



Resolving Common Literacy Errors

ATTENDANCE HOURS WITH NO POP_ARC RECORD

*Enter a Service Now incident to work one on one with BSA
To fix errors.*

INVALID ASSIGNED_EFL

NO ENTRY EFL ON XLE.POP.ARC

Check EFL onInsert EFL in Assign EFL field on XLEPT

INVALID PERSON.STU.PER.RACES

Check ethnic/race on RGPE. Update to correct ethnicity

LESS THAN 91 DAYS BETWEEN POP1 AND POP2

LESS THAN 91 DAYS BETWEEN POP2 AND POP3

For students that have the incorrect number of POPs and should have 1 POP:

Use XLEFIX – Reset Student

For students that have the incorrect number of POPs and should have more than 1 POP:

1) Using Web Attendance data for the student, determine what the separation date should be for POP1.

2) Reset the student using XLEFIX. (This takes the student to 1 POP.)

*3) Request your local IT to update XLE.STUDENTS - XLE.LAST.DT.ATTEND to the separation date (last date of attendance before 90+ day lapse). ***IMPORTANT: DO NOT GO TO XLESI UNTIL YOU HAVE COMPLETED STEP 4.***

*4) Run XLEAD. ***This may be an IT function at your college. To speed the process up, users should not be entering LEIS data while processing.***

5) Go to XLESI for the student, the separation has occurred on POP 1 and POP 2 should be created.

6) If the student should have more than 2 POPs, continue:

- a. Repeat step 1 – using the next separation date.*
- b. SKIP step 2*
- c. Repeat step 3 – using the date from step a.*
- d. Repeat step 4*
- e. Repeat step 5 to create the next POP.*

TRICR + CREDITS EARNED < REQCR

Check credits and update as needed on XLEPI