Days in Week, PreSch Weeks in Year, PreSch Bldg Mins in Day, PreSch Settings, and PreSch Calendar.

Note that if errors were detected in the Building Identifier, then the building record is not used. If errors were detected in the Bldg LEA or Bldg Name, then Calendars and student records are not updated with the new name of new LEA. If errors are detected in Calendar Lookup or Presch calendar, servicelines are not modified. If errors in the class mins, KS mins, days, weeks, bldg mins, presch mins in session, presch days, presch weeks, presch bldg mins, then new serviceline FTE is not calculated.

Ind 12 Part C to B Referrals import:

KIDS ID, PartC LEA, Network.

These fields are checked for illegal characters - either invisible characters or characters that do not belong in the field (e.g., a letter or special char in the PartC USD field).

Indicator 11 import:

KIDS ID, Birthdate, Resp LEA, Consent for Eval Date, Earliest Serv Start Date, Date of Meeting, Eligibility.

These fields are checked for illegal characters - either invisible characters or characters that do not belong in the field (e.g., a letter or special char in the Resp LEA field) - and when possible, they are checked for valid values, e.g., Eligibility should be either Y or N. Dates are checked for illegal characters and to make sure they are valid dates.