Department of Education

Joel I. Klein
Chancellor

Supplemental Educational Services

User Manual to the NCLB-SES Application

October 2, 2008

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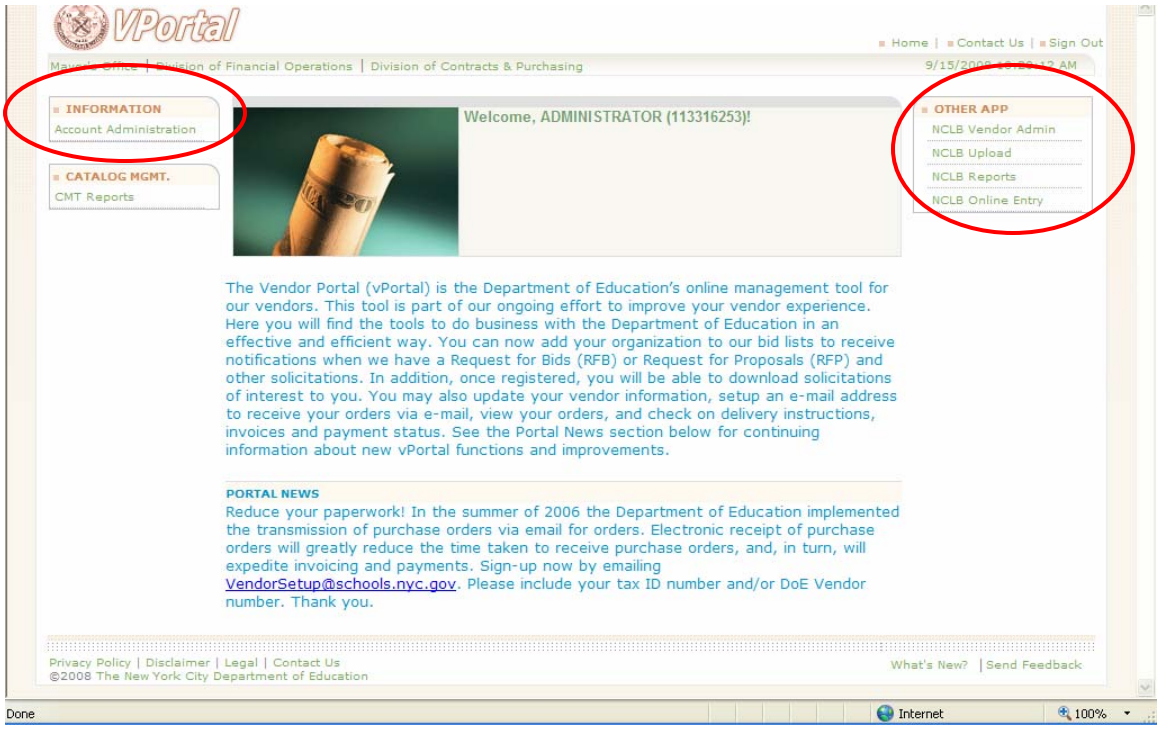
No Child Left Behind

This is the user manual to the No Child Left Behind application as available on the Vendor Portal of the New York City Department of Education.

This is the test version of the application and this document.
Both the manual and application are under development. Your contribution is greatly appreciated.

Please direct any feedback or questions with regard to this manual or the application to: NCLB Support NCLB-SES@schools.nyc.gov



A link to the application will be provided on the right hand side.

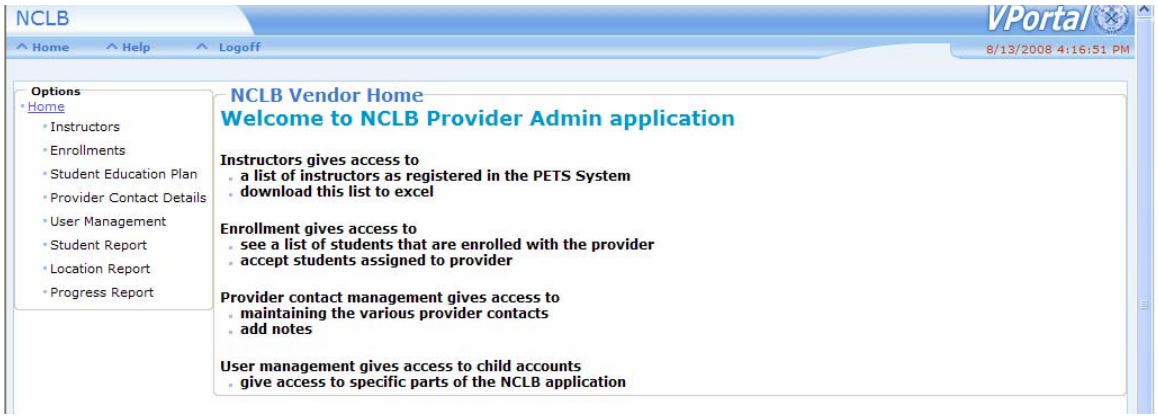
The maintenance of the contact information will be on the left hand side under information.

The NCLB application for vendors will have four options:

- NCLB Vendor Admin
- NCLB Upload
- NCLB Reports
- NCLB On-line Entry

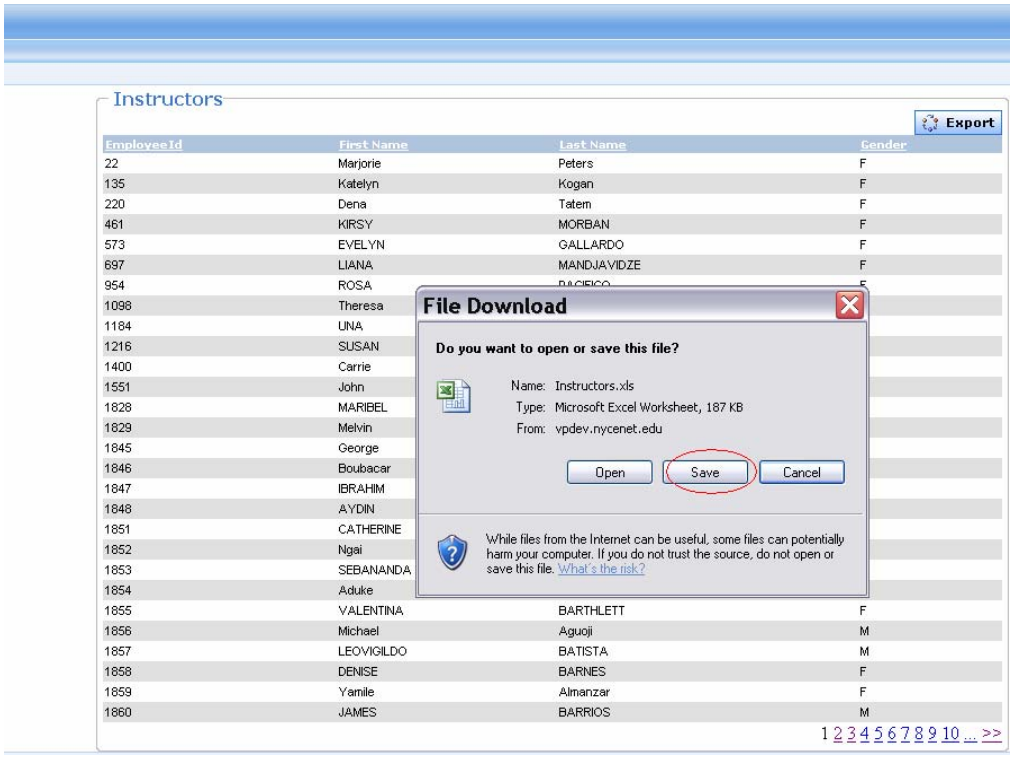
The administrator for a vendor can create child accounts that restrict access to the applications and / or functions within the application.
The administrator account can edit the contact and general information (an admin account can set up a child with rights to do so).

NCLB Vendor Admin



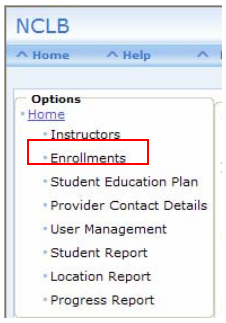
1. <u>Instructors</u>

This is a list of teachers and the tutors who are the key elements in terms of providing services to the students. The teachers/tutors who provide services to the students need to be registered in PETS system. This requires the Vendors to enter their rosters in the PETS system prior to providing services to the students.
The list can also be downloaded on to an excel file by clicking on “Export”. Click on “Save”



2. Enrollments

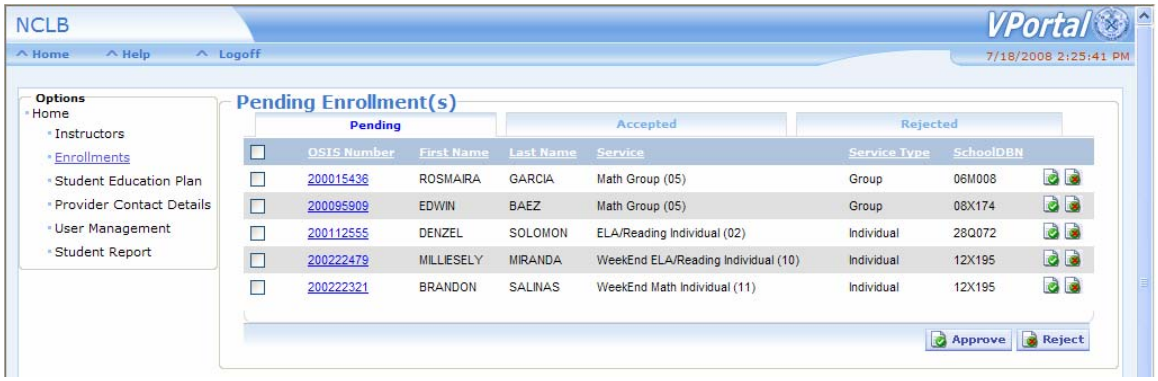
Providers can accept or reject students enrolled by ISC.



The process can be executed either for each student individually or for the whole group.

Click the for Individual acceptance or the to reject a student

For mass accept or reject, select the checkbox left of the OSIS number and click on the ACCEPT button.

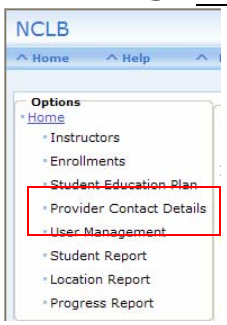


Approve Enrollment has three tabs

1. Pending- This gives a list of students who are waiting for ACCEPT or REJECT.
2. Approved – These are the students who has already approved by the vendor. After approving there is 5 day window to still reject a student unless there is already attendance uploaded.
3. Rejected – This gives a list of students who are rejected. There is a 5 day window to undo a rejection unless a student is enrolled with another provider in that time.

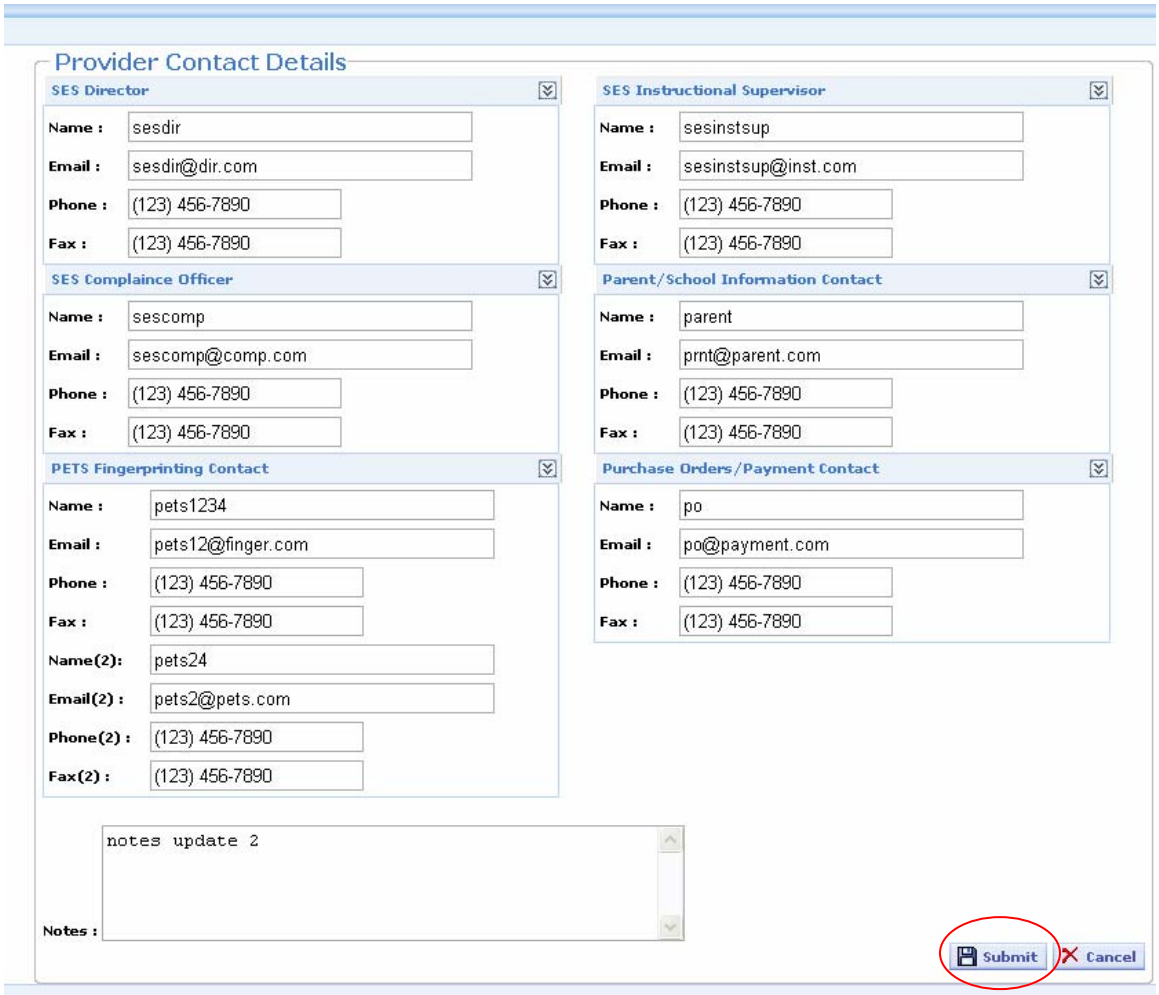
A search option is available to search for specific values. The search is conducted by tab.

3 NCLB Provider Contact Details



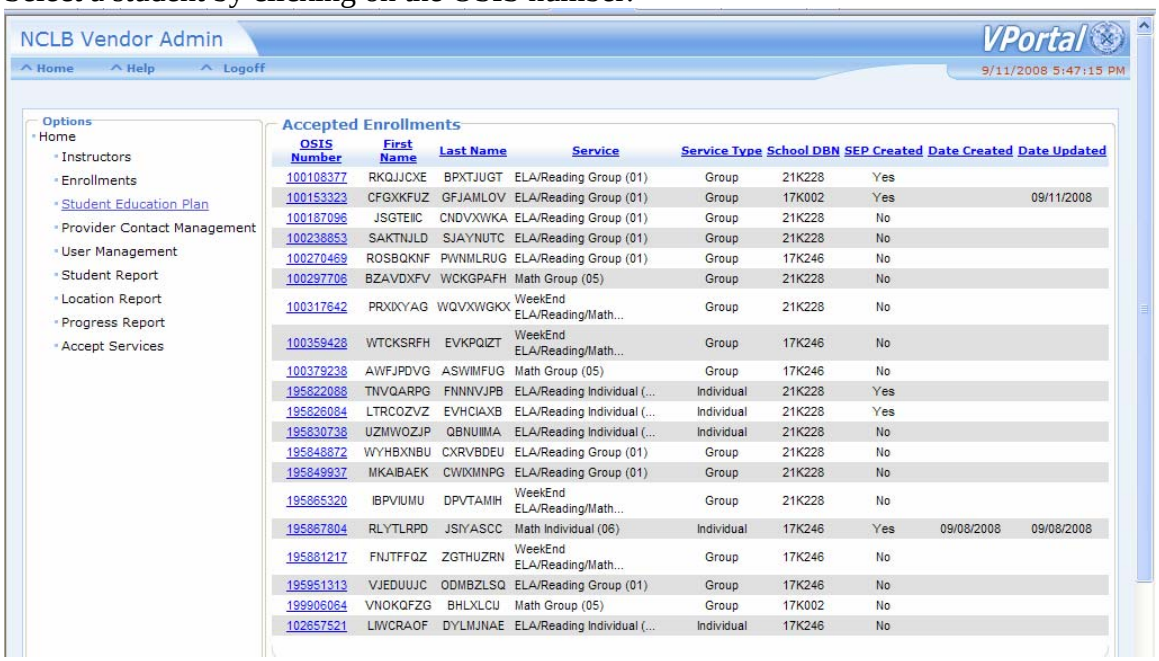
This is an overview of the contact information of the vendor. Vendors can change the information and click on "Submit" to update their information. The DOE Admin will be informed by email when a provider changes the information in this screen

All contact information needs to be entered before students can be accepted.



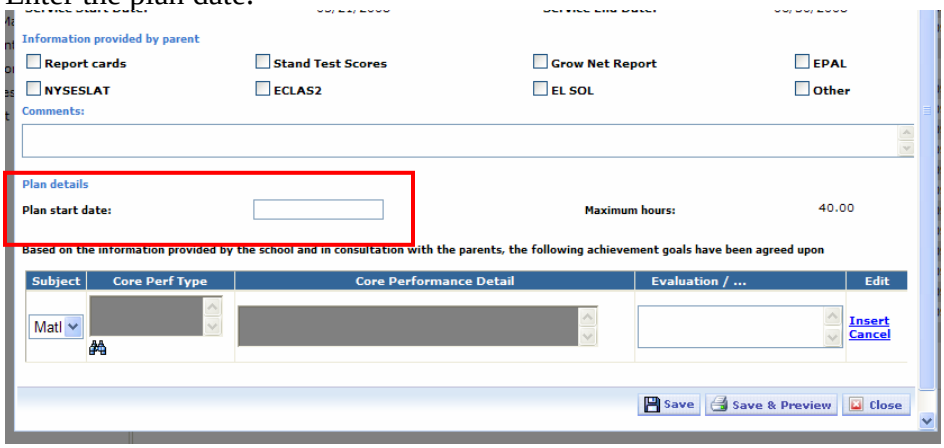
4 Student Education plan

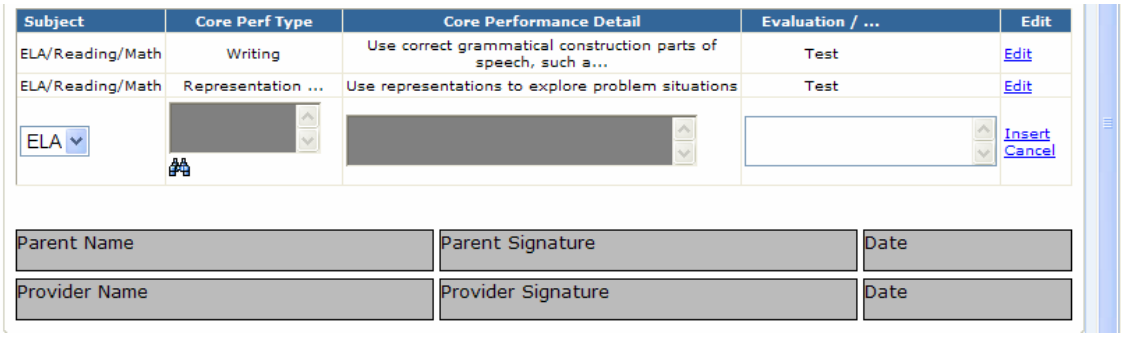
The student education plan is required element in the NCLB program.
The link Student Education Plan presents an overview of all accepted students
Select a student by clicking on the OSIS number.



OSIS Number	First Name	Last Name	Service	Service Type	School DBN	SEP Created	Date Created	Date Updated
100108377	RKQJJCXE	BPXTJUGT	ELA/Reading Group (01)	Group	21K228	Yes		
100153323	CFGXKFUZ	GFJAMLOV	ELA/Reading Group (01)	Group	17K002	Yes		09/11/2008
100187096	JSGTEIIC	CNDVXWKA	ELA/Reading Group (01)	Group	21K228	No		
100238853	SAKTNJLD	SJAYNUTC	ELA/Reading Group (01)	Group	21K228	No		
100270469	ROSBQKNF	PWNMLRUG	ELA/Reading Group (01)	Group	17K246	No		
100297706	BZAVDXFV	WCKGPAFH	Math Group (05)	Group	21K228	No		
100317642	PRXIXYAG	WQVXWGKX	WeekEnd ELA/Reading/Math...	Group	21K228	No		
100359428	WTCKSRFH	EVKPQIZT	WeekEnd ELA/Reading/Math...	Group	17K246	No		
100379238	AWFJPDVG	ASWIMFUG	Math Group (05)	Group	17K246	No		
195822088	TNVQARPG	FNNNVJPB	ELA/Reading Individual (...	Individual	21K228	Yes		
195826084	LTRCOZVZ	EVHCIAXB	ELA/Reading Individual (...	Individual	21K228	Yes		
195830738	UZMWOZJP	QBNUIIMA	ELA/Reading Individual (...	Individual	21K228	No		
195848872	WYHBXNBU	CXRVBDEU	ELA/Reading Group (01)	Group	21K228	No		
195849937	MKAIBAEK	CWIXMNPG	ELA/Reading Group (01)	Group	21K228	No		
195865320	IBPVIUMU	DPVTAMIH	WeekEnd ELA/Reading/Math...	Group	21K228	No		
195867804	RLYTLRPD	JSIYASCC	Math Individual (06)	Individual	17K246	Yes	09/08/2008	09/08/2008
195881217	FNJTFFQZ	ZGTHUZRN	WeekEnd ELA/Reading/Math...	Group	17K246	No		
195951313	VJEDUUJC	ODMBZLSQ	ELA/Reading Group (01)	Group	17K246	No		
199906064	VNOKQFZG	BHLXLCU	Math Group (05)	Group	17K002	No		
102657521	LIWCRAOF	DYLMJNAE	ELA/Reading Individual (...	Individual	17K246	No		

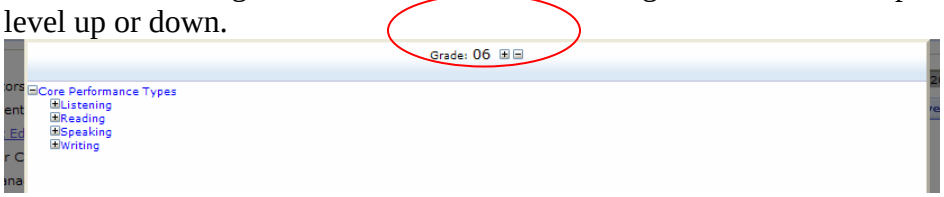
Enter the plan date.



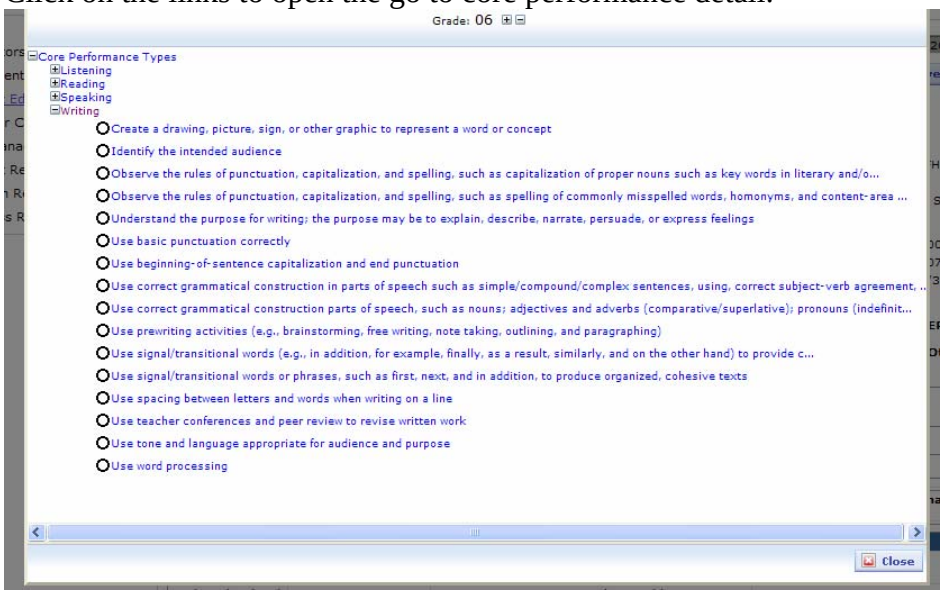


Select ELA or Math (this selection is only available when the student is enrolled in a dual program, otherwise it will only show ELA or Math.

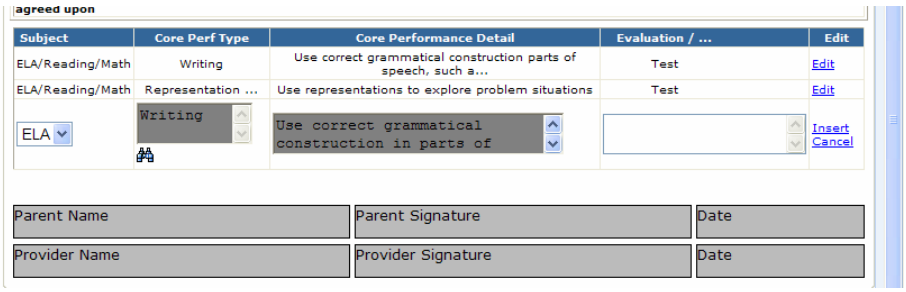
Click on the binoculars to open the search screen
The achievement goals are related to the students grade. There is an option to go one level up or down.



Click on the links to open the go to core performance detail.

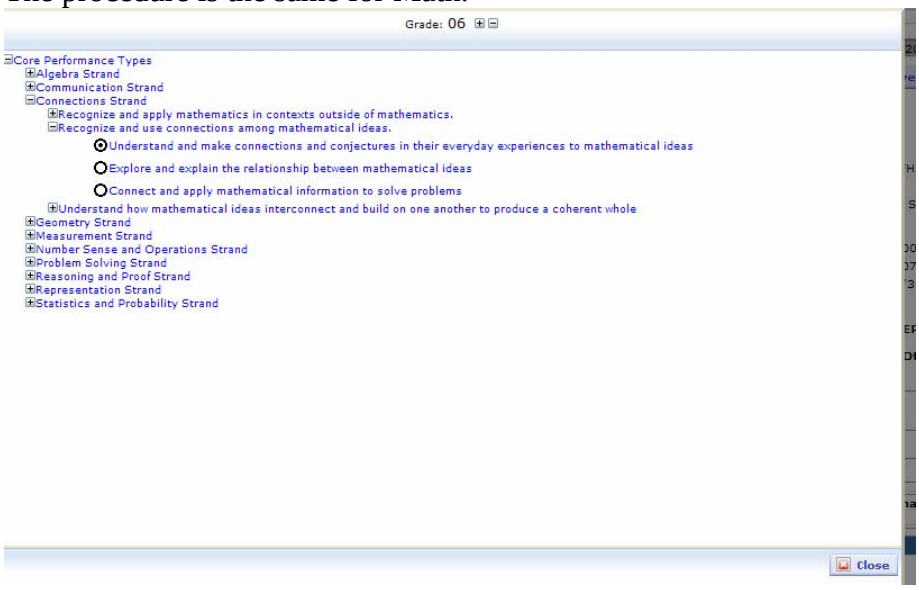


Select one and click “close” (A future change will be that a select will lead to selecting and closing the screen, transferring the value to the SEP screen)



Enter the way of progress measurement in the box and click on insert to add the achievement goal. (This should match with your application submission to SED)

The procedure is the same for Math.

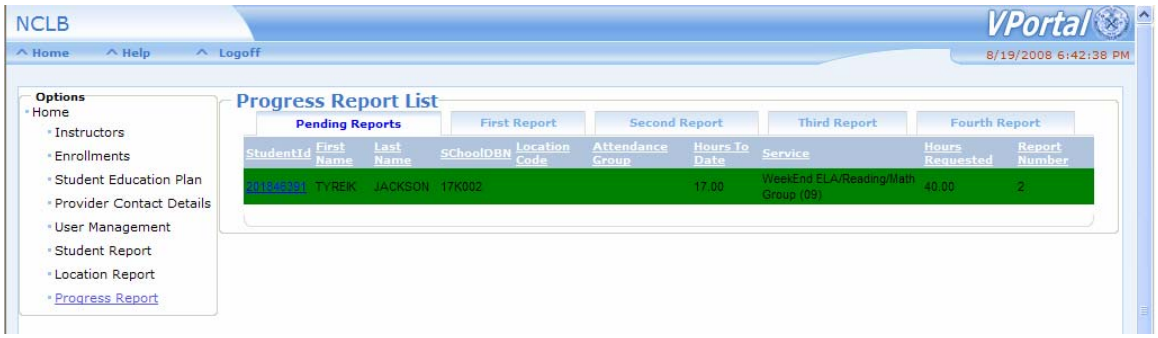


Please note: Despite filling out this information on-line you are still required to send in a <u>signed</u>, scanned version of the Student Education Plan.

You can find the standards at the New York State Education Website:
http://www.emsc.nysed.gov/

5 Progress Report

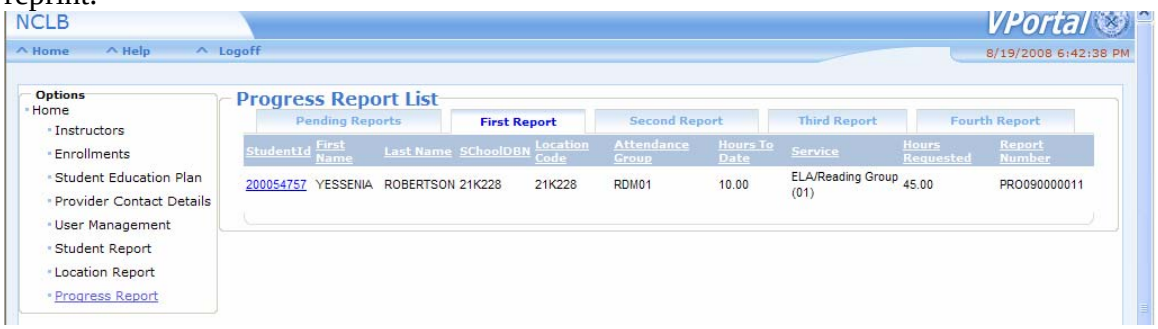
Overview of due progress reports



The Progress Report link will provide a list of students for whom a progress report is required:
Green: Student is within 3 (service) hours of 25%, 50%, 75% or 100% of service.
Yellow: Student is not more than 3 (service) hours over the 25%, 50%, 75% or 100% of service.
Red: Student is more than 3 (service) hours over the 25%, 50%, 75% or 100% of service; attendance upload will result in an error. Complete progress report before upload of attendance.

The percentage is taken from the number of service hours as published in the SES Parent Guide and as inputted and accepted by you in the SES-NCLB database.

On the tabs First, Second, Third and Fourth, the submitted reports are listed for review or reprint.



When you click on the Student ID (OSIS) number in the Pending Reports the following screen will open:

STUDENT ID: 201846391 PROGRESS REPORT NUMBER: 2

Department of Education
Joel I. Klein, Chancellor

Supplemental Educational Services
Student Attendance / Progress Report

2008-2009

Student Details

Student First Name:	TYREIK	**Student Last Name:**	JACKSON
Grade:	08	**Special ED/ELL:**	
School DBN:	17K002	**School Name:**	M S 002

Provider/Session Details

Provider Name:	TESTQUEST, INC.dd	**Provider ID:**	60
Service name:	WeekEnd ELA/Reading/Math Group (09)	**Service ID:**	54
Service Start Date:	10/15/2008	**Service End Date:**	

Attendance **Max Hrs of Service: 40.00** **Hours to Date: 17**

Service Date	Start Time	End Time	Minutes	Hours
06/07/2008	10:00 AM	1:00 PM	180	3
05/17/2008	10:00 AM	12:00 PM	120	2
05/25/2008	10:00:00 AM	01:00:00 PM	180	3
05/10/2008	10:00:00 AM	11:00:00 AM	60	1
06/08/2008	10:00:00 AM	12:00:00 PM	120	2
05/11/2008	10:00:00 AM	11:00:00 AM	60	1
06/01/2008	10:00:00 AM	12:00:00 PM	120	2
05/24/2008	10:00:00 AM	01:00:00 PM	180	3
			Total Hours:	17

This list the student's information and attendance
Scroll down for the next part of the screen:

Total Hours: 17

Academic Progress

Subject	Core Perf Type	Core Performance Detail	Evaluation / ...	Progress Indicator
ELA/Reading/Math	Listening	Attend to a listening activity for a specified period of tim...	test	Approaching proficiency
ELA/Reading	Writing	Use classroom resources, such as word walls, picture diction...		Needs more work
ELA/Reading	Listening	Demonstrate appropriate body language as a listener	ty	Needs more work
ELA/Reading	Reading	Distinguish the difference between vowels and consonants	fg	Needs more work
ELA/Reading	Writing	Observe rules of punctuation, italicization, capitalization,...	4	Needs more work
ELA/Reading	Speaking	Use gestures appropriate to conveying meaning	5	Proficient

Certification of Provision of Services

I Hereby certify that I have provided Supplemental Educational Services to the above named student on the dates and for the duration indicated herein. I also certify that a copy of this report was mailed / given to the student's parent and school. I understand that when completed and filed, this form becomes a record of the Department of Education and that any material misrepresentation may subject me to criminal, civil and or administrative action.

Instructor Name: _____	**Instructor Signature:** _____	**Date:** _____
Supervisor Name: _____	**Supervisor Signature:** _____	**Date:** _____
Parent Name: _____	**Parent Signature:** _____	**Date:** _____

Save Print Close

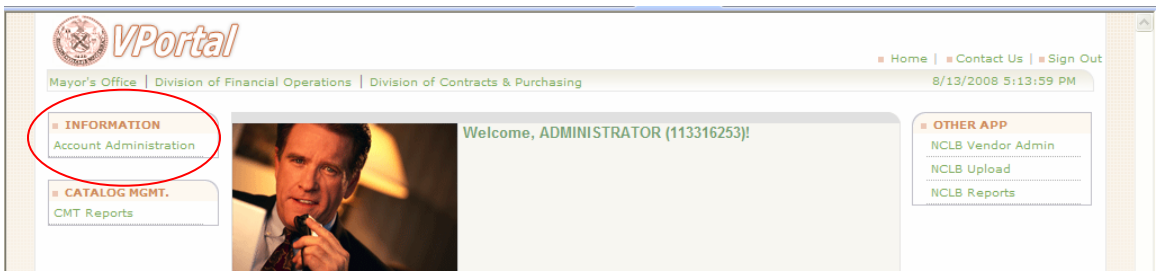
Specify the progress indicator for each goal by selecting from the drop down list

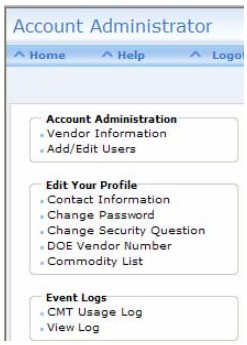
Print (=save and print) the form. When you print the form the progress report will automatically move to the right tab (fist, second third or fourth).

Please note: Despite filling out this information on-line you are still required to send in a <u>signed</u>, scanned version of the progress report

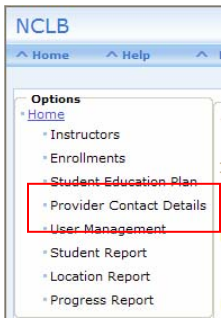
6 User Management

The administrator for a vendor can create child accounts to access the Vendor Portal.
A child account is a way to give an employee restricted access to applications and / or functions within the application.
The creation of child accounts is done in the VPortal account administration section
Account Administration



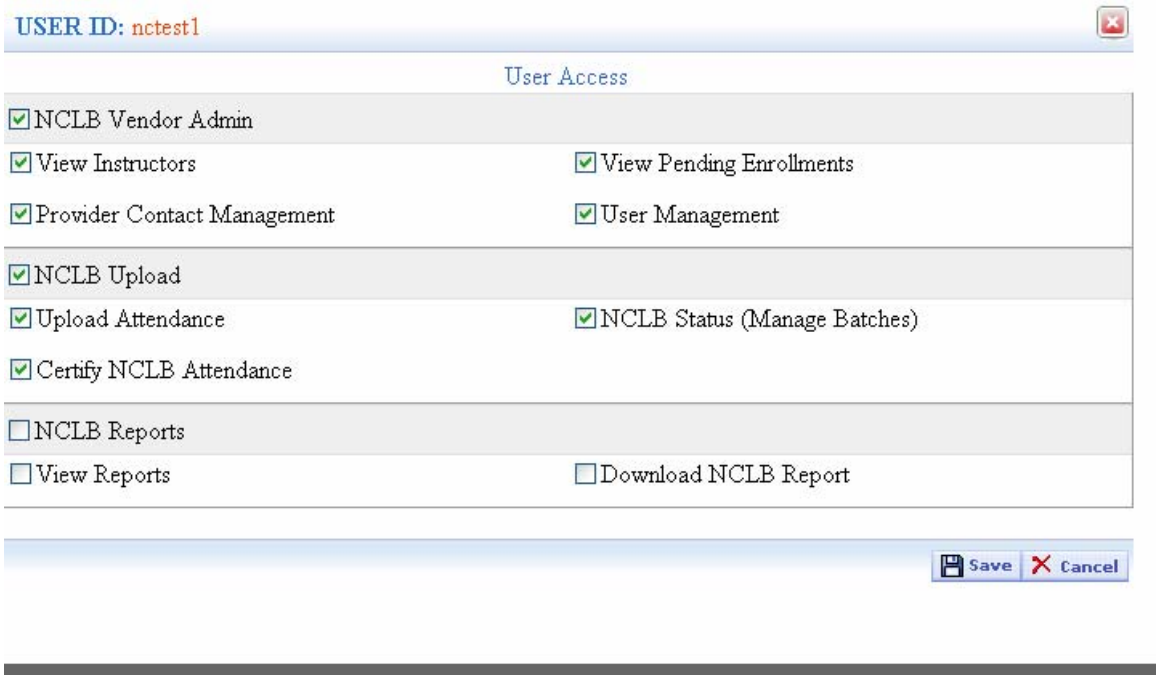


Please refer to the separate manual to set up child accounts.

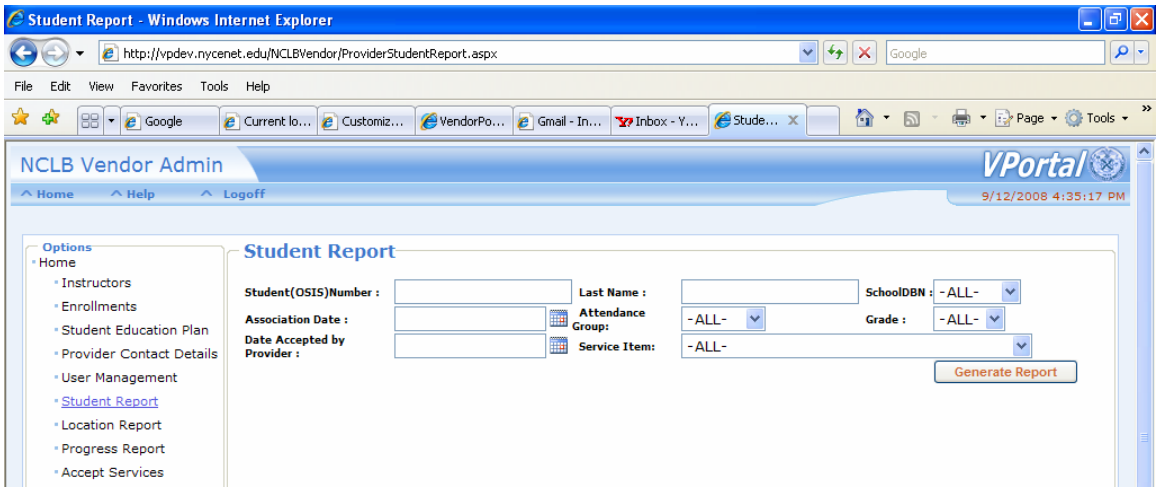


After the Vportal Child account is set up and authorized for NCLB go to NCLB User Management where it is used to specify access to NCLB functions.

Select / click on the child account
Select the check box to grant access to the applications and/or functions within the application.
Ex: By selecting "NCLB View Reports", the user will be granted access only to view the reports. The user will not be able to download any reports.

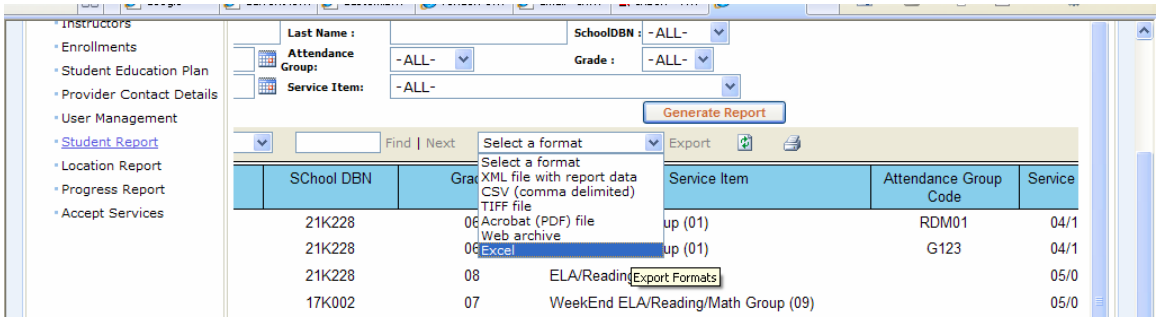


7 Student Report

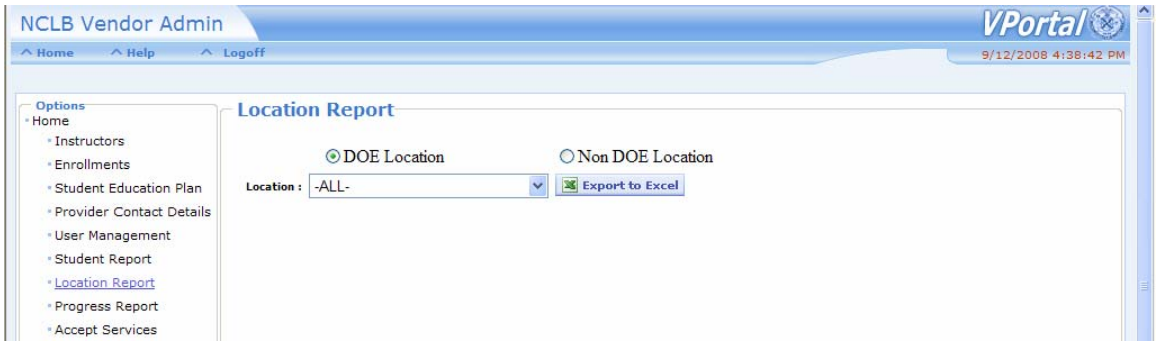


This report will generate a list of students with additional information.

The results can be exported to excel. Please refer to next screen shot.



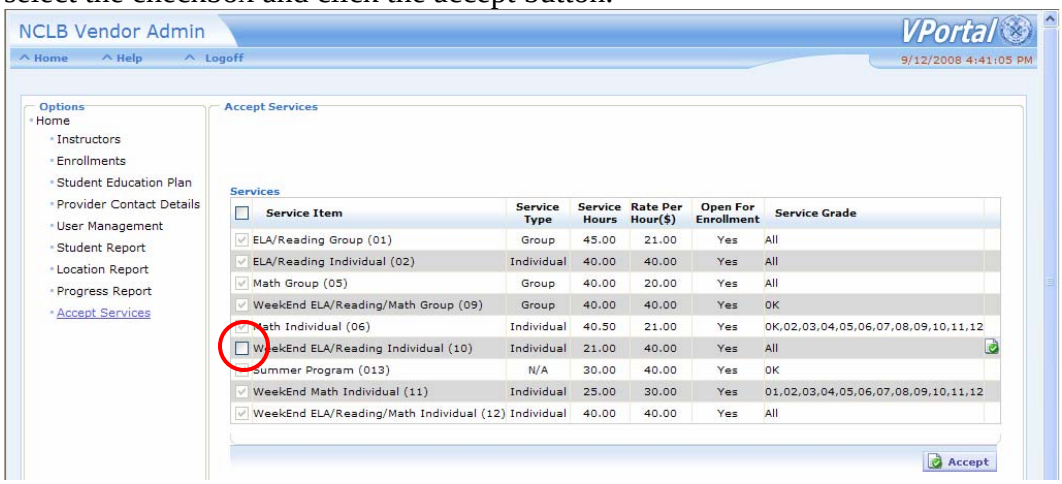
8 Location Report



This report shows locations used by a provider. The primary selection is either "DOE Location" or "non DOE Location".
The report will directly open into excel.

9 Accept service

Before students can be accepted for service, the general parameters for the service have to accepted. Do this by validating that hours of service and hourly rate is correct. Then select the checkbox and click the accept button.



The upload of attendance has three basic steps

1. Generate the attendance / invoice format
2. enter attendance information
3. Upload attendance / invoice file

Step1: NCLB Reports

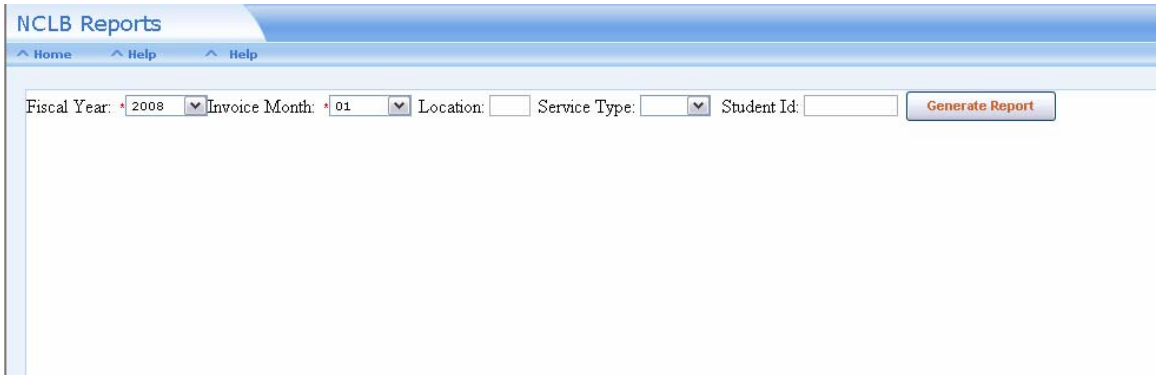
NCLB Reports application permits users to extract the student information and export reports as an invoice format.

There are three steps in NCLB Reporting:

1. Generate Report

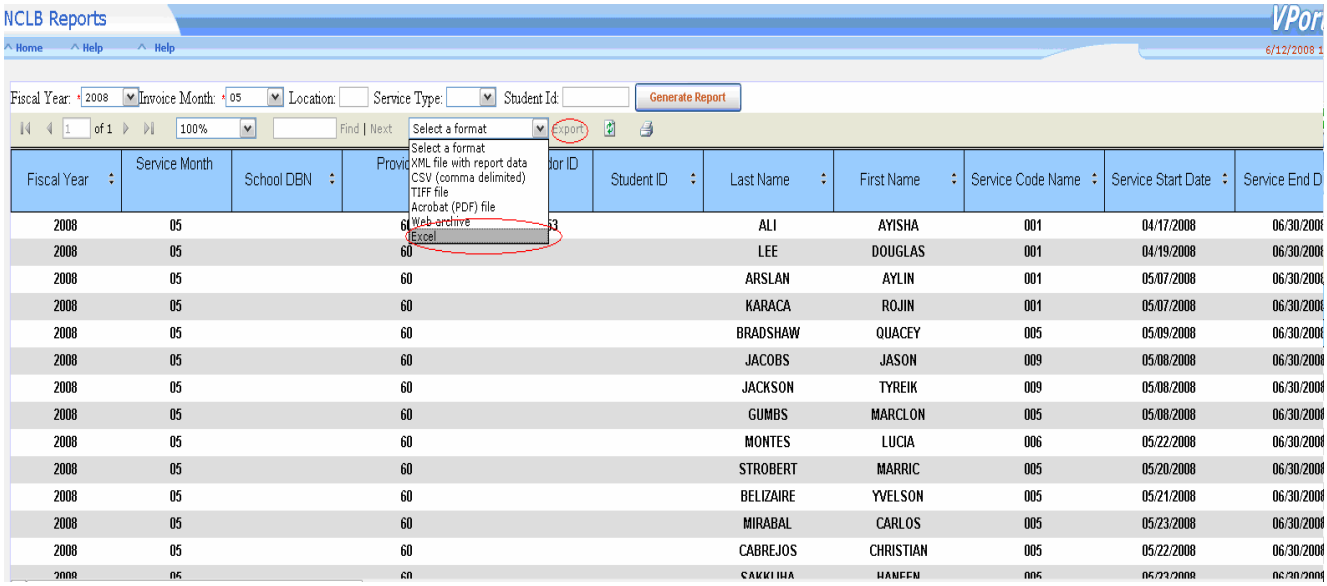
To create a new report, the user must select a parameter and/or filter the parameters to extract the data. The user can select "Create Invoice" to generate a report.
Please select the "Fiscal year" (2009) from drop down list.
Service Type and Student ID are optional.
After first upload it will be possible to filter on attendance groups and / or locations.

Click on Generate Invoice to extract the report. The information appears in the body of the screen.

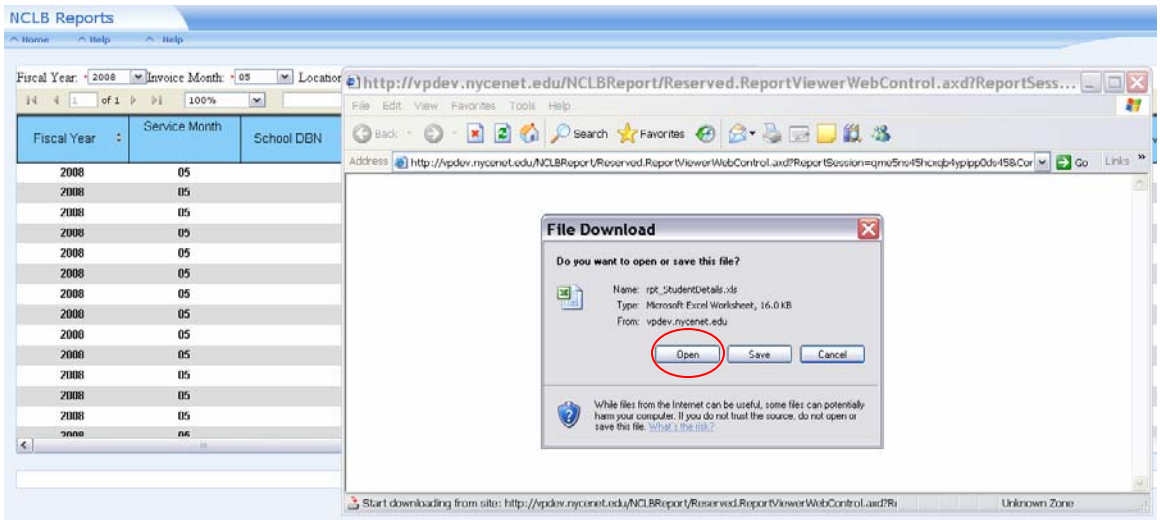


2. Extract Report

To download and save a copy on your computer, use the select format dropdown to choose a format (Excel) and the click" Export".



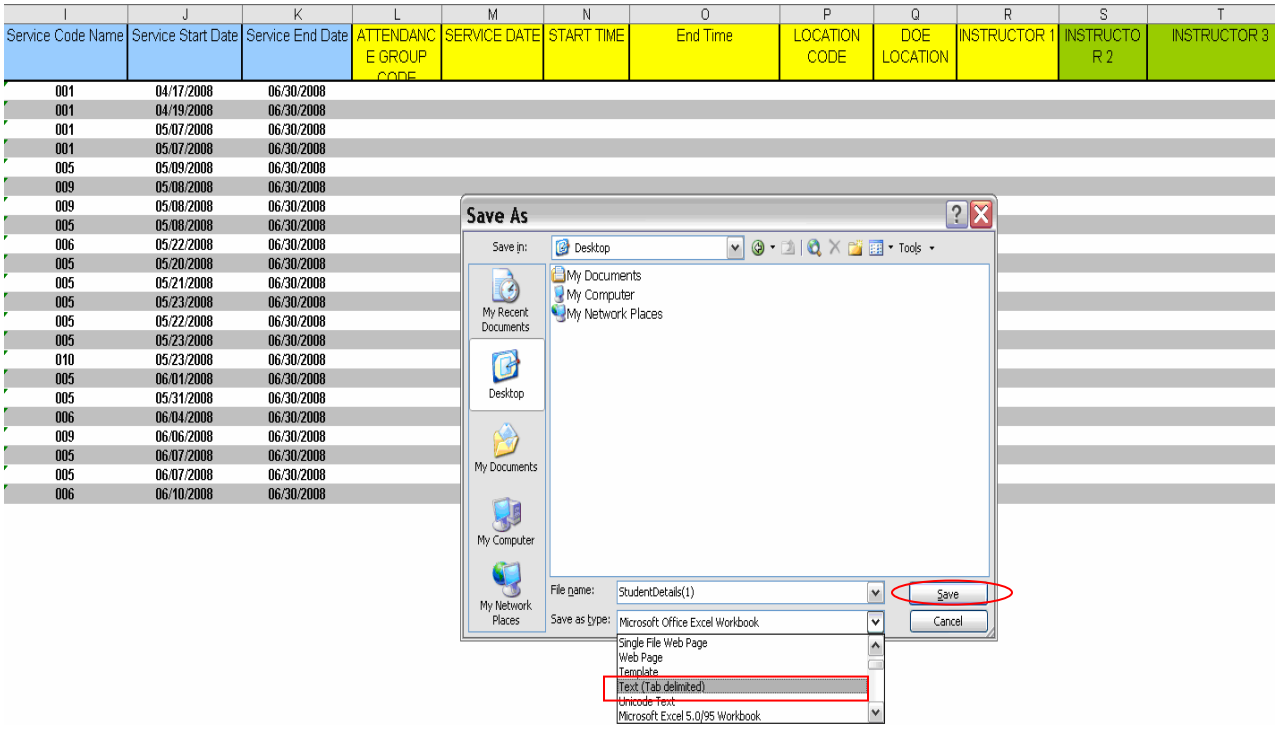
Click on “Open” and save the excel file on your computer.



Fill all the required fields (columns with yellow headers). Please refer to Table 2 in this manual for more information on the data formats.

I	J	K	L	M	N	O	P	Q	R	S
Service Code Name	Service Start Date	Service End Date	ATTENDANCE GROUP CODE	SERVICE DATE	START TIME	End Time	LOCATION CODE	DOE LOCATION	INSTRUCTOR 1	INSTRUCTOR 2
001	04/17/2008	06/30/2008								
001	04/19/2008	06/30/2008								
001	05/07/2008	06/30/2008								
001	05/07/2008	06/30/2008								
005	05/09/2008	06/30/2008								
009	05/08/2008	06/30/2008								
009	05/08/2008	06/30/2008								
005	05/08/2008	06/30/2008								
006	05/22/2008	06/30/2008								
005	05/20/2008	06/30/2008								
005	05/21/2008	06/30/2008								
005	05/23/2008	06/30/2008								
005	05/22/2008	06/30/2008								
005	05/23/2008	06/30/2008								
010	05/23/2008	06/30/2008								
005	06/01/2008	06/30/2008								

At the bottom of the window, go to the drop down menu labeled "Save as Type". Scroll down, until you see "TXT (Tab Delimited) (*.txt)".
Select this option and click “Save”.



3. Edit Report

When editing the exported file, please follow these rules

1 Check the header column

Pre-populated Non-Editable User entry required Optional

Columns with blue headers are Pre-populated and Non- editable

Entry is required for the columns with yellow headers

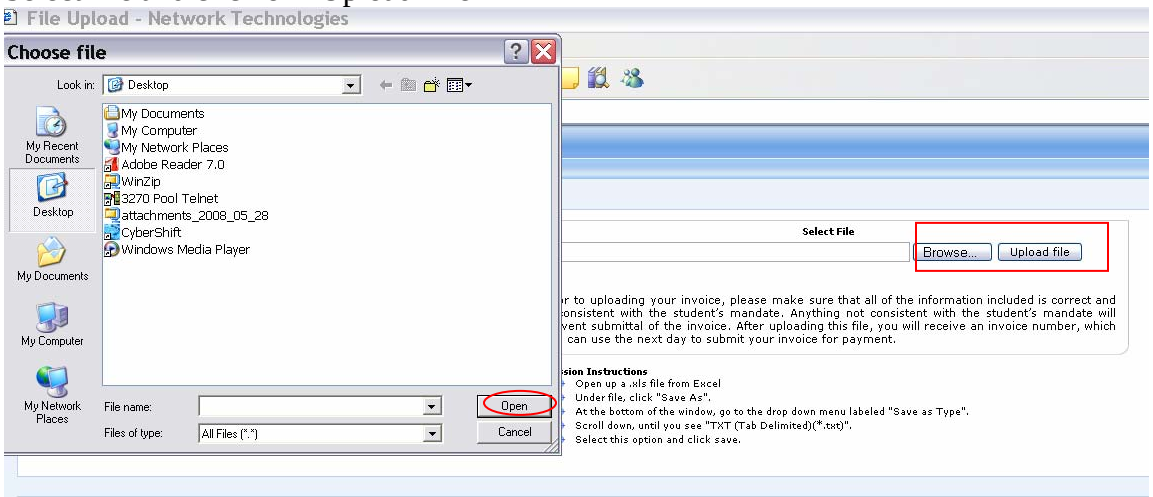
Columns with Green headers are optional

Step2: NCLB Upload

NCLB Upload application allows vendors and/or authorized users to upload NCLB file for invoicing. Only tab-delimitated (.*txt) files are allowed to be uploaded through the system.

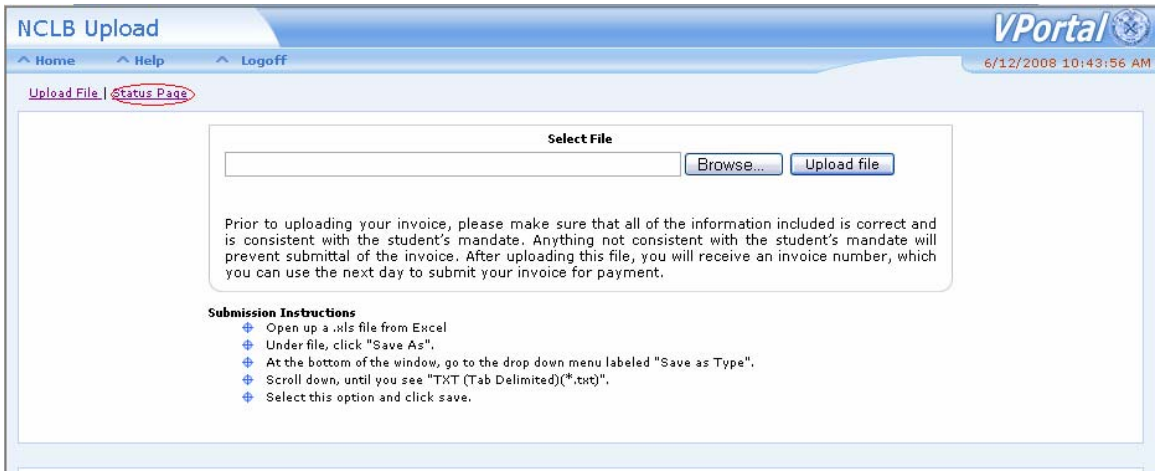
Click on “Browse”

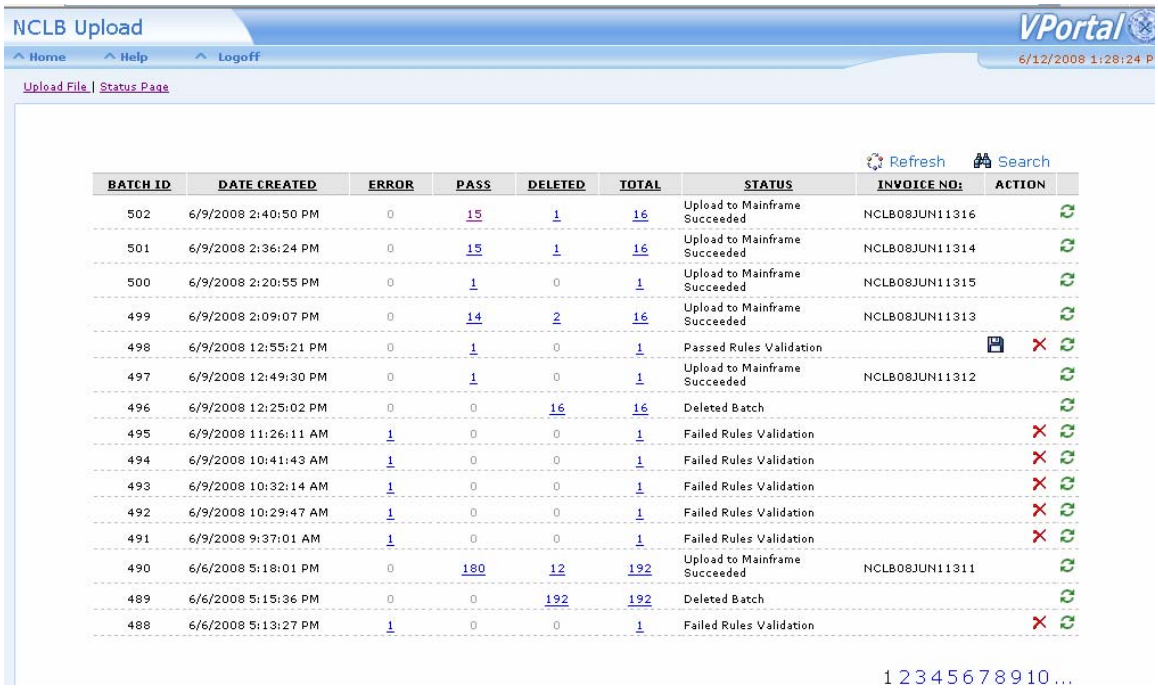
Select file and click on “Upload File”



Step3: NCLB Upload Status

1) Once uploaded, the user can check the status by clicking on “Status Page”.





BATCH ID	DATE CREATED	ERROR	PASS	DELETED	TOTAL	STATUS	INVOICE NO:	ACTION
502	6/9/2008 2:40:50 PM	0	15	1	16	Upload to Mainframe Succeeded	NCLB08JUN11316	
501	6/9/2008 2:36:24 PM	0	15	1	16	Upload to Mainframe Succeeded	NCLB08JUN11314	
500	6/9/2008 2:20:55 PM	0	1	0	1	Upload to Mainframe Succeeded	NCLB08JUN11315	
499	6/9/2008 2:09:07 PM	0	14	2	16	Upload to Mainframe Succeeded	NCLB08JUN11313	
498	6/9/2008 12:55:21 PM	0	1	0	1	Passed Rules Validation		
497	6/9/2008 12:49:30 PM	0	1	0	1	Upload to Mainframe Succeeded	NCLB08JUN11312	
496	6/9/2008 12:25:02 PM	0	0	16	16	Deleted Batch		
495	6/9/2008 11:26:11 AM	1	0	0	1	Failed Rules Validation		
494	6/9/2008 10:41:43 AM	1	0	0	1	Failed Rules Validation		
493	6/9/2008 10:32:14 AM	1	0	0	1	Failed Rules Validation		
492	6/9/2008 10:29:47 AM	1	0	0	1	Failed Rules Validation		
491	6/9/2008 9:37:01 AM	1	0	0	1	Failed Rules Validation		
490	6/6/2008 5:18:01 PM	0	180	12	192	Upload to Mainframe Succeeded	NCLB08JUN11311	
489	6/6/2008 5:15:36 PM	0	0	192	192	Deleted Batch		
488	6/6/2008 5:13:27 PM	1	0	0	1	Failed Rules Validation		

The “Status” field shows the uploaded file status.

1. **TOTAL** – Total number of records
2. **ERROR –** Number of records that failed validation
3. **PASS –** Number of records that passed validation
4. **STATUS –** The file status can be

a) **New**
b) **File Saved. Please Wait...**
c) **Passed Format Validation**
d) **Failed Format Validation**
e) **Processing…**
f) **Records Failed to be Inserted**
g) **Passed Rules Validation**
h) **Failed Rules Validation**
i) **Submitted**
j) **Uploaded to Mainframe**
k) **Attend Code Required**
l) **Deleted Batch**
m) **File has no records**

To know more about the status, please refer table1

To avoid validation errors, please refer table2

Refresh icon ( ). It refreshes the current records data. When a file is uploaded for first time, the icon will automatically refresh every five seconds.

Delete icon ( ).The user can delete the batch by pressing the delete icon .

Submit Batch icon ( ). After the batch passes through all validation rules, the batch can be submitted for invoicing.

After the submit for invoicing the certification icon ( ) appears. Use this icon to certify the generated invoice information.

Alert icon ( ). It displays error messages.

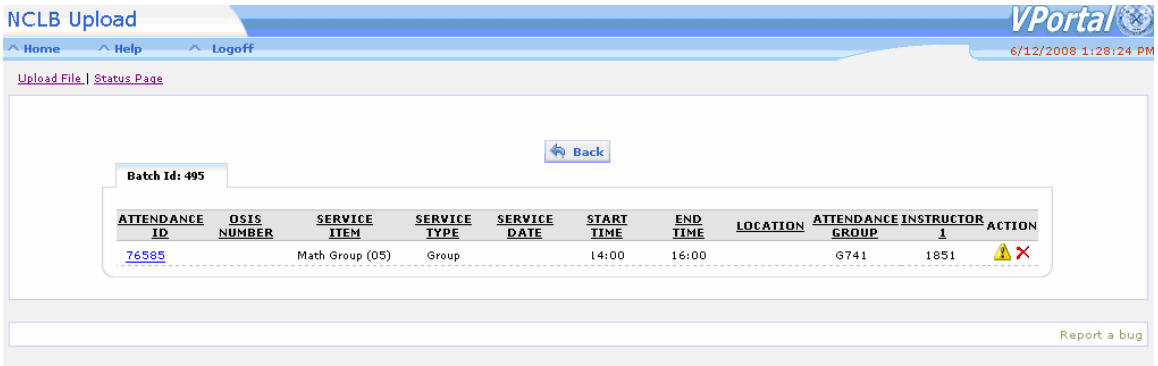
INVOICE NUMBER- Users can generate an invoice code when the batch has status of "Passed Rules Validation". The invoice code has the following format:

Example: **NCLB08JUN11316**

Record Status

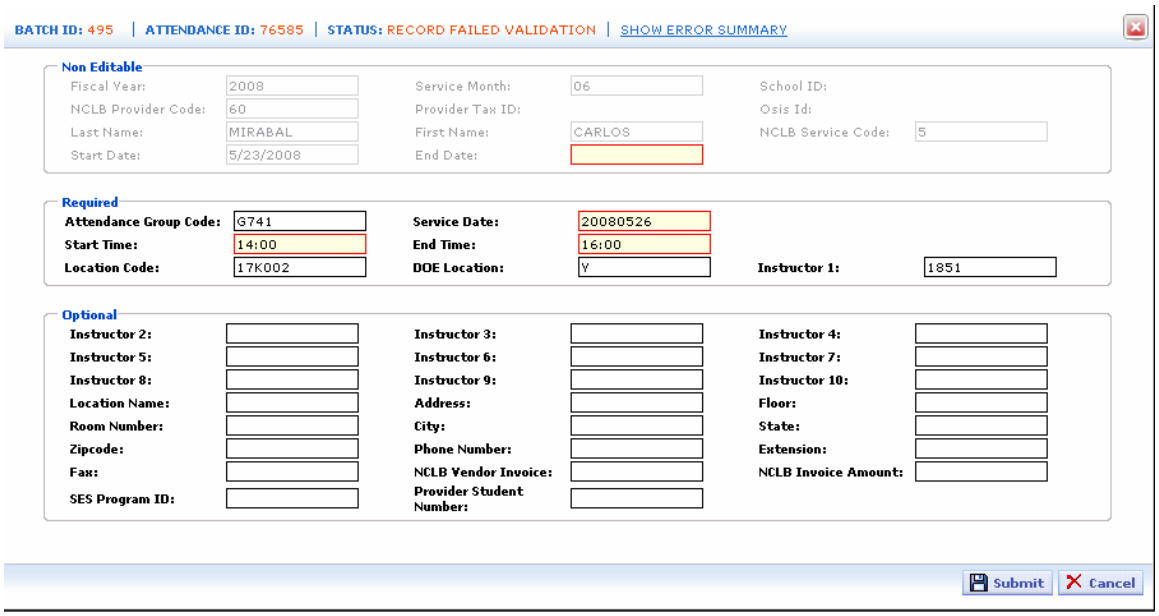
The record status page displays record's relevant information. The user can see errors associated with each record by clicking on the number in the error column. The user can also

delete each record. When the user deletes the last record, he or she will be automatically redirected to the upload status page.



Edit Records

A mouse over on the icon (⚠) shows the error messages regarding that record. To edit, user must click on the "Record ID" on the 1st column (left) to open the record details, in which an edit can be performed



When an error occurs on the non-changeable fields, the only option is to delete the record. (Go back to the download function (step 2) add the attendance information and upload again).

After correcting errors for the required and optional fields, the record can be submitted again for validation.

When a corrected record passes the validation, the user is presented with the next record that contains errors. Only when a batch is error free, the option to submit the batch becomes available.

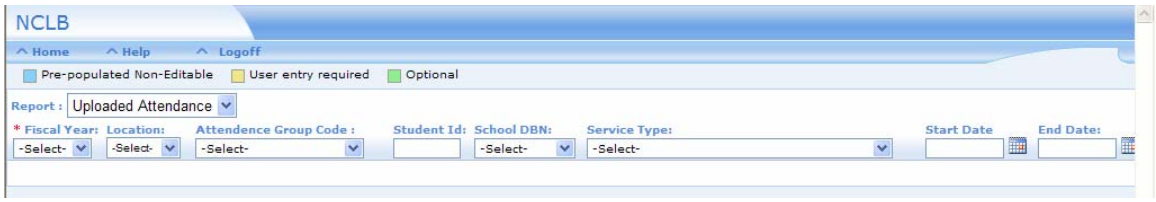
Report of uploaded attendance

When on the home page select link NCLB Reports

Select Uploaded Attendance

When the uploaded attendance is selected, the select options for the report appear.

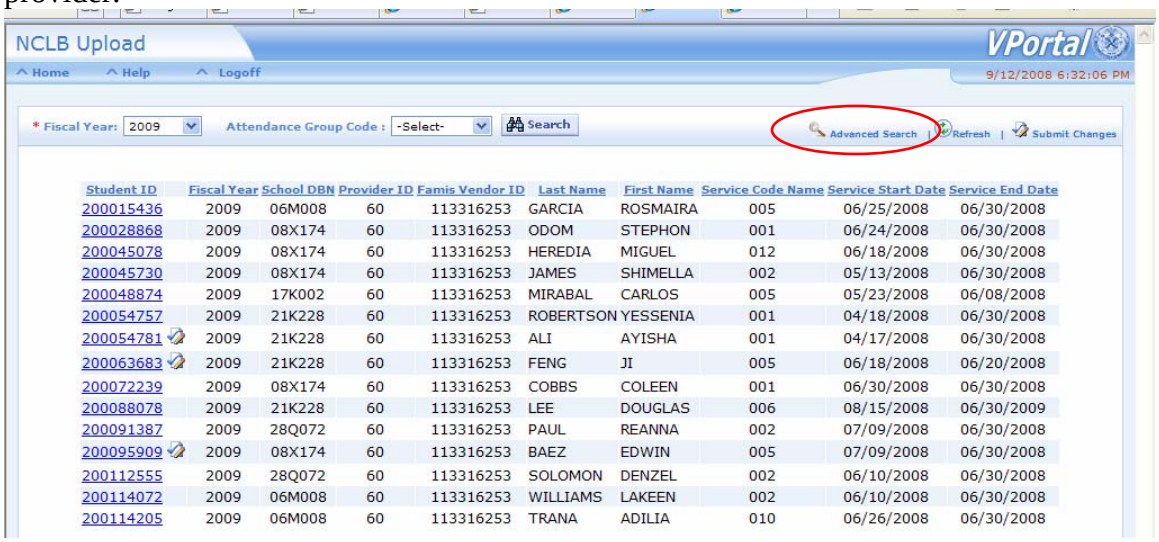
:



On line data entry of attendance

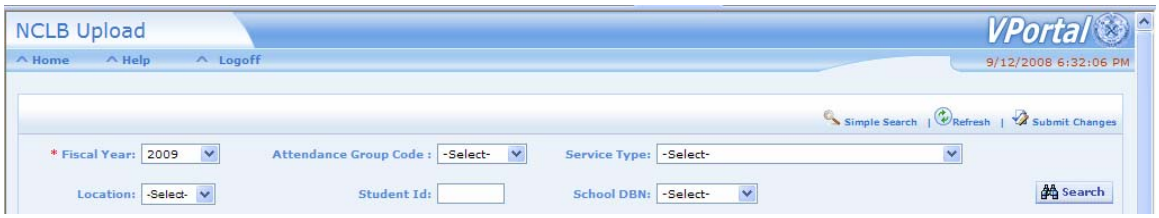
On the home page the link NCLB On-line entry is the place for direct input of attendance

After clicking this link the screen will be populated with all students enrolled with the provider.



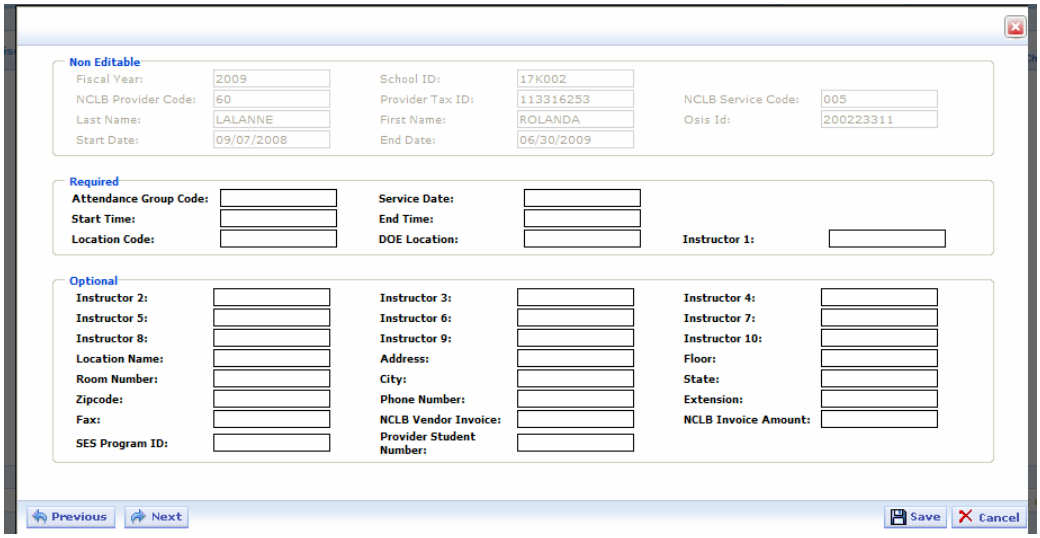
Student ID	Fiscal Year	School DBN	Provider ID	Famis Vendor ID	Last Name	First Name	Service Code Name	Service Start Date	Service End Date
200015436	2009	06M008	60	113316253	GARCIA	ROSMAIRA	005	06/25/2008	06/30/2008
200028868	2009	08X174	60	113316253	ODOM	STEPHON	001	06/24/2008	06/30/2008
200045078	2009	08X174	60	113316253	HEREDIA	MIGUEL	012	06/18/2008	06/30/2008
200045730	2009	08X174	60	113316253	JAMES	SHIMELLA	002	05/13/2008	06/30/2008
200048874	2009	17K002	60	113316253	MIRABAL	CARLOS	005	05/23/2008	06/08/2008
200054757	2009	21K228	60	113316253	ROBERTSON	YESSENIA	001	04/18/2008	06/30/2008
200054781	2009	21K228	60	113316253	ALI	AYISHA	001	04/17/2008	06/30/2008
200063683	2009	21K228	60	113316253	FENG	JI	005	06/18/2008	06/20/2008
200072239	2009	08X174	60	113316253	COBBS	COLEEN	001	06/30/2008	06/30/2008
200088078	2009	21K228	60	113316253	LEE	DOUGLAS	006	08/15/2008	06/30/2009
200091387	2009	28Q072	60	113316253	PAUL	REANNA	002	07/09/2008	06/30/2008
200095909	2009	08X174	60	113316253	BAEZ	EDWIN	005	07/09/2008	06/30/2008
200112555	2009	28Q072	60	113316253	SOLOMON	DENZEL	002	06/10/2008	06/30/2008
200114072	2009	06M008	60	113316253	WILLIAMS	LAKEEN	002	06/10/2008	06/30/2008
200114205	2009	06M008	60	113316253	TRANA	ADILIA	010	06/26/2008	06/30/2008

There is an advanced search option available that allows for selecting a specific group of students.



In the first attendance upload there is not yet a relationship between the student and an attendance group or instructor; therefore, when the on line registration is used for the first attendance the search options will not be of much help.
After first attendance registration the search drop downs will be filled with the relevant data.
Click Refresh to undo any selection and return to the full list of students

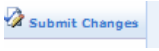
When you click on the OSIS number, the pop up for data entry appears.
This is the same screen as for the correction of errors on uploaded records.



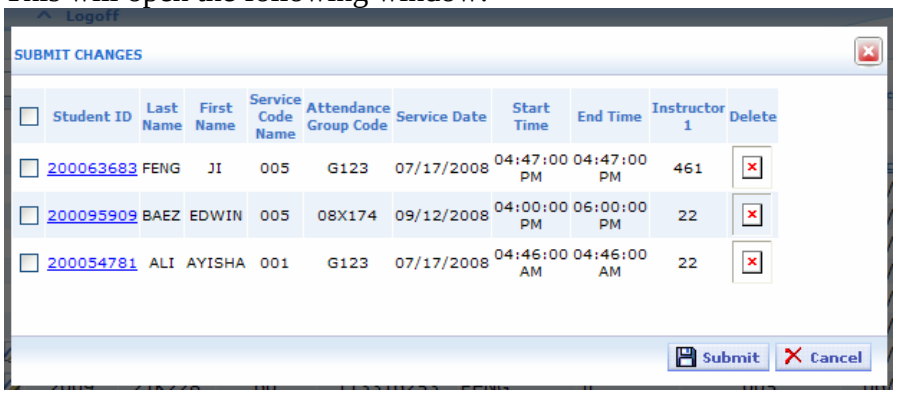
Upon data entry there is no validation of the entered values.

Student ID	Fiscal Year	School DBN	Provider ID	Famis Vendor ID	Last Name	First Name	Service Code Name	Service Start Date	Service End Date
200015436	2009	06M008	60	113316253	GARCIA	ROSMAIRA	005	06/25/2008	06/30/2008
200028868	2009	08X174	60	113316253	ODOM	STEPHON	001	06/24/2008	06/30/2008
200045078	2009	08X174	60	113316253	HEREDIA	MIGUEL	012	06/18/2008	06/30/2008
200045730	2009	08X174	60	113316253	JAMES	SHIMELLA	002	05/13/2008	06/30/2008
200048874	2009	17K002	60	113316253	MIRABAL	CARLOS	005	05/23/2008	06/08/2008
200054757	2009	21K228	60	113316253	ROBERTSON	YESSENIA	001	04/18/2008	06/30/2008
200054781	2009	21K228	60	113316253	ALI	AYISHA	001	04/17/2008	06/30/2008
200063683	2009	21K228	60	113316253	FENG	JI	005	06/18/2008	06/20/2008
200072239	2009	08X174	60	113316253	COBBS	COLEEN	001	06/30/2008	06/30/2008

When data is entered for a student, an icon will show that attendance data is pending a submit.

When data entry has been completed click on 

This will open the following window:



Student ID	Last Name	First Name	Service Code Name	Attendance Group Code	Service Date	Start Time	End Time	Instructor 1	Delete
200063683	FENG	JI	005	G123	07/17/2008	04:47:00 PM	04:47:00 PM	461	
200095909	BAEZ	EDWIN	005	08X174	09/12/2008	04:00:00 PM	06:00:00 PM	22	
200054781	ALI	AYISHA	001	G123	07/17/2008	04:46:00 AM	04:46:00 AM	22	

Select the students by clicking the checkbox; then click submit. The records are now collected in a batch and processed in the same way as uploaded files
Now all validations are done for these records.

PLEASE NOTE: On line entered data that is not submitted to a batch will remain in the system for 48 hours. <u>After 48 hours, entered attendance that is not submitted into a batch will be deleted.</u>

To manage batches refer to step 3 of the upload process.

Table 1

Status	Description	Reason	Action to be taken
New	File is uploaded for the first time	NA	None
File Saved. Please Wait...	File has been uploaded and has been sent for validation	NA	None
Passed Format Validation	The file is in the right format	NA	None
Failed Format Validation	Incorrect file format	The file is not in tab-delimitated (.*txt) format or the data in the file is not in the right format.	Check for redundant lines, line feed(CRLF) or bad characters
Processing...	The system is still processing the request	NA	None
Passed Rules Validation	The file is in the right format and has passed rules validation	NA	Submit the file for invoicing. Click on the submit icon to submit the file. Once the user submits the file, a new invoice number is generated.
Failed Rules Validation	The file is in the right format but did not pass rules validation	Wrong data	click on the error icon and check if all the data entered is correct and is in the right format. Refer Data Format
Uploaded to Mainframe	Invoice number is generated and the file has been sent for approval	NA	Go to "RS Invoice" page to check the invoice status
Deleted Batch	Batch has been deleted	Error Batch	Upload a new file
File has no records	No data in the file	Mandatory fields are empty	Enter data

Table 2

Fieldname	Value	Description	Data Type & value limit	Validation
FISCAL YR	Pre populated and not changeable by user	FISCAL YEAR OF INVOICE. Data type - Integer	4 (Integer)	should be valid format CCYY and 2007 and on
SchoolDBN	Pre populated and not changeable by user	SCHOOL ID	6 (Txt)	
NCLB PROVIDER CODE	Pre populated and not changeable by user	AGENCY CODE	LONG	
PROVIDER (TAX ID)	Pre populated and not changeable by user	PROVIDER TAX ID	50 (Txt)	
OSIS ID	Pre populated and not changeable by user	STUDENT ID	Long	Should be a valid Student Id
LAST NAME	Pre populated and not changeable by user	LAST NAME	30(Txt)	Validate with lookup table to check whether the entered OSIS and last name match
FIRST NAME	Pre populated and not changeable by user	FIRST NAME	30(Txt)	Validate with lookup table to check whether the entered OSIS and first name match
NCLB SERVICE CODE	Pre populated and not changeable by user		100(Varchar)	ELA/Reading Group(01) ELA Reading Individual (02) ELA/Reading Math individual (08) Math Group (05) Weekend ELA Reading /Math Group (09) MATH Individual (06) ELA/Reading/Math Group (07) Weekend ELA/Reading Individual(10) Summer Program (013) Weekend Math Individual (11)
START DT	Pre populated and not changeable by user	ACTUAL START DATE AS PROVIDED	Datetime	

END DT	Pre populated and not changeable by user	ACTUAL END DATE AS PROVIDED	Datetime	End Date should not be less than Start Date
ATTENDANCE GROUP CODE	Pre populated after first input (or bases on service type)	UNIQUE GROUP CODE PROVIDED BY THE VENDOR	Varchar	Check against service type -when on-on-one or on-line (pre populate) unique group code (for provider).
SERVICE DATE		SERVICE DATE	Datetime	- should not be a future date - When weekend only weekend days are valid days - No duplicate days for same student (OSIS number) - Attendance date not before service start date. - Attendance between NCLB begin and end date; except summer program
START TIME		ACTUAL START TIME AS PROVIDED	Varchar	should be valid time format HH:MM AM/PM
END TIME		ACTUAL END TIME AS PROVIDED	Varchar	should be valid time format HH:MM AM/PM
LOCATION CODE	Pre populated after first input		6char	When DOE Location, service charge on billing; check against master location file - LCGMS database
DOE LOCATION	Pre populated after first input	INDICATOR IF SERVICE PROVIDED AT SCHOOL OR OTHER LOCATION	Y / N	Location is HOME or ON-LINE (check against service type attribute) When NOT a DOE Location then the fields location name - …- FAX are obligatory; unless location is already on file,
INSTRUCTOR 1	Pre populated after first input (PETS id number)	PETS ID	Integer	Is instructor eligible on service date Information entered with PETS ID number
INSTRUCTOR 2	Pre populated after first input (PETS id number)	PETS ID	Integer	Is instructor eligible on service date Information entered with PETS ID number

INSTRUCTOR 3	Pre populated after first input (PETS id number)	PETS ID	Integer	Is instructor eligible on service date Information entered with PETS ID number
INSTRUCTOR 4	Pre populated after first input (PETS id number)	PETS ID	Integer	Is instructor eligible on service date Information entered with PETS ID number
INSTRUCTOR 5	Pre populated after first input (PETS id number)	PETS ID	Integer	Is instructor eligible on service date Information entered with PETS ID number
INSTRUCTOR 6	Pre populated after first input (PETS id number)	PETS ID	Integer	Is instructor eligible on service date Information entered with PETS ID number
INSTRUCTOR 7	Pre populated after first input (PETS id number)	PETS ID	Integer	Is instructor eligible on service date Information entered with PETS ID number
INSTRUCTOR 8	Pre populated after first input (PETS id number)	PETS ID	Integer	Is instructor eligible on service date Information entered with PETS ID number
INSTRUCTOR 9	Pre populated after first input (PETS id number)	PETS ID	Integer	Is instructor eligible on service date Information entered with PETS ID number
INSTRUCTOR 10	Pre populated after first input (PETS id number)	PETS ID	Integer	Is instructor eligible on service date Information entered with PETS ID number
LOCATION NAME	Pre populated after first input		100(Varchar)	Enter if DOE location =N And not home
ADRESS	Pre populated after first input		512(Varchar)	
FLOOR	Pre populated after first input		50(Varchar)	
ROOM NUMBER	Pre populated after first input		50(Varchar)	

CITY	Pre populated after first input		50(Varchar)	
STATE	Pre populated after first input		50(Varchar)	
ZIPCODE	Pre populated after first input		10(Varchar)	
PHONE NUMBER	Pre populated after first input		20(Varchar)	
EXTENSION	Pre populated after first input		Integer	
FAX	Pre populated after first input		20(Varchar)	
NCLB VENDOR INVOICE	free for vendor use		20(Varchar)	
NCLB INVOICE AMT	free for vendor use		10(Varchar)	
NCLB SES PROG ID	free for vendor use		50(Varchar)	
PROVIDER STUDENT NUMBER	free for vendor use		10(Varchar)	