1. District Number, Current Instruction/Service must be numeric in the range 01-69 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,<br>Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|------------------------------------|
| 01   | 0021                                 | 012345677X                         |
| 01   | 0021                                 | 012345678X                         |
| * 02   | 0021                                 | 012345679X                         |

#### DISTRICT RESPONSIBILITY

2. School Number, Current Instruction/Service must be numeric in the range 0001 to 9899, excluding 9001, or it may be 9992, 9993, 9995, 9996 or 9997. -record rejected-

# **EXAMPLE**

The first and second 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 School Number, Current Instruction/Service is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Instruction/Service is not an acceptable code.

| District Number,    | Student Number | School Number,      |
|---------------------|----------------|---------------------|
| Current             | ldentifier,    | Current             |
| Instruction/Service | Florida        | Instruction/Service |
| 01                  | 012345676X     | 0151                |
| 01                  | 012345677X     | 0151                |
| * 01                | 123456789X     | 9999                |
| * 01                | 123456788X     | C901                |

### DISTRICT RESPONSIBILITY

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 01-75 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</u> <u>Information Data Base Requirements Volume I -- Automated Student Information</u> System Manual.

### **EXAMPLE**

The first and second 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 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,<br>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

4. Survey Period Code must be 5 and correct for the submission specified by the district. -record rejected-

### **EXAMPLE**

The Survey Period Code as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "5." However, records on the transmission have a Survey Period Code "3." All updates, adds or deletes with this inconsistency would be rejected.

#### DISTRICT RESPONSIBILITY

The district must correct the Survey Period Code either on the records being submitted or the transmission JCL and resubmit.

5. School Year must be correct for the submission specified by the district. -record rejected-

#### **EXAMPLE**

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency will be rejected.

#### DISTRICT RESPONSIBILITY

Correct the School Year either on the records being submitted or the transmission JCL and resubmit all records in a batch transaction or add them on-line.

6. The first digit of Federal/State Project, Area, and Model must be 1, 2, 5 or 8. The second digit must be in the range 0-9, A or Z. The third and fourth digits must be in the range 00-01 or 09-14. The fifth digit must be zero. -record rejected-

#### **EXAMPLE**

The first and second 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 digits three and four of the Federal/State Project, Area, and Model are not within the range 00-01 or 09-12. The fourth record would be rejected because the third position of the Federal/State Project, Area, and Model contains a blank.

| Student Number      | Federal/State Project, |
|---------------------|------------------------|
| Identifier, Florida | Area, and Model        |
|                     |                        |
| 012345676X          | 21090                  |
| 012345677X          | 12010                  |
| * 012345678X        | 24300                  |
| * 012345679X        | 24 80                  |

#### DISTRICT RESPONSIBILITY

7. If Term = S and the first digit of Federal/State Project, Area and Model is 2 or 5, and Federal/State Project - Support Service = Z, the second digit of Federal/State Project, Area and Model may not equal 0 (zero). —record rejected-

### **EXAMPLE**

The first and third records listed below would pass the edit. The third record would cause a message to be generated because the Term is S and the second digit of Federal/State Project, Area and Model is 0.

| District     | School       |             | Federal/  | Federal/  |      |
|--------------|--------------|-------------|-----------|-----------|------|
| Number,      | Number,      | Student     | State     | State     |      |
| Current      | Current      | Number      | Project,  | Project - |      |
| Instruction/ | Instruction/ | Identifier, | Area      | Support   |      |
| Service      | Service      | Florida     | and Model | Services  | Term |
| 01           | 0021         | 123456789X  | 21010     | Z         | S    |
| * 01         | 0021         | 123456790X  | 20010     | Z         | S    |
| 01           | 0021         | 123456791X  | 53010     | Z         | S    |

#### DISTRICT RESPONSIBILITY

The district should verify that the elements, Term and Federal/State Project, Area and Model have been accurately reported. If there is an error, the record should be corrected and resubmitted for processing. Otherwise, no further action is necessary.

# 8. Migrant Priority for Services must be Y, N or Z. -record rejected-

### **EXAMPLE**

The first and second 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 it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number      | Migrant Priority |
|---------------------|------------------|
| Identifier, Florida | for Services     |
|                     |                  |
| 012345676X          | Y                |
| 012345677X          | N                |
| * 012345678X        |                  |
| * 012345679X        | S                |

### **DISTRICT RESPONSIBILITY**

9. If the first digit of the Federal/State Project, Area and Model is 2 or 5 then the Migrant Priority for Services code must not equal Z. – record rejected –

### **EXAMPLE**

The first and third records listed below would pass the edit. The second record would be rejected because the first digit of the Federal/State Project, Area and Model is 2 and the Migrant Priority for Services code is Z.

| District     | School       |             | Federal/  |          |
|--------------|--------------|-------------|-----------|----------|
| Number,      | Number,      | Student     | State     |          |
| Current      | Current      | Number      | Project,  | Migrant- |
| Instruction/ | Instruction/ | Identifier, | Area      | Referred |
| Service      | Service      | Florida     | and Model | Services |
|              |              |             |           |          |
| 01           | 0021         | 123456789X  | 22010     | Υ        |
| *01          | 0021         | 123456790X  | 20090     | Z        |
| 01           | 0021         | 123456791X  | 53080     | Ν        |

# DISTRICT RESPONSIBILITY

# 10. Immigrant Student Services - Code L must be L or Z. -record rejected-

# **EXAMPLE**

The first and second 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 it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number      | Immigrant        |
|---------------------|------------------|
| Identifier, Florida | Student Services |
| ,                   |                  |
| 012345676X          | L                |
| 012345677X          | Z                |
| * 012345678X        |                  |
| * 012345679X        | S                |
| 0:=0:00:0;          | _                |

### DISTRICT RESPONSIBILITY

# 11. Immigrant Student Services - Code D must be D or Z. -record rejected-

# **EXAMPLE**

The first and second 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 it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number      | Immigrant        |
|---------------------|------------------|
| Identifier, Florida | Student Services |
| ,                   |                  |
| 012345676X          | D                |
| 012345677X          | Z                |
| * 012345678X        |                  |
| * 012345679X        | E                |
| 0.100.071           | _                |

### DISTRICT RESPONSIBILITY

# 12. Immigrant Student Services - Code F must be F or Z. -record rejected-

### **EXAMPLE**

The first and second 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 it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number      | Immigrant        |
|---------------------|------------------|
| Identifier, Florida | Student Services |
| ,                   |                  |
| 012345676X          | F                |
| 012345677X          | 7                |
| * 012345678X        | 2                |
|                     | _                |
| * 012345679X        | Р                |

### DISTRICT RESPONSIBILITY

# 13. Immigrant Student Services Code A must be A or Z. -record rejected-

# **EXAMPLE**

The first and second 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 it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number      | Immigrant        |
|---------------------|------------------|
| Identifier, Florida | Student Services |
| ,                   |                  |
| 012345676X          | Α                |
| 012345677X          | 7                |
|                     | _                |
| * 012345678X        |                  |
| * 012345679X        | Н                |
|                     |                  |

### DISTRICT RESPONSIBILITY

# 14. Immigrant Student Services - Code B must be B or Z. -record rejected-

# **EXAMPLE**

The first and second 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 it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number      | Immigrant        |
|---------------------|------------------|
| Identifier, Florida | Student Services |
|                     |                  |
| 012345676X          | В                |
| 012345677X          | Z                |
| * 012345678X        |                  |
| * 012345679X        | G                |
|                     |                  |

### DISTRICT RESPONSIBILITY

# 15. Immigrant Student Services Code C must be C or Z. -record rejected-

# **EXAMPLE**

The first and second 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 it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number      | Immigrant        |
|---------------------|------------------|
| Identifier, Florida | Student Services |
| ,                   |                  |
| 012345676X          | С                |
| 012345677X          | Z                |
| * 012345678X        |                  |
| * 012345679X        | X                |
| 0:=0:00:0;          |                  |

### DISTRICT RESPONSIBILITY

# 16. Immigrant Student Services - Code M must be M or Z. -record rejected-

# **EXAMPLE**

The first and second 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 it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number      | Immigrant        |
|---------------------|------------------|
| Identifier, Florida | Student Services |
| ,                   |                  |
| 012345676X          | M                |
| 012345677X          | 7                |
| * 012345678X        | _                |
| * 012345679X        | 0                |
| U12343079A          | Q                |

### DISTRICT RESPONSIBILITY

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

### **EXAMPLE**

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

### DISTRICT RESPONSIBILITY

18. Each Federal/State Compensatory Project Evaluation record must be unique based on the keys of District Number, Current Instruction/Service; School Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code; School Year; Federal/State Project, Area, and Model and Term. -first record accepted, all other duplicate records rejected-

### **EXAMPLE**

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates of the first and fourth records, respectively.

| District     | School       |             |        |        |               |      |
|--------------|--------------|-------------|--------|--------|---------------|------|
| Number,      | Number,      | Student     |        |        | Federal/State |      |
| Current      | Current      | Number      | Survey |        | Project,      |      |
| Instruction/ | Instruction/ | ldentifier, | Period | School | Area, and     |      |
| Service      | Service      | Florida     | Code   | Year   | Model         | Term |
| 01           | 0021         | 123456789X  | 5      | ****   | 11010         | 3    |
| * 01         | 0021         | 123456789X  | 5      | ****   | 11010         | 3    |
| 01           | 0021         | 123456786X  | 5      | ****   | 11010         | 3    |
| 01           | 0021         | 123456787X  | 5      | ****   | 11000         | 3    |
| * 01         | 0021         | 123456787X  | 5      | ****   | 11000         | 3    |

<sup>\*\*\*\* =</sup> Valid fiscal year for data submission.

#### DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the correct ones, 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 delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

# 19. Immigrant Student Services - Code O must be O or Z. -record rejected-

### **EXAMPLE**

The first and second 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 it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number      | Immigrant        |
|---------------------|------------------|
| Identifier, Florida | Student Services |
|                     |                  |
| 012345676X          | 0                |
| 012345677X          | Z                |
| * 012345678X        |                  |
| * 012345679X        | J                |
| 0.20.00.07          | •                |

### DISTRICT RESPONSIBILITY

# 20. Term must be 3 or S. -record rejected-

# **EXAMPLE**

The records listed below would be rejected because of invalid Term codes.

| Student Number Identifier, Florida | Term     |  |
|------------------------------------|----------|--|
| * 123456789X                       | 0 (zero) |  |
| * 223456789X<br>* 012345678X       | M        |  |

# **DISTRICT RESPONSIBILITY**

# 21. Immigrant Student Services - Code R must be R or Z. -record rejected-

### **EXAMPLE**

The first and second 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 it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number      | Immigrant        |
|---------------------|------------------|
| Identifier, Florida | Student Services |
| ŕ                   |                  |
| 012345676X          | R                |
| 012345677X          | Z                |
| * 012345678X        |                  |
| * 012345679X        | W                |
| 0.20.00.070         | • •              |

### DISTRICT RESPONSIBILITY

# 22. Immigrant Student Services - Code S must be S or Z. -record rejected-

### **EXAMPLE**

The first and second 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 it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number      | Immigrant        |
|---------------------|------------------|
| Identifier, Florida | Student Services |
| ,                   |                  |
| 012345676X          | S                |
| 012345677X          | Z                |
| * 012345678X        |                  |
| * 012345679X        | G                |
| 0.20.00.07.         |                  |

### DISTRICT RESPONSIBILITY

# 23. Immigrant Student Services - Code T must be T or Z. -record rejected-

### **EXAMPLE**

The first and second 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 it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number      | Immigrant        |
|---------------------|------------------|
| Identifier, Florida | Student Services |
| ,                   |                  |
| 012345676X          | Т                |
| 012345677X          | Z                |
| * 012345678X        |                  |
| * 012345679X        | V                |
| 00.00.070           | •                |

### DISTRICT RESPONSIBILITY

# 24. Federal/State Project - Support Service must be A, D, H, N, O, R, S, T, X, or Z. -record rejected-

### **EXAMPLE**

The first and second 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 it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number<br>Identifier,<br>Florida | Federal/state<br>Project, Area, and<br>Model | Federal/State<br>Project - Support<br>Services |
|--|--|--|
| 123456786X                               | 11010  | DHNZ   |
| 123456787X                               | 12090  | ZZZZ   |
| * 123456789X                             | 11010  | DH N   |
| * 123456788X                             | 11010  | MGZZ   |

# DISTRICT RESPONSIBILITY

# 25. Migrant Referred Services must be Y, N or Z. -record rejected-

### **EXAMPLE**

The first and second 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 it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number      | Migrant           |
|---------------------|-------------------|
| Identifier, Florida | Referred Services |
| ,                   |                   |
| 012345676X          | Υ                 |
| 012345677X          | N                 |
| * 012345678X        |                   |
| * 012345679X        | S                 |
| 0120100107          | •                 |

### DISTRICT RESPONSIBILITY

26. If the first digit of the Federal/State Project, Area and Model is 2 or 5 then the Migrant Referred Services code must not equal Z. —record reject-

### **EXAMPLE**

The first and third records listed below would pass the edit. The second record would be rejected because the first digit of the Federeal/State Project, Area and Model is 2 and the Migrant Referred Services code is Z.

| District     | School       |             | Federal/  |          |
|--------------|--------------|-------------|-----------|----------|
| Number,      | Number,      | Student     | State     |          |
| Current      | Current      | Number      | Project,  | Migrant- |
| Instruction/ | Instruction/ | Identifier, | Area      | Referred |
| Service      | Service      | Florida     | and Model | Services |
|              |              |             |           |          |
| 01           | 0021         | 123456789X  | 22010     | Υ        |
| *01          | 0021         | 123456790X  | 20090     | Z        |
| 01           | 0021         | 123456791X  | 53080     | N        |

# DISTRICT RESPONSIBILITY

27. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-

# **EXAMPLE**

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District<br>Number, | Student<br>Number |
|---------------------|-------------------|
| Current             | Identifier,       |
| Instruction/Service | Local             |
| 0.4                 | 0400450700        |
| 01                  | 0123456789        |
| 01                  | ABC123DEF9        |
| 01                  | 3001 28K          |
| * 01                | 123456            |

### DISTRICT RESPONSIBILITY

29. If the first digit of Federal/State Project, Area, and Model is 1, then the third and fourth digits cannot be 00. -record rejected-

# **EXAMPLE**

The first and second 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 digits three and four of the Federal/State Project, Area, and Model are 00.

| Student Number      | Federal/State Project, |
|---------------------|------------------------|
| Identifier, Florida | Area, and Model        |
| 012345676X          | 13010                  |
| 012345677X          | 15100                  |
| * 012345678X        | 13000                  |

### DISTRICT RESPONSIBILITY

# 2A. Migrant Continuation of Services must be A, B, C or Z. -record rejected-

### **EXAMPLE**

The first and second 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 it contains a blank. The fourth record would be rejected because it contains an invalid code.

| Student Number Identifier, Florida | Migrant Continuation of Services |
|------------------------------------|----------------------------------|
| 012345676X<br>012345677X           | C<br>A                           |
| * 012345678X<br>* 012345679X       | S                                |

### DISTRICT RESPONSIBILITY

2B. Florida Education Identifier (FLEID) is alphanumeric and must be entered as FL00000000000. The first two positions must be FL followed by twelve zeros. No blanks or spaces are allowable. -record rejected-

# **EXAMPLE**

Florida Education Identifier:

• FL000000000000

# **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 Florida Education Identifier and resubmit the record for processing.

30. If the School Number, Current Instruction/Service is not 9992, 9993, 9995 or 9996, then it must exist on the Master School Identification File as a valid active school in the district of instruction. -record rejected-

# **EXAMPLE**

The record listed below would be rejected because the School Number, Current Instruction/Service is not valid and active on the Master School Identification File for the District Number, Current Instruction/ Service.

| District Number,    | School Number,      | Student Number |
|---------------------|---------------------|----------------|
| Current             | Current             | Identifier,    |
| Instruction/Service | Instruction/Service | Florida        |
| * 01                | 0351                | 123456789X     |

#### DISTRICT RESPONSIBILITY

# FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - STATE VALIDATION RULES

31. Each Federal/State Compensatory Project Evaluation record must have a matching Student Demographic record based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and School Year. -state validation-

#### **EXAMPLE**

The Federal/State Compensatory Project Evaluation record listed below would cause an error message to be generated because it does not have a matching Student Demographic record based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and School Year.

# Student Demographic Information records

| District Number,     |                     | Survey |        |  |
|----------------------|---------------------|--------|--------|--|
| Current Instruction/ | Student Number      | Period | School |  |
| Service              | Identifier, Florida | Code   | Year   |  |
| 01                   | 123456789X          | 5      | ****   |  |
| 01                   | 123456788X          | 5      | ****   |  |

# Federal/State Compensatory Project Evaluation record

| District Number,                |                                    | Survey         |                |
|---------------------------------|------------------------------------|----------------|----------------|
| Current Instruction/<br>Service | Student Number Identifier, Florida | Period<br>Code | School<br>Year |
| * 01                            | 123456786X                         | 5              | ***            |

<sup>\*\*\*\* =</sup> Valid fiscal year for data submission.

### DISTRICT RESPONSIBILITY

The district must delete the Federal/State Compensatory Project Evaluation record if it was submitted in error. Otherwise, submit the matching demographic record if it should have been submitted with the original transmission.