



Level 0 Cheat Sheet

- Run all verification reports in all categories before Locking and Loading anything.
- Fix all errors in all categories before locking and loading anything.

How to Lock and Load to Level 1:

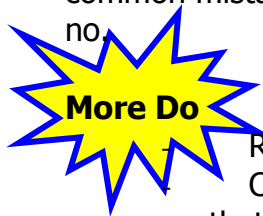
Changes to:	What to Lock and Load:
Demographics	Demographics
Enrollment	Demographics and Enrollment
Program Services	Demographics, Enrollment and ALL Program services
Assessments	Demographics, Enrollment and Assessment
Snapshot	Demographics, enrollment, ALL Program Services and EITHER December OR June Snapshots. Never push both Snapshots on the same day.

If you make changes to multiple areas, obviously push those up as well.

***A few notes about Locking and Loading Program Services:

- *CLICK EACH BOX SLOWLY SO THE VERIFICATION REPORT CAN RUN!*
If you click too fast, all the categories won't go up and your data will not be in Level 1.

- *ALWAYS CLICK EVERY BOX* to make sure that you don't miss any data. A common mistake is to only select the category that you worked in. That is a no-no.



Remember to click the "Create file for Level 1 submission" button. Click "Save As" every once in awhile to save a copy of the data that is in Level 0.

- Level 0 now allows multiple years' worth of data submitted on the same day.



- Don't lock and load the same year more than once in the same day.
- Don't forget to talk to the others in your district who can also lock and load to make sure that they didn't do it, too.

Level 0 Pointers

 **Import – means bring data INTO Level 0.**

 **Lock and Load (push up, upload) – means moving data to Level 1**

Don't forget!

- **When a student enters your district, give them an Enrollment record as well as a Demographic record. (And Program Services if needed!)**
- **When a student leaves your district, ADD an Exit enrollment record. Don't just change what is there. And make them INACTIVE in Demographics.**
- **With a 153(transferred to another school in this district or out-of-district placement), you need to RE-ENROLL them into the new location. You will get an error if you don't.**



If you get the message "Data locked by another user" or 'Data locked...being prepared for Level 1", you can unlock it. Just go to Data Prep for Level 1 then the area that is locked and uncheck the box(es) that are checked.



Check your information reports on the menu page for other errors.



Always run all of your verification reports and fix all your errors before you lock and load anything.

Did you know?

- **The Date of Activity field is always the same as the Enrollment Date field – don't ask why, we don't know...**
- **Enrollment records cannot happen on the same day. They need to be sequential.**

NEVER EVER DELETE ANYONE FROM DEMOGRAPHICS!!!
If someone does not belong in your district, make their demographic record INACTIVE.
Then delete all of their enrollment records and Program service records.