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

EXAMPLE

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

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 02	0021	012345679X

DISTRICT RESPONSIBILITY

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

➡ **2.   District Number, Current Enrollment must be numeric and in the range 01-69, 71-75 or 78-79. -record rejected-**

EXAMPLE

The first two records listed below would be written to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

DISTRICT RESPONSIBILITY

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

3.   School Number, Current Enrollment must be numeric in the range 0001 to 9899 or it must be 9997, N998 or 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 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, N998 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.

4.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-75 or ◄— 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For additional information on Student Number Identifier, Florida refer to <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 record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number while the tenth position is numeric. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

5.   Survey Period Code must be 1, 2, 3, 4, 5 or 9 and must be correct for the submission specified by the district. -record rejected-

>   **EXAMPLE**
>
>   The Survey Period Code as specified in the transmission Job Control Language (JCL) or in statements for tape transmission is identified as Survey Period "2". However, records on the transmission have a Survey Period Code "3". All updates, adds or deletes with this inconsistency would be rejected.
>
>   **DISTRICT RESPONSIBILITY**
>
>   The Survey Period Code must be corrected either on the records coming in or the Transmission JCL and all records must be resubmitted.

6.   Year must be correct for the submission specified by the district. -record rejected-

>   **EXAMPLE**
>
>   The Year as specified in the transmission JCL or in statements for tape transmission is identified as "0001". However, records on the transmission have Year coded as "0102". All updates, adds or deletes with this inconsistency would be rejected.
>
>   **DISTRICT RESPONSIBILITY**
>
>   The district must correct the Year either on the records coming in or the Transmission JCL and resubmit all the records.

7.   The first nine positions of Student Number Identifier-Alias, Florida must be numeric. The tenth position of Student Number Identifier-Alias, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier-Alias, Florida is numeric, the first two digits must be a valid district number in the range 01-75 or 78-79. -record rejected- ⬅

Note: For additional information on Student Number Identifier-Alias, 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-Alias, Florida, the tenth digit must be an "X". The fourth record would be rejected because the Student Number Identifier-Alias, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number while the tenth position is numeric.

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier-Alias, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791

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-Alias, Florida and resubmit the records.

8.   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.

9.   **Each Student Demographic record must be unique based on District Number, Current Instruction/Service; District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year. -first duplicate record accepted, all others rejected-**

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates (same District Number, Current Instruction/Service; District Number, Current Enrollment; School Number, Current Enrollment;Student Number Identifier, Florida; Survey Period Code and Year) of the first and fourth records, respectively.

District Number, Current Instruction/ Service	District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Year
01	01	0411	012345675X	2	****
* 01	01	0411	012345675X	2	****
01	01	0411	012345677X	2	****
01	01	0411	012345678X	2	****
* 01	01	0411	012345678X	2	****

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

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are correct ones, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

➜ **10.   Deleted 7/05.**

11.   If Survey Period is 9, Institution Number, Neglected/Delinquent (first) and Institution Number, Neglected/Delinquent (second) must be numeric in the range 0000 to 9899 or they must be a district assigned 3 digit number preceded by an A. If Survey Period is not 9, Institution Number, Neglected/Delinquent must be 0000. -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 Institution Number, Neglected/Delinquent is not in the appropriate numerical range.   The fourth record would be rejected because the Survey Period is 2 and the Institution Number, Neglected/Delinquent is not 0000.

District Number, Current Enrollment	Survey Period Code	Institution Number, Neglected/ Delinquent	Student Number Identifier, Florida
01	9	0701	012345676X
01	9	A006	012345677X
* 01	9	9999	012345678X
* 01	2	A006	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 Institution Number, Neglected/Delinquent and resubmit the records.

12.   If the Institution Number, Neglected/Delinquent is not 0000 then it must be a valid institution for neglected/delinquent children in the District of Enrollment. –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 because the institution numbers are not on the Department of Education's list of valid institutions for neglected or delinquent children.

District Number, Current Enrollment	Survey Period Code	Institution Number, Neglected/ Delinquent	Student Number Identifier, Florida
01	9	0701	012345676X
01	9	A006	012345677X
* 01	9	A352	012345678X
* 01	9	9678	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 Institution Number, Neglected/Delinquent and resubmit the records or supply correct information about the qualifications of these institutions to the designated contact person at the Department of Education so that these institutions can be added to the list of valid institutions. Following addition of the institutions to the list of valid institutions the district must resubmit the records for processing.

13.   If Institution Number, Neglected/Delinquent (First) is 0000 then Institution Number, Neglected/Delinquent (Second) must also be 0000. -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 Institution Number, Neglected/Delinquent (First) is 0000 and Institution Number, Neglected/Delinquent (Second) contains an institution number.

District Number, Current Enrollment	Institution Number, Neglected/ Delinquent (First)	Institution Number, Neglected/ Delinquent (Second)
01	0701	0000
01	A006	5678
* 01	0000	3456

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 Institution Number, Neglected/Delinquent (First) and/or Institution Number, Neglected/Delinquent (Second) and resubmit the record.

18.   There must be a valid association between the Grade Level listed below and the student's age. For Survey Periods 1-4, age will be determined as of Date Certain (Friday) of the survey period. For Survey Period 9, age will be determined as of December 1. For Survey Period 5, age will be determined as of June 30. – record rejected-

Grade Level	Age
PK	not equal to 9+
KG	not equal to 0-3, 10+
1	not equal to 0-4, 11+
2	not equal to 0-4, 12+
3	not equal to 0-4, 14+
4	not equal to 0-4, 15+
5	not equal to 0-4, 16+
6	not equal to 0-4, 17+
7	not equal to 0-4, 19+ ←
8	not equal to 0-4, 20+ ←
9	not equal to 0-4
10	not equal to 0-4
11	not equal to 0-4
12	not equal to 0-4

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 student's Birth Date.

Student Number Identifier, Florida	Year	Grade Level	Birth Date
* 123456788X	0405	02	02021990
123456786X	0405	08	05051988
123456785X	0405	PK	12022003
* 123456789X	0405	12	08172000

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 or Birth Date so that there is a valid relationship between these two data elements and resubmit the records.

➡ **19.** **If District Number, Current Enrollment is 78 or 79, then Grade Level must be KG through 08. -record rejected-**

EXAMPLE

The first two records listed below would be written to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the Grade Level is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Grade Level
78	0700	06
79	0801	KG
* 78	0700	10

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 Grade Level and resubmit the record.

20.   The Student Name, Legal: Last Name must not be blank (Z-fill is NOT allowed).   Allowable characters include double or single quotation marks, commas, slashes, periods, parentheses, hyphens and accent marks.   -record rejected-

EXAMPLE

The record listed below would be rejected because the Student Name, Legal: Last Name is blank.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Student Name, Legal: Last Name	Student Name, Legal: First Name	Student Name, Legal: Middle/Maiden Name or Initial
* 01	0123456789		Clinton	S

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 Name, Legal: Last Name and resubmit the record.

21. **The Student Name, Legal: First Name must not be blank (Z-fill is NOT allowed). Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. Student middle name/appendage may be blank but must not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, parentheses, hyphens and accent marks. -record rejected-**

EXAMPLE

The record listed below would be rejected because the Student Name, Legal: First Name is blank.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Student Name, Legal: Last Name	Student Name, Legal: First Name	Student Name, Legal: Middle/Maiden Name or Initial
* 01	0123456789	Williams		L

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 Name, Legal: First Name and resubmit the record.

22. **Birth Date must be numeric and a valid date in the format MMDDYYYY. -record rejected-**

EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because Birth Date is not numeric; the second record would be rejected because Birth Date is an invalid date.

Student Number Identifier, Florida	Survey Period Code	Year	Birth Date
* 012345678X	2	****	ZZZZZZZZ
* 012345679X	2	****	02301985

**** = 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 data base, the district must correct the Birth Date and resubmit the records.

23. **Gender code must be M or F. -record rejected-**

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the gender code is not M or F. The second record would be rejected because gender code was left blank.

Student Number Identifier, Florida	Gender	Racial/Ethnic Category
* 012345678X	Z	W
* 012345679X		I

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 gender code and resubmit the records.

24. **Racial/Ethnic Category code must be W, B, H, A, I or M. -record rejected-**

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Racial/Ethnic Category code is not valid. The second record would be rejected because the Racial/Ethnic Category code was left blank.

Student Number Identifier, Florida	Gender	Racial/Ethnic Category
* 012345678X	M	Z
* 012345679X	F	

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 Racial/Ethnic Category code and resubmit the records.

27.   Limited English Proficient, PK-12 code must be LY, LN, LF, LP, LZ, or ZZ. -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Limited English Proficient, PK-12 code is not valid. The second record would be rejected because the Limited English Proficient, PK-12 code was left blank.

Student Number Identifier, Florida	Limited English Proficient, PK-12
* 012345678X	00
* 012345679X	

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, PK-12 codes and resubmit the records.

28.   Resident Status, State/County code must be 0, 1, 2, 3, 4, or 5.   -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Resident Status, State/County code is invalid. The second record would be rejected because the Resident Status, State/County code was left blank.

Student Number Identifier, Florida	Resident Status, State/County
* 012345678X	Z
* 012345679X	

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 Resident Status, State/County codes and resubmit the records.

29.   If Survey Period Code = 1-4 or 9, Grade Level code must be PK, KG, or 01-12. If Survey Period Code=9, then Grade Level may also =30 if Institution Number, Neglected/Delinquent (First) is not =0000. If Survey Period Code = 5, Grade Level code must be PK, KG, 01-12, 30 or 31. -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Grade Level code is invalid. The second record would be rejected because the Grade Level code was left blank.

Student Number Identifier, Florida	Grade Level
* 012345678X	K
* 012345679X	

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 codes and resubmit the records.

30. **Student Characteristic, Agency Programs code must be A, C or Z. -record rejected-**

EXAMPLE

The records listed below would be rejected. In each case the Student Characteristic, Agency Programs code is not a valid code.

Student Number Identifier, Florida	Student Characteristic, Agency Programs
* 012345678X	P
* 012345679X	0

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 Characteristic, Agency Programs codes and resubmit the records.

31. If Grade Level equals 9 - 12, then Graduation Option code must be 1, 2, 3, 4, 5, 6, 7 or 8; unless School Number, Current Enrollment = N998, N999, 3518, 3818 or District Number, Current Enrollment = 71.

If School Number, Current Enrollment = 9997, N998, N999, 3518, 3818 or District Number, Current Enrollment = 71 then Graduation Option code must be Z.

If Grade Level equals PK – 8, 30, or 31, Graduation Option code must be Z. -record rejected-

EXAMPLE

The first three records would be loaded to the database assuming no other reject rules would cause their rejection. The fourth record would be rejected because Graduation Option does not equal 1-8. The fifth record would be rejected because Graduation Option does not equal Z.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Grade Level	Graduation Option
01	0001	0123456789	10	3
01	0001	0123456790	07	Z
71	0600	7112345678	10	Z
* 01	0001	0123456791	11	Z
* 01	3518	0123456792	12	1

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; School Number, Current Enrollment or Graduation Option so that the proper relationship exists, and resubmit the records.

33. Qualifying Arrival Date (QAD) for Migrant Program Eligibility must be numeric and a valid date. If Student has never qualified for Migrant Program Eligibility, Qualifying Arrival Date (QAD) must be all zeroes. -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 because in each case the Qualifying Arrival Date (QAD) for Migrant Program Eligibility is not a valid date.

Student Number Identifier, Florida	Survey Period Code	Year	Qualifying Arrival Arrival Date (QAD) for Migrant Program Eligibility
0123456789X	3	****	10191997
0123456790X	3	****	01091998
* 0123456791X	3	****	00000000
* 0123456792X	3	****	09311997

**** = 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 data base, the district must correct the Qualifying Arrival Date (QAD) for Migrant Program Eligibility and resubmit the records.

35.   Lunch Status Must be 0, 1, 2, 3 or 4. -record rejected-

EXAMPLE

Both records listed below would be rejected because the Lunch Status codes are invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Lunch Status
* 01	012345678X	2	5
* 01	012345679X	2	F

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 Lunch Status codes and resubmit the records.

36.   Migrant Status Term code must be 3, S, B, X, or Z. -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Migrant Status Term code is not in the appropriate range. The second record would be rejected because the Migrant Status Term code was left blank.

Student Number Identifier, Florida	Migrant StatusTerm
* 012345678X	9
* 012345679X	

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 Migrant Status Term code and resubmit the records.

37.   If Survey 5 and Migrant Status Term is 3, S, B or X, Qualifying Arrival Date (QAD) for Migrant Program Eligibility must be numeric and a valid date. -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 Qualifying Arrival Date (QAD) for Migrant Program Eligibility is not a valid date. The fourth record would be rejected because Survey Period is 5, Migrant Status Term is Z but Qualifying Arrival Date (QAD) for Migrant Program Eligibility is not all zeroes

Student Number Identifier, Florida	Survey Period Code	Year	Migrant Status Term	Qualifying Arrival Arrival Date (QAD) for Migrant Program Eligibility
0123456789X	3	****	Z	10191999
0123456790X	3	****	Z	01092000
* 0123456791X	3	****	Z	02302000
* 0123456792X	5	****	Z	09312000

**** = 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 data base, the district must correct the Qualifying Arrival Date (QAD) for Migrant Program Eligibility and resubmit the records.

38.   If Survey Period Code = 5 and Migrant Status Term is 3, S, B or X, Qualifying Arrival Date (QAD) for Migrant Program Eligibility must be less than or equal to 08/31/2006. -record rejected-

EXAMPLE

The first record would be rejected because the Qualifying Arrival Date (QAD) for Migrant Program Eligibility is not less than or equal to 8/31/2006. The second and third records would be loaded to the data base assuming no other reject rule would cause their rejection.

Student Number Identifier, Florida	Survey Period Code	Year	Migrant Status Term	Qualifying Arrival Date (QAD) for Migrant Program Eligibility
* 0123456789X	5	****	3	09142010
0123456790X	5	****	3	01092005
0123456791X	5	****	3	10192005

**** = 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 data base, the district must correct the Qualifying Arrival Date (QAD) for Migrant Program Eligibility and resubmit the records.

40.   If the School Number, Current Enrollment is not N998 or N999, then it must exist on the Master School Identification File as a valid active school (active in the current or previous school year) in the district of enrollment. -record rejected-

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

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

41. **Birth Date must be less than or equal to the survey date. -record rejected-**

EXAMPLE

If the survey week for the records listed below were October 8-12, 2002, the first record would be rejected because the Birth Date is not less than the Survey Date. The second and third records would be loaded to the data base assuming no other reject rule would cause their rejection.

Student Number Identifier, Florida	Survey Period Code	Year	Birth Date
* 012345677X	2	****	11042002
124356788X	2	****	03121991
123547279X	2	****	08111992

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

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 Birth Date and resubmit the record.

43.   Native Language, Student must be a valid language code, containing no blanks. (For additional information on the language codes refer to the language codes table, Appendix N of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.) -record rejected-

EXAMPLE

The fifth record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first four records would be rejected because the Native Language, Student codes contain blanks or are invalid codes.

Student Number Identifier, Florida	Native Language, Student
* 012345675X	AY
* 012345676X	BJ
* 012345677X	C
* 012345678X	DR
012345679X	CZ

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 Native Language, Student codes and resubmit the records.

45. **Primary Language Spoken in Home code must be a valid language code as** ←
listed in Appendix N of the <u>**DOE Information Data Base Requirements: Volume I --**</u>
<u>**Automated Student Information System**</u> **Manual. -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 Primary Language Spoken in Home code ←
is invalid.

Student Number Identifier, Florida	Parent Language Spoken in Home
* 012345676X	BB
* 012345677X	EZ
012345678X	BR
012345679X	BA

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 Primary Language Spoken in Home ←
codes and resubmit the records.

46.   If Grade Level = PK-12, Country of Birth must be a valid code as listed in Appendix G or Appendix Q of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual other than ZZ. If Survey Period Code = 5 and Grade Level = 30 or 31, then Country of Birth may be ZZ. -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 and fourth records would be rejected because the Country of Birth codes are not valid.
>
> | Student Number Identifier, Florida | Country of Birth |
> |---|---|
> | 012345676X | CU |
> | 012345677X | FJ |
> | * 012345678X | YI |
> | * 012345679X | TX |
>
> **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 Country of Birth codes and resubmit the records.

**47.   If Grade Level = 12, Additional School Year Student code must be S, F 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 | S |
> | * 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.

48. If Grade Level = 30 or 31, Limited English Proficient: Home Language Survey Date may be zero-filled. If Grade Level = PK-12, Limited English Proficient: Home Language Survey Date must be a valid date. -record rejected-

EXAMPLE

The first and fourth records listed 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 Limited English Proficient: Home Language Survey Date is an invalid date.

Student Number Identifier, Florida	Survey Period Code	Year	Grade Level	LEP: Home Language Survey Date
123456789X	2	****	12	01151993
* 123456790X	2	****	PK	06319999
* 123456791X	2	****	09	02291993
123456792X	2	****	31	00000000

**** = 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 data base, the district must correct the Limited English Proficient: Home Language Survey Date and resubmit the records.

49.   If Grade Level is PK-12, then Native Language, Student must be other than ⬅
ZZ. -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 ZZ is not a valid Native Language, Student code for a student with a
   Grade Level of PK-12. ⬅

Student Number Identifier, Florida	Grade Level	Native Language, Student
* 012345678X	07	ZZ
012345679X	03	CZ

   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 Native Language, Student code and
   resubmit the record.

50. **The Grade Level on the Student Demographic record must match the Grade Level on that student's Student Course records 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-**

Batch/update of DEMOGRAPHIC record is applied to the data base but non-matching GRADE on STUDENT COURSE records set to NULL value only during batch updates outside the edit cycle and after the close of the State Records Processing Cycle.

EXAMPLE

The first and fourth sets of records listed below would pass this edit. The second and third set of records would not pass the edit because the Grade Levels on the Student Demographic record and the Student Course record do not match. (These Student Demographic records, if they pass all other element edits, would be loaded to the data base as they are received. However, non-matching Grade Level codes on the Student Course records would be set to null after the close of the State Records Processing Cycle.)

Student Demographic Records		*Student Course Records*	
Student Number Identifier, Florida	Grade Level	Student Number Identifier, Florida	Grade Level
2978666556	12	2978666556	12
* 2978666656	12	2978666656	23
* 2978666756	12	2978666756	30
2978666856	12	2978666856	12

DISTRICT RESPONSIBILITY

The district must correct the Grade Level on the Student Demographic record or the Student Course record, so that the correct Grade Level for that student is on both record types.

→ **51.** **Deleted 7/05.**

52.   If Grade Level = PK-12, Limited English Proficient: Home Language Survey ←
Date must be less than or equal to the last day of survey week, unless Survey
Period Code = 1, 4, or 5 or Year-Round/Extended School Year FTE Indicator = A. If
Survey Period Code = 5, Limited English Proficient: Home Language Survey Date
must be less than or equal to August 31, **. -state validation 3-**

ALLOWABLE for Batch/update

EXAMPLE

The second and third Student Demographic records listed below would pass this
edit. The first record would not pass the edit because the LEP: Home Language
Survey Date is after October 12, 2001.

	Student Demographic				*Student Course Schedule*		
Student Number Identifier, Florida	Survey Period Code	Year	Grade Level	LEP: Home Language Survey Date	Student Number Identifier, Florida	Year-Round/ Extended School Year FTE Indicator	
* 2345678901	2	****	02	01012002	2345678901	Z	
2345678902	2	****	12	01051992	2345678902	Z	
2345678903	2	****	05	11091995	2345678903	A	

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

DISTRICT RESPONSIBILITY

The district must correct any elements listed in the edit that are in error so that
the appropriate relationship exists.

→ **53.   Deleted 7/05.**

54. **If the Limited English Proficient code = LF, then Limited English Proficient: Exit Date must be a valid date unless School Number, Current Enrollment is 3518 or 3818. -state validation 3-**

ALLOWABLE for Batch/update

EXAMPLE

An error message would be generated for the student Demographic record marked with an asterisk below. This is because the Limited English Proficient: Exit Date on the matching Limited English Proficient Student Information record is not a valid date.

Student Demographic Information records

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Limited English Proficient
01	0021	012345678X	2	LF
* 01	0021	012345679X	2	LF

Limited English Proficient Student Information records

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Limited English Proficient: Exit Date
01	0021	012345678X	2	01042001
01	0021	012345679X	2	02302001

DISTRICT RESPONSIBILITY

The district must correct the Limited English Proficient: Exit Date and/or the Limited English Proficient code so that a valid relationship exists between the elements.

55.   If Survey = 5 and Diploma Type on the Student End of Year Status record = W6A or WFA, then Graduation Option code must equal 2 or 5; if Survey = 5 and Diploma Type = W6B or WFB, then Graduation Option code must equal 3 or 6; if Survey = 5 and Diploma Type = W07 or W27, then Graduation Option code must equal 4; if Survey = 5 and Diploma Type = W10 or WGD, then Graduation Option ⬅ code must equal 8.. -state validation-

    EXAMPLE

    The Student Demographic record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Graduation Option and Diploma Type.

    Student Demographic records

District Number, Current Enrollment	School Number, Current Enrollment	Survey Period Code	Student Number Identifier, Florida	Grade Level	Graduation Option
01	0001	5	0123456789	12	2
01	0001	5	0123456790	12	4
* 01	0001	5	0123456791	12	4

    Student End of Year Status records

District Number, Current Enrollment	School Number, Current Enrollment	Survey Period Code	Student Number Identifier, Florida	Grade Level	Diploma Type
01	0001	5	0123456789	12	W6A
01	0001	5	0123456790	12	W07
01	0001	5	0123456791	12	W6B

    DISTRICT RESPONSIBILITY

    The district must correct the Student Demographic record so that the appropriate relationship exists between Graduation Option and Diploma Type.

➡ **56.   Deleted 7/05.**

57. **If Graduation Option code = 4, and Prior School Status/Student Attendance Term does not equal "Y", then Exceptionality, Primary on the Exceptional Student record must be A-C, F-Q, S, or V; if Graduation Option code = 4 and Exceptionality, Primary = F, I, L or M, then Exceptionality, Other must = A-C, G, H, J, K, N-Q, S, or V.- state validation-**

EXAMPLE

The third Student Demographic record listed below would cause a message to be generated because the correct relationship does not exist between Graduation Option and Exceptionality, Primary. The fourth Student Demographic record listed below would cause a message to be generated because the correct relationship does not exist between Graduation Option, Exceptionality, Primary, and Exceptionality, Other.

Student Demographic records

District Number, Current Enrollment	School Number, Current Enrollment	Survey Period Code	Year	Student Number Identifier, Florida	Graduation Option
37	0001	3	0304	3712345678	4
37	0001	2	0304	3712345679	4
* 37	0001	5	0304	3712345681	4
* 37	0001	3	0304	3712345680	4

Exceptional Student records

District Number, Current Enrollment	School Number, Current Enrollment	Survey Period Code	Year	Student Number Identifier, Florida	Exceptionality, Primary	Exceptionality, Other
37	0001	3	0304	3712345678	A	E
37	0001	2	0304	3712345679	F	J
37	0001	5	0304	3712345681	T	C
37	0001	3	0304	3712345680	I	L

STUDENT DEMOGRAPHIC – STATE VALIDATION

→ *Prior School Status/Student Attendance records*

District Number, Current Enrollment	School Number, Current Enrollment	Survey Period Code	Year	Student Number Identifier, Florida	Term
37	0001	3	0304	3712345678	3
37	0001	2	0304	3712345679	3
37	0001	5	0304	3712345681	3
37	0001	3	0304	3712345680	3

DISTRICT RESPONSIBILITY

→ The district must correct the Student Demographic, Prior School Status/Student Attendance, or Exceptional Student records so that the appropriate relationship exists between Graduation Option, Term, Exceptionality, Primary, and Exceptionality, Other.

→ **58.** **If Graduation Option code = 7, then Exceptionality, Primary on the Exceptional Student record must be A-C, F-K, M-Q, S, or V. Exceptionality, Primary may also be L if Exceptionality, Other is A-C, F-K, M-Q, S, or V.- state validation-**

EXAMPLE

The third Student Demographic record listed below would cause a message to be generated because the correct relationship does not exist between Graduation Option and Exceptionality, Primary. The fourth Student Demographic record listed below would cause a message to be generated because the correct relationship does not exist between Graduation Option; Exceptionality, Primary; and Exceptionality, Other.

Student Demographic records

District Number, Current Enrollment	School Number, Current Enrollment	Survey Period Code	Year	Student Number Identifier, Florida	Graduation Option
37	0001	3	0304	3712345678	7
37	0001	2	0304	3712345679	7
* 37	0001	5	0304	3712345681	7
* 37	0001	3	0304	3712345680	7

Exceptional Student records

District Number, Current Enrollment	School Number, Current Enrollment	Survey Period Code	Year	Student Number Identifier, Florida	Exceptionality, Primary	Exceptionality, Other
37	0001	3	0304	3712345678	A	E
37	0001	2	0304	3712345679	F	J
37	0001	5	0304	3712345681	T	C
37	0001	3	0304	3712345680	L	

DISTRICT RESPONSIBILITY

The district must correct the Student Demographic or Exceptional Student records so that the appropriate relationship exists between Graduation Option; Exceptionality, Primary; and Exceptionality, Other.

60.   If the District Number, Current Instruction/Service is not equal to the District Number, Current Enrollment then all other fields; except Resident Status, State/County; Institution Number, Neglected/Delinquent (First); and Institution Number, Neglected/Delinquent (Second), must be exact replicas of corresponding fields found on that student's Student Demographic record which was submitted by the district of enrollment. -exception report-

EXAMPLE

The two records listed below would cause a message to be generated. They are for the same student (same Student Number Identifier, Florida). However, the Grade Levels are different and the Limited English Proficient codes are different.

District Number, Current Enrollment	District Number Current Instruction/ Service	Student Number Identifier, Florida	Grade Level	Limited English Proficient
* 42	01	422345678X	11	LN
* 42	42	422345678X	12	LY

DISTRICT RESPONSIBILITY

The district should verify the data submitted on the Student Demographic records and correct if in error.

63.   If Grade Level is KG-12, the student must be at least 5 years old on or before September 1 of the school year being reported. -exception report-

Note: Students who transfer to Florida from states with different minimum starting ages are accepted into the grade into which they are transferring.

EXAMPLE

The record listed below would cause a message to be generated because Grade Level is KG and age is less than 5.

Student Number Identifier, Florida	Year	Survey Period Code	Grade Level	Birth Date
* 0123456789	****	2	KG	02191998

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

DISTRICT RESPONSIBILITY

The district should verify the Birth Date and correct if in error.

64.   If Grade Level is PK-12, then Resident Status, State/County must be in the range 0-3. If Grade Level is 30-31, then Resident Status, State/County must be 4 or 5. -exception report-

EXAMPLE

The records listed below would cause a message to be generated because the relationship between Grade Level and Resident Status, State/County is not the expected relationship as stated in the edit.

Student Number Identifier, Florida	Year	Survey Period Code	Grade Level	Resident Status, State/County
* 123456789X	****	2	05	5
* 123456790X	****	2	30	2

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

DISTRICT RESPONSIBILITY

The district should verify the Resident Status, State/County and the Grade Level, and correct if in error.

65.   If Limited English Proficient code = LY, then Native Language, Student must not be EN. -exception report-

EXAMPLE

The second record listed below would pass this edit. The first record would cause a message to be generated because the Limited English Proficient code is LY and the Native Language, Student is EN.

Student Number Identifier, Florida	Limited English Proficient	Native Language, Student
* 123456789X	LY	EN
123456790X	LY	FR

DISTRICT RESPONSIBILITY

The district should verify the Limited English Proficient code and the Native Language, Student code, and correct if in error.

➡ **66.   There must be a valid association between the Grade Level listed below and the student's age. For Survey Periods 1-4, age will be determined as of Date Certain (Friday) of the survey period. For Survey Period 9, age will be determined as of December 1. For Survey Period 5, age will be determined as of June 30. –exception report-**

Grade Level	Age
3	not equal to 5
4	not equal to 5 or 6
5	not equal to 5 - 7
6	not equal to 5 - 8
7	not equal to 5 - 9
8	not equal to 5 – 10
9	not equal to 5 – 11
10	not equal to 5 – 12
11	not equal to 5 – 13
12	not equal to 5 – 14

EXAMPLE

The records below which are marked with an asterisk would cause an error message to be generated because of the invalid association between the Grade Level of the student and the student's Birth Date.

Student Number Identifier, Florida	Year	Grade Level	Birth Date
* 123456789X	0405	05	10221997
* 123456788X	0405	08	05061994
123456786X	0405	10	06021989
123456785X	0405	12	12021987

DISTRICT RESPONSIBILITY

The district should verify the Grade Level and Birth Date and correct if in error.

67. **For Survey Periods 1-4 and 9 each Student Demographic record must have at least one matching record of another format based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code; and Fiscal Year. For Survey Period 5 there must be a matching Student End of Year Status record based on District of Enrollment, Student Number Identifier, Florida, Survey Period Code and School Year unless School Number, Current Enrollment is 9997, N998, N999, 3518 or 3818. -exception report-**

Note: The following are two situations in which no matching Student End of Year Status record would be sent for Survey 5:

1. **The student being reported is a migrant who has been identified but was not enrolled in the district during the school year.**

2. **The student being reported was not enrolled in the district during the school year and a matching Prior School Status/Student Attendance record with Term = Y has been submitted with Withdrawal Code not equal to DNE. If Withdrawal Code = DNE, a matching Student End of Year Status record must be submitted.**

Note: The following is a situation in which no matching record would be sent for Survey 9:

Institution Number, Neglected/Delinquent (First) is being reported for a student who resided in an eligible institution and the student is not an Exceptional Education Student.

EXAMPLE

If the record listed below is the only one submitted with these same four elements (no records of other formats match on elements listed in the edit), then it will not pass the edit because it is expected that each Student Demographic record will have at least one other record of a different format to accompany it.

District Number, Current Instruction/Service	Student Number Identifier, Florida	Survey Period Code	Year
* 01	012345678X	3	****

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

DISTRICT RESPONSIBILITY

The district must review the Student Demographic record and decide whether there should be a matching record of another format. If there should be a matching record the district should submit the record. If there is no need for a matching record no action needs to be taken.

→ **68.** **If Survey Period Code = 2, each Student Demographic record must have a matching Federal/State Indicator record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Fiscal Year unless School Number, Current Enrollment is 3518, 3818 or District Number equals 71, or 78-79. -exception report-**

EXAMPLE

The first and third Student Demographic records listed below would pass this edit. The second Student Demographic record would not pass the edit because it has no matching Federal/State Indicator record.

Student Demographic records				*Federal/State Indicator records*			
District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year	District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
26	012345678X	2	****	26	012345678X	2	****
* 26	012345679X	2	****	26	012345680X	2	****
26	012345680X	2	****				

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

DISTRICT RESPONSIBILITY

The district must review the Student Demographic record and determine whether a Federal/State Indicator record is necessary. If such a record is necessary, the district should submit the record. If such a record is not necessary, no action is necessary.

→ **69.** **For Survey Periods 2, 3, and 5, each Student Demographic record must have at least one matching Prior School Status/Student Attendance record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code, and School Year, unless School Number, Current Enrollment = 3518 or 3818, or Migrant Status Term = X, or Grade Level is 30 or 31. –exception report -**

EXAMPLE

The first record listed below would generate an error message because there is no matching Prior School Status/Student Attendance record to accompany it, and Migrant Status Term is not equal to X. The second record without a matching Prior School Status/Student Attendance record would not generate an error message because the School Number, Current Enrollment is equal to 3518. The third record without a matching Prior School Status/Student Attendance record would not generate an error message because Migrant Status Term is equal to X. The fourth record would not generate an error message because it has a matching Prior School Status/Student Attendance record.

Student Demographic records

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Year	Migrant Status Term
* 02	0111	0212345678	3	0304	Z
02	3518	0212345678	3	0304	Z
02	0111	0212345679	3	0304	X
02	0111	0212345680	3	0304	B

Prior School Status/Student Attendance records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Year
02	0212345680	3	0304

DISTRICT RESPONSIBILITY

The district must review the Student Demographic Information record and determine whether a matching Prior School Status/Student Attendance record is necessary. If such a record is necessary, the district mush submit the record. If such a record is not necessary, then no action is necessary.