**Common Issues** – Below are some common issues that will be highlighted in Find Missing Students and the reason why.

**New in School Year 2019: The October 1 Consolidated Report has included data elements also found on the Special Education Child Count Report. All columns below HomeLanguage are new to the report. If errors occur for those columns, they will be fixed in EdPlan.**

| Highlighted | Reason(s) |
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| STN | If the STN is highlighted and the following columns are not – the student is on the STN Wizard waiting to either be resolved or to have a new STN created: First Name, Last Name, Middle Name, Birth Date, Gender, Hispanic Latino, Asian, American Indian, Black, Pacific Islander, White, and Local ID. If any of these previous columns are highlighted, they need to be corrected prior to the STN being assigned. |
| First Name, Middle Name, Last Name | If any of these are highlighted, there is something wrong with the name itself. If First Name or Last Name are blank, they must be supplied (Middle Name can be blank). If they are filled in, but highlighted, look for numbers (the letter O in place of a zero) in the name, more than two of the same letter in a row (e.g. Mattthew – notice the three T's), special characters, more than one space in between a name that has multiple names. |
| Suffix | If the Suffix is highlighted it is because it has an invalid value. The suffix does NOT have to be supplied, it can be blank. |
| Birth Date | If not supplied, provide it. Otherwise it will usually be students older than 26 or younger than 3. |
| Gender | Must be supplied and can only be "M" or "F" |
| Grade | Must be supplied and can only be (PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12) – A common mistake is sending "UN (Ungraded)" for a student who is 3 or 4 and should be listed as a PK student. |
| Hispanic Latino | Must be supplied and must be either "Yes" or "No." "Unknown" is not valid. |
| American Indian, Asian, Black, Pacific Islander, White | At least one must be a "Yes." If all are marked as "No", this indicates the Race was not supplied and all five will be highlighted. |
| ELL | Must be supplied and must be either "Yes" or "No." "Unknown" is not valid. If the answer is "Yes", but it is highlighted, check the ELL 1$^{st}$ or 2$^{nd}$ year proficient columns. They must not be "Yes." A student cannot be both ELL and proficient at the same time. |
| IEP | Must be supplied and must be either "Yes" or "No." "Unknown" is not valid. If the answer is "Yes", but it is highlighted, check the Section 504 column. It must not be "Yes." A student cannot be both IEP and Section 504. They are mutually exclusive. |
| Gifted/Talented | Must be supplied and must be either "Yes" or "No." "Unknown" is not valid. |
| Gifted/Talented Identified | Must be supplied and must be either "DNMCR", "MULTI", or "THREE." If the code is correct but it is highlighted, check the Gifted/Talented. If "Yes" the code for Gifted/Talented Identified must be "MULTI" or "THREE." |
| Free/Reduced | Must be supplied and must be in this list: Free, Reduced, None, Provision1, Provision2, Provision3, Provision4. |
| Economic Disadvantage | Must be supplied and must be either "Yes" or "No." "Unknown" is not valid. If "No" and highlighted, check "Free/Reduced" If "Free/Reduced" is "Reduced" or "Free," Economic Disadvantage must be "Yes." |
| Immigrant | Must be supplied and must be either "Yes" or "No." "Unknown" is not valid. If "Yes" and highlighted, check the State of Birth and Country of Birth for the student in your local system. A student cannot be born in the US and be Immigrant. If "No" is highlighted, it will mean that you have sent the |

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| | appropriate age, an out of country Birth Country and the student is either in their first or second year of school (PK, KG) or you provided an entry code of Original Entry Into a United State School (1835) indicating to the Wave a student who meets the qualifications based on age, birth and the length of time in a public school in the US. |
| Section 504 | Must be supplied and must be either "Yes" or "No." "Unknown" is not valid. If the answer is "Yes", but it is highlighted, check the IEP column. It must not be "Yes." A student cannot be both IEP and Section 504. They are mutually exclusive. |
| Basis of Admission | Must be one of the following: OHP1, OHP2, OHP3, OHP4, R, OT, ET01, ET02, ET03, ET04, ET05', ET06, ET07, RT, RVON, RVOFF, OTVON, OTVOFF, OTOHP1, ETVON, ETVOFF, FOY, ETOHP1. All other Basis of Admission codes would indicate the student is not in membership at this particular school. |
| ELL 1st Year Proficient, ELL 2nd Year Proficient | Must be supplied and must be either "Yes" or "No." Both cannot be "Yes." And if one is "Yes", then ELL must be "No." |
| Migrant | Must be supplied and must be either "Yes" or "No." "Unknown" is not valid. |
| Membership Type | Must be "Home." A membership type of "Concurrent" indicates the student is enrolled in this school, but this is not the school responsible for reporting the student to the state or federally. |
| FTPTStatus | If the student is in Prekindergarten or Kindergarten, the FTPT status must be supplied. All other grades it is not applicable. |
| HomeLanguage | If the student is marked as ELL = Yes or EnglishProficiencyCode = 2349, a HomeLanguage (other than English) is required. |
| InvalidMissingSTN | Student has an STN that is not between 1001001000 and 1002999999 or the STN is blank in EdPlan |
| MissingEnrollmentStatus | The Enrollment Status is missing on the Personal page in EdPlan for the student |
| ShortenedWeekLengthError | The student has a shortened instructional week according to the student's IEP but in EdPlan there are characters other than numeric in the length of instructional week area. |
| PrimaryDisabilityMissing | Primary Disability is missing in EdPlan |
| DDWithNoSuspected | Student is identified as Developmentally Delayed but a suspected disability was not selected on the most recent Eligibility event document within EdPlan |
| DDAndGreaterThan9 | Student is identified as Developmentally Delayed but is over the age of 9. Finalize a new eligibility document in EdPlan. |
| DDAsSuspected | Student is identified as Developmentally Delayed but the suspected disability is also identified as Developmentally Delayed on the most recent Eligibility Event in EdPlan. |
| MDAsSecondary | Student is identified with a Secondary disability of Multiple Disabilities. A new eligibility document must be finalized in EdPlan. |
| ECEnvironmentMissing | All students between 3-5 must have an identified Early Childhood Environment. This is missing in EdPlan for this student. |