



Other functions and features:

Table of Contents

The following vary by extract:

Error/Extract Summary	Various error reports may be displayed if errors are encountered. Click Print Report. Review and correct all errors. Student records are not extracted if the following conditions exist: Blank or invalid SSN, including 000000000 Blank Texas Unique Student ID Invalid student record status Duplicate SSNs (The first student encountered with the SSN is extracted; all others with the same SSN are not extracted.) Verify the counts for each record type, and determine the reason for each bypassed student. If students are bypassed: 1. Correct data in the student files. 2. Run the Delete/Clear Tables utility to delete or clear previous data for the desired tables. 3. Re-extract the data. 4. Verify the data. 5. Repeat until no students are bypassed.
Generic Pgm Code	For the Flexible Attendance, Restraint, Student Fall, Course Completion, and Discipline extracts, the code may be displayed if applicable.
Semester	For Attendance extracts only, the semester for which the extract was run is displayed.
Flex Attendance	For the Attendance extract only, this report provides a list of students participating in flex attendance programs. Review data for accuracy.
Title I Part A	For the Attendance extract only, after extracting semester 2, this report lists extract errors that are specific to Title I data. Review and correct any errors.
Assign Dis Action Nbrs	This is displayed for the Discipline extract only. Discipline action numbers are automatically assigned when the extract is run, so this field will always display Yes.
Leaver Error Summary	(Fall extract) Review the number of leaver tracking records written. Review and correct all errors.

Reports can be printed any time, as long as the row is not deleted.

	Select rows to be deleted.
Delete	Click to delete any rows selected for deletion.
Refresh	Re-retrieve the data displayed.

Print Report [Print the report for the extract \(if available\).](#)**Review the report using the following buttons:**

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.



Back Cover