THE FOLLOWING CHANGES ARE FOR
FISCAL YEAR
1718

July 28, 2017

Year: 2017-18

Data Element Number: **115629**

Data Element Name: **District Number, Zoned School**

The state assigned two-digit number for the Florida school district in which the student's home school is located, as outlined in State Board of Education Rule 6A-1.099822, F.A.C. and pursuant to sections 1008.34(3) and 1008.341, F.S. Home school is defined as the school to which the student would be assigned if he/she were not assigned to an alternative school or to a hospital- or homebound program. Alternative schools include separate schools for students with disabilities (also known as center schools).

Code	Definition/Example
00	Not applicable – The student was not in an alternative school or designated as hospital- or homebound during survey week or the student was not assigned to an alternative school instead of the student's home school.
01 - 67	School districts assigned a unique number in the state Master School Identification file.

Note: For the Student Demographic Information format, this element should be zero filled for survey periods 1, 4, 5, 7 and 9.

Length: 2

Data Type: Alphanumeric

Year Implemented: 0607

State Standard: Yes

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

  FASTER: No

  Migrant Tracking: No

Required Grades: KG-12

Programs Required:

  Alternative

  Exceptional Student Education

Formats Required:

  Prior School Status / Student Attendance DB9 55x

  Student Demographic Information DB9 13x

Surveys Required:

  Survey 8   Default

  Survey 1   Default

  Survey 2   Yes

  Survey 3   Yes

Survey 4   Default

Survey 5   Variable

Survey 6   Default

Survey 9   Default

Appendixes:

None

Description of Changes:

7/24/2017	Surveys Required	Survey 5 is variably required depending on format.
7/24/2017	Notes	Clarified reference to format and valid survey periods.
7/1/2017	Formats Required	Added "Prior School Status/Student Attendance" format as a required format.
7/1/2016	Surveys Required	Added Survey 2 as a requirement for Accountability Reporting.
7/1/2015	Surveys Required	Survey 7 Removed from Required Surveys
6/1/2012	Definition	Added language regarding center schools.
12/13/2011	Programs Required	Added Exceptional Student Education.
12/13/2011	Codes	Added words "or designated as hospital- or homebound" to code 0000. Due to a change in the statute students designated as hospital- or homebound must be assigned to their home school for the purposes of school grades.
12/13/2011	Definition	Added words "or to a hospital- or homebound program." Due to a change in the statute students designated as hospital- or homebound must be assigned to their home school for the purposes of school grades.

Year: 2017-18

Data Element Number: **123312**

Data Element Name: **Gifted Eligibility**

A one character code to identify the eligibility criteria under which a student was found eligible for the gifted program.

Code	Definition/Example
A	Student was determined eligible under criteria found in paragraph (2)(a) in State Board of Education Rule 6A-6.03019.
B	Student was determined eligible under criteria found in paragraph (2)(b) in State Board of Education Rule 6A-6.03019.
Z	Student was not determined eligible for the gifted program, student transferred with gifted eligibility from another state after February 20, 2017 or the student was determined eligible for a gifted program prior to July 1, 2009.

Note: Report this information for students found to be eligible for the gifted program on or after July 1, 2009.

Length: 1

Data Type: Alphabetic

Year Implemented: 0910

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:
 Exceptional Student Education

Formats Required:
 Exceptional Student DB9 23x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Data Element Number: **123312**

Data Element Name: **Gifted Eligibility**

Appendixes:

None

Description of Changes:

7/25/2017	Codes	Updated definition to code "Z" to include "out-of-state transfer gifted students."
7/1/2015	Surveys Required	Survey 7 Removed from Required Surveys
		None

Year: 2017-18

Data Element Number: **173174**

Data Element Name: **School Number, Zoned School**

The state assigned four-digit school number for the school to which the student would be assigned if he/she were not assigned to the alternative school or to a hospital-or homebound program, as outlined in State Board of Education Rule 6A-1.099822, F.A.C., and pursuant to sections 1008.34(3) and 1008.341, F.S. Alternative schools include separate schools for students with disabilities (also known as center schools).

Code	Definition/Example
0000	Not applicable – The student was not in an alternative school or designated as hospital- or homebound during survey week or the student was not assigned to an alternative school instead of the student's home school.
0001-9899	District school sites assigned a unique number in the state Master School ID file.

Note: For the Student Demographic Information format, this element should be zero filled for survey periods 1, 4, 5, 7 and 9.

Length: 4

Data Type: Alphanumeric

Year Implemented: 0607

State Standard: Yes

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

  FASTER: No

  Migrant Tracking: No

Required Grades: KG-12

Programs Required:

  Alternative

  Exceptional Student Education

Formats Required:

  Prior School Status / Student Attendance DB9 55x

  Student Demographic Information DB9 13x

Surveys Required:

Survey 8	Default
Survey 1	Default
Survey 2	Yes
Survey 3	Yes
Survey 4	Default

Data Element Number: **173174**

Data Element Name: **School Number, Zoned School**

Survey 5   Variable

Survey 6   Default

Survey 9   Default

Appendixes:

None

Description of Changes:

7/24/2017	Surveys Required	Survey 5 is variably required depending on format.
7/24/2017	Notes	Clarified reference to format and valid survey periods.
7/1/2017	Formats Required	Added "Prior School Status/Student Attendance" format as a required format.
7/1/2016	Surveys Required	Added Survey 2 as a requirement for Accountability Reporting
7/1/2015	Surveys Required	Survey 7 Removed from Required Surveys
6/1/2012	Definition	Added language regarding center schools.
12/13/2011	Programs Required	Added Exceptional Student Education.
12/13/2011	Codes	Added words "or designated as hospital- or homebound" to code 0000. Due to a change in the statute students designated as hospital- or homebound must be assigned to their home school for the purposes of school grades.
12/13/2011	Definition	Added words "or to a hospital- or homebound program." Due to a change in the statute students designated as hospital- or homebound must be assigned to their home school for the purposes of school grades.

Student Edits

1.   District Number, Current Enrollment must be numeric and in the range 01-68 or 71-75. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not within the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	012345677X
01	0151	012345678X
* 00	0151	012345679X

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 data base, the district must correct the District Number, Current Enrollment and resubmit the record.

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For more information on Student Number Identifier, Florida refer to <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

6. **District Number, Current Instruction/Service must be numeric in the range 01-68 or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	012345677X
01	0151	012345678X
* 02	0151	012345679X

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 data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

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

EXAMPLE

If District 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first record would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the District submitting the record).

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	School Year	Course Number	Social Security Number
01	0021	5	****	8103100	123456789
* 02	0421	5	****	8103100	123456788

**** = 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 data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

22. **If District Number, Current Instruction/Service is in the range 01 - 68 or 72 – 75 and**

- **if School Number, Current Instruction/Service is not 7001, or 7004, 7006, or 7023 and**
- **if School Number, Current Instruction/Service is not 7079 in District Number, Current Instruction/Service 50, and**
- **If not a Virtual Charter School (note: Virtual Charter Schools are identified on MSID by Charter School Status not "Z" and School Function Setting equal to "V")**

then Facility Type must not equal 20. -record rejected-

EXAMPLE

In the list below, the first three records would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because Facility Type equals 20.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Facility Type
06	0021	00
29	7004	20
35	7001	20
* 01	0021	20

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 data base, the district must correct the Facility Type or the School Number, Current Instruction/Service and resubmit the record.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

1. **District Number, Current Enrollment must be numeric and in the range 01-68 or 71-75. -record rejected-**

   EXAMPLE

   The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X
* 02	0021	012345676X

   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 data base, the district must correct the District Number, Current Enrollment and resubmit the records.

3.   **The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an X or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not valid with an X in the tenth position. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	002345679X
* 01	0151	000123456X

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 data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

24.   **District Number, Current Instruction/Service must be numeric and 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 data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

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 data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

1.   District Number, Current Instruction/Service 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 data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Instruction/Service	Student Number Identifier, Florida
01	012345677X
01	012345678X
* 00	012345679X
* 02	012345676X

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 data base, the district must correct the District Number, Current Instruction/Service and resubmit the records.

3. **The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Instruction/Service	Student Number Identifier, Florida
01	1234567891
01	123456789X
* 01	123456789C
* 01	123456789
* 01	0023456791
* 01	000123456X

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 data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

2M. District Number, Current Enrollment must be numeric and in the range 01-68 or 71-75. -record rejected-

EXAMPLE

The first two records listed below would be written to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

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 data base, the district must correct the District Number, Current Enrollment and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

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

EXAMPLE

If district 01 is submitting records; District Number, Current Enrollment must be 01 for all records. Of the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is 02 rather than 01 (the district submitting the record).

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	012345678X
01	0151	012345677X
* 02	0151	012345679X

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 data base, the district must correct District Number, Current Enrollment and resubmit the record.

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For more information on Student Number Identifier, Florida refer to the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 data base, the district must correct Student Number Identifier, Florida and resubmit the records.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

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

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records 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, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 02	0021	012345679X

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, Current Instruction/Service and resubmit the record.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For more information on Student Number Identifier, Florida refer to <u>DOE Information Database Requirements Volume I -- Automated Student Information System</u> Manual.

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida code, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida code contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 Student Number Identifier, Florida and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

1. District Number, Current Enrollment 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 data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X
* 02	0021	012345676X

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 data base, the district must correct the District Number, Current Enrollment and resubmit the records.

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For additional information on Student Number Identifier, Florida refer <u>to the DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES

1.   District Number, Current Enrollment must be numeric and in the range 01-68 or 71-75. -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, Current Enrollment is not within the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	012345677X
01	0151	012345678X
* 00	0151	012345679X

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, Current Enrollment and resubmit the record.

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For more information on Student Number Identifier, Florida refer to <u>DOE Information Database Requirements: Volume I -- Automated Student Information System</u> Manual.

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 because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 Student Number Identifier, Florida and resubmit the records.

6.   District Number, Current Instruction/Service must be numeric in the range 01-68 or 71-75 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records 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, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	012345677X
01	0151	012345678X
* 02	0151	012345679X

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, Current Instruction/Service and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

1.   District Number, Current Enrollment 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, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X
* 02	0021	012345676X

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 District Number, Current Enrollment and resubmit the records.

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions must not be all zeroes. 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 because the tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth and sixth records would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not valid with a numeric character in the tenth position. The seventh record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	0123 56791
* 01	0151	000123456X

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 Student Number Identifier, Florida and resubmit the records.

4.   The first nine positions of Student Number Identifier-Alias, Florida must be numeric. The tenth position of Student Number Identifier-Alias, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier-Alias, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. -record rejected-

Note: For additional information on Student Number Identifier-Alias, Florida refer to DOE Information Database Requirements: Volume I -- Automated Student Information System Manual.

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 because when the social security number is used as the Student Number Identifier-Alias, Florida, the tenth digit must be an "X". The fourth and sixth records would be rejected because the Student Number Identifier-Alias, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number while the tenth position is numeric.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier-Alias, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	0123 56791

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 Student Number Identifier-Alias, Florida and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

14.   Prior School/Location: District/County must be numeric and in the range 01-68, 71-75 or 99. -record rejected-

Note: See DOE Information Database Requirements: Volume I -- Automated Student Information System Manual, Appendix C for appropriate District/County Numbers.

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 would be rejected because the Prior School/Location: District/County is not in the appropriate range.

Prior School/Location: District/County	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
* 81	0021	012345679X
* 00	0021	012345676X

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 Prior School/Location: District/County and resubmit the records.

38. **If the Prior School/Location: District/County is 01-68 or 71-75 then the Prior School/Location: State/Territory or Commonwealth must be FL. -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 Prior School/Location: District/County is 01 and the Prior School/Location: State/Territory or Commonwealth is not FL.

District Number, Current Enrollment	Prior School/ Location: District/County	Prior School/ Location: State, Territory or Commonwealth
62	33	FL
* 62	01	GA

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 determine which code (the Prior School/Location: District/County or Prior School/Location: State, Territory or Commonwealth) is in error, correct it, and resubmit the record.

45. **The Educational Choice code must be Z for the following:**
- **District Number, Current Enrollment is 68 or 71-75.**
- **School Number, Current Enrollment is 7001 (school district virtual instruction program – contracted provider) or 7004 (Florida Virtual School franchise) or 7006 (KG-12 virtual course offerings) or 7023 (school district virtual instruction program – district provider).**
- **School Number, Current Enrollment is 3518 (McKay Scholarship).**
- **School Number, Current Enrollment is N998 (Home Education).**
- **School Number, Current Enrollment is N999 (private school).**
- **School Number, Current Enrollment has a School Function Setting equal to V and a Charter School Status not equal to Z on the Master School Identification file.**
  -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 would be rejected because the Educational Choice code is not appropriate for the District Number, Current Enrollment and School Number, Current Enrollment that was submitted.

District Number, Current Enrollment	School Number Current Enrollment	Educational Choice
06	3518	Z
* 71	0500	B
* 35	7023	A

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 Educational Choice code or the School Number, Current Enrollment and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

4H. **District Number, Current Instruction/Service must be numeric, in the range 01-68, or 71-75. -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, Current Instruction/Service is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X
* 02	0021	012345676X

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 District Number, Current Instruction/Service and resubmit the records.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

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

EXAMPLE

If district 01 is submitting records, District Number, Reporting District must be 01 for all records. In the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, Reporting District is 02 rather than 01 (the number of the district submitting the record). The fourth record would be rejected because the District Number, Reporting District is not in the valid range of numbers.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier
01	0271	A0000001
01	0271	A0000002
* 02	0271	D0000003
* 99	0271	AA000004

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 data base, the district must correct the District Number, Reporting District and resubmit the records.

STUDENT ADDITIONAL FUNDING – REJECT RULES

1. **District Number, Current Instruction/Service must be numeric and 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, Current Instruction/Service is not in the appropriate range.

District Number, Current Instruction/Service	School Number, Current Instruction/Service	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

   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, Current Instruction/Service and resubmit the record.

3. **The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-**

Note: For additional information on Student Number Identifier, Florida refer to <u>DOE Information Database Requirements: Volume I -- Automated Student Information System</u> Manual.

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 because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Instruction/Service	School Number, Current Instruction/Service	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 Student Number Identifier, Florida and resubmit the records.

17.   District Number, Current Enrollment must be numeric and in the range 01-68 or 71-75. -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, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	Student Number Identifier, Florida
01	012345677X
01	012345678X
* 00	012345679X

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, Current Enrollment and resubmit the record.

62.   If the FTE Earned on College Entrance Examination Board Advanced Placement Test is greater than zero, and

- **If District Number, Current Instruction/Service equals 01-68, or 72-75, then the student must have a Student Course Schedule record with a course number that matches a course identified in the Course Code Directory (AP_) as an Advanced Placement (AP) course in Surveys 2 or 3 of the current school year, or**

- **If District Number, Current Instruction/Service equals 71 and School Number, Current Instruction Service equals 0300 or 0400, then the student must have a Student Course Schedule record with a course number that matches a course identified in the Course Code Directory (AP_) as an Advanced Placement (AP) course in Surveys 2, 3 or 4 of the current school year, or**

- **If District Number, Current Instruction is equal to 71 and School Number, Current Instruction/Service equal 0500 or, 0600, then the student must have a Student Course Schedule record with a course number that matches a course identified in the Course Code Directory (AP_) as an Advanced Placement (AP) course in Surveys 1, 2, 3, or 4 of the current school year.**

- **The District Number, Current Instruction/Service and School Number, Current Instruction/Service on the Student Additional Funding format must match the Student Course Schedule record and either the Student Number Identifier, Florida on the Student Additional Funding format or the Student Number Identifier—Alias, Florida on the Student Demographic format must match the Student Number Identifier, Florida on the Student Course Schedule record.**

    –exception report–

    EXAMPLE

    The first record listed below would pass this edit. The second record would not pass the edit because the FTE Earned: College Entrance Examination Board (CEEB) Advanced Placement Test is greater than zero and the student does not have a Student Course Schedule record with a course number identified in the Course Code Directory for AP course in Surveys 2 or 3 of the current school year.

STUDENT ADDITIONAL FUNDING – EXCEPTION REPORTS

Student Additional Funding records

District Number, Current Instruction/Service	Student Number Identifier, Florida	Survey Period Code	Year	FTE Earned: CEEB AP Test
36	123456780X	5	****	0.24
* 36	223456780X	5	****	0.24

Student Demographic records

District Number, Current Instruction/Service	Student Number Identifier, Florida	Survey Period Code	Year	Student Number Identifier, Alias Florida
36	123456780X	5	****	1234567000
* 36	223456780X	5	****	3567891234

Student Course Schedule records

District Number, Current Instruction/Service	Student Number Identifier, Florida	Survey Period Code	Year	Course Number
36	123456780X	3	****	0708400

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

DISTRICT RESPONSIBILITY

The district must verify that the student took an Advanced Placement (AP) course. If the student did not take an AP course, then the district must correct the FTE Earned: College Entrance Examination Board Advanced Placement Test amount on the Student Additional Funding record. If a Student Course Schedule record is missing from Surveys 2 or 3 the district must submit a Student Course Schedule record for the omitted AP course.

STUDENT ASSESSMENT –REJECT RULES

1.   District Number, Current Enrollment must be numeric, in the range 01-67, 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 because the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X
* 02	0021	012345676X

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 District Number, Current Enrollment and resubmit the records.

STUDENT ASSESSMENT –REJECT RULES

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 and 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -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 because the tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains a blank. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 Student Number Identifier, Florida and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

1.   District Number, Current Enrollment must be numeric and in the range 01-68 or 71-75. -record rejected-

EXAMPLE

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

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

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 data base, the district must correct the District Number, Current Enrollment and resubmit the record.

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01- 68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected

Note: For more information on the Student Number Identifier, Florida refer to <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth digit must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

2C.   If Dual Enrollment Indicator = Z and
- **School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023;**
- **or District Number, Current Instruction/Service = 71;**
- **or if School Number, Current Instruction/Service has a Charter School Status is not Z and School Function/Setting equals V on the Master School Identification file,**
- **or Location of Student equals T; and District Number, Current Instruction equals 01-68 or 72-75; and School Number, Current Instruction not equal 7001, 7004, 7006, or 7023;**

then Course Grade may not equal Z. All other schools must equal Z.

EXAMPLE

In the example below, records two and three would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Record one would be rejected since it contains an invalid code.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Grade	Dual Enrollment Indicator
* 01	7023	123456789X	Z	Z
01	7001	123456790X	IP	Z
71	0600	123456791X	A-	Z

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 data base, the district must correct the Course Grade and resubmit the record.

2F. **If Dual Enrollment Indicator = Z, Course Number does not equal 2222222 and**

- **School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023;**
- **or District Number, Current Instruction/Service = 71,**
- **or if School Number, Current Instruction/Service has a Charter School Status is not Z and School Function/Setting equals V on the Master School Identification file,**
- **or Location of Student equals T; and District Number, Current Instruction equals 01-68 or 72-75; and School Number, Current Instruction not equal 7001, 7004, 7006, or 7023;**
- **and Course Grade is F, I, IP, N, U, WP, FL, NG, W, or WF;**

then FTE Reported, Course must be .0000. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because FTE Reported, Course is greater than zero.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Grade	FTE Reported, Course
02	0012	A	0035
54	0301	C	0024
* 63	0021	IP	0025
* 38	0091	F	0067

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 data base, the district must correct FTE Reported, Course and resubmit the records.

2H.   **If Survey Period = 4 and**
- **School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023;**
- **or if District Number, Current Instruction/Service = 71 and School Number, Current Instruction/Service = 0300 or 0400;**
- **or School Number, Current Instruction/Service has a Charter School Status other than Z and School Function/Setting equals V on the Master School Identification file,**
- **or Location of Student equals T; and District Number, Current Instruction equals 01-68 or 72-75; and School Number, Current Instruction not equal 7001, 7004, 7006, or 7023;**

then Course Grade must not equal IP. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Course Grade equals IP.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Grade	Survey Period Code
02	7001	A	4
71	0400	B	4
* 37	7023	IP	4

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 Course Grade and resubmit the record.

2I. **If**
- **School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023;**
- **or District Number, Current Instruction/Service = 71;**
- **or if School Number, Current Instruction/Service has a Charter School Status other than Z and School Function/Setting equals V on the Master School Identification file;**
- **or Location of Student equals T; and District Number, Current Instruction equals 01-68 or 72-75; and School Number, Current Instruction not equal 7001, 7004, 7006, or 7023;**
  then Grade Level may not equal PK. –record rejected-

EXAMPLE

In the example below, records two and three would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Record one would be rejected since Grade Level = PK.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Grade Level
* 01	7023	123456789X	PK
01	7001	123456790X	06
71	0600	123456791X	12

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 data base, the district must correct the Grade Level and resubmit the record.

39. **If Survey Period is 2 or 3, and**
If Dual Enrollment Indicator is not B or C, and
- **District Number, Current Instruction/Service = 71 and School Number, Current Instruction/Service = 0300 or 0400; or**
- **if School Number, Current Instruction/Service is**
- **7001 (district virtual instruction program – contracted provider), or**
- **7004 (franchise of Florida Virtual School), or**
- **7006 (KG-12 virtual course offerings), or**
- **7023 (district virtual instruction program – district provider), or**
- **Location of Student = T; and District Number, Current Instruction equals 01-68 or 72-75; and School Number Current Instruction not equal 7001, 7004, 7006 or 7023,**
  then FTE Reported, Course must be 0000.

    If Survey Period is 2 or 3 and
- **The School Number, Current Instruction/Service has a School Function Setting of V on the Master School Identification file and**
- **The School Number, Current Instruction/Service has a Charter School Status not equal to Z on the Master School Identification file and**
- **Dual Enrollment Indicator is not "B" or "C",**
then FTE Reported, Course must be 0000.

    -record rejected-

    EXAMPLE

The third and fourth records below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records below which are marked with an asterisk would be rejected because the FTE Reported, Course is not zero.

Student Number Identifier, Florida	Dist. Number, Current Instruction/ Service	Sch. Number, Current Instruction/ Service	FEFP Program Number	Survey Period	FTE Reported, Course
* 123456789X	01	7001	101	2	0834
* 123456788X	01	7001	103	2	0834
123456786X	01	7001	102	2	0000
123456785X	01	7001	102	2	0000

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 data base, the district must correct the School Number, Current Instruction/Service or the FTE Reported, Course and resubmit the records.

55. **If District Number, Current Instruction is 01-68, 72-75 and**
- **School Number, Current Instruction is not 7001, 7004, 7006, or 7023 and**
- **if Term equals 4, 5, or S,**

then Survey Period Code must be 1 or 4.

If District Number, Current Instruction is 71 and
- **School Number, Current Instruction equals 0500, 0600 or 0700 and**
- **if Term equals 4, 5, or S,**

then Survey Period Code must be 1, 2, 3 or 4.

If District Number, Current Instruction is 71 and School Number, Current Instruction equals 0300 or 400,
- **Or If District Number, Current Instruction is 01-68, 72-75 and if School Number, Current Instruction is 7001, 7004, 7006, or 7023 and**
- **if Term equals 4, 5 or S**

then Survey Period Code must be 4.

-record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because the Term code is not valid for the Survey Period Code.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	Survey Period Code	Term
01	0123456786X	5100070	1	4
01	0123456787X	5100070	4	5
* 01	0123456788X	5100070	2	S
* 01	0123456789X	5100070	3	S

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 data base, the district must correct the Term or Survey Period Code and resubmit the records.

STUDENT COURSE SCHEDULE – AGGREGATE EXCEPTION REPORTS

AA. **If Survey Period Code is 2 or 3 and district of instruction is 01-67 or 72-75, and for any school that reported a student where Grade Level = KG – 05, then there must be at least one KG-05 student coded Y on the Reading Intervention Component element for each School Number, Current Instruction in MSID. – aggregate exception report-**

EXAMPLE

School Number 0021 has 973 total Student Course Schedule records but all records have a Z code on the Reading Intervention Component element. An error message is generated for School Number 0021 on the exception report indicating that the district failed this exception edit. It is expected that the school will have one or more students receiving reading intervention services.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Reading Intervention Component element on the records that are in error.

2. **District Number, Current Enrollment must be numeric and 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 data base assuming no other reject rule would cause their rejection. The third record (indicated by an asterisk) would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

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 data base, the district must correct the District Number, Current Enrollment and resubmit the record.

4. **The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the tenth digit of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not valid with a numeric character in the tenth position. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

5. **The District Number, Where Credit Earned must be numeric in the range of 01-68, 71-75 or 77-79 for Florida public school districts, 99 for credit earned in Florida non-public schools, alpha codes AK-WY for credit earned out-of-state, or AA-ZB for credit earned out-of-country, or AQ to WQ for credit earned at United States Commonwealth and Territories. (See Appendices G, H and Q of the DOE Information Data Base Requirements: Volume I--Automated Student Information System Manual for valid Foreign Country, State codes and United States Commonwealth and Territories.) -record rejected-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected since the District Number, Where Credit Earned is not in the range 01-75 or 77-79.

District Number, Where Credit Earned	School Number, Where Credit Earned	School Year	Term
01	0151	0203	2
* 81	7542	0203	1
99	N999	0203	4

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 data base, the district must correct the District Number, Where Credit Earned entries and resubmit the records.

2.   District Number, Current Enrollment must be numeric and in the range 01-68 or 71-75. -record rejected-

EXAMPLE

The first two records listed below would be written to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

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 data base, the district must correct the District Number, Current Enrollment and resubmit the record.

4.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For additional information on Student Number Identifier, Florida refer to <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth digit must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number while the tenth position is numeric. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

7.   The first nine positions of Student Number Identifier-Alias, Florida must be numeric. The tenth position of Student Number Identifier-Alias, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier-Alias, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. -record rejected-

Note: For additional information on Student Number Identifier-Alias, Florida refer to <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier-Alias, Florida, the tenth digit must be an "X". The fourth record would be rejected because the Student Number Identifier-Alias, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number while the tenth position is numeric.

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier-Alias, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791

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 data base, the district must correct the Student Number Identifier-Alias, Florida and resubmit the records.

48.   If Grade Level = 30 or 31 or if School Number, Current Enrollment is 9992, 9993, 9995, or 9997 then English Language Learners: Home Language Survey Date must be zero-filled.

If School Number, Current Enrollment is not 9992, 9993, 9995, or 9997 and if Grade Level = PK-12, then English Language Learners: Home Language Survey Date must be a valid date and must meet the following criteria.

- **If District Number, Current Instruction is 01-68 or 72-75 or if both District Number, Current Enrollment and District Number, Current Instruction are 71; and Survey Period is 1-3, the date should be less than or equal to the date certain of survey week.**
- **If District Number, Current Enrollment is not 71; District Number, Current Instruction is 71 and Survey Period is 1-3; then the date must be less than or equal to the date certain plus 90 calendar days.**
- **For Survey Period 4, the date should be less than or equal to June 30 of the reporting year.**
- **For Survey Period 5, the date should be less than or equal to August 31 of the reporting year.**
- **For Survey Period 9, the date should be less than January 1 of the reporting year.**
- **(This edit does not apply to Survey Periods 6 and 8.)**

 -record rejected-

EXAMPLE

The first and fourth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second and third records would be rejected because the English Language Learners: Home Language Survey Date is an invalid date or is inappropriately filled with zeros.

Student Number Identifier, Florida	Survey Period Code	Year	Grade Level	ELL: Home Language Survey Date
123456789X	2	1112	12	01152010
* 123456790X	2	1112	PK	06319999
* 123456791X	2	1112	09	00000000
123456792X	5	1112	31	00000000

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 English Language Learners: Home Language Survey Date and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

1.   District Number, Current Enrollment 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 data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

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 data base, the district should correct the District Number, Current Enrollment and resubmit the record.

3. **The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-**

Note: For additional information on Student Number Identifier, Florida refer to DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

1.   **District Number, Current Enrollment must be numeric and 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 data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

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 data base, the district must correct the District Number, Current Enrollment and resubmit the record.

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For additional information on Student Number Identifier, Florida refer to <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71-75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For more information on the Student Number Identifier, Florida refer to <u>DOE Information Database Requirements: Volume I -- Automated Student Information System</u> Manual.

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 because when the social security number is used as the Student Number Identifier, Florida, the tenth digit must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Instruction/Service	Student Number Identifier, Florida
01	1234567891
01	123456789X
* 01	123456789C
* 01	123456789
* 01	0023456791
* 01	000123456X

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 Student Number Identifier, Florida and resubmit the records.

16. District Number, Current Enrollment must be numeric and in the range 01-68. -record rejected-

EXAMPLE

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

District Number, Current Enrollment	District Number Current Instruction/ Service	Student Number Identifier, Florida
01	01	012345677X
01	42	012345678X
* 00	01	012345679X

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, Current Enrollment and resubmit the record.

TEACHER COURSE - REJECT RULES

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

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The record indicated with the asterisk would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Social Security Number
01	0021	012345677
01	0021	012345678
* 02	0021	012345679

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 data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

35. **If District Number, Current Instruction/Service is in the range 01 - 68 or 72 – 75 and**

- **if School Number, Current Instruction/Service is not 7001, 7006 7004, or 7023 and**
- **if School Number, Current Instruction/Service is not 7079 in District Number, Current Instruction/Service 50, and**
- **if the School Number, Current Instruction/Service is not one that has a School Function Setting of V and a Charter School Status not equal to Z on the Master School Identification file,**

then Facility Type must not equal 20. -record rejected-

EXAMPLE

In the list below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Facility Type equals 20.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Facility Type
06	0021	00
29	7004	20
* 01	0021	20

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 data base, the district must correct the Facility Type or the School Number, Current Instruction/Service and resubmit the record.

Staff Edits

STAFF ADDITIONAL JOB ASSIGNMENTS – REJECT RULES

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.

STAFF BENEFITS – REJECT RULES

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.

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

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.

FISCAL YEAR BENEFITS – REJECT RULES

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.

STAFF FISCAL YEAR SALARIES – REJECT RULES

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.

STAFF MULTIDISTRICT EMPLOYEE – REJECT RULES

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.

STAFF MULTIDISTRICT EMPLOYEE – REJECT RULES

6.   Multidistrict Employee, District Number must be numeric and in the range 01-68, 71-75 or 99. -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 since the Multidistrict Employee, District Number is not in the valid range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Multidistrict Employee, Assignment Identifier	Multidistrict Employee, District Number
03	123456789	2	****	X	02
* 03	123456780	2	****	Y	70

**** = 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 Multidistrict Employee, District Number and resubmit the record for processing.

STAFF PROFESSIONAL DEVELOPMENT – REJECT RULES

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.

| | Social |
| District | Security |
Number	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.

14.   District Number, Where Professional Development Completed must be numeric in the range 01-68, 71-75 or 99. -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 would be rejected because, they are not in the acceptable range.

District Number, Where Professional Development Completed	Social Security Number
03	123456789
* 78	123456782
* 00	123456781

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 District Number, Where Professional Development Completed and resubmit the records for processing.

STAFF PAYROLL INFORMATION – REJECT RULES

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.

STAFF PAYROLL INFORMATION - STATE VALIDATION RULES

(NEW EDIT FOR 1718)

54. 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, excluding Job Codes 73026 (Registrar), 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if Employee Type = RF or TF and Salary Schedule Pay Type is not 0 or 8, and the Employment Date, Original Position on the Staff Demographic Information record is prior to 07012014, then Grandfathered Salary Schedule Pay Type Indicator code must equal Y or N. The match should be based on District Number, Social Security Number, Fiscal Year and Survey Period Code. –state validation-

EXAMPLE

The Staff Payroll record listed below would cause an error message to be generated because the Grandfathered Salary Schedule Pay Type Indicator is Z and the Employment Date, Original Position on the Staff Demographic Information record is prior to July 1, 2014 (07012014).

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Employment Date, Original Position
03	123456789	2	****	03252013

Staff Payroll record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Grandfathered Salary Schedule Pay Type Indicator
* 03	123456789	2	****	53007	Z

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

DISTRICT RESPONSIBILITY

The district must verify if the Staff Payroll record is valid or if the Staff Demographic record is valid, and then make the appropriate correction.

STAFF EXPERIENCE – REJECT RULES

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.

STAFF ADDITIONAL COMPENSATION – REJECT RULES

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.

Appendix(es) Updated

Student:

- **Appendix C**: District Name Table

Staff:

- **Appendix B**: District Name Table