



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

**MEMORANDUM**

**TO:** CIS Phase 2A Basic Skills Deans/Directors  
CIS Phase 2A Project Managers  
CIS Phase 2A System Administrators

**FROM:** Terrence A. Shelwood  
Director of Planning and Data Coordination

**DATE:** May 5, 2005

**SUBJECT:** LEIS Conversion

We have received several questions concerning the procedures that Phase 2A colleges should follow in preparing to convert LEIS to Colleague. As you know, the Literacy Data Report is due annually to the Department of Education for funding purposes. We are requesting that you not convert your LEIS data until the System Office has received and accepted your Annual Literacy Data Report (ALDR) for PY 2004-05.

Normally the ALDR is due in August or September; however, Phase 2A colleges can send in their reports anytime after the end of the Spring Semester. (You can run your ALDR at any point during the year to get a head start on correcting your errors.) At the end of the Spring semester, create your report using the dates from the beginning of Summer 04 to the end of Spring 05, correct all errors and ship the report to the Data Warehouse only. Jonathan McDougald, Applications Analyst Programmer in the Data Warehouse Section, will process the report and send you any additional errors found as a result of the Data Warehouse (DW) editing process. You need to correct the DW errors, recreate the report, and send it in again to the DW only. The process is repeated if necessary. When the report is clean, Jonathan will notify you and you can then convert the LEIS data into Colleague and begin entering your Summer data.

If you convert your data before the report is clean, you will have to do double entry into the IIPS system and Colleague. If you convert before you correct all errors, then errors found by the ALDR system and the Data Warehouse will be converted into Colleague. You should also be aware that none of the student contract information from IIPS is converted into Colleague.

S05-011  
Email Only

CIS Phase IIA Basic Skills Deans/Directors, et al.

Page 2

May 5, 2005

Those of you who did not send in your Summer and Fall semesters report to the DW in March and would like to get a jump on the DW errors, you can still send that report to Jonathan. Follow the same procedure as you do for the end of the year report, use the dates from the beginning of Summer to the end of Fall, send the report to the DW, and proceed as instructed above.

Please contact me, should you have questions or need additional information about any of the procedures mentioned above.

c: CIS Phase 2A Presidents  
Saundra Williams  
Keith Brown  
Bob Blackmun  
Marcia Daniel  
Jonathan McDougald  
Melissa Pope  
Patsy Spencer

S05-011  
Email Only