STUDENT COURSE SCHEDULE - REJECT RULES

1.   District Number, Current Enrollment must be numeric and in the range 01-70 or 72-76. -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, 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.

2.   School Number, Current Enrollment must be numeric in the range 0001 to 9899 or it must be N999. -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 and fourth records would be rejected. 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 or N999.

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.

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 01-70 or 72-76. -record rejected-

Note: For more information on the Student Number Identifier, Florida refer to <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> 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 and sixth records 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.

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	0123 56791

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 1, 2, 3, 4 or 9 and it 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 the statements for tape transmission is identified as Survey Period Code "2" and records are coded with Survey Period Code "3". All updates, adds, or deletes with this inconsistency would be rejected.
>
>   **DISTRICT RESPONSIBILITY**
>
>   Correct the Survey Period Code either on the records coming in or the transmission JCL and resubmit all of the records.

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

>   **EXAMPLE**
>
>   The Fiscal Year on the JCL and the records being submitted for processing must match. Otherwise, the records would be rejected.
>
>   **DISTRICT RESPONSIBILITY**
>
>   Correct the Fiscal Year either on the transmission JCL or the records being submitted and resubmit all records for processing.

6.   District Number, Current Instruction/Service must be correct for the district submitting the data. -record rejected-

EXAMPLE

The District Number, Current Instruction/Service on records being submitted for processing must match the District Number, Current Instruction/Service on the JCL. Otherwise, the records 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 District Number, Current Instruction/Service and resubmit the records.

7.   The School Number, Current Instruction/Service must be numeric in the range 0001-9899 or it must be C901-C928, U970-U978, P001-P999, or N999. -record rejected-

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	Student Number Identifier, Florida
* 01	9901	123456789X
* 01	C929	123456790X
* 01	U981	123456791X

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.

8.   If the School Number, Current Instruction/Service is C901-C928, U970-U978, P001-P999, or N999, the District Number, Current Enrollment must be correct for the district submitting the data. -record rejected-

EXAMPLE

If the district submitting the records is 01, then the first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the District Number, Current Enrollment is incorrect for the district submitting the record.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida
* 01	C901	123456789X
* 02	C928	123456790X

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 Course record or the transmission JCL where the mismatch occurs and resubmit the record.

9.   **Course Number must not contain blanks. -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 would be rejected because Course Number contains a blank.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number
02	0061	123456789X	5013010
* 02	0201	123456790X	1008 80

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 Course Number and resubmit the record.

10.   Section Number must not be all blanks. -record rejected-

Note: Section Number may be submitted with blanks in one to four of the five positions, but may not be submitted with five blanks.

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 would be rejected because Section Number is all blanks.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	Section Number
02	123456789X	5013010	PP18
* 02	123456791X	2003340	

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 Section Number and resubmit the record.

11. Period Number must be numeric and greater than or equal to 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 Period Number is not numeric. The fourth record would be rejected because Period Number is blank.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	Period Number
02	123456789X	5013010	0101
02	123456790X	7910060	0288
* 02	123456791X	2109310	AB80
* 02	123456792X	1300330	

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 Period Number and resubmit the records.

12.   If the School Number Current Instruction/Service does not begin with "P" the Course Number must not be a "local use only transfer" course number unless Course Number = 0500980. -record rejected-

Note: Local use only transfer course numbers for Grade Levels 09-12 are <u>numeric</u> course numbers that end in 980 or 990. Local use only transfer course numbers for Grade Levels 30-31 are <u>alphanumeric</u> course numbers that begin with one alpha character and end with six zeroes.

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Course Numbers are local use only transfer course numbers.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number
* 01	0201	123456789X	2100990
* 01	0201	123456790X	1600990
01	0201	123456791X	1206310

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 Course Number and resubmit the records.

13.   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.

STUDENT COURSE SCHEDULE - REJECT RULES

14.   Each Student Course Schedule record must be unique based on Student Number Identifier, Florida; Survey Period Code; Fiscal Year; District Number, Current Instruction/Service; School Number, Current Instruction/Service; Course Number; Section Number; Period Number; and Term. -Record having highest weighted FTE accepted, all other duplicate records rejected-

EXAMPLE

The records that are highlighted are duplicates. The record in each of the pairs which is marked with an asterisk would be rejected because it has the lower weighting factor. That is, FEFP Program Number 102 has a lower weighting factor for funding than does FEFP Program Number 103.

Student Number Identifier, Florida	Svy. Pd. Code	FY	Dist. Num., Curr. Inst./ Serv.	Schl. Num., Curr. Instr./ Serv.	Course Number	Section Number	Period Number	FEFP Prog. No.	Term
123456780X	2	9899	01	0021	2109370	00001	0202	102	1
123456781X	2	9899	01	0021	2109370	00001	0202	102	1
123456782X	2	9899	01	0021	2109370	00001	0202	102	1
123456783X	2	9899	01	0021	2109370	00001	0202	102	1
123456784X	2	9899	01	0021	2109370	00001	0202	102	1
123456785X	2	9899	01	0021	2109370	00001	0202	102	1
123456786X	2	9899	01	0021	2109370	00001	0202	102	1
* **123456787X**	**2**	**9899**	**01**	**0021**	**2109370**	**00001**	**0202**	**102**	**1**
123456787X	**2**	**9899**	**01**	**0021**	**2109370**	**00001**	**0202**	**103**	**1**
123456788X	2	9899	01	0021	2109370	00001	0202	102	1
* **123456789X**	**2**	**9899**	**01**	**0021**	**2109370**	**00001**	**0202**	**102**	**1**
123456789X	**2**	**9899**	**01**	**0021**	**2109370**	**00001**	**0202**	**103**	**1**

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.

15. **Dual Enrollment Indicator must be A, B, C, or Z. -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 Dual Enrollment Indicator is not valid.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	Student Number Identifier, Florida	Course Number	Dual Enrollment Indicator
31	0291	2	123456789X	PHY1050	A
31	0291	2	123456790X	1209800	Z
* 31	0291	2	123456791X	PHY1050	D

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 Dual Enrollment Indicator and resubmit the record.

16.   All alphanumeric Course Numbers must either be on the Course Code Directory or on the Statewide Course Numbering System file unless School Number, Current Instruction/Service equals N999 or P001-P999. -record rejected-

EXAMPLE

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and fourth records would be rejected because the Course Numbers are not on the Course Code Directory or on the Statewide Course Numbering System files.

Student Number Identifier, Florida	District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number
* 661234566X	66	0061	FF10011
661234567X	66	0061	I460103
661234568X	66	0201	B070608
* 661234569X	66	0271	ABCDE12

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 Course Numbers and resubmit the records.

17.   If Survey Period Code equals 1 or 4 and FTE Earned, Course is greater than zero, then Course Number may not equal 5022000, 2200000 - 2200050, or 2200300 - 2200370. -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 and third records would be rejected because Survey Period is 1, FTE Earned, Course is greater than zero and Course Number falls within the 5022000, 2200000 - 2200050, or 2200300 - 2200370 range for Study Hall.

Student Number Identifier, Florida	Survey Period Code	FTE Earned, Course	Course Number	Grade Level
242123456X	1	0500	2003340	08
* 242123457X	1	0250	2200310	09
* 242123458X	1	0250	2200320	10

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

18.   **If Course Number equals 0800300 or 8502000, then FEFP Program Number must equal 102, 103, 251-255, or 999. -record rejected-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the proper relationship does not exist between FEFP Program Number and the Course Number 8502000.

Student Number Identifier, Florida	District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number	FEFP Program Number
111123456X	01	0201	8502000	103
* 111123457X	01	0201	8502000	300
111123458X	01	0201	8502000	103

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 either the FEFP Program Number or the Course Number and resubmit the record.

19.   If FEFP Program Number = 121, then Dropout Prevention Programs code must be U. -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 would be rejected because the relationship between FEFP Program Number and Dropout Prevention Programs code is not appropriate.

Student Number Identifier, Florida	Grade Level	FEFP Program Number	Dropout Prevention Programs
123456789X	09	121	U
* 123456790X	11	121	A

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 relationship between FEFP Program Number and Dropout Prevention Programs code and resubmit the record.

20.   **Deleted 8/98.**

21.   **Deleted 7/98.**

22.   Class Minutes, Weekly must be numeric and greater than or equal to zero. -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 would be rejected because Class Minutes, Weekly contains a blank. The third record would be rejected because Class Minutes, Weekly is not numeric.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	Class Minutes, Weekly
02	123456789X	2109370	0050
* 02	123456790X	2109370	075
* 02	123456791X	2109370	W025

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 Class Minutes, Weekly and resubmit the records.

23.   FEFP Program Number must be 101-103, 120, 121, 130, 251-255, 300, or 999. -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 and third records would be rejected because the FEFP Program Numbers are invalid.

District Number, Current Instruction/ Service	Student Number Identifier Florida	Course Number	FEFP Program Number
02	123456789X	2109370	103
* 02	123456790X	2109370	001
* 02	123456791X	2109370	118

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 FEFP Program Number and resubmit the records.

24. **FTE Earned, Course must be numeric and greater than or equal to zero. -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 would be rejected because FTE Earned, Course contains a blank. The third record would be rejected because FTE Earned, Course is not numeric.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	FEFP Program Number	FTE Earned, Course
02	123456789X	2109370	103	0834
* 02	123456790X	2109370	103	0 34
* 02	123456791X	2109370	103	o005

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 records by assigning a value greater than or equal to zero for FTE Earned, Course and resubmit the records.

25. **Deleted 7/98.**

26.   Dropout Prevention/Juvenile Justice Programs code must be A, D, H, P, S, U, or Z. -record rejected-

EXAMPLE

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first, fourth, and sixth records would be rejected because the Dropout Prevention/Juvenile Justice Programs code is invalid. The fifth record would be rejected because the Dropout Prevention/Juvenile Justice Programs code was left blank.

Student Number Identifier, Florida	FEFP Program Number	Dropout Prevention/ Juvenile Justice Programs
* 630123454X	120	N
630123455X	120	A
630123456X	120	U
* 630123457X	120	R
* 630123458X	120	
* 630123459X	120	K

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 Dropout Prevention/Juvenile Justice Programs code and resubmit the records.

27.   Deleted 7/98.

28.   Deleted 7/98.

29. **Grade Level must be PK, KG, 01-12, or 23. -record rejected-**

EXAMPLE

The third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the Grade Level codes are not valid.

Student Number Identifier, Florida	Grade Level	FEFP Program Number
* 630123455X	KK	101
* 630123456X	1	101
630123458X	01	101
630123459X	12	103

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 Grade Level code and resubmit the records.

30.   If Survey Period Code = 1-4 and FEFP Program Number is 999, then FTE Earned, Course must be zero. -record rejected-

Note: The use of the FEFP Program Number "999" is for individual students who are not eligible for FTE funding for reasons other than attendance or program membership. These students would include those whose grade level is 23 or those pre-kindergarten students who are being served in a program for which the student cannot earn FTE.

EXAMPLE

The first, second, fifth and sixth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because FTE Earned, Course is not zero.

Student Number Identifier, Florida	Grade Level	FEFP Program Number	FTE Earned, Course
630123454X	PK	999	0000
630123455X	KG	999	0000
* 630123456X	01	999	5000
* 630123457X	23	999	2500
630123458X	01	999	0000
630123459X	12	999	0000

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 relationship between FEFP Program Number and FTE Earned, Course and resubmit the records.

31.   In surveys 1 though 4 if the FTE Earned, Course is greater than zero, there must be a valid association between the FEFP Program Number listed below and the student's Grade Level. -record rejected-

FEFP Program Numbers	Grade Levels
101 --	**>KG-03**
102 --	**>04-08**
103 --	**>09-12**
120 --	**>PK-12**
121 --	**>9-12**
130 --	**>KG-12**
251-255 --------------------------------------	**>PK-12**
300 --	**>06-12**

EXAMPLE

The records below without an asterisk would be loaded to the data base assuming no other reject rule would cause their rejection. The records below which are marked with an asterisk would be rejected because of the invalid association between the Grade Level of the student and the FEFP Program Number.

Student Number Identifier, Florida	Dist. Number, Current Instruction/ Service	Sch. Number, Current Instruction/ Service	FEFP Program Number	Grade Level	FTE Earned, Course
* 123456789X	01	0021	102	23	0834
* 123456788X	01	0021	102	12	0834
* 123456787X	01	0021	120	PK	0834
123456786X	01	0021	102	07	0834
123456785X	01	0021	102	08	0834
* 123456785X	01	0021	103	08	0834
123456784X	01	0021	102	07	0834
* 123456783X	01	0021	103	07	0834

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 FEFP Program Number or the Grade Level so that there is a valid relationship between these two data elements and resubmit the records.

32.   If Survey Period Code is 1-4, Grade Level is less than 09 and FTE Earned, Course is greater than zero, then School Number, Current Instruction/Service must not be a college or university (C901-C928, U970-U978 or P001-P999). -record rejected-

EXAMPLE

The second and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and third records would be rejected because FTE Earned, Course is greater than zero and the School Number, Current Instruction/Service is for a college or university and the Grade Level is less than 09.

Student Number Identifier, Florida	School Number Current Instruction/ Service	Section Number	Period Number	FEFP Program Number	Grade Level	FTE Earned, Course
* 123456786X	U974	00001	0202	102	07	0834
123456787X	0021	00001	0202	102	08	0834
* 123456788X	C901	00001	0202	102	08	0834
123456789X	0021	00001	0202	102	07	0834

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 relationship between Grade Level; FTE Earned, Course and School Number Current Instruction/Service and resubmit the records.

33.   If Grade Level is 23, FEFP Program Number must be 999. -record rejected-

Note: The Grade Level 23 student is one who is returning for the extra year of school after being eligible for but not accepting the Certificate of Completion. The student is NOT eligible for funding through the Florida Education Finance Program.

EXAMPLE

The records listed below would be rejected because the grade level is 23 and the FEFP Program Number is not 999.

Student Number Identifier, Florida	School Number Current Instruction/ Service	Course Number	Section Number	Period Number	FEFP Program Number	Grade Level	FTE Earned, Course
* 123456787X	0021	2109370	00001	0202	103	23	0834
* 123456788X	0021	2109370	00001	0202	103	23	0834
* 123456789X	0021	2109370	00001	0202	103	23	0834

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 should determine if, in fact, the student should have been reported as Grade Level 23. If the student should have that Grade Level, the FEFP Program Number should be changed to 999, the FTE Earned, Course should be set to zeros and the records resubmitted.

34.   Vocational Student Intent must be J or Z. -record rejected-

EXAMPLE

The first and the third records would be loaded to the data base assuming no other reject rule would cause their rejection. The second record below would be rejected because B is not a valid code for Vocational Student Intent.

Student Number Identifier, Florida	FEFP Program Number	Vocational Student Intent
012345676X	300	J
* 012345677X	300	B
012345678X	300	Z

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 Vocational Student Intent and resubmit the record.

35.   Term must be either 1-9, B-0 or R-X. -record rejected- ⬅

EXAMPLE

The records in the first and third examples listed below would be rejected because the Term code is invalid. The second record would be rejected because the Term code was left bank.

Student Number Identifier, Florida	Course Number	Term
* 240123457X	1200310	P
* 240123458X	1001310	
* 240123459X	2000310	M

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 and resubmit the record.

**36.   Limited English Proficient: Instructional Strategy must be B, D, M, or Z.
-record rejected-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Limited English Proficient: Instructional Strategy is invalid. The fourth record would be rejected because LEP: Instructional Strategy is blank.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	LEP: Instructional Strategy
01	123456786X	5100070	B
* 01	123456787X	5100070	A
04	123456788X	5100070	B
* 08	123456789X	5100070	

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 Limited English Proficient: Instructional Strategy and resubmit the records.

37.   **Year-Round/Extended School Year FTE Indicator must be A, B, C, or Z.**
-record rejected-

   EXAMPLE

   The first three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because the Year-Round/Extended School Year FTE Indicator code is not valid.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	Year-Round/ Extended School Year FTE Indicator
01	0123456786X	5100070	A
01	0123456787X	5100070	Z
01	0123456788X	5100070	B
* 01	0123456789X	5100070	Y

   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 Year-Round/Extended School Year FTE Indicator code and resubmit the record.

38.   **Deleted 7/98.**

39.   If FEFP Program Number = 120 and Grade Level = PK, then Dropout Prevention/Juvenile Justice Programs code must be P. -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 would be rejected because the relationship between FEFP Program Number, Grade Level and Dropout Prevention/Juvenile Justice Programs code is not appropriate.

Student Number Identifier, Florida	Grade Level	FEFP Program Number	Dropout Prevention/ Juvenile Justice Programs
123456789X	PK	120	P
* 123456790X	PK	120	A

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 relationship between FEFP Program Number, Grade Level and Dropout Prevention/Juvenile Justice Programs code and resubmit the record.

40. **If the School Number, Current Enrollment is not N999, then it must exist on the Master School Identification File as a valid number in the District Number, Current Enrollment. -record rejected-**

> **EXAMPLE**
>
> The records listed below would be rejected because the School Number, Current Enrollment is not on the Master School Identification File as a valid school number in the District Number, Current Enrollment.
>
> | District Number, Current Enrollment | School Number, Current Enrollment |
> |:---:|:---:|
> | * 01 | 8311 |
> | * 06 | 0001 |
> | * 09 | 9999 |
>
> **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.

41.   The Vocational/Adult General Education Program Code must be a program number from the Course Code Directory file or must be zero-filled.   -record rejected-

Note: For more information on Vocational/Adult General Education Program Codes refer to the <u>Vocational Data Base Handbook Appendices</u>.

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 Vocational/Adult General Education Program Code is not a valid program number.

Student Number Identifier, Florida	Course Number	Vocational/ Adult General Education Program Code
630123457X	8772010	8772000
630123458X	I480201	I480201
* 630123459X	8506310	5806310

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 Vocational/Adult General Education Program Code and resubmit the record.

42.   School Number, Current Instruction/Service must exist on the Master School Identification File as a valid number in the District Number, Current Instruction/Service or it must be C901-C928, U970-U978, P001-P999, or N999. -record rejected-

EXAMPLE

The last three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first three records would fail this edit because they do not exist on the Master School Identification File as a valid number for the District Number, Current Instruction or they are not in the valid range for alphanumeric numbers.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service
* 09	8131
* 13	0021
* 15	C999
57	0051
63	0031
67	C904

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 so that it exists as a valid number in the District Number, Current Instruction/Service or is a valid alphanumeric school number and resubmit the records.

43.   All numeric Course Numbers must be on the Course Code Directory file unless School Number, Current Instruction/Service begins with P.   -record rejected-

EXAMPLE

The first, fifth and sixth records listed below would be loaded to the data base 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 Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Course Number
01	0021	379873674X	0200300
* 01	0021	379873675X	0701300
* 01	0021	379873676X	0708300
* 01	0021	379873677X	1001820
01	0021	379873698X	1008320
01	0021	379873679X	1200310

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 Course Number and resubmit the records.

⟶ **44.** **If Survey Period Code is 2 or 3 and Year-Round/Extended School Year FTE Indicator is B, District Number, Current Instruction/Service must be 52 and School Number, Current Instruction/Service must be 1341. -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 would be rejected because the relationship between Year-Round/Extended School Year FTE Indicator, District Number, Current Instruction/Service, and School Number, Current Instruction/Service is not valid.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Course Number	Year-Round/ Extended School Year FTE Indicator
52	1341	0123456789X	2	5100070	B
* 01	0021	0123456790X	2	5100070	B

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 relationship between Year-Round/Extended School Year FTE Indicator, District Number, Current Instruction/Service, and School Number, Current Instruction/Service and resubmit the record.

45.   If the Course Number begins with an alpha character and is on the Course Code Directory file, and the School Number, Current Instruction/Service does not begin with P, the FEFP Program Number must be 103, or 251-255.   -record rejected-

Note: Enrollment of secondary students in postsecondary vocational courses must be reported in the Workforce Development Information System. The parallel allowable dual enrollment hours at the high school are to be reported under the same postsecondary vocational course number, but must be funded under the basic program weight of 103 or ESE support levels 251-255.

EXAMPLE

The records listed below would be rejected because the Course Number is for a postsecondary course (begins with an alpha character and the School Number, Current Instruction/Service does not begin with a P) and the FEFP Program Number is not valid.

Student Number Identifier, Florida	School Number, Current Instruction/ Service	Course Number	Section Number	Period Number	FEFP Program Number	Grade Level	FTE Earned, Course
* 123456787X	0021	A010304	00100	0202	300	12	0834
* 123456788X	0021	B070302	00100	0202	300	30	0834
* 123456789X	0021	P150529	00100	0202	300	31	0834

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 Course Number and/or the FEFP Program Number and resubmit the records.

46.   The first two digits of Period Number must be 00-80 while the last two digits must be 00-80, or 88 and be greater than or equal to the first two digits. -record rejected-

Note: For more information on Period number refer to the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System </u>manual.

       EXAMPLE

The first three Student Course records listed below would be loaded to the data base assuming no other reject rule caused their rejection. The fourth record would be rejected because the Period Number has an ending period with a value less than the beginning period. The last record would be rejected because the last two digits of Period Number are not in the acceptable range.

Student Number Identifier, Florida	Course Number	Section Number	Period Number	FTE Earned, Course
371234564X	8203010	B0100	0101	0834
371234565X	8209010	B0100	0909	0834
371234566X	8209210	B0300	0405	1667
* 371234567X	8203010	E0100	8070	2000
* 371234568X	8212300	E9900	8098	2000

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 Period Number and resubmit the records.

47.   Deleted 7/98.

48.   Deleted 7/98.

49.   Days Per Week must be 1-7. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected. The second record would be rejected because Days Per Week is zero.

Student Number Identifier, Florida	Course Number	FEFP Program Number	Grade Level	FTE Earned, Course	Class Minutes, Weekly	Days Per Week
371234566X	1200310	103	12	0834	250	5
* 371234568X	1200310	103	12	1667	500	0
371234569X	1200310	103	11	2000	300	5

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 Days Per Week and resubmit the records.

50.   Deleted 7/98.

51.   If Survey Period = 1-4 and the student's Grade Level is 7-12 or 23, Class Minutes, Weekly must be greater than zero. -record rejected-

    EXAMPLE

    The first and fourth records below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and third records would be rejected because the appropriate relationship between Grade Level and Class Minutes, Weekly is not present.

Student Number Identifier, Florida	Course Number	FEFP Program Number	Grade Level	FTE Earned, Course	Class Minutes, Weekly
371234566X	5013000	102	05	0834	0000
* 371234567X	2003330	103	12	0834	0000
* 371234568X	8103010	300	10	1667	0000
371234569X	2003330	103	11	2000	0600

    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 relationships between Grade Level and Class Minutes, Weekly and resubmit the records.

52.   Deleted 7/98.

53. **If Course Number is a vocational course number from the Vocational/Adult General Education Program Edit file (F61730), the Vocational/Adult General Education Program Code must be greater than zero unless Course Number is 1006300 and FEFP Program Number is other than 300. -record rejected-**

Note: Vocational course numbers in the Course Code Directory file requiring a Vocational/Adult General Education Program Code to be reported are in the range 8100000-9001910, 9100210, 7980010, 7980030-7980100, 7980190, 8000200-8000250 and all vocational programs beginning with an alphabetic character. For more information on Vocational/Adult General Education and corresponding course numbers Program Codes refer to the <u>Vocational Data Base Handbook Appendices</u>.

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 Vocational/Adult General Education Program Code is not a valid program number.

Student Number Identifier, Florida	Course Number	Vocational/Adult General Education Program Code
630123457X	8772010	8772000
630123458X	I480112	I480112
* 630123459X	8506310	5806310

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 Vocational/Adult General Education Program Code and resubmit the record.**.**

54. **Deleted 7/98.**

55. **Deleted 7/98.**

56. If Grade Level code is PK and the FEFP Program Number is not 251-255, then FEFP Program Number must be 120 or 999. -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 last record would be rejected because the student's Grade Level code is PK, the student is not exceptional and the FEFP Program Number is not 120 or 999.

Student Number Identifier, Florida	FEFP Program Number	Grade Level	FTE Earned, Course
381234566X	252	PK	0834
381234567X	999	PK	0000
* 381234568X	101	PK	0834

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 either the Grade Level or the FEFP Program Number and resubmit the record.

57.   Vocational Student Intent code must be Z; if Course Number is listed on the Vocational/Adult General Education Program Edit file (F61730) as requiring a Vocational Student Intent code of Z; otherwise, there must be a valid association between FEFP Program Number and Vocational Student Intent code as listed in the table below. -record rejected-

FEFP Program Number		**Vocational Student Intent**
101-102, 130	---------->	**Z**
103, 120, 121, 251-255, 300	---------->	**J, Z**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Vocational Student Intent code for FEFP program 102 should not be J.

Student Number Identifier, Florida	FEFP Program Number	Course Number	Grade Level	Vocational Student Intent
012345677X	300	8121110	12	J
* 012345678X	102	8209220	12	J
012345679X	300	8200320	11	Z

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 FEFP Program Number or the Vocational Student Intent code to maintain the correct relationship and resubmit the record.

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58.   Dropout Prevention/Juvenile Justice Programs code must be A, D, H, P, S or U if FEFP Program Number is 120. Otherwise, it must be Z unless FEFP Program Number equals 251-255 or 121 . -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 and fourth records would be rejected since the Dropout Prevention/Juvenile Justice Programs code is not valid for the FEFP Program Number reported.

Student Number Identifier, Florida	District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	FEFP Program Number	Dropout Prevention/ Juvenile Justice Programs
012345679X	01	0421	120	A
012345678X	01	0421	103	Z
* 012345677X	01	0421	300	A
* 012345676X	01	0421	120	Z

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 FEFP Program Number or the Dropout Prevention/Juvenile Justice Programs code so that they maintain the relationship as stated in the edit above and resubmit the records.

59.   Deleted 7/98.

5A.   If Survey Period Code = 2-4 or 9 and the Course Number is a vocational Course Number from the Vocational/Adult General Education Program Edit file (F61730), the Vocational/Adult General Education Program Code must be a valid program number for the Course Number submitted unless Course Number is 1006300 and FEFP Program Number is other than 300. -record rejected-

Note: Vocational course numbers in the <u>Course Code Directory</u> file requiring a Vocational/Adult General Education Program Code to be reported are in the range 8100000-9001910, 9100210, 7980010, 7980030-7980100, 7980190, 8000200-8000250 and all vocational programs beginning with an alphabetic character. For more information on Vocational/Adult General Education Program codes and vocational Course Numbers, refer to the <u>Vocational Data Base Handbook</u>.

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 would be rejected because the Vocational/Adult General Education Program Code is not valid for the course submitted. The course is a Business Education course but the program number submitted is for Industrial Education.

Student Number Identifier, Florida	Course Number	Vocational/Adult General Education Program Code
630123457X	8206110	8206100
* 630123458X	8206120	8721300

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 Vocational/Adult General Education Program Code or the Course Number and resubmit the records.

5B.   If Grade Level = 09-12 and Course Number contains an alpha character in the first position, then Dual Enrollment Indicator must be other than Z. -record rejected-

EXAMPLE

The first record listed below would pass this edit. The second record would be rejected because the Grade Level is 12 and the Course Number contains an alpha character, but the dual Enrollment Indicator is Z.

Student Number Identifier, Florida	Course Number	Grade Level	Dual Enrollment Indicator
630123457X	B070302	12	C
* 630123458X	A010304	12	Z

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 relationship between Course Number, Grade Level, and Dual Enrollment Indicator and resubmit the record.

5C. **If FEFP Program Number is 130, Limited English Proficient: Instructional Strategy code must be B, M, or D. -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 would be rejected because the relationship between the FEFP Program Number and the Limited English Proficient: Instructional Strategy is not valid.

Student Number Identifier, Florida	FEFP Program Number	Limited English Proficient: Instructional Strategy
123456789X	130	B
* 123456790X	130	Z

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 either the FEFP Program Number or the Limited English Proficient: Instructional Strategy and resubmit the record.

➡️ **5D.   If Grade Level = 12, Additional School Year Student code must be Y or Z.**
-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 Grade Level is 12 and Additional School Year Student code is blank. ⬅️

Student Number Identifier, Florida	Grade Level	Additional School Year Student
123456789X	12	Z
123456790X	12	Y ⬅️
* 123456791X	12	

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 either the Grade Level or the Additional School Year Student code and resubmit the record.

60.   The student's Grade Level on the Student Course record must agree with the Grade Level on the Student Demographic record submitted by the district of instruction unless Year-Round/Extended School Year FTE Indicator on the Student Course record = A or B or if Survey Period Code = 1 or 4.   -state validation/NULL-

Grade Level code on all Student Course records set to NULL value for these records at the close of the State Records Processing Cycle.

EXAMPLE

The first and third Student Course records listed below would pass this edit. The second and fourth records would not pass the edit because the Grade Level codes on the Student Demographic records and Student Course records do not agree. (The Grade Level code on the Student Course records would be set to a null value at the close of the State Records Processing Cycle.)

Student Demographic Records   *Student Course Records*

District Number, Current Instruc./ Service	Student Number Identifier, Florida	Grade Level		District Number, Current Instruc./ Service	Student Number Identifier, Florida	Grade Level
49	491234566X	12		49	491234566X	12
49	491234567X	11		* 49	491234567X	12
49	491234568X	11		49	491234568X	11
49	491234569X	12		* 49	491234569X	10

DISTRICT RESPONSIBILITY

The Grade Level codes which do not agree must be corrected. If the Grade Level code on the Student Demographic record was correct, then the Grade Level code on the Student Course record must be updated so that it agrees. If the Grade Level code on the Student Course record was correct, then both the Student Course record and the Student Demographic record must be updated so that the Grade Level codes agree.

61.   During Surveys 1 through 4 if FTE Earned, Course is greater than zero and the student is less than 3 years old, then Grade Level must be PK and FEFP Program Number must be 120 or 251-255. -state validation/NULL-

FTE Earned, Course set to NULL after the close of the State Records Processing Cycle

EXAMPLE

If the Birth Date on the matching Student Demographic records for each of the Student Course records listed below indicates that the student's age is less than 3, then the records marked with asterisks would fail the edit because the correct relationship between Grade Level code, FEFP Program Number and FTE Earned, Course does not exist.

Student Number Identifier, Florida	Section Number	FEFP Program Number	FTE Earned, Course	Grade Level
111234563X	00100	253	0834	PK
* 111234564X	00200	101	0012	PK
* 111234565X	00500	121	0834	PK
111234566X	A1500	252	0834	PK

DISTRICT RESPONSIBILITY

The district must correct the records so that the correct relationship between Grade Level, FEFP Program Number and FTE Earned, Course exists.

STUDENT COURSE SCHEDULE - STATE VALIDATION/NULL EDIT RULES

62.   For Survey Period Code = 1-4, a student's total FTE Earned, Course during any one survey for a district may not exceed 0.5000 excluding FTE Earned, Course for those courses with the Year-Round/Extended School Year FTE Indicator set to "A", "B" or "C". -state validation/NULL-

FTE Earned, Course set to NULL value on ALL the student's Student Course records at the close of the State Records Processing Cycle.

Note: FTE Earned is attributed to the district of instruction unless the school of instruction is a college or university in which case the FTE Earned is attributed to the district of enrollment.

EXAMPLE

The FTE Earned, Course would be set to NULL at the end of the State Records Processing Cycle on ALL the Student Course records listed below because the student's total FTE Earned, Course in the district of instruction for the survey exceeds 0.5000.

Student Course Records

Student Number Identifier, Florida	Survey Period Code	District Number, Current Instruction/ Service	Course Number	FEFP Program Number	Grade Level	FTE Earned, Course
* 561234567X	2	56	1001040	102	07	0834
* 561234567X	2	56	1205040	102	07	0834
* 561234567X	2	56	2000010	102	07	0834
* 561234567X	2	56	2104000	102	07	<u>2502</u>
				Total FTE Earned, Course		.5004

DISTRICT RESPONSIBILITY

The district must correct the Student Course records so that the student's total FTE Earned, Course does not exceed 0.5000.

STUDENT COURSE SCHEDULE - STATE VALIDATION/NULL EDIT RULES

66.   Each Student Course record must have a matching Teacher Course record based on the key fields of District Number, Current Instruction/Service; School Number, Current Instruction/ Service; Survey Period Code; Fiscal Year; Course Number; Section Number; Period Number; and Term. -state validation/NULL-

FTE Earned, Course set to NULL following the close of the State Records Processing Cycle

EXAMPLE

The first and second Student Course records listed below would pass this edit. The third Student Course Schedule would be flagged in error because of the failure to have a matching Teacher Course Schedule based on the keys of District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Course Number; Section Number; Period Number; and Term.

Student Course Records

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Survey Period Code	Fiscal Year	Course Number	Sec. No.	Period Number	Term
01	0421	012345679X	2	9899	1200330	00200	0404	1
01	0421	012345678X	2	9899	1200330	00200	0404	1
* 01	0421	012345677X	2	9899	1200330	00100	0303	1

Teacher Course Records

District Number, Current Instruction/ Services	School Number, Current Instruction/ Services	Survey Period Code	Fiscal Year	Course Number	Section Number	Period Number	Term	Social Security Number
01	0421	2	9899	1200330	00200	0404	1	0000291125
01	0421	2	9899	1200330	00100	0202	1	0000291125

STUDENT COURSE SCHEDULE - STATE VALIDATION/NULL EDIT RULES

DISTRICT RESPONSIBILITY

If the Student Course record is valid, submit the Matching Teacher Course Schedule record for that class. If the Student Course record is invalid, delete the record from the data base. If an error has been made in one or more of the seven key items on either the Student Course record or the Teacher Course record, they should be corrected so that the two types of records match for each of the seven key items of District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Course Number; Section Number; Period Number; and Term.

67.   Each Student Course Schedule 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; and District Number, Current Instruction/Service. -state validation/NULL-

FTE Earned, Course set to NULL for ALL Student Course Schedule records for this student

EXAMPLE

The Student Course Schedule 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 Instruction/ Service	District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year
01	01	019876544X	0021	3	9899
01	01	019876545X	0021	3	9899
01	01	019876546X	0021	3	9899

Student Course records

District Number, Current Instruction/ Service	District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
01	01	0021	019876544X	3	9899
01	01	0021	019876545X	3	9899
* 01	01	0321	019876546X	3	9899

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.

68.   **Deleted 7/98.**

➡️ **69.   If Survey Period Code = 1-4, each Student Course Schedule record with FEFP Program Number equal to 251-255 must have a matching Exceptional Student record based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Fiscal Year. -state validation/NULL-**

FTE Earned, Course set to NULL for all Student Course Schedule records for this student

EXAMPLE

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

Exceptional Student records

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
01	0021	019876544X	2	9899
01	0021	019876545X	2	9899
01	0021	019876546X	2	9899

Student Course Schedule records

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year	FEFP Program Number
01	0021	019876544X	2	9899	251
01	0021	019876545X	2	9899	252
01	0021	019876546X	2	9899	253
* 01	0021	019876547X	2	9899	254

DISTRICT RESPONSIBILITY

If the Student Course Schedule record is valid, the district must submit the matching Exceptional Student record. If the Student Course Schedule record is invalid, the district must either delete the record or correct the invalid elements.

70. **If Grade Level = 12, Grade Level and Additional School Year Student code on the Student Course Schedule record must agree with the Grade Level and Additional School Year Student code on the Student Demographic record submitted by the district of instruction. -state validation 3-**

> **EXAMPLE**
>
> The first two Student Course Schedule records listed below would pass this edit. The third Student Course Schedule record would not pass the edit because Grade Level is 12 and the Additional School Year Student codes do not agree on the Student Demographic and the Student Course Schedule records.

Student Demographic records

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Grade Level	Additional School Year Student
49	123456789X	12	Y
49	123456790X	12	Z
49	123456791X	12	Z

Student Course Schedule records

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Grade Level	Additional School Year Student
49	123456789X	12	Y
49	123456790X	12	Z
* 49	123456791X	12	Y

DISTRICT RESPONSIBILITY

The Grade Level or the Additional School Year Student codes must be corrected so that there is agreement between the codes on the Student Demographic and the Student Course Schedule records.

80.   If the School Number, Current Instruction/Service does not begin with "P" and the Course Number is a vocational secondary Course Number (begins with 8 or 9) except for Course Number 8502000, then the FEFP Program Number must be 300, 120, 121 or 251-255. -exception report-

EXAMPLE

The first record listed below meets the criteria specified in the above edit. The second and third records would cause a message to be generated because the FEFP Program Number is not the expected FEFP Program Number for the Course Number reported.

Student Number Identifier, Florida	Dist. Num. Curr. Inst./ Serv.	Sch. Num. Curr. Inst./ Serv.	Svy. Per. Code	Fiscal Year	Course Number	Section Number	Period Number	FEFP Prog. Num.
012345679X	01	0421	2	9899	8500310	00200	0404	300
* 012345678X	01	0421	2	9899	8106460	00200	0404	103
* 012345677X	01	0421	2	9899	8500380	00100	0505	102

DISTRICT RESPONSIBILITY

The district should verify the FEFP Program Number and the Course Number and correct if in error.

81. Class Minutes, Weekly must not be greater than 2400. -exception report-

EXAMPLE

The first record listed below would pass this edit. The last three records would cause a message to be generated because Class Minutes, Weekly is greater than 2400.

Student Number Identifier, Florida	Dist. Num., Curr. Inst./ Serv.	Sch. Num., Curr. Inst./ Serv.	Fiscal Year	Course Number	Section Number	Period Number	Class Minutes, Weekly
012345676X	01	0431	9899	1211300	00100	0401	2400
* 012345677X	01	0431	9899	1211300	00100	0101	2500
* 012345678X	01	0431	9899	1211300	00100	0101	4800
* 012345679X	01	0431	9899	1211300	00100	0101	2424

DISTRICT RESPONSIBILITY

The district should verify the Class Minutes, Weekly and correct if in error.

➡️ **82.   If Survey Period Code = 1 and the Course Number is a vocational Course Number from the Course Code Directory file, the Vocational/Adult General Education Program Code must be a valid program number for the Course Number submitted. -exception report-**

Note: Vocational course numbers in the <u>Course Code Directory</u> file requiring a Vocational/Adult General Education Program Code to be reported are in the range 8100000-9001910, 9100210, 7980010, 7980030-7980100, 7980190, 8000200-8000250 and all vocational programs beginning with an alphabetic character. For more information on Vocational/Adult General Education Program codes and vocational Course Numbers, refer to the <u>Vocational Data Base Handbook</u>.

EXAMPLE

The first record listed below would pass the edit. The second record would cause a message to be generated because the Vocational/Adult General Education Program Code does not appear to be valid for the course submitted. The course is a Business Education course but the program number submitted is for Industrial Education.

Student Number Identifier, Florida	Course Number	Vocational/Adult General Education Program Code
630123457X	8206110	8206100
* 630123458X	8206120	8721300

DISTRICT RESPONSIBILITY

The district should verify the Vocational/Adult General Education Program Code submitted for the vocational Course Number and correct if in error. However, if it is determined that the relationship is correct, no action is necessary.

91.   Deleted 7/98.

95.   If Survey Period Code = 2 or 3, for each student and for each Term, only one student Course Schedule record with any of the course numbers 5022000, 2200000 - 2200050 or 2200300 - 2200370 and FTE Earned, Course greater than zero may be submitted to the data base for the survey. -exception report-

EXAMPLE

The first five records listed below would pass the edit. The sixth record would cause a message to be generated because it is expected that no more than one record with course number 5022000, 2200000 - 2200050 or 2200300 - 2200370 and FTE Earned, Course greater than zero will be submitted to the data base for a survey.

Survey Period Code	Student Number Identifier, Florida	Course Number	FTE Earned, Course
2	123456789X	0200350	0834
2	123456789X	0701340	0834
2	123456789X	1001400	0833
2	123456789X	1206330	0833
2	123456789X	2200350	0833
* 2	123456789X	2200360	0833

DISTRICT RESPONSIBILITY

The district should verify whether or not the record generating the message should have been submitted. If not, the record should be deleted. However, if the district wishes the data in the record to remain on the data base, no action is necessary.