

**RESPONSIBLE INSTRUCTOR – READING, WRITING AND MATHEMATICS -
REJECT RULES**

- 2. District Number, Current Enrollment must be numeric and in the range 01-69, 71-75 or 78-79 and must be correct for the district submitting the data.
-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.

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3. **School Number, Current Enrollment must be numeric in the range 0001 to 9899. -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 School Number, Current Enrollment is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Enrollment is not numeric.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345676X
01	0021	012345677X
* 01	9999	012345678X
* 01	C901	012346579X

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 Enrollment and resubmit the records.

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6. 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 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 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.

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- **7. Survey Period Code must be 3 or 6 and must be 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 "3". However, records on the transmission have a Survey Period Code "2". All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The district must correct Survey Period Code either on the records coming in or the transmission JCL and all records must be resubmitted.

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

EXAMPLE

The School Year as specified in the transmission JCL 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

The district must correct School Year either on the records coming in or the transmission JCL and all records must be resubmitted.

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- 9. **Primary Instructor Responsible, Reading code must be numeric and greater than or equal to zero or the first two positions must be “CS” and the last seven positions must be numeric . –record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second record would be rejected because Primary Instructor Responsible, Reading code was left blank.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Primary Instructor Responsible, Reading
01	0021	123456789X	262451234
* 01	0021	123456790X	

DISTRICT RESPONSIBLE

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 Primary Instructor Responsible, Reading code and resubmit the record.

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- 10. For Survey 3, Primary Instructor Responsible, Writing code must be numeric and greater than or equal to zero or the first two positions must be “CS” and the last seven positions must be numeric. Primary Instructor Responsible, Writing code does not apply to Survey 6. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second record would be rejected because Primary Instructor Responsible, Writing code was left blank.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Primary Instructor Responsible, Writing
01	0021	123456789X	262451234
* 01	0021	123456790X	

DISTRICT RESPONSIBLE

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 Primary Instructor Responsible, Writing code and resubmit the record.

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- 11. For Survey 3, Primary Instructor Responsible, Mathematics code must be numeric and greater than or equal to zero or the first two positions must be “CS” and the last seven positions must be numeric. Primary Instructor Responsible, Mathematics code does not apply to Survey 6. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second record would be rejected because Primary Instructor Responsible, Mathematics code was left blank.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Primary Instructor Responsible, Mathematics
01	0021	123456789X	262451234
* 01	0021	123456790X	

DISTRICT RESPONSIBLE

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 Primary Instructor Responsible, Mathematics code and resubmit the record.

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12. 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.

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13. School Number, Current Enrollment must exist on the Master School Identification File as a valid active school in the district of enrollment. -record rejected-

EXAMPLE

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

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
* 01	0001	012345678X

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 Enrollment and resubmit the record.

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15. Each Responsible Instructor – Reading, Writing and Mathematics record must be unique based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year. -first duplicate record accepted, all others 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 (same District Number, Current Instruction/Service; School Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and School Year) of the first and fourth records, respectively.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
01	0021	012345675X	3	****
* 01	0021	012345675X	3	****
01	0021	012345677X	3	****
01	0021	012345678X	3	****
* 01	0021	012345678X	3	****

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

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are 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.

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16. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -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 (@).

District Number, Current Enrollment	Student Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz

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 Student Number Identifier, Local and resubmit the record.

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STATE VALIDATION/NULL EDIT RULES**

50. Each Responsible Instructor – Reading, Writing and Mathematics record must have a matching Student Demographic record based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Fiscal Year. -state validation-

EXAMPLE

The Responsible Instructor record listed below which is marked with an asterisk would fail the edit above because it does not have a matching Student Demographic record.

Student Demographic records

District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year
01	019876544X	0021	3	****
01	019876545X	0021	3	****
01	019876546X	0021	3	****

Responsible Instructor – Reading, Writing and Mathematics records

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
01	0021	019876544X	3	****
01	0021	019876545X	3	****
* 01	0321	019876546X	3	****

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

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STATE VALIDATION/NULL EDIT RULES**

DISTRICT RESPONSIBILITY

The district must verify the various key comparisons from the Student Course record, correct those in error and resubmit the correction. For more detailed explanation of the proper submission of the various keys, consult the front pages of both the Student Demographic Information and Student Course Schedule formats.

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STATE VALIDATION/NULL EDIT RULES**

- 51. If Survey = 6, then each Responsible Instructor – Reading, Writing and Mathematics record must have a matching Staff Demographic record based on District Number; Survey Period Code; School/Fiscal Year, and Primary Instructor Responsible, Reading/Social Security Number (first nine positions). -state validation-

EXAMPLE

The Responsible Instructor record listed below which is marked with an asterisk would fail the edit above because it does not have a matching Staff Demographic record.

Staff Demographic records

District Number	Social Security Number	Survey Period Code	Fiscal Year
01	CS9876544	6	****
01	119876545	6	****
01	CS9876546	6	****

Responsible Instructor – Reading, Writing and Mathematics records

District Number, Current Enrollment	Primary Instructor Responsible, Reading	Survey Period Code	School Year
01	CS9876544	6	****
01	119876545	6	****
* 01	019876546	6	****

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

DISTRICT RESPONSIBILITY

The district must review the Responsible Instructor - Reading, Writing and Mathematics record and either submit a matching Staff Demographic record or delete the Responsible Instructor - Reading, Writing and Mathematics record.