

**THE FOLLOWING
CHANGES ARE FOR
FISCAL YEAR
2324**

October 13, 2023

STAFF DEMOGRAPHIC INFORMATION – REJECT RULES

NEW EDIT FOR 2324



3B. If the employee's Job Code places the employee on EEO lines 00, 43, 44, 48, 50, 52, 53, 54; then the Literacy Micro-Credential code cannot be E, L, S, A, B, C, D, or N ~~or~~ Z. -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 would be rejected because the employee's Job Code is on EEO line 43.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary
03	123456789	2	****	72000
* 03	123456780	2	****	51081

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


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 Literacy Micro-Credential code and resubmit the records for processing.

**THE FOLLOWING CHANGES ARE
FOR FISCAL YEAR
2324**

October 13, 2023

INDUSTRY CERTIFICATION – REJECT RULES

-  9. Industry Certification Outcome must be P or F; ~~only unless Industry Certification Identifier is CAPEI001 then the Industry Certification Outcome may be A, C, F, I, P or Z.~~ –record rejected-

EXAMPLE

The third, and fourth ~~and fifth~~ records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The first and second records would be rejected because the Industry Certification ~~Identifier~~ Outcome is not ~~CAPEI001~~ P or F.

Florida Education Identifier	Industry Certification Identifier	Industry Certification Outcome
* FL123456789000	ACARI001	A
* FL123456789100	NIASE007	C
FL123456789200	CAPEI001	Z <u>P</u>
FL123456789300	CAPEI001	I <u>F</u>
FL123456789400	NIASE007	P

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 Industry Certification Outcome code and resubmit the record.

INDUSTRY CERTIFICATION – REJECT RULES



11. If Course Number equals 0000000 and Grade Level is KG-08, then the Career and Technical Education/Adult General Education Program Code must be zero.

If Course Number begins with a number; and

Is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730); other than 0000000, 0200320, 0200335, ~~4006300~~, 1700510, 2000350, 2000360, 2102360, 2102365, 2102370, 3027010, or 3027020;

Then the Career and Technical Education/Adult General Education Program Code must be a valid program number (Supplemental Indicator at position 20 not equal 'A') for the Course Number submitted, as listed in file F61730 for School Year - Course Taken.

If the Course Number begins with three alphabetic characters followed by a zero in the fourth position, and

Is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730);

Then the Career and Technical Education/Adult General Education Program Code must be a valid program number for the Course Number submitted, as listed in file F61730 for School Year - Course Taken.

If Course Number begins with one alphabetic character followed by a numeric digit, and

Is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730);

Then the Career and Technical Education/Adult General Education Program Code (Supplemental Indicator at position 20 not equal 'A') must be the same as the Course Number for School Year - Course Taken.

-record rejected-

EXAMPLE

The first, second, and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The fourth record would be rejected because the Career and Technical Education/Adult General Education Program Code is not a valid program number.

Florida Education Identifier	Course Number	Career and Technical Education/ Adult General Education Program Code
FL123456789000	8772010	8772000

INDUSTRY CERTIFICATION – REJECT RULES

FL123456789100	ACR0041	C400100
FL123456789200	C10020R	C10020R
* FL123456789300	8812100	M804010

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 records to be loaded to the database, the district must correct the Career and Technical/Adult General Education Program Code and resubmit the record.

INDUSTRY CERTIFICATION – STATE VALIDATION RULES



41. If Course Number begins with a number and school year-course taken = schoolyear-record submitted; and

- Is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730) for the School Year – Course Taken; and
- Is not 000000, 0200320, 0200335, ~~1006300~~, 1700510, 2000350, 2000360, 2102360, 2102365, 2102370, 3027010, or 3027020;

Then there must be a matching record on the Career and Technical Education Student Course Schedule format based on Florida Education Identifier; District Number, Current Instruction; School Number, Current Instruction; Survey Period Code; Career and Technical Education/Adult General Education Program Code; Course Number; School Year - Record Submitted. – state validation -

EXAMPLE

The first and second Industry Certification records listed below would pass this edit. However, the third and fourth Industry Certification records would fail this edit because there are no matching Career and Technical Education Student Course Schedule records.

Industry Certification Records

District Number, Current Instruction	Florida Education Identifier	Course Number
01	FL123456789000	8730010
01	FL123456789100	8730010
*01	FL123456789200	8730010
*01	FL123456789300	8730010

Career and Technical Education Student Course Schedule Records

District Number, Current Instruction	Florida Education Identifier	Course Number
01	FL123456789000	8730010
01	FL123456789100	8730010

DISTRICT RESPONSIBILITY

The district must delete the Industry Certification records if they were submitted in error or submit Career and Technical Education Student Course Schedule records that match on the indicated field.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES

17. Withdrawal Code, PK-12 must be DNE, W01, W02, W3A, W3B, W3D, W3E, W04, W05, W06, W07, W08, W8A, W8B, W09, W10, W12, W13, W15, W18, W21, W22, W23, W24, W25, W26, W27, WEL, WFT, WFW, WPP, WRW, WWE, WWT, WWW, WGA, WGD, WHP, WXL, WXT, WXW, WD1, WPC or WPO. It may also be ZZZ only for survey periods 2 and 3. -record rejected-

Note: See DOE Information Database Requirements: Volume I -- Automated Student Information System Manual, Appendix A for acceptable withdrawal codes for grades PK-12 students.

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Withdrawal Code, PK-12 is not valid. The third record would be rejected because a Withdrawal Code, PK-12 of ZZZ is not valid for the Survey Period Code.

District Number, Current Enrollment	School Number Current Enrollment	Florida Education Identifier	Survey Period Code	Withdrawal Code, PK-12
01	0301	FL123456789100	2	W3A
* 01	0301	FL123456789200	2	W54
* 01	0301	FL123456789300	5	ZZZ

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 Withdrawal Code, PK-12 and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES



35. If Withdrawal Code, PK-12 is W06, W07, W08, W8A, W8B, W09, W10, W27, WEL, WFT, WFW, WPP, WRW, WWE, WWT, WWW, WGA, WGD, WXL, WXT, WXW, WD1, WPC or WPO; then Grade Level must be 9-12. –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 would be rejected because Grade Level is not equal to 9-12 and Withdrawal Code, PK-12 is W8A.

Florida Education Identifier	Grade Level	Withdrawal Code, PK-12
FL123456789100	10	W06
* FL123456789200	08	W8A

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 either the Withdrawal Code, PK-12 or Grade Level and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES



38. If the Prior School/Location: District/County is 01-68, ~~or~~ 71-75 or 80-82 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.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – AGGREGATE EXCEPTION REPORTS

 90. For Survey Period Codes 2, 3, and 5, for each active school on the Master School Identification (MSID) file for the district, unless it is school 3900 (Family Empowerment Scholarship Program) or 9001 (Superintendent's Office), there must be at least one Prior School Status/Student Attendance record. –aggregate exception edit–

Note: An error message will be printed on the exception report for schools that do not meet the aggregate exception edit above.

EXAMPLE

School 0035 is an active school on the MSID file, but no Prior School Status/Student Attendance records exist for this school on the Student Database Prior School Status/Student Attendance table.

An aggregate edit error message is generated for school 0035 on the exception report indicating that the school failed this aggregate exception edit.

DISTRICT RESPONSIBILITY

The district must verify whether or not Prior School Status/Student Attendance records should be sent for this school and submit these records if necessary.

STUDENT COURSE SCHEDULE – REJECT RULES

7. If Survey Period Code is 1, then

- School Number, Current Instruction/Service must be numeric in the range 0001-9899 or 9996 (excluding 3518, 3900, 7001, 7004, 7006, 7023, 9001); and excluding schools where the Charter School Status is not Z and School Function/ Setting equals V on the Master School Identification file), or
- School Number, Current Instruction/Service must be C901-C928, U970-U981, or P001-P999.

If Survey Period Code = 2 or 3, then

- School Number, Current Instruction/Service must be numeric in the range 0001-9899 (excluding 3518, 3900, and 9001), 9996, C901-C928, U970-U981, P001-P999, ~~or~~
- ~~School Number, Current Instruction/Service may be a private school number.~~

If Survey Period Code is 4, then

- School Number, Current Instruction/Service must be numeric in the range 0001-9899 (excluding 3518, 3900, and 9001), 9996, or
- School Number, Current Instruction/Service must be C901-C928, U970-U981, or P001-P999.

-record rejected-

~~NOTE: If School Number, Current Instruction/Service is a private school number, Course Number must be 2222222.~~

EXAMPLE

The records listed below would be rejected because in each case the School Number, Current/Instruction Service is not within the valid range.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Florida Education Identifier	Survey Period Code
* 01	9901	FL340945895734	2
* 01	C929	FL340945895735	2
* 01	U981 2	FL340945895736	2


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 School Number, Current Instruction/Service and resubmit the

STUDENT COURSE SCHEDULE – REJECT RULES

records.

STUDENT COURSE SCHEDULE – REJECT RULES

 17. If Course Number is a course number from the Courses That Do Not Generate FTE file (F71424) or School Number is 3450, then FTE Reported, Course must be 0000 and FEFP Program Number must be 999. -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 would be rejected because the course is a study hall and the FEFP Program Number is not 999. The third record would be rejected because the course is a study hall and the FTE Reported, Course is greater than zero.

Florida Education Identifier	Survey Period Code	FTE Reported, Course	Course Number	FEFP Program Number
FL340945895734	2	0000	2200300	999
* FL340945895735	2	0000	2200310	103
* FL340945895736	2	0250	2200320	999

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 appropriately correct the element(s) listed in the edit and resubmit the records.

STUDENT COURSE SCHEDULE – REJECT RULES

43. All numeric Course Numbers must be on the Course Code Directory file, unless School Number, Current Instruction/Service begins with P. ~~If Survey Period Code = 2 or 3 and School Number, Current Instruction/Service is a private school number, Course Number must be 222222.~~—record rejected-

EXAMPLE

The first, fifth and sixth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second, third and fourth records would be rejected because the numeric Course Numbers are not on the Course Code Directory file.

District Number, Current	School Number, Current	Florida Education Identifier	Course Number	Survey Period Code
01	0 P021	FL340945895734	0200300 1234567	2
* 01	0021	FL340945895735	0801300	2
* 01	0021	FL340945895736	0708301	2
* 01	0021	FL340945895737	1004820	2
01	0021	FL340945895738	1008320	2
01	0021	FL340945895739	1200310	2

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 Course Number and resubmit the records.

APPENDICES

2023-24

- [Appendix L: Test Subject Content Codes](#)
- [Appendix Y: Career and Professional Academies Registered with FLDOE](#)