

Student Claiming

What is Student Claiming?

Student claiming enables a district and a school to access a student's complete state education data *history* by connecting that student with the school and district in which they are currently enrolled. District and school entitlement to viewing data falls under three categories:

1. The district/school “of record,” e.g., the district/school where the MCAS test was taken.
2. The district/school where the student was reported in the last loaded SIMS collection.
3. The district/school where the student is currently enrolled—the claiming district/school.

Student claiming *does not* connect the student with the classroom(s) in which they are currently enrolled. Once students are claimed, districts and schools can run student reports (600-level) for current students, but the classroom reports (500-level) will not be current. The exception is SIF districts, where students are automatically claimed to the district, school, *and classroom* through data entry in the district's SIS (student information system). However, this classroom data is often completed by the district much later than the district and school enrollment data is -completed.

Security Roles to Assign

There are two security roles required to complete the student claiming process. Both must be assigned at the district level.

- **Data Warehouse File Exchange Drop Box** role: enables access to the Warehouse File Exchange drop box
- **Edwin Analytics District Admin.** (charter/public) or **Edwin Analytics Collaborative Agency Admin.** (collaboratives) or **Edwin Analytics Private Special Ed. Agency Admin.** (private special ed.): These roles enable access to the Student Claiming Validation reports for the various claiming organizations.

Collaboratives and Private Special Education Agencies

When a district claims a student to their district but enters a collaborative or private special education program in the school/program field, that student is automatically claimed to both the sending district and the receiving organization. These organizations should run the **Claimed Students** report (see page 4) prior to uploading a claiming file to see how many students, if any, have already been claimed for them.

Non-SIF Student Claiming Process

If you are not a SIF district, student claiming is a three-step process with several tasks to complete under each step. The three major steps are

Step 1: Upload records to ESE staging table;

Step 2: Confirm student information matches ESE master table; and

Step 3: Move records from staging to master table (Accept student records).

Student claiming can be done multiple times throughout the year and the file can contain one student or many thousands.

Step 1: Upload records to ESE staging table

1. Create a claiming file formatted for ESE staging table.
 - a. Verify student enrollment in the current school and district.
 - b. The file must contain the following fields:

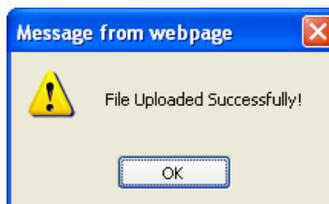
<i>Column Name</i>	<i>Data Type</i>	<i>Description</i>
STU_ID	NUMBER (10)	Student's SASID
STU_LAST_NAME	CHAR (50)	Student's last name
STU_FIRST_NAME	CHAR (32)	Student's first name
STU_MIDDLE_NAME	CHAR (32)	Student's middle name
STU_BIRTH_DT	DATE mm/dd/yyyy or m/d/yyyy	Student's date of birth. Leading zeros in month/day are not necessary.
CUR_AUTH_SCHL	NUMBER (8)	8 digit school code
CUR_AUTH_DIST	NUMBER (8)	8 digit district code

- c. The file must be *comma* separated but the file extension can be .txt or .csv.
 - d. The first row is a header row. (It must contain 7 columns—6 commas—but does not need to match column names, e.g., a,b,c,d,e,f,g will work as a header row.)
 - e. The file naming and format requirements are as follows:
 - **<distcode>_student_cur_auth.[txt or csv]** where <distcode > is the 4-digit district code (e.g., 0010_student_cur_auth.txt).
 - *Windows* format with CR/LF line endings.
 - *Unix* and *Mac* OS don't generate CR/LF line endings. See the *Troubleshooting Student Claiming* document for more information.

2. Upload the file to the drop box.

- a. Log in to the security portal and select **Drop Box Central > Warehouse File Exchange**.

- b. Browse to find your file and upload it to the drop box. If the file is uploaded to the drop box successfully, you will see a confirmation window.



(NOTE: This does **not** mean that the records have been loaded to the staging table. There may be errors in the file.)

3. Check your email for a message about the condition of your file. NOTE: If you are **not** receiving emails, check that the email address associated with your user ID in the *Directory Administration (DA)* application is up-to-date.
4. Address any errors identified by the email—see the *Troubleshooting Student Claiming* document for examples of file errors—and re-upload the file until you receive an email indicating the file was uploaded successfully: STUDENT_CUR_AUTH records for District <distcode> SUCCESSFULLY Loaded in the Staging table

Step 2: Confirm student information matches ESE master table

1. When step 1 is complete, review the staging report located in Edwin Analytics at **Public Folders > Edwin Analytics > District Data Upload Validation > Extract File Validation (Staging) > Student Claiming Validation**.

A report displays with **Y** in the *Match Flag* column next to students who were matched.

District Code	SASID	Last Name	First Name	Middle Name	Birth Date	Claiming Dist	Claiming School	Match Flag
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A second list shows students who were not matched and contains a series of **Ys** and **Ns** in 6 columns to indicate which fields did not match. These students will *not* be claimed.

District Code	SASID	Last Name	First Name	Middle Name	Birth Date	Claiming District	Claiming School	SASID Match	LNAME Match	FNAME Match	DOB Match	SCHL Length Match	DIST Length Match
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2. Fix the data in any unmatched records
 - a. Check the *Single Student Registration (SSR)* application on the security portal to see what the ESE has in the database for the student. NOTE: If you are not familiar with *SSR* contact the person in your district responsible for submitting SIMS, or contact your [Data Collection Support Specialist](#) at the ESE.
 - b. Based on the information you find in *SSR*, change your file to match *SSR*, or
 - c. Change *SSR* to match your file. NOTE: If you change *SSR*, wait overnight for the *SSR* record to reach Edwin Analytics before you attempt to claim the student again.
3. Make a new file of these corrected records, or make your corrections in the original file, and upload it to the server.

Step 3: Move records from staging to master table (*Accept* student records)

1. The *Accept* button “claims” all *matched* students in the ESE master table by adding the district and school codes from the record in the file to the corresponding record in the master table. Only records in list *A* (*below*) will be claimed. Records in list *B* (*below*) will be discarded from the staging table and no changes will be made to these records in the master table.

A

District Code	SASID	Last Name	First Name	Middle Name	Birth Date	Claiming Dist	Claiming School	Match Flag
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B

District Code	SASID	Last Name	First Name	Middle Name	Birth Date	Claiming District	Claiming School	SASID Match	LNAME Match	FNAME Match	DOB Match	SCHL Length Match	DIST Length Match
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2. The *Reject* button discards all records (matched or unmatched) from staging. NOTE: Either the *Accept* or *Reject* button should be used before a new file is uploaded or the staging report will display multiple records for the same student from previous file uploads, making the records from the latest upload difficult to find.

Claimed Students Report

Once the claiming process is complete, users can confirm their list of claimed students by running the **Claimed Students** report available in **Public Folders > Edwin Analytics > District Data Upload Validation > Table Load Validation (Production)**. Enter your 8-digit LEA/district code and click *Finish*. Students are listed in alphabetical order by last name and the *Inserted by* column identifies how the student was claimed. Students claimed to collaboratives or private special education agencies by the sending district will have *Sending District* in this column.

If the student appears in the **Claimed Students** report all their historical MCAS records can then be obtained by selecting *Claimed Students* in any of the 600-level reports. To obtain a student's entire MCAS history, run the **Assessment History Summary (PE613)** report. This report also provides a *SASID List Prompt* option which enables a student to be queried on their SASID alone without matching on any other fields.

SIF Claiming

If your district is participating in the SIF project you do not have to upload a claiming file, instead you must

1. Make sure that your SIS and your SIF agent are configured for the new school year. (This process varies between SIS vendors. Please consult your vendor for more details.)
2. Make sure that the enrollment data in your SIS is for the new school year.

For assistance rolling over to the new school year or turning on your agent, contact your SIS vendor.

Run the **Claimed Students** (see bottom of page 3) to verify your list of claimed students.

If you have access to SIF error reports (please note that these are NOT accessible to Edwin Analytics users unless they have been assigned the SIF roles in DA), you can run the **Student Claiming Error Report – District level** at **Public Folders > SIF > SIMS > Student Claiming** folder or by clicking the SIF Error Reports link on your Security Portal applications list. You will need to work with someone in your district, if you are not the SIF contact, to correct any student claiming errors listed here. For additional help, contact your [Data Collection Support Specialist](#).

Un-claiming

To manually unclaim a student, the steps parallel the steps in the claiming process but the file name is **<distcode>_student_unclaim.txt** (e.g., 0035_student_unclaim.txt).

A SIF district can unclaim a student by entering an exit date in their SIS.

In July or August the Edwin Analytics Team wipes out all students claimed by file upload. An email is sent to all Edwin Analytics Contacts to alert them that this will occur. The claims will revert to the EOY SIMS collection when it is loaded.