



Student Data Reporting System

User Guide

Workforce Training and Education Coordinating Board
Student Data Reporting System

Table of Contents

Contents

Introduction to Student Data Reporting System 1

How to Register and Log In 2

Updating Your School’s Information..... 3

Submitting a Current Data Report 5

Troubleshooting Guide 11

 I forgot my password. 11

 I can’t remember the email address associated with my account. 11

 I keep getting error messages when uploading my data through the Excel spreadsheet..... 11

Introduction to Student Data Reporting System

A secure and efficient way to submit your data

Welcome to the Workforce Training and Education Coordinating Board (Workforce Board) Student Data Reporting System, where you can submit, edit and review your Annual Student Data Report.

The system takes advantage of encryption technology that allows for secure file transfer and storage. This helps keep your student records and personally identifiable information private and safe.

The system also helps ensure data you submit is error-free. By standardizing codes, program titles, and data types, the system is able to automatically check the information you send and uncover common problems, like invalid dates. This helps eliminate costly, time-consuming corrections, and boosts data quality.

Data is due each year

You must submit your Annual Student Data Report by a set due date each year. If necessary, request an extension.

User guide takes you through the system step by step

The following pages will take you through the student data reporting system, showing you how to submit the data, how to check for errors, and how to make any changes. We think you'll find it useful.

Need help right away?

If you have questions and cannot find the answers in this guide, call us at (360) 709-4600 or email at datareporting@wtb.wa.gov. Expect a response within one business day.

Who reports student data?

- All schools licensed by the Workforce Board.
- All schools with a program on the Eligible Training Provider list as shown on Career Bridge.

How to Register and Log In

To start your Annual Student Data Report, edit it, or view it, you'll need to log in. But first, you will need to be authorized as a registered user. (See box at right.)

If you already have an account and know your email address and password, you can log in. If you're a new school you'll need to complete the steps below.

New schools: Next steps

1. Fill out form to receive a temporary password

After you fill out and return the user authorization form, we will send you an email with a temporary password and account information. Check your email's spam filter if messages from wtb.wa.gov aren't getting through.

2. Next, change your password

After logging in, you must CHANGE your password to a new, unique password that is at least 10 characters long, does not contain your email address, and has at least one number or special character.

3. Confirm your changed password

After creating your new password, you must type it in again under "Confirm New Password." After typing in your new password the second time, you MUST click the "Change Password" button at the bottom of the screen. You're done!

*Note: If using Internet Explorer, this area may be hidden by a popup at the bottom of your screen.

The screenshot shows the 'Student Data Portal' login page. At the top left is the Workforce Board logo (WASHINGTON Workforce Training & Education Coordinating Board). The page title is 'Student Data Portal'. Below the header, it says 'Welcome to the Student Data Portal' and 'Log in below.' There is a login form with two fields: 'Email or Username:' and 'Password:'. The 'Password:' field is circled in red, with a callout box pointing to it that says 'Use the password reset tool if you forgot your password.' Below the form is a 'Log In' button and a link for 'Forgot your password?'. At the bottom of the page, there is a section for users who are 'Not currently registered or need help?' with contact information: 'Email us at datareporting@wtb.wa.gov or call (360) 709-4600.' This section is also circled in red, with a callout box pointing to it that says 'New to the student data reporting system? Email or call the Workforce Board to set up your account.' The footer contains links for 'Contact Us', 'Help Center', 'Workforce Board', and 'Terms & Privacy', along with 'Build 3.31' and 'Copyright © 2024 Workforce Training and Education Coordinating Board'.

How do I become a registered user?

To get this authorization, you must submit a [User Authorization Form](#) to the Workforce Board. This helps ensure the security of the data you submit.

Forgot your username or password?

If you are the registered user and forget your password, click the Reset Password link and enter your email address. We will send you a temporary password. Contact the Workforce Board if your registered email is invalid.

SMART TIP: Save your email address and password in a secure location. While the Workforce Board will maintain a list of email addresses associated with your account, we will not maintain a list of passwords.

Updating Your School's Information

After logging in, you're on the Home page. Here's where you'll find:

- **Training Provider section:** Where you'll update your school's information.
- **Data Reporting Steps section:** Step-by-step instructions on how to report your data.
- **Your Programs section:** View the list of programs you need to report your data for.
- **Continuing Students section:** These are the students still enrolled at the end of the report year, they must be included in this current report.
- **Start Your Report section:** Where you'll submit this year's report.
- **Student Data section:** Get information about past students.
- **Certify and Submit:** Review your programs and check for errors before submitting.

Workforce
Training & Education Coordinating
Board

Student Data Portal

Training Provider | Data Report | Lindsay Awesome | Log Out

Data Reporting Steps | Lindsay's Awesome School
Olympia, WA

Data Reporting Steps

2023-2024 Student Data Report for students trained between July 01, 2023 and June 30, 2024
Due Date: August 29, 2024

Step 1. [View your programs](#). These programs must be included in your report.

Step 2. [View your continuing students](#). These students were reported as enrolled last year and need to be included in this year's report.

Step 3. [View Instructions](#). Get step-by-step instructions on how to use the Student Data Portal.

Finished the steps above? [Start your report](#).

Contact Us | Help Center | Workforce Board | Terms & Privacy

Build 3.31 | Copyright © 2024 Workforce Training and Education Coordinating Board

View Your Training Provider Profile

Does your school have the correct address and phone number? Is your registered user information up to date? First, click the "Training Provider" link to view your information. Then, click on the Edit Pencil within the different tabs to make changes.

Workforce Training & Education Coordinating Board Student Data Portal

Training Provider | Data Report Lindsay Awesome | Log Out

Basics Locations Programs Contacts

Lindsay's Awesome School Training Provider Locations

3 locations listed Print Export

Location Name	Street Address	Mailing Address	Effective Begin Date	Effective End Date
(MAIN) Olympia	12345 Street Olympia, WA 98501	12345 Street Olympia, WA 98501	06/01/2013	
Bellingham	2200 yadayada Bellingham, WA 98000	2200 yadayada Bellingham, WA 98000	06/01/2013	
Tacoma	12345 Tacoma Way Tacoma, WA 98543	12345 Tacoma Way Tacoma, WA 98543	06/01/2013	

Build 3.31 Copyright © 2024 Workforce Training and Education Coordinating Board

Workforce Training & Education Coordinating Board Student Data Portal

Training Provider | Data Report Lindsay Awesome | Log Out

Basics Locations Programs Contacts

Lindsay's Awesome School Training Provider Contacts

Edit

Name: Randy Smith (registered user)
Title: Testing account
Mailing Address:
Email: randy.smith@wtb.wa.gov
Phone:

Create Date: 7/15/2020 1:30:17 AM Last Edit Date: 7/15/2020 1:40:55 AM

Name: John Tacke (registered user) (inactivated on 07/15/2020)
Title: Tester
Mailing Address:
Email: johnt@frontlinesolutions.com
Phone:

Create Date: 5/4/2017 11:30:52 AM Last Edit Date: 7/15/2020 2:15:33 AM

Name: Lindsay Awesome (registered user)
Title: Director
Mailing Address:
Email: datareporting@wtb.wa.gov
Phone: (360) 709-4645

Create Date: 9/21/2015 2:31:50 PM Last Edit Date: 7/9/2024 8:10:21 PM

To update your title, address or phone, click on the pencil. To change the registered user or update your email address, [Contact Us](#) today.

Build 3.31 Copyright © 2024 Workforce Training and Education Coordinating Board

SMART TIP: To edit/update your information, click on the Edit pencil on the right hand side. Once you click the Edit pencil you can update the registered user information and make changes.

Don't forget to save your changes!

Click on the Save symbol once you've made changes. Hint: It looks like a computer disc!



Submitting a Current Data Report

The **Data Report** section is where to start or continue a student data report. To start a new report, click on **Data Report** at the top. Then click **Start Your Report** (on the left navigation bar). This page gives you step-by-step instructions on how to report your data.

Workforce
Training & Education Coordinating
Board

Student Data Portal

Training Provider: **Data Report** Lindsay Awesome | Log Out

Data Reporting Steps
Your Programs
Continuing Students
Start Your Report
Student Data
Certify and Submit

Lindsay's Awesome School
Olympia, WA

Start Your Report

Report Year: 2021-2022 Search

2021-2022 Student Data Report for students trained between July 01, 2021 and June 30, 2022
Due Date: August 26, 2022

There are two different ways to report your student data.

Step 4. Enter your student data into the Excel template and upload it when you're done. This is a good option if you have many students.

[Download blank Excel template.](#)

Upload Excel File

OR

Enter your students one at a time. This is a good option if you only have a few students.

Online student entry form

Step 5. If you don't have any students, you'll need to explain why and click the "Certify No Students" button.

Reason:

Further Details:

Certify No Students

Finished the steps above? [Certify and submit your report.](#)

Contact Us Help Center Workforce Board Terms & Privacy

Build 3.31 Copyright © 2024 Workforce Training and Education Coordinating Board

SMART TIP: Already started loading data? Go directly to step 6 on this page to continue loading, see your results, or submit your final report.

Current Report page: Steps for submitting the Current Student Data Report

1. Review Instructions—Find out which codes and students to include

You will need to carefully follow instructions when filling in the Excel template or, if you choose, one student at a time online. If your report has errors, the system will not allow you to submit your final report. You can avoid these problems by clicking the code sheet to find out more about each data element, along with the particular codes and students to include. After you've done this, move ahead to the next step.

2. View Required Programs—Find out which programs to report on

Any program on Career Bridge or on a training provider’s private vocational license must be included in the report. The “View Required Programs” link will show a list of these programs, for each report year. The list includes any programs, and the associated award type and training location, licensed by the Workforce Board or listed on Career Bridge/ETP at any time during the July 1 to June 30 reporting year. This page also shows the ETP status, as of June 30, and any alternate program titles that have been used in prior student data reports, for each program.

SMART TIP: The blue “Programs” link on the left navigation bar also opens this page.

Workforce
Training & Education Coordinating
Board

Student Data Portal

Training Provider | Data Report Lindsay Awesome | Log Out

Data Reporting Steps
Your Programs
Continuing Students
Start Your Report
Student Data
Certify and Submit

Lindsay's Awesome School
Olympia, WA

Report These Programs
Your report must include the programs listed below. If these programs don't match your records, datareporting@wtb.wa.gov.

Report Year: 2021-2022 Search

Print Export

Location	Program Name	Award Type	ETP Status	Alternate Program Names
Bellingham	How to be Decent	Certificate	Not Eligible	
Olympia	How to be Awesome	Certificate	Not Eligible	
Olympia	How to be Decent	Certificate	Not Eligible	
Tacoma	How to be Awesome	Certificate	Not Eligible	

[< Back to Data Reporting Steps](#)

Contact Us Help Center Workforce Board Terms & Privacy

Build 3.31 Copyright © 2024 Workforce Training and Education Coordinating Board

Export button: If you export the Continuing Student report, what's on the screen is what will download.

3. View Continuing Students—Include students enrolled at the end of previous period

All students considered enrolled at the end of the previous report period will also show on this report. That’s because even though these students were included in the previous year’s report, they must be included again in the current report.

How to export your Continuing Student report into Excel file

Want a record of the students still enrolled at the end of the previous reporting period? Click the “Export” button in the upper right hand side to download this data into a new Excel file. You can then copy and paste this information into the current report.

*Note: Social security numbers (SSNs) and birthdate information will show here. SSN is encrypted for security purposes.

4. Start Current Report:

You have TWO options for creating a new student data report.

Workforce Board
Training & Education Coordinating Board

Student Data Portal

Training Provider | Data Report | Lindsay Awesome | Log Out

Data Reporting Steps | **Lindsay's Awesome School**
Olympia, WA

Your Programs

Continuing Students

Start Your Report

Student Data

Certify and Submit

Report Year: 2023-2024 | Search

2023-2024 Student Data Report for students trained between July 01, 2023 and June 30, 2024
Due Date: August 29, 2024

There are two different ways to report your student data.

Step 4. Enter your student data into the Excel template and upload it when you're done. This is a good option if you have many students.

[Download blank Excel template.](#)

OR

Enter your students one at a time. This is a good option if you only have a few students.

Step 5. If you don't have any students, you'll need to explain why and click the "Certify No Students" button.

Reason:

Further Details:

Finished the steps above? [Certify and submit your report.](#)

Build 3.31 | Contact Us: Help Center | Workforce Board | Terms & Privacy | Copyright © 2024 Workforce Training and Education Coordinating Board

CAUTION! The only spreadsheet that will work with the student data reporting system is the downloadable template we provide.

OPTION ONE: You may enter student data using the downloadable Excel template. You must download and use the Excel template. No other Excel sheets will work. This method works well for training providers with many students to report. Once you upload the file, it will be checked for errors. The system will inform you of any corrections you need to make before you are allowed to submit the file to the Workforce Board.

Excel file instructions...continued: Student data may be copied from any other spreadsheet and saved in the Excel template. You can save it with any filename you prefer. Once the Excel file is complete, return to the student data reporting system, navigate to the Report Process page, and click the "Upload Excel File" button. On the next screen, browse to the Excel file on your computer and click "Upload Data."

CAUTION: All data must be in **one worksheet**, in **one file**. Multiple files and multiple worksheets cannot be uploaded. If you upload a second file, it will overwrite data uploaded in the previous file.

During the upload, the file is run through a preliminary error check. The upload results in a confirmation message letting you know if the upload succeeded or failed. Certain errors will cause the upload to fail. These errors include:

- Using a form other than the student data reporting system Excel template.
- **Location, Program Title and/or Award Type data** in the uploaded file does not match exactly the program information in the student data reporting system. Refer back to the "Programs" page to verify exact spelling and spacing. Then review the Excel file to ensure all information matches. If you continue to get error messages while uploading the Excel file, contact the Workforce Board to resolve the issue.
- Using the wrong codes for coded entries. Refer to the [data definitions and codes](#) document for the codes to use.

Some invalid data was found in the Excel spreadsheet.

You will need to fix the error(s) in the Excel file and upload again.

For a list of spreadsheet data errors, refer to [View all report errors](#)

Error detail link: Leads to list of errors.

If the error check can trace the errors to particular cells, further details are available through the report error detail link. These will list specific columns and rows to check, and a description of the expected contents.

Once the file has successfully uploaded, the user still needs to check for and correct any errors, and then certify and submit the final report.

OPTION TWO: The second option for reporting student data is to enter each student individually by clicking the “Enter Students” button on the Current Report page.

Workforce Training & Education Coordinating Board
Student Data Portal

Training Provider | Data Report | Lindsay Awesome | Log Out

Data Reporting Steps
Your Programs
Continuing Students
Start Your Report
Student Data
Certify and Submit

Lindsay's Awesome School
Olympia, WA

Start Your Report

Report Year: 2023-2024 [Search]

2023-2024 Student Data Report for students trained between July 01, 2023 and June 30, 2024
Due Date: August 29, 2024

There are two different ways to report your student data.

Step 4. Enter your student data into the Excel template and upload it when you're done. This is a good option if you have many students.

[Download blank Excel template.](#)

Upload Excel File

OR

Enter your students one at a time. This is a good option if you only have a few students.

Online student entry form

Step 5. If you don't have any students, you'll need to explain why and click the "Certify No Students" button.

Reason: [Dropdown]
Further Details: [Text Field]
Certify No Students

Finished the steps above? [Certify and submit your report.](#)

Contact Us | Help Center | Workforce Board | Terms & Privacy
Build 3.31 | Copyright © 2024 Workforce Training and Education Coordinating Board

This takes you to the Student Data page where you may enter data manually, student by student.

SMART TIP: This option is highly discouraged if you have a large number of students to report. It is better to download the excel spreadsheet, enter the student data on the spreadsheet, and then upload the spreadsheet.

Workforce Training & Education Coordinating Board Student Data Portal

Training Provider | Data Report Lindsay Awesome | Log Out

Data Reporting Steps
Your Programs
Continuing Students
Start Your Report
Student Data
Certify and Submit

Lindsay's Awesome School
Olympia, WA

Student Data
Enter or edit student records below. Click the "Add Student" button to start entering student information.

If the reported information is free of errors, a ✓ shows next to the record. A ! means there is at least one error in the row. Click on the ✎ to see the errors and to edit the row. Once you are done editing, click the 💾 to save the record.

If you have a large number of errors, you can edit them in your original Excel file and [upload a new copy](#). This will overwrite the data that is currently in the report system.

Report Year: 2023-2024 | All Locations | All program, award names

Student Name: Show errors only Search

Add Student 6 students listed View Form

1 2 3 4 of 6 Next Last

Location	Olympia	Address	
Program, Award Name	How to be Awesome, Certificate	City	
Last Name		State	WA
First Name		Zip Code	
Middle Initial		Phone	
SSN		Race	
Birth Date		Disability	
Gender		Veteran	
Hispanic		Prior Education	
Start Date	01/01/2024	Earned Award	
Exit Date	01/01/2023	GPA	
Enrollment Status	1-Completed the program	Pass/Fail	

1 2 3 4 of 6 Next Last

Contact Us Help Center Workforce Board Terms & Privacy
Copyright © 2024 Workforce Training and Education Coordinating Board

Build 3.31

Two Student Data view options:

There are two types of form views to choose from: The default when you choose to “Enter Students” is the “Form” view, which shows one student at a time. To view the form as one wide row, click on the “View” dropdown and choose “List.” When entering or editing data, the form will show only one student record at a time. Don’t forget to save your data! Use the top save button (💾) as the bottom save button does not work correctly (✎).

5. No Students to Report:

Training providers are required to submit a report for **all** students enrolled at any time during the reporting year. If no students at all were trained in any required program, go back to the **Report Process** page to #5 and select from the list of reasons why you have no students to report. If you have a reason other than those in the list, you may choose the “Other” option and enter an explanation as to why there are no students.

Workforce
Training & Education Coordinating Board

Student Data Portal

Training Provider | Data Report | Lindsay Awesome | Log Out

Data Reporting Steps
Your Programs
Continuing Students
Start Your Report
Student Data
Certify and Submit

Lindsay's Awesome School
Olympia, WA

Start Your Report

Report Year

2023-2024 Student Data Report for students trained between July 01, 2023 and June 30, 2024
Due Date: August 29, 2024

There are two different ways to report your student data.

Step 4. Enter your student data into the Excel template and upload it when you're done. This is a good option if you have many students.

[Download blank Excel template.](#)

OR

Enter your students one at a time. This is a good option if you only have a few students.

Step 5. If you don't have any students, you'll need to explain why and click the "Certify No Students" button.

Reason
Further Details

Finished the steps above? [Certify and submit your report.](#)

[Contact Us](#) [Help Center](#) [Workforce Board](#) [Terms & Privacy](#)

Build 3.31 | Copyright © 2024 Workforce Training and Education Coordinating Board

5. No Students to Report?

No students for the reporting year? You must certify the reason below. Then go to Step 6 to finalize your report.

Reason	Explanation
<input type="checkbox"/>	Did not offer training
<input type="checkbox"/>	Full tuition paid by training provider for all students (non-profit organizations only)
<input type="checkbox"/>	No private pay students trained
<input type="checkbox"/>	Offered training, but no students enrolled
<input type="checkbox"/>	Other (needs explanation)

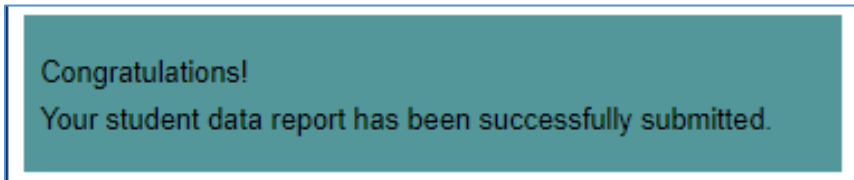
6. View Report Status

The last step is to go to the Certify and Submit page after you have uploaded your Excel file or entered students. Here you can view report results, check for and correct errors, and submit the final report. You'll also find a link to this page on the left hand navigation sidebar called **Certify and Submit**.

Once you're certain your report is correct, check the box below. Then click the **Submit Report** button.

I certify this report is correct.

You will know that the data report has been received by the Workforce Board when the Congratulations! box appears at the bottom of the Report Status page.



A submitted report is NOT a final report. The Workforce Board will review the report for errors not caught in the initial submission that may need attention. Workforce Board staff will either call or email you in that event.

Troubleshooting Guide

When you are working through submitting your school’s student data, you may encounter a few issues. Here are some solutions to common problems!

I forgot my password.

If you are the registered user and forget your password, click the Reset Password link and enter your email address. A temporary password will be sent as in the initial login instructions above. Contact the Workforce Board if your registered email is invalid.

I can’t remember the email address associated with my account.

Send us an e-mail at datareporting@wtb.wa.gov, and we can help!

I keep getting error messages when uploading my data through the Excel spreadsheet.

When you upload files through the Student Data Form they are automatically checked for errors. Avoid errors by reviewing the Data Reporting instructions. Follow them carefully. In particular, be sure your dates are valid and new information matches information on the “Programs” page in three key areas:

1. Program Title.
2. Award Type.
3. Locations.

The **Reporting Activity** section shows the current status of the report. “Draft” means the report is still being worked on and has not yet been submitted to the Workforce Board. “Not started” means that the report has not been started yet and no data or file has been entered.

Reporting Activity

Status	Date	Name	Note
Not started			





The **Programs Reported** section shows the number of students reported and results of error checking.

Programs Reported

The list below shows your report results for each program. **Passed Edits** means your report for the program passed the initial error check. An **Error** link will show you the list of student records that include errors. You can fix errors using the student list, or fix them in your original Excel file and re-upload it. The new file will overwrite the current data.

If no students were reported for a program, you must certify the reason by clicking on the pencil at the far right and selecting a reason from the list.

[View all current report errors](#)

Program, Location	Count	Program Report Results		
12 Month Contemporary Wooden Boatbuilding, AOS - Port Hadlock	4 students	Errors		
12 Month Traditional Large Craft Construction, AOS - Port Hadlock	0 students	No students	Reason is required.	
12 Month Traditional Small Craft Construction, AOS - Port Hadlock	2 students	Passed Edits		
9 Month Contemporary Wooden Boatbuilding, Diploma - Port Hadlock	0 students	No students	Reason is required.	
9 Month Traditional Large Craft Construction, Diploma - Port Hadlock	0 students	No students	Reason is required.	
9 Month Traditional Small Craft Construction, Diploma - Port Hadlock	0 students	No students	Reason is required.	
Comprehensive Sailmaking and Rigging, Certificate - Port Hadlock	1 student	Errors		
Total	7 students			

Passed Edits	All the student records entered for the program have passed the error check.
Errors	The system found some errors in the uploaded data file. Click on the “Errors” link next to a program to view a list of the student records with errors.
View all current report errors	Lists the name of each student with errors and describes the error. This information can be exported and printed out, to help the user find and fix errors.
Count	Shows the number of students reported for each program.
No students	The system did not find any students in the report where the data in the Location, Program Title and Award Type columns of the Excel template match the location, program and award type listed in the system.
Entering a reason for no students	If no students were enrolled in a program, a reason must be entered by clicking on the Edit pencil and choosing from the list of reasons. An OPTIONAL “Explanation” box will also appear.
Three common errors that result in “no students” and how to fix these errors	“No students” will also show if one or more of these columns (Location, Program Title, Award Type) are blank or do not match the program information in the system, for all students reported for the program. This results in blank student records for <u>all three</u> of these columns. To fix this, check the Excel file and correct the Location, Program Title and Award Type to exactly match the information shown in the Programs list.

SMART TIP: Errors must be corrected and reasons entered for “no students” before a report is submitted.

Types of Errors

- Invalid data (start dates after exit dates, dashes in SSN, missing exit date for a completer, date out of range, typos in date field).
- Location, Program Title, Award Type do not match information in the student data reporting system.
- Required data is missing (see Data Definitions and Codes).
- No students reported for a program.

Correcting in the Excel Template

When the **Programs Reported** section of the **Report Status** page shows “Error” links, it means there are one or more errors in the data. Click “View all current report errors” to see a list of errors, print it out and use it to correct errors. Uploaded Excel files can be corrected offline, in Excel, and re-uploaded to the student data reporting system. The corrected file will over-write the previous file.

Current Report Error Details

Any errors in your report are listed below. You can print this list or export it to an Excel file. Fix errors using the Student Data page, or fix them in your original Excel file and re-upload. Questions about errors? [Contact us](#) for assistance.


Location	Program, Award	Student Name	Error Description
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Address is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	City is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Enrollment Status is either missing or invalid.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Gender is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Must enter a valid zip code.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Phone number, with area code, is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Prior Education is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Start Date is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	State is required.
Seattle	Mortuary Science, AAS	Hoopla, WhyMe L	Zip Code-5 digit is required.
Seattle	Veterinary Technician, AOS	Worried, Unnecessarily Y	City is required.
Seattle	Veterinary Technician, AOS	Worried, Unnecessarily Y	Exited students must have a valid exit date.
Seattle	Veterinary Technician, AOS	Worried, Unnecessarily Y	Must enter a valid zip code.

Questions about the errors you see? Feel free to contact us at datareporting@wtb.wa.gov or call (360) 709-4600.

Using the Student Data Form

Correcting in Student Data Reporting Form—List View

Errors can also be corrected within the system using the Student Data Report Form. *There are two ways to view the Student Data.* The first (default) is “List”—a wide, horizontal form that requires scrolling to see the entire record. The second is “Form,” which brings up the first student in a single page. Switch back and forth between list and form views with the “View” dropdown.

To view and edit records with errors, click on the “Errors” link to go to the **Student Data** page showing only the student records for that program. The student data will display in a wide form (“List” view), similar to a spreadsheet. Records with an error will have a red ! next to it. To see the error message, you must switch to “edit” mode by clicking the .

Student Data

Enter or edit student records below. Click the "Add Student" button to start entering student information.

If the reported information is free of errors, a ✓ shows next to the record. A ! means there is at least one error in the row. Click on the ✎ to see the errors and to edit the row. Once you are done editing, click the 💾 to save the record.

If you have a large number of errors, you can edit them in your original Excel file and upload a new copy. This will overwrite the data that is currently in the report system.

Report Year: 2011-2012 | All Locations | All program, award names
Student Name: Show errors only

Add Student | 3 students listed | View: List | [View all Current Report errors](#) | Print | Export

	Location	Program, Award Name	Last Name	First Name	MI	Address	City		
✎ ✕ !	Kent	MA Alternative Bridge Program to CNA, Certificate	Slattern	Amanda					
✎ ✕ !	Kent	Nursing Assistant Training, Certificate of Completion	Matterpark	Momar					

After clicking on the pencil to correct errors, the form will appear in an editable format, which will be horizontal across the page. Scroll to the right until an error message is displayed.

	Location	Program, Award Name	Last Name	First Name	MI	Address	City	State	Zip Code	Ph
✎ ✕ ✓	Seattle	Dental Hygiene, AAS	Arbitrary	Justine		PO Box 8855	Whosit	WA	98000	(36
✎ ✕ ✓	Seattle	Administrative Billing and Coding, Certificate	Jones	Melodie		8525 8th Ave. SE	Marginally Different	WA	99588	509

!

Location is required. Program Title is required. Address is required. City is required. State is required. Zip Code-5 digit is required. Must enter a valid zip code. Ph are req

After all errors are fixed, scroll left to the beginning of the form and click the save symbol. If all errors were corrected, the ! will change to a ✓.

Correcting in Student Data Form—Form View

The second form, View, brings up the first student in a single page. As with the List view, choose to view all or choose a student by name. Click on the navigation buttons to find and correct students with an error. All errors will be listed in red.

Report Year: 2012-2013 | All Locations | All program, award names
Student Name: Show errors only

Add Student | 1 student listed | **View Form** | [View all Current Report errors](#) | Print | Export

In order to make changes to the data, click on the pencil (found in the upper right hand of the form).

First Previous 1 2 3 4 5 of 6 Next Last

Navigation buttons.

Delaney, Heather L			
Location	Port Orchard	Address	<input type="text"/>
Program, Award Name	Computerized Office Skills, Certificate	City	Port Orchard
Last Name	Delaney	State	WA
First Name	Heather	Zip Code	98366
Middle Initial	L	Phone	<input type="text"/>
SSN	<input type="text"/>	Race	1-White/Caucasian
Birth Date	02/29/2000	Disability	2-No
Gender	Female	Veteran	<input type="text"/>
Hispanic	2-Not of Hispanic Origin	Prior Education	<input type="text"/>
Start Date	05/29/2012	Earned Award	Certificate
Exit Date	06/07/2012	GPA	<input type="text"/>
Enrollment Status	1-Completed the program	Pass/Fail	Pass

Editable student data form in Form View mode:

Delaney, Heather L			
Location	<input type="text" value="Port Orchard"/>	Address	<input type="text"/>
Program, Award Name	<input type="text" value="Computerized Office Skills, C"/>	City	<input type="text" value="Port Orchard"/>
Last Name	<input type="text" value="Delaney"/>	State	<input type="text" value="WA"/>
First Name	<input type="text" value="Heather"/>	Zip Code	<input type="text" value="98366"/>
Middle Initial	<input type="text" value="L"/>	Phone	<input type="text"/>
SSN	<input type="text"/>	Race	<input type="text" value="1-White/Caucasian"/>
	<small>Soc Sec Num- enter as ##### is required.</small>	Disability	<input type="text" value="2-No"/>
Birth Date	<input type="text" value="02/32/2000"/> <small>Invalid Date.</small>	Veteran	<input type="text"/>
Gender	<input type="text" value="Female"/>	Prior Education	<input type="text"/>
Hispanic	<input type="text" value="2-Not of Hispanic Origin"/>		<small>Prior Education is required.</small>
Start Date	<input type="text" value="05/29/2012"/>	Earned Award	<input type="text" value="Certificate"/>
Exit Date	<input type="text" value="06/07/2012"/>	GPA	<input type="text"/>
Enrollment Status	<input type="text" value="1-Completed the program"/>	Pass/Fail	<input type="text" value="Pass"/>

SMART TIP: As with the List view, Form view gives the user error messages for errors that must be corrected before the student data can be submitted to the Workforce Board student data reporting system.

Have questions?

If you have questions and cannot find the answers in this guide, call us at (360) 709-4600 or email at datareporting@wtb.wa.gov. Expect a response within one business day.