1.   District Number must be numeric in the range 01-68 or 71-75 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number and resubmit the record for processing.

2. **Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank. -record rejected-**

EXAMPLE

Social Security Numbers of 0000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

3.   Survey Period Code must be correct for the submission specified by the district and must be 2, 3, 5 or 8. -record rejected-

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency are rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Survey Period Code on the records coming in or in the JCL and resubmit the records for processing.

4.   Fiscal Year must be correct for the submission specified by the district. -record rejected-

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

5.   School Number, Primary/Home must exist on the Master School Identification File as a valid active school in the district of submission.   -record rejected-

EXAMPLE

School Number, Primary/Home 0661 is submitted for District Number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the School Number, Primary/Home and resubmit the record for processing.

6.   Florida Educators Certificate Number must be numeric, and in the range 0000000000 - 6001999999, 6002000001 - 6002999999, 6003000001 - 6003999999, 6004000001 - 6004999999 or 9999999999. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The following Florida Educators Certificate Number would cause the records to be rejected: 8888888888, (blank)123456. The first of these numbers is not within the acceptable range. The second number contains leading blanks instead of zeros.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Florida Educators Certificate Numbers to be valid numbers and resubmit the records for processing.

7.   For the Employee Name, Legal; the Last Name cannot be blank. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. (Z-fill is not allowed.) -record rejected-

EXAMPLE

The two records below would be rejected because no valid Last Name was submitted.

District Number	Social Security Number	School Number, Primary/ Home	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Employee Name, Legal: First Name
* 03	123456789	0081	0000112233		Denise
* 03	123456780	0291	0000445566	//////////	//////////////

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the records by providing valid Last Names and resubmit the records for processing.

8.   For the Employee Name, Legal; the Appendage may be blank but must not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks.   -record rejected-

EXAMPLE

The two records below would be rejected because no valid Appendage was submitted.

District Number	Social Security Number	School Number, Primary/ Home	Florida Educators Certificate Number	Employee Name, Legal: Appendage
* 03	123456789	0081	0000112233	(nondisplayable character)
* 03	123456780	0291	0000445566	@ @ @

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the records by including a valid Appendage and resubmit the records for processing.

9.   Birth Date must be numeric and a valid date. This edit does not apply to Survey 8.   -record rejected-

   EXAMPLE

   The two records below would be rejected because the Birth Dates are not valid dates.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Birth Date
* 03	123456789	2	****	0081	0000112233	Jones	13151962
* 03	123456780	2	****	0291	0000445566	Smith	02301957

   **** = Valid fiscal year for data submission.

   DISTRICT RESPONSIBILITY

   If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Birth Dates to be valid dates and resubmit the records for processing.

10.   Gender code must be M or F. This edit does not apply to Survey 8.   -record rejected-

EXAMPLE

The two records below would be rejected; the first because there is no code for Gender, the second because "Z" is not a valid code for Gender.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Gender
* 03	123456789	2	****	0081	0000112233	Jones	
* 03	123456780	2	****	0291	0000445566	Smith	Z

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the records by including valid Gender codes and resubmit the records for processing.

11.   Reading Endorsement, Competency 1 (Adopted 2011) code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8.   -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 1 (Adopted 2011) are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1 (Adopted 2011)
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 1 (Adopted 2011) codes and resubmit the records for processing.

12.   Employment Date, Current Position must be numeric and a valid date which is prior to the current date unless Separation Date is prior to the Fiscal Year being reported, in which case, Employment Date, Current Position may be all zeros. This edit does not apply to Survey 8.   -record rejected-

EXAMPLE

The first record listed below would be rejected because of an invalid Employment Date, Current Position. The date is invalid because it is in the future. The second record would pass the edit.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Florida Educators Certificate Number	Employment Date, Current Position	Separation Date
* 03	123456789	2	****	0081	0000112233	08212099	0602****
03	123456780	2	****	0291	0000445566	00000000	0115****

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Employment Date, Current Position and resubmit the record for processing.

13.   Employment Date, Continuous Employment must be numeric and a valid date which is prior to the current date unless Separation Date is prior to the Fiscal Year being reported, in which case, Employment Date, Continuous Employment may be all zeros. This edit does not apply to Survey 8.   -record rejected-

EXAMPLE

The first record listed below would be rejected because of an invalid Employment Date, Continuous Employment. The date is invalid because it is in the future. The second record would pass the edit.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Florida Educators Certificate Number	Employment Date, Continuous Employment	Separation Date
* 03	123456789	2	****	0081	0000112233	08212099	0602****
03	123456780	2	****	0291	0000445566	00000000	0115****

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct Employment Date, Continuous Employment and resubmit the record for processing.

14.   Employment Date, Original Position must be numeric and a valid date which is prior to the current date. This edit does not apply to Survey 8.   -record rejected-

EXAMPLE

The two records below would be rejected because of an invalid Employment Date, Original Position. The first is invalid because it is in the future; the second because it is all zeros.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Florida Educators Certificate Number	Employment Date, Original Position
* 03	123456789	2	****	0081	0000112233	08212099
* 03	123456780	2	****	0291	0000445566	00000000

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct Employment Date, Original Position and resubmit the records for processing.

15.   Separation Date must be numeric and a valid date which is prior to the current date, or it must be all zeros. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Separation Date is a future date. The third record would be rejected because Separation Date is not a valid calendar date.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Florida Educators Certificate Number	Separation Date
03	123456788	5	****	0000996096	00000000
* 03	123456789	5	****	0000112233	06162099
* 03	123456780	5	****	0000445566	0243****

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Separation Date and resubmit the records for processing.

16.   **Separation Reason code must be A-P or Z. This edit does not apply to Survey 8.**
-record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Separation Reason is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Florida Educators Certificate Number	Separation Date	Separation Reason
03	123456788	5	****	0081	0000967896	0701****	L
* 03	123456789	5	****	0081	0000112233	0701****	S

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Separation Reason and resubmit the record for processing.

17.   Job Code, Primary must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the <u>DOE Information Database</u> <u>Requirements: Volume II--Automated Staff Information System</u> Manual.   This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The two records below would be rejected due to an incorrect Job Code, Primary. The first record is incorrect because it is not a valid code from the Job Code Assignments table. The second record is incorrect because it is blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Florida Educators Certificate Number	Job Code, Primary
* 03	123456789	2	****	0081	0000112233	55555
* 03	123456780	2	****	0291	0000445566	

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Job Code, Primary by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

18.   **The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the database; if C or D is specified, then the record must exist on the database. -record rejected-**

      EXAMPLE

      For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

      DISTRICT RESPONSIBILITY

      If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Transaction Code and resubmit the record for processing.

19.   **Exempt from Public Records Law, Employee, must be Y or Z. -record rejected-**

      EXAMPLE

      The two records below would be rejected either because the Exempt from Public Records Law, Employee code is left blank or because the code is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Exempt From Public Records Law, Employee
* 03	123456789	2	****	0081	0000112233	Jones	
* 03	123456780	2	****	0291	0000445566	Smith	X

      **** = Valid fiscal year for data submission.

      DISTRICT RESPONSIBILITY

      If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Exempt from Public Records Law, Employee codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

1A.   If Job Code, Primary = 71001 and Charter School Status is not C or R (located on the Master School Identification File), then School Number, Primary/Home must be 9001. This edit does not apply to Survey 8.   -record rejected-

    EXAMPLE

    The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the School Number, Primary/Home is not valid for the Job Code, Primary.

District Number	Social Security Number	Survey Period Code	School Number, Primary/Home	Fiscal Year	Job Code, Primary
03	123456789	2	9001	****	71001
* 03	123456780	2	0101	****	71001

    **** = Valid fiscal year for data submission.

    DISTRICT RESPONSIBILITY

    If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the School Number, Primary/Home or the Job Code, Primary and resubmit the record for processing.

1B.   Ethnicity code must be Y or N. This edit does not apply to Survey 8.   -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the code for Ethnicity is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Ethnicity
03	123456789	2	****	N
* 03	123456780	2	****	Z

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Ethnicity code and resubmit the record for processing.

1C. Race: American Indian or Alaska Native; Race: Asian; Race: Black or African American; Race: Native Hawaiian or Other Pacific Islander, and Race: White must be Y or N. This edit does not apply to Survey 8.   -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the code for Race: Native Hawaiian or Other Pacific Islander is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Ethnicity	Race: American Indian or Alaska Native
03	123456789	2	****	N	Y
* 03	123456780	2	****	Y	N

Social Security Number	Race: Asian	Race: Black or African American	Race: Native Hawaiian or Other Pacific Islander	Race: White
123456789	N	N	N	N
* 123456780	N	Y	Z	N

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the code for Race: Native Hawaiian or Other Pacific Islander and resubmit the record for processing.

1D. There must be a Y code for at least one of the Race data elements (Race: American Indian or Alaska Native, Race: Asian, Race: Black or African American, Race: Native Hawaiian or Other Pacific Islander and Race: White). This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because none of the Race data elements have a code of Y.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Ethnicity	Race: American Indian or Alaska Native
03	123456789	2	****	N	Y
* 03	123456780	2	****	Y	N

Social Security Number	Race: Asian	Race: Black or African American	Race: Native Hawaiian or Other Pacific Islander	Race: White
123456789	N	N	N	N
* 123456780	N	N	N	N

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must enter a Y code for one of the Race data elements (Race: American Indian or Alaska Native, Race: Asian, Race: Black or African American, Race: Native Hawaiian or Other Pacific Islander, or Race: White) and resubmit the record for processing.

1E. **Reading Endorsement, Competency 2 (Adopted 2011) code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8.   -record rejected-**

     EXAMPLE

     The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 2 (Adopted 2011) are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 2 (Adopted 2011)
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

     DISTRICT RESPONSIBILITY

     If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 2 (Adopted 2011) codes and resubmit the records for processing.

1F.   Reading Endorsement, Competency 3 (Adopted 2011) code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8.   -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 3 (Adopted 2011) are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 3 (Adopted 2011)
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 3 (Adopted 2011) codes and resubmit the records for processing.

1G.   Reading Endorsement, Competency 4 (Adopted 2011) code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8.   -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 4 (Adopted 2011) are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 4 (Adopted 2011)
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 4 (Adopted 2011) codes and resubmit the records for processing.

1H.   Reading Endorsement, Competency 5 (Adopted 2011) code must be Y, N, C, R, P, G or Z.   This edit does not apply to Survey 8. -record rejected-

   EXAMPLE

   The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 5 (Adopted 2011) are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 5 (Adopted 2011)
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

   DISTRICT RESPONSIBILITY

   If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 5 (Adopted 2011) codes and resubmit the records for processing.

(DELETD FOR 1718)

1I. ~~If Reading Endorsement, Competency 1 code is Y, then Reading Endorsement, Competency 1 (Adopted 2011) code must be N.~~

~~If Reading Endorsement, Competency 1 code is N, then Reading Endorsement, Competency 1 (Adopted 2011) code must be Y or N.~~

~~If Reading Endorsement, Competency 1 (Adopted 2011) code is Y, then Reading Endorsement, Competency 1 code must be N.~~

~~If Reading Endorsement, Competency 1 (Adopted 2011) code is N, then Reading Endorsement, Competency 1 code must be Y or N.~~

~~This edit does not apply to Survey 8. -record rejected-~~

~~**EXAMPLE**~~

~~The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record below would be rejected because the code for Reading Endorsement, Competency 1 is N and the code for Reading Endorsement, Competency 1 (Adopted 2011) is not Y or N. The third record below would be rejected because the code for Reading Endorsement, Competency 1 is Y and the code for Reading Endorsement, Competency 1 (Adopted 2011) is also Y.~~

~~District Number~~	~~Social Security Number~~	~~Survey Period Code~~	~~Fiscal Year~~	~~Reading Endorsement, Competency 1~~	~~Reading Endorsement, Competency 1 (Adopted 2011)~~
~~03~~	~~123456789~~	~~2~~	~~****~~	~~N~~	~~N~~
~~* 03~~	~~123456780~~	~~2~~	~~****~~	~~N~~	~~Z~~
~~* 03~~	~~123456781~~	~~2~~	~~****~~	~~Y~~	~~Y~~

~~**** valid fiscal year for data being reported~~

~~**DISTRICT RESPONSIBILITY**~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 1 or Reading Endorsement, Competency 1 (Adopted 2011) codes so that the correct relationship exists and resubmit the records for processing.~~

(DELETED FOR 1718)

1J.   If Reading Endorsement, Competency 2 code is Y, then Reading Endorsement, Competency 2 (Adopted 2011) code must be N.

If Reading Endorsement, Competency 2 code is N, then Reading Endorsement, Competency 2 (Adopted 2011) code must be Y or N.

If Reading Endorsement, Competency 2 (Adopted 2011) code is Y, then Reading Endorsement, Competency 2 code must be N.

If Reading Endorsement, Competency 2 (Adopted 2011) code is N, then Reading Endorsement, Competency 2 code must be Y or N.

This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record below would be rejected because the code for Reading Endorsement, Competency 2 is N and the code for Reading Endorsement, Competency 2 (Adopted 2011) is not Y or N. The third record below would be rejected because the code for Reading Endorsement, Competency 2 is Y and the code for Reading Endorsement, Competency 2 (Adopted 2011) is also Y.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 2	Reading Endorsement, Competency 2 (Adopted 2011)
03	123456789	2	****	N	N
* 03	123456780	2	****	N	Z
* 03	123456781	2	****	Y	Y

**** valid fiscal year for data being reported

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 2 or Reading Endorsement, Competency 2 (Adopted 2011) codes so that the correct relationship exists and resubmit the records for processing.

(DELETED FOR 1718)

1K. ~~If Reading Endorsement, Competency 3 code is Y, then Reading Endorsement, Competency 3 (Adopted 2011) code must be N.~~

~~If Reading Endorsement, Competency 3 code is N, then Reading Endorsement, Competency 3 (Adopted 2011) code must be Y or N.~~

~~If Reading Endorsement, Competency 3 (Adopted 2011) code is Y, then Reading Endorsement, Competency 3 code must be N.~~

~~If Reading Endorsement, Competency 3 (Adopted 2011) code is N, then Reading Endorsement, Competency 3 code must be Y or N.~~

~~This edit does not apply to Survey 8.   -record rejected-~~

~~EXAMPLE~~

~~The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record below would be rejected because the code for Reading Endorsement, Competency 3 is N and the code for Reading Endorsement, Competency 3 (Adopted 2011) is not Y or N. The third record below would be rejected because the code for Reading Endorsement, Competency 3 is Y and the code for Reading Endorsement, Competency 3 (Adopted 2011) is also Y.~~

~~District Number~~	~~Social Security Number~~	~~Survey Period Code~~	~~Fiscal Year~~	~~Reading Endorsement, Competency 3~~	~~Reading Endorsement Competency 3 (Adopted 2011)~~
~~03~~	~~123456789~~	~~2~~	~~****~~	~~N~~	~~N~~
~~* 03~~	~~123456780~~	~~2~~	~~****~~	~~N~~	~~Z~~
~~* 03~~	~~123456781~~	~~2~~	~~****~~	~~Y~~	~~Y~~

~~**** valid fiscal year for data being reported~~

~~DISTRICT RESPONSIBILITY~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 3 or Reading Endorsement, Competency 3 (Adopted 2011) codes so that the correct relationship exists and resubmit the records for processing.~~

(DELETED FOR 1718)

1L.   If Reading Endorsement, Competency 4 code is Y, then Reading Endorsement, Competency 4 (Adopted 2011) code must be N.

If Reading Endorsement, Competency 4 code is N, then Reading Endorsement, Competency 4 (Adopted 2011) code must be Y or N.

If Reading Endorsement, Competency 4 (Adopted 2011) code is Y, then Reading Endorsement, Competency 4 code must be N.

If Reading Endorsement, Competency 4 (Adopted 2011) code is N, then Reading Endorsement, Competency 4 code must be Y or N.

This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record below would be rejected because the code for Reading Endorsement, Competency 4 is N and the code for Reading Endorsement, Competency 4 (Adopted 2011) is not Y or N. The third record below would be rejected because the code for Reading Endorsement, Competency 4 is Y and the code for Reading Endorsement, Competency 4 (Adopted 2011) is also Y.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement Competency 4	Reading Endorsement Competency 4 (Adopted 2011)
03	123456789	2	****	N	N
* 03	123456780	2	****	N	Z
* 03	123456781	2	****	Y	Y

**** valid fiscal year for data being reported

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 4 or Reading Endorsement, Competency 4 (Adopted 2011) codes so that the correct relationship exists and resubmit the records for processing.

1M.   Mentor/Supervising Educator code must be Y, N or Z. If Survey Period Code is 5, Mentor/Supervising Educator code must be Z. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the code for Mentor/Supervising Educator is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Mentor/ Supervising Educator
03	123456789	2	****	N
* 03	123456780	2	****	P

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Mentor/Supervising Educator code and resubmit the record for processing.

1N.   Florida Education Identifier (FLEID) is alphanumeric and must be entered as "FL" in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-

> **EXAMPLE**
>
> Florida Education Identifier:
> - FL012345678910
>
> **DISTRICT RESPONSIBILITY**

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Florida Education Identifier and resubmit the record for processing

1O.   Personnel Evaluation code must be C-I or Z. If Survey Period Code = 2, then Personnel Evaluation code must be Z. If Survey Period Code = 5, and if the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar); or 52015 or 55052 (PK Teachers); or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers) then the Personnel Evaluation code must be C-I. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected because Personnel Evaluation code for the Job Code is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation
03	123456788	3	****	51051	D
* 03	123456789	5	****	51062	Z
03	123456791	5	****	61332	Z

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Personnel Evaluation code or the Job Code and resubmit the record for processing.

1P.   If the employee's Job Code, Primary is 51080, 52015, 52080, 53080, 54080, 55052, 55080, 59080, or 73026, then the Personnel Evaluation code must be Z. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The third record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Personnel Evaluation code is not valid for the Job Code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation	Employee Type
* 03	123456788	5	****	52080	D	TF
* 03	123456789	3	****	51080	E	TF
03	123456791	5	****	59080	Z	TF

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Personnel Evaluation code or Job Code and resubmit the records for processing.

1Q. **If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), and if the District Number is not 68, then the Personnel Evaluation, Instructional Leadership Component must be numeric, greater than or equal to 33 and less than or equal to 67, unless Personnel Evaluation code = H or I, then must be zero. For all other employees, the Personnel Evaluation, Instructional Leadership Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Leadership Component must be zero. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Instructional Leadership Component value is not valid for the Job Code, Primary.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation, Instructional Leadership
03	123456788	5	****	73002	40
* 03	123456789	5	****	73019	80

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Job Code or the Personnel Evaluation, Instructional Leadership Component value and resubmit the record for processing.

1R.   **If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 52015 or 55052 (PK Teachers), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68, then the Personnel Evaluation, Instructional Practice Component must be numeric, greater than or equal to 33 and less than or equal to 67, unless District Number is 06 and School Number is 3011 then the Personnel Evaluation, Instructional Practice Component must be greater than or equal to 33 and less than or equal to 95, unless Personnel Evaluation code = H or I, then must be zero. For all other employees the Personnel Evaluation, Instructional Practice Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Instructional Practice Component must be zero. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Instructional Practice Component value is not valid for the Job Code, Primary.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation, Instructional Practice
03	123456788	5	****	51026	40
* 03	123456789	5	****	61232	80

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Job Code or the Personnel Evaluation, Instructional Practice Component value and resubmit the record for processing.

1S. **If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), or 52015 or 55052 (PK Teachers), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68, then the Personnel Evaluation, Professional and Job Responsibilities Component must be numeric, greater than or equal to zero and less than or equal to 33.   For all other employees the Personnel Evaluation, Professional and Job Responsibilities Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Professional and Job Responsibilities Component must be zero. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Professional and Job Responsibilities Component value is not valid for the Job Code, Primary.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation, Prof or Job Responsibilities
03	123456788	5	****	73002	25
* 03	123456789	5	****	51114	40

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Job Code or the Personnel Evaluation, Professional or Job Responsibilities Component value and resubmit the record for processing.

1T.   If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), or 52015 or 55052 (PK Teachers), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68 or not District Number 06 and School Number 3011, then the Personnel Evaluation, Student Performance Component must be numeric, greater than or equal to 33 and less than or equal to 67, unless Personnel Evaluation code = H or I, then must be zero. For all other employees the Personnel Evaluation, Student Performance Component must be zero. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Student Performance Component must be zero. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Student Performance Component value is not valid for the Job Code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation, Stud Perform Comp
03	123456788	5	****	73002	60
* 03	123456789	5	****	51114	100

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Job Code or the Personnel Evaluation, Student Performance Component value and resubmit the record for processing.

1U. **If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19 or 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code, Primary is not 73026 (Registrar), or 52015 or 55052 (PK Teachers), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68 or not District Number 06 and School Number 3011, then Personnel Evaluation, Measures of Student Performance code must be B-K. For all other employees the Personnel Evaluation, Measures of Student Performance code must be Z. If Survey Period Code = 2 or 3, then the Personnel Evaluation, Measures of Student Performance must be Z. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Personnel Evaluation, Measures of Student Performance code is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Personnel Evaluation, Measures of Student Performance
03	123456788	5	****	0081	B
* 03	123456789	5	****	0081	L

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Personnel Evaluation, Measures of Student Performance code and resubmit the record for processing.

1V. If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 09-19, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), and if the District Number is not 68, and if the value reported for this employee for the Personnel Evaluation, Instructional Leadership Component is greater than or equal to 33, then the total of Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Performance Component must be 100.   -record rejected-

       EXAMPLE

       The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the sum of Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Performance Component is 90 instead of 100.

| | | | | | -------Personnel Evaluation------- | | |
District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Instruc- tional Leadership	Professional & Job Resp	Student Perform Comp
03	123456789	5	****	73002	45	15	40
* 03	123456780	5	****	73019	40	10	40

       **** = Valid fiscal year for data submission.

       DISTRICT RESPONSIBILITY

       If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the value for Personnel Evaluation, Instructional Leadership Component; Personnel Evaluation, Professional and Job Responsibilities Component or the Personnel Evaluation, Student Performance Component so that they add up to 100 and resubmit the record for processing.

1W. **If Survey Period Code = 5 and if the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 52015 or 55052 (PK Teachers) or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68, and if the value reported for this employee for the Personnel Evaluation, Instructional Practice Component is greater than or equal to 33, then the sum of Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Performance Component must be 100. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the sum of Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component and Personnel Evaluation, Student Performance Component is 110 instead of 100.

| | | | | | -------Personnel Evaluation------- | | |
District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Instruc- tional Practice	Professional & Job Resp	Student Perform Comp
03	123456789	5	****	51028	45	15	40
* 03	123456780	5	****	61232	40	20	50

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the value for Personnel Evaluation, Instructional Practice Component; Personnel Evaluation, Professional and Job Responsibilities Component or Personnel Evaluation, Student Performance Component so that they add up to 100 and resubmit the record for processing.

1#.   If Survey Period Code = 5, and the employee's Job Code places the employee on lines 09-19 or 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 73026 (Registrar), or 52015 or 55052 (PK Teachers), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if the District Number is not 68, and Personnel Evaluation code is C-G then the Personnel Evaluation, Instructional Leadership Component or the Personnel Evaluation, Instructional Practice Component must be greater than or equal to 33 and less than or equal to 67, unless District Number is 06 and School Number is 3011 then the Personnel Evaluation, Instructional Practice Component must be greater than or equal to 33 and less than or equal to 95. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected because Personnel Evaluation code is C and the Personnel Evaluation, Instructional Practice Component is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Personnel Evaluation	Personnel Evaluation, Instructional Practice Component
03	123456788	3	****	51051	D	50
* 03	123456789	5	****	51062	C	25
03	123456791	5	****	61332	C	55

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Personnel Evaluation, Instructional Practice Component code and resubmit the record for processing.

1$. **If Survey Period Code is 3 and if the employee's Job Code places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 52015 or 55052 (PK Teachers), or 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if Employee Type is RF, RP, CF, CP or TF, and if Employment Date, Current Position is on or after July 1 of the current fiscal year, then the Personnel Evaluation code must be C-I. –record rejected --**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record listed below would be rejected because the Employment Date, Current Position is after July 1 of the current fiscal year and the Personnel Evaluation code reported is invalid for this instructional, regular full-time employee.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Employee Type	Employment Date, Current Position	Personnel Evaluation
03	123456789	3	****	51071	RF	20130822	Z
*03	444332222	3	****	52003	RF	20150822	Z

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Personnel Evaluation code and resubmit the record for processing.

20.   If Survey Period Code is 2 or 3, then Separation Date must be zeros. This edit does not apply to Survey 8.   -record rejected-

EXAMPLE

The record listed below would be rejected because the Separation Date is not valid for the Survey Period reported. If the survey period is 2 or 3, then Separation Date must be all zeros.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Florida Educators Certificate Number	Separation Date
* 03	123456780	2	****	0291	0000445566	1219****

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the record to show all zeros in the Separation Date field. Resubmit the record for processing.

21.   If Survey Period Code is 2 or 3, then Separation Reason code must be Z. This edit does not apply to Survey 8.   -record rejected-

EXAMPLE

The record listed below would be rejected because the Separation Reason is not valid for the Survey Period reported. If the survey period is 2 or 3, then Separation Reason must be Z.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Florida Educators Certificate Number	Separation Date	Separation Reason
* 03	123456789	2	****	0081	0000112233	12192002	A

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must change the Separation Reason code to Z and resubmit the record for processing.

(DELETED FOR 1718)

➡️ 22.   ~~Reading Endorsement, Competency 1 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -record rejected-~~

~~**EXAMPLE**~~

~~The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 1 are invalid.~~

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1
~~03~~	~~123456789~~	~~2~~	~~****~~	~~Y~~
~~* 03~~	~~123456780~~	~~2~~	~~****~~	~~B~~
~~* 03~~	~~123456781~~	~~2~~	~~****~~	~~M~~

~~**DISTRICT RESPONSIBILITY**~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 1 codes and resubmit the records for processing.~~

23.   Each Staff Demographic Information record must be unique based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejections. The third record listed below would be rejected because the key items (District Number, Social Security Number, Survey Period Code and Fiscal Year) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Florida Educators Certificate Number	Job Code, Primary
03	123456789	5	****	0081	0000112233	53002
03	123456780	2	****	0291	0000445566	00000
* 03	123456789	5	****	0081	0000778899	51081

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If, in fact, the last record should not have been submitted, the district would take no action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A".

24.   Employee Type code must be RF, RP, TF, TP, CF, CP or ST. This edit does not apply to Survey 8.   -record rejected-

EXAMPLE

The two records below would be rejected either because the Employee Type code is left blank or because the code is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Job Code, Primary	Employee Type
* 03	123456789	5	****	0491	53007	RT
* 03	123456780	5	****	0481	51004	

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Employee Type codes and resubmit the records for processing.

25.   For the Employee Name, Legal; the First Name cannot be blank. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. (Z-fill is not allowed.) -record rejected-

EXAMPLE

The two records below would be rejected because no valid First Names were submitted.

District Number	Social Security Number	School Number, Primary/ Home	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Employee Name, Legal: First Name
* 03	123456789	0081	0000112233	Jones	
* 03	123456780	0291	0000445566	Smith-Jones	/////////////

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the records by including valid First Names and resubmit the records for processing.

26.   For the Employee Name, Legal; Middle/Maiden Name or Initial may be blank but may not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records listed below would be rejected because no valid Employee Name, Legal; Middle/Maiden Name or Initial was submitted.

District Number	Social Security Number	Florida Educators Certificate Number	Employee Name, Legal: Last Name	Employee Name, Legal: First Name	Employee Name, Legal: Middle/Maiden Name or Initial
03	123456788	0000112234	Smith	Susan	
* 03	123456789	0000112233	Jones	Mary	(nondisplayable character)
* 03	123456780	0000445566	Smith-Jones	Rashanda	@ @ @ @ @ @ @

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the records by including a valid Middle/Maiden Name or Initial and resubmit the records for processing.

27.   The Degree/Credential Earned code must be C, A, B, M, S, D, or Z. This edit does not apply to Survey 8.   -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records listed below would be rejected because Degree/Credential Earned is either invalid or it was left blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Degree/ Credential Earned
03	123456789	2	****	0081	M
* 03	123456790	2	****	0081	P
* 03	123456791	2	****	0081	

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct Degree/Credential Earned by reporting a valid code and resubmit the records for processing.

28.   If Survey Period Code is 2 or 3, then Days Absent, Personal Leave must be 000. If Survey Period Code is 5, then Days Absent, Personal Leave must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8.   -record rejected-

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Personal Leave is greater than 180.

District Number	Social Security Number	Days Absent, Personal Leave
16	123456789	002
* 16	123456780	205

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Days Absent, Personal Leave so that it is in the range 000 to 180 and resubmit the record for processing.

29.   If Survey Period Code is 2 or 3, then Days Absent, Sick Leave must be 000. If Survey Period Code is 5, then Days Absent, Sick Leave must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8 -record rejected-

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Sick Leave is greater than 180.

District Number	Social Security Number	Days Absent, Sick Leave
16	123456789	002
* 16	123456780	195

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Days Absent, Sick Leave so that it is in the range 000 to 180 and resubmit the record for processing.

2A.   If Survey Period Code is 2 or 3, then Days Absent, Temporary Duty Elsewhere must be 000. If Survey Period Code is 5, then Days Absent, Temporary Duty Elsewhere must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Temporary Duty Elsewhere is greater than 180.

District Number	Social Security Number	Days Absent, Temporary Duty Elsewhere
16	123456789	002
* 16	123456780	210

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Days Absent, Temporary Duty Elsewhere so that it is in the range 000 to 180 and resubmit the record for processing.

2B.   If Survey Period Code is 2 or 3, then Days Absent, Other must be 000. If Survey Period Code is 5, then Days Absent, Other must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Other is blank.

District Number	Social Security Number	Days Absent, Other
16	123456789	002
* 16	123456780	

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Days Absent, Other so that it is in the range 000 to 180 and resubmit the record for processing.

2C.   If Survey Period Code is 2 or 3, then Days Present must be 000. If Survey Period Code is 5, then Days Present must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Present is greater than 180.

District Number	Social Security Number	Days Present
16	123456789	002
* 16	123456780	210

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Days Present so that it is in the range 000 to 180 and resubmit the record for processing.

2D. **The number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other added together must be in the range zero through 180 or all of these must be 999, unless District Number is 71. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first two records below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other add to 181.

District Number	Social Security Number	Days Present	Days Absent, Personal Leave	Days Absent, Sick Leave	Days Absent, Temporary Duty Elsewhere	Days Absent, Other
16	123456789	169	003	006	002	000
16	123456788	000	000	000	000	000
* 16	123456780	170	005	004	002	000

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the record so that the number of days present plus days absent added together are in the range zero to 180 and resubmit the record for processing.

2E.   If Separation Date falls within the Fiscal Year being reported, then Separation Reason code must not be Z. This edit does not apply to Survey 8. –record rejected-

EXAMPLE

The first record would pass this edit. The second record below would not pass this edit because a Separation Date within the Fiscal Year being reported has a Separation Reason code of Z.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation Date	Separation Reason
03	0123456789	5	****	0701****	A
* 03	0123456780	5	****	0701****	Z

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

For the second record, the district should correct the Separation Reason code by changing it to a valid non-Z code or change the Separation Date to zeros if the employee has not separated from the school district or a valid date prior to the Fiscal Year being reported and resubmit the record for processing.

2F.   If Separation Reason code is not Z, then Separation Date must be greater than zero. This edit does not apply to Survey 8. –record rejected-

EXAMPLE

The first record would pass this edit. The second record below would not pass this edit because it has a Separation Reason code but no Separation Date.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation Date	Separation Reason
03	0123456789	5	****	0701****	A
* 03	0123456788	5	****	00000000	A

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

For the second record, the district should correct the Separation Date to be a valid date greater than zero or change the Separation Reason to Z if the employee has not separated from the school district and resubmit the record for processing.

2G. **If any of the five Reading Endorsement, Competency (Adopted 2011) codes = Z, then all the codes for Reading Endorsement, Competency (Adopted 2011) must be Z. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the code for Reading Endorsement, Competency 1 (Adopted 2011) is Z and the code for Reading Endorsement, Competency 4 (Adopted 2011) is not Z.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1 (Adopted 2011)	Reading Endorsement, Competency 4 (Adopted 2011)
03	123456789	2	****	Z	Z
* 03	123456780	2	****	Z	Y
* 03	123456781	2	****	Z	C

**** = Valid fiscal year for data being reported

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency (Adopted 2011) codes so that either all or none of the Reading Endorsement, Competency (Adopted 2011) codes are Z and resubmit the records for processing.

2H.   Qualified Paraprofessional code must be A, B, C, D, or Z. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Qualified Paraprofessional are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Qualified Paraprofessional
03	123456789	2	****	C
* 03	123456780	2	****	T
* 03	123456781	2	****	P

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Qualified Paraprofessional code and resubmit the records for processing.

2I.   Qualified Paraprofessional code must be A, B, C, or D for Job Codes 51111, 51112 and 51113. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Qualified Paraprofessional code and the Job Code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Qualified Paraprofessional
03	123456789	2	****	51112	C
* 03	123456780	2	****	51111	Z

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the relationship between the Qualified Paraprofessional code and the Job Code and resubmit the record for processing.

2J. **If Survey Period is 2, 3 or 5 and the Qualified Paraprofessional code is A, B, C, or D then the Job Code must begin with 51, 52, 53, 54, 55 or 59. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Qualified Paraprofessional code and the Job Code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Qualified Paraprofessional
03	123456789	2	****	51112	C
* 03	123456780	2	****	76024	A

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the relationship between the Qualified Paraprofessional and the Job Code and resubmit the record for processing.

2K. **If Survey Period is 2, 3 or 5, then the Qualified Paraprofessional code must be Z for Job Codes that place the employee on lines 21-33 of the Public Schools Staff Survey (EEO-5). -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record below would be rejected because the correct relationship does not exist between the Qualified Paraprofessional code and the Job Code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Qualified Paraprofessional
03	123456789	2	****	51084	Z
* 03	123456780	2	****	52008	B

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the relationship between the Qualified Paraprofessional code and the Job Code and resubmit the record for processing.

(DELETED FOR 1718)

2L.   Reading Endorsement, Competency 2 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 2 are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 2
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 2 codes and resubmit the records for processing.

(DELETED FOR 1718)

➡️ ~~**2M.**   **Reading Endorsement, Competency 3 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -record rejected-**~~

~~**EXAMPLE**~~

~~The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 3 are invalid.~~

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 3
~~03~~	~~123456789~~	~~2~~	~~****~~	~~Y~~
~~* 03~~	~~123456780~~	~~2~~	~~****~~	~~B~~
~~* 03~~	~~123456781~~	~~2~~	~~****~~	~~M~~

~~**DISTRICT RESPONSIBILITY**~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 3 codes and resubmit the records for processing.~~

(DELETED FOR 1718)

2N.   Reading Endorsement, Competency 4 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 4 are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 4
03	123456789	2	****	Y
* 03	123456780	2	****	B
* 03	123456781	2	****	M

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 4 codes and resubmit the records for processing.

2O. **If any of the five Reading Endorsement, Competency (Adopted 2011) codes = P, then all the codes for Reading Endorsement, Competency (Adopted 2011) must be P. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the code for Reading Endorsement, Competency 1 (Adopted 2011) is P and the code for Reading Endorsement, Competency 4 (Adopted 2011) is not P.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1 (Adopted 2011)	Reading Endorsement, Competency 4 (Adopted 2011)
03	123456789	2	****	P	P
* 03	123456780	2	****	P	Y
* 03	123456781	2	****	P	C

**** = Valid fiscal year for data being reported

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency (Adopted 2011) codes so that either all or none of the Reading Endorsement, Competency (Adopted 2011) codes are P and resubmit the records for processing.

(DELETED FOR 1718)

2P.   ~~Reading Endorsement, Competency 5 code must be Y, N, C, R, P, G or Z. This~~
~~edit does not apply to Survey 8. -record rejected-~~

~~**EXAMPLE**~~

~~The first record listed below would be loaded to the database assuming no other reject~~
~~rule would cause its rejection. The second and third records below would be rejected~~
~~because the codes for Reading Endorsement, Competency 5 are invalid.~~

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 5
~~03~~	~~123456789~~	~~2~~	~~****~~	~~Y~~
~~* 03~~	~~123456780~~	~~2~~	~~****~~	~~B~~
~~* 03~~	~~123456781~~	~~2~~	~~****~~	~~M~~

~~**DISTRICT RESPONSIBILITY**~~

~~If the rejected records should not have been submitted, no action is required. However,~~
~~if the district wishes the data in the rejected records to be loaded to the database, the~~
~~district must correct the Reading Endorsement, Competency 5 codes and resubmit the~~
~~records for processing.~~

(DELETED FOR 1718))

2Q. ~~**Reading Endorsement, Competency 6 code must be Y, N, C, R, P, G or Z. This edit does not apply to Survey 8. -record rejected-**~~

~~**EXAMPLE**~~

~~The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Reading Endorsement, Competency 6 are invalid.~~

~~District Number~~	~~Social Security Number~~	~~Survey Period Code~~	~~Fiscal Year~~	~~Reading Endorsement, Competency 6~~
~~03~~	~~123456789~~	~~2~~	~~****~~	~~Y~~
~~* 03~~	~~123456780~~	~~2~~	~~****~~	~~B~~
~~* 03~~	~~123456781~~	~~2~~	~~****~~	~~M~~

~~**DISTRICT RESPONSIBILITY**~~

~~If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency 6 codes and resubmit the records for processing.~~

2R.   If any of the five Reading Endorsement, Competency (Adopted 2011) codes = C, then all the codes for Reading Endorsement, Competency (Adopted 2011) must be C. This edit does not apply to Survey 8. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the code for Reading Endorsement, Competency 1 (Adopted 2011) is C and the code for Reading Endorsement, Competency 4 (Adopted 2011) is not C.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1 (Adopted 2011)	Reading Endorsement Competency 4 (Adopted 2011)
03	123456789	2	****	C	C
* 03	123456780	2	****	C	Y
* 03	123456781	2	****	C	R

**** = Valid fiscal year for data being reported

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency (Adopted 2011) codes so that either all or none of the Reading Endorsement, Competency (Adopted 2011) codes are C and resubmit the records for processing.

2S. **If any of the five Reading Endorsement, Competency (Adopted 2011) codes = R, then all the codes for Reading Endorsement, Competency (Adopted 2011) must be R. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the code for Reading Endorsement, Competency 1 (Adopted 2011) is R and the code for Reading Endorsement, Competency 4 (Adopted 2011) is not R.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1 (Adopted 2011)	Reading Endorsement, Competency 4 (Adopted 2011)
03	123456789	2	****	R	R
* 03	123456780	2	****	R	Y
* 03	123456781	2	****	R	C

**** = Valid fiscal year for data being reported

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency (Adopted 2011) codes so that either all or none of the Reading Endorsement, Competency (Adopted 2011) codes are R and resubmit the records for processing.

2T.   The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other edit would cause its rejection. The last three records would be rejected because the Staff Number Identifier, Local contains a symbol (@) and none are left-justified.

District Number	Staff Number Identifier, Local
01	ABC123DEF9
*01	3001 28K
*01	2121@xyz
*01	123456

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Staff Number Identifier, Local and resubmit the records.

2U. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

District Number	Social Security Number	Staff Number Identifier, Local
01	123456789	A000012537
* 01	012345678	012345678

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

2V.   If Separation Reason code is A-P, then Employee type must be RF or RP. This edit does not apply to Survey 8.   -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Separation Reason code is A-O but the Employee Type is TF.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Employee Type	Separation Date	Separation Reason
03	123456788	5	****	0081	RF	0701****	L
* 03	123456789	5	****	0081	TF	0701****	S

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the relationship between the Separation Reason and the Employee Type and resubmit the record for processing.

2W. If the employee's Job Code, Primary places the employee on lines 44-54, inclusive, of the Public Schools Staff Survey – EEO-5, then the Degree/Credential Earned code must be Z. This edit does not apply to Survey period 8. –record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records listed below would be rejected because the Job Code, Primary falls on lines 44-54 of the Public Schools Staff Survey – EEO-5 and the Degree/Credential Earned is not Z.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Degree/ Credential Earned
03	123456789	2	****	51101	Z
* 03	123456790	2	****	65022	M
* 03	123456791	2	****	75094	B

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Degree/Credential Earned code or the Job Code, Primary and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2X.   If Survey Period Code is 2 or 3, then School Principal certification Program code must be Z. If Survey Period Code is 5, then School Principal Certification Program must be A, B, C, D or Z. This edit does not apply to Survey 8.   –record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for School Principal Certification Program are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Principal Certification Program
03	123456789	5	****	C
* 03	123456780	5	****	P
* 03	123456781	5	****	E

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the School Principal Certification Program and resubmit the records for processing.

2Y.   If the School Principal Certification Program is A-D, then the employee's Job Code must place the employee on lines 1-43, inclusive, of the Public Schools Staff Survey – EEO-5. This edit does not apply to Survey 8.   –record rejected-

EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected because the School Principal Certification Program code for the Job Code, Primary is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Principal Certification Program	Job Code, Primary
03	123456789	5	****	C	51058
* 03	123456780	5	****	B	51082
03	123456790	5	****	A	73017

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the School Principal Certification Program code or Job Code, Primary and resubmit the record for processing.

2Z. **If any of the five Reading Endorsement, Competency (Adopted 2011) codes = G, then all the codes for Reading Endorsement, Competency (Adopted 2011) must be G. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the code for Reading Endorsement, Competency 1 (Adopted 2011) is G and the code for Reading Endorsement, Competency 4 (Adopted 2011) is not G.
.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Reading Endorsement, Competency 1 (Adopted 2011)	Reading Endorsement, Competency 4 (Adopted 2011)
03	123456789	2	****	G	G
* 03	123456780	2	****	Z	Y
* 03	123456781	2	****	Z	C

**** = Valid fiscal year for data being reported

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Reading Endorsement, Competency (Adopted 2011) codes so that either all or none of the Reading Endorsement, Competency (Adopted 2011) codes are G and resubmit the records for processing.

30.   If Survey Period Code is 2 or 3, each Staff Demographic Information record must have a matching Staff Payroll record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. If Survey Period Code is 5, each Staff Demographic Information record must have a matching Staff Fiscal Year Salaries, or Staff Fiscal Year Benefits format based on District Number, Social Security number, Survey Period Code, and Fiscal Year. This edit does not apply to Survey 8.   -state validation 3-

EXAMPLE

The first Staff Demographic Information record listed below would not pass this edit because there is not a matching Staff Payroll Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. The second Staff Demographic Information record would pass this edit.

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year
* 03	123456789	2	****
03	454567858	2	****

Staff Payroll Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	454567858	2	****

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must verify that the Staff Demographic Information record is valid, then submit a matching Staff Payroll record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

31.   If Survey Period is 5, and the sum of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other is between 100 and 180 inclusive, then the sum of Fiscal Year Salary on all Staff Fiscal Year Salaries format records for the employee must be greater than $18,000. The following fields should be used in matching the records: District Number, Social Security Number, Survey Period Code and Fiscal Year. –state validation 3-

EXAMPLE

The second employee below would not pass this edit because the sum of Days Present and all Days Absent elements is between 100 and 180 and the Fiscal Year Salary is less than $18,000.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Days Present	Days Absent Personal Leave	Days Absent Sick Leave	Days Absent Temp Duty Elsewhere	Days Absent Other
03	123456781	5	****	174	3	2	0	1
* 03	123456792	5	****	136	8	30	0	0

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Fiscal Year Salary
03	123456781	5	****	003568900
03	123456792	5	****	000558500

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries and Staff Demographic Information records and update the record that is in error to reflect the correct relationship in the edit.

32. **If Survey Period is 2 or 3, Job Code, Primary on the Staff Demographic Information record must match at least one Job Code, Primary on the matching Staff Payroll Information records. This edit does not apply to Survey 8. -state validation 3-**

EXAMPLE

The Staff Demographic Information record below would not pass this edit because the Job Code, Primary does not match the Job Code, Primary on the matching Staff Payroll Information record.

Staff Demographic Information Record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
* 03	123456789	2	****	54001

Staff Payroll Information Record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
03	123456789	2	****	51071

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must correct the Job Code, Primary on the Staff Demographic Information record or the Staff Payroll Information record so that they are the same and reflect the actual job the employee held.

33. **If the Title I School-Wide code on any of the matching Staff Fiscal Year Salaries records = C, then the Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-**

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Title I School-Wide code is C and the Qualified Paraprofessional code is not A, B, C or D.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code Primary	Qualified Paraprofessional
03	123456789	5	****	51104	B
* 03	123456780	5	****	51057	Z

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Title I School-Wide
03	123456780	5	****	51112	C100
03	123456780	5	****	51057	Z000

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Qualified Paraprofessional code or the Title I School-Wide code so that the proper relationship exists between these codes.

34. **If the Job Code on any of the matching Staff Fiscal Year Salaries records is 51111, 51112 or 51113 and the Title I Targeted Assistance code is C, then the Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-**

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Qualified Paraprofessional code is not A, B, C or D.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code Primary	Qualified Paraprofessional
03	123456789	5	****	51113	B
* 03	123456780	5	****	51058	Z

Staff Fiscal Year Salaries records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Title I Targeted Assistance
03	123456780	5	****	51058	Z000
03	123456780	5	****	51111	C100

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries and Staff Demographic Information records and update the record that is in error to reflect the correct relationship in the edit.

35.   If the Migrant Regular School Year code on any of the matching Staff Fiscal Year Salaries records = C, then the Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Migrant Regular School Year code is C and the Qualified Paraprofessional code is not A, B, C or D.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code Primary	Qualified Paraprofessional
03	123456789	5	****	51104	B
* 03	123456780	5	****	51057	Z

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Migrant Regular School Year
03	123456780	5	****	51112	C100
03	123456780	5	****	51057	Z000

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Qualified Paraprofessional code or the Migrant Regular School Year code so that the proper relationship exists between these codes.

36. **If the Migrant Summer code on any of the matching Staff Fiscal Year Salaries records = C, then the Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-**

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Migrant Summer code is C and the Qualified Paraprofessional code is not A, B, C or D.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code Primary	Qualified Paraprofessional
03	123456789	5	****	51104	B
* 03	123456780	5	****	51057	Z

Staff Fiscal Year Salaries record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Migrant Summer
03	123456780	5	****	51112	C100
03	123456780	5	****	51057	Z000

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Qualified Paraprofessional code or the Migrant Summer code so that the proper relationship exists between these codes.

38.   For Survey Period Code 2 or 3, if the employee's Job Code, Primary on the Staff Demographic Information format places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey – EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080) and the Employee Type is RF, TF or CF, then the employee must have at least one Staff Experience record with an Experience Type of C, at least one record with an Experience Type of D and at least one record with an Experience Type of F . The following fields should be used in matching the records: District Number, Social Security Number, Survey Period Code and Fiscal Year. –state validation 3-

EXAMPLE

The second employee below would not pass this edit because there is no Staff Experience record with an Experience Type code of C reported.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
03	123456781	2	****	51051
* 03	123456792	2	****	51028

Staff Experience records

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456781	2	****	C	01
03	123456781	2	****	D	05
03	123456781	2	****	F	05
* 03	123456792	2	****	D	06
* 03	123456792	2	****	F	09

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the staff member's experience and submit an additional Staff Experience record with an Experience Type code of C for this employee.

40.   For each active school on the Master School Identification (MSID) file for the district, the number of Staff Demographic Information records must be greater than zero. This edit does not apply to Survey 8.   –aggregate validation edit-

Note: An error message will be printed on the validation aggregate report (F70658) for schools that do not meet the aggregate validation edit above.

EXAMPLE

School 0351 is an active school for district number 80 on the MSID file. There are no demographic records for this school on the Staff Database table.

An aggregate edit error message is generated for school 0351 on the validation report indicating that the school failed this aggregate validation edit.

DISTRICT RESPONSIBILITY

The district must submit Staff Demographic Information records (in addition to other required Staff Reporting formats) for this school.

50.   If District Number is not 71-75 and Charter School Status is not C or R (located on the Master School Identification File) and if the employee's Job Code places the employee on lines 1-8, inclusive, of the Public Schools Staff Survey - EEO-5, then School Number/Primary Home must be 9001. This edit does not apply to Survey 8.   -exception report-

EXAMPLE

The first two records below would cause a message to be generated because the Job Code, Primary places the employee on EEO Line Numbers 1-8 and the School Number/Primary Home is not 9001. The third record listed below would pass the edit.

District Number	Social Security Number	School Number, Primary/ Home	Job Code, Primary
* 03	123456789	0081	75005
* 03	123456780	0291	61222
72	125896540	0341	62009

DISTRICT RESPONSIBILITY

The district should verify the Job Code and the School Number/Primary Home and if in error correct the record

51.   If Separation Date is not zero then it must be greater than or equal to Employment Date, Current Position; Employment Date, Continuous Employment; and Employment Date, Original Position. This edit does not apply to Survey 8.   -exception report-

EXAMPLE

The second record below would cause an error message to be generated because the Separation Date is prior to the Employment Date, Current Position.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/ Home	Separation Date	Employment Date, Current Position
03	123456789	5	****	0081	00000000	08212000
* 03	123456780	5	****	0291	0813****	0821****

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district should verify the Separation Date; Employment Date, Current Position; Employment Date, Continuous Employment; and Employment Date, Original Position and correct if in error.

52.   If Separation Date is in the current Fiscal Year being reported or is zeroes, then Employment Date, Current Position must be greater than or equal to Employment Date, Continuous Employment and Employment Date, Original Position.   This edit does not apply to Survey 8.   -exception report-

EXAMPLE

The second record below would cause an error message to be generated because the Employment Date, Current Position code is not greater than the Employment Date, Continuous Employment code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Date, Continuous Employment	Employment Date, Current Position	Separation Date
03	123456789	5	****	08211997	08211997	0602****
* 03	123456780	5	****	08211999	08211997	00000000

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district should verify the Employment Date, Current Position; Employment Date, Continuous Employment and Employment Date, Original Position and correct if in error.

53.   If Separation Date is in the current Fiscal Year being reported or is zeroes, then Employment Date, Continuous Employment must be greater than or equal to the Employment Date, Original Position. This edit does not apply to Survey 8. -exception report-

EXAMPLE

The second record below would cause an error message to be generated because the Employment Date, Continuous Employment is prior to the Employment Date, Original Position.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Date, Original Position	Employment Date, Continuous Employment	Separation Date
03	123456789	5	****	08191992	08211994	06022003
* 03	123456780	5	****	08211997	08211993	00000000

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district should verify the Employment Date, Continuous Employment and the Employment Date, Original Position and correct if in error.

54.   For Survey Period Code 2 or 3, if Employee Type is RF, then the employee must have a matching Staff Benefits record with a Selected Benefits, Type code of D (Florida Retirement System). For Survey Period Code 5, if Employee Type is RF, then the employee must have a matching Staff Fiscal Year Benefits record with a Selected Benefits, Type/Value code of D. The records should be matched on District Number, Social Security Number, Survey Period Code and Fiscal Year. This edit does not apply to Survey 8.   -exception report-

EXAMPLE

The first Staff Demographic Information record listed below would cause an error message to be generated because there is no matching Staff Benefits record with a Selected Benefits, Type code of D. The second Staff Demographic Information record would pass this edit.

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
* 03	123456789	2	****	RF
03	454567858	2	****	RF

Staff Benefits record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type
03	123456789	2	****	B
03	123456789	2	****	K
03	454567858	2	****	D

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the Staff Demographic Information record and the Staff Benefits records and update one of the records if there is an error or submit an additional Staff Benefits record with a Selected Benefits, Type code of D.

55. **If Survey Period is 5, the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other added together must be greater than zero for regular full-time (RF), temporary full-time (TF) and contracted full-time (CF) employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5) unless they are all 999. This edit does not apply to Survey 8.   –exception report-**

EXAMPLE

The first two records below would pass this edit. The third record would not pass this edit because the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other add to zero for a regular full-time teacher.

Dist. Num.	Svy. Per. Code	Social Security Number	Days Present	Days Absent, Personal Leave	Days Absent, Sick Leave	Days Absent, Temporary Duty Elsewhere	Days Absent, Other	Job Code	Employee Type
16	5	123456789	000	000	000	000	000	78030	RF
16	5	123456788	170	004	004	002	000	51055	TF
* 16	5	123456780	000	000	000	000	000	51055	RF

DISTRICT RESPONSIBILITY

The district should review the data in the third record to verify that this regular full-time teacher did not have days present or absent during the regular 180 day school year. If there is an error in the data on this record, the district should submit an update to the record.

56. **If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey – EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080), vocational technical teachers (53001-53014), adult education teachers (54001) and ROTC teachers (51047, 51048) the Degree Earned code must not be Z. This edit does not apply to Survey 8.   –exception report-**

EXAMPLE

The first and third records listed below would pass this edit. The second record listed below would cause an error message to be generated because Degree Earned is Z and the job code is on lines 21-43 of the EEO-5.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Degree Earned
36	123456781	2	****	51051	M
* 36	223456782	2	****	51032	Z
36	123906783	2	****	52004	D

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district should verify the Degree Earned code and if in error correct the record.

57. Birth Date must be between the age range of 16 and 75 years old, inclusive, in the current calendar year. This edit does not apply to Survey 8. – exception report-

EXAMPLE

The first record listed below would pass this edit. The second and third records would cause an error message to be generated because the calculated age using Birth Date is not within the specified age range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Birth Date
04	012352847	2	****	04131960
* 04	025123478	2	****	02032002
* 04	025123482	2	****	02031927

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district should verify the Birth Date and if in error correct the record.

59.   For Survey Period Code 2 or 3, if Employee Type is RF, then the employee must have a matching Staff Benefits record with a Selected Benefits, Type code of A or K. For Survey Period Code 5, if Employee Type is RF, then the employee must have a matching Staff Fiscal Year Benefits record with a Selected Benefits, Type/Value code of A or K. The records should be matched on District Number, Social Security Number, Survey Period Code and Fiscal Year. This edit does not apply to Survey 8.   -exception report-

EXAMPLE

The first Staff Demographic Information record listed below would cause an error message to be generated because there is not a matching Staff Benefits record with a Selected Benefits, Type code of A or K. The second Staff Demographic Information record would pass this edit.

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employee Type
* 03	123456789	2	****	RF
03	454567858	2	****	RF

Staff Benefits record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Selected Benefits, Type
03	123456789	2	****	D
03	454567858	2	****	A

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the Staff Demographic Information record and the Staff Benefits record and update the record that is in error or submit an additional Staff Benefits record with a Selected Benefits, Type of A or K.