

Bulletin 2021 109

October 27, 2020

TO ALL SCHOOLS:

EXTERNAL IS NOW OPEN for Survey 5 1920.

State Batch and Validation error reports dated October 26th are available in Optispool. Corrections must be made in External. After making corrections to the Error reports, remember that if there is a transaction code "A" just correct the field in error, and press enter. If there is no Transaction code, then place a "C" and enter.

SCHOOLS MAY IGNORE THE FOLLOWING STATE ERRORS

Federal State Indicator ignore error \*82

English Language Learners Validation (62.238) ignore \*91 and \*92

**\*All Exception Errors on all Validation Reports**

HIGH SCHOOLS ONLY:

Please retrieve report FTE Totals (63.138) from Optispool and verify that your Advance Placement (AP), IB, information is correct. If you have any discrepancies, please email only someone on the State Reporting Team.

Also, please verify that report Individual List of Non-Promotions (62.667) and Individual List of Graduates (62.670) with your Guidance Department at your school. Please make corrections on the E08 panel in External for Survey 5 1920, and on the A03 panel in TERMS in order to prevent FTE errors in Survey 2 2021.

The next and Final Batch transmission to State for Survey 5 1920 is scheduled this Friday, October 30th at noon. External will be closed and not reopen.

Attached is the "How to Make Corrections" document. Please refer to this document when making your corrections. The errors mentioned in the document are not the only ones; however, they are the most common. All errors must be corrected.

[https://browardcountyschools.sharepoint.com/sites/initiatives/TERMS/Lists/IT%20Bullentins/Attachments/865/2019-20%20FTE%20Documental%20Manual\\_Final.pdf?CT=1600731547637&OR=OWA-NT&CID=14b3fdde-9459-118e-c0be-bbae1aeaa3fa](https://browardcountyschools.sharepoint.com/sites/initiatives/TERMS/Lists/IT%20Bullentins/Attachments/865/2019-20%20FTE%20Documental%20Manual_Final.pdf?CT=1600731547637&OR=OWA-NT&CID=14b3fdde-9459-118e-c0be-bbae1aeaa3fa)

If you have any questions or concerns, please contact Angela Davis, Traci Butler, Lorena Widgeon, Latoya Thompson, or Theresa Underwood in School Applications/Production Control via email.