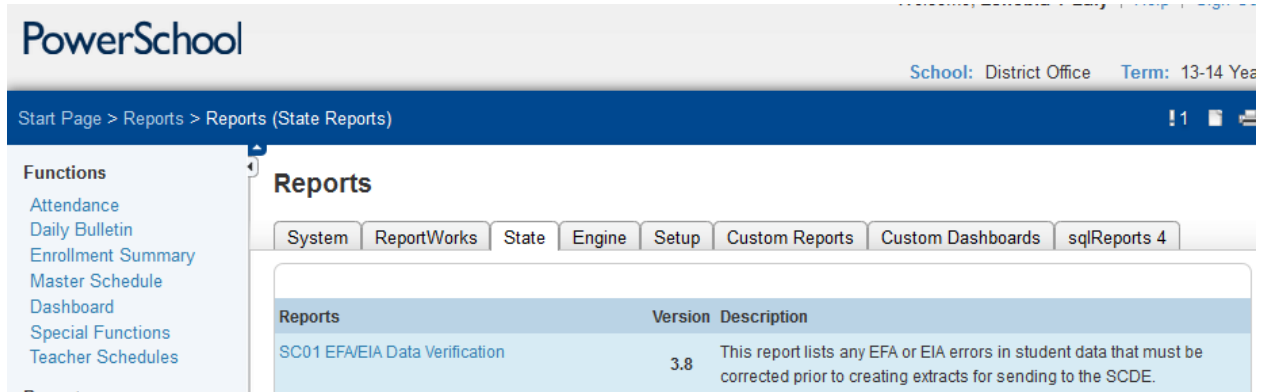


Running SC01 EFA/EIA Data Verification Report

1. On the *Start Page* click **System Reports**
2. Click the **State** tab
3. Then click **SC01 EFA/EIA Data Verification**



Note: This report lists any EFA or EIA errors in student data that must be corrected prior to creating the SC02 and the SC06 extracts for sending to the SCDE. The reporting period for the EFA/EIA Data Verification report is based on the current school year. The report start date is always the first day of school for the students in the current year, and the end date is equal to the current date, if the current date falls within the current school year. If the current date is not in the current school year, the last day of school for the students is the default reporting end date.

4. Enter information in all of the required fields.

Field	Description
Processing Options	Use the pop-up menu to select a processing option. Use the options to indicate when you want the report to generate. <ul style="list-style-type: none"> • In Background Now (<i>default</i>) • ASAP • At Night • On Weekend • On Specific Time <p>The option to override may not be available on some reports.</p>
Specific Date/Time	If "On Specific Time" is chosen for the Processing Options, enter the date and time you want the system to generate the report.
Sort Options	Select the sort option for the report. You can sort the report by student number (default), student name, or student name and grade level.

Select Data to Process	Choose one of the options from the pop-up menu: <ul style="list-style-type: none"> All EFA/EIA Data to verify all student EFA/EIA data.
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SC01 EFA/EIA Data Verification Report

Report Name	SC01 EFA/EIA Data Verification
Version	3.8
Description	This report lists any EFA or EIA errors in student data that must be corrected prior to creating extracts for sending to the SCDE.
Comments	
Processing Options	In Background Now
Specific Date/Time	<input type="text"/> (MM/DD/YYYY) / <input type="text"/>
Sort Options	Student Number
Select Data to Process	All EFA/EIA Data
Submit	

5. Click **Submit**
6. After clicking Submit the **Report Queue** page will appear
7. After report finish running click the **View** link

Report Queue (System) - My Jobs

System	ReportWorks	Refresh		
Created	Job Name	Started	Ended	Status
08/20/2013	SC01 EFA/EIA Data Verification			Pending
08/14/2013	SC01 EFA/EIA Data Verification	08/14/2013 12:05 PM	08/14/2013 12:05 PM	Completed View

8. Your goal is to have an error free report. If there are error(s) on the report you **must** clear them. If you need assistance with fixing an error please contact your PowerSchool Administrator for the district.

An Error Free Report:

Date: 08/20/2013	SC Data Verification Report	Pa
	All EFA/EIA Data	
BEDS Code:	Sort Order: Student Number	District Name: SC Public Charter School D
Name:		
Data Errors found in the following students records:		
Student Number	Student Name	* Where Currently Enrolled
	Grade	* School of Enrollment with Errors
	Error Message	
Total Erroneous Student Records: 0		Total Errors: 0