

## RESPONSIBLE INSTRUCTOR – READING, WRITING AND MATHEMATICS - REJECT RULES

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 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.

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- 2. District Number, Current Enrollment must be numeric and in the range 01-70 or 72-76. -record rejected-**

**EXAMPLE**

The first two records listed below would be 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.

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

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4. Deleted 12/00. 
5. The School Number, Current Instruction/Service must be numeric in the range 0001-9899. -record rejected-

**EXAMPLE**

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

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida
* 01	9901	123456789X
* 01	C929	123456790X
* 01	U981	123456791X

**DISTRICT RESPONSIBILITY**

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

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6. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-70 or 72-76. -record rejected-

**Note:** For additional information on Student Number Identifier, Florida refer to DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.

**EXAMPLE**

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida, the tenth digit must be an "X". The fourth and sixth records would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number while the tenth position is numeric.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	0123 56791

**DISTRICT RESPONSIBILITY**

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

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

**EXAMPLE**

The Survey Period Code as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "3". However, records on the transmission have a Survey Period Code "2". All updates, adds or deletes with this inconsistency would be rejected.

**DISTRICT RESPONSIBILITY**

The district must correct Survey Period Code either on the records coming in or the transmission JCL and all records must be resubmitted.

- 8. 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 "0001". However, records on the transmission have School Year coded as "9900". All updates, adds or deletes with this inconsistency will be rejected.

**DISTRICT RESPONSIBILITY**

The district must correct School Year either on the records coming in or the transmission JCL and all records must be resubmitted.

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**9. Primary Instructor Responsible, Reading code must be numeric and greater than or equal to zero. –record rejected-**

**EXAMPLE**

The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second record would be rejected because Primary Instructor Responsible, Reading code was left blank.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Primary Instructor Responsible, Reading
01	0021	123456789X	262451234
* 01	0021	123456790X	

**DISTRICT RESPONSIBLE**

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 Primary Instructor Responsible, Reading code and resubmit the record.

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**10. Primary Instructor Responsible, Writing code must be numeric and greater than or equal to zero. –record rejected-**

**EXAMPLE**

The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second record would be rejected because Primary Instructor Responsible, Writing code was left blank.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Primary Instructor Responsible, Writing
01	0021	123456789X	262451234
* 01	0021	123456790X	

**DISTRICT RESPONSIBLE**

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 Primary Instructor Responsible, Writing code and resubmit the record.

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**11. Primary Instructor Responsible, Mathematics code must be numeric and greater than or equal to zero. –record rejected-**

**EXAMPLE**

The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second record would be rejected because Primary Instructor Responsible, Mathematics code was left blank.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Primary Instructor Responsible, Mathematics
01	0021	123456789X	262451234
* 01	0021	123456790X	

**DISTRICT RESPONSIBLE**

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 Primary Instructor Responsible, Mathematics code and resubmit the record.

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**12. 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.

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**13. If the School Number, Current Enrollment is not N998 or N999, then it must exist on the Master School Identification File as a valid school 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 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.

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**14. School Number, Current Instruction/Service must exist on the Master School Identification File as a valid number in the District Number, Current Instruction/Service. -record rejected-**

**EXAMPLE**

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

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

**DISTRICT RESPONSIBILITY**

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the School Number, Current Instruction/Service so that it exists as a valid number in the District Number, Current Instruction/Service and resubmit the records.

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**15. Each Responsible Instructor – Reading, Writing and Mathematics record must be unique based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and School 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; School Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and School Year) of the first and fourth records, respectively.

District, Number Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Survey Period Code	School Year
01	0021	012345675X	3	0001
* 01	0021	012345675X	3	0001
01	0021	012345677X	3	0001
01	0021	012345678X	3	0001
* 01	0021	012345678X	3	0001

**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.

**RESPONSIBLE INSTRUCTOR – READING, WRITING AND MATHEMATICS – STATE  
VALIDATION/NULL EDIT RULES**

**50. Each Responsible Instructor – Reading, Writing and Mathematics record must have a matching Student Demographic record based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Fiscal Year; and District Number, Current Instruction/Service. -state validation-**

**EXAMPLE**

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

*Student Demographic records*

District Number, Current Instruction/Service	District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year
01	01	019876544X	0021	3	0001
01	01	019876545X	0021	3	0001
01	01	019876546X	0021	3	0001

*Responsible Instructor – Reading, Writing and Mathematics records*

District Number, Current Instruction/Service	District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
01	01	0021	019876544X	3	0001
01	01	0021	019876545X	3	0001
* 01	01	0321	019876546X	3	0001

## **RESPONSIBLE INSTRUCTOR – READING, WRITING AND MATHEMATICS – STATE VALIDATION/NULL EDIT RULES**

### **DISTRICT RESPONSIBILITY**

The district must verify the various key comparisons from the Student Course record, correct those in error and resubmit the correction. For more detailed explanation of the proper submission of the various keys, consult the front pages of both the Student Demographic Information and Student Course Schedule formats.