# DATA QUALITY DASHBOARD: **COURSE SECTION**

| Business Rule | Error/ Warning | Tab Name | Description | Resolution |
|---|---|---|---|---|
| **Active Teacher Check** | Warning | Active Teacher | The teacher is not an active employee in the district or in the sharing district. | If the teacher is a direct employee of the district or sharing district, ensure the employee's data has been reported in the personnel data collection. If the teacher is not a direct employee, no action is necessary. |
| **Teacher SSN Format Check** | Error | Teacher SSN | The teacher's SSN is not in the correct format. | Ensure the teacher's SSN is entered correctly in the SIS and that it is a 9 digit number. |
| **No Teacher Reported Check** | Error | No Teacher | No teacher reported. | Ensure a teacher is assigned to the course in the SIS and that they are reported as the Instructor of Record. |
| **Course Code Check** | Error | Course Code | The course code reported is inactive or does not exist. | Ensure the state course code is entered in the SIS and is an active course code for the school year. |
| **Course Final Grade Check** | Error | Final Grade | Final grade must be reported. | Ensure a final grade is entered in the SIS at the end of the school year or when the student is an early graduate/exiter. |
| **Course Credits Check** | Error | Carnegie Units Missing | Carnegie units must be reported. | When a final grade is reported, ensure the Carnegie units earned are reported in the SIS for any course that offers units. |
| **Carnegie Units Allowed Check** | Warning | Carnegie Units Invalid | Carnegie units available must match the Carnegie units allowed for the course. | Ensure the number of Carnegie units available for a course in the SIS is within the allowed range in the state course code catalog. |
| **Class Course Minutes Check** | Error | Course Minutes | Instructional minutes must be between 1 and 500. | Ensure the instructional minutes in the SIS are between 1 and 500. |
| **Funding Source Check** | Error | Funding Source | The funding source must match the allowed funding sources for a course. | Ensure the funding source for a course in the SIS is in the allowed list in the state course code catalog. |

| Grade Level Check | Warning | Grade Level | Students enrolled in the course do not match the allowed grade range for the course. | Ensure the students enrolled in the course in the SIS are in the correct grade level and the correct course. |