1. District Number, Current Instruction/Service must be numeric in the range 01-76 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	School Number,	Student Number
Instruction/Service	Current Enrollment	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 data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

# 2. School Number, Current Instruction/Service must be numeric in the range 0001 to 9899. -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, Current	Student Number Identifier,	School Number, Current
Instruction/Service	Florida	Instruction/Service
01	012345676X	0151
01	012345677X	0151
* 01	123456789X	9999
* 01	123456788X	C901

#### 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 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 01-76. 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	School Number,	Student Number
Instruction/Service	Current Enrollment	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.

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 position of Federal/State Project, Area, and Model must be in the range 1-3 or 5-6. The second position must be in the range 0-9 or A. The third and fourth positions must be in the range 00-01 or 08-09. The fifth position 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 positions three and four of the Federal/State Project, Area, and Model are not within the range 00-01 or 08-10. The fourth record would be rejected because the third position of the Federal/State Project, Area, and Model contains a blank.

Student Number Identifier, Florida	Federal/State Project, Area, and Model
012345676X 012345677X	31010 1A010 <b>←</b>
* 012345678X	24300
* 012345679X	24 80

#### 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 Federal/State Project, Area, and Model and resubmit the records.

7. If Term = S and the first digit of Federal/State Project, Area and Model is 2, 3, 5 or 6, and Federal/State Project - Support Service = Z, the second digit of Federal/State Project, Area and Model may not equal 0 (zero). —record reject-

## **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	61010	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 updated. Otherwise, no further action is necessary.

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

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 Transaction Code and resubmit the records.

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/	Identifier,	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.

## 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 * 012345678X	М

## **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 code and resubmit the records.

21. Deleted 5/05.

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# 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	Federal/state	Federal/State
Identifier,	Project, Area, and	Project - Support
Florida	Model	Services
123456786X	11010	DHNZ
123456787X	12090	ZZZZ
* 123456789X	11010	DH N
* 123456788X	11010	MGZZ

## 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 Federal/State Project - Support Service code and resubmit the records.

30. The School Number, Current Instruction/Service must exist on the Master School Identification File as a valid active school in the district of instruction. -record rejected-



#### **EXAMPLE**

**DATE: 7/04** 

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

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 School Number, Current Instruction/Service and resubmit the record.

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# 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-

## \*\*ALLOWABLE for Batch/Update\*\*

#### **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/ Service	Student Number Identifier, Florida	Period Code	School 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.