**Documentation for SAS EVAAS Readiness Script**

The SAS EVAAS Readiness Script was designed to identify the readiness level for a district. It runs a series of checks against various criteria to provide feedback for the district to consider. The list will be generated in numeric order according to the outline below (ex: 2ai will indicate an Invalid UIC). Please use this guide to determine if any action needs to be taken based on the information generated. In general, if an item has asterisks next to it, investigation will likely be needed. Contact support@midatahub.org with any questions.

1. **General population status** – this confirms if all the needed tables have data, and if the district and school year are correct. Verify in item 1 that the district is the correct district.
	1. Identifies if the Student table is populated. If not, then student data needs to be loaded for the school year.
	2. Identifies if the StudentSectionAssociation table is populated. If not, then student schedule information needs to be loaded for the school year.
	3. Identifies if the Staff table is populated. If not, then staff data needs to be loaded for the school year.
	4. Identifies if the StaffSectionAssociation table is populated. If not, then staff section schedule data needs to be loaded for the school year.
	5. Identifies if the Course table is populated. If not, then course data needs to be loaded for the school year.
	6. Identifies if the information is based on the correct school year needed for the process. If not, then the readiness script needs to be executed against the correct school year.
2. Verify PIC and UIC code information – Ensure that PIC and UIC codes are filled in and that the values are valid.
	1. UIC Codes
		1. Invalid UIC for student <student name> – Identifies UICs that are not 10 characters in length. These must be corrected, or the student data will be ignored.
		2. Missing UIC for student <student name> – Identifies students who do not have a UIC value at all. These must be corrected, or the student data will be ignored.
	2. PIC Codes
		1. Invalid PIC for staff <staff name> – Identifies PICs that are less than 3 characters in length or greater than 6 characters in length. These are likely to be incorrect and must be corrected, or the staff data will be ignored.
		2. Missing PIC for staff <staff name> – Identifies staff who do not have a PIC value at all. These must be corrected, or the staff data will be ignored.
3. Verify course title and subject information – Ensure that English Language Arts and Mathematics courses have valid titles and subjects.
	1. Course <course name> has no title – Indicates that the listed course code does not have a valid course title. It is important to correct this if the course is an English Language Arts or Mathematics course.
	2. Course Code Alignment – Indicates that a given course is not found in courses, student section and staff section. While this rule is in the list from SAS, the system prevents this list from occurring, so there will not be a 3b error reported.
	3. UniqueSectionCode – Make sure that students and staff both are linked to a section
		1. No students for section <section info> or No staff for section <section info> - the indicated section has staff but no students or has students with no staff assigned. The indicated section will be excluded.
		2. No student section associations for school <school name>, or no staff section associations for <school name> - the indicated school does not have student or staff schedules, so no reports will be available for that school.
4. Academic Subject codes are important in determining English language arts and mathematics courses.
	1. Missing Subject for Course <course name> – Denotes a course that does not have a subject code assigned. If this course is not ELA or Math, then the impact is minimal. If an ELA or Math course is missing a subject code, then it would be helpful to correct the data in the SIS and send through corrected information if possible.
5. Begin and End Dates on Student and Staff Section Associations – These values determine the range of time that a student was enrolled in a section, or a staff person was responsible for teaching a section.
	1. Missing student/staff section begin or end date for student/staff <student/staff name> – Will identify sections where a student of staff are missing begin or end dates. These records will be excluded.
	2. No overlap for staff <staff name> and student <student name> – The indicated staff person and student were assigned to the same section, but at different time periods, so the staff person’s teaching had no impact on the student’s learning. This record will be excluded, and is not considered an error situation, but is noted for informational purposes.
6. Staff Email – Staff email addresses are important so that staff login accounts can be created.
	1. No staff Email for <staff person> – Indicates that the staff person will not receive an account to log in. Not a huge concern if only a small number are missing, but should be addressed if the list is large.
7. Appropriate Grade Levels and Subjects – EVAAS reports are typically targeted at grade 3-7 and MATH and ELA courses in those buildings. This information item indicates which buildings have those grade levels and how many Math and ELA courses are in the listed school. If a building is shown as not having EVAAS grade levels, then it won’t be included in reporting. If a building has no math and/or ELA courses, then those subject-area based reports will not be as detailed.