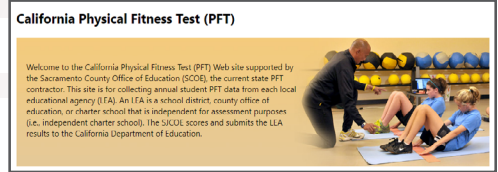


How to Correct Errors and Warnings

1 Navigate to <https://www.pftdata.org>.

2 Enter the County Code, District Code, Charter Number, and Password for the local educational agency (LEA).



i If your LEA is not an independent charter, please enter 0000 for the Charter Number.

3 Select the **Login** button.

4 Select the **Student List** button in the upper navigation bar.

i Student records will default to showing the record with the greatest number of errors first. You may sort the list by clicking any of the headings across the top of the list.

District Portal

Please log in using your County Code, District Code, Charter Number, and Password. Use Charter Number 0000 for school districts and county offices of education.

County Code:

District Code:

Charter Number:

Password:

5 To correct an individual student file, select the folder icon to the far right of a student record.

6 In the student's file, errors will be listed in red and warnings will be listed in yellow.

7 Once all errors and warnings have been corrected, select the Save Changes button at the bottom of the student record.

i No changes can be saved to the student record until all errors have been corrected.

i For files with large numbers of student records with errors and warnings, it may be easier to upload a new file than to make corrections within the Student List. Before a new file is uploaded for the same students, the existing records must be deleted (using the **Delete ALL Students** button) or records in the new file will be considered duplicates and will not be accepted. For instructions on how to delete students, please see our *How to Delete Students Quick Reference Guide* at <https://pftdata.org/files/PFT%20QRG%20Delete%20Students%202018%20Final.pdf>.

i Keep in mind that deleting all student records in the system will result in deleting every record, including those that have been corrected or entered using Data Entry.