INSERVICE EDUCATION COMPONENTS - REJECT RULES

1. **District Number must be numeric in the range 01-70 or 72-76 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 is not in the appropriate range.

District Number	Inservice Education, Component Number
03	50722500
03	60333600
* 00	50255500

    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 and resubmit the record for processing.

2. **Survey Period Code must be 1 and must be correct for the submission specified by the district. -record rejected-**

    EXAMPLE

    The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" and the records are coded as Survey Period Code "1." All updates, adds, or deletes that have this inconsistency are rejected.

    DISTRICT RESPONSIBILITY

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

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

EXAMPLE

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

DISTRICT RESPONSIBILITY

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

5.   Inservice Education, Component Title cannot be blank.   Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens, accent marks, colons, pound sign, and ampersand. **-record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the Inservice Education, Component Title has been left blank.

District Number	Survey Period Code	Fiscal Year	Inservice Education, Component Title
03	1	0001	Biology for High School Students
* 03	1	0001	

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 Inservice Education, Component Title and resubmit the record for processing.

6.   The Inservice Education, Maximum Hours (point value) must be less than or equal to 120. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the Inservice Education, Maximum Hours code contains a blank. The third record would be rejected because it is not in the acceptable range.

District Number	Survey Period Code	Fiscal Year	Inservice Education, Component Number	Inservice Education, Maximum Hours
03	1	0001	50722500	040
* 03	1	0001	60333600	25
* 03	1	0001	12222613	125

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 Inservice Education, Maximum Hours codes and resubmit the records for processing.

7.   The first position of Inservice Education, Personnel Type code must be A or Z. The second position must be B or Z. The third position must be C or Z. - record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the Inservice Education, Personnel Type code contains blanks. The third record would be rejected because the first position of the Inservice Education, Personnel Type code is not A or Z.

District Number	Survey Period Code	Fiscal Year	Inservice Education, Component Number	Inservice Education, Personnel Type
03	1	0001	50722500	ABZ
* 03	1	0001	60333600	C
* 03	1	0001	50255500	XBZ

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 Inservice Education, Personnel Type codes and resubmit the records for processing.

8.   Inservice Education, Component Status code must be 1-4.   -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the Inservice Education, Component Status code is not valid.

District Number	Survey Period Code	Fiscal Year	Inservice Education, Component Number	Inservice Education, Component Status
03	1	0001	50722500	1
* 03	1	0001	60333600	0

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 Inservice Education, Component Status code and resubmit the record for processing.

9.   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 will be rejected.

DISTRICT RESPONSIBILITY

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

INSERVICE EDUCATION COMPONENTS - REJECT RULES

10.   Each Inservice Education Components record must be unique based on District Number; Survey Period Code; Fiscal Year; and Inservice Education, Component Number. -first record accepted, all others 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 below would be rejected because the key items (District Number; Survey Period Code; Fiscal Year; Inservice Education, Component Number) duplicate the key items in the first record

District Number	Survey Period Code	Fiscal Year	Inservice Education, Component Number
03	1	0001	50722500
03	1	0001	60333600
* 03	1	0001	50722500

DISTRICT RESPONSIBILITY

If, in fact, the last record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

11.   Position one of the Inservice Education, Component Number must be 1-8. Positions two and three must be 01-24, 29-41, 43-62, 70-73, or 80-97 if position one is 1 or 5; positions two and three must be 01-03 if position one is 2 or 6; positions two and three must be 01-10 if position one is 3 or 7; and positions two and three must be 01-03 if position one is 4 or 8. **Positions four and five must be 01-99. Position six must be 1-6 or 9**. **Positions seven and eight must be 00-09 or 11-14. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because positions two and three of the Inservice Education, Component Number are not valid for the indicated code in position one. The third record would be rejected because positions one, two and three of the Inservice Education, Component Number are invalid.

District Number	Survey Period Code	Fiscal Year	Inservice Education, Component Number
03	1	0001	50722500
* 03	1	0001	65333400
* 03	1	0001	92366300

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 Inservice Education, Component Numbers and resubmit the records for processing.

12. **Inservice Education, Personnel Type code must not be all Z's. -record rejected-**

    EXAMPLE

    The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the Inservice Education, Personnel Type contains all Z's.

District Number	Survey Period Code	Fiscal Year	Inservice Education, Component Number	Inservice Education, Personnel Type
03	1	0001	50722500	ABZ
* 03	1	0001	60333600	ZZZ

    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 Inservice Education, Personnel Type and resubmit the record for processing.

13.   If the first digit of the Inservice Education, Component Number is 5, 6, 7, or 8, then Inservice Education, Maximum Hours (point value) <u>must</u> be greater than zero (000). -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because Inservice Education, Maximum Hours (point value) is not greater than zero.

District Number	Survey Period Code	Fiscal Year	Inservice Education, Component Number	Inservice Education, Maximum Hours
03	1	0001	51751516	004
* 03	1	0001	60333600	000

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Inservice Education, Maximum Hours (point value) so the value is greater than zero and resubmit the record for processing.