



Data Verification

Training Class Outline

Length: ½ Day (approximately 4 hours)

Description: This training is designed to assist users in identifying irregular or incorrect data and utilities that will aid in correcting or standardizing the data.

Goal: Upon completion of this training class, the attendee will be able to do the following:

- Find and update Student data
- Find and update Staff data
- Find and update Family Data

Training Agenda:

- A. Overview of Module
- B. Student Demographics
 - 1. Reports
 - a. [Duplicate AlphaKey Report](#)
 - b. [Duplicate Other ID Report](#)
 - c. [Enrollment Discrepancy Report](#)
 - d. [Entry/Withdrawal Report](#)
 - e. [Grad Year Discrepancy Report](#)
 - f. [Enrollment In/Out Report](#)
 - g. [Student Cross-Reference List](#)
 - 2. Utilities
 - b. [Merge Student Records](#)
 - c. [Student Mass Change](#)
 - d. [Mass Change Relationships](#)
 - e. [Mass Assign Languages](#)
 - f. [Blank-Out Student Other IDs](#)
 - g. [Mass Generate Student Other IDs](#)
- C. NCLB
 - 1. Reports
 - a. [Student Status Validation Report](#)
 - b. [Critical Data Audit Report](#)

- D. Families
 - 1. Reports
 - a. [Duplicate Family Report](#)
 - 2. Utilities
 - a. [Mass Assign Home Language](#)
 - b. [Mass Delete Unused Families](#)
 - c. [Family Audit](#)
- E. Staff
 - 1. Reports
 - a. [Staff Information Report](#)
 - b. [Staff Members Report](#)
 - 2. Utilities
 - a. [Course Master Update](#)
 - b. [Mass Delete Unused Families](#)
 - c. [Family Audit](#)
- F. [Entity Counts](#)
 - 1. Reports
 - a. [Entity Counts Report](#)
 - 2. Utilities
 - a. [Recount Students Utility](#)
- H. Addresses
 - 1. Utilities
 - a. [Punctuation Removal](#)
 - b. [Right Justify](#)
 - c. [Street Name Standardization](#)
 - d. [Mass Removal of Unused Mailing Addresses](#)
 - e. [Duplicate Address Merge](#)
 - f. [Mass Address Change](#)
- I. Names
 - 1. Utilities
 - a. [Upper and Lower Case Utility](#)
 - b. [Name Type Audit Utility \(in PaC\)](#)
- J. Advanced Features
 - 1. Product Setup
 - a. [Demographic Distribution](#)
- E. **Training Resources: Documentation & Website Review**