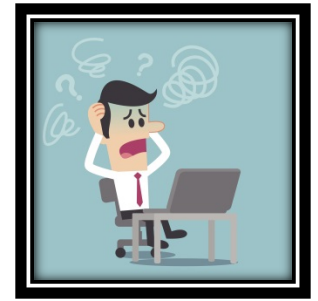# WHAT TO DO WHEN THE REPORTS GO WRONG???

- ❖ Understand what the report is looking for-*before searching, make sure the student fits the business rules*

- ❖ Start back in the beginning-*Check in your Student Management System*

- ❖ Follow the data-*Make sure student has all the correct data elements in Level 0, look at dashboard reports to make sure data was uploaded, run Information Reports for potential errors*

- ❖ Make sure data migrated to Level 2- *Resolve all your Level 2 errors in L2RPT*

- ❖ Clear NYSSIS Hold Queue-*Data will not move to Level 2 without a NYSSIS id*

- ❖ Don't forget about-*The UIAS Reports- they are packed with helpful information*

- ❖ Utilize all the tools-*ReportNet has many reports to assist in verifying your data and is refreshed daily*

- ❖ Call Student Data Services 631-218-4195 or email dwtshelp@esboces.org- *before you spend hours looking and making yourself crazy*