1. **Check Validation Errors**

   ❑ Review the students' Graduation Cohort Year.

   ❑ Review the students' school enrollment. Should the student be enrolled in your district or transferred out?

2. **Check the Current Graduation Cohort by Graduation Cohort Year**

   ❑ Review the student in category 4 'Current Graduation Cohort'.

   ❑ Review the Enroll Info column for addition information.

     i. Multi-Diplomas (203) - The student has received a regular High School dilpoma from another High School. The student should receive a high school diploma from one district and one high school. Please contact the NDE Help Desk to delete the '203' school enrollment records.

     ii. Found in district: - The student is found in another public district in Nebraska. The system will find a student who is currently enrolled in another district if a student has an entry; dropout; or not enrolled, eligible to return school enrollment.

     iii. Need enrollment record – The student has a student template record but not a School Enrollment Record. A School Enrollment Record should be upload.

3. **Check the Student Roster for the reported Cohort Graduation**

     ❑ Review the Cohort Four-Year Graduation Rate Student Roster, if applicable.

     ❑ Review the Extended 5th-Year Graduation Rate Student Roster, if applicable.

     ❑ Review the Extended 6th-Year Graduation Rate Student Roster, if applicable.

4. **Check the Cohort Graduation Count**

   ❑ Sum the number of student at school level for each reported Graduation Cohort.

   ❑ Sum the number of students at the district level for each reported Graduation Cohort.

   ❑ Does the school level count equal the district level count? If not, please review the student list. It is possible a student is reported with an intra-district transfer out, '200'.

If the Follow-up Collection or Follow-up Audit window is open:

   ❑ Submit a student or school enrollment records to resolve the errors. Please refer to the NSSRS Calendar.

If the Follow-up Collection and Follow-up Audit windows are closed:

   ❑ Submit a request to the Graduation Cohort Resolution Request in the Consolidated Data Collection (CDC).

<u>Error #</u>	<u>Name</u>	<u>Level</u>	<u>Description</u>	<u>Template</u>
64	Students with no School Enrollment Record	ERROR	A list of students that have no school enrollment record	SCHOOL ENROLLMENT
64	Students with no School Enrollment Record	ERROR	A list of students that have no school enrollment record	STUDENT
65	Students with no School Enrollment Record	ERROR	A list of students that have no school enrollment record	SCHOOL ENROLLMENT
65	Students with no School Enrollment Record	ERROR	A list of students that have no school enrollment record	STUDENT SNAPSHOT
300	More Than One Withdrawal Enrollment Code Using The Maximum Enrollment Date At The Same School And On The Same Day.	ERROR	Students who have more than one Enrollment Code using the maximum Enrollment Date indicating withdrawal (200, 201, 202, 203, 204, 205, or 206) at the same school and on the same day. The record with the most recent enrollment date is being checked for this error. Solution would be to determine which School Enrollment record(s) must be deleted and notify the NDE Helpdesk. Additional School Enrollment records may be required if the school number and/or enrollment date values reported are incorrect.	SCHOOL ENROLLMENT
437	Expected Graduation Year Is Blank in the STUDENT Template	ERROR	The student's Expected Graduation Year is blank in the STUDENT template therefore, the Graduation Cohort Year cannot be determined. To fix, please upload the Student record with the correct Expected Graduation Year or contact the NDE help desk if a delete is needed. This validation is in the Graduation Cohort Analysis Tool. Please note updates for these students may not occur until the next day.	STUDENT
438	Intra-District Transfer Without A Following Entry Enrollment Record	ERROR	The student has an intra-district transfer does not have an entry school enrollment record following. To fix, 1) the student's School Enrollment record needs to be updated with an entry enrollment code in the appropriate school within the district or 2) the student's School Enrollment record needs to be updated with the appropriate transfer out enrollment code. This validation is in the Cohort Analysis Tool. Please note any updating completed for these students may not occur until the next day.	SCHOOL ENROLLMENT
439	No Current School Enrollment Record for a High School Student Enrolled In The Previous Year	ERROR	The student in high school was enrolled in the previous year but does not have a current enrollment record based on the Graduation Cohort Determination Process that is run at night. To fix, upload a current school enrollment record for this student showing the student with the appropriate exit code or entry code. When a current enrollment record is uploaded, please wait until the next day to review the error. This validation is in the Cohort Analysis Tool. Please note any updating completed for these students may not occur until the next day.	SCHOOL ENROLLMENT
440	Invalid Expected Graduation Year in the Student template	ERROR	Starting in 2008-2009 school year, the Expected Graduation Year value in the Student template for a	STUDENT

Error #	Name	Level	Description	Template
	for the Student in 9th Grade.		student in grade nine is greater than the calculation based on the cohort four-year graduation rate. To fix, update the student's 9th Grade Student record. This validation is in the Cohort Analysis Tool. Please note any updating completed for these students may not occur until the next day.	
443	Students enrolled in high school have a blank value in the Expected Graduation Year field in the Student template.	ERROR	Students enrolled in grades 9, 10, 11, and 12 have a blank value in the Expected Graduation Year (field 53). To fix: 1) upload a Student template record, or 2) request a delete from the NDE Helpdesk.	STUDENT
447	Expected Graduation Year less than Cohort Four-Year Graduation calculation. (Warning)	WARNING	Starting in 2008-2009 school year, the Expected Graduation Year value is less than the calculation based on the Cohort Four-Year Graduation rate. If the Expected Graduation Year needs to be corrected, the Student Template record needs to be updated. This validation is in the Graduation Cohort Analysis Tool. Please note any updating completed for these students may not occur until the next day. 447 is a warning and may not need to be corrected.	STUDENT
460	Student's School Enrollment Records Show An "In" and "Out" Record On The Same Day.	ERROR	The school enrollment records submitted for this student show an Entry Enrollment record (100 series) and an Exit Enrollment record ('201', '202', '203', '204', '205', '206', and '208' but excludes the Intra-district transfer ('200')) for this student on the same day. This error will show if the student is in 9-12 grade and the enrollment records are in the same district for the same year.	SCHOOL ENROLLMENT
518	Students who re-enrolled in any district after graduating with a regular high school diploma (203).	ERROR	Students that enter any district after receiving a regular high school diploma. To fix: 1) check enrollment records and verify the student graduated with a regular high school diploma (203), and 2) request a delete from the NDE Helpdesk to remove the enrollment of the regular high school diploma (203) or the entry enrollment record (1XX).	SCHOOL ENROLLMENT
519	Students who are in fall membership in any district after graduating with a regular high school diploma (203).	ERROR	Students that belong to fall membership after receiving a regular high school diploma. To fix: 1) check enrollment records and verify the student graduated with a regular high school diploma (203), and 2) request a delete from the NDE Helpdesk to remove the student from fall membership. (OCTOBER STUDENT SNAPSHOT)	SCHOOL ENROLLMENT
526	Student in grades 9-12 reported as 203 Completer: Diploma in more than one school during the same school year. (SCHOOL ENROLLMENT)	ERROR	Student was reported as grades 9-12 in the School Enrollment Template with School Enrollment record 203 Completer: Diploma; at more than one school during the same school year. To fix, update the SCHOOL ENROLLMENT record or request a delete through the NDE Helpdesk.	SCHOOL ENROLLMENT