



## Data Tip: Zeroes, Null and NS

Below are some guidelines about when to use zeroes, nulls or NS in reporting CRDC data.

### *When to Report Zero (0)*

If data are available and applicable for a given school or LEA, but no students fall in that particular category, then report 0.

Zeroes represent an actual count or number for fields that are applicable to a given school or LEA. Inputting a 0 indicates that the data element is applicable to a school or LEA, and there is a count available.

When the CRDC data are published, zeroes are included in calculations for averages, means, percentages and other statistical measures.

### *When to Use Null Values*

When entering data on screen, if a data element does not apply, then leave the cell null (i.e., blank).

When submitting data through a flat file, use a null value (i.e., blank) if data are missing or not applicable. For example, elementary schools will have null values (i.e., blanks) for items that only apply to middle schools or high schools.

### *When to Use NS*

There may be situations where a data value was incorrectly uploaded and needs to be deleted. A null value (i.e., blank) in a file upload will not over write an existing value in a field, so in these cases, submit the value "NS" to return the data to a "not submitted" or null status.

NS only applies to file uploads and is not used in the on-screen data entry.

*A '0' represents an actual count or number where data are available and applicable.*

*A null value means data are missing or not applicable to a given school or LEA.*

*NS returns a data cell to "not submitted" or null status.*