

## Making Corrections To Your Bar Code File

If your file has validation errors, you will receive an email notification of such and will need to revisit your order on the website. There are generally two methods to make corrections to your bar code file: 1) correct the data in your SIS, extract the bar code file again and resubmit the entire file, 2) use the Excel error list file we provide to enter corrections, save it and then upload that file back to your order.

### **How to use the Excel error corrections file provided by ITP**

Note that each error has its own row, so if a student record has multiple validation errors, they will be listed on several rows.

- 1) Log in to ITP Online Tools, then click on Bar Coding in the left hand menu. Click on the folder icon in the row of the order you wish to address and you will be taken to the file management screen for that order.
- 2) To open a file click on the icon under “View” for the file you want to open. The PDF file there contains a summary of your whole file: counts by grade and other demographic breakdowns. The Excel file there contains the errors, a list of student record identifiers and corresponding errors flagged by validation.
- 3) Review the errors listed in the Excel file and enter corrections in the column “Correction For Field” (See below regarding coding for some common and specific error corrections).
- 4) When you are done editing, save the edited file to your computer/server and close it.
- 5) Next you should upload that Excel file to your bar code order. Click the Browse button (“Choose File” on a Mac) to locate the edited Excel corrections file on your computer/server, select the file, and click OK.
- 6) Click the Upload button. If the file submission was successful, you will see a message to that effect and a new red-shaded row with the current date and time will appear in the “View a file” section.
- 7) ITP will process your corrections and send an email with the new validation status of your file.

### **Tips on coding some common/specific error corrections**

- a) If a validation error is listed that you believe is actually correct, type an “X” in the “Correction For Field” space. Occasionally, depending on the type of error, ITP may contact you for additional information/verification.
- b) A blank entry is a valid value for certain data fields in the bar code file. Type the word “Blank” (without the quotes) into the “Correction For Field” column to indicate that the correct value is a blank entry. If you just leave “Correction For Field” blank, it will appear as though you didn’t make any corrections.
- c) Errors may appear for students that are no longer in your district. You can type “Delete” (without the quotes) into the “Correction For Field” column to have that student removed from your bar code file.

- d) If you receive the error “Race (Missing)”, you can type one/any of the following names or abbreviations into the “Correction For Field” column as it may apply: Hispanic or H, White or W, Black or B, Asian or A, NativeAm or N, HawaiiPI or P.  
**PLEASE NOTE: You may receive the “Race (Missing)” error if your student is coded as Hispanic ethnicity but no race is selected.** A student’s ethnicity/race classification is a two-part question: Is the student Hispanic? What race(s) apply to the student? A race(s) must be designated regardless of whether the Hispanic ethnicity applies.
- e) On rare occasions when a Birth Date error is indicated, it turns out the birth date is correct, but the grade is wrong. You can correct the grade in the corrections file by following this procedure:
- i. Change the entry in the “Field Description” column from “Birth Date” to “Grade”
  - ii. Enter the correct grade in the “Correction For Field” column. **Note:** It is possible that Excel might reformat your grade correction as a date or some other number type. To fix this, select the cell where you entered the grade, then go up to the Excel menus and select Format, then Cells, then General (these instructions may vary depending on your version of Excel). Your number should now appear correctly.