



Possible June Literacy Education Information System Reporting Issues

Dear Community College Family,

Let me take a moment to introduce myself: My name is Arthur Hohnsbehn and I am serving in the role of System Office Data Coordinator. One of my duties in this role is to support the timely reporting of data to the System Office.

You are receiving this email because some of you may encounter one of the following situations that will impact your ability to meet the due date for the June Literacy Education Information System Report. Both situations are the result of additional edits being applied to improve the quality of the data used in the federal report. It is critical to correct these errors as soon as possible. The June Literacy Education Information System Report is used for reporting data to the U.S. Department of Education.

1. Error preventing the transmission of the June Literacy Education Information System Report to the System Office

When preparing the file, your college receives the following error: **“POP begin date is after POP end date”**. This error prevents transmission until the file is corrected. Please reference the Knowledge Article titled *LEIS Reporting Error: “POP begin date is after POP end date”* (KB0010839) published in the NCCCS Service Portal at <https://ncccs.service-now.com/sp> in the Application Support Knowledge Base.

2. Error preventing the processing of the June Literacy Education Information System Report to the Data Warehouse

As part of loading of data into the Data Warehouse, additional edits are applied to files. These errors must be corrected before the System Office can complete processing for the reporting year. If errors occur in your file, you will receive an email from a member of the Business Intelligence Solution Development Team listing the errors.

Refer to the document titled *Resolving Common Literacy Errors* (KB0010835) published in the NCCCS Service Portal at <https://ncccs.service-now.com/sp> in the Application Support Knowledge Base.

If you need assistance, please submit an Incident to the System Office via the NCCCS Service Portal at <https://ncccs.service-now.com/sp>. When completing the Incident form, please ensure the following selections are made:

Category: Student | Subcategory: LEIS/NRS

After you have resolved the errors, please resubmit the file as soon as possible.

How do I know if I have problems?

If an error did not display that prevented transmission, then you should be able to transmit the file.

If the error referenced in number 1 displays, follow the steps outlined to correct the error.

If you question whether the System Office has received your file, access the June Literacy Education Information System report [status page](#). This page is manually updated in the morning, around noon, and at the end of the business day. (Please note this is being done for this report period. Normally it is done once a day.) Do not submit an incident to request status.

I checked after one of the update periods, and my college is not listed. What does that mean?

Make sure your college didn't receive an error email about the data you submitted. The email is sent to the email address included in the file (populated on XLEP). If the email address comes back as unknown, the System Office forwards the error to the College Data Coordinator.

If your college is listed as received and you have not received an email about errors, then you should be fine for this reporting period.