

MEMORANDUM

TO: Deans/Directors of Basic Skills
Assessment & Retention Specialists
System Administrators

FROM: Terrence Ann Shelwood
Gloria S. Johnson

SUBJECT: Literacy Education Information System (LEIS)
1999 Annual Literacy Data Report

DATE: August 4, 1999

The Annual Literacy Data Reports (ALDR) are due in the North Carolina Community College System Office by August 16, 1999. A problem has been detected in the process that computes contact hours so it is imperative that you install Service Call 1902 before you send your report. To ship the report, please perform the instructions as follows.

- ⌘ The “**Create Annual Data Report Records**” program, menu sequence **5-1** in CC.LI, creates the literacy unit-record data that it sends to the System Office. While building the data, a report listing errors and warnings will print. Errors *must* be corrected before you can send the data to the System Office. Warnings indicate possible problems that *may* need to be resolved before sending the data. Remember, students who did *not* register within 140 days of the end of the report period and who *do not* have a Separation and/or Achievement(s) indicating completion will count as “Separation Reason Unknown.”
- ⌘ A report summarizing the unit record data will print when the program is through building the data. The report will be in the same format as last year. In addition, Performance Indicators will print with your ALDR for your review.
- ⌘ The “**Ship Annual Data to NCCCS**” program, menu sequence **5-2** in CC.LI, selects your LI.ANNUAL.DATA file.

EXPLANATION -- Read Carefully

Your LI.ANNUAL.DATA file will be selected. (In the attached example, 1856 records were selected.) The system will delete the previous year's transferred flat file. Since this is the second year that you will be using this program, one record will be deleted.

Next, the system defaults will be cleared and your LI.ANNUAL.DATA file will again be selected. A utility program will then create a flat sequential file of the literacy data to be sent to the System Office. Once the flat file is created, a transfer utility program will append your college code to the name of the file and ask if you want to proceed (Y/N).

- ⌘ Respond with “**Y**” to send the file. Respond with “**N**” to cancel the file transfer.

EXPLANATION -- Read Carefully

If you respond with “Y” to send the file, the ftp file transfer process will begin, and information will be displayed on your screen.

- ⌘ Next, you will be asked, “Was the file transfer successful? (Y/N)” If the information displayed on your screen indicates that a connection to sco.ncdccc.nc.us was made, the PORT command was successful, an ASCII mode data connection for your LI.ANNUAL.DATA.FLAT_### was made, and the transfer is complete, then respond with “Y.” Respond with “N” and notify your systems administrator if your transfer does not appear to be successful.

- ⌘ Press **ENTER** to continue.

Whether the transfer was successful or not, you will see a message on the screen asking you to ***“Please notify Gloria Johnson at the System Office that you have submitted the annual data file.”*** Please use E-mail if it is available to notify Gloria of the status of your file transfer or to ask for help if needed. ***In addition, please include in the notification the total number of students served—this will enable us to verify your data.*** Gloria’s E-mail address and telephone number will be displayed on your screen. Enter “**OK**” to indicate that you have read the message on your screen. ***Note! To transfer the literacy data flat file a second time in the same year, you will need to notify Gloria first.***

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A status report will be maintained on the system web page (www.ncccs.cc.nc.us) as reports are received. A three-day grace period is given on all reports; however, reports not transferred and received before August 20 will be listed as late. If you need additional information or have questions concerning any of the processes, please call or E-mail:

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TAS
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