

## INDUSTRY CERTIFICATION – REJECT RULES

1. District Number, Current Enrollment must be numeric and in the range 01-68 or 71-75. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not within the appropriate range.

| District Number,<br>Current Enrollment | School Number,<br>Current Enrollment | Student Number<br>Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01                                     | 0151                                 | 012345677X                            |
| 01                                     | 0151                                 | 012345678X                            |
| * 00                                   | 0151                                 | 012345679X                            |

### DISTRICT RESPONSIBILITY

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

## INDUSTRY CERTIFICATION – REJECT RULES

2. School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001, or it must be N998 or N999. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause the records to be rejected. The last two records would be rejected. The first of these would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The second of these two records would be rejected because the School Number, Current Enrollment is not numeric.

| District Number,<br>Current Enrollment | School Number,<br>Current Enrollment | Student Number<br>Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01                                     | 0151                                 | 012345676X                            |
| 01                                     | 0151                                 | 012345677X                            |
| * 01                                   | 9999                                 | 012345678X                            |
| * 01                                   | C901                                 | 012346579X                            |

### DISTRICT RESPONSIBILITY

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

## INDUSTRY CERTIFICATION – REJECT RULES

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-68, 71- 75 or 78-79. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

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

### EXAMPLE

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

| District Number,<br>Current Enrollment | School Number,<br>Current Enrollment | Student Number<br>Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01                                     | 0151                                 | 1234567891                            |
| 01                                     | 0151                                 | 123456789X                            |
| * 01                                   | 0151                                 | 123456789C                            |
| * 01                                   | 0151                                 | 123456789                             |
| * 01                                   | 0151                                 | 0023456791                            |
| * 01                                   | 0151                                 | 000123456X                            |

### 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 database, the district must correct the Student Number Identifier, Florida and resubmit the records.

## INDUSTRY CERTIFICATION – REJECT RULES

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

### EXAMPLE

If the Survey Period Code as specified in the transmission JCL or in the statements for tape transmission was identified as Survey Period Code "5" and records were coded with Survey Period Code "3", all updates, adds, or deletes with this inconsistency would be rejected.

### DISTRICT RESPONSIBILITY

The District must correct the Survey Period Code either on the transmission JCL or on the records and resubmit the records.

- 5. School Year – Record Submission must be correct for the submission specified by the district. -record rejected-**

### EXAMPLE

The School Year - Record Submission as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency would be rejected.

### DISTRICT RESPONSIBILITY

Correct the School Year - Record Submission either on the records coming in or the transmission JCL and resubmit all records.

## INDUSTRY CERTIFICATION – REJECT RULES

6. District Number, Current Instruction/Service must be numeric in the range 01-68 or 71-75 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 database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

| District Number, Current Instruction/Service | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|-----------------------------------|------------------------------------|
| 01   | 0151                              | 012345677X                         |
| 01   | 0151                              | 012345678X                         |
| * 02   | 0151                              | 012345679X                         |

### DISTRICT RESPONSIBILITY

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

## INDUSTRY CERTIFICATION – REJECT RULES

7. The School Number, Current Instruction/Service must be numeric in the range 0001-9899, excluding 9001, or it must be C901-C928, U970-U981, or P001- P999. - record rejected-

### EXAMPLE

The records listed below would be rejected. The first record would be rejected because the School Number, Current Instruction/Service is not within the valid range of numbers. The second record would be rejected because the School Number, Current Instruction/Service contains two blanks.

| Student Number<br>Identifier, Florida | District Number,<br>Current Instruction/Service | School Number,<br>Current Instruction/Service |
|---------------------------------------|---|---|
| * 011234567X                          | 01  | 9901  |
| * 011234568X                          | 01  | 21  |

### 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 database, the district must correct the School Number, Current Instruction/Service and resubmit the records.

## INDUSTRY CERTIFICATION – REJECT RULES

**8. Industry Certification Identifier must exist on Appendix Z of the FDOE Information Database Requirements: Volume I -- Automated Student Information System Manual.  
– record rejected-**

### EXAMPLE

The third and fourth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The first two records would be rejected because the Industry Certification Identifier must be a valid certification number and must not be ZZZZZZZZ.

| Student Number<br>Identifier, Florida | Industry Certification<br>Identifier |
|---------------------------------------|--------------------------------------|
| * 012345675X                          | ZZZZZZZZ                             |
| * 012345676X                          | ZZZZZZZZ                             |
| 012345677X                            | ACARI001                             |
| 012345679X                            | NIASE007                             |

### 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 database, the district must correct the Industry Certification Identifier codes and resubmit the records.

## INDUSTRY CERTIFICATION – REJECT RULES

**9. Industry Certification Outcome must be P or F only unless Industry Certification Identifier is CAPEI001 then the Industry Certification Outcome may be A, C, F, I, P or Z. –record rejected-**

### EXAMPLE

The third, fourth and fifth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The first and second records would be rejected because the Industry Certification Identifier is not CAPEI001.

| Student Number<br>Identifier, Florida | Industry Certification<br>Identifier | Industry Certification<br>Outcome |
|---------------------------------------|--------------------------------------|-----------------------------------|
| * 012345675X                          | ACARI001                             | A                                 |
| * 012345676X                          | NIASE007                             | C                                 |
| 012345677X                            | CAPEI001                             | Z                                 |
| 012345679X                            | CAPEI001                             | I                                 |
| 012345680X                            | NIASE007                             | 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 database, the district must correct the Industry Certification Outcome code and resubmit the record.

**INDUSTRY CERTIFICATION – REJECT RULES**

**10. Course Number must not contain blanks.**

**If School Number, Current Instruction/Service does not begin with C, P or U; then**

- **If Grade Level is KG-05, the Course Number must be 0000000; or**
- **If Grade Level is 06-08 and position 6 of the Industry Certification Identifier is 8 the Course Number must be 0000000, or must be a valid Course Number in the Course Code Directory for the School Year - Course Taken; or**
- **If Grade Level is 06-08 and position 6 of the Industry Certification Identifier is not 8, the Course Number must be a valid Course Number in the Course Code Directory for the School Year - Course Taken; or**
- **If Grade Level is 09-12, the Course Number must be a valid Course Number in the Course Code Directory for the School Year - Course Taken.**

**If School Number, Current Instruction/Service begins with C or U, then the Course Number must be on the Statewide Course Numbering System file for the School Year - Course Taken.**

**-record rejected-**

**EXAMPLE**

The second record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The first record would be rejected because the Course Number contains blanks. The third record would be rejected because the Course Number is not a valid Course Number in the Course Code Directory.

| School Number<br>Current<br>Instruction/Service | Student Number<br>Identifier, Florida | Course Number |
|---|---------------------------------------|---------------|
| * 0142  | 630123457X                            | 87 3010       |
| 0031  | 630123459X                            | 8772110       |
| * 0045  | 630123460X                            | TDR0070       |

**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 database, the district must correct the Course Number and resubmit the records.

## INDUSTRY CERTIFICATION – REJECT RULES

 11. If Course Number equals 0000000 and Grade Level is KG-08, then the Career and Technical Education/Adult General Education Program Code must be zero.

If Course Number begins with a number; and

Is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730); other than 1006300, 2000350, 2000360, 2102360, 2102365, 2102370, 3027010, or 3027020;

Then the Career and Technical Education/Adult General Education Program Code must be a valid program number (Supplemental Indicator at position 20 not equal 'A') for the Course Number submitted, as listed in file F61730 for School Year - Course Taken.

If the Course Number begins with three alphabetic characters followed by a zero in the fourth position, and

Is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730);

Then the Career and Technical Education/Adult General Education Program Code must be a valid program number for the Course Number submitted, as listed in file F61730 for School Year - Course Taken.

If Course Number begins with one alphabetic character followed by a numeric digit, and

Is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730);

Then the Career and Technical Education/Adult General Education Program Code (Supplemental Indicator at position 20 not equal 'A') must be the same as the Course Number for School Year - Course Taken.

-record rejected-

### EXAMPLE

The first, second, and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The fourth record would be rejected because the Career and Technical Education/Adult General Education Program Code is not a valid program number.

| Student Number Identifier, Florida | Course Number | Career and Technical Education/Adult General Education Program Code |
|------------------------------------|---------------|---|
| 630123457X                         | 8772010       | 8772000   |
| 630123458X                         | ACR0041       | C400100   |
| 630123459X                         | C10020R       | C10020R   |
| * 630123460X                       | 8812100       | M804010   |

## **INDUSTRY CERTIFICATION – REJECT RULES**

### **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 records to be loaded to the database, the district must correct the Career and Technical/Adult General Education Program Code and resubmit the record.

## INDUSTRY CERTIFICATION – REJECT RULES

**12. The School Year – Course Taken must be a valid school year greater than or equal to 0708 and less than or equal to the current school year. -record rejected-**

### EXAMPLE

The first record listed below would be loaded to the database assuming no other edit would cause its rejection. The second record would be rejected because the School Year – Course Taken is all zeros. The third record would be rejected because the School Year – Course Taken is less than 0708. The fourth record would be rejected because the School Year – Course Taken is not a valid school year.

| District<br>Number,<br>Current<br>Instruction | Student<br>Number<br>Identifier,<br>Florida | School<br>Year -<br>Record<br>Submission | Industry<br>Certification<br>Identifier | School<br>Year -<br>Course<br>Taken |
|---|---|--|---|-------------------------------------|
| 01  | 019876543X                                  | 0910                                     | NIASE007                                | 0910                                |
| * 01  | 019876544X                                  | 0910                                     | CISCO004                                | 0000                                |
| * 01  | 019876545X                                  | 0910                                     | CISCO004                                | 0506                                |
| * 01  | 019876548X                                  | 0910                                     | NIASE007                                | 0707                                |

### 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 database, the district must correct the School Year – Course Taken fields and resubmit the records.

## INDUSTRY CERTIFICATION – REJECT RULES

**13. If position 6 of Industry Certification Identifier is 8 (Type = 3 on Appendix Z), then Grade Level must be KG-08. -record rejected-**

### EXAMPLE

The first, fifth and sixth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second, third and fourth records would be rejected because Grade Level is invalid.

| Student Number<br>Identifier, Florida | Industry<br>Certification<br>Identifier | Grade Level |
|---------------------------------------|---|-------------|
| 630123454X                            | CERTI801                                | 07          |
| * 630123455X                          | MICRO801                                | 12          |
| * 630123456X                          | APPLE801                                | 11          |
| * 630123457X                          | PROSO801                                | 09          |
| 630123458X                            | PROSO804                                | 08          |
| 630123459X                            | CERTI802                                | 07          |

### 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 database, the district must correct the Grade Level and resubmit the records.

## INDUSTRY CERTIFICATION – REJECT RULES

**14. If position 6 of the Industry Certification Identifier is 8 (Type = 3 on Appendix Z) then the School Year - Course Taken must be equal to the School Year - Record Submission. -record rejected-**

### EXAMPLE

The third, fourth and fifth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The first and second records would be rejected because the School Year – Course Taken does not equal School Year – Record Submission.

| Student Number Identifier, Florida | Industry Certification Identifier | School Year – Course Taken | School Year – Record Submission |
|------------------------------------|-----------------------------------|----------------------------|---------------------------------|
| * 012345675X                       | APPLE801                          | 1415                       | 1314                            |
| * 012345676X                       | MICRO801                          | 1415                       | 1213                            |
| 012345677X                         | PROSO803                          | 1415                       | 1415                            |
| 012345679X                         | CERTI802                          | 1415                       | 1415                            |
| 012345680X                         | APPLE801                          | 1415                       | 1415                            |

### 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 database, the district must correct the School Year - Course Taken or School Year – Record Submission and resubmit the records.

## INDUSTRY CERTIFICATION – REJECT RULES

**15. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) It must be left-justified with trailing blanks. -record rejected-**

### EXAMPLE

The first three records listed below would be loaded to the database assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District<br>Number,<br>Current<br>Enrollment | Student<br>Number<br>Identifier,<br>Local |
|--|---|
| 01   | 0123456789                                |
| 01   | ABC123DEF9                                |
| 01   | 3001 28K                                  |
| * 01   | 2121@xyz                                  |
| * 01   | 123456                                    |

### 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 database, the district must correct the Student Number Identifier, Local and resubmit the record.

## INDUSTRY CERTIFICATION – REJECT RULES

### 16. Grade Level must be KG-12. -record rejected- EXAMPLE

#### Example

The first, fifth and sixth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second, third and fourth records would be rejected because Grade Level is invalid.

| Student Number<br>Identifier, Florida | Course Number | Grade Level |
|---------------------------------------|---------------|-------------|
| 630123454X                            | 8757110       | 10          |
| * 630123455X                          | 8500310       | PK          |
| * 630123456X                          | 8751010       | 31          |
| * 630123457X                          | 8403060       | AD          |
| 630123458X                            | 8206110       | 05          |
| 630123459X                            | 8206110       | 12          |

#### 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 database, the district must correct the Grade Level and resubmit the records.

## **INDUSTRY CERTIFICATION – REJECT RULES**

**17. 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 database; if C or D is specified then the record must exist on the database. -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 database, the district must correct the Transaction Code and resubmit the records.

## INDUSTRY CERTIFICATION – REJECT RULES

**18. Each record must be unique based on Student Number Identifier, Florida; School Year - Record Submission; District Number, Current Instruction/Service; School Number, Current Instruction/Service; Course Number; Industry Certification Identifier; Industry Certification Outcome and Survey Period Code.**

**-First record accepted, all other duplicate records rejected-**

### EXAMPLE

Six of the eight records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The fifth and eighth records listed below would be rejected because the key items (Student Number Identifier, Florida; School Year - Record Submission; District Number, Current Instruction/ Service; School Number, Current Instruction/Service; Course Number; Industry Certification Identifier; Industry Certification Outcome and Survey Period Code) duplicate the key items in a previous record. The first of two records with the same key information will be loaded to the database file, assuming it meets all other applicable criteria. Any subsequent records submitted with duplicate data in all the key items would be rejected.

| Student Number Identifier, Florida | School Year- Record Submission | Dist. Num., Curr. Inst./ Service | Sch. Num., Curr. Inst./ Service | Course Number | Industry Cert Identifier | Industry Cert Outcome | Survey Period |
|------------------------------------|--------------------------------|----------------------------------|---------------------------------|---------------|--------------------------|-----------------------|---------------|
| 123456784X                         | ****                           | 01                               | 0151                            | 8209010       | MICRO069                 | P                     | 5             |
| 123456785X                         | ****                           | 01                               | 0151                            | 8209010       | MICRO069                 | P                     | 5             |
| 123456786X                         | ****                           | 01                               | 0151                            | 8209010       | MICRO069                 | P                     | 5             |
| 123456787X                         | ****                           | 01                               | 0151                            | 8209010       | MICRO069                 | P                     | 5             |
| * 123456787X                       | ****                           | 01                               | 0151                            | 8209010       | MICRO069                 | P                     | 5             |
| 123456788X                         | ****                           | 01                               | 0151                            | 8209010       | MICRO069                 | P                     | 5             |
| 123456789X                         | ****                           | 01                               | 0151                            | 8209010       | MICRO069                 | P                     | 5             |
| * 123456789X                       | ****                           | 01                               | 0151                            | 8209010       | MICRO069                 | P                     | 5             |

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

### DISTRICT RESPONSIBILITY

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

## INDUSTRY CERTIFICATION – REJECT RULES

**19. If the School Number, Current Enrollment is not N998 or N999, then it must exist on the Master School Identification File as a valid active number in the District Number, Current Enrollment. -record rejected-**

### EXAMPLE

The records listed below would be rejected because the School Number, Current Enrollment in each case is not on the Master School Identification File as a valid number in the District Number, Current Enrollment.

| District Number,<br>Current Enrollment | School Number,<br>Current Enrollment |
|--|--------------------------------------|
| * 01                                   | 8311                                 |
| * 06                                   | 0001                                 |
| * 09                                   | 0085                                 |

### 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 database, the district must correct the School Number, Current Enrollment and resubmit the records.

## INDUSTRY CERTIFICATION – REJECT RULES

20. If the School Number, Current Instruction/Service is not C901-C928, U970- U981, or P001-P999, then it must exist as a valid active number in the District Number, Current Instruction/Service on the Master School Identification File.

-record rejected-

### EXAMPLE

The third, fourth and fifth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The first and second records would be rejected because the School Number, Current Instruction/Service does not exist or is not active on the Master School Identification file.

| District Number,<br>Current Instruction/Service | School Number,<br>Current Instruction/Service |
|---|---|
| * 09  | 8131  |
| * 13  | 0021  |
| 15  | C912  |
| 57  | 0051  |
| 63  | 0031  |

### DISTRICT RESPONSIBILITY

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

## INDUSTRY CERTIFICATION – REJECT RULES

21. If the Industry Certification Identifier on Appendix Z is indicated to be a CAPE Industry Certification (Type = 1) or CAPE Acceleration Industry Certification (Type = 2), then Grade Level must be 06-12. -record rejected-

### EXAMPLE

The third, fourth and fifth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The first and second records would be rejected because the Industry Certification Identifier is not a CAPE Industry Certification or CAPE Acceleration Industry Certification on Appendix Z or the Grade Level is below sixth grade.

| Student Number<br>Identifier, Florida | Industry<br>Certification<br>Identifier | Grade<br>Level |
|---------------------------------------|---|----------------|
| * 012345675X                          | APPLE001                                | 05             |
| * 012345676X                          | MICRO801                                | 10             |
| 012345677X                            | PROSO003                                | 11             |
| 012345679X                            | ADOBE012                                | 06             |
| 012345680X                            | AMDDA005                                | 09             |

### 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 database, the district must correct the Industry Certification Identifier or Grade Level and resubmit the records.

## INDUSTRY CERTIFICATION – REJECT RULES

22. If the Industry Certification Identifier on Appendix Z is indicated to be a CAPE Industry Certification (Type = 1) or CAPE Acceleration Industry Certification (Type = 2), then Course Number must be a valid number on the Course Code Directory or the Statewide Course Numbering System file for the School Year - Course Taken, unless School Number, Current Instruction/Service equals P001- P999. -record rejected-

### EXAMPLE

The third, fourth and fifth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The first and second records would be rejected because the Industry Certification Identifier is a CAPE Industry Certification or CAPE Acceleration Industry Certification on Appendix Z and the Course Number is not a valid number on the Course Code Directory or the Statewide Course Numbering System file for the School Year - Course Taken.

| Student Number<br>Identifier, Florida | Industry<br>Certification<br>Identifier | Course<br>Number |
|---------------------------------------|---|------------------|
| * 012345675X                          | APPLE011                                | 201210           |
| * 012345676X                          | MICRO069                                | 9510             |
| 012345677X                            | PROSO003                                | 8732110          |
| 012345679X                            | ADOBE012                                | 8201210          |
| 012345680X                            | AMDDA005                                | 8600440          |

### 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 database, the district must correct the Course Number and resubmit the records.

## INDUSTRY CERTIFICATION – REJECT RULES

**23. Career and Professional Academy Identifier must exist on Appendix Y of the FDOE Information Database Requirements: Volume I -- Automated Student Information System Manual as a valid number for the District Number, Current Instruction/Service for the School Year – Course Taken or it must be ZZZ. -record rejected-**

### EXAMPLE

The fifth record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The first four records would be rejected because Career and Professional Academy Identifiers are not valid codes listed in Appendix Y for the District.

| District Number,<br>Current<br>Instruction/Service | Student Number<br>Identifier, Florida | Career and<br>Professional Academy<br>Identifier |
|--|---------------------------------------|--|
| * 01   | 012345675X                            | 562  |
| * 01   | 012345676X                            | 258  |
| * 01   | 012345677X                            | 458  |
| 01   | 012345678X                            | 589  |
| 01   | 012345679X                            | 002  |

### 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 database, the district must correct the Career and Professional Academy Identifier codes and resubmit the records.

## INDUSTRY CERTIFICATION – REJECT RULES

**24. The Career and Technical Education/Adult General Education Program Code must be a program number from the Career and Technical Education/Adult General Education Program Edit file (F61730) for School Year – Course Taken or must be zero-filled. -record rejected-**

### EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Vocational/Adult General Education Program Code is not a valid program number.

| Student Number<br>Identifier, Florida | Course<br>Number | Career and Technical<br>Education/ Adult<br>General Education<br>Program Code |
|---------------------------------------|------------------|---|
| 630123457X                            | 8772010          | 8772000   |
| 630123458X                            | 1480201          | 1480201   |
| * 630123459X                          | 8506310          | 5806310   |

### 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 database, the district must correct the Career and Technical Education/Adult General Education Program Code and resubmit the record.

## INDUSTRY CERTIFICATION – REJECT RULES

**25. Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks, spaces or all zeros for the twelve numeric digits are allowable. -record rejected-**

### EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Florida Education Identifier (FLEID) is not a valid FLEID.

| District Number,<br>Current Enrollment | Student Number<br>Identifier, Florida | Florida Education<br>Identifier |
|--|---------------------------------------|---------------------------------|
| 01                                     | 012345677X                            | FL340945895734                  |
| 01                                     | 012345678X                            | FL004583948567                  |
| *01                                    | 012345679X                            | FL000000000000                  |

### 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 database, the district must correct the Florida Education Identifier and resubmit the record for processing.

## INDUSTRY CERTIFICATION – REJECT RULES

**26. If the Industry Certification Identifier is CAPEI001, then Course Number must be 2102365, 1001425, 0109355, or 0200325. -record rejected-**

### EXAMPLE

The third, fourth and fifth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The first and second records would be rejected because the Industry Certification Identifier is CAPEI001 and the Course Number is not 2102365.

| Student Number<br>Identifier, Florida | Industry<br>Certification<br>Identifier | Course<br>Number |
|---------------------------------------|---|------------------|
| * 012345675X                          | CAPEI001                                | 8732110          |
| * 012345676X                          | CAPEI001                                | 8201210          |
| 012345677X                            | CAPEI001                                | 2102365          |
| 012345679X                            | CAPEI001                                | 2102365          |
| 012345680X                            | CAPEI001                                | 2102365          |

### 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 database, the district must correct the Course Number and resubmit the records.

## INDUSTRY CERTIFICATION – REJECT RULES

### 27. Dual Enrollment Institution Type must be A, B, C, D or Z. – record rejected-

#### EXAMPLE

The third and fourth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The first two records would be rejected because Dual Enrollment Institution Type must be a valid code.

| Student Number<br>Identifier, Florida | Dual Enrollment<br>Institution<br>Type |
|---------------------------------------|--|
| * 012345675X                          | F                                      |
| * 012345676X                          | X                                      |
| 012345677X                            | C                                      |
| 012345679X                            | 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 database, the district must correct the Dual Enrollment Institution Type and resubmit the records.

## INDUSTRY CERTIFICATION – REJECT RULES

**28. If Course Number begins with an alphabetic character then Dual Enrollment Institution Type must be A, B, C or D.– record rejected-**

### EXAMPLE

The third record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The first two records would be rejected because the Course Number begins with an alphabetic character and the Dual Enrollment Institution Types are invalid.

| Student Number<br>Identifier, Florida | Dual Enrollment<br>Institution<br>Type | Course<br>Number |
|---------------------------------------|--|------------------|
| * 012345675X                          | F                                      | BSC4101          |
| * 012345676X                          | Z                                      | ACG1000          |
| 012345677X                            | C                                      | EAP0100          |

### 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 database, the district must correct the Dual Enrollment Institution Type and resubmit the records.

## INDUSTRY CERTIFICATION – REJECT RULES

**29. If Industry Certification Outcome = P, then the Industry Certification Date Earned must be numeric and a valid date in the format of MMDDYYYY; for all other Industry Certification Outcomes, the Industry Certification Date Earned must be zero filled. - record rejected-**

### EXAMPLE

The second record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The first record would be rejected because the Industry Certification Outcome code is P but the Industry Certification Date Earned is not valid.

| Student Number<br>Identifier, Florida | Industry<br>Certification<br>Identifier | Industry<br>Certification<br>Outcome | Industry<br>Certification<br>Date Earned |
|---------------------------------------|---|--------------------------------------|--|
| * 012345675X                          | ACARI001                                | P                                    | 00000000                                 |
| 012345677X                            | NIASE007                                | P                                    | 10262018                                 |

### 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 database, the district must correct the Industry Certification Outcome code or the Industry Certification Date Earned and resubmit the record.

## INDUSTRY CERTIFICATION – STATE VALIDATION RULES

40. Each Industry Certification record must have a matching Student Demographic Information record based on District Number, Current Instruction; Student Number Identifier, Florida; Survey Period Code; and Year. -state validation -

### EXAMPLE

The first and second Industry Certification records listed below would pass this edit. However, the third and fourth Industry Certification records would fail this edit because there are no matching Student Demographic Information records.

#### *Industry Certification Records*

| District Number, Current Instruction | Student Number Identifier, Florida | Survey Period Code | Year |
|--------------------------------------|------------------------------------|--------------------|------|
| 01                                   | 019876543X                         | 5                  | **** |
| 01                                   | 019876544X                         | 5                  | **** |
| * 01                                 | 019876545X                         | 5                  | **** |
| * 01                                 | 019876548X                         | 5                  | **** |

#### *Student Demographic Information Records*

| District Number, Current Instruction/ Service | Student Number Identifier, Florida | Survey Period Code | Year |
|---|------------------------------------|--------------------|------|
| 01  | 019876543X                         | 5                  | **** |
| 01  | 019876544X                         | 5                  | **** |

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

### DISTRICT RESPONSIBILITY

The district must delete the Industry Certification records if they were submitted in error or submit Student Demographic Information records that match on the indicated fields.

## INDUSTRY CERTIFICATION – STATE VALIDATION RULES

41. If Course Number begins with a number and school year-course taken = school year-record submitted; and

- Is a course number from the Career and Technical Education/Adult General Education Program Edit file (F61730) for the School Year – Course Taken; and
- Is not 1006300, 2000350, 2000360, 2102360, 2102365, 2102370, 3027010, or 3027020;

Then there must be a matching record on the Career and Technical Education Student Course Schedule format based on Student Number Identifier, Florida; District Number, Current Instruction; School Number, Current Instruction; Survey Period Code; Career and Technical Education/Adult General Education Program Code; Course Number; School Year - Record Submitted. – state validation -

### EXAMPLE

The first and second Industry Certification records listed below would pass this edit. However, the third and fourth Industry Certification records would fail this edit because there are no matching Career and Technical Education Student Course Schedule records.

#### *Industry Certification Records*

| District Number,<br>Current Instruction | Student Number<br>Identifier, Florida | Course Number |
|---|---------------------------------------|---------------|
| 01                                      | 019876543X                            | 8730010       |
| 01                                      | 019876544X                            | 8730010       |
| * 01                                    | 019876545X                            | 8730010       |
| * 01                                    | 019876548X                            | 8730010       |

#### *Career and Technical Education Student Course Schedule Records*

| District Number,<br>Current Instruction | Student Number<br>Identifier, Florida | Course Number |
|---|---------------------------------------|---------------|
| 01                                      | 019876543X                            | 8730010       |
| 01                                      | 019876544X                            | 8730010       |

### DISTRICT RESPONSIBILITY

The district must delete the Industry Certification records if they were submitted in error or submit Career and Technical Education Student Course Schedule records that match on the indicated fields.

## INDUSTRY CERTIFICATION - EXCEPTION REPORTS

60. The student's Grade Level code on the Industry Certification record must agree with the Grade Level code on the Student Demographic record submitted by the district of instruction. Matched based on District Number, Current Instruction; Student Number Identifier, Florida; Survey Period Code; and Year.  
-exception report-

### EXAMPLE

The first and third records listed below would pass the edit criteria. However, the second and fourth records would cause a message to be generated because the Grade Level codes on the Student Demographic and Industry Certification records do not agree.

#### *Industry Certification*

| District Number, Instruction/ Service | Student Number, Identifier Florida | Grade Level |
|---------------------------------------|------------------------------------|-------------|
| 49                                    | 491234566X                         | 12          |
| * 49                                  | 491234567X                         | 11          |
| 49                                    | 491234568X                         | 11          |
| * 49                                  | 491234569X                         | 12          |

#### *Student Demographic*

| District Number, Instruction/ Service | Student Number, Identifier Florida | Grade Level |
|---------------------------------------|------------------------------------|-------------|
| 49                                    | 491234566X                         | 12          |
| * 49                                  | 491234567X                         | 12          |
| 49                                    | 491234568X                         | 11          |
| * 49                                  | 491234569X                         | 11          |

### DISTRICT RESPONSIBILITY

The district should verify the student's Grade Level to assure that the Grade Level at the time the course was taken is actually different than the student's Grade Level at the end of the school year. If the Grade Level should be the same, correct the Grade Level. If the reported Grade Level is correct, no action is necessary.