**Data Normalization Tool (DNT) – Wait Lists**

**Over View**

DNT will compare School Source Data to Initial Data in DESE template, and move data into DESE template in appropriate tabs. Those students who were removed will be flagged “R” in DESE template in the *FY16 Initial Tab*, while newly added students will be added in the *FY16 Additions* tab. Data will be checked for various errors before being imported into DESE template.

**Processes**

***If*** there are students in *FY16* *Initial Data* tab that are not in the School Source Data, ***then*** select “R” in *FY16* *Initial Data* Tab in DESE Template. This flags DESE to remove.

***If*** there are students in School Source Data that are not in *FY16* *Initial Data* Tab, ***then*** add them to *FY16* *Additions* tab in DESE template.

***If*** School Source Data has town names rather than town codes, ***then*** DNT will populate the associated town code in *FY16* *Additions*

**Data Normalization**

**Checks**

* **Duplicates. Rows that are exactly the same should be deleted (so that only one is remaining)**
* **Date of Birth fields must be in this date format: mm/dd/yyyy**
* **Grades and Date of Births must be logical (we will define each DOB range for each grade)**

**Flags**

* **Close matches (we will define)**
* **Grades and DOBs that are barely in range**
* **No middle names**
* **Invalid grades**
* **Invalid Town Codes**
* **Town names that are close matches to our list (applicable only if School Source Data does not use town codes)**