



# User Manual to the NCLB-SES Application



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October 2, 2008

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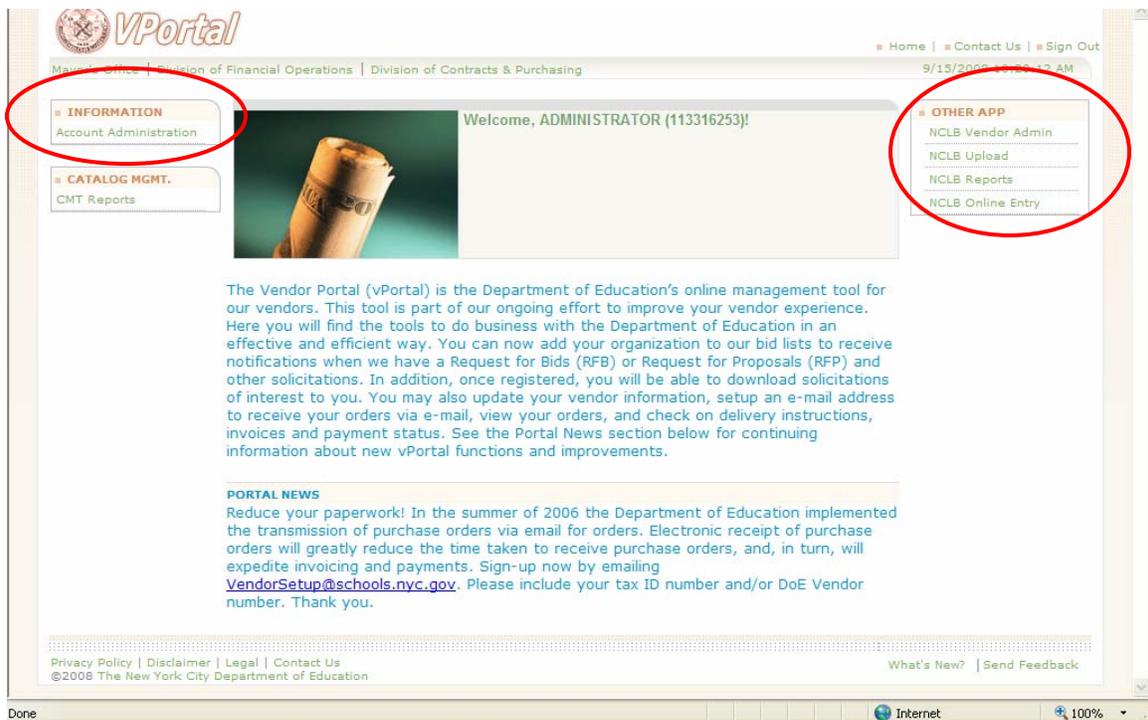
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## **No Child Left Behind**

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: Richard DeMos [rdemos@schools.nyc.gov](mailto:rdemos@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 three 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 applications and / or functions within the application.

The administrator account edits the contact and general information (an admin account can set up a child with rights to do so).

# NCLB Vendor Admin

**NCLB Vendor Home**  
**Welcome to NCLB Provider Admin application**

**Instructors gives access to**

- a list of instructors as registered in the PETS System
- download this list to excel

**Enrollment gives access to**

- see a list of students that are enrolled with the provider
- accept students assigned to provider

**Provider contact management gives access to**

- maintaining the various provider contacts
- add notes

**User management gives access to child accounts**

- give access to specific parts of the NCLB application

## 1. Instructors

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”

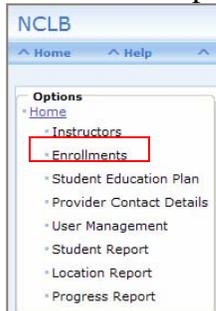
**Instructors** Export

Employee Id	First Name	Last Name	Gender
22	Marjorie	Peters	F
135	Katelyn	Kogan	F
220	Dena	Tatem	F
461	KIRSY	MORBAN	F
573	EVELYN	GALLARDO	F
697	LIANA	MANDUVIDZE	F
954	ROSA	RUCIFICO	F
1098	Theresa		
1184	LINA		
1216	SUSAN		
1400	Carrie		
1551	John		
1828	MARIBEL		
1829	Melvin		
1845	George		
1846	Boubacar		
1847	IBRAHIM		
1848	AYDIN		
1851	CATHERINE		
1852	Ngai		
1853	SEBANANDA		
1854	Aduke		
1855	VALENTINA	BARTHLETT	F
1856	Michael	Agruaji	M
1857	LEOVIGILDO	BATISTA	M
1858	DENISE	BARNES	F
1859	Yamile	Almanzar	F
1860	JAMES	BARRIOS	M

1 2 3 4 5 6 7 8 9 10 ... >>

## 2. Enrollments

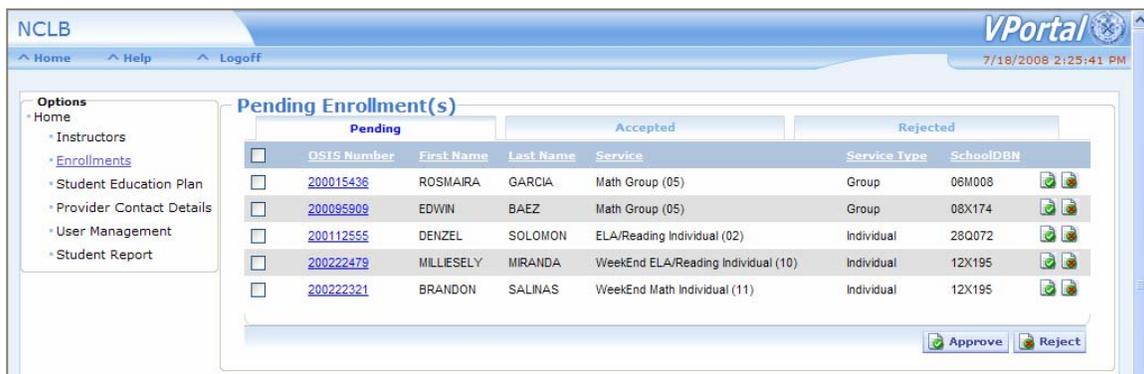
Providers accept or reject students enrolled by ISC.



The process can be executed either for each student individually or for a 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.

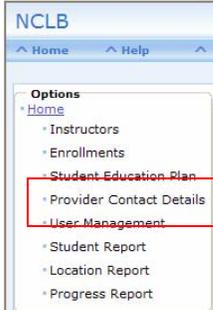


Approve Enrollment has three tabs

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.**

The screenshot shows the 'Provider Contact Details' form. It is divided into several sections, each with a dropdown arrow:

- SES Director:** Name: sesdir, Email: sesdir@dir.com, Phone: (123) 456-7890, Fax: (123) 456-7890
- SES Instructional Supervisor:** Name: sesinstsup, Email: sesinstsup@inst.com, Phone: (123) 456-7890, Fax: (123) 456-7890
- SES Compliance Officer:** Name: sescomp, Email: sescomp@comp.com, Phone: (123) 456-7890, Fax: (123) 456-7890
- Parent/School Information Contact:** Name: parent, Email: prnt@parent.com, Phone: (123) 456-7890, Fax: (123) 456-7890
- PETS Fingerprinting Contact:** Name: pets1234, Email: pets12@finger.com, Phone: (123) 456-7890, Fax: (123) 456-7890, Name(2): pets24, Email(2): pets2@pets.com, Phone(2): (123) 456-7890, Fax(2): (123) 456-7890
- Purchase Orders/Payment Contact:** Name: po, Email: po@payment.com, Phone: (123) 456-7890, Fax: (123) 456-7890

At the bottom, there is a 'Notes' field containing the text 'notes update 2'. To the right of the notes field are two buttons: 'Submit' (with a floppy disk icon) and 'Cancel' (with a red X icon). The 'Submit' button is circled in red.

## 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.

NCLB Vendor Admin VPortal 

Home Help Logoff 9/11/2008 5:47:15 PM

Options

- Home
- Instructors
- Enrollments
- Student Education Plan**
- Provider Contact Management
- User Management
- Student Report
- Location Report
- Progress Report
- Accept Services

Accepted Enrollments

OSIS Number	First Name	Last Name	Service	Service Type	School DBN	SEP Created	Date Created	Date Updated
<a href="#">100108377</a>	RKQJJCXE	BPXTJUGT	ELA/Reading Group (01)	Group	21K228	Yes		
<a href="#">100153323</a>	CFGXKFUZ	GFJAMLOV	ELA/Reading Group (01)	Group	17K002	Yes		09/11/2008
<a href="#">100187096</a>	JSGTEIC	CNDVXWKA	ELA/Reading Group (01)	Group	21K228	No		
<a href="#">100238853</a>	SAKTNJLD	SJAYNUTC	ELA/Reading Group (01)	Group	21K228	No		
<a href="#">100270469</a>	ROSBQKNF	PWNMLRUG	ELA/Reading Group (01)	Group	17K246	No		
<a href="#">100297706</a>	BZAVDXFV	WCKGPAFH	Math Group (05)	Group	21K228	No		
<a href="#">100317642</a>	PRXKYAG	WQVXWGKX	WeekEnd ELA/Reading/Math...	Group	21K228	No		
<a href="#">100359428</a>	WTCKSRFH	EVKPQIZT	WeekEnd ELA/Reading/Math...	Group	17K246	No		
<a href="#">100379238</a>	AWFJPDVG	ASWIMFUG	Math Group (05)	Group	17K246	No		
<a href="#">195822088</a>	TNVQARPQ	FNNVJJPB	ELA/Reading Individual (...)	Individual	21K228	Yes		
<a href="#">195826084</a>	LTRCOZVZ	EVHCIXB	ELA/Reading Individual (...)	Individual	21K228	Yes		
<a href="#">195830738</a>	UZWQZJP	QBNUMIA	ELA/Reading Individual (...)	Individual	21K228	No		
<a href="#">195848672</a>	WYHBXNBU	CXRVBDEU	ELA/Reading Group (01)	Group	21K228	No		
<a href="#">195849937</a>	MKAIBAEK	CWDXMNPQ	ELA/Reading Group (01)	Group	21K228	No		
<a href="#">195865320</a>	IBPVUUMU	DPVTAMH	WeekEnd ELA/Reading/Math...	Group	21K228	No		
<a href="#">195867804</a>	RLYLRPD	JSYASCC	Math Individual (06)	Individual	17K246	Yes	09/08/2008	09/08/2008
<a href="#">195881217</a>	FNJTFFQZ	ZGTHUZRN	WeekEnd ELA/Reading/Math...	Group	17K246	No		
<a href="#">195951313</a>	VJEDUUJC	ODMBZLSQ	ELA/Reading Group (01)	Group	17K246	No		
<a href="#">199905064</a>	VNOKQFZG	BHLXLCU	Math Group (05)	Group	17K002	No		
<a href="#">102857521</a>	LWCRAOF	DYLMJNAE	ELA/Reading Individual (...)	Individual	17K246	No		

Enter the plan date.

Information provided by parent

Report cards     
  Stand Test Scores     
  Grow Net Report     
  EPAL  
 NYSESLAT     
  ECLAS2     
  EL SOL     
  Other

Comments:

---

Plan details

Plan start date:  Maximum hours: 40.00

Based on the information provided by the school and in consultation with the parents, the following achievement goals have been agreed upon

Subject	Core Perf Type	Core Performance Detail	Evaluation / ...	Edit
Matl				Insert Cancel

Subject	Core Perf Type	Core Performance Detail	Evaluation / ...	Edit
ELA/Reading/Math	Writing	Use correct grammatical construction parts of speech, such a...	Test	<a href="#">Edit</a>
ELA/Reading/Math	Representation ...	Use representations to explore problem situations	Test	<a href="#">Edit</a>
ELA				<a href="#">Insert</a> <a href="#">Cancel</a>

Parent Name	Parent Signature	Date
Provider Name	Provider Signature	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.

Grade: 06

- Listening
- Reading
- Speaking
- Writing

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

Grade: 06

- Writing
  - Create a drawing, picture, sign, or other graphic to represent a word or concept
  - Identify the intended audience
  - Observe the rules of punctuation, capitalization, and spelling, such as capitalization of proper nouns such as key words in literary and/o...
  - Observe the rules of punctuation, capitalization, and spelling, such as spelling of commonly misspelled words, homonyms, and content-area ...
  - Understand the purpose for writing; the purpose may be to explain, describe, narrate, persuade, or express feelings
  - Use basic punctuation correctly
  - Use beginning-of-sentence capitalization and end punctuation
  - Use correct grammatical construction in parts of speech such as simple/compound/complex sentences, using, correct subject-verb agreement, ...
  - Use correct grammatical construction parts of speech, such as nouns; adjectives and adverbs (comparative/superlative); pronouns (indefinit...
  - Use prewriting activities (e.g., brainstorming, free writing, note taking, outlining, and paragraphing)
  - Use signal/transitional words (e.g., in addition, for example, finally, as a result, similarly, and on the other hand) to provide c...
  - Use signal/transitional words or phrases, such as first, next, and in addition, to produce organized, cohesive texts
  - Use spacing between letters and words when writing on a line
  - Use teacher conferences and peer review to revise written work
  - Use tone and language appropriate for audience and purpose
  - Use word processing

Close

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)

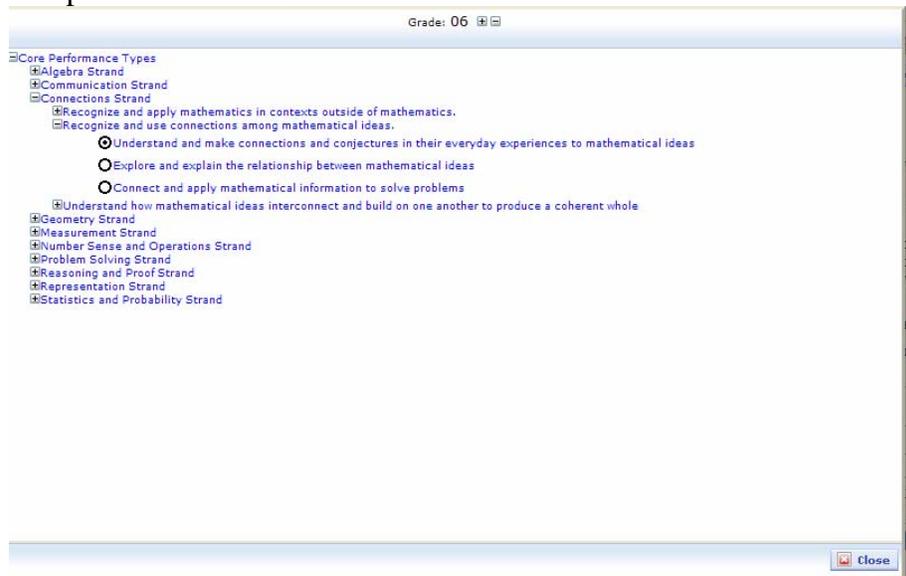
Subject	Core Perf Type	Core Performance Detail	Evaluation / ...	Edit
ELA/Reading/Math	Writing	Use correct grammatical construction parts of speech, such a...	Test	<a href="#">Edit</a>
ELA/Reading/Math	Representation ...	Use representations to explore problem situations	Test	<a href="#">Edit</a>
ELA	Writing	Use correct grammatical construction in parts of		<a href="#">Insert</a> <a href="#">Cancel</a>

Parent Name	Parent Signature	Date
Provider Name	Provider Signature	Date

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 signed, 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 screenshot shows the NCLB VPortal interface. The top navigation bar includes 'Home', 'Help', and 'Logoff'. The main content area is titled 'Progress Report List' and features five tabs: 'Pending Reports', 'First Report', 'Second Report', 'Third Report', and 'Fourth Report'. The 'Pending Reports' tab is active, displaying a table with the following data:

StudentId	First Name	Last Name	SchoolDBN	Location Code	Attendance Group	Hours To Date	Service	Hours Requested	Report Number
20180530	TYREK	JACKSON	17K002			17.00	WeekEnd ELA/Reading/Math Group (09)	40.00	2

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.

The screenshot shows the NCLB VPortal interface. The top navigation bar includes 'Home', 'Help', and 'Logoff'. The main content area is titled 'Progress Report List' and features five tabs: 'Pending Reports', 'First Report', 'Second Report', 'Third Report', and 'Fourth Report'. The 'First Report' tab is active, displaying a table with the following data:

StudentId	First Name	Last Name	SchoolDBN	Location Code	Attendance Group	Hours To Date	Service	Hours Requested	Report Number
200054757	YESSENIA	ROBERTSON	21K228	21K228	RDM01	10.00	ELA/Reading Group (01)	45.00	PRO090000011

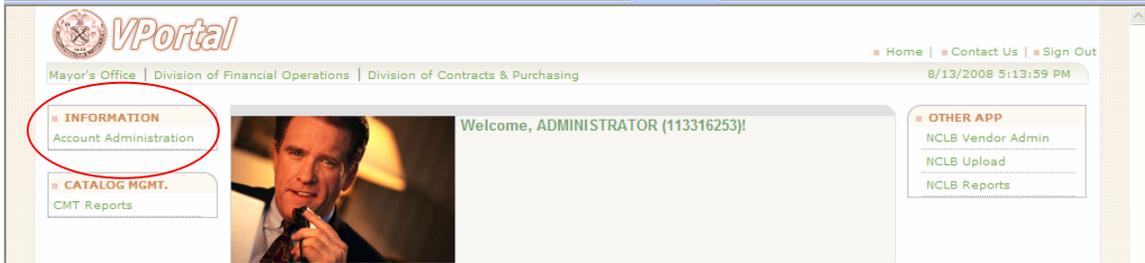
When you click on the Student ID (OSIS) number in the Pending Reports the following screen will open:



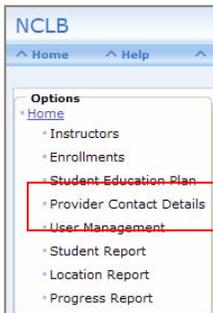
## 6 User Management

The administrator for a vendor can create child accounts to access the Vendor Portal. A child account is 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 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.

USER ID: nctest1



### User Access

<input checked="" type="checkbox"/> NCLB Vendor Admin	
<input checked="" type="checkbox"/> View Instructors	<input checked="" type="checkbox"/> View Pending Enrollments
<input checked="" type="checkbox"/> Provider Contact Management	<input checked="" type="checkbox"/> User Management
<input checked="" type="checkbox"/> NCLB Upload	
<input checked="" type="checkbox"/> Upload Attendance	<input checked="" type="checkbox"/> NCLB Status (Manage Batches)
<input checked="" type="checkbox"/> Certify NCLB Attendance	
<input type="checkbox"/> NCLB Reports	
<input type="checkbox"/> View Reports	<input type="checkbox"/> Download NCLB Report

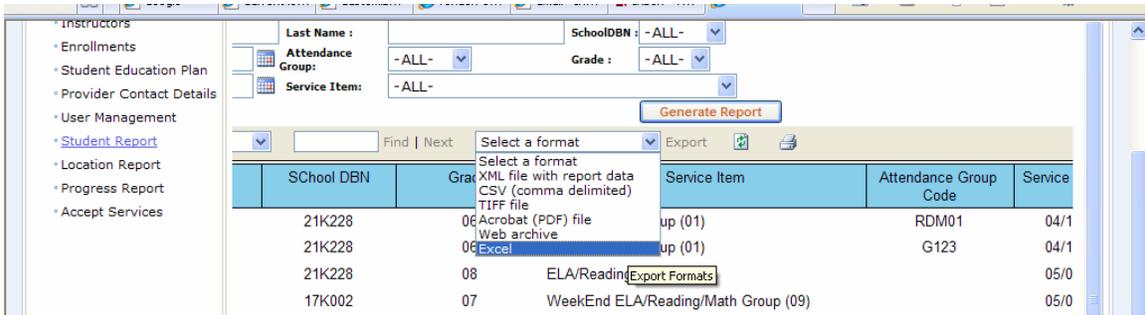
Save Cancel

## 7 Student Report

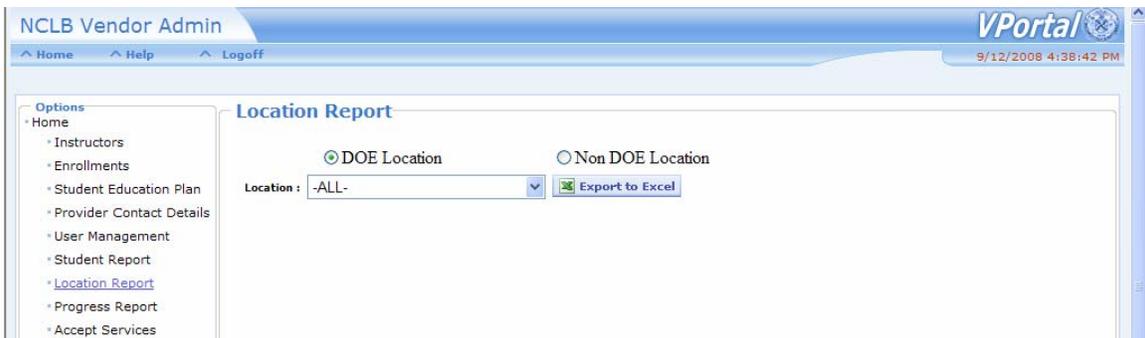
Student(OSIS)Number :  Last Name :  SchoolDBN : -ALL-  
Association Date :  Attendance Group : -ALL- Grade : -ALL-  
Date Accepted by Provider :  Service Item : -ALL-

This report will generate a list of students with additional information

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



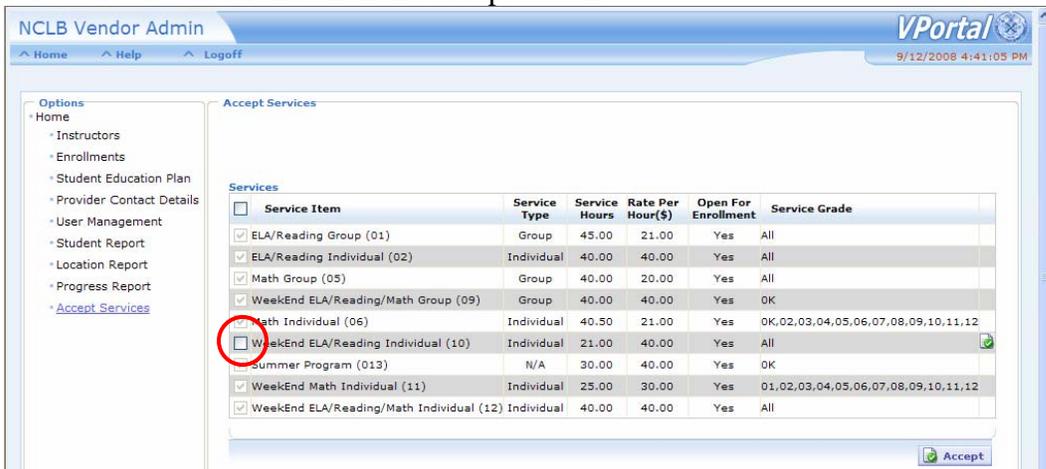
## 8 Location Report



This report shows locations used by a provider. The primary selection is DOE locations or non DOE locations. 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 be 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

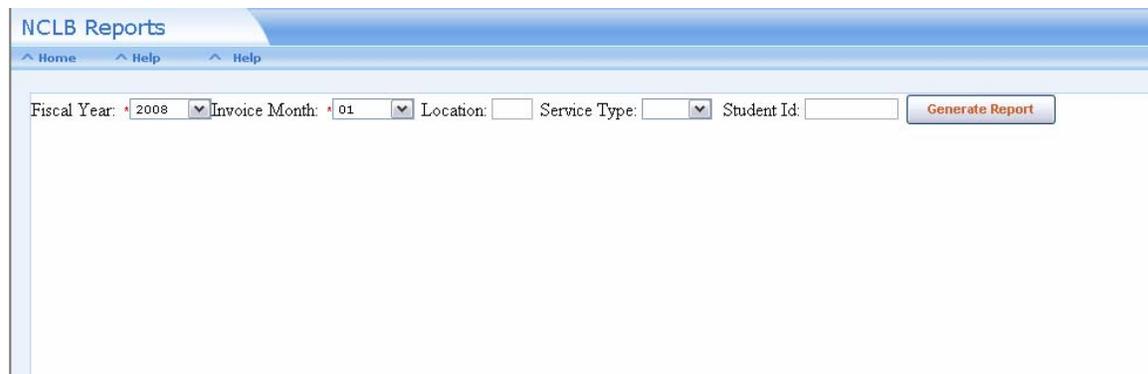
To create a new report, the user must select a parameter and/or filter the parameters to extract the data. The user can select “Create Invoice” to generate a report.

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  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”.

NCLB Reports VPor 6/12/2008 1

Home Help

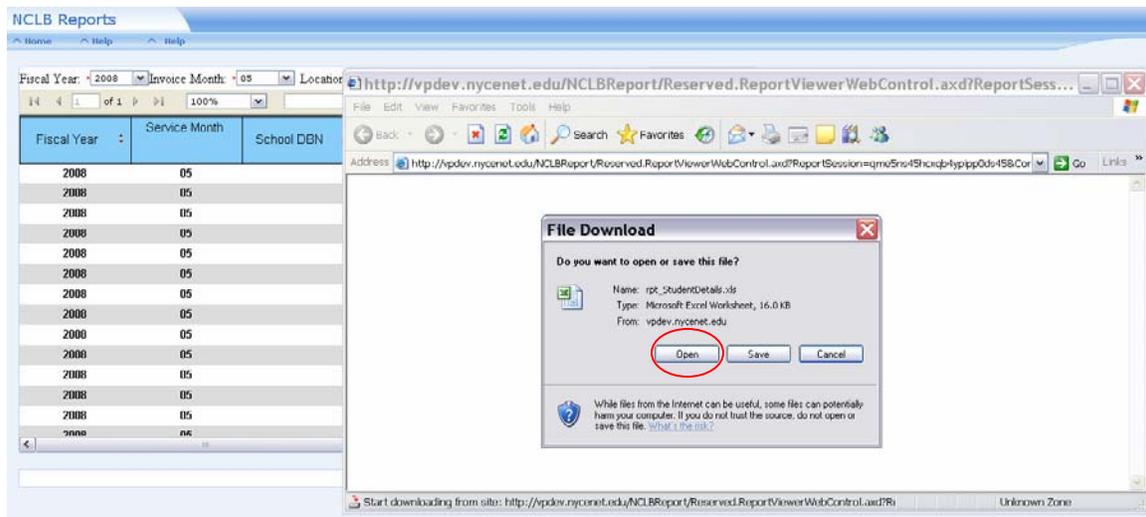
Fiscal Year: 2008 Invoice Month: 05 Location: Service Type: Student Id: Generate Report

14 1 of 1 100% Find Next Select a format Exports

Fiscal Year	Service Month	School DBN	Provider ID	Student ID	Last Name	First Name	Service Code Name	Service Start Date	Service End Date
2008	05	60	63		ALI	AYISHA	001	04/17/2008	06/30/2008
2008	05	60			LEE	DOUGLAS	001	04/19/2008	06/30/2008
2008	05	60			ARSLAN	AYLIN	001	05/07/2008	06/30/2008
2008	05	60			KARACA	ROJIN	001	05/07/2008	06/30/2008
2008	05	60			BRADSHAW	QUACEY	005	05/09/2008	06/30/2008
2008	05	60			JACOBS	JASON	009	05/08/2008	06/30/2008
2008	05	60			JACKSON	TYREIK	009	05/08/2008	06/30/2008
2008	05	60			GUMBS	MARCLON	005	05/08/2008	06/30/2008
2008	05	60			MONTES	LUCIA	006	05/22/2008	06/30/2008
2008	05	60			STROBERT	MARRIC	005	05/20/2008	06/30/2008
2008	05	60			BELZAIRE	YVELSON	005	05/21/2008	06/30/2008
2008	05	60			MIRABAL	CARLOS	005	05/23/2008	06/30/2008
2008	05	60			CABREJOS	CHRISTIAN	005	05/22/2008	06/30/2008
2008	05	60			CAKLIHA	HANEEN	005	05/23/2008	06/30/2008

Select a format  
 XML file with report data  
 CSV (comma delimited)  
 TIFF file  
 Acrobat (PDF) file  
Web archive  
Excel

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

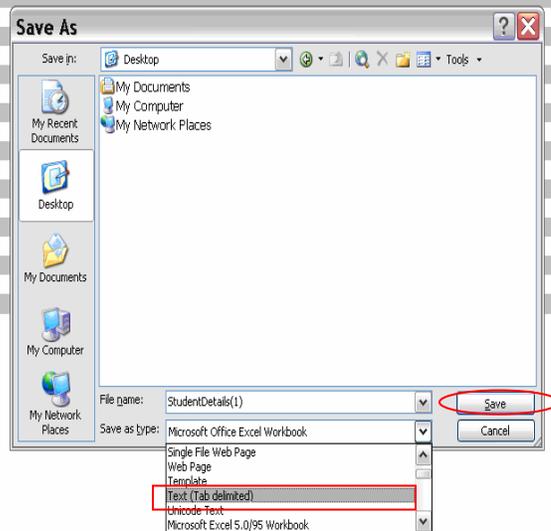


Fill all the required fields (columns with yellow headers). Please refer to Table 2 in this manual for more information on the data formats.

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".

I	J	K	L	M	N	O	P	Q	R	S	T
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	INSTRUCTOR 3
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									
005	05/31/2008	06/30/2008									
006	06/04/2008	06/30/2008									
009	06/06/2008	06/30/2008									
005	06/07/2008	06/30/2008									
005	06/07/2008	06/30/2008									
006	06/10/2008	06/30/2008									



### 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

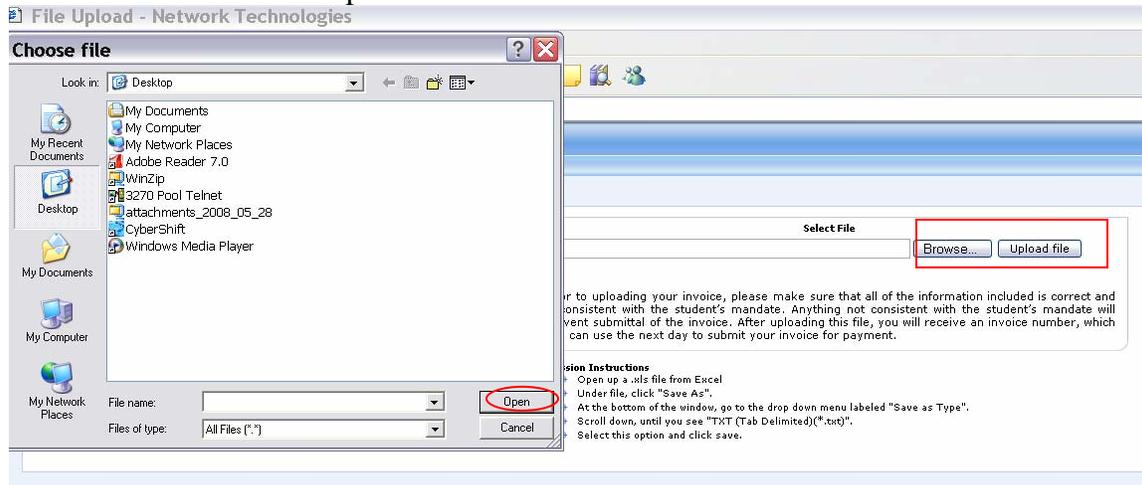
■ Columns with Green headers are optional

## Step2: NCLB Upload

NCLB Upload application allows vendors and/or authorized users to upload NCLB file for invoicing. Only tab-delimited (\*.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”.

The screenshot shows the 'NCLB Upload' interface with the 'Status Page' selected. It features a 'Select File' section with a text input field, 'Browse...' and 'Upload file' buttons. Below this is a text box with instructions: 'Prior to uploading your invoice, please make sure that all of the information included is correct and is consistent with the student's mandate. Anything not consistent with the student's mandate will prevent submittal of the invoice. After uploading this file, you will receive an invoice number, which you can use the next day to submit your invoice for payment.' Underneath are 'Submission Instructions' with a list of steps:
 

- Open up a .xls file from Excel
- Under file, click "Save As".
- 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.

The screenshot shows the 'NCLB Upload' interface with the 'Status Page' selected. It displays a table of upload records. The table has the following columns: BATCH ID, DATE CREATED, ERROR, PASS, DELETED, TOTAL, STATUS, INVOICE NO, and ACTION. The table contains 17 rows of data. Below the table is a pagination control showing '1 2 3 4 5 6 7 8 9 10 ...'.

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

The “Status” field shows the uploaded file status.

1. **TOTAL**- Total no of records
2. **ERROR**- No of records that failed validation
3. **PASS**-No 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.

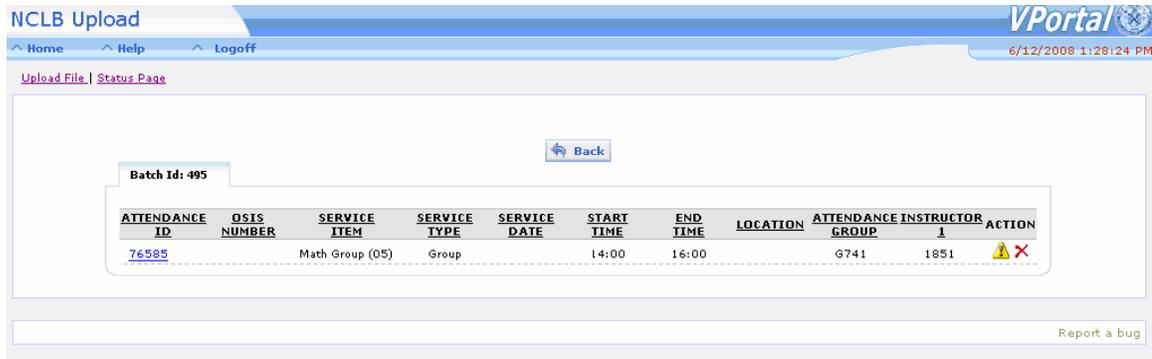
**INVOICE NUMBER-** Users can generate an invoice code when the batch has status of “Passed Rules Validation”. The invoice code has the following format:

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 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

The screenshot shows the record details form for Batch ID: 495 | Attendance ID: 76585. The status is 'RECORD FAILED VALIDATION'. There is a 'SHOW ERROR SUMMARY' link. The form is divided into three sections:

- Non Editable:** Fiscal Year: 2008; NCLB Provider Code: 60; Last Name: MIRABAL; Start Date: 5/23/2008; Service Month: 06; Provider Tax ID: ; First Name: CARLOS; End Date: ; School ID: ; Osis Id: ; NCLB Service Code: 5.
- Required:** Attendance Group Code: G741; Service Date: 20080526; Start Time: 14:00; End Time: 16:00; Location Code: 17K002; DOE Location: Y; Instructor 1: 1851.
- Optional:** Instructor 2: ; Instructor 3: ; Instructor 4: ; Instructor 5: ; Instructor 6: ; Instructor 7: ; Instructor 8: ; Instructor 9: ; Instructor 10: ; Location Name: ; Address: ; Floor: ; Room Number: ; City: ; State: ; Zipcode: ; Phone Number: ; Extension: ; Fax: ; NCLB Vendor Invoice: ; NCLB Invoice Amount: ; SES Program ID: ; Provider Student Number: ;

At the bottom right, there are 'Submit' and 'Cancel' buttons.

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

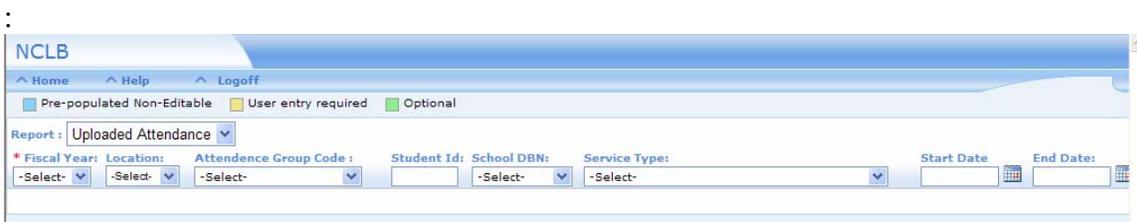
When on the home page select link NCLB Reports

Select Uploaded Attendance



The screenshot shows the NCLB VPortal interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Logoff' links. Below this, there are three checkboxes: 'Pre-populated Non-Editable' (checked), 'User entry required' (unchecked), and 'Optional' (unchecked). The main content area features a 'Report:' dropdown menu. The dropdown is open, showing three options: '-Select-', '-Select-', and 'Uploaded Attendance'. The 'Uploaded Attendance' option is highlighted in blue.

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

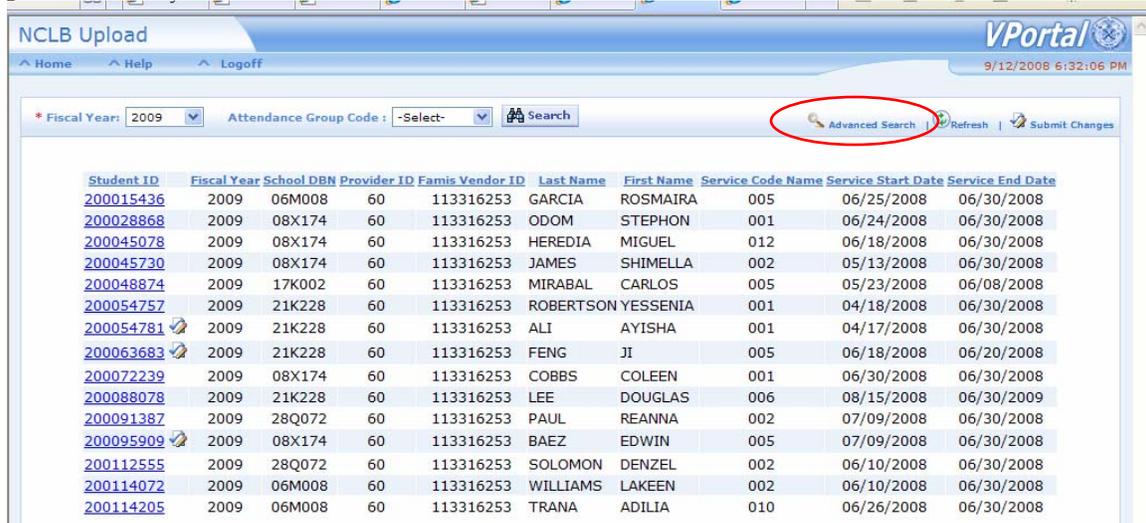


The screenshot shows the NCLB VPortal interface with the 'Report:' dropdown menu set to 'Uploaded Attendance'. Below the dropdown, there are several form fields: '\* Fiscal Year:', 'Location:', 'Attendance Group Code:', 'Student Id:', 'School DBN:', 'Service Type:', 'Start Date:', and 'End Date:'. Each of these fields has a '-Select-' dropdown menu next to it. The 'Start Date' and 'End Date' fields also include calendar icons.

## 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
<a href="#">200015436</a>	2009	06M008	60	113316253	GARCIA	ROSMAIRA	005	06/25/2008	06/30/2008
<a href="#">200028868</a>	2009	08X174	60	113316253	ODOM	STEPHON	001	06/24/2008	06/30/2008
<a href="#">200045078</a>	2009	08X174	60	113316253	HEREDIA	MIGUEL	012	06/18/2008	06/30/2008
<a href="#">200045730</a>	2009	08X174	60	113316253	JAMES	SHIMELLA	002	05/13/2008	06/30/2008
<a href="#">200048874</a>	2009	17K002	60	113316253	MIRABAL	CARLOS	005	05/23/2008	06/08/2008
<a href="#">200054757</a>	2009	21K228	60	113316253	ROBERTSON	YESSSENIA	001	04/18/2008	06/30/2008
<a href="#">200054781</a>	2009	21K228	60	113316253	ALI	AYISHA	001	04/17/2008	06/30/2008
<a href="#">200063683</a>	2009	21K228	60	113316253	FENG	JI	005	06/18/2008	06/20/2008
<a href="#">200072239</a>	2009	08X174	60	113316253	COBBS	COLEEN	001	06/30/2008	06/30/2008
<a href="#">200088078</a>	2009	21K228	60	113316253	LEE	DOUGLAS	006	08/15/2008	06/30/2009
<a href="#">200091387</a>	2009	28Q072	60	113316253	PAUL	REANNA	002	07/09/2008	06/30/2008
<a href="#">200095909</a>	2009	08X174	60	113316253	BAEZ	EDWIN	005	07/09/2008	06/30/2008
<a href="#">200112555</a>	2009	28Q072	60	113316253	SOLOMON	DENZEL	002	06/10/2008	06/30/2008
<a href="#">200114072</a>	2009	06M008	60	113316253	WILLIAMS	LAKEEN	002	06/10/2008	06/30/2008
<a href="#">200114205</a>	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.



NCLB Upload VPortal 9/12/2008 6:32:06 PM

\* Fiscal Year: 2009 Attendance Group Code: -Select- Service Type: -Select- Location: -Select- Student Id: School DBN: -Select- Search

Simple Search Refresh Submit Changes

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.

**Non Editable**

Fiscal Year: 2009 School ID: 17K002  
 NCLB Provider Code: 60 Provider Tax ID: 113316253 NCLB Service Code: 005  
 Last Name: LALANNE First Name: ROLANDA Osis Id: 200223311  
 Start Date: 09/07/2008 End Date: 06/30/2009

**Required**

Attendance Group Code: Service Date: Start Time: End Time: Location Code: DOE Location: Instructor 1:

**Optional**

Instructor 2: Instructor 3: Instructor 4: Instructor 5: Instructor 6: Instructor 7: Instructor 8: Instructor 9: Instructor 10: Location Name: Address: Floor: Room Number: City: State: Zipcode: Phone Number: Extension: Fax: NCLB Vendor Invoice: NCLB Invoice Amount: SES Program ID: Provider Student Number:

Previous Next Save Cancel

Upon data entry there is no validation of the entered values

NCLB Upload VPortal 9/12/2008 6:32:06 PM

Fiscal Year: 2009 Attendance Group Code: -Select- Search Advanced Search Refresh Submit Changes

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

Logoff SUBMIT CHANGES

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

Submit Cancel

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. After 48 hours, entered attendance that is not submitted into a batch will be deleted.**

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

**Table 1**

Status	Description	Reason	Action to be taken
<b>New</b>	File is uploaded for the first time	NA	None
<b>File Saved. Please Wait...</b>	File has been uploaded and has been sent for validation	NA	None
<b>Passed Format Validation</b>	The file is in the right format	NA	None
<b>Failed Format Validation</b>	Incorrect file format	The file is not in tab-delimited (*.txt) format or the data in the file is not in the right format.	Check for redundant lines, line feed(CRLF) or bad characters
<b>Processing...</b>	The system is still processing the request	NA	None
<b>Passed Rules Validation</b>	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.
<b>Failed Rules Validation</b>	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
<b>Uploaded to Mainframe</b>	Invoice number is generated and the file has been sent for approval	NA	Go to "RS Invoice" page to check the invoice status
<b>Deleted Batch</b>	Batch has been deleted	Error Batch	Upload a new file
<b>File has no records</b>	No data in the file	Mandatory fields are empty	Enter data



**Table 2**

Fieldname	Value	Description	Data Type & value limit	Validation
<u>FISCAL YR</u>	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
<u>SchoolDBN</u>	Pre populated and not changeable by user	SCHOOL ID	6 (Txt) LONG	
<u>NCLB PROVIDER CODE</u>	Pre populated and not changeable by user	AGENCY CODE		
<u>PROVIDER (TAX ID)</u>	Pre populated and not changeable by user	PROVIDER TAX ID	50 (Txt)	
<u>OSIS ID</u>	Pre populated and not changeable by user	STUDENT ID	Long	Should be a valid Student Id
<u>LAST NAME</u>	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
<u>FIRST NAME</u>	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
<u>NCLB SERVICE CODE</u>	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)
<u>START DT</u>	Pre populated and not changeable by user	ACTUAL START DATE AS PROVIDED	Datetime	

<b>END DT</b>	Pre populated and not changeable by user	ACTUAL END DATE AS PROVIDED	Datetime	End Date should not be less than Start Date
<b>ATTENDANCE GROUP CODE</b>	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).
<b>SERVICE DATE</b>		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
<b>START TIME</b>		ACTUAL START TIME AS PROVIDED	Varchar	should be valid time format HH:MM AM/PM
<b>END TIME</b>		ACTUAL END TIME AS PROVIDED	Varchar	should be valid time format HH:MM AM/PM
<b>LOCATION CODE</b>	Pre populated after first input		6char	When DOE Location, service charge on billing; check against master location file - LCGMS database
<b>DOE LOCATION</b>	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,
<b>INSTRUCTOR 1</b>	Pre populated after first input (PETS id number)	PETS ID	Integer	Is instructor eligible on service date Information entered with PETS ID number
<b>INSTRUCTOR 2</b>	Pre populated after first input (PETS id number)	PETS ID	Integer	Is instructor eligible on service date Information entered with PETS ID number

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