



**Corrected CELDT file
Received from the Testing Vendor
February 13, 2007**

There are many different issues occurring with Districts who have received a corrected CELDT file from the testing vendor with the possibility of multiple tests being loaded into the file with only a generic test date of 12/1/2006. This document contains some of the issues that have been brought to our attention along with possible suggestions as to how to handle some of these scenarios.

It is crucial that you first meet with your database administrator to determine how your CELDT test files have been previously loaded between July and November 2006. Prior to updating ANY scores from the corrected CELDT file received from the testing vendor you should discuss with your database administrator what they feel is the best way in handling this issue.

Due to the different scenarios that have occurred Eagle Software cannot take any responsibility on determining how your District should handle this issue. Your District must determine the best approach to take in correcting the issues that have occurred due to the corrected file received from the testing vendor.

It is highly suggested that prior to loading ANY CELDT scores that you create a backup of your Aeries database and use a copy of your database to load and verify data. **DO NOT** use live data. **We strongly suggest that you verify your data is correct.** Once the data has been verified and you feel comfortable that scores are now correct and there are no duplicates, this same process can then be run against the live database.

Please be aware that Eagle Software's objective is to provide their users with documented procedures, such as the one that follows, in an attempt to expedite the steps necessary to accomplish certain tasks within *Aeries*[™]. However, Eagle Software recognizes that each school and district using *Aeries*[™] has established their own unique guidelines and policies.

By using these procedures you assume full responsibility for the appropriate application, the results of their use, any impact upon your database and conforming to all guidelines and policies that have been established by your school or district.

The following are some of the scenarios that have been noted by Support:

1. Districts found that there were not a large number of changes in the corrected file that they received from the testing vendor.

- **It is highly suggested that if there are minimal scores that need to be updated from the corrected file then you should NOT load the file into Aeries. It would be safer to hand enter these changes into the Aeries Test form which would eliminate the possibility of creating duplicate records.**

2. You have only given the CELDT test ONCE from July – November and have only received ONE file from the testing vendor containing CELDT scores which has already been loaded into Aeries. You have also loaded the corrected CELDT file from the testing vendor into Aeries and used the test date from the previous file that was loaded into Aeries.

- **If you have the updated version of Aeries from 2/2/2007 the Import Fixed Length File program now allows you to enter a Test Date. If you have already loaded the corrected CELDT file and used the previous test date the old scores would have been deleted and the new scores would have been re-added. So there should not be any duplicate scores. We do suggest that you verify your data.**

3. You have only given the CELDT test ONCE from July – November and have only received ONE file from the testing vendor containing CELDT scores which has already been loaded into Aeries. You have NOT loaded the corrected CELDT file from the testing vendor into Aeries.

- **If you have the updated version of Aeries from 2/2/2007 the Import Fixed Length File program now allows you to enter the Test Date that was previously entered. Verify the test date within the TST table for the CELDT test file previously loaded. Use the Import Fixed Length File program to update the new corrected file into Aeries BUT remember to use the previous date loaded. This will delete the old scores and re-add the new scores. We do suggest that you verify your data.**

4. You have given the CELDT test multiple times from July – November and received MULTIPLE files from the testing vendor and all scores have been loaded into Aeries. You have NOT loaded the corrected CELDT file from the testing vendor into Aeries.

- **You can wait for the testing vendor to determine how they will be handling this issue with one corrected CELDT file containing scores from July-November.**
- **In a COPY of the Aeries database you could delete all CELDT records from July – November. Load the corrected file into the copy of your database with the 12/1/2006 date. Verify how many records were loaded with the 12/1/2006 date. Compare this total to the number of CELDT records from July – November in the Backup of Aeries.**

5. You have only given the CELDT test ONCE from July – November and have only received ONE file from the testing vendor containing CELDT scores which has already been loaded into Aeries. However, you also loaded the corrected CELDT file using the 12/1/2006 reporting date that is in this file for ALL scores and now have duplicates.

- **In a COPY of the Aeries database you could delete all CELDT records from July – November and leave the 12/1/2006 test scores in the TST table. Verify how many records were previously loaded with the 12/1/2006 date. Compare the total number of records to the total number of CELDT records from July – November in the Backup of Aeries. The only issue will be that ALL will only have 12/1/2006 as the testing date.**

6. You have given the CELDT test multiple times from July – November and received MULTIPLE files from the testing vendor and all scores have been loaded into Aeries. However, you also loaded the corrected CELDT file using the 12/1/2006 reporting date that is in this file for ALL scores and now have duplicates from various test dates.

- **In a COPY of the Aeries database you could delete all CELDT records from July – November and leave the 12/1/2006 test scores in the TST table. Verify how many records were previously loaded with the 12/1/2006 date. Compare the total number of records to the total number of CELDT records from July – November in the Backup of Aeries. The only issue will be that ALL scores in this date range will only have 12/1/2006 as the testing date.**

7. You have given the CELDT test multiple times from July – November and received MULTIPLE files from the testing vendor and all scores have been loaded into Aeries. However, when loading the corrected CELDT file a prior test date was entered. The CELDT scores for the date entered into Import Fixed Length Files were deleted and re-added. Any other remaining records that were in the corrected CELDT file were then added with this test date which created duplicate records.

- **You can wait for the testing vendor to determine how they will be handling this issue with one corrected CELDT file containing scores from July-November.**
- **In a COPY of the Aeries database you could delete all CELDT records from July – November. Load the corrected file into the copy of your database with the 12/1/2006 date.**