

## Level 0 Tips

- When locking your Level 0 data for BOCES to load to Level 1, validate and lock your data, then **STOP**. Do not click the “**Create File for Level 1 Submission**” button, this will **unlock** your data and it will not be loaded to Level 1.
- Don’t forget to use the Information Reports link on the main menu to find inconsistencies in data before deadlines.
- The Dashboard Report link on the main menu screen gives you effective summary information. This report can be used to check record counts for your data before locking for submission to Level 1. Keep copies of this report so you can check each time you import data that you have not lost records.
- Before loading new files into Level 0 it is a good idea to **BACKUP** your current Level 0 info first. Go to the Data Preparation for Level 1 screen for each data type, validate and lock the data, then click on the create file button and save the file to a folder on your PC. This is a good practice to follow especially if there have been any recent updates to your SMS. *This step unlocks your data and prevents it from being loaded by BOCES. Re-validate and lock if you wish your data to be loaded.*
- To test your extract files before loading to your actual Level 0 files, use the Level 0 training site at: <https://level0training.esboces.org>
- Remember to lock Demographics when adding a new students’ Enrollment, Assessments, Programs, Snapshot or Events or they will reject for not having a Demographic record in the warehouse.
- Remember to click the Delete all Enrollment records button under step 3 of the Enrollment Data Import and Validation screen (if your SMS extracts ALL students every time) or you will get duplicate enrollment records which will create errors.
- Always load a complete District Enrollment file into Level 0 or you will be missing student records in Level 1 (We delete level 1 enrollment records before uploading Level 0 data).
- Remember to click DO NOT delete valid Level 0 assessment records in Step 3 on the Assessment Data Import and Validation screen or your assessments that were previously in Level 0 will disappear.
- Remember: Loads from Level 0 to Level 1 happen daily at 12:00 sharp
  - Demographic (Student Lite) loads update the data that is there and adds new records
  - Enrollment and Program Service loads are a full delete and replace
  - Assessment loads update existing data or add new data, no delete takes place at this step
  - SE Snapshot and SE Events data loads are a full delete and replace
- When you import a file for Program Services, remember, at Step 2 on the import screen check **ONLY** the categories in the file you are going to import. At Step 3 select “Delect all Valid P.S. records (selected categories only)” before importing the new data.  
*Only select specific categories for Program Services ON THE IMPORT SCREEN.*

- When you lock Program Services select the Check All box on the Program Service Data Prep. For Level 1 screen. This will prevent loss of your data in Level 1.

Therefore, for Program Services on the:

**Import Screen** check on the specific categories that are in the import file  
**Data Prep for Level 1 Screen** use the “Check All” box

- Some program service codes are **District Level** (you can use a location code of your BEDS code ending in 0000) and some are **School Level** (You cannot use you BEDS code ending in 0000 – this will create a level 2 error in most cases)

**District Level Services: (location can end in 0000)**

0231 LEP Eligible  
 0330 Title I – Part C: Education of Migratory Children  
 0187 Title I – Part D: Prevention and Intervention Programs for Children and Youth who are Neglected or Delinquent  
 5566 Title X – Part C: Homeless Education  
 8261 Single Parent/Pregnant Status  
 0198 Poverty  
 0220 Eligible for Alternative Assessment  
 0242 Eligible to take NYSESLAT  
 0264 Section 504 Plan  
 5753 Early Intervention Services funded by IDEA funds  
 5817 Free Lunch Program  
 5806 Reduced-Price Lunch Program  
 8272 Homeless Unaccompanied Youth Status  
 All Disability Type codes:  
     5786, 0352, 0363, 0385, 0396, 0407, 0418, 0429, 0440, 0451, 0462, 0473, 0484, 0495  
 All Safety Net type codes:  
     0550, 0572, 0583, 0594, 0605, 5775

**School Level Services: (location cannot end in 0000)**

5709 English as a Second Language  
 5676 Bilingual Program  
 5687 Two-way Bilingual Education Program  
 5698 LEP – Other Programs  
 8239 LEP Eligible but not in a LEP Program  
 5533 NCLB-Supp.Ed. Svcs. For Schools in Improvement Status under Title I  
 286 Title I – Part A:Improving Basic Programs (other than 5533)  
 5720 Title III: Services to Non-Immigrant LEP Students  
 5731 Title III: Language Instruction Immigrant LEP Students  
 5742 Title III: Part B, subpart 4: Emergency Immigration Ed Prgm  
 5872 Applied for Transfer Option-School identified as in Need of Improvement  
 5883 Applied for Transfer Option-Persistently Dangerous School  
 7022 Transfer Option Offered-School Identified as in Need of Improvement  
 7033 Transfer Option Offered-Persistently Dangerous School  
 CTE Program Codes  
 Summer School Codes