

December 2017 MIS – FAQ

Import Alerts – What do they mean and how do I resolve them

Alerts indicate an issue was found somewhere in the imported file. Compare (count) the number of service lines listed in the alert to the number of service lines in the IEP record. An alert of a single service may indicate only this service line failed to import, while all other service lines were successfully imported. Use the service line details in the alert to match to the corresponding service line in the IEP record. Then use the alert message to find the data field that is triggering the alert.

1. Import file format is in error or out of sequence. The value " is invalid for the field 'KIDS ID'.
This is a format issue. The brackets ' ' indicate what value is present in the imported file. For the KIDS ID a value of 10 digits is required. If the KIDS ID is 9 digits, the same message would display The value '999999999' is invalid for the field 'KIDS ID'. In this case there are no digits in-between the brackets "", meaning the KIDS ID field is blank
 - a. Does the import fail? – Yes, the record is rejected and does not get in.
 - b. To fix it, re-import the student record including the 10 digit KIDS ID
 2. The value T is not an active status code. Annual status cannot be determined.
A student cannot start the school year as inactive. All inactive (exit codes) will trigger this alert.
 - a. Does the import fail? – Yes, the record is rejected and does not get in
 - b. To fix it by importing, - 1). Re-import the student record with the first active status of the school year. 2) Import a subsequent record with the inactive status, exit date and IEP services
 - c. To fix it manually – 1) Create a student profile with the first active status of the school year and save it. 2) Update the profile with the inactive status and exit date and save it. 3) Create the IEP(s) and services ending on the student's exit date.
 3. Import file format is in error or out of sequence. The value '01/11/2017' is invalid for the field 'Service Start Date'. The value '04/19/2029' is invalid for the field 'Service End Date'.
Service line start and end dates must be within the school year for which the data is being reported.
 - a. Does the import fail? No, the record is imported, but the service line(s) with bad dates are rejected
 - b. To fix it by importing, - 1). Re-import the student record with the correct service line start and end dates within of the school year.
 - c. To fix it manually – 1) Go to the student's IEP and select under Actions New SL for new service line
2) Complete the Service Line data entry form with all relevant information and save it
 4. Import file format is in error or out of sequence. The value " is invalid for the field 'Service Location (Attend Building) ID'. Note the blank / missing value between ' and '
Service lines must have a valid service location / attendance building, blank or missing buildings are flagged
 - a. Does the import fail? No, the record is imported, but the service line(s) with bad or no building listed are rejected
 - b. To fix it by importing, - 1). Re-import the student record with the correct service location for the school year.
 - c. To fix it manually – 1) Go to the student's IEP and select under Actions New SL for new service line
2) Complete the Service Line data entry form with all relevant information and save it
- Note – Missing / Invalid Neighborhood School or Grade level triggers the same alert.

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5. Unable to match student information to a KIDS record
Student Last Name, Date of Birth or Gender in the import file does not match to the KIDS record submitted by the USD
 - a. Does the import fail? No, the record is imported, but the Last name, Date of Birth or Gender default to the values present in the KIDS record
 - b. How do I fix this? If the Last name, Date of Birth or Gender is in error in the KIDS record, a new KIDS record will need to be submitted to make the correction.

6. Unable to match student information to a KIDS record in the reporting agency / building. No match on the following fields: Invalid KIDS ID
The KIDS ID listed in the Import file is not found to be a valid ID number.
 - a. Does the import fail? Yes, the application is unable to match the KIDS ID to a KIDS record
 - b. How do I fix this? Verify the KIDS ID number, resubmit using the correct ID
 - c. How do I fix this? Check with KIDS Administrator to see if current year KIDS record has been submitted

7. The line length is not correct for this type of file
 - a. Does the import fail? Yes, the application is unable to match the field sequence to the format selected
 - b. How does this happen? The file type selected did not match to the field sequence in the imported file. For example, file type Student and IEP was selected; the import file is in Personnel format.

8. Import file format is in error or out of sequence. The value 'D0420' is invalid for the field 'Assign Child Count Organization'.
 - a. Does the import fail? Yes, the application restricts access to data based on the user's permissions For example, A USD 501 user cannot submit data for USD 420 students. Thus, the import fails
 - b. How do I fix this? Compare the District level access in the page header and align so both are within the same organization, then import in again.

9. Import file format is in error or out of sequence. The value '0002' is invalid for the field 'Responsible Building Identifier'
 - a. Does the import fail? Yes partially. The Profile is created but the service lines with the invalid responsible school does not import.
 - b. How does this happen? An incorrect crosswalk from the district's student information system to the district's IEP system. Value 0002 is reported in KIDS records for private / parochial school students. This value does not meet the definition of responsible school for MIS reporting.
 - c. To fix it by importing, - 1). Re-import the student record with an USD elementary, middle or high school listed as responsible school
 - d. To fix it manually – 1) Create a student profile with the private / parochial school listed as the neighborhood school and save it. 2) Create the IEP(s) and services listing an USD elementary, middle or high school listed as responsible school and save.

10. This school year is locked and editing/creating new information is not allowed
Only school years with open collections are available for data submission
 - a. Does the import fail? Yes,
 - b. How do I fix this? If the school year export was selected in error, re-export the data for the open school year and re-import
 - c. How do I fix this? If the intent was to change data from a prior or future school year, this cannot be fixed. Those school year collections are closed and locked.

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11. Import file format is in error or out of sequence. The value '123456789' is invalid for the field Service line Provider ID'

All Provider ID are 10 digits. Greater than or less than 10 digits will trigger this alert

 - a. Does the import fail? Yes partially. The Profile is created but the service lines with the invalid provider ID does not import.
 - b. To fix it by importing, - 1). Re-import the student record with the valid provider ID number
 - c. To fix it manually – 1) create the service line and select the provider by name from the pop up menu.
12. Could not allocate space for object 'dbo.student'. 'IX_student_birth_kids_year_org_status' in database 'SpedPro' because the 'PRIMARY' filegroup is full. Create disk space by deleting unneeded files, dropping objects in the filegroup, adding additional files to the filegroup, or setting autogrowth on for existing files in the filegroup
 - a. Does the import fail? Yes because the import process did not occur.
 - b. How does this happen? This is the result of a server error. The application server could be full or disconnected from other KSDE applications such as the Directory application or KIDS ODS.
 - c. How do I fix this? It cannot be fixed on the User end.
 - d. What is the next step? – 1) if Importing is your only option, simply wait. This will have to be fixed by the IT staff. Periodically check back to see if the importing process is functional. Depending on the complexity of the server error, it may be fixed in the short term or it may down for a longer period. 2) Data entry may be available by keyboarding one student at a time. Because Importing and keyboard entry are two separate methods of data entry, problems with one method typically do not affect the other method.