

Connected User Experience (CUES) Student Data Validation Recommendations

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The Kentucky Department of Education (KDE) recommends using the Infinite Campus [Data Validation Report](#) tool (Tool Search: Data Validation Report) to find and correct data quality issues in student data used for the Connected User Experience System (CUES). It is recommended that these validation rules be run prior to starting the CUES project and continually on a routine basis.

Data Validation Group	Data Validation Rules (System)	Data Identified and Solution
Student Rules	Current year students who have no state ID	Students who are in the current school year who have no state ID number assigned (state ID field is null or blank). Solution: Submit the SSID Issues Form for KDE assistance.
Student Rules	Students who have no student number	The student number field is null/blank when the person has an enrollment record. Solution: Assign the appropriate student number on the student's Demographics record.
Student Rules	Students who have the exact same name and birth date	Multiple students who have the exact same first name, last name, and birth date. Solution: Compare the students. If they are unique people, no action is needed. If they are the same person, combine the records using the Combine Students tool.
Student Rules	Students who have the same state ID	Multiple students who have the same state ID number. Solution: Compare the students. If they are unique people, use the SSID Issues Form to report the issue. If they are the same person, combine the records using the Combine Students tool.
Student Rules	Students who have no enrollments	Persons who have a student number who do not have any enrollments. Solution: Determine if the person should have an enrollment. If so, add the appropriate enrollment and schedule.
Scheduling Rules	Student's grade level not found in calendar	Enrolled student's grade level is not listed in the enrolled calendar. Solution: Update the calendar setup and grade levels if needed. Update if the enrolled grade if it is incorrect.
Scheduling Rules	Students enrolled with no schedule	Students who are enrolled in a calendar but is not enrolled in any course sections. Solution: Schedule the student into courses as needed.
Census Rules	People who have unusual characters in their name	Persons who have characters other than letters, spaces, dash (-), period (.), or apostrophe (') in their first, middle or last name. Solution: Prioritize correcting names as appropriate when Relation to School is Student/Self .

What student data is used for CUES?

Infinite Campus is the authoritative source for student data for the CUES project. For a student to be provisioned into CUES, Infinite Campus must have:

- **First Name** (Census | People | Identities)
Last Name (Census | People | Identities)
Student Number (Census | People | Demographics)
- **Student State ID** (Census | People | Demographics)
- **Grade** (Student Information | General | Enrollments)
- **Enrollment Start Date** (Student Information | General | Enrollments) in active year without External LMS Exclude selected
- **User Account**

See the [Enrollment data standard](#) for guidance on creating a student in Infinite Campus. See the [OneRoster 1.2 Data Models document](#) for a complete list of data that will be available to CUES.

For more information about the CUES Project and to view other documentation, visit [KETS CUES Resource Hub](#).

What is the Data Validation Report?

The [Data Validation Report](#) tool allows users to generate reports containing data based on Validation Groups established via the Validation Groups tool. District users can run the report against their local data set or the state's data set. A Data Validation Report returns data quality issues that may need to be corrected based on validation groups established via the [Validation Groups tool](#).

Three system groups include the recommended rules to verify the student data for CUES project: Census Rules, Scheduling Rules and Student Rules. These rules should be sufficient for verifying student data needed for CUES project success. A district may opt to create a data validation group containing only the rules specified in the table to focus on data quality issues impacting CUES. These reports contain Personally Identifiable Information (PII) and are for internal use only. Use caution when printing/sharing any report that contains Personally Identifiable Information (PII).

NOTE: Users MUST have at least read tool rights to the Data Validation Report and their user groups should be assigned to the applicable reports in the Validation Groups Tool to generate the report. See [Data Validation Report](#) documentation for more information. If the Data Validation Report tool is not available, please follow the district policy for requesting additional tool rights.