



Alternative Delivery of Specialized Instructional Services (ADSIS) Service Hour Spreadsheet (SHS) Pre-Submission Checklist

Please See SHS Appendix A or the SHS instructions for more details. The SHS is provided as an Excel file.

1. Am I using the correct SHS template from the current year?
2. Does student data start on the fourth line of the SHS?
3. Is all student data on the first tab (first sheet) of the SHS?
4. Especially if aggregating across schools, is all data in the same and correct formats? For example, dates are in the correct format mm/dd/yyyy and the same across all student data rows.
5. If cutting and pasting from multiple schools, have data issues been checked for each school before submission? Does data agree across all schools?
6. Are Minnesota Automated Reporting Student System (MARSS) numbers correct for all students?
7. Are some MARSS numbers duplicated for some students (i.e., does each student have a unique MARSS number)?
8. Have any extra text values been removed from fields where they don't belong (e.g., typed words such as 'NA' or 'didn't complete' in the Math Progress Level field)?
9. Has the school number, district number, and district type been entered for all students?
10. Do all values with leading zeroes (ideally) either have all (and only) leading zeroes or no leading zeroes? In other words, have any 'cheat' characters been removed (e.g., "*0001234567890", "'0001234567890", or "0001234567890")?
11. Have the MARSS numbers, student names (first and last), and student birthdays been double-checked?
12. Have the correct codes (1,2,3,4, or 5) been used for the Progress Values (**do not** use SAME, SIGI, etc.)?