CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

1.   District Number, Current Instruction/Service must be numeric in the range 01-68 or 71-75 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 database 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	School Year	Course Number	Social Security Number
01	0021	5	****	8103100	123456789
* 02	0421	5	****	8103100	123456788

**** = 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 database, 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, excluding 9001. -record rejected-

EXAMPLE

The third record listed below would be loaded to the database 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	School Year	Course Number	Social Security Number
* 31	0000	5	****	8506010	123456789
* 31	C801	5	****	8415410	123456790
31	0031	5	****	8506010	123456791

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

DISTRICT RESPONSIBILITY

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

3.   Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-

EXAMPLE

If the Survey Period Code as specified in the transmission JCL or in the statements for tape transmission was identified as Survey Period Code "5" and records on the transmission had a Survey Period Code "3", 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.   School Year must be correct for the submission specified by the district. -record rejected-

EXAMPLE

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

Correct the School 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 course number (other than "local use only transfer" courses) on the Career and Technical/Adult General Education Program Edit file (F61730). -record rejected-**

Note: For more information on Course Number refer to the Career and Technical Database Handbook.

EXAMPLE

The third record listed below would be loaded to the database 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	81 6120	123456787
* 37	0361	8730010	123456788
37	0361	8730160	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 database, the district must correct the Course Number and resubmit the records.

6.   Section Number must not be all blanks. Allowable characters are 0-9, A-Z, space, hyphen, dollar sign, pound sign and colon. -record rejected-

EXAMPLE

The second record listed below would be loaded to the database 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	Period Number	Social Security Number
* 0602	8106120		0102	123456787
0602	8209010	1	0607	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 database, the district must correct the Section Number and resubmit the records.

7.   Period Number must be numeric, greater than or equal to zero, and may not be 9999. -record rejected-.

EXAMPLES

The third record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The first and second records would be rejected because Period Number is not numeric or contains a blank.

School Number, Current Instruction/ Service	Course Number	Section Number	Period Number	Social Security Number
* 0602	8106120	2	B102	123456787
* 0602	8209010	3	01 2	123456788
0602	8209010	1	0102	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 database, the district must correct the Period Number and resubmit the records.

8. **Term must be either 1-9, B-O, or S-Y. -record rejected-**

EXAMPLE

The third record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The first and second records would be rejected because Term code is invalid or it is blank.

School Number, Current Instruction/ Service	Course Number	Social Security Number	Term
* 0211	8206110	123456787	P
* 0211	8209010	123456788	
0211	8209010	123456789	S

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Term code and resubmit the records.

9. **Facility Type code must be in the range 00 to 20. -record rejected-**

    EXAMPLE

    The third record listed below would be loaded to the database 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	8206110	123456787	
* 0211	8209010	123456788	54
0211	8206110	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 database, the district must correct the Facility Type code and resubmit the records.

13. **Florida Educators Certificate Number must be numeric with no embedded blanks. -record rejected-**

EXAMPLE

The third record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The first and second records would be rejected because Florida Educators Certificate Number contains a blank or is not numeric.

School Number, Current Instruction/ Service	Course Number	Florida Educators Certificate Number
* 0211	8106120	291125
* 0211	8209010	TTTT291125
0211	8200220	0000123456

DISTRICT RESPONSIBILITY

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

14.   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 database; if C or D is specified then the record must exist on the database. -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.

15. **Each Career and Technical Education Teacher Course record must be unique based on the following: District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year; Course Number; Section Number; Period Number; Social Security Number (or Staff Number Identifier); and Term. -first record accepted, all other duplicate records rejected-**

EXAMPLE

Three of the four records listed below would be loaded to the database 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; School Year; Course Number; Section Number; Period Number; Social Security Number and Term) duplicate the key elements in the first record. The first of two records with the same key information would be loaded to the database, 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	School Year	Course Number	Section Number	Period Number	Social Security Number	Term
59	0421	****	8203010	00200	0505	123456789	1
59	0421	****	8203010	00100	0606	123456789	1
59	0421	****	8203020	00200	0404	123456789	1
* 59	0421	****	8203010	00200	0505	123456789	1

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

DISTRICT RESPONSIBILITY

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

16.   Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, 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 database 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	Florida Educators Certificate Number	Social Security Number
01	0000291125	123456789
* 01	0000291126	ZZZZZZZZZZ
* 01	0000291128	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 database, the district must correct the Social Security Number and resubmit the records.

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

<div align="center">

**District Number,
Current Instruction/
Service**

35
41
50
55
58
62

</div>

-record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the 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 database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

18.   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 database 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
* 01	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 database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

19.   Course Number cannot be = M810015 (Insurance Claims Adjustor) or M810016 (Insurance Customer Service Representative). -record rejected-

Note: These courses are approved only for accredited institutions.

EXAMPLE

The records listed below would be rejected because the Course Numbers M810015 and M810016 are not valid for courses provided by districts.

District Number, Current Instruction/ Service	Social Security Number	Course Number
* 55	123456789	M810015
* 01	123456790	M810016

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 Course Number and resubmit.

20.   The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks. -record rejected-

EXAMPLE

The first three records listed below would be loaded to the database assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz
* 01	123456

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 Staff Number Identifier, Local and resubmit the record.

22.   If District Number, Current Instruction/Service is in the range 01 - 68 or 72 – 75 and

- **if School Number, Current Instruction/Service is not 7001, or 7004, 7006, or 7023 and**
- **If not a Virtual Charter School (note: Virtual Charter Schools are identified on MSID by Charter School Status not "Z" and School Function Setting equal to "V")**

then Facility Type must not equal 20. -record rejected-

EXAMPLE

In the list below, the first three records would be loaded to the database assuming no other reject rule would cause their rejection. The fourth record would be rejected because Facility Type equals 20.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Facility Type
06	0021	00
29	7004	20
35	7001	20
* 01	0021	20

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 Facility Type or the School Number, Current Instruction/Service and resubmit the record.

23.   If District Number, Current Instruction/Service is 71, or if the School Number, Current Instruction/Service is one for which the School Function Setting = V and Charter School Status does not equal Z on the Master School Identification file, then Facility type must equal 20. -record rejected-

EXAMPLE

In the list below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because Facility Type does not equal 20.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Facility Type
71	0500	20
71	0700	20
* 71	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 database, the district must correct the Facility Type and resubmit the record.

40.   School Number, Current Instruction/Service must exist and be active 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 database assuming no other reject rule would cause its rejection. The first record would be rejected because School Number, Current Instruction/Service is invalid or inactive.

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 database, the district must correct the School Number, Current Instruction/Service and resubmit the record.

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

EXAMPLE

The third record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The first record would be rejected because the last two digits of Period Number are not equal to or greater than the first two digits. The second record would be rejected because the first two digits are not valid.

School Number, Current Instruction/ Service	Course Number	Section Number	Period Number	Social Security Number
* 0211	8106120	2	0201	123456787
* 0211	8209010	3	8899	123456788
0211	8725010	1	0102	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 database, the district must correct the Period Number and resubmit the records.

43.   Florida Education Identifier (FLEID) is alphanumeric and must be entered as "FL" in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable. -record rejected-

EXAMPLE

Florida Education Identifier:
- FL 012345678910

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 Florida Education Identifier and resubmit the record for processing.

60.   Each Career and Technical Teacher Course record must have a matching Career and Technical Student Course record based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year; Course Number; Section Number; Period Number and Term. -state validation-

EXAMPLE

The first Career and Technical Teacher Course record would pass the edit. The second, third, and fourth record would cause an error message to be generated because there is no matching Career and Technical Student Course record.

Career and Technical Student Course Records

Student Number Identifier, Florida	Dist. Num., Curr. Instr./ Serv.	Sch. Num., Curr. Instr./ Serv.	Term	School Year	Course Number	Section Number	Period Number
012345677X	01	0421	1	****	8706010	00200	0404
012345678X	01	0421	1	****	8706010	00200	0404
012345679X	01	0421	1	****	8706010	00100	0303

Career and Technical Teacher Course Records

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Term	School Year	Course Number	Section Number	Period Number	Social Security Number
01	0421	1	****	8706010	00200	0404	123456788
* 01	0421	1	****	8706010	00100	0202	123456789
* 01	0421	1	****	9900000	00015	0303	123456790
* 01	0421	1	****	1001300	00020	0606	123456791

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

DISTRICT RESPONSIBILITY

If the Career and Technical Teacher Course record is valid, submit the matching Career and Technical Student Course records for that class. If the Career and Technical Teacher Course record is invalid, delete the Career and Technical Teacher Course record from the database.

61.   Florida Educators Certificate Number must be in the following ranges: 0000000001 – 0000999998, 0001000000 - 6001999999, 6002000001 - 6002999999, 6003000001 - 6003999999, 6004000001 - 6004999999, or 0000000000, 0000999999, 7777777777, 8888888888 or 9999999999. -exception report-

EXAMPLE

The third record listed below would pass the edit. The first and second records would cause an error message to be generated because the Florida Educators Certificate Number is invalid.

District Number, Current Instruction/Service	School Number, Current Instruction/ Service	Florida Educators Certificate Number
* 01	0421	8888899999
* 01	0421	6200001234
01	0421	0000123456

DISTRICT RESPONSIBILITY

The district should verify the Florida Educators Certificate Numbers submitted and correct the records if in error.