



IEPWriter *Import File Validator* Program Instructions

Download:	http://www.iepwriter.com/home/validator.asp
System requirements:	<ul style="list-style-type: none">• Operating system: Microsoft Windows 2000 with SP3; Windows XP with SP2; Windows Server 2003; Windows Vista• .NET Framework 2.0: If you need to install the .NET Framework 2.0, you can get it through Windows Update or http://tinyurl.com/758p8 Please make sure you meet the system requirements for the .NET Framework 2.0.• 220kb of disk space (in addition to the space requirements of the .NET Framework 2.0)

1. Launch IEPWriter's *Import File Validator* program by double-clicking its program icon.
2. Click **Open File**. Navigate to and open the file you want to test.

Notes: The file must be a comma-delimited file (.csv). If you have a Microsoft Excel® file, click File > Save As..., and change the *File of Type* to comma separated value (.csv) file. Do not put column headers in the file (see the *Technical Information Guide* for full instructions on file layouts); the header row, if left intact, will show up as errors.

3. Select the appropriate radio button under the *Select which System the Import File is for* heading. A list of types related to your selection will display; click the appropriate radio button under the *Select the type of Import file* heading.
4. Click **Validate File**. A message will display indicating whether errors were found in the file. Click **OK**. If no errors were found, click **Exit** to close the application or proceed to the next file you want to validate. If errors were found, do *one* of the following:
 - Click **View Error File** to display the errors found in the file. You can optionally save the error file from this screen to a comma-separated text file.
 - Click **Save Error File** to save the file to your computer as a comma-separated text file. Open the file in Microsoft Excel or a text editor like Notepad to view the errors.

Common Errors

A table of common errors follows. Make corrections to your original file, re-convert the file to CSV or text as needed, and run it through the validator again until it doesn't have any errors.

TIPS	
Commas in your data:	The most common error is caused by having commas in your data. For example, if you have a last name formatted as: Jones, Jr. change it to: Jones Jr. before you convert your file to a CSV.

Leading zeros: If you have a CSV file and open it in Excel (by double-clicking it, or using *File > Open* in Excel), you will probably lose the leading zeros in your data (e.g., 00201 turns into 201). To avoid this problem:

1. Edit the CSV file using Notepad (right-click the CSV file, choose *Open with...*, and select Notepad); or
2. Open Excel. Click on *Data > Import External Data > Import Data* (in Excel 2007, click on *Data > From Text*). Navigate to and select the CSV file. A Text Import Wizard will open. **Step 1:** Select *Delimited* and click *Next*. **Step 2:** Under *Delimiters*, select *Comma* and click *Next*. **Step 3:** Click on each column, then click the *Text* radio button. Click *Finish*. Remember to *Save As* a CSV file when you're done making corrections.

Legend:

- [fieldname] = the name of the field shown on the error file.
- [number] = On the error file, you will see the specific number within the field.

Error Message	Meaning	Solution
[fieldname] is a required field.	This field must have information in it.	Enter the appropriate information for that field.
Maximum length of [fieldname] [number] exceeded.	This field can have only [number] of characters in it.	Check the field on that line and remove any additional characters.
[fieldname] is not a valid field in the appendix.	The information in this field doesn't match what should be according to the codes in the Appendix of the technical guide.	Change the value in this field to match the appropriate code according to the technical guide Appendix.
[fieldname] is not a valid date.	The information in this field is not formatted in the proper date format.	Correct the entry to conform to the date format as required in the Appendix.
[fieldname] is not a valid number.	This field needs to have information formatted as a number.	Reformat or change the information to a number.
[fieldname] must be either Y or N.	This field requires a Yes or No answer, formatted as Y or N.	Change the information to reflect the requirement.
The file has [number] fields per line; this line of the CSV file has [number] fields.	The file is supposed to have only X number of fields per line; this line has too little or too many.	The most common cause for this error is that there is a comma in one of the fields on that line; remove it.
Exit Reason is a required field when the Exit Date exists.	This line contains an exit date, but no reason.	Add the exit reason, according to the Appendix.
Teacher Assignment is a Required field when Related Service Provider is Y	Related Service provider is Yes on this line, but there is no Teacher Assignment.	Add the teacher assignment, according to the Appendix.
End date must be on or after the Begin date.	Related service start date is after the end date.	Correct the dates on this line.



Withdraw Date must be on or after the Entry Date.	The withdraw date is before the entry date.	Correct the dates on this line.
---	---	---------------------------------

5. Correct any errors that were identified before submitting files to Leader Services for processing. After you have verified your files are correct, submit your files to Leader via the secure upload site or CD/DVD media.

If you need any assistance, please contact the Help Desk during normal business hours:

Toll-free: (877) 456-8777
E-mail: helpdesk@leaderservices.com