

## Individual Learning Plan (ILP) District Reports Reconciliation of Student Records

### Purpose

Districts receive daily TN PULSE ILP Reports and a monthly Tennessee Investment in Student Achievement (TISA) English Learner (EL) Reconciliation Report for students identified as English learners with a current ILP eligibility and a finalized ILP. TN PULSE data is used with student data in Student Information Systems (SIS) to the state Education Information System (EIS) to calculate district funding allocations through the TISA funding formula. This guidance document will support districts as a collaborative effort among programmatic leads reconcile data errors and troubleshoot student records.

The department provides two primary resources for districts to verify EL data accuracy: 1) daily TN PULSE ILP Reports in TN Share and 2) a Monthly TISA EL Reconciliation Report in TN Share. The daily ILP reports can identify immediate data issues that can typically be resolved at the local level or with the assistance of the department's TN PULSE Help Desk team. The TISA EL Reconciliation Reports are shared monthly and should be used to track long-term issue resolution.

The TN PULSE ILP Reports are updated daily for EIS Supervisors in the district's TN Share Folder. To support data accuracy, districts should establish a process for review that includes multiple district leaders with expertise in use of the district SIS, TN PULSE, EL identification, and development and monitoring of ILPs. Monthly TISA EL Reconciliation Reports are shared with EIS Supervisors and Directors of Schools (DOS). The same collaborative approach for data review as the Daily TN PULSE reports should take place when reconciling monthly TISA EL reports.

### TN PULSE Error Reports in TN SHARE LEA Folders

The Department currently receives a nightly data file from TN PULSE which contains ILP data. After nightly processing of the ILP data file, three files are created that reflect the processing status of the records in the file. These processing reports are available in the **TN Share District folders (District Name> EIS Supervisors > Pulse)** and are **updated daily**. Older files are moved into the Archive folder each morning.

The three files generated are:

1. ILP\_Processed\_Students.txt
2. ILP\_InvalidStudents.txt
3. ILP\_Rejects.txt

If one of the files above does not exist in the folder, then there are no records for that file which met the criteria to create the file for that processing day.

### ***ILP\_Processed\_Students***

This file contains a list of ILP student records processed with no issues.

**No Action is required.** This file is for informational purposes only but can be used to reconcile students for TISA purposes.

### ***ILP\_InvalidStudents***

This file contains the list of students that do not have a valid State Student ID identifier in TN Pulse.

**Example:** 5043247 is in district 10, school 15 as per TN PULSE. However EIS shows, this student belongs to district 570. This error will also exist if the state ID does not exist in EIS.

### **Possible Action Steps:**

1. Verify the sync in the SIS to EIS/TN PULSE.
2. Verify the correct student ID exists in TN PULSE for the student. Verify length of field and that the student ID is numeric.
3. If the student has transferred districts, ensure that the student transfer is complete in TN PULSE and in the district SIS package.

### ***ILP\_Rejects***

There are **three types of errors** generated in the ILP\_REJECTS.TXT file. The file has the actual student record received from TN PULSE and an error message at the end of each student record.

**Example 1:** When any of the required data element is missing in the ILP data file from TN PULSE, an error message is generated. The required data elements are State ID, District Code, School Code, EL Status Code, EL Status Begin Date, School Year.

### **Sample Error Message:**

- "ELStatus:empty or null" when EL Status code is missing in the file.
- "StateID:empty or null" when State ID code is missing in the file.

### **Action Steps:**

- If EL Status Code or EL Status Begin Date is null or missing, please verify on Tile 4 of the active ILP that the correct plan type is selected and the "Response to Direct Service" checkbox value is correct. For EL Status Begin Date, verify the Start Date of the plan in the ILP Overview box.
  - **Note:** If Box 10 is red, then you need to go back to Box 4 of the ILP Process, populate the dates again correctly and then return back to Box 10 of the ILP and select Save.
    - This is due to a workflow navigation user issue. Returning to box 4 after the ILP has been finalized resets the workflow of creating an ILP, which removes the ELStatus and StatusBegin dates.
- If State ID, District Code, School Code, and School Year is the error, please verify the SIS to TN PULSE sync is working correctly. If the sync has run correctly and there is no error, then the information can be corrected on the Student Information >>> Personal Info page by the TN PULSE Help Desk team.

***Please submit a Zendesk ticket in TN PULSE to have this information corrected.***

**Example 2:** When there is a data TYPE violation, an error is generated by nightly processing.

### **Data Type rules for processing:**

- State ID is a NUMBER field. No characters allowed.

- Total Years in ESL is a NUMBER field. No characters allowed.
- ALL DATE fields in the file (listed below) should be in MM/DD/YYYY format. No other date formats accepted.
  - DOB, ILP Begin Date, ILP End Date, EL Status Begin Date, EL Status End Date, ESL Service Eligibility Begin Date, ESL Exit Date

#### **Sample Error Messages:**

- Couldn't parse value for column 'StateID' in 'row5', value is 'L133' – This is when State ID contains some character other than number in it.
- Couldn't parse value for column 'DOB' in 'row5', value is '4713594' – This is when DOB birth is NOT in MM/DD/YYYY format and not a DATE.
- Couldn't parse value for column 'DistrictCode' in 'row5', value is 'tnref0001' – This is when District code contains some character other than number in it.

#### **Action Steps:**

- If State ID is the error on the Student Info>>>Personal Info tab is incorrect, please contact the TN PULSE Help Desk via a Zendesk ticket to request correction.
- Total Years of ESL Service can be found on the ILP Overview tab. Please make sure this is a numeric value.
- All other date fields in the application use a calendar function to set the date. Please ensure the calendar has been used to properly set the relevant date.

**Example 3:** When there is data FORMAT issue, an error message indicating the error will be provided in the file. As of now, only the school year format has created this type of error.

#### **Data Format Rule for School Year:**

- School year must be 'YYYY-YYYY' format. Example 2024-25.

#### **Sample Error Message:**

- SchoolYear:Not in proper format or length not matches" Length should be 9 but received 8

#### **Action Steps:**

- Please contact the TN PULSE Help Desk via Zendesk to correct this issue.

### **Monthly TISA EL Reconciliation Reports**

TISA EL Reconciliation Reports are shared monthly with EIS Supervisors and DOS in **TN Share District folders (District Name> EIS Supervisors > TISA > Current Month)**. The monthly report includes the following tabs:

- **District Summary:** A summary tab of student counts within your district from the district SIS and TN PULSE.

- **EL\_SIS:** A list of students from the districts SIS with school and grade assignments, and EL status flag from SIS.
- **EL\_TNPULSE:** A list of students with completed ILPs in TN PULSE.
  - *Please note a completed ILP in the student list also includes the student record having an ILP Eligibility or ILP Identification event in the TN PULSE Student History. If a student record does not have an ILP Eligibility or ILP Identification event in the student history, the student record will not count as a completed ILP.*

### Summary of the Monthly EL Reconciliation Report

The table below provides a snapshot of the information provided in the monthly EL Reconciliation report. It is important to note these files are only provided monthly. Any updates made by the district through data reconciliation and troubleshooting of student records will not be reflected until the following monthly file is provided.

Data Element	Description	Use
<b>EL Record Count, SIS</b>	Count of individual records in SIS with EL Flags (includes L, W, T1 & T2). Individual records listed in EL_SIS tab.	Review this list to ensure all students with an EL flag in SIS are accurately identified.
<b>EL Record Count, TN PULSE</b>	Count of completed ILPs in TN PULSE. Individual students listed in EL_TNPULSE tab.	Review this list to see all students with an active ILP in TN PULSE.
<b>EL Records in SIS with no ILP in TN PULSE</b>	Count of individual records in SIS with EL Flags (includes L, W, T1 & T2) <b>WITHOUT</b> a corresponding, completed ILP in TN PULSE. To see student list, on EL_SIS tab, filter Column K to "N."	Use this list to determine enrolled EL students who are missing a completed ILP in TN PULSE. Enrolled students must have a completed ILP for EL funding.
<b>EL ILPs in TN PULSE with no EL flag in SIS</b>	Count of completed ILPs in TN PULSE <b>WITHOUT</b> a corresponding EL flag in SIS. To see student list, on EL_PULSE tab, filter column K to "N."	Use this list to determine EL students who are missing an EL flag in SIS. Add flag in SIS if student is an active EL student.

### Student Transfers

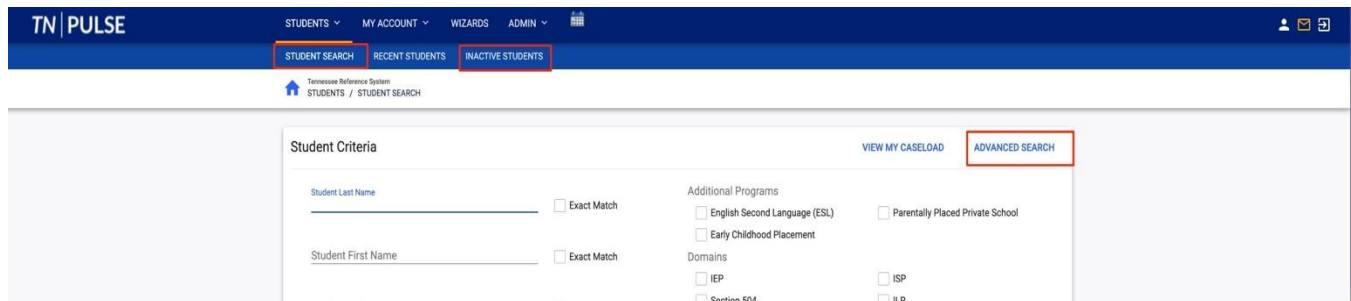
Inactivating students in TN PULSE is a district-level process. TN PULSE administrators should work with their SIS Administrators to develop a plan for inactivating students in both systems. Students should be inactivated in TN PULSE after being unenrolled/exiting from their SIS. It is important to note each district may have a unique transfer process that requires multiple steps such as a formal records request in addition to the transfer request in TN PULSE. Please consult the [Student Membership and Attendance](#)

[Procedures Manual](#) for additional information for withdrawing students from a school's enrollment. If you need more help, please consult the district TN PULSE Permission Group 1 lead(s) and your district's SIS/data lead.

Once the student transfer is complete in TN PULSE, the receiving Tennessee district must revise and finalize the student's current ILP in the new district since ESL services or other support may be different than the previous district. ILP revisions can be done by going to the student's record in TN PULSE, clicking the **fourth tile** titled "ILP Overview," and following the steps below.

1. Select *K – 3 Revision, 4 – 12 Revision, T1 Revision, or T2 Revision* from the plan dropdown, depending on the student's EL status.
2. Change the start date of the ILP to match the student's entrance date into the new receiving district.
3. Leave the original end date of the ILP from the previous district as June 30. As a reminder, ILPs are written for the school year.
4. Save and continue through each tile, updating the plan to reflect the support in the district. Please note T1 and T2 plans will not require some elements as K-3 and 4-12 plans since T1 and T2 students have exited EL status.
5. Finalize the plan in the tenth tile titled "Create ILP". Check the Student History to ensure the new finalized plan is present with a blue star.

## Advanced Student Query



Utilizing the Advanced Search will allow users to filter student information according to search needs. Additionally, LEAs should ensure they are looking for discrepant student data in the Inactive Students tab of TN PULSE.

## TN PULSE Support Manuals

The manuals listed below provide several areas of support for the development of ILPS as well as other functionalities of PULSE such as transferring student records in PULSE.

- [TDOE TN PULSE](#)
- [TN PULSE Administration Manual](#)
- [ILP Manual](#)
- [ILP Quick Guide](#)
- [ILP Instructional Decision-Making Guide](#)

## Additional Contact Information

For functionality issues related to ILP development within TN PULSE, please submit a ticket to the TN PULSE Help Desk via the Zendesk. This can be done by accessing the envelope icon located at the top right-hand side of the TN PULSE main menu page. Zendesk tickets require a student State ID, the type of plan needing support, and a detailed description of the issue within the tiles.

For EL programmatic questions regarding development, implementation, and/or monitoring of ILPs please contact the district's Title III Director or the Permission Group 3 lead in TN PULSE.