Resolving Errors and Queries

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Pupil Census 2023/24

For All Schools

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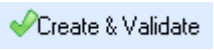
Create and Validate a Census Return

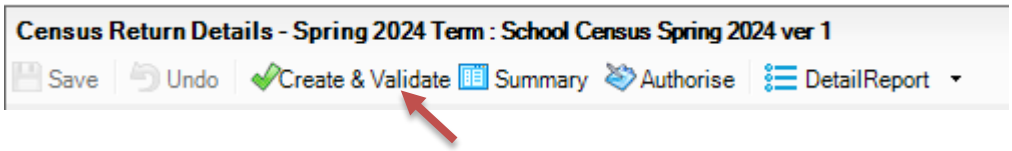
When you have completed the census panels and finished any necessary editing of student records, you are ready to validate and produce a return file. You can **Create and Validate** the same census return as many times as you wish. Some users run this process as a tool for finding inaccuracies in their return. These users work through the validation fails and errors until the file is clean of all errors long before census day.

If you do not already have the School Census return open, select **Routines / Statutory Returns / School Census** to open the **census return** browser.

Double click on the required file in the browser to open your return in the **Census Detail** panel.

Click on the **Create and Validate** option to start the process

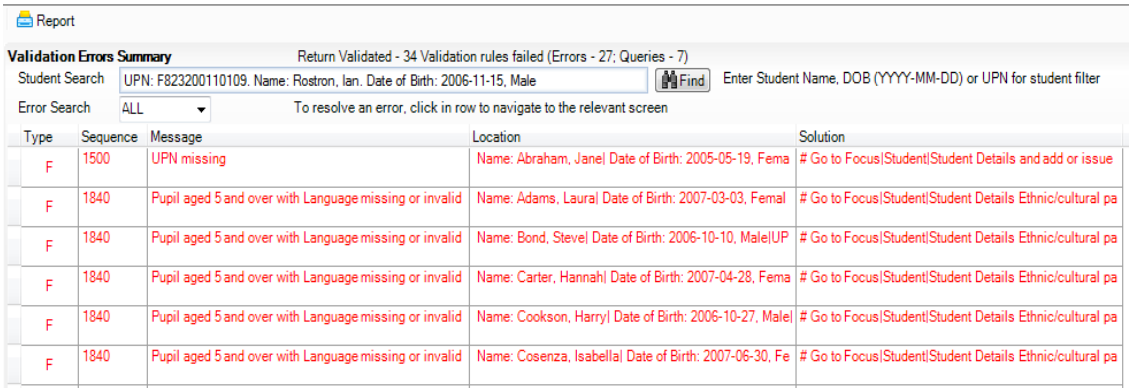




When the validation
of the return is complete the **Validation Errors Summary** panel displays.

If you find it useful, you can click on the drop-down list to filter on one error code at a time or you can click on the Report icon to print the entire error list.

You can use the Student search to find an error or errors for a specific student.

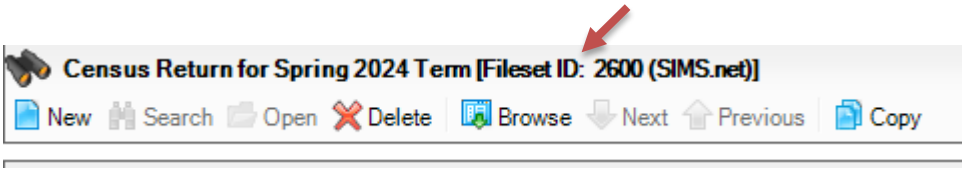


Return **Fails** will appear at the top of the screen in red and return **Queries** will appear underneath in black.

Fails and queries are assigned specific validation error codes, as seen in the second column entitled **Sequence** in the **Validation Errors Summary** report. If you need help with a specific error, please quote this error code when you log a call with The Service Desk.

The **Location** column will list the student's name if the error relates to missing data or inaccuracies found on that student's record. **Location** details and **Solution** details can point to other areas of SIMS .net or to panels contained within the census return. This is the area you will need to visit to correct the error. You can drag column boarder lines to increase the width of a column, so as to read the complete solution message.

If you wish to log a call with The Service Desk about any validation errors or queries, please take note of the **Validation Fileset ID** number, found at the top of the screen of an open census file, as well as the specific error or query number as listed in the **Validation Errors Summary** panel.
Closer to census day, you may need to import new filesets into SIMS, so as to correct or add to the validation rules that check the accuracy of your return. The Fileset ID number will change every time a new fileset is imported.



Resolving Errors and Queries

Student Validation Errors:

Typical failures for individual students tend to be concerned with data such as missing UPNs, missing or incorrect ethnic codes, incorrect SEN information.

To correct a **Failure** for an individual student, **double click** on the appropriate row. This will take you to the **Student Detail** screen of that particular student record. Make changes to the student data as per the **Failure message** and then **Save** the record in the normal way.

Close down the **Student Detail** screen and you will be returned to the **Validation Errors Summary** screen. The error will remain on the validation failure list until you **Create and Validate** your return again after your data amendment.

Queries:

You will need to check all **Queries**. If a query applies to an individual student, you can **double click** on the appropriate row and fix the query.

Continue to work through the list of errors until all **Failures** have been corrected and all **Queries** have been investigated.

Once all your **Failures and Queries** have been resolved, you must run **Create and Validate** again to give the system a chance to update your amendments in the census return.

Note: If you have created a return before the census date to check on likely validation errors, you **MUST** **Create and Validate** again on census day. You should also **Authorise** your final return on census day.