**UNIVERSITY SYSTEM OF GEORGIA
INFORMATION TECHNOLOGY SERVICES**

GeorgiaBEST
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Non-Academic Requirements

National Student Loan Clearinghouse Reporting, Regents' Test Load, and Student Schedule Form

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 8.24

Information Technology Services

July 2013

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Table of Contents

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Using Non-Academic Requirements Introduction to Non-Academic Requirements

Purpose

The Non-Academic Requirements module provides information on the National Student Loan Clearinghouse Reporting and Loan Data Systems, the Regents' Test Load Process, and the Student Schedule Form.

Target Audience

Institutional staff responsible for reporting to National Student Loan Clearinghouse, processing Regents' Test scores, and maintaining schedule information.

Purpose and Scope of Document

This document explains how to use the Georgia Enhanced Non-Academic Requirements.

- National Student Loan Clearinghouse Reporting
- National Student Loan Data Systems
- Regents' Test Load Process
- Student Schedule Form

Graphics

Graphic cues used in this document assist with labeling of steps and items that are particularly important.

Steps for recovery or support.

For additional information, see references.

Exercise caution.

Warning: an error here is critical.

References

For information about the baseline product, see *SGHE Banner Student User Guide.*

Support

For additional ITS resources and support, contact the ITS Helpdesk:

- o Web support request self-service:
  http://www.usg.edu/customer_services
- o E-mail: Helpdesk@usg.edu

For emergency, business interruptions, or production down situations, call the ITS Helpdesk immediately

- o 706-583-2001
- o Toll free within Georgia: 1-888-875-3697

National Student Loan Clearinghouse Reporting (NSLCR)

Overview

Use the following processes and reports:

Descriptive Title	Name
Time Status Calculation Update Process	ZFRTMST
Clearinghouse Extract Report	ZFRNSLC

NSLCR Process Flow

Description

The National Student Clearinghouse (NSC) tracks and reports information to lenders and guarantors of student loans and can be used to report student enrollment information. The purpose of NSLCR is to reduce the number of students who default on loans.

Process Flow Overview

Complete the following steps for the National Student Loan Clearinghouse Reporting and Data Systems.

I. Access the Process Submission Control Form	
Access the Process Submission Control Form	GJAPCTL

↓

II. Update Time Stamps	
Update time stamps for NSLCR and NSLDS reporting	ZFRTMST

↓

III. Verify NSLCR Reports	
1. Generate the Clearinghouse Extract Report	ZFRNSLC
2. Review the Report Output.	.lis & .log

Using the NSLCR

I. Access the Process Submission Control Form (GJAPCTL)

Introduction

Update time stamps for NSLCR reporting using the Time Status Calculation Update process (ZFRTMST). The process also calculates the number of hours enrolled.

Determine the Withdrawn Enrollment Status and calculate hours to exclude the withdrawn courses on the Clearinghouse Extract Report (ZFRNSLC).

Purpose of Enhancements

The Time Status Calculation Update Process (SFRTMST) has been cloned as ZFRTMST, which is used to update time stamps for both NSLC and NSLDS reporting. The Clearinghouse Extract Process (SFRNSLC) has been cloned as ZFRNSLC. The Student Status Confirmation Report (SFRSSCR) has been cloned as ZFRSSCR.

The cloned reports account for requirements for the Georgia HOPE enhancement, the Satisfactory Academic Progress enhancement, and Academic Data Warehouse reporting. The Clearinghouse Extract Report (ZFRNSLC) uses an alternative method from Banner baseline for determining Withdrawn Enrollment Status(es) and calculating hours so that withdrawn courses are not included.

ZFRTMST, ZFRNSLC, and ZFRSSCR use the values entered in the Withdrawn Enrollment Status Code(s) to determine a Withdrawn status instead of checking the Headcount flag associated with a student's Enrollment Status code.

Warning

Note: When using ZFRTMST, ZFRNSLC, and ZFRSSCR, disable the Dynamic Calculation of Time Status and Update/Insert of Time Status Records by setting the 'Calc Time Status' indicator on the Term Control form (SOATERM) to 'N.' Otherwise, when Time Status Calculations occur in SFAREGS, SFAMASS, and VSATREG, set the 'Calc Time Status' indicator on SOATERM to 'Y.'

Access GJAPCTL Enter the seven digit acronym 'GJAPCTL' in the Go To field of GUAGMNU.

II. Update Time Stamps

Update time stamps for NSLCR (ZFRTMST)

The Time Status Calculation Update process (ZFRTMST) updates the time stamps for both NSLCR and NSLDS reporting. First ZFRTMST calculates hours enrolled by adding all hours, then subtracts hours associated with courses whose Course Status Code(s) match the Withdrawn Course Status Code(s) parameter.

Parameters for ZFRTMST

No	Name	Required?	Description/Instructions	Single / Multiple Entry	Default Values
01	Term code	Y	Enter term for time status update.	Single	
02	Campus Code	Y	Enter campus code of % for all campuses.	Single	%
03	Level Code	Y	Enter student level code of % for all levels.	Single	%
04	Enrollment Status Code	Y	Enter enrollment status code(s) that indicate that the student has withdrawn.	Multiple	
05	Course Status Code (s)	Y	Enter course status code(s) that indicate withdrawn hours.	Multiple	
06	Run Mode	Y	Enter (A)udit Mode or (U)pdate mode.	Single	A

III. Verify NSLCR Report

1. Generate the Clearinghouse Extract Report (ZFRNSLC)

ZFRNSLC corrects the handling of students not enrolled in the current term by checking for a withdrawn status for these students in the last enrolled term. For students who withdrew in the last term attended, the error messages that they have a missing or invalid time status are not generated.

The Clearinghouse Extract Report Process (ZFRNSLC) uses SPRIDEN_ID for SSN if SPBPERS_SSN is not available and if SPRIDEN_ID is a valid SSN. The report checks SFRSTCR to ensure that only students who are actually enrolled and registered are selected.

New optional parameters have been added to SFRNSLC to allow more flexibility in reporting. Users can report the start and end dates of enrollment by student for a term. Courses must have the **Count in Enrollment** indicator checked on STVRSTS for the course registration status code, and the student cannot be withdrawn. Optionally, users can report information for a student for majors 1 and 2 and the associated CIP codes, email address, gender, race, class level, Banner ID, and SSN.

Parameters for ZFRNSLC

No	Name	Required?	Description/Instructions	Single / Multiple Entry	Default Values
01	Term Code	Y	Enter registration term for processing.	Single	
02	Student Attributes to Exclude	N	Enter student attribute(s) to exclude from reporting.	Multiple	
03	Report Flag	Y	Enter 'Y' (Standard Report) or 'N' (Non-Standard Report).	Single	Y
04	Address Hierarchy	Y	Enter priority and address type.	Multiple	
05	Report Date	Y	Enter certification date of the report.	Single	SYSDATE
06	Run Mode	Y	Enter '1' (Report of Missing/Invalid Data, '2' (EDI TS190 output or '3' (EDI.Smart TS190 output.	Single	1
07	Graduate Level Code	N	Enter the code for graduate level courses.	Multiple	
08	Application Code	N	Enter application code. Required to run with Population Selection.	Single	
09	Selection Identifier	N	Enter selection identifier. Required to run with Population Selection	Single	
10	Creator ID	N	Enter creator ID. Optional to run with Population Selection	Single	
11	User ID	N	Enter user ID. Optional to run with Population Selection	Single	
12	Effective Withdrawal Date	Y	Enter the effective withdrawal date from SFRWDRL if available (else SFBETRM).	Single	N
13	Branch Code	N	Enter two-digit numeric branch code.	Single	00
14	Create Summary Report	Y	Enter 'Y' (create optional report for run modes 2, 3) or 'N'.	Single	Y
15	Enrollment Status Code(s)	Y	Enter enrollment status code(s) to determine withdrawn status.	Multiple	
16	FICE Code	N	Enter FICE Code if different FICE codes are used for branch campuses.	Single	
17	Major 1 and CIP Code	N	Enter *Y* to include the Major 1 and CIP code in the extract.	Single	
18	Major 2 and CIP Code	N	Enter *Y* to include the Major 2 and CIP code in the extract.	Single	
19	Email Address	N	Enter *Y* to include the email address in the extract.	Single	
20	Gender	N	Enter *Y* to include the gender in the extract.	Single	
21	RACE	N	Enter *Y* to include the race in the extract.	Single	
22	Class Level	N	Enter *Y* to include the class level in the extract.	Single	
23	Banner ID	N	Enter *Y* to include the Banner ID in the extract.	Single	
24	SSN	N	Enter *Y* to include the SSN in the extract.	Single	
25	Select Actual Enrollment Dates	N	Enter *Y* to report the enrollment start and end dates by student for the term.	Single	

2. Review the Report Output

Sample .lis output file:

```
22-MAY-2013 08:08:38                          Database                                     PAGE 1
201102                                Clearinghouse Extract Report                          ZFRNSLC

BANNER ID   Name                            SSN        DOB       EB Status    EB Change      Enroll Start/End     Grad Date
                                                                              Status Date
---------   ------------------------------ ---        ---       ---------    -------------  -----------------    ---------

001025591   Jensen, Eric Frogman            001025591  19680729  EB8 - L                     20110106 - 20110427  20020809

22-MAY-2013 08:08:38                          Database                                     PAGE 2
201102                                Clearinghouse Extract Report                          ZFRNSLC




                    * * * REPORT CONTROL INFORMATION - ZFRNSLC - Release ZFRNSLC 8.22 * * *


                               TERM: 201102
           STUDENT EXCLUDE ATTRIBUTES: None entered.
                        REPORT FLAG: Y
                        REPORT DATE: 22-MAY-2013
                   ADDRESS HIERARCHY: 1MA
                           RUN MODE: 2
                CODE FOR GRAD LEVEL: U
                   APPLICATION CODE:
                SELECTION IDENTIFIER:
                         CREATOR ID:
                            USER ID:
                             BRANCH: 00
                               FICE: 001602
          EFFECTIVE WITHDRAWAL DATE: N
              CREATE SUMMARY REPORT: Y
             ENROLLMENT STATUS CODE: AW
               MAJOR 1 AND CIPC CODE: Y
               MAJOR 2 AND CIPC CODE: Y
                      EMAIL ADDRESS: Y
                             GENDER: Y
                               RACE: Y
                        CLASS LEVEL: Y
                          BANNER ID: Y
                                SSN: Y
          REPORT START AND END DATES: Y
     PROCESS BY STUDENT CENTRIC PERIOD: N
                       RECORD COUNT: 54
          Please see .txt file for NSC flat file.
```

Sample .log output file:

```
Username: Connected.

RUN SEQUENCE NUMBER: zfrnslc completed successfully
156 lines written to /home/banjob/zfrnslc_804737.lis

Connected.
Connected.
```

Student Schedule Form (ZSASECT)

Description

The Student Schedule form (ZSASECT) is a clone of Banner baseline Schedule form (SSASECT) that allows the Instructional Method field to be updated after registration has occurred for the course section. The field has been used by some institutions to identify sections to be extracted through the ICGORLDI process. Previously, the Instructional Method field prevented any updates when registration existed for the section.

Delivery Technology

The Delivery Technology tab facilitates the entry of distance education technology information. The Delivery Technology tab is essentially a clone of the Section Contracts portion of the Contract and Block Schedule Information tab from the Schedule Detail form (SSADETL). The Instructional Method field can be cleared and blank. The Delivery is also accessible via the Options menu for ZSASECT. Some form field names have been changed, but the field validations will remain the same and the data will be stored in the same SSRSCCD table fields as are currently used by SSADETL. The information entered on ZSASECT will backfill the SSADETL fields.

Resource

Refer to the Curriculum Technology User Documentation
(http://www.usg.edu/georgia_best/busproc_docs/Curriculum+Technol
ogy+User+Documentation.pdf) for more information about entering
distance technology information.

Section Schedule Update Process (ZSRSCHD)

Overview   The Section Schedule Update process (ZSRSCHD) was designed to allow the updating of the Schedule Type in the Course Section Information of the Student Schedule form (SSASECT) and the Meeting Times and Instructor tab (SSRMEET) after registration has occurred so that editing on the form is locked. The ZSRSCHD process will update both Schedule Type fields for a specific term and CRN.

1. Run in Audit Mode (ZSRSCHD)   Run the ZSRSCHD process with 'A' in parameter 04.

Parameters for ZHRSCHD

No	Name	Required?	Description/Instructions	Default Values
01	Term	Y	The term in which the CRN resides that this process will be run for.	
02	CRN	Y	The CRN that will be updated.	
03	Schedule Type	Y	The Schedule Type code that will be inserted in ZSASECT and SSRMEET.	
04	Run Mode	Y	'A' or audit mode prints a report without updating the database. 'U' is update mode, which updates the database. 'A' is the default value and is best practice for the initial run.	A

2. Review the report generated from Audit Mode

Review the output to make sure both SSBSECT and SSRMEET would be updated and no errors are received.

```
NOV-30-2010 10:16:32 AM        OIIT                                            PAGE 1
TERM: 200908                   Section Schedule Upd Process                    ZSRSCHD

CRN   TERM   SUBJ CRSE  SECTION DESCRIPTION           SCHD STATUS
80522 200908 ACCT 101G  Y01     Acctg - Testing - Graduate    A    SSBSECT Record Changed; SSRMEET Record Not Found

NOV-30-2010 10:16:32 AM        OIIT                                            PAGE 2
TERM: 200908                   Section Schedule Upd Process                    ZSRSCHD


* * * REPORT CONTROL INFORMATION - ZSRSCHD 8.6 * * *

TERM:              201108
CRN:               80522
SCHEDULE TYPE:     A
RUN MODE:          A

RECORD COUNT: 1
```

3. Run in Update Mode (ZSRSCHD)

After correcting any errors, run the ZSRSCHD process with 'U' in parameter 04.

Parameters for ZHRSCHD

No	Name	Required?	Description/Instructions	Default Values
01	Term	Y	The term in which the CRN resides that this process will be run for.	
02	CRN	Y	The CRN that will be updated.	
03	Schedule Type	Y	The Schedule Type code that will be inserted in ZSASECT and SSRMEET.	
04	Run Mode	Y	'A' or audit mode prints a report without updating the database. 'U' is update mode, which updates the database. 'A' is the default value and is best practice for the initial run.	A

4. Review the report generated from Update Mode

Review the output to make sure both SSBSECT and SSRMEET are updated.

```
NOV-30-2010 09:59:29 AM      OIIT                                                    PAGE 1
TERM: 200908                 Section Schedule Upd Process                           ZSRSCHD

CRN    TERM    SUBJ CRSE  SECTION DESCRIPTION                SCHD STATUS
80522 200908 ACCT 101G  Y01    Acctg - Testing - Graduate    A    SSBSECT Record Changed; SSRMEET Record Changed

NOV-30-2010 09:59:29 AM      OIIT                                                    PAGE 2
TERM: 200908                 Section Schedule Upd Process                           ZSRSCHD


* * * REPORT CONTROL INFORMATION - ZSRSCHD 8.6 * * *

TERM:            201108
CRN:             80522
SCHEDULE TYPE:   A
RUN MODE:        U

RECORD COUNT: 1
```

Appendix A: Document History

This section details the history of the document and updates made for each modification.

Release and Date	Page	Update Description
Georgia Enhancements 7.21, September 2009	NA	Cloned ZFRTMST and ZSRNSLC to incorporate baseline defect corrections and new parameter 16 for ZSRNSLC
Georgia Enhancements 8.0, March 31, 2010	NA	Updated screenshots for 8.0 Added Appendix B
Georgia Enhancements 8.3, June 30, 2010	NA	Updated screenshots for 8.3 Cloned ZFRTMST and ZFRNSLC to incorporate baseline defect corrections and new parameters for ZFRNSLC
Georgia Enhancements 8.6, December 17, 2010	18-20	Added a new section for ZSRSCHD
October 31, 2011	3	Added explanation of ZFRTMST and ZSRNSLC enhancements
Georgia Enhancements 8.13, May 31, 2012	19-20	Updated screenshots for 8.13. Added text regarding the Instructional method.
Georgia Enhancements 8.24 July 31, 2013	Appendix B Appendix C	Added Appendix B which now has the Regents' Test Score Load process (ZHRRTLD) which has been decommissioned. Moved the process flow to Appendix C

Appendix B: Process No Longer Supported

Appendix B includes the Regents' Test Score Load process (ZHRRTLD), for which ITS has discontinued support.

Regents' Test Load Process Flow

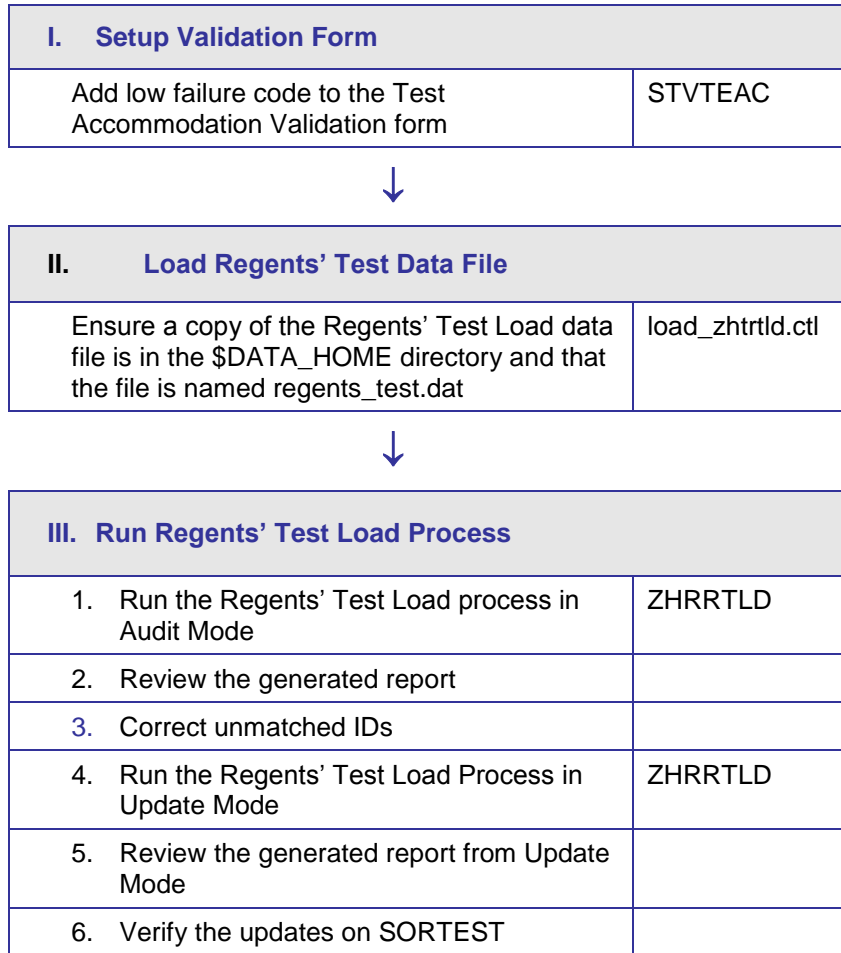**Description of the Regents' Test Load Process**

The Regents' Test Score Load process (ZHRRTLD) loads Regents' Test scores for the reading and essay tests into the SORTEST table. For each record in the Regents' test scores file, the student ID is searched against the tables, SPRIDEN and SPBPERS, and the test score codes are validated against the Test Code Validation form (STVTESC).

Effective Fall 2008, two new fields will be included in the Regents' Test data load file. These fields will indicate "low failure" for the Reading and Essay portions of the Regents' Test. The existing Regents' Test Score Load process (ZHRRTLD) and ZHRTRLD table have been updated to load the new fields into the Accommodation field on the Test Score Information form (SOATEST).

"Since the Regents' Skills Requirement addresses the minimum levels of collegiate reading and writing skill, the core curriculum will develop that level in the great majority of students. However, there are some cases in which basic skills may be at such a low level that the student needs more help than offered through the core curriculum. So, in addition to the pass-fail status on the Regents' Test, indicators of "low-failure" will be identified for institutional use. These indicate when students' performance is not close to the cutoff point, which in turn will indicate that those students need early intervention in order to augment the core curriculum. The indicators (one for reading and one for writing) are included on students' data records which are returned to institutions after each test administration (a "1" in column 54 of the Regents' Test data record indicates a low-failure for reading and a "1" in column 55 of the Regents' Test data record indicates a low-failure for essay)."

Regents' Test Load Process Flow Overview

Complete the following steps for the Regents' Test Load Process.

I. Setup Validation Form	
Add low failure code to the Test Accommodation Validation form	STVTEAC

↓

II. Load Regents' Test Data File	
Ensure a copy of the Regents' Test Load data file is in the $DATA_HOME directory and that the file is named regents_test.dat	load_zhtrtld.ctl

↓

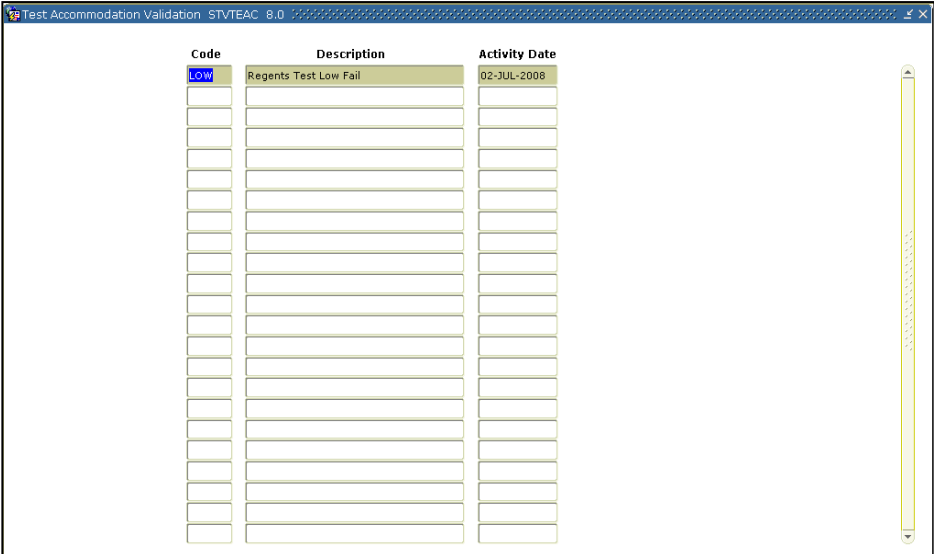| III. Run Regents' Test Load Process	
1. Run the Regents' Test Load process in Audit Mode	ZHRRTLD
2. Review the generated report	
3. Correct unmatched IDs	
4. Run the Regents' Test Load Process in Update Mode	ZHRRTLD
5. Review the generated report from Update Mode	
6. Verify the updates on SORTEST	

Using the Regents' Test Load Process

I. Setting Up Validation Code

Overview

Create a low failure code in the Test Accommodation Validation form (STVTEAC).

1. Create a low failure code

On the Test Accommodation Validation form (STVTEAC), add the code "LOW" with the description "Regents' Test Low Fail". This code will be loaded into the Accommodation field on SOATEST for any records that are indicated as low failures in the Regents' Test score data file.

II. Load Regents' Test Data File

Ensure a copy of the file is in the directory

The Regents' Test Load data file must be in the $DATA_HOME directory, named regents_test.dat. From the $BANNER_HOME/gamod/misc directory, run the following command (you will be prompted for the password):

sqlload control=load_zhtrtld.ctl log=zhtrtld.log userid=general

Regents Test Scores File Format

Field Name	Position	Length
ZHTRTLD_INST	1-2	2
ZHTRTLD_ID	3-11	9
ZHTRTLD_NAME	12-31	20
{unused}	32	1
ZHTRTLD_REPEAT_CODE	33-33	1
ZHTRTLD_PREV_TEST_SCHOOL	34-35	2
ZHTRTLD_READ_SCORE	36-37	2
ZHTRTLD_READ_PER	38-39	2
ZHTRTLD_READ	40	1
ZHTRTLD_ESSAY_SCORE	41	1
ZHTRTLD_TOT_COMP	42	1
ZHTRTLD_TEST_DTYR	43-46	4
ZHTRTLD_PARTS	47	1
ZHTRTLD_RTFORM	48	1
ZHTRTLD_RATING	49-51	3
ZHTRTLD_TEST_DTMO	52-53	2
ZHTRTLD_RTPR_IND	54	1
ZHTRTLD_RTPW_IND	55	1

Sample File

Sample of the data file follows:

```
11001165595Wolfe      Nero    2 0673312120081    4 1
11001141606Goodwin    Archie  2 0 0 001920082 11  41
11001099877Rowan      Lily    2 0653412120081     411
11001086095Cramer     Inspec  2 0613612120081     4
11001049546Cohen      Lon     2 0763510920083    4 1
```

III. Run Regents' Test Load Process

Overview

The Regents' Test Load process can be run in Audit or Update mode; however, best practice is to run the process in Audit before running in Update.

Audit mode checks the validity of student IDs and test scores but does not update SORTEST. A report is generated describing any errors found in matching student IDs or in the test scores. The report also describes what updates would have been made to SORTEST. Counts of the numbers of test scores that would have been processed or rejected also are reported.

Update mode checks the validity of Student IDs and test scores and also updates SORTEST for matching Student IDs and valid test scores. A report is generated describing any errors found in matching Student IDs or in the test scores. The report also describes what updates have been made to SORTEST. Counts of the numbers of test scores processed or rejected are also reported.

Run in Audit Mode (ZHRRTLD)

Run ZHRRTLD in Audit Mode by specifying 'A' as the only value.

Parameters for ZHRRTLD

No	Name	Required?	Description/Instructions	Default Values
01	Run Mode	N	(A)udit Mode prints a report without updating the database. (U)update Mode updates the database. 'A' is the default value and is best practice for the initial run.	A

1. Review the report generated from Audit Mode

The report generated identifies records that would have been added to SORTEST and records that would not have been added to SORTEST because of unmatched Student IDs or invalid test scores.

The PARTS field in the .lis file specifies which test scores for each record are validated and updated:

If PARTS = 1, both test scores are processed.

If PARTS = 2, only the essay score is processed.

If PARTS = 3, only the read score is processed.

```
19-MAR-10 08:48:32                                                                              PAGE    1
                                              Regents Test Score Load                           ZHRRTLD 8.0
                                      REGENTS' TEST SCORE UPDATE - AUDIT MODE

INST  STUDENT                         R PREV --READING-- ESSAY TOT LOW  TEST DT      RT          UPDATE  ACTIVITY
CODE  ID NUMBER  STUDENT NAME         C INST SCORE PER R SCORE COMP FAIL YYYY/MM PARTS FORM RATING FLAG    DATE
----  ---------  -------------------- - ---- ----- --- - ----- ---- ---- ------- ----- ---- ------ ------  --------

 11   001049546  Cohen       Lon      2   0    76  35  1    0     9  LOW  2008/ 4   3                  A    19-MAR-2010
 11   001086095  Cramer      Inspec   2   0    61  36  1    2     1       2008/ 4   1                  A    19-MAR-2010
 11   001141606  Goodwin     Archie   2   0     0   0  0    1     9  LOW  2008/ 4   2           11     A    19-MAR-2010
 11   001099877  Rowan       Lily     2   0    65  34  1    2     1  LOW  2008/ 4   1                  A    19-MAR-2010
 11   001165595  Wolfe       Nero     2   0    67  33  1    2     1  LOW  2008/ 4   1                  A    19-MAR-2010

19-MAR-10 08:48:32                                                                              PAGE    2
                                              Regents Test Score Load                           ZHRRTLD 8.0
                                        REGENTS' TEST SCORE UPDATE SUMMARY

                                     * * * REPORT CONTROL INFORMATION * * *

                                         PROGRAM VERSION:GA Mod 8.0

                                            --- JOB PARAMETERS ---

                                  RUN MODE A(UDIT) / U(PDATE):A

                                            --- RECORD COUNTS ---

                  COUNT OF REGENTS' TEST SCORE RECORDS PROCESSED:    5
                                                            4:   0

                             ----- FOR RECORDS WITH A VALID SSN -----

                       COUNT OF READING SCORE RECORDS UPDATED:   0
                         COUNT OF ESSAY SCORE RECORDS UPDATED:   0
                        COUNT OF READING SCORES OUT OF RANGE:   0
                          COUNT OF ESSAY SCORES OUT OF RANGE:   0
```

2. Correct unmatched IDs

Problems with unmatched student IDs can be resolved through either of the following two methods.

1. Edit the input data file with a text editor to correct Student IDs. Correct any unmatched Student IDs that can be corrected. Load the data as described in *Load Regents' Test Data File*.

2. Data file entries are held in an Oracle table (ZHTRTLD) that allows the editing of student IDs and the resubmission of test scores that were not processed during the Audit. Edit the ZHTRTLD table using SQL Plus. **Important:** Do *not* reload the data with sqlload, or you will overwrite the changes you just made.

Temporary ZHTRTLD Table Format

Field Name	Length
ZHTRTLD_INST	2
ZHTRTLD_ID	9
ZHTRTLD_NAME	20
ZHTRTLD_REPEAT_CODE	1
ZHTRTLD_PREV_TEST_SCHOOL	2
ZHTRTLD_READ_SCORE	2
ZHTRTLD_READ_PER	2
ZHTRTLD_READ	1
ZHTRTLD_ESSAY_SCORE	1
ZHTRTLD_TOT_COMP	1
ZHTRTLD_TEST_DTYR	4
ZHTRTLD_PARTS	1
ZHTRTLD_RTFORM	1
ZHTRTLD_RATING	3
ZHTRTLD_TEST_DTMO	2
ZHTRTLD_UPDATE_FLAG	1
ZHTRTLD_ACTIVITY_DATE	DATE
ZHTRTLD_RTPR_IND	1
ZHTRTLD_RTPW_IND	1

3. Run in Update Mode

After you have resolved the unmatched student IDs, run ZHRRTLD through GJAPCTL, specifying 'U' for Update Mode as the only value.

Parameters for ZHRRTLD

No	Name	Required?	Description/Instructions	Default Values
01	Run Mode	N	'A' or audit mode prints a report without updating the database. 'U' is update mode, which updates the database. 'A' is the default value and is best practice for the initial run.	A

4. Review the report generated from Update Mode

Check the report that indicates records added to SORTEST and records not added to SORTEST. Records not added have unmatched Student IDs or invalid test scores.

5. Verify test score information loaded on SOATEST

Verify updated records on SOATEST. Existing SOATEST records (those with valid data on the initial run) will have been overwritten with the same information, but without reporting an error.

The "LOW" code is loaded into the Accommodation field on SOATEST based on the low failure indicator in the test file.

Appendix C: Process Flow

```
┌─────────────────────┐        ┌─────────────────────┐
│                     │        │                     │
│  Update time status │        │ Load Regent's Test  │
│                     │        │     data file       │
│                     │        │                     │
└──────────┬──────────┘        └──────────┬──────────┘
           │                              │
           ▼                              ▼
┌─────────────────────┐        ┌─────────────────────┐
│                     │        │                     │
│ Generate            │        │ Load Regents' Test  │
│ Clearinghouse       │        │      scores         │
│ extract report      │        │                     │
└─────────────────────┘        └─────────────────────┘


            ┌─────────────────────┐
            │                     │
            │ Update course       │
            │ section             │
            │ instructional       │
            │ method              │
            └─────────────────────┘
```