1. **District Number, Current Instruction/Service must be numeric in the range 01-69, 71-75 or 78-79 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 record indicated with the asterisk 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	Social Security Number
01	0021	012345677
01	0021	012345678
* 02	0021	012345679

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.   School Number, Current Instruction/Service must be numeric in the range 0001 to 9899 or it must be C901 to C928, U970 to U980, P001-P999 or N999. -**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.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Security Number
* 31	0000	2	****	123456789
* 31	C801	2	****	123456790
31	0021	2	****	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 data base, the district must correct the School Number, Current Instruction/Service and resubmit the records.

3.   Survey Period Code must be 1, 2, 3, 4 or 9 and it 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 the statements for tape transmission is identified as Survey Period Code "2" and records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency 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 Survey Period Code and resubmit the records.

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

>   **EXAMPLE**
>
>   The Fiscal Year as specified in the Transmission JCL or in the statements for tape transmission is identified as the valid year for data submission but records being submitted have the previous Fiscal Year coded. All updates adds or deletes that have this inconsistency 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 Fiscal Year and resubmit the records.

5. **Course Number must not contain blanks. -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 since the Course Number contains blanks.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Course Number
01	0401	2	****	1002360
* 01	0401	2	****	100237
* 01	0401	2	****	100 31

**** = 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 Course Number and resubmit the record.

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

EXAMPLE

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 because the Section Number contains all blanks.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Course Number	Section Number
01	0201	1002360	1
* 01	0201	1002360	

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.

7.   Period Number 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 its rejection. The second and third records would be rejected because the period number contains blanks or alphabetic characters.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Course Number	Section Number	Period Number
01	0321	1002360	00100	0000
* 01	0321	1002360	00200	E801
* 01	0321	1002360	00300	02

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.

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

EXAMPLE

The first record 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 Florida Educators Certificate Number contains blanks.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Florida Educators Certificate Number
59	0421	2	0000291125
* 59	0421	2	
* 59	0421	2	291125

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.

9. **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.

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

>   **EXAMPLE**
>
>   The first, second and third records would be loaded to the data base assuming no other reject rule would cause their rejections. The fourth record would be rejected because the key items District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number; Period Number; and Social Security Number duplicate the key items in the first record.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Term	Course Number	Section Number	Period Number	Social Security Number
59	0421	2	****	1	1200300	00200	0505	123456789
59	0421	2	****	1	1206310	00100	0606	123456790
59	0421	2	****	1	1205540	00200	0404	123456791
* 59	0421	2	****	1	1200300	00200	0505	123456789

>   **** = 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 key items: District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number; Period Number; and Social Security Number and resubmit the record.

11. Social Security Number must be numeric 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 must be left justified with a trailing blank. -record rejected-

EXAMPLE

The first and fifth records would be loaded to the data base assuming no other reject rule would cause their rejection. The second, third and fourth records would be rejected. The second record would be rejected because the Social Security Number is not numeric. The third record would be rejected because the Social Security Number is not left justified. The fourth record would be rejected because the Social Security Number contains a blank.

District Number, Current Instruction/Service	Florida Educators Certificate Number	Social Security Number
01	0000291125	123456789
* 01	0000291126	ZZZZZZZZZ
* 01	0000291128	123456790
* 01	0000291129	000000000
01	0000226330	0000000000

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.

→ **12.** **If Survey Period Code = 1, 4 or 9, then Highly Qualified Teacher must be Z. -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 Highly Qualified Teacher code is not valid for the survey period reported.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Social Security Number	Highly Qualified Teacher	Survey Period Code
01	0321	123456781	Z	4
* 01	0321	123456782	N	1
* 01	0321	123456783	Y	9

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 Highly Qualified Teacher codes and resubmit the records.

13. **For all numeric courses in Survey Periods 2 or 3**, **if the course number does not meet the description in Appendix R then Highly Qualified Teacher code must be 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 the Highly Qualified Teacher code is Y and Course Number is not included in those requiring Y or N.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Social Security Number	Highly Qualified Teacher	Course Number
01	0321	123456781	Z	0500970
01	0321	123456782	Z	0200310
* 01	0321	123456783	Y	7810010

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 Highly Qualified Teacher code or the Course Number and resubmit the record.

14.   If Survey Period Code is 1-4, the Term/Survey Indicator must be Y or N. If Survey Period Code is 9, the Term/Survey Indicator must be Z. -record rejected-

EXAMPLE

The first, second and third records would be loaded to the data base assuming no other reject rule would cause their rejections. The fourth record would be rejected because the Term/Survey Indicator must be Y or N.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Term	Term/ Survey Indicator	Social Security Number
59	0421	2	****	1	Y	123456789
59	0421	2	****	1	Y	123456790
59	0421	2	****	1	Y	123456791
* 59	0421	2	****	2	Z	123456792

**** = 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 Term/Survey Indicator or the Survey Period code and resubmit the record.

→ **15.   If Survey Period Code is 1-4 and Term is 3, the Term/Survey Indicator must be Y. -record rejected-**

EXAMPLE

The first, second and third records would be loaded to the data base assuming no other reject rule would cause their rejections. The fourth record would be rejected because the Term/Survey Indicator must be Y.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Term	Term/ Survey Indicator	Social Security Number
59	0421	2	****	3	Y	123456789
59	0421	2	****	3	Y	123456790
59	0421	2	****	3	Y	123456791
* 59	0421	2	****	3	N	123456792

**** = 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 Term/Survey Indicator or the Term and resubmit the record.

→ **16.   If Survey Period Code is 2 and Term is 1, the Term/Survey Indicator must be Y. -record rejected-**

EXAMPLE

The first, second and third records would be loaded to the data base assuming no other reject rule would cause their rejections. The fourth record would be rejected because the Term/Survey Indicator must be Y.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Term	Term/ Survey Indicator	Social Security Number
59	0421	2	****	1	Y	123456789
59	0421	2	****	1	Y	123456790
59	0421	2	****	1	Y	123456791
* 59	0421	2	****	1	N	123456792

**** = 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 Survey Period Code, Term, or Term/Survey Indicator and resubmit the record.

→ 17. **If Survey Period Code is 3 and Term is 2, the Term/Survey Indicator must be Y. -record rejected-**

EXAMPLE

The first, second and third records would be loaded to the data base assuming no other reject rule would cause their rejections. The fourth record would be rejected because the Term/Survey Indicator must be Y.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Term	Term/ Survey Indicator	Social Security Number
59	0421	3	****	2	Y	123456789
59	0421	3	****	2	Y	123456790
59	0421	3	****	2	Y	123456791
* 59	0421	3	****	2	N	123456792

**** = 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 Survey Period Code, Term, or Term/Survey Indicator and resubmit the record.

20. Facility Type code must be in the range 00 to 19. -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 Facility Type code is not within the specified range of 00 to 19.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Social Security Number	Facility Type
01	0321	123456781	00
* 01	0321	123456782	20
* 01	0321	123456783	21

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 Facility Type code and resubmit the record.

21.   For Survey Periods 1-4, Days in Term (for FTE purposes) must be numeric and greater than zero. For Survey Period 9, Days in Term (for FTE Purposes) must be numeric and may be zero. -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 fourth records would be rejected because the Days in Term (for FTE Purposes) is not numeric or contains blanks.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Social Security Number	Survey Period Code	Days in Term (for FTE Purposes)
01	0201	123456789	2	090
* 01	0201	234567891	2	A90
* 01	0201	345678912	2	90

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 Days in Term (for FTE Purposes) and resubmit the records.

23. **Certification/Licensure/Qualification Status code must be A, B, H, I, O, M, S or N. -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 Certification/Licensure/Qualification Status code is not valid.

District Number, Current Instruction Service	School Number, Current Instruction Service	Survey Period Code	Fiscal Year	Course Number	Social Security Number	Certification/ Licensure/ Qualification Status
31	0021	2	****	1200300	123456789	I
31	0021	2	****	1200300	123456790	O
* 31	0021	2	****	1200300	123456791	Z

**** = 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 Certification/Licensure/Qualification Status code and resubmit the record.

24.   The Full-Time Aide Indicator must be numeric in the range 000-100. -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 Full-Time Aide Indicator is not valid.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	Fiscal Year	Course Number	Social Security Number	Full-Time Aide Indicator
31	0021	2	****	5100070	123456789	050
31	0021	2	****	5100070	123456790	100
* 31	0021	2	****	5100070	123456791	Y50

**** = 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 Full-Time Aide Indicator and resubmit the record.

25.   If Survey Period Code is 2 or 3, then Highly Qualified Teacher must be Y, N 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 the Highly Qualified Teacher code is not valid.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Social Security Number	Highly Qualified Teacher	Survey Period Code
01	0321	123456781	Y	2
01	0321	123456782	N	2
* 01	0321	123456783		2

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 Highly Qualified Teacher and resubmit the record.

26.   If Survey Period Code is 2 or 3, then the first five positions and positions 7-16 of Classroom Identification (FISH) Number must be numeric. Positions 17-21 may be alpha or numeric. If position 6 equal O, positions 17-21 may be symbols. -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 positions 7-11 of the Classroom Identification (FISH) Number is alphabetic instead of numeric.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Classroom Identification (FISH) Number	Survey Period Code
01	0321	00256A0123400456ABCDE	2
01	0321	00015O000014444412ABC	2
* 01	0321	1236ZABCDR98745HMM21	2

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 Classroom Identification (FISH) Number and resubmit the record.

27.   If Survey Period Code is 2 or 3, then position 6 of the Classroom Identification (FISH) Number must be A, B, C, F, O or S. -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 position 6 of the Classroom Identification (FISH) Number is neither A or O.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Classroom Identification (FISH) Number	Survey Period Code
01	0321	00256A0123400456ABCDE	2
01	0321	00015O000014444412ABC	2
* 01	0321	41236Z8524698745HMM21	2

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 Classroom Identification (FISH) Number and resubmit the record.

➡ **28.** **If Survey Period Code is 2 or 3, then Scheduling Method must be A. B, C, G, I, M, S or W. -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 Scheduling Method codes are invalid.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Course Number	Section Number	Period Number	Scheduling Method	Survey Period Code
01	0321	1002360	00100	0000	A	2
* 01	0321	1002360	00200	1111	D	2
* 01	0321	1002360	00300	1002	R	2

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 Scheduling Method and resubmit the records.

29.   If position 6 of the Classroom Identification (FISH) Number equals O, then Facility Type must not be 00. If position 6 of the Classroom Identification (FISH) number is C, then Facility Type must be 19. –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 would be rejected because position 6 of the Classroom Identification (FISH) Number is O therefore Facility Type must not be 00. The third record would be rejected because .position 6 of the Classroom Identification (FISH) Number is C and Facility Type is not 19.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Facility Type	Classroom Identification (FISH) Number
01	0321	00	00256A0123400456ABCDE
* 01	0321	00	00256O0123400456ABCDE
* 01	0321	10	00256C0123400456ABCDE

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 Classroom Identification (FISH) Number or the Facility Type code and resubmit the record.

→ **2A.   If Survey Period is 2, 3 or 4, and If position 6 of the Classroom Identification (FISH) Number is A, B, C, F, or S the number must be a valid FISH number on the FLDOE FISH database. -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 Classroom Identification (FISH) Number is not a valid FISH number and position 6 is not O.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Classroom Identification (FISH) Number	Survey Period Code
01	0321	00256A01234004561234	2
01	0321	00015B0000144444123AB	2
* 01	0321	44444C44444444444444	2

    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 Classroom Identification (FISH) Number and resubmit the record.

➡ **30.** **For all numeric courses in Survey Periods 2 or 3**, **if the course number meets the description in Appendix R then Highly Qualified Teacher code cannot be 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 the Highly Qualified Teacher code is Z and the Course Number is one for which a Highly Qualified Teacher code of Y or N is needed. ⬅

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Social Security Number	Highly Qualified Teacher	Course Number
01	0321	123456781	Y	1205040
01	0321	123456782	N	2003010
* 01	0321	123456783	Z	1206310

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 Highly Qualified Teacher code or the Course Number and resubmit the record.

➤ **33.   Deleted 9/06.**

➡ **34.** **Deleted 9/06.**

→ **35.   Deleted 9/06.**

40.   School Number, Current Instruction/Service must be valid and active on the Master School Identification File or must be C901 to C928, U970 to U980, P001-P999, or N999. -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 School Number, Current Instruction/Service is not valid and active on the Master School Identification file.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Social Security Number
01	0151	123456789
* 01	0661	123456781
* 01	0010	123456782

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.

41. All numeric Course Numbers must be on the Course Code Directory file unless School Number, Current Instruction/Service is P001-P999. -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 Course Numbers are not valid on the Course Code Directory file and School Number, Current Instruction/Service is not P001-P999.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number	Period Number
01	0151	2107810	0101
* 01	0151	0001111	0202
* 01	0151	3100000	0303

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.

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 first record 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 last two digits of Period Number are not greater than or equal to the first two digits.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number	Period Number
01	0151	2107810	1111
* 01	0151	2107810	0201
* 01	0151	2107810	4433

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.

46.   All alphanumeric Course Numbers must be either on the Course Code Directory file or on the Statewide Course Numbering System file unless the School Number, Current Instruction/Service equals N999 or P001-P999. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Course Number is not valid on the Course Code Directory file or the Statewide Course Numbering System file nor is the School Number, Current Instruction/Service N999 or P001-P999.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number	Period Number
01	0151	A010301	0101
* 01	0151	AAA1111	1111
01	0150	H170103	0202

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.

48. **Primary Instructor Indicator code must be Y or N. -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 Primary Instructor Indicator code is not valid.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Social Security Number	Course Number	Section Number	Period Number	Primary Instructor Indicator
01	0021	123456789	5100060	0001	0106	Y
01	0021	123456790	5100070	0002	0106	N
* 01	0021	123456791	5100080	0003	0106	Z

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 Primary Instructor Indicator code and resubmit the record.

49. **Term must be either 1-9, B-0 or S-X. -record rejected-**

EXAMPLE

The records in the first and third examples listed below would be rejected because the Term code is invalid. The second record would be rejected because the Term code was left bank.

Student Number Identifier, Florida	Course Number	Term
* 240123457X	1200310	P
* 240123458X	1001310	
* 240123459X	2000310	M

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 and resubmit the record.

51.   Each Teacher Course Schedule record must have a matching Student Course Schedule record based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number and Period Number. -state validation 3-

ALLOWABLE for BATCH/update. FTE Earned, Course on Student Course record is set to NULL value after the close of the State Records Processing Cycle.

EXAMPLE

The first Teacher Course Schedule record listed below would pass this edit because it has a matching Student Course Schedule record based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number and Period Number. The second Teacher Course Schedule record listed below would cause a state validation error report message to be generated because there is no matching Student Course Schedule record.

Student Course Schedule records

Student Number Identifier, Florida	District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Term	Course Number	Section Number	Period Number
0123456789	01	0421	2	****	1	1200300	00200	0404
0123456788	01	0421	2	****	1	1200300	00200	0404
0123456788	01	0421	2	****	1	1200300	00100	0303

Teacher Course Schedule records

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Term	Course Number	Section Number	Period Number	Social Security Number
01	0421	2	****	1	1200300	00200	0404	123456789
* 01	0421	2	****	1	1200300	00100	0202	123456790

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

TEACHER COURSE - STATE VALIDATIONS/NULL EDIT RULES

DISTRICT RESPONSIBILITY

The district must verify if the Teacher Course Schedule record is valid, then submit a matching Student Course Schedule record for that class based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number; and Period Number.

52. **If Survey Period Code equals 2 or 3, for each Teacher Course record with a Scheduling Method equal to C or M, there must exist at least one other Teacher Course record with the same Scheduling Method (at least 2 C's or 2 M's) based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification/FISH Number; Survey Period Code and Fiscal Year. –state validations-**

   Example:

   The first and second Teacher Course records listed below would pass this edit. The third record listed below would not pass this edit because another Teacher Course record based on the indicated fields of the edit does not exist.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Term	Period Number	Classroom Identification/ FISH Number	Scheduling Method	Survey Period Code	Fiscal Year
62	0151	3	0106	12345A123451234512345	C	3	****
62	0151	3	0106	12345A123451234512345	C	3	****
* 62	0151	3	0106	23456A234562345623456	C	3	****

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

   DISTRICT RESPONSIBILITY

   The district must verify whether the Teacher Course record is valid, and, if so, submit a matching Teacher Course record based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification/FISH Number, Survey Period Code and Fiscal Year.

53 **If Survey Period Code equals 2 or 3, for each Teacher Course record with a Scheduling Method equal to A, all other Teacher Course records with the same District Number, Current Instruction Service; School Number, Current Instruction/Service; Period Number; Term; Classroom Identification Number; Survey Period Code and Fiscal Year must have the same Scheduling Method unless the Scheduling Method is I or Period Number ends in 88. If Survey Period Code equals 2 or 3, for each Teacher Course record with a Scheduling Method equal to C or M all other Teacher Course records with the same District Number, Current Instruction Service; School Number, Current Instruction/Service; Period Number; Term; Classroom Identification Number; Survey Period Code and Fiscal Year must be either C or M unless the Scheduling Method is I or Period Number ends in 88 –state validations-**

> **Example:**
>
> The first and third Teacher Course records listed below would pass this edit. The second Teacher Course record would not pass this edit because Scheduling Method is not identical to another Teacher Course record based on the key fields listed in the edit nor does Scheduling Method equal I and Period Number does not end in 88.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Term	Period Number	Classroom Identification/ FISH Number	Scheduling Method	Survey Period Code	Fiscal Year
62	0151	3	0106	12345A123451234512345	A	3	****
* 62	0151	3	0106	12345A123451234512344	C	3	****
62	0151	3	0106	12345A123451234512345	I	3	****

> **** = Valid fiscal year for data submission.
>
> **DISTRICT RESPONSIBILITY**
>
> The district must verify whether the Teacher Course record is valid and, if so, submit a Teacher Course record based on School Number, Current Instruction/Service; Period Number; Term; Classroom Identification Number, Survey Period Code and Fiscal Year.

54. **For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; and Period Number the following conditions must be true:**

- **If Survey Period Code is 1-4, Term is 6 and Term/Survey Indicator is Y, then records with Term 7 must have a Term/Survey Indicator of N.**
- **If Survey Period Code is 1-4, Term is 7 and Term/Survey Indicator is Y, then records with Term 6 must have a Term/Survey Indicator of N.**

–state validation-

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because their Term codes are different but their Term/Survey Indicator codes are both Y.

The two records below have been reported with the same Classroom Identification (FISH) Number.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Term	Course Number	Period Number	Term/ Survey Indicator
*59	0421	2	****	6	1200300	0505	Y
* 59	0421	2	****	7	1200300	0505	Y

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

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

55.   For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; and Period Number the following conditions must be true:

- **If Survey Period Code is 1-4, Term is 8 and Term/Survey Indicator is Y, then records with Term 9 must have a Term/Survey Indicator of N.**
- **If Survey Period Code is 1-4, Term is 9 and Term/Survey Indicator is Y, then records with Term 8 must have a Term/Survey Indicator of N. – state validation-**

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because their Term codes are different but their Term/Survey Indicator codes are both Y.

The two records below have been reported with the same Classroom Identification (FISH) Number.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Term	Course Number	Period Number	Term/ Survey Indicator
*59	0421	2	****	8	1200300	0505	Y
* 59	0421	2	****	9	1200300	0505	Y

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

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

56. For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; and Period Number the following condition must be true:

If Survey Period Code is 2 and Term is J, K, or L, only one of these Terms may ⬅ have a Term/Survey Indicator of Y. –state validation-

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because two of the records have Term/Survey Indicator codes of Y.

The three records below have been reported with the same Classroom Identification (FISH) Number.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Term	Course Number	Period Number	Term/ Survey Indicator
*59	0421	2	****	J	1200300	0505	Y
*59	0421	2	****	K	1200300	0505	N
* 59	0421	2	****	L	1200300	0505	Y

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

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

57.   For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number and Period Number the following condition must be true:

If Survey Period Code is 3 and Term is M, N, or O, only one of these Terms may have a Term/Survey Indicator of Y.   –state validation-

> **EXAMPLE**
>
> The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because two of the records have Term/Survey Indicator codes of Y.
>
> The three records below have been reported with the same Classroom Identification (FISH) Number.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Term	Course Number	Period Number	Term/ Survey Indicator
*59	0421	3	****	M	1200300	0505	Y
*59	0421	3	****	N	1200300	0505	N
* 59	0421	3	****	O	1200300	0505	Y

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

> **DISTRICT RESPONSIBILITY**
>
> The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

58.   For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number and Period Number the following condition must be true:

If Survey Period Code is 2 or 3 and Term is E, F, G, H, or I, only one of these Terms may have a Term/Survey Indicator of Y. -state validation-

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because two of the records have Term/Survey Indicator codes of Y.

The four records below have been reported with the same Classroom Identification (FISH) Number.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Term	Course Number	Period Number	Term/ Survey Indicator
* 59	0421	3	****	E	1200300	0505	Y
* 59	0421	3	****	F	1200300	0505	N
* 59	0421	3	****	G	1200300	0505	N
* 59	0421	3	****	H	1200300	0505	Y

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

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

59.   For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number and Period Number the following condition must be true:

If Survey Period Code is 2 or 3 and Term is B, C or D, only one of these Terms may have a Term/Survey Indicator of Y.   –state validation-

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because two of the records have Term/Survey Indicator codes of Y.

The three records below have been reported with the same Classroom Identification (FISH) Number.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Term	Course Number	Period Number	Term/ Survey Indicator
*59	0421	3	****	B	1200300	0505	Y
*59	0421	3	****	C	1200300	0505	N
* 59	0421	3	****	D	1200300	0505	Y

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

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

TEACHER COURSE - STATE VALIDATIONS/NULL EDIT RULES

5A.   For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; and Period Number the following condition must be true:

If Survey Period Code is 2 or 3 and Term is T, U, V, W or X, only one of these Terms may have a Term/Survey Indicator of Y.   –state validation-

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because two of the records have Term/Survey Indicator codes of Y.

The four records below have been reported with the same Classroom Identification (FISH) Number.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Term	Course Number	Period Number	Term/ Survey Indicator
*59	0421	3	****	T	1200300	0505	Y
*59	0421	3	****	U	1200300	0505	N
*59	0421	3	****	V	1200300	0505	N
* 59	0421	3	****	W	1200300	0505	Y

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

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

➡ **5B.** **All Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; Period Number and Term must have the same Term/Survey Indicator. –state validation-**

> ### EXAMPLE
>
> The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because they have different Term/Survey Indicator codes.
>
> The two records below have been reported with the same Classroom Identification (FISH) Number.
>
> | District Number, Current Instr./ Service | School Number, Current Instr./ Service | Survey Period Code | Fiscal Year | Term | Course Number | Period Number | Term/ Survey Indicator |
> |---|---|---|---|---|---|---|---|
> | *59 | 0421 | 2 | **** | 6 | 1200300 | 0505 | Y |
> | * 59 | 0421 | 2 | **** | 6 | 1200300 | 0505 | N |
>
> **** = Valid fiscal year for data submission.
>
> ### DISTRICT RESPONSIBILITY
>
> The district must review the records and correct the Term and/or Term/Survey code that is in error.

→ 5C. **One and only one Primary Instructor Indicator Code may be Y if Teacher Course Schedule records are matched on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number and Period Number. -state validation 3-**

EXAMPLE

The third Teacher Course Schedule record listed below would cause a state validation error report message to be generated because there is already one record with the Primary Instructor Indicator of Y for a record that matches it based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number and Period Number.

Social Security Number	District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Term	Course Number	Section Number	Period Number	Primary Instructor Indicator
0123456789	01	0421	2	1	1200300	00200	0404	Y
0896456891	01	0421	2	1	1200300	00200	0404	N
* 1258456766	01	0421	2	1	1200300	00200	0404	Y

DISTRICT RESPONSIBILITY

The district must determine which teacher is the primary instructor for the course listed and correct the first or third Teacher Course Schedule record, as appropriate, or delete one of the records if it was submitted in error.

5D. If Survey Period Code equals 2 or 3 and District Number, Current Instruction/Service is not 71, 78 or 79; for each Teacher Course record with a Scheduling Method equal to I and the end period is not equal to 88, there must exist at least one other Teacher Course record with a Scheduling Method equal to A, B, C, M, S or W based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification/FISH Number; Survey Period Code and Fiscal Year, but with a different Social Security Number. –state validation-

Example:

The first and second Teacher Course records listed below would pass this edit. The third record listed below would not pass this edit because another Teacher Course record based on the indicated fields of the edit does not exist. The fourth and fifth records would not pass this edit because the two records have identical Social Security Numbers.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Period Number	Classroom Identification/ FISH Number	Scheduling Method	SSN	Fiscal Year
62	0151	3	0106	12345A123451234512345	C	123456789	****
62	0151	3	0106	12345A123451234512345	I	123456780	****
* 62	0151	3	0106	23456A234562345623456	I	123456781	****
* 62	0151	3	0106	23456A234562345623457	S	123456782	****
* 62	0151	3	0106	23456A234562345623457	I	123456782	****

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

DISTRICT RESPONSIBILITY

The district must verify whether the Teacher Course record is valid, and, if so, submit a matching Teacher Course record based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification/FISH Number, Survey Period Code and Fiscal Year.

63.   Florida Educators Certificate Number must be 0000000000 or in the range 0000000001 through 0000999998, 0001000000 through 0009999999, 0000999999 or 9999999999. -exception report-

EXAMPLE

The Teacher Course records below would cause an exception report to be generated because the Florida Educators Certificate Number is not in the specified range of 0000000001 through 0000999998, 0001000000 through 0009999999, 0000999999 or 9999999999.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Social Security Number	Florida Educators Certificate Number
* 01	0151	123456789	0099999999
* 01	0151	234567891	0123456789
* 01	0151	345678912	8888888888

DISTRICT RESPONSIBILITY

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

64.   If the Florida Educators Certificate Number is less than 0009999999, but not 0000000000 or 0000999999 then the Florida Educators Certificate Number must be on the Florida Educators Certification file. -exception report-

Note: Refer to the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

EXAMPLE

The Teacher Course Schedule record listed below would cause an exception report to be generated because the Florida Educators Certificate Number is not found on the Florida Educators Certification file.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Social Security Number	Florida Educators Certificate Number
* 01	0151	123456789	0000888999

DISTRICT RESPONSIBILITY

The district should verify the Florida Educators Certificate Number and correct if in error.