



Joel I. Klein  
Chancellor



# User Manual to the NCLB-SES Application



Updated September 2008

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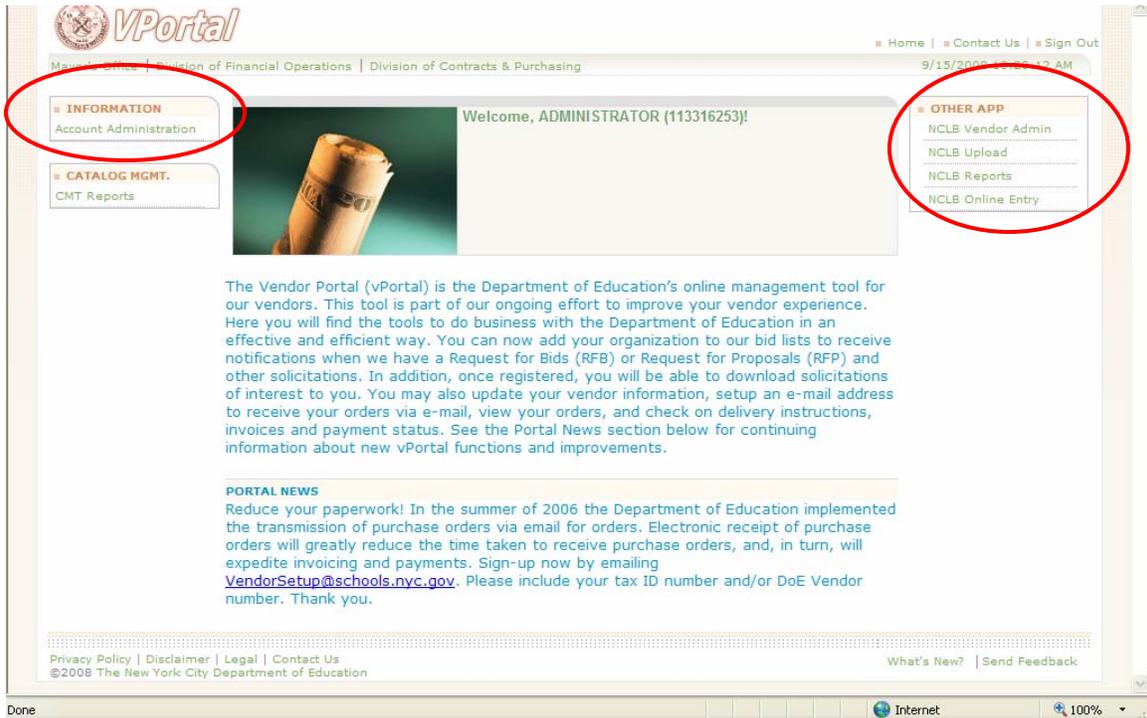
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## **No Child Left Behind**

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.

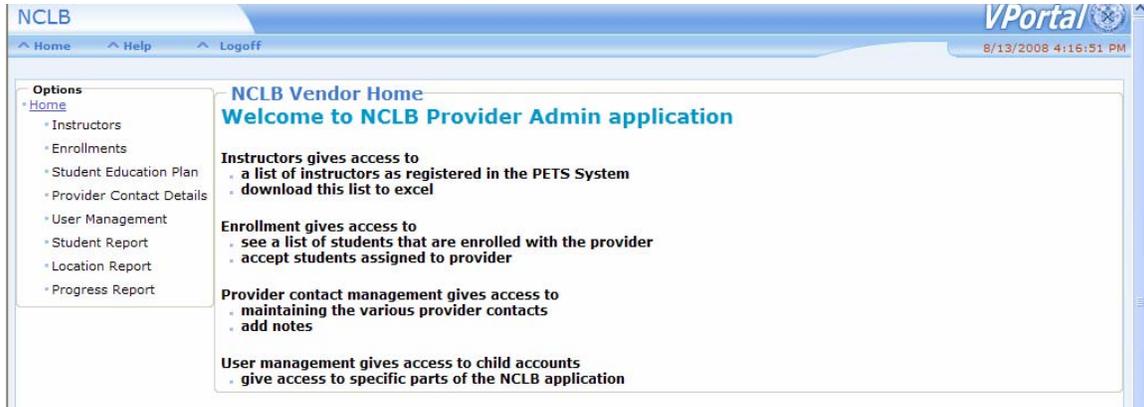
The NCLB application for vendors will have three options:

- 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).

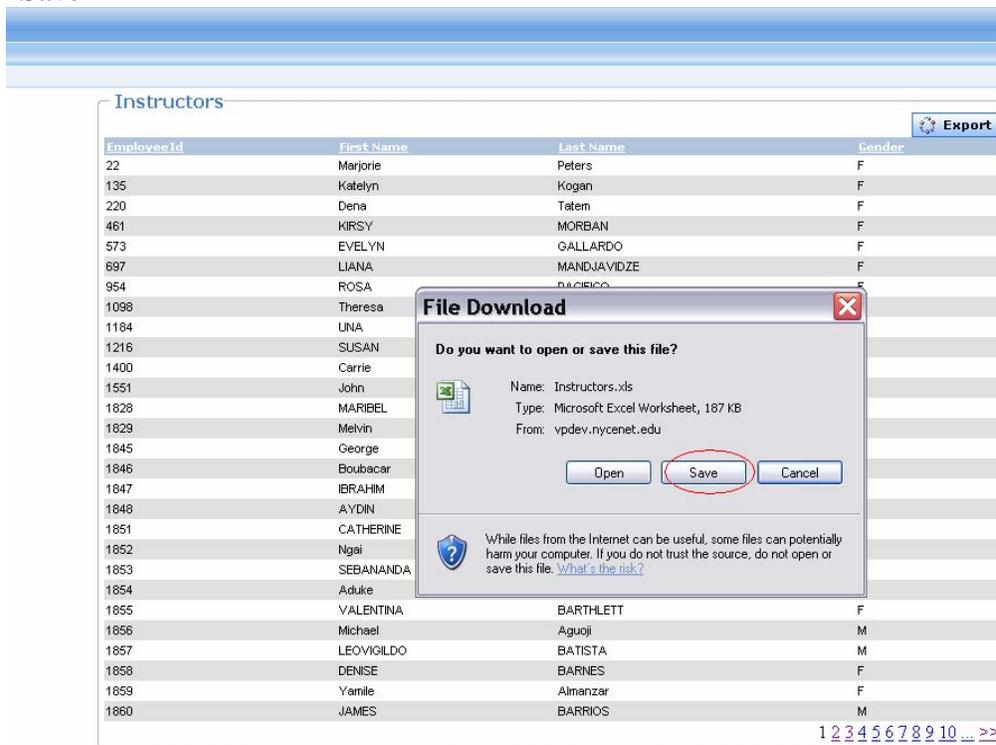
# NCLB Vendor Admin



## 1. Instructors

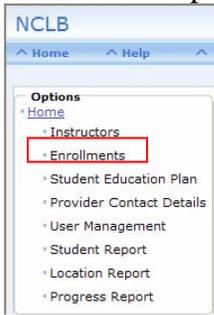
This is a list of teachers and the tutors who are the key elements in terms of providing services to the students. The teachers/tutors who provide services to the students need to be registered in PETS system. This requires the Vendors to enter their rosters in the PETS system prior to providing services to the students.

The list can also be downloaded on to an excel file by clicking on “Export”. Click on “Save”



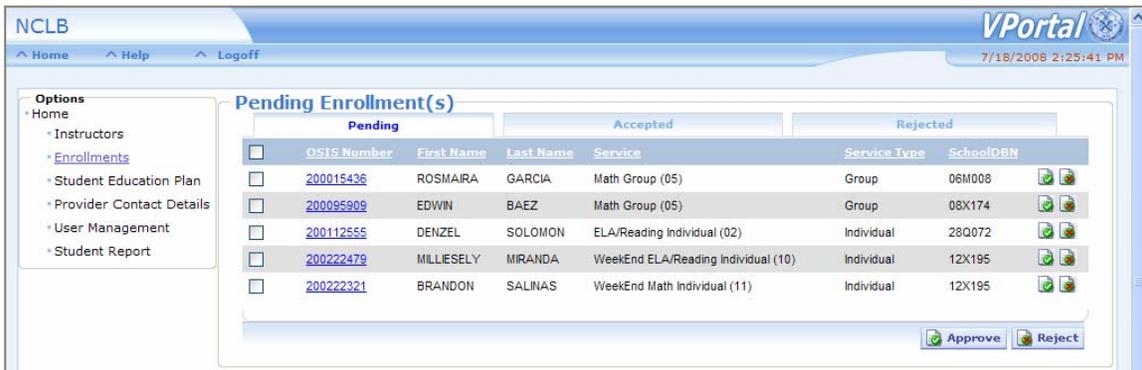
## 2. Enrollments

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.

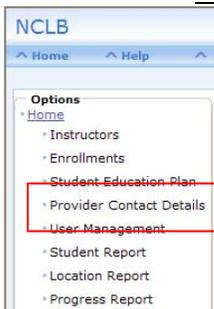


Approve Enrollment has three tabs

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.**

**Provider Contact Details**

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

Notes : notes update 2

## 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  9/11/2008 5:47:15 PM

Home Help Logoff

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 |
|-------------|------------|-----------|------------------------------|--------------|------------|-------------|--------------|--------------|
| 100108377   | RKQJ CXE   | BPXTJUGT  | ELA/Reading Group (01)       | Group        | 21K228     | Yes         |              |              |
| 100153323   | CFGXKFUZ   | GFJAMLOV  | ELA/Reading Group (01)       | Group        | 17K002     | Yes         |              | 09/11/2008   |
| 100187096   | JSGTEIC    | 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   | WCKGPAPH  | Math Group (05)              | Group        | 21K228     | No          |              |              |
| 100317642   | PRXKYAG    | 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   | FNNVJJPB  | ELA/Reading Individual (...) | Individual   | 21K228     | Yes         |              |              |
| 195826084   | LTRCOZVZ   | EVHCIAXB  | ELA/Reading Individual (...) | Individual   | 21K228     | Yes         |              |              |
| 195830738   | UZMWOZJP   | QBNUMMA   | ELA/Reading Individual (...) | Individual   | 21K228     | No          |              |              |
| 195848672   | WYHBXNBU   | CXRVBDEU  | ELA/Reading Group (01)       | Group        | 21K228     | No          |              |              |
| 195849937   | MKAIBAEK   | CWDXMNPB  | ELA/Reading Group (01)       | Group        | 21K228     | No          |              |              |
| 195865320   | IBPVUUMU   | DPVTAMIH  | WeekEnd ELA/Reading/Math...  | Group        | 21K228     | No          |              |              |
| 195867804   | RLYLRPDR   | JSYASCC   | 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   | BHLXLCUJ  | Math Group (05)              | Group        | 17K002     | No          |              |              |
| 102857521   | 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    |                |                         |                  | <a href="#">Insert</a><br><a href="#">Cancel</a> |

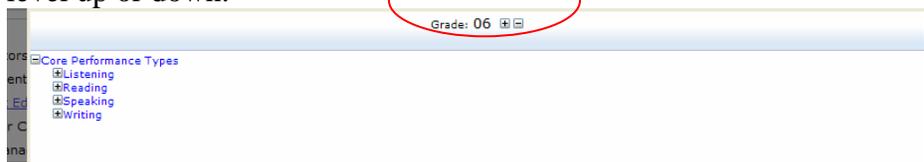
| Subject          | Core Perf Type     | Core Performance Detail   | Evaluation / ... | Edit   |
|------------------|--------------------|---|------------------|--|
| ELA/Reading/Math | Writing            | Use correct grammatical construction parts of speech, such a... | Test             | <a href="#">Edit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

|               |                    |      |
|---------------|--------------------|------|
| Parent Name   | Parent Signature   | Date |
| Provider Name | Provider Signature | Date |

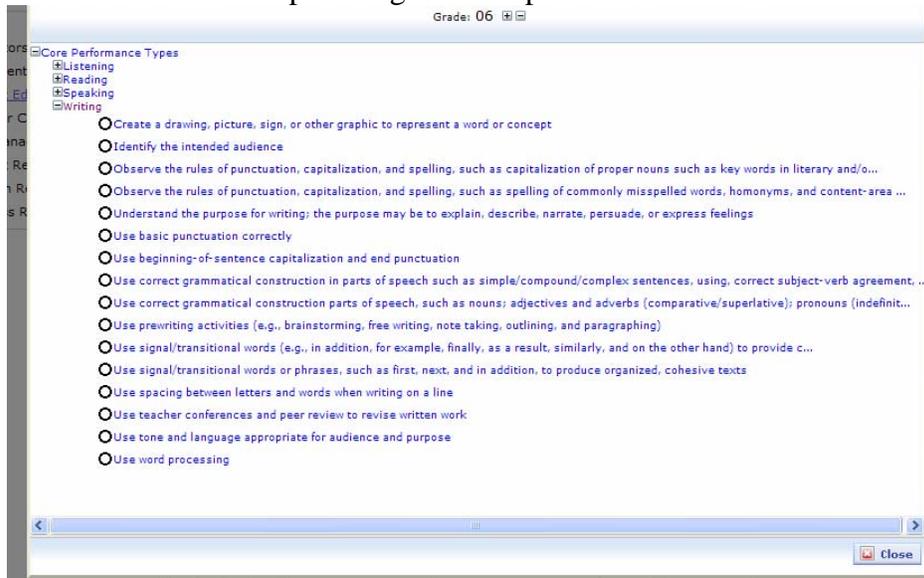
Select ELA or Math (this selection is only available when the student is enrolled in a dual program, otherwise it will only show ELA or Math.

Click on the binoculars to open the search screen

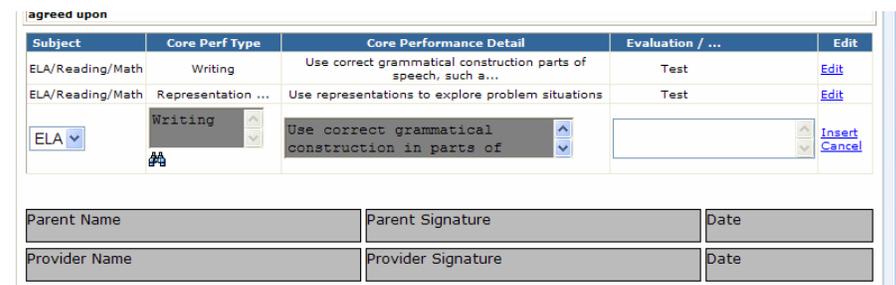
The achievement goals are related to the students grade. There is an option to go one level up or down.



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.

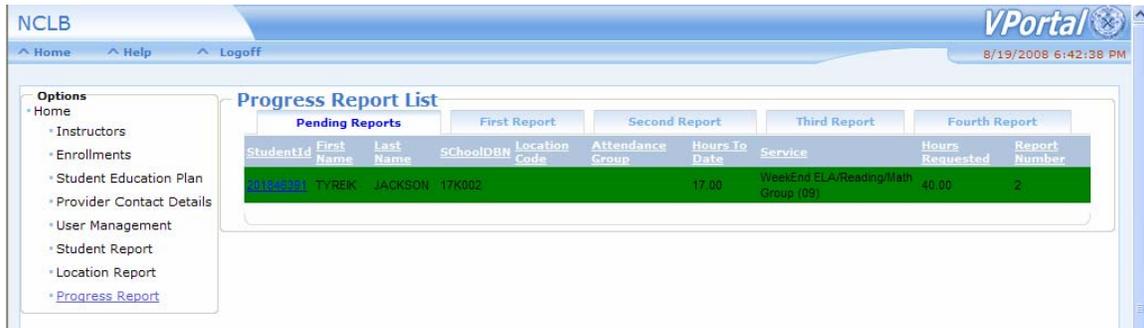


**Please note: Despite filling out this information on-line you are still required to send in a signed, scanned version of the Student Education Plan.**

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 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 |
|--------------------------|------------|-----------|-----------|---------------|------------------|---------------|-------------------------------------|-----------------|---------------|
| <a href="#">20150530</a> | 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 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 |
|---------------------------|------------|-----------|-----------|---------------|------------------|---------------|------------------------|-----------------|---------------|
| <a href="#">200054757</a> | YESSENIA   | ROBERTSON | 21K228    | 21K228        | RDM01            | 10.00         | ELA/Reading Group (01) | 45.00           | PR0090000011  |

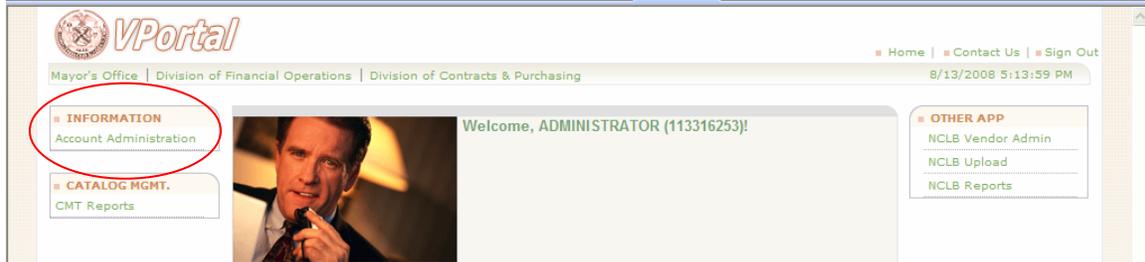
When you click on the Student ID (OSIS) number in the Pending Reports the following screen will open:



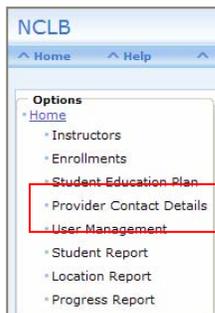
## 6 User Management

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

- NCLB Vendor Admin
- View Instructors
- Provider Contact Management
- NCLB Upload
- Upload Attendance
- Certify NCLB Attendance
- NCLB Reports
- View Reports
- View Pending Enrollments
- User Management
- NCLB Status (Manage Batches)
- Download NCLB Report

Save Cancel

## 7 Student Report

Student Report - Windows Internet Explorer

http://vpdev.nycenet.edu/NCLBVendor/ProviderStudentReport.aspx

NCLB Vendor Admin VPortal 9/12/2008 4:35:17 PM

Options: Home, Instructors, Enrollments, Student Education Plan, Provider Contact Details, User Management, Student Report, Location Report, Progress Report, Accept Services

Student Report

Student(OSIS)Number: [ ] Last Name: [ ] SchoolDBN: -ALL-

Association Date: [ ] Attendance Group: -ALL-

Date Accepted by Provider: [ ] Service Item: -ALL-

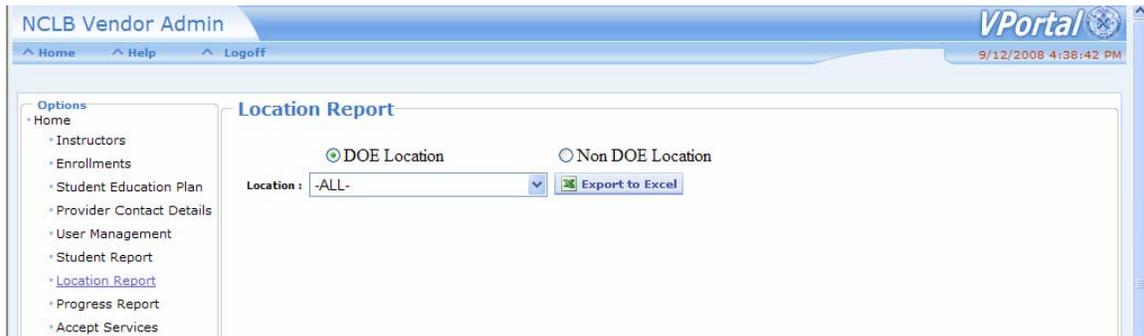
Generate Report

This report will generate a list of students with additional information

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

| School DBN | Grade | Service Item                        | Attendance Group Code | Service |
|------------|-------|-------------------------------------|-----------------------|---------|
| 21K228     | 06    | Acrobat (PDF) file                  | RDM01                 | 04/1    |
| 21K228     | 06    | Web archive                         | G123                  | 04/1    |
| 21K228     | 08    | ELA/Reading                         |                       | 05/0    |
| 17K002     | 07    | WeekEnd ELA/Reading/Math Group (09) |                       | 05/0    |

## 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

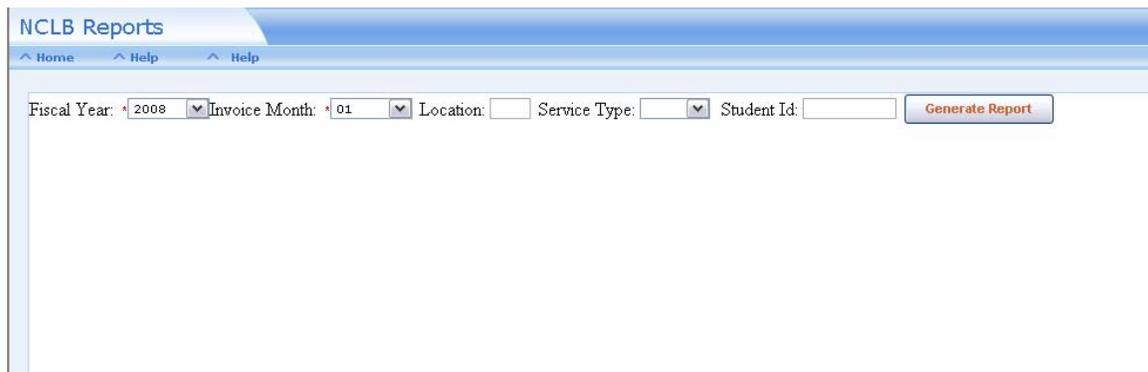
To create a new report, the user must select a parameter and/or filter the parameters to extract the data. The user can select “Create Invoice” to generate a report.

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

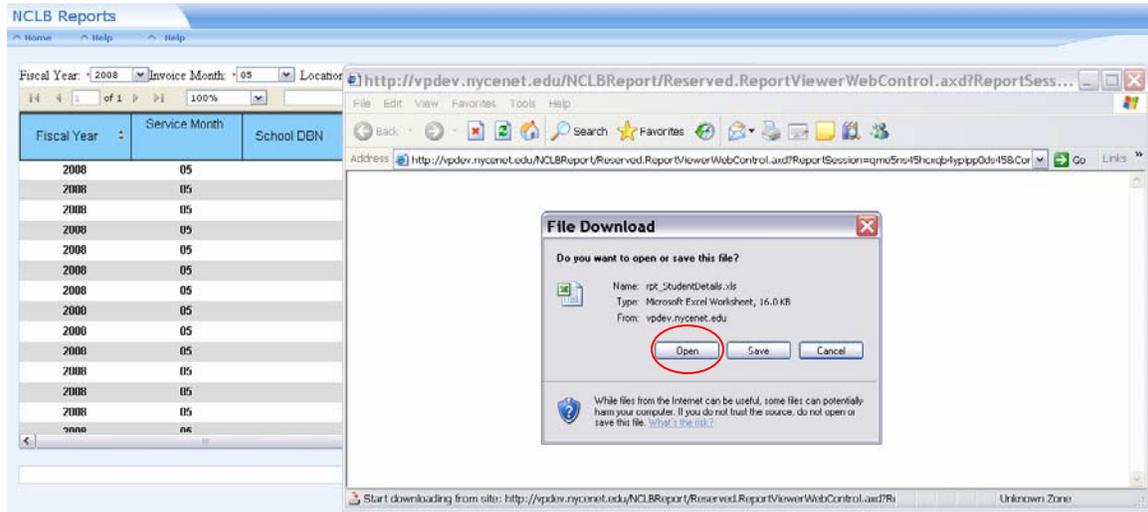
Fiscal Year: 2008 Invoice Month: 05 Location: Service Type: Student Id: Generate Report

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.

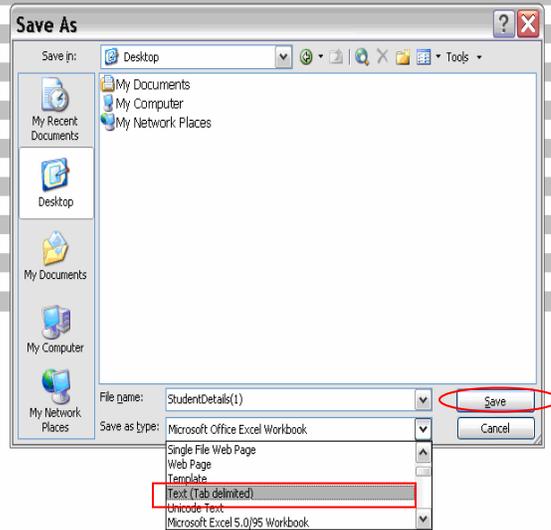


Fill all the required fields (columns with yellow headers). Please refer to Table 2 in this manual for more information on the data formats.

| 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               | 06/01/2008         | 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

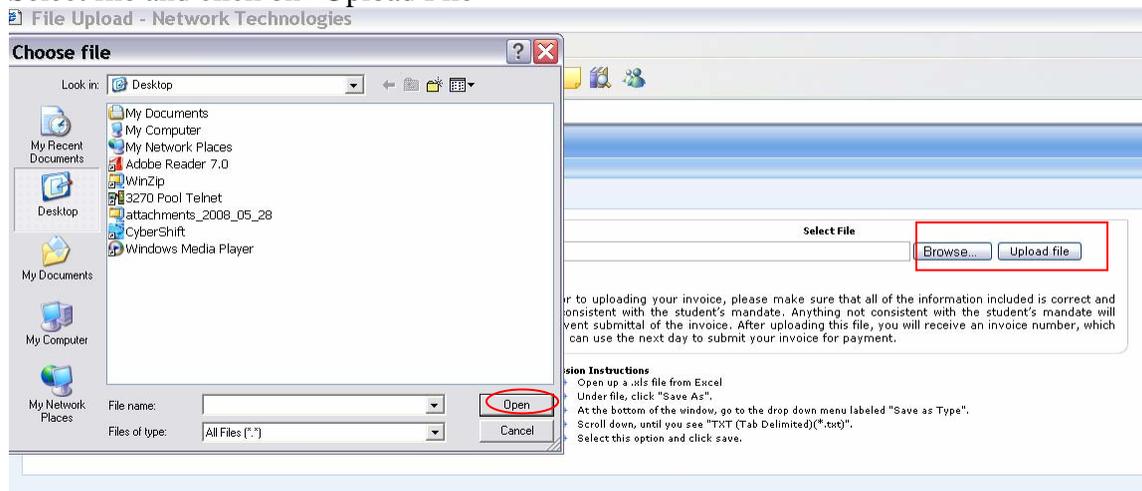
- Columns with blue headers are Pre-populated and Non- editable
- Entry is required for the columns with yellow headers
- Columns with Green headers are optional

## 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 four bullet points: '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".', and 'Scroll down, until you see "TXT (Tab Delimited)(\*.txt)".', followed by '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 with columns: BATCH ID, DATE CREATED, ERROR, PASS, DELETED, TOTAL, STATUS, INVOICE NO., and ACTION. The table includes a 'Refresh' button and a 'Search' icon. The records show various upload statuses, including 'Upload to Mainframe Succeeded', 'Passed Rules Validation', and 'Failed Rules Validation'. A pagination bar at the bottom shows '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.

NCLB Upload VPortal  
 ^ Home ^ Help ^ Logoff 6/12/2008 1:28:24 PM

[Upload File](#) | [Status Page](#)

[Back](#)

Batch Id: 495

| ATTENDANCE ID         | OSIS NUMBER | SERVICE ITEM    | SERVICE TYPE | SERVICE DATE | START TIME | END TIME | LOCATION | ATTENDANCE GROUP | INSTRUCTOR I | ACTION |
|-----------------------|-------------|-----------------|--------------|--------------|------------|----------|----------|------------------|--------------|--------|
| <a href="#">76585</a> |             | Math Group (05) | Group        |              | 14:00      | 16:00    |          | G741             | 1851         |        |

[Report a bug](#)

## 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

BATCH ID: 495 | ATTENDANCE ID: 76585 | STATUS: RECORD FAILED VALIDATION | [SHOW ERROR SUMMARY](#)

**Non Editable**

|                     |  |                  |                                     |                    |                                |
|---------------------|--|------------------|-------------------------------------|--------------------|--------------------------------|
| Fiscal Year:        | <input type="text" value="2008"/>      | Service Month:   | <input type="text" value="06"/>     | School ID:         | <input type="text"/>           |
| NCLB Provider Code: | <input type="text" value="60"/>        | Provider Tax ID: | <input type="text"/>                | Osis Id:           | <input type="text"/>           |
| Last Name:          | <input type="text" value="MIRABAL"/>   | First Name:      | <input type="text" value="CARLOS"/> | NCLB Service Code: | <input type="text" value="5"/> |
| Start Date:         | <input type="text" value="5/23/2008"/> | End Date:        | <input type="text"/>                |                    |                                |

**Required**

|                        |                                     |               |                                       |               |                                   |
|------------------------|-------------------------------------|---------------|---------------------------------------|---------------|-----------------------------------|
| Attendance Group Code: | <input type="text" value="G741"/>   | Service Date: | <input type="text" value="20080526"/> | Instructor 1: | <input type="text" value="1851"/> |
| Start Time:            | <input type="text" value="14:00"/>  | End Time:     | <input type="text" value="16:00"/>    |               |                                   |
| Location Code:         | <input type="text" value="17K002"/> | DOE Location: | <input type="text" value="Y"/>        |               |                                   |

**Optional**

|                 |                      |                          |                      |                      |                      |
|-----------------|----------------------|--------------------------|----------------------|----------------------|----------------------|
| Instructor 2:   | <input type="text"/> | Instructor 3:            | <input type="text"/> | Instructor 4:        | <input type="text"/> |
| Instructor 5:   | <input type="text"/> | Instructor 6:            | <input type="text"/> | Instructor 7:        | <input type="text"/> |
| Instructor 8:   | <input type="text"/> | Instructor 9:            | <input type="text"/> | Instructor 10:       | <input type="text"/> |
| Location Name:  | <input type="text"/> | Address:                 | <input type="text"/> | Floor:               | <input type="text"/> |
| Room Number:    | <input type="text"/> | City:                    | <input type="text"/> | State:               | <input type="text"/> |
| Zipcode:        | <input type="text"/> | Phone Number:            | <input type="text"/> | Extension:           | <input type="text"/> |
| Fax:            | <input type="text"/> | NCLB Vendor Invoice:     | <input type="text"/> | NCLB Invoice Amount: | <input type="text"/> |
| SES Program ID: | <input type="text"/> | Provider Student Number: | <input type="text"/> |                      |                      |

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.

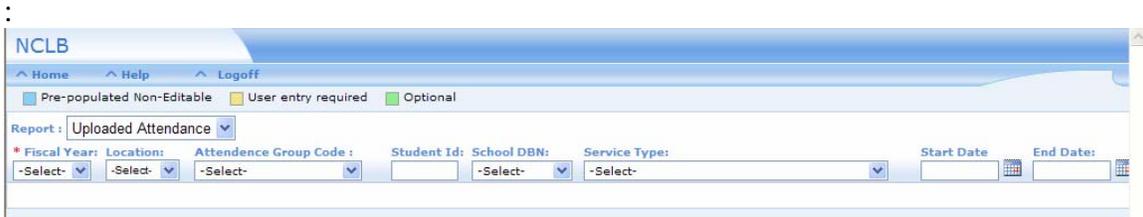
## Report of uploaded attendance

When on the home page select link NCLB Reports

### Select Uploaded Attendance



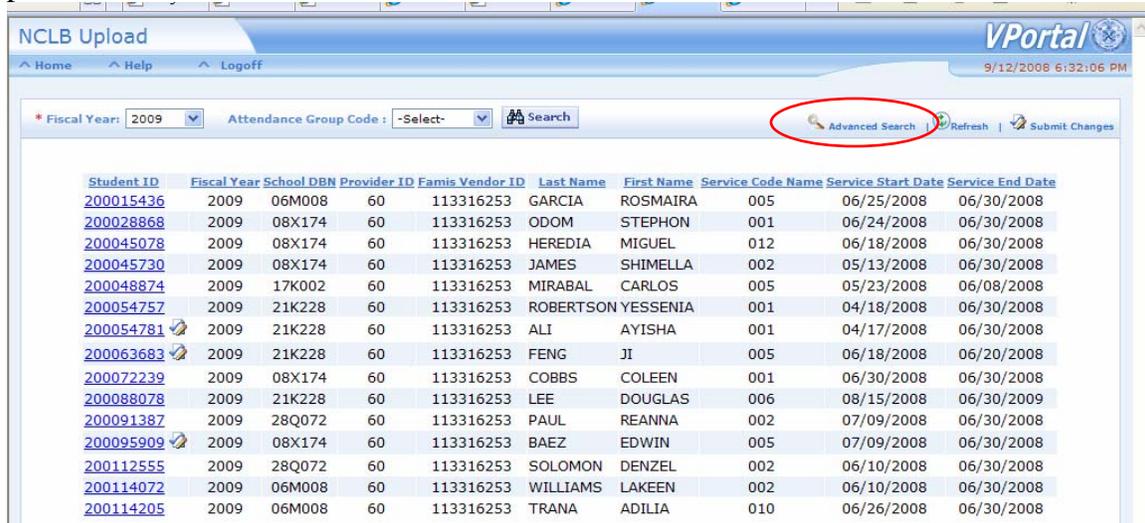
When the uploaded attendance is selected, the select options for the report appear.



## 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 |
|---------------------------|-------------|------------|-------------|-----------------|-----------|------------|-------------------|--------------------|------------------|
| <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 Service Code: | 005       |
| NCLB Provider Code: | 60         | Provider Tax ID: | 113316253  | Osis Id:           | 200223311 |
| Last Name:          | LALANNE    | First Name:      | ROLANDA    |                    |           |
| Start Date:         | 09/07/2008 | End Date:        | 06/30/2009 |                    |           |

**Required**

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

**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

Home Help Logoff

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**

| <b>Fieldname</b>          | <b>Value</b>                             | <b>Description</b>                             | <b>Data Type &amp; value limit</b> | <b>Validation</b>  |
|---------------------------|--|--|------------------------------------|--|
| <u>FISCAL YR</u>          | Pre populated and not changeable by user | FISCAL YEAR OF INVOICE.<br>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)<br>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)<br>ELA Reading Individual (02) ELA/Reading Math individual (08) Math Group (05)<br>Weekend ELA Reading /Math Group (09)<br>MATH Individual (06)<br>ELA/Reading/Math Group (07) Weekend ELA/Reading Individual(10) Summer Program (013)<br>Weekend Math Individual (11) |
| <u>START DT</u>           | Pre populated and not changeable by user | ACTUAL START DATE AS PROVIDED                  | Datetime                           |  |
| <u>END DT</u>             | 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<br>-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<br>- When weekend only weekend days are valid days<br>- No duplicate days for same student (OSIS number)<br>- Attendance date not before service start date.<br>- 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<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>Information entered with PETS ID number |
| LOCATION NAME | Pre populated after first input                  |         | 100(Varchar) | Enter if DOE location =N<br>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) |  |