1.   District Number, Current Instruction/Service must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

If District 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first record would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the District submitting the record).

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	WDIS Reporting Year	Course Number	Social Security Number
01	0021	F	0203	A010214	123456789
* 02	0421	F	0203	A010214	123456788

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

2. **School Number, Current Instruction/Service must be numeric in the range 0001 to 9899. -record rejected-**

EXAMPLE

The 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 School Number, Current Instruction/Service is not within the specified range or is not numeric.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	WDIS Reporting Year	Course Number	Social Security Number
* 31	0000	F	0203	8506010	123456789
* 31	C801	F	0203	8415410	123456790
31	0031	F	0203	8506010	123456791

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the records.

3. **Survey Period Code must be F, W or S and must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

If the Survey Period Code as specified in the transmission Job Control Language (JCL) or in the statements for tape transmission was identified as Survey Period Code "W" and records on the transmission had a Survey Period Code "F", all records with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The district must correct the Survey Period Code either on the records coming in or in the JCL and resubmit the corrected records.

4.   WDIS Reporting Year must be correct for the submission specified by the district. -record rejected-

EXAMPLE

The WDIS Reporting Year as specified in the transmission JCL or in statements for tape transmission is identified as "0102". However, records on the transmission have WDIS Reporting Year coded as "0203". All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

Correct the WDIS Reporting Year codes either on the JCL or the records being submitted and resubmit the records.

5.   Course Number must not contain blanks and must be a valid postsecondary course number on the Vocational/Adult General Education Program Edit file (F61730) or a valid number on the Course Code Directory file in the range 0100300-2499990, 7910010-7980990, 8002000-9001920 and 9900010. -record rejected-

Note: For more information on Course Number refer to the Workforce Development Data Base Handbook.

      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 Course Number contains blanks or is invalid.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number	Social Security Number
* 37	0361	8000000	123456787
* 37	0361	B070668	123456788
37	0361	A010214	123456789

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.

6.   **Section Number must not be all blanks. -record rejected-**

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Section Number is blank.

School Number, Current Instruction/ Service	Course Number	Section Number	Social Security Number
* 0602	M811050		123456787
0602	A010214	1	123456789

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 Section Number and resubmit the records.

8.   **Deleted 7/02.**

9.   **Facility Type code must be in the range 00 to 18. -record rejected-**

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 Facility Type code is blank or invalid.

School Number, Current Instruction/ Service	Course Number	Social Security Number	Facility Type
* 0211	I490306	123456787	
* 0211	A010603	123456788	54
0211	A010214	123456789	00

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 Facility Type code and resubmit the records.

10.   WDIS Class Length must be greater than zero and less than 901 hours. -record rejected-

EXAMPLE

The fourth 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 WDIS Class Length contains a blank or is not numeric. The third record would be rejected because WDIS Class Length is not less than 901 hours.

School Number, Current Instruction/ Service	Course Number	Social Security Number	WDIS Class Length
* 0361	H470606	123456787	0 00
* 0361	H480502	123456788	M025
* 0361	H480502	123456798	925
0361	A010214	123456789	0120

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 WDIS Class Length and resubmit the records.

11. 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 have been submitted, the district must correct the Transaction Code and resubmit the records with the correct Transaction Code.

12.   Each record must be unique based on the following key: District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; WDIS Reporting Year; Course Number; Section Number and Social Security Number. -first record accepted, all other duplicate records rejected-

> **EXAMPLE**
>
> Three of the four 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 key elements (District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; WDIS Reporting Year; Course Number; Section Number; and Social Security Number) duplicate the key elements in the first record. The first of two records with the same key information would be loaded to the data base, assuming it meets all other applicable criteria. Any subsequent records submitted with the same key elements would be rejected.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	WDIS Reporting Year	Course Number	Section Number	Social Security Number
59	0421	F	0203	I460405	00200	123456789
59	0421	F	0203	I460405	00100	123456789
59	0421	F	0203	H170513	00200	123456789
* 59	0421	F	0203	I460405	00200	123456789

> **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 record to be loaded to the data base, the district must delete the invalid record, correct the rejected record if necessary, and resubmit the corrected record.

13. **Social Security Number must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine character SSN's should be left justified with a trailing blank. -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 Social Security Number is not numeric or has a leading blank.

District Number, Current Instruction/ Service	Social Security Number
01	123456789
* 01	ZZZZZZZZZ
* 01	123456790

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 Social Security Number and resubmit the records.

14. **Deleted 7/02.**

16. **Deleted 7/02.**

18. **School Number, Current Instruction/Service must exist on the Master School Identification file for the district reported in District Number, Current Instruction/Service. -record rejected-**

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because School Number, Current Instruction/Service is invalid.

District Number, Current Instruction/Service	School Number, Current Instruction/ Service	Social Security Number
* 01	0661	123456788
01	0431	123456789

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the record.

19. **If Course Number = W170206 (paramedic), District Number, Current Instruction/Service must be one of the following**:

District Number,
Current Instruction/
Service

35
41
55
58

-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 District Number, Current Instruction/Service is not valid for the Course Number W170206.

District Number, Current Instruction/ Service	Social Security Number	Course Number
55	123456789	W170206
* 1	123456790	W170206

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

20. **Homeless Adult Program Indicator must be F or Z. –record rejected-**

EXAMPLE

The first record below would be rejected because the Homeless Adult Program Indicator code is not valid. The second record would be accepted assuming no other reject rules would cause its rejection.

Student Number Identifier, Florida	Homeless Adult Program Indicator
* 012345678X	Y
012345678X	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 database, the district must correct the Homeless Adult Program Indicator code and resubmit the record.

21.   If Course Number = W170205 (EMT Basic), District Number, Current Instruction/Service must be one of the following:

District Number,
Current Instruction/
Service

35
41
50
55
58
62

-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 District Number, Current Instruction/Service is not valid for the Course Number W170205.

District Number, Current Instruction/ Service	Social Security Number	Course Number
62	123456789	W170205
* 56	123456790	W170205

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

70. Each WDIS Teacher Course record must have either a matching WDIS Vocational Student Course record or a matching WDIS Adult General Education Student Course record based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; WDIS Reporting Year; Course Number and Section Number. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The first, third and fourth WDIS Teacher Course records would pass the edit. The second record would cause an error message to be generated because there is no matching WDIS Vocational Student Course or WDIS Adult General Education Student Course record.

WDIS Vocational Student Course Records

Student Number Identifier, Florida	Dist. Num., Curr. Instr./ Serv.	Sch. Num., Curr. Instr./ Serv.	Survey Period Code	WDIS Reporting Year	Course Number	Section Number
012345677X	01	0421	F	0203	H170513	00200
012345678X	01	0421	F	0203	H170513	00200
012345679X	01	0421	F	0203	H170513	00300

WDIS Adult General Education Student Course Records

Student Number Identifier, Florida	Dist. Num., Curr. Instr./ Serv.	Sch. Num., Curr. Instr./ Serv.	Survey Period Code	WDIS Reporting Year	Course Number	Section Number
012345680X	01	0421	F	0203	A010500	00015
012345681X	01	0421	F	0203	A010214	00020

WDIS Teacher Course Records

Dist. Num., Curr. Instr./ Serv.	Sch. Num., Curr. Instr./ Serv.	Survey Period Code	WDIS Reporting Year	Course Number	Section Number	Social Security Number
01	0421	F	0203	H170513	00200	123456788
* 01	0421	F	0203	H170513	00100	123456789
01	0421	F	0203	A010500	00015	123456790
01	0421	F	0203	A010214	00020	123456791

DISTRICT RESPONSIBILITY

If the WDIS Vocational/Adult General Education Teacher Course record is valid, submit the matching WDIS Vocational Student Course records for that class. If the WDIS Teacher Course record is invalid, delete the WDIS Teacher Course record from the data base.

71. **If the Homeless Adult Program Indicator Code equals F, then the Adult Fee Status must equal P and vice versa. -state validation 3, 10-**

EXAMPLE

The first set of records listed below would pass this edit. The second and third set of records would not pass the edit because the Homeless Adult Program Indicator code does not have the expected relationship with Adult Fee Status.

WDIS Teacher Course		*WDIS AGE Student Course*	
Homeless Adult Program, Indicator	Course Number	Adult Fee Status	Course Number
F	9900060	P	9900060
* Z	9900060	P	9900060
* F	9900060	R	9900060

DISTRICT RESPONSIBILITY

The district should verify the Homeless Adult Program Indicator and correct the record if in error.