

UNCLEMIS

UNCLEMIS is run on a nightly basis. This program takes the current student information stored in SIS and updated the EMIS files. This program also does some error checking to verify the data that is in SIS has been entered correctly, if the coding of a student is incorrect an error will be logged on the **UNCLEMIS.TXT** report

UNCLEMIS Error Listing Explanation

The following listing contains possible error message on UNCLEMIS and the action you should take to correct the problem. Messages are divided up in to three categories: **ERROR/Warning** messages, **INFORMATIONAL** messages (where no action is needed, and **FATAL** errors that need intervention from LACA to correct:

ERROR/Warning

“EMIS ID is blank or invalid”

This error occurs when the SSN field on STUD is blank, contains all zeroes, or is not a full nine-character code. (last 8 characters must be numeric)

“ATTN code must not be blank”

Blank ATT code fields are no longer allowed. Make the correction on STUD.

“Withdrawn, yet active?!?”

This error occurs when a student has a withdrawal date which is more recent than his admission date and has a withdrawal code not equal to “**” and his status code on STUD has an internal active value. When this error occurs, check to make sure the student does not have a schedule. If he has no schedule, then change the status on STUD back to “I” status. If he has a schedule and is no longer attending, use SCHE to drop the schedule and then withdraw the student.

“Res attend elsewhere not withdrawn!”

This error occurs when a student has status code “R”, has a zero (0) FTE but does not have a withdrawal date or withdrawal code of “***”. Residents attending elsewhere full-time must have a withdraw date on STUD with the withdraw code of “***”. The withdraw date will not be moved to EMIS.

“Inactive, but not withdrawn?!?”

This error occurs when a student has an “I” status on STUD but is not withdrawn. If he is no longer residing in the district, enter a withdraw date and withdraw code other than “***”.

“Invalid Status/Att combination”

This error occurs when the status/Att combination used on STUD is not defined as a valid combination. You must correct this on the STUD record. **Blank ATT codes are not allowed.**

“SIS Student Status Invalid”

Student has an invalid status on STUD.

“Birthdate is invalid”

Student has an invalid birth date on STUD.

“Invalid Calendar”

The calendar field on STUD contains a calendar number not defined on P310.

“Transfer To School in SIS not JVS?”

If a school is a JVS, the “transfer to school” field is used by UNCLEMIS to update the district of residence and also the attending/home IRN fields in EMIS. If the code in this field is not defined on SCHO, this error will occur.

“Student ID is not valid”

Student ID on SIS is all zeroes or invalid.

“Invalid status – old building”

This student has a record in two different buildings. The status on the old record is invalid.

“Active status here, but is more recently active in another bldg.?!”

This error occurs when a student has been transferred to a new building and has not yet been withdrawn in the old building yet.

“Student active in another building!”

This error occurs when there are two separate records in two separate buildings which have the same SSN on both records.

“Invalid Building Code – Not in SCHO”

This error occurs when a building code on ALTS is not on the SCHO file.

“Duplicate SIS Ids are not allowed”

This error occurs when two students in SIS have the same SIS ID number. They may or may not be in the same building.

“Students grade not found in P140!!”

This error would occur if there were a grade on STUD and the grade level was not defined on P140. If this error occurs, the user has either changed P140 or has deleted a grade level from this table.

“SPED must be zero in SIS and is not”

This error occurs for any student who is a resident of the district and attending another district full time. This is determined by student Status.

“Attending/Home IRN must not be your district”

This message occurs when a student is either a non-resident attending your district or is a resident attending elsewhere. You need to update the Attending/Home IRN field in EMIS.

“Resident IRN cannot be your district”

This message occurs for students who are non-residents attending your district. Enter the student’s district of residence in the residency field and in the attending/home IRN field.

“Excluded student with EMIS record?!”

This error occurs when a student had a record in EMIS that shows him as active in the district (not withdrawn) but on STUD he is flagged as “E” excluded student as his ATTN code. If the student has a withdrawal date on his EMIS record, which is more recent than his admission date, this error will not occur.

“Deleted in SIS but active EMIS rec!”

This student has a “D” status on STUD but is not withdrawn in EMIS. Change his status on STUD back to “I” and rerun UNCLEMIS or enter the withdraw date on the student attendance record in EMIS.

“XFER not made, duplicate EMIS ID or mismatch on name and/or birthday”.

UNCLEMIS cannot update the ALTS record for the student’s most recent building because there is a mismatch either on name, or birth date between the student’s old building and his new building. Correct the Name or Birth date and rerun UNCLEMIS.

“Duplicate SIS/EMIS ID’s not allowed”

This error occurs when two or more students have the same EMIS ID on STUD. Again, this is one of those types of errors where the person receiving the error message may not have access to student records in another building and would not easily be able to check.

“Excluded student with EMIS Record”

This student has an “E” ATT code on STUD but still has an active EMIS record. You will need to enter a withdraw date in EMIS only for the student.

“Handicap cannot be “**””

Students who are coded with an ATT code of “S” or “C” are considered attending Special Ed and should have a disability condition in either the program field on STUD or the handicap field in EMIS.

***** The following errors deal with the percent (%) of time a student attends your district. ******

If the student has a status of "R" on STUD, he would be attending elsewhere full-time and would not have a percent of time. If the student were attending some other district part time, he would have a partial (between 1 and 99) percent of time. If you receive any of the following errors, change the percent of time in the SPED field on STUD.

- "E: % of time must be zero "
- "E: % of time must be greater than 0 "
- "E: % of time must be 100 "
- "E: % of time must not be 100 "
- "E: % of time must be from 1 to 99 "

INFORMATIONAL MESSAGES

"SSN Change"

This message is just informational and occurs when a change is made to the SSN field on STUD.

"Name Change"

This message is just informational and occurs when a change is made to the name fields on STUD.

"Readmission to district"

This is an informational message that occurs when a student has a withdrawal date in EMIS and his admission date on STUD is more recent. The admission date in EMIS is then updated as well as the re-entry flag set to "1". This is the only time UNCLEMIS updates an admission date for a student already in EMIS.

"Student ID number change!"

The SIS ID number has changed for a student.

FATAL ERRORS - Contact LACA

“ADWI records do not match STUD”

This error occurs when there is a mismatch between admission date, admission code, withdrawal date and withdrawal code on STUD and ADWI. This is caused when a student is readmitted to the district and the withdraw date is deleted from the STUD record. This error may require A-Site intervention.

“EMSDEL – duplicate, call A Site”

The ALTS record cannot be updated because a record already exists for the SSN but keys are different.

“Two SIS Ids or Duplicate EMIS ID”

This student could still be active in another building in the district but the person receiving the error may, not have access to the records in the other buildings to check.

***** If you receive any of the following errors, just call LACA:***

“Unable to add ALTS, call A Site”

“ALTS Rewrite Failed, call A Site”

“EMSSTU Write Failed, call A Site”

“ENSSTU Rewrite Failed, call A Site”

“ALTS Rewrite 2 Failed, call A Site”

“ALTS Write Failed, call A Site”

“ALTS Delete Failed, call A Site”

“No Directory in SCHO, call A Site”

“EMSDEL – no original, call A Site”

“EMSDEL – no EMSSTU, call A Site”

“EMSDET – unexpected, call A Site”

“Not in ALTS Building, call A Site”

The ALTS record indicates that the student belongs in another building and will not update the ALTS file with the new building. Sometimes this error occurs when there is no record in SIS in the building which ALTS file indicates has control of the record. When this occurs, the ALTS record should be deleted and then UNCLEMIS reran to recreate the record in ALTS.

“ATT code 2 valid only for June”

This student has an ATT code on STUD of “2” – Was October Resident, now attending as open enrollment. This code can only be used when preparing your EMIS files for June reporting so if your are working on October data, report student as just attending elsewhere as open enrollment (R/O).

“Intra-District XFER”

This message occurs when a student changes buildings within the district.

“Withdraw code is blank”

This error occurs when the withdraw code field on STUD is blank. This is very hard to do because it is a mandatory field on STUD so you probably will not ever see this error.

“Student’s grade not found in P140”

This student has a grade level on STUD which is not a normal grade level defined for that building. Contact LACA to assist in the correction.

“Student Status must not be zero”

This error occurs for N/3’s – three district students. Since UNCLEMIS cannot tell why the student is attending your building or where he is going on to, it is necessary for you to update the Student Status field manually in EMIS. Normally, for resident students, a zero is a valid code for the student status field in EMIS but not for students in a three (3) district situation. In EMIS, enter the student residency status code that fits the student’s situation.