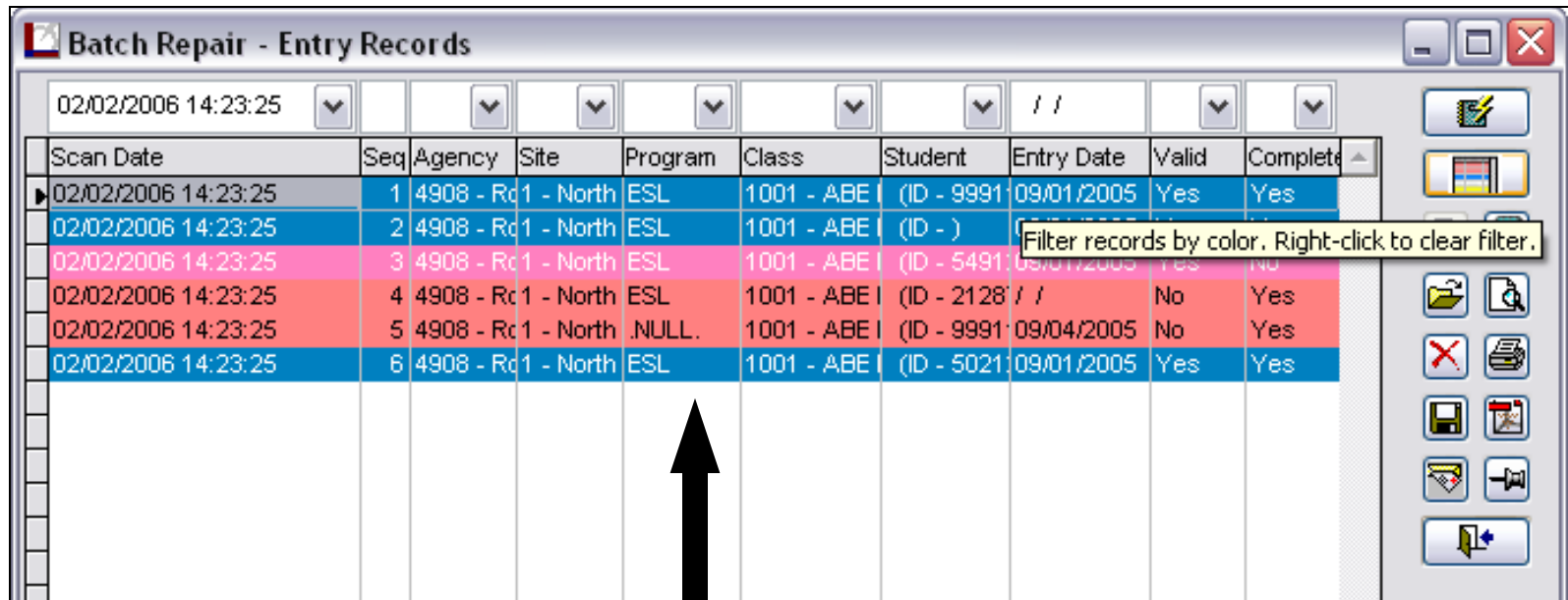


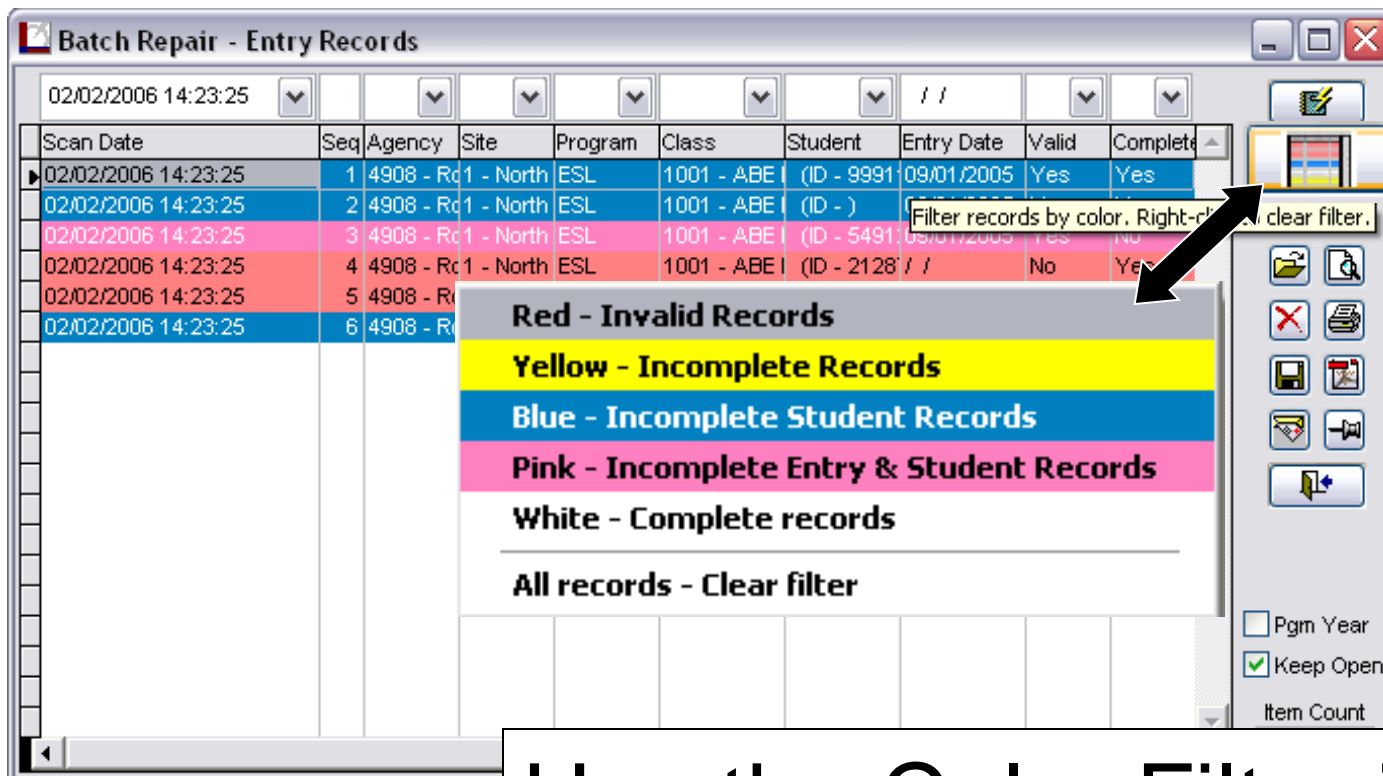
TOPSpro Record Color Codes



Scan Date	Seq	Agency	Site	Program	Class	Student	Entry Date	Valid	Complete
02/02/2006 14:23:25	1	4908 - Rc	1 - North	ESL	1001 - ABE	(ID - 9991	09/01/2005	Yes	Yes
02/02/2006 14:23:25	2	4908 - Rc	1 - North	ESL	1001 - ABE	(ID -)	09/01/2005	Yes	Yes
02/02/2006 14:23:25	3	4908 - Rc	1 - North	ESL	1001 - ABE	(ID - 5491	09/01/2005	Yes	No
02/02/2006 14:23:25	4	4908 - Rc	1 - North	ESL	1001 - ABE	(ID - 2128	/ /	No	Yes
02/02/2006 14:23:25	5	4908 - Rc	1 - North	.NULL.	1001 - ABE	(ID - 9991	09/04/2005	No	Yes
02/02/2006 14:23:25	6	4908 - Rc	1 - North	ESL	1001 - ABE	(ID - 5021	09/01/2005	Yes	Yes

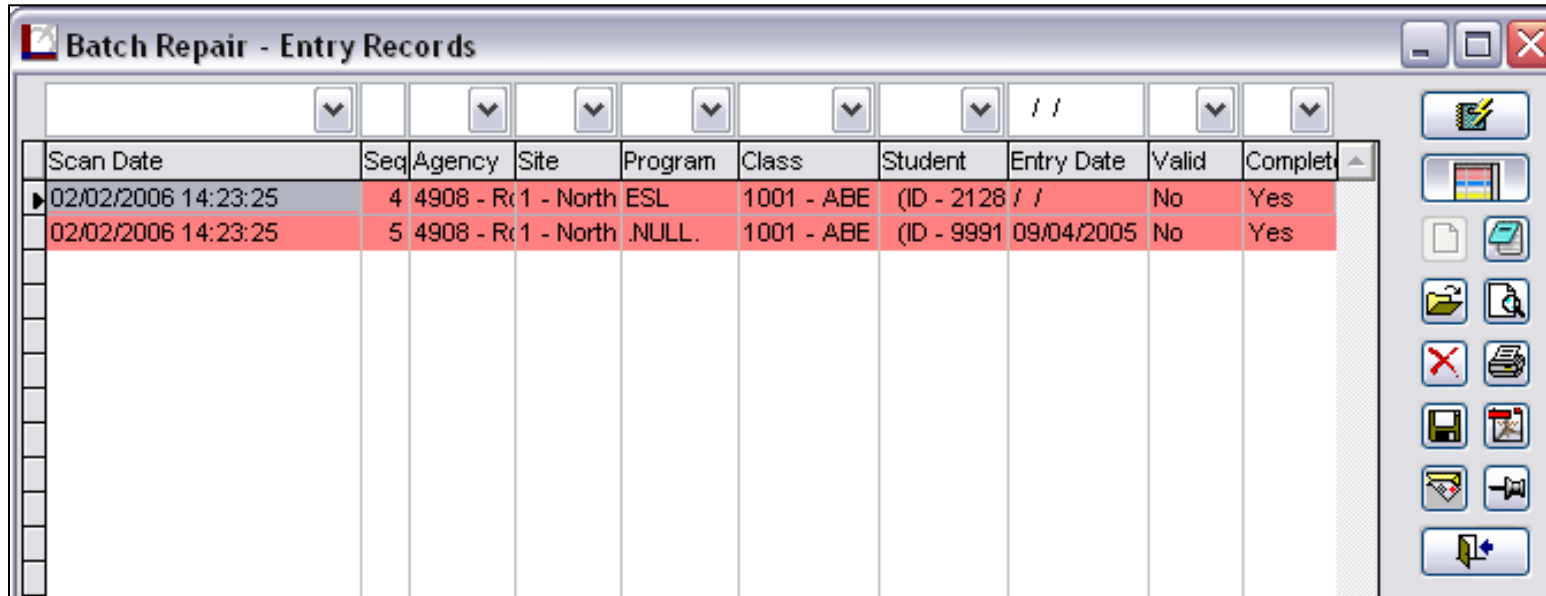
TOPSpro uses different colors to highlight records that may be missing key data elements.

Color Filter Icon



Use the Color Filter icon to filter records by color.

Red – Invalid Records



Scan Date	Seq	Agency	Site	Program	Class	Student	Entry Date	Valid	Complete
02/02/2006 14:23:25	4	4908 - Rc1	North	ESL	1001 - ABE	(ID - 2128 / /		No	Yes
02/02/2006 14:23:25	5	4908 - Rc1	North	NULL.	1001 - ABE	(ID - 9991	09/04/2005	No	Yes

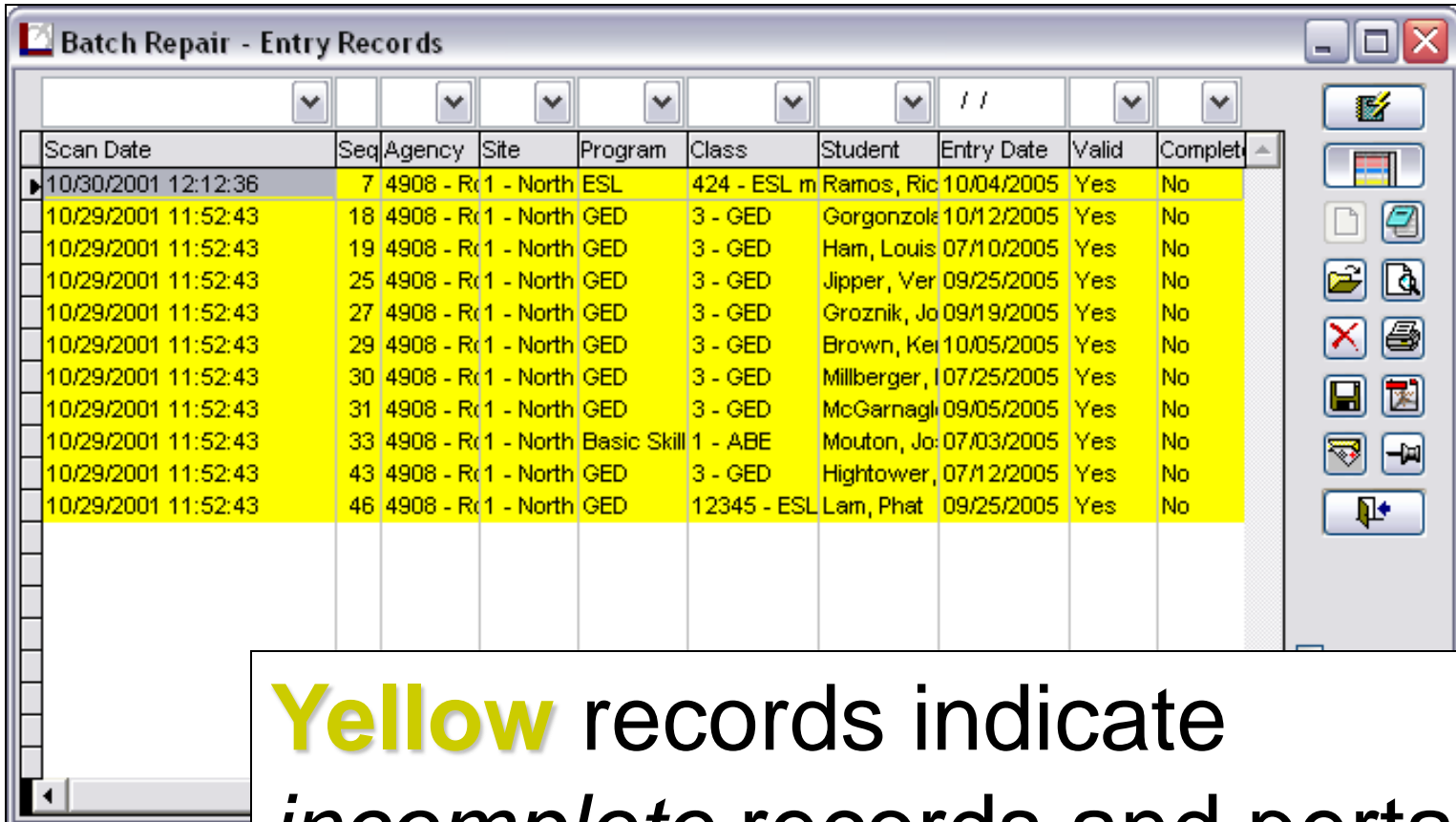
Red records indicate *invalid* records and pertain to all TOPSpro records.

Valid Records

⇒ In order to be valid in TOPSpro, a record must include the following mandatory five fields:

- 1. Student ID number**
- 2. Record Date**
- 3. Class ID number**
- 4. Instructional Program**
- 5. Test Form number**

Yellow – Incomplete Records



Batch Repair - Entry Records

Scan Date	Seq	Agency	Site	Program	Class	Student	Entry Date	Valid	Complete
10/30/2001 12:12:36	7	4908 - Rc1	North	ESL	424 - ESL m	Ramos, Ric	10/04/2005	Yes	No
10/29/2001 11:52:43	18	4908 - Rc1	North	GED	3 - GED	Gorgonzola	10/12/2005	Yes	No
10/29/2001 11:52:43	19	4908 - Rc1	North	GED	3 - GED	Ham, Louis	07/10/2005	Yes	No
10/29/2001 11:52:43	25	4908 - Rc1	North	GED	3 - GED	Jipper, Ver	09/25/2005	Yes	No
10/29/2001 11:52:43	27	4908 - Rc1	North	GED	3 - GED	Grozniak, Jo	09/19/2005	Yes	No
10/29/2001 11:52:43	29	4908 - Rc1	North	GED	3 - GED	Brown, Kei	10/05/2005	Yes	No
10/29/2001 11:52:43	30	4908 - Rc1	North	GED	3 - GED	Millberger, J	07/25/2005	Yes	No
10/29/2001 11:52:43	31	4908 - Rc1	North	GED	3 - GED	McGarnaghi	09/05/2005	Yes	No
10/29/2001 11:52:43	33	4908 - Rc1	North	Basic Skill	1 - ABE	Mouton, Jo	07/03/2005	Yes	No
10/29/2001 11:52:43	43	4908 - Rc1	North	GED	3 - GED	Hightower,	07/12/2005	Yes	No
10/29/2001 11:52:43	46	4908 - Rc1	North	GED	12345 - ESL	Lam, Phat	09/25/2005	Yes	No

Yellow records indicate *incomplete* records and pertain to all TOPSpro records.

Complete Records

The screenshot shows the 'Options' dialog box with the 'Required Fields' tab selected. The dialog is organized into several sections with checkboxes for selecting required fields. The 'Demographics' section includes 'Date of Birth', 'Gender', 'Highest Year of School', 'Highest Achievement', 'Ethnicity', 'Race', and 'Native Language'. The 'Name' section includes 'First Name', 'Last Name', and 'Phone Number'. The 'Address' section includes 'Address', 'City', 'State', and 'Zip Code'. The 'Entry' section includes 'Primary Attainable Goal', 'Secondary Attainable Goal', 'Instructional Level', 'Zip Code', and 'Labor Force Status'. The 'Update' section includes 'Status', 'Progress', 'Instructional Level', and 'Hours of Instruction'. The 'Consumer' and 'Test' sections are partially visible at the bottom. The 'OK' and 'Cancel' buttons are at the bottom right.

Section	Field	Required
Demographics	Date of Birth	Yes
	Gender	Yes
	Highest Year of School	Yes
	Highest Achievement	Yes
	Ethnicity	No
	Race	No
	Native Language	No
Name	First Name	No
	Last Name	No
	Phone Number	No
Address	Address	No
	City	No
	State	No
	Zip Code	No
Entry	Primary Attainable Goal	Yes
	Secondary Attainable Goal	Yes
	Instructional Level	Yes
	Zip Code	Yes
	Labor Force Status	No
Update	Status	No
	Progress	No
	Instructional Level	Yes
	Hours of Instruction	Yes

➡ The TOPSpro user determines which records will be complete & which will be incomplete in Required Fields.

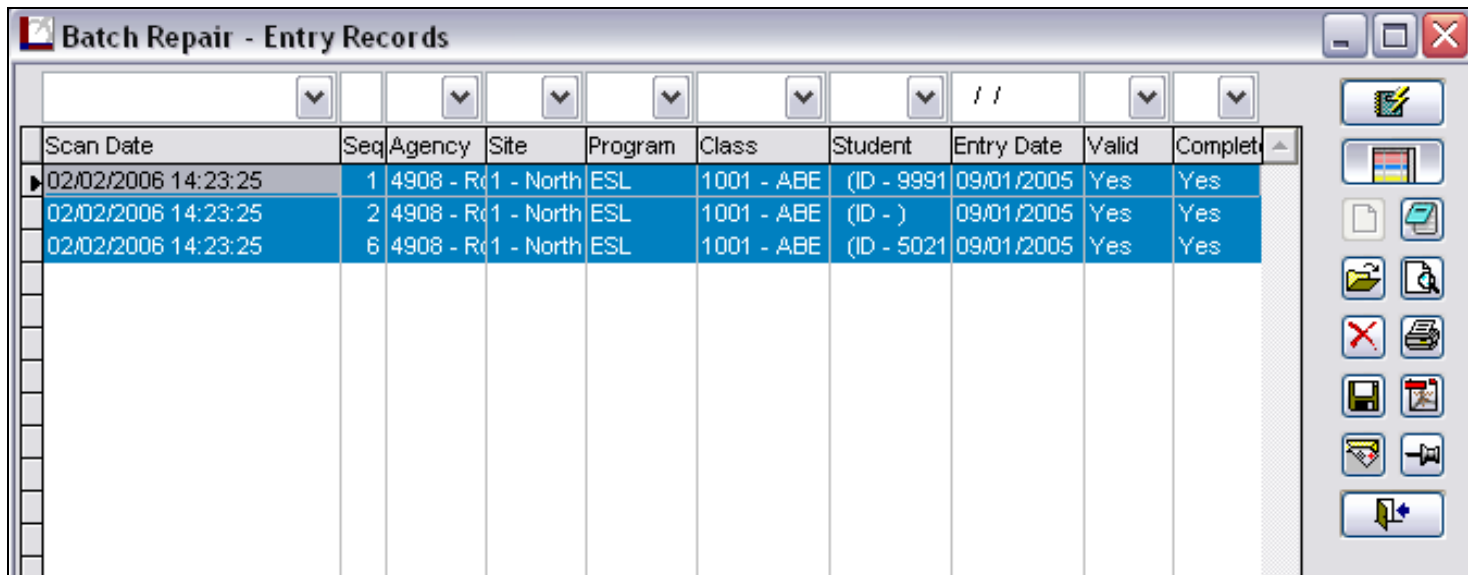
Yellow Records in Entry Lister

Batch Repair - Entry Records									
Scan Date	Seq	Agency	Site	Program	Class	Student	Entry Date	Valid	Complete
10/30/2001 12:12:36	7	4908 - Rc1 - North	ESL	424 - ESL m	Ramos, Ric	10/04/2005	Yes	No	
10/29/2001 11:52:43	18	4908 - Rc1 - North	GED	3 - GED	Gorgonzola	10/12/2005	Yes	No	
10/29/2001 11:52:43	19	4908 - Rc1 - North	GED	3 - GED	Ham, Louis	07/10/2005	Yes	No	
10/29/2001 11:52:43	25	4908 - Rc1 - North	GED	3 - GED	Jipper, Ver	09/25/2005	Yes	No	
10/29/2001 11:52:43	27	4908 - Rc1 - North	GED	3 - GED	Grozniak, Jo	09/19/2005	Yes	No	
10/29/2001 11:52:43	29	4908 - Rc1 - North	GED	3 - GED	Brown, Ker	10/05/2005	Yes	No	
10/29/2001 11:52:43	30	4908 - Rc1 - North	GED	3 - GED	Millberger, I	07/25/2005	Yes	No	
10/29/2001 11:52:43	31	4908 - Rc1 - North	GED	3 - GED	McGarnaghi	09/05/2005	Yes	No	
10/29/2001 11:52:43	33	4908 - Rc1 - North	Basic Skill	1 - ABE	Mouton, Jo	07/03/2005	Yes	No	
10/29/2001 11:52:43	43	4908 - Rc1 - North	GED	3 - GED	Hightower,	07/12/2005	Yes	No	
10/29/2001 11:52:43	46	4908 - Rc1 - North	GED	12345 - ESL	Lam, Phat	09/25/2005	Yes	No	

Yellow records that appear in the Entry Lister or in Batch Repair -

Yellow records that appear in the Entry Lister or in Batch Repair – Entry Records indicate *incomplete Entry Records (fields 10-20)*.

Blue Records



Scan Date	Seq	Agency	Site	Program	Class	Student	Entry Date	Valid	Complete
02/02/2006 14:23:25	1	4908 - R	1 - North	ESL	1001 - ABE	(ID - 9991)	09/01/2005	Yes	Yes
02/02/2006 14:23:25	2	4908 - R	1 - North	ESL	1001 - ABE	(ID -)	09/01/2005	Yes	Yes
02/02/2006 14:23:25	6	4908 - R	1 - North	ESL	1001 - ABE	(ID - 5021)	09/01/2005	Yes	Yes

Blue records only appear in the Entry Lister and Batch Repair–Entry Records and indicate *incomplete Student Records (Entry fields 3-9)*.

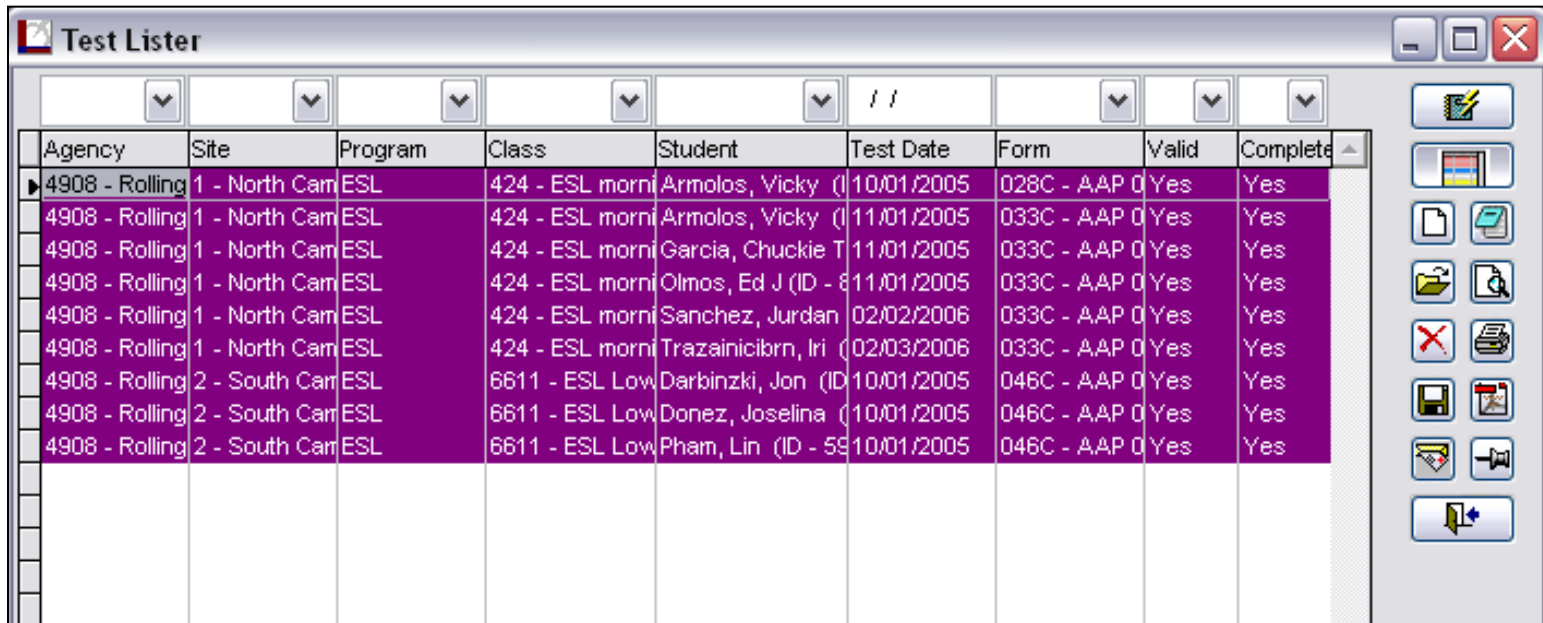
Pink Records

Batch Repair - Entry Records

Scan Date	Seq	Agency	Site	Program	Class	Student	Entry Date	Valid	Complete
02/02/2006 14:23:25	3	4908 - R01	North	ESL	1001 - ABE	(ID - 5491	09/01/2005	Yes	No
10/30/2001 12:12:36	3	4908 - R01	North	ESL	424 - ESL m	Limpia, Lou	10/08/2005	Yes	No
10/29/2001 11:52:43	14	4908 - R01	North	Basic Skill	1 - ABE	River, Autu	10/19/2005	Yes	No

Pink records are only in the Entry Lister and Batch Repair–Entry Records and indicate *incomplete Student and Entry Records*.

Magenta Records



Agency	Site	Program	Class	Student	Test Date	Form	Valid	Complete
4908 - Rolling	1 - North Cam	ESL	424 - ESL morn	Armos, Vicky (I	10/01/2005	028C - AAP 0	Yes	Yes
4908 - Rolling	1 - North Cam	ESL	424 - ESL morn	Armos, Vicky (I	11/01/2005	033C - AAP 0	Yes	Yes
4908 - Rolling	1 - North Cam	ESL	424 - ESL morn	Garcia, Chuckie T	11/01/2005	033C - AAP 0	Yes	Yes
4908 - Rolling	1 - North Cam	ESL	424 - ESL morn	Olmos, Ed J (ID -	11/01/2005	033C - AAP 0	Yes	Yes
4908 - Rolling	1 - North Cam	ESL	424 - ESL morn	Sanchez, Jurdan	02/02/2006	033C - AAP 0	Yes	Yes
4908 - Rolling	1 - North Cam	ESL	424 - ESL morn	Trazainicibrn, Iri	02/03/2006	033C - AAP 0	Yes	Yes
4908 - Rolling	2 - South Cam	ESL	6611 - ESL Low	Darbinzki, Jon (ID	10/01/2005	046C - AAP 0	Yes	Yes
4908 - Rolling	2 - South Cam	ESL	6611 - ESL Low	Donez, Joselina (I	10/01/2005	046C - AAP 0	Yes	Yes
4908 - Rolling	2 - South Cam	ESL	6611 - ESL Low	Pham, Lin (ID - 58	10/01/2005	046C - AAP 0	Yes	Yes

Magenta records are only in the Test Lister and Batch Repair–Test Records and indicate unapproved additional assessments.

Aqua Records

Batch Repair - Test & Appraisal Records

Scan Date	Seq	Agency	Site	Program	Class	Student	Test Date	Form	Valid
06/01/2005 17:31:11	7	4908 - Rc 11 - North	ESL	110 - L					
02/14/2005 12:40:14	24	4908 - Rc 11 - North	ESL	110 - L					
11/23/2004 20:38:11	17	4908 - Rc 11 - North	ESL	110 - L					
04/23/2003 10:50:29	30	4908 - Rc 6 - South	ESL	002 - E					
04/11/2003 13:08:04	17	4908 - Rc 6 - South	ESL	002 - E					
01/10/2003 10:12:12	1	4908 - Rc 6 - South	ESL	002 - E					
10/29/2002 13:08:02	17	4908 - Rc 6 - South	ESL	002 - E					
10/29/2002 11:42:52	17	4908 - Rc 6 - South	ESL	002 - E					
10/29/2002 11:42:52	28	4908 - Rc 6 - South	ESL	002 - E					
10/29/2002 11:42:52	43	4908 - Rc 6 - South	ESL	002 - E					
10/29/2002 11:42:52	45	4908 - Rc 6 - South	ESL	002 - E					
10/28/2002 14:21:48	6	4908 - Rc 6 - South	ESL	002 - E					
10/28/2002 14:21:48	7	4908 - Rc 6 - South	ESL	002 - E					
10/28/2002 12:00:27	6	4908 - Rc 6 - South	ESL	003 - E					
10/25/2002 09:23:17	19	4908 - Rc 6 - South	ESL	001 - E					
10/24/2002 11:54:05	30	4908 - Rc 6 - South	ESL	001 - E					
11/04/2001 08:17:03	3	4908 - Rc 1 - North	Basic Skill: 1 - ABE						
11/04/2001 08:17:03	4	4908 - Rc 1 - North	Basic Skill: 1 - ABE						
11/04/2001 08:17:03	5	4908 - Rc 1 - North	Basic Skill: 1 - ABE						

Filter Options:

- Red - Invalid Records
- Yellow - Incomplete Records
- ☒ Aqua - Multiple item responses
- Magenta - Test Records with Unapproved AAs
- White - Complete records
- All records - Clear filter

☐ Pgm Year
☒ Keep Open

Aqua records are only in Batch Repair – Test Records and indicate Multiple Item responses.

Brown Records

Update Lister

Agency	Site	Program	Class	Student	Update Date	Valid	Complete
4908 - Rolling	3 - East Camp	Voc./Occup.	331 - Voc Ed	Gilder, Nick (ID - 1	10/15/2005	Yes	Yes

Brown records only appear in the Update Lister and Batch Repair—Update Records and indicate imported attendance hours.