1.   **District Number must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -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 since the District Number is not in the appropriate range.

District Number	Inservice Education, Component Number
03	5008045
03	6201069
* 00	5105136

      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 and resubmit the record for processing.

2.   **School Number, Primary/Home must exist on the Master School Identification File as a valid school in the district of submission. -record rejected-**

      EXAMPLE

      School Number, Primary/Home 0661 is submitted for District Number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

      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, Primary/Home and resubmit the record for processing.

3.   Social Security Number (SSN) 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**
>
> Social Security Numbers of 000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.
>
> **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 Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

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

> **EXAMPLE**
>
> The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "5" and the records are coded as Survey Period code "3." All updates, adds, or deletes that have this inconsistency are 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 Survey Period Code on the records being submitted and resubmit the records for processing.

5. **Fiscal Year must be correct for the submission specified by the district. -record rejected-**

EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

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 Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

6. **Inservice Education Delivery Method must be A, B, C, D, E or F. -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 the codes for Inservice Education, Delivery Method are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Inservice Education, Delivery Method
03	123456789	5	****	C
* 03	123456780	5	****	G
* 03	123456781	5	****	M

**** = 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 Inservice Education, Delivery Method and resubmit the records for processing.

8. **Inservice Education, Participation Hours must be numeric, greater than zero (000) and less than or equal to 120. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because the Inservice Education, Participation Hours contains a blank. The third record would be rejected because Inservice Education, Participation Hours is not in the acceptable range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Inservice Education, Component Number	Inservice Education, Participation Hours
03	123456789	5	****	5008045	020
* 03	123456780	5	****	6201069	15
* 03	123456781	5	****	6201069	180

**** = 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 Inservice Education, Participation Hours and resubmit the records for processing.

10.   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 will be rejected.

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 Transaction Code and resubmit the record for processing with the correct Transaction Code.

11.   Each Inservice Education record must be unique based on District Number; Social Security Number; Survey Period Code; Fiscal Year and Inservice Education, Component Number.   -first record accepted, all other duplicate records 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 record would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year and Inservice Education, Component Number) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Inservice Education, Component Number
03	123456789	5	****	5008045
03	123456780	5	****	6201069
* 03	123456789	5	****	5008045

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

DISTRICT RESPONSIBILITY

If, in fact, the last record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

12. Position one of the Inservice Education, Component Number must be 1-8. Positions two, three and four must be 000-017, 100-105, 200-211 300-308, 400-424, 500-515 or 600-602. Positions five, six and seven must be 001-999. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record below would be rejected because positions two, three and four of the Inservice Education, Component Number are invalid. The third record would be rejected because positions five, six and seven of the Inservice Education, Component Number are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Inservice Education, Component Number
03	123456789	5	****	5008045
* 03	123456780	5	****	6241011
* 03	123456781	5	****	5017000

**** = 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 Inservice Education, Component Number and resubmit the records for processing.

13. **Inservice Education, Follow-up Method must be A, B, C, D, E, F, G, H, I, J, K, L, M or N. –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 below records would be rejected because the codes for Inservice Education, Follow-up Method are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Inservice Education, Follow-up Method
03	123456789	5	****	C
* 03	123456780	5	****	T
* 03	123456781	5	****	P

**** = 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 Inservice Education, Follow-up Method and resubmit the records for processing.

14.   District Number, Where Inservice Completed must be numeric in the range 01-70, 72-76 or 99. -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, they are not in the acceptable range.

District Number, Where Inservice Completed	Social Security Number
03	123456789
* 71	123456782
* 00	123456781

> **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 District Number, Where Inservice Completed and resubmit the records for processing.

15. **Inservice Education, Primary Purpose must be A, B, C, D, or E. –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 below would be rejected because the codes for Inservice Education, Primary Purpose are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Inservice Education, Follow-up Method
03	123456789	5	****	C
* 03	123456780	5	****	G
* 03	123456781	5	****	M

   **** = 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 Inservice Education, Primary Purpose and resubmit the records for processing.

30.   Each Inservice Education record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation 3-

EXAMPLE

The Inservice Education record listed below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code and Fiscal Year.

Staff Demographic Information records

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	5	****
03	123456780	5	****

Inservice Education record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Inservice Education, Component Number
* 03	123456790	5	****	5008021

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

DISTRICT RESPONSIBILITY

The district must verify that the Staff Inservice Education record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.