



SAR Edit Report Help Guide

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Introduction

The purpose of this document is to provide information on each of the exception codes produced on NC WISE UERS School Activity Report (SAR) Edit reports.

This document provides the following information:

- NC WISE Exception Report Title
- Identifies errors that are considered “fatal errors” in the DPI SAR system and would cause DPI to reject an LEA’s SAR information.
- Identifies the related edit in the SIMS DBAudit Report/Appendix L (if any)
- Brief description of the edit report (explanation of error)
- Describes what actions to take to resolve errors (path in eSIS to fix problem)

Once all Exceptions have been fully investigated, the SAR is ready to be submitted to DPI. Edit reports from DPI will be sent back to the LEA via NetView for all schools. These edits will need to be cleared through DPI or corrections must be made and data re-submitted.

SAR Edit Reports

The following table describes each of the NC WISE UERS SAR edit reports.

NC WISE Exception Report	Fatal Error	SIMS Equivalent Exception Report (see Appendix L of SIMS Manual)	Statement/Explanation of error	Path in SIS Application to fix problem
#1 - Invalid Subject Area for Student Schedules	Yes	#2 - INVALID SUBJECT AREA FOR STUDENT SCHEDULES	<p>A subject area code greater than 9900 that is not valid for scheduling students was used. It is a non-classroom subject code used to represent personnel activities. The only codes greater than 9900 that can be used for student schedules are:</p> <p>9916 9942 9982 9922 9946 9983 9923 9947 9985 9941 9981 9997</p>	<p>*School > Course Information > Course List – determine appropriate replacement course. *School > Course Information > Course Section Maintenance – establish appropriate replacement sections. *Course Transfer Process can be used to move students. School > Course Information > Transfer Courses. OR Class Transfer Process can be used to move students if marks have not been posted. School > Scheduling Utilities > Class Transfer</p>

NC WISE Exception Report	Fatal Error	SIMS Equivalent Exception Report (see Appendix L of SIMS Manual)	Statement/Explanation of error	Path in SIS Application to fix problem
#2 – Host Course Includes Courses Defined for Different Number of Semesters (lengths)		#9 - BLOCK SET INCLUDES COURSES DEFINED FOR A DIFFERENT NUMBER OF SEMESTERS	<p>A host course is a course that is used in the scheduling explode function which allows for links to subordinate courses. The host course as well as the subordinate courses must exist in the school's Master Course List.</p> <p>This edit is a list to identify the blocked set that contains current year scheduled courses that are defined for a different number of semesters. Looking at all course numbers.</p>	<p>School > Course Information > Course Maintenance > More</p> <p>The eSIS application allows for the host course to include subordinates of varying lengths. Confirm subordinates associated with each host course.</p>
#3 – Blocked (Host) Course Includes Course Defined for a Different Length	Yes	#10 - BLOCK SET INCLUDES COURSES DEFINED FOR A DIFFERENT LENGTH	<p>This edit is a list to identify the blocked set that contains current year scheduled courses that are defined for a different number of semesters. Looking at blocked course numbers. (State subject code begins with '0').</p>	<p>Same as #2 except this edit is looking specifically for courses that begin with 'block' subject codes. I.e. 0109 LA/PE 0120 LA/Math, 0550 Music/Art</p>
#4 – Blocked (Host) Course Includes Courses with Blocked Subject Areas	Yes	#11 - BLOCK SET INCLUDES COURSES WITH BLOCKED SUBJECT AREAS	<p>To facilitate scheduling, the host course can be used to combine departmentalized courses i.e. 1001, 4001, 9010, etc. into a single course. At least one of the subordinate courses in the host course has a state subject code that is not departmentalized. Non-departmentalized state subject codes begin with '0'. A blocked course code should not be used as a host course nor should they be used as subordinates. Blocked codes stand alone.</p>	<p>School > Course Information > Course Maintenance > More</p> <p>Correct the problem by removing the non-departmentalized state subject code that begins with '0', replacing it with an appropriate departmentalized code.</p>

NC WISE Exception Report	Fatal Error	SIMS Equivalent Exception Report (see Appendix L of SIMS Manual)	Statement/Explanation of error	Path in SIS Application to fix problem
#5 – Personnel Not Teaching at this School		#16 - PERSONNEL NOT TEACHING AT THIS SCHOOL	The listed personnel have current year activities but are reported as "not teaching at this school" because they have an SSN of 999-99-9999 Staff Maintenance screen. Verify that this is correct.	School > School Information > Staff Maintenance
#6 – Principal, Librarian and Teacher Assistant Roles Not Reported		#17- NO PRINCIPAL REPORTED, #18 - NO LIBRARIAN REPORTED, #19 - NO TEACHER ASSISTANTS REPORTED	<ul style="list-style-type: none"> No principal is reported for this school. There is no assignment of the Principal role to any personnel listed on the Staff Maintenance screen. No librarian is reported for this school. There is no assignment for a librarian to any personnel listed on the Staff Maintenance screen. Verify that no librarian is reported. This is the one thing that should be listed on this exception report. Teacher Assistant should be listed on the exception report to indicate that NO teacher assistants have been assigned through the Staff Roles table. Verify that teacher assistants are reported in Course Section Maintenance (Other Staff). 	<p>School > School Information > Staff Maintenance</p> <p>– select the personnel who needs the assignment > Staff Details > Staff Roles add the desired role(s) and the percentage of time assigned to the role.</p> <p>- the teacher assistant role <i>should be</i> accounted for in course section maintenance for the courses they assist. School > Course Information > Course Section Maintenance – select the appropriate course and section number, add through Other Staff button at bottom of screen.</p>

NC WISE Exception Report	Fatal Error	SIMS Equivalent Exception Report (see Appendix L of SIMS Manual)	Statement/Explanation of error	Path in SIS Application to fix problem
#7 – Self-Contained Teachers being Reported		#20 - SELF-CONTAINED TEACHERS BEING REPORTED	<p>The listed personnel are identified as teachers of self-contained classes. Verify that this list is correct and complete.</p> <p><i>Note:</i> This edit lists teachers as well as personnel who are associated with any course section through the Other Staff assignments. This is different than the SIMS edit report.</p>	Enrollment Summary by Section and Enrollment Summary by Teacher reports may be beneficial in verifying this information.
#8 – Personnel Assigned Multiple Self-Contained Classes	Yes	#21 - PERSONNEL ASSIGNED TO MULTIPLE SELF-CONTAINED CLASSES	<p>The teacher listed is scheduled to teach more than one self-contained class in the current year. A self-contained teacher is expected to spend the majority of each instructional day with the same class, so therefore cannot teach more than one self-contained class. Verify that the teacher actually teaches a self-contained class. Correct the state subject code for the class that is not self-contained, combine the self contained classes if a combination class, OR put the correct teacher name into the second self contained class.</p> <p>Report has been modified to detect only those teachers assigned to more than one self-contained class.</p>	<p>To verify that the teacher is assigned to the correct class – School > Course Information > Course Section Maintenance</p> <p>To change a course code if necessary – School > Course Information > Course Maintenance > List Add.</p> <p>A new course number should be added if needed.</p>
#9 – Personnel with Roles and No Minutes	Yes	#25 - NUMBER OF MINUTES REQUIRED FOR ASSIGNMENT TO AN INDIVIDUAL IN PERSONNEL ASSIGNMENTS	<p>Individuals on the Staff Maintenance screen have assignments that do not include the number of minutes. Enter the number of minutes OR percentage of time spent on a typical day in this assignment.</p> <p><i>Note:</i> This report also will list personnel associated with a class period assigned '0' minutes in the school schedule, e.g., a teacher assigned to</p>	<p>School > School Information > Staff Maintenance</p> <p>Select the personnel who needs the assignment > Staff Details > Staff Roles select the desired role(s) and add the percentage of time assigned to the role.</p>

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			<p>a course that is designated for period 1, which has 0 minutes because it usually is reserved for self-contained classes. The SAR logic is written to look at the 'Total School Minutes Override' field for determining the school's instructional minutes if the 0000 course is associated with a 0 minute period. DPI best practice is to go ahead and assign the 0000 course to a period with 330 minutes. This will prevent any questions within the SAR reporting process.</p>	<p>OR</p> <p>Check the course section(s) assigned to the teacher to ensure that the associated periods do not have '0' minutes assigned.</p>
#10 – Courses/Cla sses with State Subj Code 9985		#29 - NON-REPORTING CODE USED INCORRECTLY IN PERSONNEL ASSIGNMENTS	<p>The state subject code "9985" (Non-Reporting) is not available for use in the Staff Maintenance – Staff Roles screen. "9985" should only be used in Course Section Maintenance for scheduling courses that do not have a valid state course code, but need to appear on the School Report Card. For example, "9985" is a non-reporting code that is used for courses that must be scheduled, but which are not valid courses, such as a Citizenship Grade. It is ok to use the "9985" course code in NC WISE as long as the subject is truly a non reporting course. All "9985" courses will be dropped by DPI.</p>	<p>In eSIS, the external code used for a course should match the first 4 characters of the course code. Course information is maintained at the district level. Once changes to the external code are made at the district course level, a request should be made to the NC WISE Help Desk to have the 'course utility' program run for the specific course. This will populate the changed data to the school level.</p>
#11 – Amount of Time Required for Staff Duties and	Yes	#30 - NUMBER OF MINUTES REQUIRED FOR ASSIGNMENT TO A MISCELLANEOUS ACTIVITY IN	<p>There is an assignment in Staff Roles on the Staff Maintenance screen OR a Staff Duties assignment that does not include the number of minutes. Enter the number of minutes or percentage of time spent on a typical day in this assignment.</p>	<p>School > School Information > Staff Maintenance</p> <p>Select the personnel who needs the assignment ></p>

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Roles		PERSONNEL ASSIGNMENTS	This report also will list personnel associated with a class period assigned '0' minutes in the school schedule, e.g., a teacher assigned to a course that is designated for period 1, which has 0 minutes because it usually is reserved for self-contained classes. The SAR logic is written to look at the Total School Minutes Override field for determining the school's instructional minutes if the 0000 course is associated with a 0 minute period.	<p>Staff Details > Staff Roles select the desired role(s) and add the percentage of time assigned to the role.</p> <p>OR</p> <p>School > School Information > Staff Duties</p> <p>Select the desired duty and add the percentage of time assigned to the duty.</p> <p>OR</p> <p>Check the course section(s) assigned to the teacher to ensure that the associated periods do not have '0' minutes assigned.</p>
#12 – Teachers Without Unique SSN		#47 - TEACHERS WITHOUT UNIQUE SSN	There are two or more teachers with the same Social Security Number. The SAR logic is looking at all teachers in the district. Teachers with assignments at multiple schools will show on this report. Verify that the teacher does have multiple assignments. If it is determined that the teacher teaches at more than one school, then this is an information only exception.	If the teacher is teaching classes at more than one school, no action within eSIS is required.

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#13 – Registered Students without a Schedule	Yes	#48 - STUDENT ENROLLED ON <date> WITHOUT AN APR TIMETABLE	<p>A student is enrolled but he/she does not have any scheduled sections.</p> <p>All students MUST have a schedule. Visiting students and students who are taking all courses at a cross enrolled school (this does NOT include Track Schools) must have at least one course scheduled. Schools can use a non reporting course to add a schedule for these students. The non reporting course number will be dropped at DPI.</p>	<p>If the student is indeed enrolled, from eSIS Main Start screen, query the student in question. Select the Courses button; create a schedule for the student.</p> <p>OR</p> <p>Potentially there are errors in the student’s Registration History. Review for accuracy. Query needed Student. Main Menu > Change Student > Adm/Wdw History > Register button</p>
#14 – Extended Day Students Not in Grades 9-12	Yes	#49 - EXTENDED DAY STUDENTS NOT IN GRADES 9-12.	<p>In one of the semesters shown, an extended day student does not have one of the following grade levels: 09, 10, 11, or 12.</p> <p>Member or Visitor Extended day admission status can only be used at the high school level.</p>	<p>Check student’s Membership Status on Basic Student Demographics screen. If corrections are needed, make the changes on this screen and enter the appropriate Effective Date when prompted.</p>
#15 – Personnel Missing Required Fields	Yes	#50 - PERSONNEL MISSING REQUIRED FIELDS	<p>There is an entry on the Staff Maintenance screen that is missing a required field.</p> <p>Fields reviewed by edit: Gender, SSN, Ethnicity, Experience Status, Certified Name</p>	<p>School > School Information > Staff Maintenance > Staff Details</p>

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#16 – Invalid Personnel SSN	Yes	#51 - PERSONNEL - INVALID SSN	<p>One of the following invalid Social Security Numbers has been detected:</p> <ul style="list-style-type: none"> • SSN with a non-digit character • SSN of 999999999 with an Experience Status that is not 6 • SSN that is one of the following: <ul style="list-style-type: none"> • 000000000 555555555 111223333 • 111111111 666666666 123456789 • 222222222 777777777 100000000 • 333333333 888888888 000111111 • 444444444 <p>Use the Staff Maintenance screen to make the correction.</p>	School > School Information > Staff Maintenance > Staff Details
#17 – Invalid Personnel Name	Yes	#52 - PERSONNEL - INVALID NAMES	<p>One of the following invalid names has been detected:</p> <ul style="list-style-type: none"> • a name with all the same characters (for example, "AAAA") • a name with a slash character ("/") • a name with one of the following: VACANT, TBA, STAFF, or TEAM • a last name consisting of only one character <p>Use the Staff Maintenance screen to make the correction.</p>	School > School Information > Staff Maintenance > Staff Details

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#18 – Courses with Teachers Scheduled Without Students		#69 - NUMBER OF STUDENTS ASSIGNED TO A SCHEDULED ACTIVITY IS LESS THAN FIVE	See Edit report #34 – Scheduled sections assigned to a teacher where total student count is 0.	School > Course Information > Course Section Maintenance – confirm that student count is 0. The unused section can be deleted if there are no marks or attendance information attached. Some schools, such as the hospital schools, may elect to leave the section and explain to DPI SAR personnel. If the courses are host courses for exploding courses and the host course is not kept, the schedule information should be removed. The teacher name and room number should also be removed in the Timetable section.
#19 – No Staff Duties Have Been Entered for This School		#55 - NO PERSONNEL ASSIGNMENTS HAVE BEEN MADE	There have been no personnel assignments made for the current academic year. Use the Staff Duties screen to make the correction. Even a single entry will prevent this edit. NOTE: Due to a recent house bill being passed in the legislature, all teachers should have planning and duty free lunches included in Staff Duties.	School > School Information > Staff Duties
#20 – Following		#56 - SCHOOL INFORMATION	The School Details screen has at least one of the following fields blank:	School > School Information > School

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School Information Fields are Blank		DIRECTORY MUST BE ENTERED (School Information)	LEA Number, School Number, School Name, School Address, Telephone Number, Zip Code, City, State, Principal Name, LEA Name, LEA Address	Details Complete the missing information.
#21 – Academic Level of 0 is Suspect for Class		#59 - ACADEMIC LEVEL OF 0 IS SUSPECT	Of all the students enrolling in a course with an academic level of 0, at least 80% of those students must be Exceptional Children as of the end of the scheduled semester. This edit appears if the 80% level is not attained.	Review class list. Verify through SPED module that each student has current exceptionality and LRE at the correct school.

NC WISE Exception Report	Fatal Error	SIMS Equivalent Exception Report (see Appendix L of SIMS Manual)	Statement/Explanation of error	Path in SIS Application to fix problem
#22 – Course Grade Level is Suspect	Yes	#61 - COURSE GRADE LEVEL IS SUSPECT #62 - COURSE GRADE LEVEL IS SUSPECT	<p>There are students with invalid grade levels for the course (or valid grade level but an invalid course grade level). The valid course grade level codes with associated student grades are: P = PK (pre-kindergarten), KI X = high – 08, 09, 10, 11, 12 Y = middle – 04, 05, 06, 07, 08, 09 Z = elementary – PK, KI, 01, 02, 03, 04, 05, 06, 07, 08</p> <p>The course grade level is inappropriate for the subject area of the listed course(s).</p> <p>Use the Course Maintenance screen to make the correction.</p>	<p>The course grade level is typically set at the district level course detail. The district can leave the course grade level blank thereby allowing the school to populate the course grade level as appropriate to their school. If this course grade level is controlled at the district level, changes to the grade level are made at the district and a request should be made to the NC WISE Service Desk to have the 'course push down' program run for the specific course. If the course grade level is not controlled by the district level, the school can make the necessary corrections to the course. School > Course Information > Course Maintenance</p>
#24 – Class of Fewer than 5 Students		#69 - NUMBER OF STUDENTS ASSIGNED TO A SCHEDULED ACTIVITY IS LESS THAN FIVE	<p>This edit provides a list of all scheduled course sections where the total student count is < 5.</p>	<p>Confirm that the Class list is complete. Use the Student Course Selections screen to add student to class if needed. Common View > Courses</p>

NC WISE Exception Report	Fatal Error	SIMS Equivalent Exception Report (see Appendix L of SIMS Manual)	Statement/Explanation of error	Path in SIS Application to fix problem
#25 – Minutes Assigned to Self-Contained Class Should be Minimum 270	Yes	#70 - MINUTES ASSIGNED TO SELF-CONTAINED MEETING CODE SHOULD BE EQUAL TO OR GREATER THAN 270	Self-contained classes must meet for at least 270 minutes and no more than 400 minutes each day. Self-contained courses have a subject area of "0000" and have "0000" as the first four characters of the long course description.	School > School Information > School Details > Current Year screen Depending on school scheduling choices, verify that the minutes associated with the self-contained class period are equal to or greater than 270 OR that the Total School Minutes Override field is equal to or greater than 270.
#26 – Students Assigned to Invalid Course Codes	Yes	#74 - NUMBER OF STUDENTS INVALID FOR SUBJECT GREATER THAN 9900	Students may not be assigned to courses with subject areas above 9900, with the following exceptions: 9916, 9922, 9923, 9941, 9942, 9946, 9947, 9981, 9982, 9983, 9985, and 9997.	In eSIS, the external code used for a course should match the first 4 characters of the course code. Verify subject code associated with course. If changes are needed, contact your Central Office. Course information is maintained at the district level. Once changes to the external code are made at the district course level, a request should be made to the NC WISE Help Desk to have the 'course push down' program run for the specific course. This will populate the changed data to the school level.

NC WISE Exception Report	Fatal Error	SIMS Equivalent Exception Report (see Appendix L of SIMS Manual)	Statement/Explanation of error	Path in SIS Application to fix problem
#27 – Personnel Assigned to Class Multiple Times	Yes	#75 - SSN HAS MULTIPLE ASSIGNMENT TYPES ASSIGNED TO A CLASS	<p>A teacher is assigned to more than one assignment type for a class. This edit does not appear for teachers with more than one assignment type for multiple classes.</p> <p>This report will identify personnel who have more than one association with a specific class section. For example, this will create an exception where a person is assigned as a teacher in course section maintenance and a teacher assistant for the same section through the Other Staff button, or the same teacher is assigned as both Teacher 1 and Teacher 2 in course section maintenance.</p>	<p>School > Course Information > Course Section Maintenance</p> <p>Query the course section, review teacher assignments in the timetable and schedule sections, and assignments made through the Other Staff button.</p>
#28 – Schools With No EC Data		#78 - NO EC DATA EXISTS FOR CURRENT YEAR	Students in the Exceptional Children program are initially placed, then served. This edit shows those students who are placed, but have no served/unserved records for the current school year.	Complete the student EC records in the SPED Module.
#29 – Less than 175 Days Exist in Calendar		#80 - LESS THAN 175 DAYS EXIST IN CALENDAR.	There must be at least 175 school days defined for the school. (Non-Alternative Schools)	School days are calculated by using the School Schedule, the Attendance Tumbles (school calendar) and the Non-schools Days screens. Each of these areas should be verified for accuracy. Number of school days are determined using the following formula: School Schedule minus non school days = days in school calendar after attendance tumble is built.

NC WISE Exception Report	Fatal Error	SIMS Equivalent Exception Report (see Appendix L of SIMS Manual)	Statement/Explanation of error	Path in SIS Application to fix problem
#30 – Personnel with No Assignments		New Report	<p>No SIMS Equivalent – Checks various screens to see if any responsibilities are associated with the teachers listed in Staff Maintenance.</p> <p>This exception report will be created for any personnel who have not been assigned roles, duties or classes.</p>	<p>Assignment through a single area will prevent staff from appearing on this list. For example, a teacher has an assignment through Staff Duties, Staff Roles, or Course Section Maintenance (as the Teacher for the section, Teacher 1 or 2 fields, or Other Staff button).</p>

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#31 – Personnel with only Non-Professional Staff Roles/Duties		New Report No SIMS Equivalent	<p>All personnel who have not been assigned a professional role or teaching related role, regardless of whether any duties have been assigned will create an exception.</p> <p>Note: Checks all personnel entered in the Staff Maintenance screen and identifies those who have either:</p> <ul style="list-style-type: none"> not been assigned a Professional Teaching Assignment role (ex: Teacher, Team Teacher, Facilitator or Supervising Adult) not been assigned a teaching related assignment (ex: Co-Teacher, Dare Officer, Teacher Assistant, Asst. Prin., Audiologist, Counselor-Reg Funding, Curriculum Coordinator, Dropout Prevention Counselor, Ex. Child Adaptive V.E., EC Consultant, EC Work Study Coordinator, Extended Day Coordinator, Industry Education Coordinator, In-School Suspension, Librarian/Media Coordinator, Mentor Teacher, Physical/ Occup. Therapist, Principal, Psychologist, School Nurse, Social Worker/Attendance Counselor, Speech/Lang. Therapist, Vocational Co-Op Coordinator, Vocational Special Populations Coordinator, have not been assigned a Professional Staff Role such as Apprenticeship Coordinator, Athletic Director, Community School Coordinator, Duty Free Period, Job Placement Specialist, School Level SIMS Coordinator, Sex Equity Coordinator, Teacher Athletic Trainer, Vocational Director. 	<p>Verify information in School > School Information > Staff Maintenance > Staff Roles</p> <p>Verify information in School > Course Information > Course Section Maintenance – pay attention to Teacher, Teacher 1, and Teacher 2 fields and the Other Staff button.</p>

NC WISE Exception Report	Fatal Error	SIMS Equivalent Exception Report (see Appendix L of SIMS Manual)	Statement/Explanation of error	Path in SIS Application to fix problem
#32 – Personnel with only Assignments Identified as Non-Reporting		New Report No SIMS Equivalent	Exceptions will be created for all personnel entered in Staff Maintenance screen who have not been assigned a professional role, are not associated with a class, but have duties assigned.	<p>Verify information in School > School Information > Staff Maintenance > Staff Roles</p> <p>Verify information in School > Course Information > Course Section Maintenance – pay attention to Teacher, Teacher 1, and Teacher 2 fields and the Other Staff button.</p> <p>Verify information in School > School Information > Staff Duties</p>
#33 – Courses with Class Sections with a “How Taken” code of anything other than Regular School Day		New Report No SIMS Equivalent	<p>Lists courses that have a “How Taken” code of anything other than Regular School Day.</p> <p>Note: To accommodate the scheduling needs, schools may elect to modify the “How Taken” field so courses can be scheduled in conflict. This is particularly true for elementary schools where the Self Contained course and the ‘specials’ appear to conflict. Please be aware that not all courses generated on this report will necessarily denote that the course is not taught at this school.</p>	<p>For informational purposes</p> <p>School > Course Information > Course Section Maintenance</p> <p>Verify courses listed have the correct information in the How Taken field.</p>

NC WISE Exception Report	Fatal Error	SIMS Equivalent Exception Report (see Appendix L of SIMS Manual)	Statement/Explanation of error	Path in SIS Application to fix problem
#34 – Courses with No Current Year Sections Scheduled for Students		New Report	This report lists all courses that exists in the school's Course List but are not being taught. This report is for informational purposes only. To prevent this exception report, courses in course maintenance that are not being used for the current school year can be deleted.	School > Course Information > Course List School > Course Information > Course Maintenance
#36 – Teaching Related Roles with no Teaching Assignments		New Report No SIMS Equivalent	Identify staff that have been assigned teaching or teaching related roles but do not have any class assignments. The exception report will check all personnel who have been entered in Staff Maintenance and identify all those who: are assigned a Teaching or Teaching Related Role (Classroom Teacher, Team Teacher, Facilitator, Supervising Adult, (EC) Co-Teacher, Dare Officer or Teacher Assistant AND have not been assigned a class either as Teacher, Teacher 1 or 2, or through Other Staff assignments.	Verify information in School > School Information > Staff Maintenance > Staff Roles Verify information in School > Course Information > Course Section Maintenance – pay attention to Teacher, Teacher 1, and Teacher 2 fields and the Other Staff button. Verify information in School > School Information > Staff Duties