

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

- 1. District Number must be numeric in the range 01-69 or 71-75 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 | Social Security Number |
|-----------------|------------------------|
| 03 | 123456789 |
| 03 | 123456782 |
| * 00 | 123456781 |

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. 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 0000000000 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.

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- 3. **Survey Period Code must be correct for the submission specified by the district and must be 2, 3, 5 or 6. -record rejected-**

EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" 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 coming in or in the JCL and resubmit the records for processing.

4. **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.

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5. **School Number, Primary/Home must exist on the Master School Identification File as a valid active 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.

6. **Florida Educators Certificate Number must be numeric, and in the range 0000000000-0000999998, 0001000000-0009999999, 0000999999 or 9999999999. This edit does not apply to Survey 6. record rejected-**

EXAMPLE

The following Florida Educators Certificate Number would cause the records to be rejected: 8888888888, (blank)123456. The first of these numbers is not within the acceptable range. The second number contains leading blanks instead of zeros.

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 Numbers to be valid numbers and resubmit the records for processing.

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7. For the Employee Name, Legal; the Last Name cannot be blank. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. (Z-fill is not allowed.) -record rejected-

EXAMPLE

The two records below would be rejected because no valid Last Name was submitted.

| District Number | Social Security Number | School Number, Primary/Home | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Employee Name, Legal: First Name |
|-----------------|------------------------|-----------------------------|--------------------------------------|---------------------------------|----------------------------------|
| * 03 | 123456789 | 0081 | 0000112233 | | Denise |
| * 03 | 123456780 | 0291 | 0000445566 | //////////////// | //////////////// |

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 records by providing valid Last Names and resubmit the records for processing.

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8. For the Employee Name, Legal; the Appendage may be blank but must not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. -record rejected-

EXAMPLE

The two records below would be rejected because no valid Appendage was submitted.

| District Number | Social Security Number | School Number, Primary/Home | Florida Educators Certificate Number | Employee Name, Legal: Appendage |
|-----------------|------------------------|-----------------------------|--------------------------------------|---------------------------------|
| * 03 | 123456789 | 0081 | 0000112233 | (nondisplayable character) |
| * 03 | 123456780 | 0291 | 0000445566 | @ @ @ |

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 records by including a valid Appendage and resubmit the records for processing.

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- 9. Birth Date must be numeric and a valid date. This edit does not apply to Survey
6. -record rejected-

EXAMPLE

The two records below would be rejected because the Birth Dates are not valid dates.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Birth Date |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|---------------------------------|------------|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | Jones | 13151962 |
| * 03 | 123456780 | 2 | **** | 0291 | 0000445566 | Smith | 02301957 |

**** = 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 Birth Dates to be valid dates and resubmit the records for processing.

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- 10. Gender code must be M or F. This edit does not apply to Survey 6. -record rejected-

EXAMPLE

The two records below would be rejected; the first because there is no code for Gender, the second because "Z" is not a valid code for Gender.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Gender |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|---------------------------------|--------|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | Jones | |
| * 03 | 123456780 | 2 | **** | 0291 | 0000445566 | Smith | Z |

**** = 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 records by including valid Gender codes and resubmit the records for processing.

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- 11. Racial/Ethnic Category code must be W, B, H, A, or I. This edit does not apply to Survey 6. -record rejected-

EXAMPLE

The two records below would be rejected; the first because there is no code for Racial/Ethnic Category, the second because "Z" is not a valid code for Racial/Ethnic Category.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Racial/Ethnic Category |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|---------------------------------|------------------------|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | Jones | |
| * 03 | 123456780 | 2 | **** | 0291 | 0000445566 | Smith | Z |

**** = 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 records by including valid Racial/Ethnic Category codes and resubmit the records for processing.

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12. Employment Date, Current Position must be numeric and a valid date which is prior to the current date unless Separation Date is prior to the Fiscal Year being reported, in which case, Employment Date, Current Position may be all zeros. This edit
→ does not apply to Survey 6. -record rejected-

EXAMPLE

The first record listed below would be rejected because of an invalid Employment Date, Current Position. The date is invalid because it is in the future. The second record would pass the edit.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Employment Date, Current Position | Separation Date |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|-----------------------------------|-----------------|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | 08212099 | 0602**** |
| 03 | 123456780 | 2 | **** | 0291 | 0000445566 | 00000000 | 0115**** |

**** = 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 Employment Date, Current Position and resubmit the record for processing.

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13. Employment Date, Continuous Employment must be numeric and a valid date which is prior to the current date unless Separation Date is prior to the Fiscal Year being reported, in which case, Employment Date, Continuous Employment may be all zeros. This edit does not apply to Survey 6. -record rejected-

EXAMPLE

The first record listed below would be rejected because of an invalid Employment Date, Continuous Employment. The date is invalid because it is in the future. The second record would pass the edit.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Employment Date, Continuous Employment | Separation Date |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|--|-----------------|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | 08212099 | 0602**** |
| 03 | 123456780 | 2 | **** | 0291 | 0000445566 | 00000000 | 0115**** |

**** = 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 Employment Date, Continuous Employment and resubmit the record for processing.

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- 14. Employment Date, Original Position must be numeric and a valid date which is prior to the current date. This edit does not apply to Survey 6. -record rejected-

EXAMPLE

The two records below would be rejected because of an invalid Employment Date, Original Position. The first is invalid because it is in the future; the second because it is all zeros.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Employment Date, Original Position |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|------------------------------------|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | 08212099 |
| * 03 | 123456780 | 2 | **** | 0291 | 0000445566 | 00000000 |

**** = 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 Employment Date, Original Position and resubmit the records for processing.

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→ 15. Separation Date must be numeric and a valid date which is prior to the current date, or it must be all zeros. This edit does not apply to Survey 6. -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 Separation Date is a future date. The third record would be rejected because Separation Date is not a valid calendar date.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Florida Educators Certificate Number | Separation Date |
|-----------------|------------------------|--------------------|-------------|--------------------------------------|-----------------|
| 03 | 123456788 | 5 | **** | 0000996096 | 00000000 |
| * 03 | 123456789 | 5 | **** | 0000112233 | 06162099 |
| * 03 | 123456780 | 5 | **** | 0000445566 | 0243**** |

**** = 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 Separation Date and resubmit the records for processing.

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- 16. Separation Reason code must be A-O or Z. This edit does not apply to Survey 6.
-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 Separation Reason is not a valid code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Separation Date | Separation Reason |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|-----------------|-------------------|
| 03 | 123456788 | 5 | **** | 0081 | 0000967896 | 0701**** | L |
| * 03 | 123456789 | 5 | **** | 0081 | 0000112233 | 0701**** | S |

**** = 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 Separation Reason and resubmit the record for processing.

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17. Job Code, Primary must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the DOE Information Data Base Requirements: Volume II--Automated Staff Information System Manual. This edit does not apply to Survey 6.
-record rejected-

EXAMPLE

The two records below would be rejected due to an incorrect Job Code, Primary. The first record is incorrect because it is not a valid code from the Job Code Assignments table. The second record is incorrect because it is blank.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Job Code, Primary |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|-------------------|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | 55555 |
| * 03 | 123456780 | 2 | **** | 0291 | 0000445566 | |

**** = 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 Job Code, Primary by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

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18. 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 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.

19. Exempt from Public Records Law, Employee, must be Y or Z. -record rejected-

EXAMPLE

The two records below would be rejected either because the Exempt from Public Records Law, Employee code is left blank or because the code is not valid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Exempt From Public Records Law, Employee |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|---------------------------------|--|
| * 03 | 123456789 | 2 | **** | 0081 | 0000112233 | Jones | |
| * 03 | 123456780 | 2 | **** | 0291 | 0000445566 | Smith | X |

**** = 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 Exempt from Public Records Law, Employee codes and resubmit the records for processing.

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→ 1A. If Job Code, Primary = 71001, then School Number, Primary/Home must be 9001. This edit does not apply to Survey 6. -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 the School Number, Primary/Home is not valid for the Job Code, Primary.

| District Number | Social Security Number | Survey Period Code | School Number, Primary/Home | Fiscal Year | Job Code, Primary |
|-----------------|------------------------|--------------------|-----------------------------|-------------|-------------------|
| 03 | 123456789 | 2 | 9001 | **** | 71001 |
| * 03 | 123456780 | 2 | 0101 | **** | 71001 |

**** = 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 School Number, Primary/Home or the Job Code, Primary and resubmit the record for processing.

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→ 20. If Survey Period Code is 2 or 3, then Separation Date must be zeros. [This edit does not apply to Survey 6.] -record rejected-

EXAMPLE

→ The record listed below would be rejected because the Separation Date is not valid for the Survey Period reported. If the survey period is 2 or 3, then Separation Date must be all zeros.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Separation Date |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|-----------------|
| * 03 | 123456780 | 2 | **** | 0291 | 0000445566 | 1219**** |

**** = 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 record to show all zeros in the Separation Date field. Resubmit the record for processing. ←

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- 21. If Survey Period Code is 2 or 3, then Separation Reason code must be Z. [This edit does not apply to Survey 6]. -record rejected-

EXAMPLE

→ The record listed below would be rejected because the Separation Reason is not valid for the Survey Period reported. If the survey period is 2 or 3, then Separation Reason must be Z.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Separation Date | Separation Reason |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|-----------------|-------------------|
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|-----------------|-------------------|

* 03 123456789 2 **** 0081 0000112233 12192002 A

**** = 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 change the Separation Reason code to Z and resubmit the record for processing.

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- 22. Reading Endorsement, Competency 1 code must be Y, N, C, R, P or Z. This edit does not apply to Survey 6. -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 Reading Endorsement, Competency 1 are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Reading Endorsement, Competency 1 |
|-----------------|------------------------|--------------------|-------------|-----------------------------------|
| 03 | 123456789 | 2 | **** | Y |
| * 03 | 123456780 | 2 | **** | B |
| * 03 | 123456781 | 2 | **** | 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 Reading Endorsement, Competency 1 codes and resubmit the records for processing.

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23. Each Staff Demographic Information record must be unique based on District Number, Social Security Number, Survey Period Code, and Fiscal Year. -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 rejections. The third record listed below would be rejected because the key items (District Number, Social Security Number, Survey Period Code and Fiscal Year) duplicate the key items in the first record.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Job Code, Primary |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|-------------------|
| 03 | 123456789 | 5 | **** | 0081 | 0000112233 | 53002 |
| 03 | 123456780 | 2 | **** | 0291 | 0000445566 | 00000 |
| * 03 | 123456789 | 5 | **** | 0081 | 0000778899 | 51081 |

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

DISTRICT RESPONSIBILITY

If, in fact, the last record should not have been submitted, the district would take no 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".

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- 24. Employee Type code must be RF, RP, TF, TP, or ST. This edit does not apply to Survey 6. -record rejected-

EXAMPLE

The two records below would be rejected either because the Employee Type code is left blank or because the code is not valid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Job Code, Primary | Employee Type |
|-----------------|------------------------|--------------------|-------------|-----------------------------|-------------------|---------------|
| * 03 | 123456789 | 5 | **** | 0491 | 53007 | RT |
| * 03 | 123456780 | 5 | **** | 0481 | 51004 | |

**** = 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 Employee Type codes and resubmit the records for processing.

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25. For the Employee Name, Legal; the First Name cannot be blank. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. (Z-fill is not allowed.) -record rejected-

EXAMPLE

The two records below would be rejected because no valid First Names were submitted.

| District Number | Social Security Number | School Number, Primary/Home | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Employee Name, Legal: First Name |
|-----------------|------------------------|-----------------------------|--------------------------------------|---------------------------------|----------------------------------|
| * 03 | 123456789 | 0081 | 0000112233 | Jones | |
| * 03 | 123456780 | 0291 | 0000445566 | Smith-Jones | //////////////// |

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 records by including valid First Names and resubmit the records for processing.

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26. For the Employee Name, Legal; Middle/Maiden Name or Initial may be blank but may not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. -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 listed below would be rejected because no valid Employee Name, Legal; Middle/Maiden Name or Initial was submitted.

| District Number | Social Security Number | Florida Educators Certificate Number | Employee Name, Legal: Last Name | Employee Name, Legal: First Name | Employee Name, Legal: Middle/Maiden Name or Initial |
|-----------------|------------------------|--------------------------------------|---------------------------------|----------------------------------|---|
| 03 | 123456788 | 0000112234 | Smith | Susan | |
| * 03 | 123456789 | 0000112233 | Jones | Mary | (nondisplayable character) |
| * 03 | 123456780 | 0000445566 | Smith-Jones | Rashanda | @ @ @ @ @ @ @ |

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 records by including a valid Middle/Maiden Name or Initial and resubmit the records for processing.

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- 27. The Degree/Credential Earned code must be C, A, B, M, S, D, or Z. This edit does not apply to Survey 6. -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 listed below would be rejected because Degree/Credential Earned is either invalid or it was left blank.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Degree/Credential Earned |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------|
| 03 | 123456789 | 2 | **** | 0081 | M |
| * 03 | 123456790 | 2 | **** | 0081 | P |
| * 03 | 123456791 | 2 | **** | 0081 | |

**** = 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 Degree/Credential Earned by reporting a valid code and resubmit the records for processing.

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28. If Survey Period Code is 2 or 3, then Days Absent, Personal Leave must be 000. If Survey Period Code is 5, then Days Absent, Personal Leave must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 6. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Personal Leave is greater than 180.

| District Number | Social Security Number | Days Absent, Personal Leave |
|-----------------|------------------------|-----------------------------|
| 16 | 123456789 | 002 |
| * 16 | 123456780 | 205 |

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 Days Absent, Personal Leave so that it is in the range 000 to 180 and resubmit the record for processing.

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29. If Survey Period Code is 2 or 3, then Days Absent, Sick Leave must be 000. If Survey Period Code is 5, then Days Absent, Sick Leave must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 6 -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Sick Leave is greater than 180.

| District Number | Social Security Number | Days Absent, Sick Leave |
|--------------------|------------------------------|----------------------------------|
| 16 | 123456789 | 002 |
| * 16 | 123456780 | 195 |

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 Days Absent, Sick Leave so that it is in the range 000 to 180 and resubmit the record for processing.

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→ 2A. If Survey Period Code is 2 or 3, then Days Absent, Temporary Duty Elsewhere must be 000. If Survey Period Code is 5, then Days Absent, Temporary Duty Elsewhere must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 6. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Temporary Duty Elsewhere is greater than 180.

| District Number | Social Security Number | Days Absent, Temporary Duty Elsewhere |
|--------------------|------------------------------|--|
| 16 | 123456789 | 002 |
| * 16 | 123456780 | 210 |

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 Days Absent, Temporary Duty Elsewhere so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2B. If Survey Period Code is 2 or 3, then Days Absent, Other must be 000. If Survey Period Code is 5, then Days Absent, Other must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 6. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Absent, Other is blank.

| District Number | Social Security Number | Days Absent, Other |
|--------------------|------------------------------|--------------------------|
| 16 | 123456789 | 002 |
| * 16 | 123456780 | |

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 Days Absent, Other so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2C. If Survey Period Code is 2 or 3, then Days Present must be 000. If Survey Period Code is 5, then Days Present must be numeric and less than or equal to 180 or it must be 999, unless District Number is 71. This edit does not apply to Survey 6. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the number of Days Present is greater than 180.

| District Number | Social Security Number | Days Present |
|--------------------|------------------------------|-----------------|
| 16 | 123456789 | 002 |
| * 16 | 123456780 | 210 |

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 Days Present so that it is in the range 000 to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2D. The number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other added together must be in the range zero through 180 or all of these must be 999, unless District Number is 71. This edit does not apply to Survey 6. -record rejected-

EXAMPLE

The first two records 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 number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other add to 181.

| District Number | Social Security Number | Days Present | Days Absent, Personal Leave | Days Absent, Sick Leave | Days Absent, Temporary Duty Elsewhere | Days Absent, Other |
|-----------------|------------------------|--------------|-----------------------------|-------------------------|---------------------------------------|--------------------|
| 16 | 123456789 | 169 | 003 | 006 | 002 | 000 |
| 16 | 123456788 | 000 | 000 | 000 | 000 | 000 |
| * 16 | 123456780 | 170 | 005 | 004 | 002 | 000 |

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 record so that the number of days present plus days absent added together are in the range zero to 180 and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2E. If Separation Date falls within the Fiscal Year being reported, then Separation Reason code must not be Z. This edit does not apply to Survey 6. –record rejected–

EXAMPLE

The first record would pass this edit. The second record below would not pass this edit because a Separation Date within the Fiscal Year being reported has a Separation Reason code of Z.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Separation Date | Separation Reason |
|-----------------|------------------------|--------------------|-------------|-----------------|-------------------|
| 03 | 0123456789 | 5 | **** | 0701**** | A |
| * 03 | 0123456780 | 5 | **** | 0701**** | Z |

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

DISTRICT RESPONSIBILITY

For the second record, the district should correct the Separation Reason code by changing it to a valid non-Z code or change the Separation Date to zeros if the employee has not separated from the school district or a valid date prior to the Fiscal Year being reported and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2F. If Separation Reason code is not Z, then Separation Date must be greater than zero. This edit does not apply to Survey 6. -record rejected-

EXAMPLE

The first record would pass this edit. The second record below would not pass this edit because it has a Separation Reason code but no Separation Date.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Separation Date | Separation Reason |
|-----------------|------------------------|--------------------|-------------|-----------------|-------------------|
| 03 | 0123456789 | 5 | **** | 0701**** | A |
| * 03 | 0123456788 | 5 | **** | 00000000 | A |

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

DISTRICT RESPONSIBILITY

For the second record, the district should correct the Separation Date to be a valid date greater than zero or change the Separation Reason to Z if the employee has not separated from the school district and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ **2G. If any of the six Reading Endorsement, Competency codes = Z, then all the codes for Reading Endorsement, Competency must be Z. This edit does not apply to Survey 6. -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 code for Reading Endorsement, Competency 1 is Z and the code for another Reading Endorsement, Competency (Competency 4) is not Z.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Reading Endorsement, Competency 1 | Reading Endorsement, Competency 4 |
|-----------------|------------------------|--------------------|-------------|-----------------------------------|-----------------------------------|
| 03 | 123456789 | 2 | **** | Z | Z |
| * 03 | 123456780 | 2 | **** | Z | Y |
| * 03 | 123456781 | 2 | **** | Z | C |

**** valid fiscal year for data being reported

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 Reading Endorsement, Competency 1 or 4 codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are Z and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2H. Highly Qualified Paraprofessional code must be A, B, C, D, or Z. This edit does not apply to Survey 6. -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 Highly Qualified Paraprofessional are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Highly Qualified Paraprofessional |
|-----------------|------------------------|--------------------|-------------|-----------------------------------|
| 03 | 123456789 | 2 | **** | C |
| * 03 | 123456780 | 2 | **** | T |
| * 03 | 123456781 | 2 | **** | P |

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 Paraprofessional code and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2I. Highly Qualified Paraprofessional code must be A, B, C, or D for Job Codes 51111, 51112 and 51113. This edit does not apply to Survey 6. -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 correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Highly Qualified Paraprofessional |
|-----------------|------------------------|--------------------|-------------|----------|-----------------------------------|
| 03 | 123456789 | 2 | **** | 51112 | C |
| * 03 | 123456780 | 2 | **** | 51111 | Z |

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 relationship between the Highly Qualified Paraprofessional code and the Job Code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2J. If Survey Period is 2 or 3 and the Highly Qualified Paraprofessional code is A, B, C, or D then the Job Code must begin with 51, 52, 53, 54, 55 or 59. -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 correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Highly Qualified Paraprofessional |
|-----------------|------------------------|--------------------|-------------|----------|-----------------------------------|
| 03 | 123456789 | 2 | **** | 51112 | C |
| * 03 | 123456780 | 2 | **** | 76024 | A |

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 relationship between the Highly Qualified Paraprofessional and the Job Code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2K. If Survey Period is 2 or 3, then the Highly Qualified Paraprofessional code must be Z for Job Codes that place the employee on lines 21-33 of the Public Schools Staff Survey (EEO-5). -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 correct relationship does not exist between the Highly Qualified Paraprofessional code and the Job Code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Highly Qualified Paraprofessional |
|-----------------|------------------------|--------------------|-------------|----------|-----------------------------------|
| 03 | 123456789 | 2 | **** | 51084 | Z |
| * 03 | 123456780 | 2 | **** | 52008 | B |

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 relationship between the Highly Qualified Paraprofessional code and the Job Code and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2L. Reading Endorsement, Competency 2 code must be Y, N, C, R, P, or Z. This edit does not apply to Survey 6. -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 Reading Endorsement, Competency 2 are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Reading Endorsement, Competency 2 |
|-----------------|------------------------|--------------------|-------------|-----------------------------------|
| 03 | 123456789 | 2 | **** | Y |
| * 03 | 123456780 | 2 | **** | B |
| * 03 | 123456781 | 2 | **** | 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 Reading Endorsement, Competency 2 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ **2M. Reading Endorsement, Competency 3 code must be Y, N, C, R, P, or Z. This edit does not apply to Survey 6. -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 Reading Endorsement, Competency 3 are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Reading Endorsement, Competency 3 |
|-----------------|------------------------|--------------------|-------------|-----------------------------------|
| 03 | 123456789 | 2 | **** | Y |
| * 03 | 123456780 | 2 | **** | B |
| * 03 | 123456781 | 2 | **** | 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 Reading Endorsement, Competency 3 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2N. Reading Endorsement, Competency 4 code must be Y, N, C, R, P or Z. This edit does not apply to Survey 6. -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 Reading Endorsement, Competency 4 are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Reading Endorsement, Competency 4 |
|-----------------|------------------------|--------------------|-------------|-----------------------------------|
| 03 | 123456789 | 2 | **** | Y |
| * 03 | 123456780 | 2 | **** | B |
| * 03 | 123456781 | 2 | **** | 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 Reading Endorsement, Competency 4 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 20. If any of the six Reading Endorsement, Competency codes = P, then all the codes for Reading Endorsement, Competency must be P. This edit does not apply to Survey 6. -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 code for Reading Endorsement, Competency 1 is P and the code for another Reading Endorsement, Competency (Competency 4) is not P.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Reading Endorsement, Competency 1 | Reading Endorsement, Competency 4 |
|-----------------|------------------------|--------------------|-------------|-----------------------------------|-----------------------------------|
| 03 | 123456789 | 2 | **** | P | P |
| * 03 | 123456780 | 2 | **** | P | Y |
| * 03 | 123456781 | 2 | **** | P | C |

**** valid fiscal year for data being reported

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 Reading Endorsement, Competency 1 or 4 codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are P and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2P. Reading Endorsement, Competency 5 code must be Y, N, C, R, P or Z. This edit does not apply to Survey 6. -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 Reading Endorsement, Competency 5 are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Reading Endorsement, Competency 5 |
|-----------------|------------------------|--------------------|-------------|-----------------------------------|
| 03 | 123456789 | 2 | **** | Y |
| * 03 | 123456780 | 2 | **** | B |
| * 03 | 123456781 | 2 | **** | 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 Reading Endorsement, Competency 5 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2Q. Reading Endorsement, Competency 6 code must be Y, N, C, R, P or Z. This edit does not apply to Survey 6. -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 Reading Endorsement, Competency 6 are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Reading Endorsement, Competency 6 |
|-----------------|------------------------|--------------------|-------------|-----------------------------------|
| 03 | 123456789 | 2 | **** | Y |
| * 03 | 123456780 | 2 | **** | B |
| * 03 | 123456781 | 2 | **** | 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 Reading Endorsement, Competency 6 codes and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2R. If any of the six Reading Endorsement, Competency codes = C, then all the codes for Reading Endorsement, Competency must be C. This edit does not apply to Survey 6. -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 code for Reading Endorsement, Competency 1 is C and the code for another Reading Endorsement, Competency (Competency 4) is not C.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Reading Endorsement, Competency 1 | Reading Endorsement Competency 4 |
|-----------------|------------------------|--------------------|-------------|-----------------------------------|----------------------------------|
| 03 | 123456789 | 2 | **** | C | C |
| * 03 | 123456780 | 2 | **** | C | Y |
| * 03 | 123456781 | 2 | **** | C | R |

**** valid fiscal year for data being reported

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 Reading Endorsement, Competency 1 or 4 codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are C and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ **2S. If any of the six Reading Endorsement, Competency codes = R, then all the codes for Reading Endorsement, Competency must be R. This edit does not apply to Survey 6. -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 code for Reading Endorsement, Competency 1 is R and the code for another Reading Endorsement, Competency (Competency 4) is not R.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Reading Endorsement, Competency 1 | Reading Endorsement, Competency 4 |
|-----------------|------------------------|--------------------|-------------|-----------------------------------|-----------------------------------|
| 03 | 123456789 | 2 | **** | R | R |
| * 03 | 123456780 | 2 | **** | R | Y |
| * 03 | 123456781 | 2 | **** | R | C |

**** valid fiscal year for data being reported

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 Reading Endorsement, Competency 1 or 4 codes (and any of the others) so that either all or none of the Reading Endorsement, Competency codes are R and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2T. The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@).

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

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 Staff Number Identifier, Local and resubmit the record.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2U. The Staff Number Identifier, Local must not be identical to the Social Security Number. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

| District Number | Social Security Number | Staff Number Identifier, Local |
|--------------------|------------------------------|---|
| 01 | 123456789 | A000012537 |
| * 01 | 012345678 | 012345678 |

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 Staff Number Identifier, Local or the Social Security Number and resubmit the record.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2V. If Separation Reason code is A-O, then Employee type must be RF or RP. This edit does not apply to Survey 6. -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 the Separation Reason code is A-O but the Employee Type is TF.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Employee Type | Separation Date | Separation Reason |
|-----------------|------------------------|--------------------|-------------|-----------------------------|---------------|-----------------|-------------------|
| 03 | 123456788 | 5 | **** | 0081 | RF | 0701**** | L |
| * 03 | 123456789 | 5 | **** | 0081 | TF | 0701**** | S |

**** = 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 relationship between the Separation Reason and the Employee Type and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2W. If the employee's Job Code, Primary places the employee on lines 44-54, inclusive, of the Public Schools Staff Survey – EEO-5, then the Degree/Credential Earned code must be Z. This edit does not apply to Survey Period 6. –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 listed below would be rejected because the Job Code, Primary falls on lines 44-54 of the Public Schools Staff Survey – EEO-5 and the Degree/Credential Earned is not Z.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Degree/Credential Earned |
|-----------------|------------------------|--------------------|-------------|-------------------|--------------------------|
| 03 | 123456789 | 2 | **** | 51101 | Z |
| * 03 | 123456790 | 2 | **** | 65022 | M |
| * 03 | 123456791 | 2 | **** | 75094 | B |

**** = 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 Degree/Credential Earned code or the Job Code, Primary and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

- 2X. If Survey Period Code is 2 or 3, then School Principal certification Program code must be Z. If Survey Period Code is 5, then School Principal Certification Program must be A, B, C, D or Z. This edit does not apply to Survey 6. –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 School Principal Certification Program are invalid.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Principal Certification Program |
|-----------------|------------------------|--------------------|-------------|--|
| 03 | 123456789 | 5 | **** | C |
| * 03 | 123456780 | 5 | **** | P |
| * 03 | 123456781 | 5 | **** | E |

**** = 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 Principal Certification Program and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

→ 2Y. If the School Principal Certification Program is A-D, then the employee's Job Code must place the employee on lines 1-43, inclusive, of the Public Schools Staff Survey – EEO-5. This edit does not apply to Survey 6. –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 School Principal Certification Program code for the Job Code, Primary is not a valid code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Principal Certification Program | Job Code, Primary |
|-----------------|------------------------|--------------------|-------------|--|-------------------|
| 03 | 123456789 | 5 | **** | C | 51058 |
| * 03 | 123456780 | 5 | **** | B | 51082 |
| 03 | 123456790 | 5 | **** | A | 73017 |

**** = 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 School Principal Certification Program code or Job Code, Primary and resubmit the record for processing.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2Z. Deleted 6/26/08. If Survey Period is 6, the employee's Job Code, Primary must place the employee on lines 21-43, inclusive, of the Public Schools Staff Survey – EEO-5. record rejected-

EXAMPLE

The two records listed below would be rejected because the codes in Job Code, Primary do not place them on the appropriate EEO-5 lines of the Public Schools Staff Survey.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Florida Educators Certificate Number | Job Code, Primary |
|-----------------|------------------------|--------------------|-------------|-----------------------------|--------------------------------------|-------------------|
| *-03 | 123456789 | 6 | **** | 0081 | 0000112233 | 62022 |
| *-03 | 123456780 | 6 | **** | 0291 | 0000445566 | 61332 |

**** = 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 Job Code, Primary and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

30. If Survey Period Code is 2 or 3, each Staff Demographic Information record must have a matching Staff Payroll record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. If Survey Period Code is 5, each Staff Demographic Information record must have a matching Staff Fiscal Year Salaries, or Staff Fiscal Year Benefits format based on District Number, Social Security number, Survey Period Code, and Fiscal Year. This edit does not apply to Survey 6. -state validation 3-

EXAMPLE

The first Staff Demographic Information record listed below would not pass this edit because there is not a matching Staff Payroll Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. The second Staff Demographic Information record would pass this edit.

Staff Demographic Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year |
|-----------------|------------------------|--------------------|-------------|
| * 03 | 123456789 | 2 | **** |
| 03 | 454567858 | 2 | **** |

Staff Payroll Information record

| District Number | Social Security Number | Survey Period Code | Fiscal Year |
|-----------------|------------------------|--------------------|-------------|
| 03 | 454567858 | 2 | **** |

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

DISTRICT RESPONSIBILITY

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

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

→ 32. If Survey Period is 2 or 3, Job Code, Primary on the Staff Demographic Information record must match at least one Job Code, Primary on the matching Staff Payroll Information records. This edit does not apply to Survey 6. -state validation 3-

EXAMPLE

The Staff Demographic Information record below would not pass this edit because the Job Code, Primary does not match the Job Code, Primary on the matching Staff Payroll Information record.

Staff Demographic Information Record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary |
|-----------------|------------------------|--------------------|-------------|-------------------|
| * 03 | 123456789 | 2 | **** | 54001 |

Staff Payroll Information Record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary |
|-----------------|------------------------|--------------------|-------------|-------------------|
| 03 | 123456789 | 2 | **** | 51071 |

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

DISTRICT RESPONSIBILITY

The district must correct the Job Code, Primary on the Staff Demographic Information record or the Staff Payroll Information record so that they are the same and reflect the actual job the employee held.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

→ 33. If the Title I School-Wide code on any of the matching Staff Fiscal Year Salaries records = C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Title I School-Wide code is C and the Highly Qualified Paraprofessional code is not A, B, C or D.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary | Highly Qualified Paraprofessional |
|-----------------|------------------------|--------------------|-------------|------------------|-----------------------------------|
| 03 | 123456789 | 5 | **** | 51104 | B |
| * 03 | 123456780 | 5 | **** | 51057 | Z |

Staff Fiscal Year Salaries record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Title I School-Wide |
|-----------------|------------------------|--------------------|-------------|----------|---------------------|
| 03 | 123456780 | 5 | **** | 51112 | C100 |
| 03 | 123456780 | 5 | **** | 51057 | Z000 |

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

DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Highly Qualified Paraprofessional code or the Title I School-Wide code so that the proper relationship exists between these codes.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

- 34. If the Job Code on any of the matching Staff Fiscal Year Salaries records is 51111, 51112 or 51113 and the Title I Targeted Assistance code is C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Highly Qualified Paraprofessional code is not A, B, C or D.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary | Highly Qualified Paraprofessional |
|-----------------|------------------------|--------------------|-------------|------------------|-----------------------------------|
| 03 | 123456789 | 5 | **** | 51113 | B |
| *03 | 123456780 | 5 | **** | 51058 | Z |

Staff Fiscal Year Salaries records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Title I Targeted Assistance |
|-----------------|------------------------|--------------------|-------------|----------|-----------------------------|
| 03 | 123456780 | 5 | **** | 51058 | Z000 |
| 03 | 123456780 | 5 | **** | 51111 | C100 |

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

DISTRICT RESPONSIBILITY

The district must review the information on the Staff Fiscal Year Salaries and Staff Demographic Information records and update the record that is in error to reflect the correct relationship in the edit.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

- 35. If the Migrant Regular School Year code on any of the matching Staff Fiscal Year Salaries records = C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Migrant Regular School Year code is C and the Highly Qualified Paraprofessional code is not A, B, C or D.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary | Highly Qualified Paraprofessional |
|-----------------|------------------------|--------------------|-------------|------------------|-----------------------------------|
| 03 | 123456789 | 5 | **** | 51104 | B |
| * 03 | 123456780 | 5 | **** | 51057 | Z |

Staff Fiscal Year Salaries record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Migrant Regular School Year |
|-----------------|------------------------|--------------------|-------------|----------|-----------------------------|
| 03 | 123456780 | 5 | **** | 51112 | C100 |
| 03 | 123456780 | 5 | **** | 51057 | Z000 |

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

DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Highly Qualified Paraprofessional code or the Migrant Regular School Year code so that the proper relationship exists between these codes.

STAFF DEMOGRAPHIC INFORMATION - STATE VALIDATION RULES

- 36. If the Migrant Summer code on any of the matching Staff Fiscal Year Salaries records = C, then the Highly Qualified Paraprofessional code on the Staff Demographic record must be A, B, C or D. The match should be done using the following fields: District Number, Social Security Number, Survey Period Code, and Fiscal Year. -state validation 3-

EXAMPLE

The second Staff Demographic Information record listed below would not pass this edit because the Migrant Summer code is C and the Highly Qualified Paraprofessional code is not A, B, C or D.

Staff Demographic Information records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code Primary | Highly Qualified Paraprofessional |
|-----------------|------------------------|--------------------|-------------|------------------|-----------------------------------|
| 03 | 123456789 | 5 | **** | 51104 | B |
| * 03 | 123456780 | 5 | **** | 51057 | Z |

Staff Fiscal Year Salaries record

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code | Migrant Summer |
|-----------------|------------------------|--------------------|-------------|----------|----------------|
| 03 | 123456780 | 5 | **** | 51112 | C100 |
| 03 | 123456780 | 5 | **** | 51057 | Z000 |

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

DISTRICT RESPONSIBILITY

The district must review the information on the two records and correct the Highly Qualified Paraprofessional code or the Migrant Summer code so that the proper relationship exists between these codes.

STAFF DEMOGRAPHIC INFORMATION – AGGREGATE VALIDATION RULES

→ 40. For each active school on the Master School Identification (MSID) file for the district, the number of Staff Demographic Information records must be greater than zero. This edit does not apply to Survey 6. –aggregate validation edit-

Note: An error message will be printed on the validation report for schools that do not meet the aggregate validation edit above.

EXAMPLE

School 0351 is an active school for district number 80 on the MSID file. There are no demographic records for this school on the Staff Database table.

An aggregate edit error message is generated for school 0351 on the validation report indicating that the school failed this aggregate validation edit.

DISTRICT RESPONSIBILITY

The district must submit Staff Demographic Information records (in addition to other required Staff Reporting formats) for this school.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

51. If Separation Date is not zero then it must be greater than or equal to Employment Date, Current Position; Employment Date, Continuous Employment; and Employment Date, Original Position. This edit does not apply to Survey 6. -exception report-

EXAMPLE

The second record below would cause an error message to be generated because the Separation Date is prior to the Employment Date, Current Position.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Number, Primary/Home | Separation Date | Employment Date, Current Position |
|-----------------|------------------------|--------------------|-------------|-----------------------------|-----------------|-----------------------------------|
| 03 | 123456789 | 5 | **** | 0081 | 00000000 | 08212000 |
| * 03 | 123456780 | 5 | **** | 0291 | 0813**** | 0821**** |

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

DISTRICT RESPONSIBILITY

The district should verify the Separation Date; Employment Date, Current Position; Employment Date, Continuous Employment; and Employment Date, Original Position and correct if in error.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

52. If Separation Date is in the current Fiscal Year being reported or is zeroes, then Employment Date, Current Position must be greater than or equal to Employment Date, Continuous Employment and Employment Date, Original Position. This edit does not apply to Survey 6. -exception report-

EXAMPLE

The second record below would cause an error message to be generated because the Employment Date, Current Position code is not greater than the Employment Date, Continuous Employment code.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employment Date, Continuous Employment | Employment Date, Current Position | Separation Date |
|-----------------|------------------------|--------------------|-------------|--|-----------------------------------|-----------------|
| 03 | 123456789 | 5 | **** | 08211997 | 08211997 | 0602**** |
| * 03 | 123456780 | 5 | **** | 08211999 | 08211997 | 00000000 |

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

DISTRICT RESPONSIBILITY

The district should verify the Employment Date, Current Position; Employment Date, Continuous Employment and Employment Date, Original Position and correct if in error.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

53. If Separation Date is in the current Fiscal Year being reported or is zeroes, then Employment Date, Continuous Employment must be greater than or equal to the Employment Date, Original Position. This edit does not apply to Survey 6. -exception report-

EXAMPLE


The second record below would cause an error message to be generated because the Employment Date, Continuous Employment is prior to the Employment Date, Original Position.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employment Date, Original Position | Employment Date, Continuous Employment | Separation Date |
|-----------------|------------------------|--------------------|-------------|------------------------------------|--|-----------------|
| 03 | 123456789 | 5 | **** | 08191992 | 08211994 | 06022003 |
| * 03 | 123456780 | 5 | **** | 08211997 | 08211993 | 00000000 |

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

DISTRICT RESPONSIBILITY

The district should verify the Employment Date, Continuous Employment and the Employment Date, Original Position and correct if in error.

 54. Deleted 7/9/08. ~~If the Florida Educators Certificate Number is less than 0000900000 and greater than zero (0000000000) then the teacher must be on the Florida Educators Certification file. This edit does not apply to Survey 6. -exception report-~~

EXAMPLE

~~A Florida Educators Certificate Number of 0000888999 is submitted. The teacher with this number is not found on the Florida Educators Certification file; thus, an error message would be generated.~~

DISTRICT RESPONSIBILITY

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

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

55. If Survey Period is 5, the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other added together must be greater than zero for regular full-time (RF) and temporary full-time (TF) employees whose job codes place them on lines 9-19 (school administrators) or 21-33 (teachers) of the Public Schools Staff Survey (EEO-5) unless they are all 999. This edit does not apply to Survey 6. –exception report-

EXAMPLE

The first two records below would pass this edit. The third record would not pass this edit because the number of Days Present; Days Absent, Personal Leave; Days Absent, Sick Leave; Days Absent, Temporary Duty Elsewhere; and Days Absent, Other add to zero for a regular full-time teacher.

| Dist. Num. | Svy. Per. Code | Social Security Number | Days Present | Days Absent, Personal Leave | Days Absent, Sick Leave | Days Absent, Temporary Duty Elsewhere | Days Absent, Other | Job Code | Employee Type |
|------------|----------------|------------------------|--------------|-----------------------------|-------------------------|---------------------------------------|--------------------|----------|---------------|
| 16 | 5 | 123456789 | 000 | 000 | 000 | 000 | 000 | 78030 | RF |
| 16 | 5 | 123456788 | 170 | 004 | 004 | 002 | 000 | 51055 | TF |
| * 16 | 5 | 123456780 | 000 | 000 | 000 | 000 | 000 | 51055 | RF |

DISTRICT RESPONSIBILITY

The district should review the data in the third record to verify that this regular full-time teacher did not have days present or absent during the regular 180 day school year. If there is an error in the data on this record, the district should submit an update to the record.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

56. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey – EEO-5, excluding substitute teachers (Job Code, Primary code equal to 51080, 52080, 53080, 54080, 55080 or 59080), vocational technical teachers (53001-53014), adult education teachers (54001) and ROTC teachers (51047, 51048) the Degree Earned code must not be Z. This edit does not apply to Survey 6. —exception report-

EXAMPLE

The first and third records listed below would pass this edit. The second record listed below would cause an error message to be generated because Degree Earned is Z and the job code is on lines 21-43 of the EEO-5.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Degree Earned |
|-----------------|------------------------|--------------------|-------------|-------------------|---------------|
| 36 | 123456781 | 2 | **** | 51051 | M |
| *36 | 223456782 | 2 | **** | 51032 | Z |
| 36 | 123906783 | 2 | **** | 52004 | D |

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

DISTRICT RESPONSIBILITY

The district should verify the Degree Earned code and if in error correct the record.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

57. Birth Date must be in the range beginning with 01011932 and ending with 12311993. This edit does not apply to Survey 6. -exception report-

EXAMPLE

The first record listed below would pass this edit. The second and third records would cause an error message to be generated because Birth Date is not within the specified range.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Birth Date |
|-----------------|------------------------|--------------------|-------------|------------|
| 04 | 012352847 | 2 | **** | 04131960 |
| * 04 | 025123478 | 2 | **** | 02031994 |
| * 04 | 025123482 | 2 | **** | 02031927 |

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

DISTRICT RESPONSIBILITY

The district should verify the Birth Date and if in error correct the record.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

- 58. If School Principal Certification Program is D, then Separation Date must be greater than zero. This edit does not apply to Survey 6. –exception report-

EXAMPLE

The first and third records listed below would pass this edit. The second record listed below would cause an error message to be generated because School Principal Certification Program code is D and the Separation Date is zero.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | School Principal Certification Program | Separation Date |
|-----------------|------------------------|--------------------|-------------|--|-----------------|
| 36 | 123456781 | 5 | **** | D | 11302008 |
| *36 | 223456782 | 5 | **** | D | 00000000 |
| 36 | 123906783 | 5 | **** | D | 02202009 |

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

DISTRICT RESPONSIBILITY

The district should verify the School Principal Certification Program code and if in error correct the record.