

VOCATIONAL TEACHER COURSE - 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 record would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the District submitting the record).

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | School Year | Course Number | Social Security Number |
|--|--|--------------------|-------------|---------------|------------------------|
| 01 | 0021 | 5 | 0102 | 8103100 | 123456789 |
| * 02 | 0421 | 5 | 0102 | 8103100 | 123456788 |

DISTRICT RESPONSIBILITY

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

VOCATIONAL TEACHER COURSE - REJECT RULES

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

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the School Number, Current Instruction/Service is not within the specified range or is not numeric.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | School Year | Course Number | Social Security Number |
|--|--|--------------------|-------------|---------------|------------------------|
| * 31 | 0000 | 5 | 0102 | 8506010 | 123456789 |
| * 31 | C801 | 5 | 0102 | 8415410 | 123456790 |
| 31 | 0031 | 5 | 0102 | 8506010 | 123456791 |

DISTRICT RESPONSIBILITY

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

- 3. Survey Period Code must be 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.

VOCATIONAL TEACHER COURSE - REJECT RULES

- 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 "0102". However, records on the transmission have School Year coded as "0203". 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.

VOCATIONAL TEACHER COURSE - REJECT RULES

5. Course Number must not contain blanks and must be a valid course number (other than "local use only transfer" courses) on the Vocational/Adult General Education Program Edit file (F61730). -record rejected-

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

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because Course Number contains blanks or is invalid.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Course Number | Social Security Number |
|---|---|------------------|------------------------------|
| * 37 | 0361 | 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 data base, the district must correct the Course Number and resubmit the records.

VOCATIONAL TEACHER COURSE - REJECT RULES

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

EXAMPLE

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

| School Number, Current Instruction/ Service | Course Number | Section Number | 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 data base, the district must correct the Section Number and resubmit the records.

VOCATIONAL TEACHER COURSE - REJECT RULES

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 data base 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 data base, the district must correct the Period Number and resubmit the records.

VOCATIONAL TEACHER COURSE - REJECT RULES

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 data base 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 data base, the district must correct the Term code and resubmit the records.

VOCATIONAL TEACHER COURSE - REJECT RULES

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

EXAMPLE

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

| School Number, Current Instruction/ Service | Course Number | Social Security Number | Facility Type |
|---|------------------|------------------------------|------------------|
| * 0211 | 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 data base, the district must correct the Facility Type code and resubmit the records.

VOCATIONAL TEACHER COURSE - REJECT RULES

- 12. Secondary Vocational Class Length must be greater than or equal to zero.
-record rejected-**

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because Secondary Vocational Class Length contains a blank or is not numeric.

| School Number, Current Instruction/ Service | Course Number | Social Security Number | Secondary Vocational Class Length |
|---|------------------|------------------------------|--|
| * 0361 | 8106120 | 123456787 | 0 00 |
| * 0361 | 8209010 | 123456788 | M025 |
| 0361 | 8739010 | 123456789 | 0120 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Secondary Vocational Class Length and resubmit the records.

VOCATIONAL TEACHER COURSE - REJECT RULES

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 data base 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 data base, the district must correct the Florida Educators Certificate Number and resubmit the records.

VOCATIONAL TEACHER COURSE - REJECT RULES

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 data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should have been submitted, the district must correct the Transaction Code and resubmit the records with the correct Transaction Code.

VOCATIONAL TEACHER COURSE - REJECT RULES

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

EXAMPLE

Three of the four records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because the key elements (District Number, Current Instruction/Service; School Number, Current Instruction/Service; 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 data base, assuming it meets all other applicable criteria. Any subsequent records submitted with the same key elements would be rejected.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | School Year | Course Number | Section Number | Period Number | Social Security Number | Term |
|--|--|-------------|---------------|----------------|---------------|------------------------|------|
| 59 | 0421 | 0102 | 8203010 | 00200 | 0505 | 123456789 | 1 |
| 59 | 0421 | 0102 | 8203010 | 00100 | 0606 | 123456789 | 1 |
| 59 | 0421 | 0102 | 8203020 | 00200 | 0404 | 123456789 | 1 |
| * 59 | 0421 | 0102 | 8203010 | 00200 | 0505 | 123456789 | 1 |

DISTRICT RESPONSIBILITY

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

VOCATIONAL TEACHER COURSE - REJECT RULES

16. Social Security Number must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine character SSN's should be left justified with a trailing blank. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because Social Security Number is not numeric or has a leading blank.

| District Number, Current Instruction/ Service | Florida Educators Certificate Number | Social Security Number |
|--|---|------------------------------|
| 01 | 0000291125 | 123456789 |
| * 01 | 0000291126 | <u>ZZZZZZZZZZ</u> |
| * 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 data base, the district must correct the Social Security Number and resubmit the records.

VOCATIONAL TEACHER COURSE - REJECT RULES

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

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

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

VOCATIONAL TEACHER COURSE - REJECT RULES

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 data base 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 data base, the district must correct the Period Number and resubmit the records.

VOCATIONAL TEACHER COURSE -STATE VALIDATION RULES

60. Each Vocational Teacher Course record must have a matching Vocational 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 3-

****ALLOWABLE for Batch/update****

EXAMPLE

The first Vocational Teacher Course record would pass the edit. The second record would cause an error message to be generated because there is no matching Vocational Student Course record.

Vocational 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 | 0102 | 8706010 | 00200 | 0404 |
| 012345678X | 01 | 0421 | 1 | 0102 | 8706010 | 00200 | 0404 |
| 012345679X | 01 | 0421 | 1 | 0102 | 8706010 | 00100 | 0303 |

Vocational 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 | 0102 | 8706010 | 00200 | 0404 | 123456788 |
| * 01 | 0421 | 1 | 0102 | 8706010 | 00100 | 0202 | 123456789 |
| 01 | 0421 | 1 | 0102 | 9900000 | 00015 | 0303 | 123456790 |
| 01 | 0421 | 1 | 0102 | 1001300 | 00020 | 0606 | 123456791 |

VOCATIONAL TEACHER COURSE -STATE VALIDATION RULES

DISTRICT RESPONSIBILITY

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

VOCATIONAL TEACHER COURSE -EXCEPTION REPORTS

61. Florida Educators Certificate Number must be 0000000000 or in the range 0000000001 through 0000999998, 0001000000 through 0009999999, 0000999999 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 | 0009999999 |
| * 01 | 0421 | 100001234 |
| 01 | 0421 | 0000123456 |

DISTRICT RESPONSIBILITY

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