

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

1. **District Number, Reporting District must be numeric, in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-**

### EXAMPLE

If district 01 is submitting records, District Number, Reporting District must be 01 for all records. In the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, Reporting District is 02 rather than 01 (the number of the district submitting the record). The fourth record would be rejected because the District Number, Reporting District is not in the valid range of numbers.

| District Number,<br>Reporting District | School Number,<br>Where Incident<br>Occurred | Incident,<br>Identifier |
|--|--|-------------------------|
| 01                                     | 0271   | A0000001                |
| 01                                     | 0271   | A0000002                |
| * 02                                   | 0271   | D0000003                |
| * 99                                   | 0271   | AA000004                |

### DISTRICT RESPONSIBILITY

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

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2. **School Number, Where Incident Occurred must be numeric in the range 0001 - 9899. -record rejected-**

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Where Incident Occurred is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Where Incident Occurred is not numeric.

| District Number,<br>Reporting District | School Number,<br>Where Incident<br>Occurred | Incident,<br>Identifier |
|--|--|-------------------------|
| 01                                     | 0271   | AA000001                |
| 01                                     | 0271   | BB000002                |
| * 01                                   | 9999   | CC000003                |
| * 01                                   | C901   | DD000004                |

### DISTRICT RESPONSIBILITY

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

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3. **School Number, Where Incident Occurred must exist on the Master School Identification File as a valid school in the District Number, Reporting District.**  
-record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Where Incident Occurred is not a valid school number for this reporting district.

| District Number,<br>Reporting District | School Number,<br>Where Incident<br>Occurred | Incident,<br>Identifier |
|--|--|-------------------------|
| 01                                     | 0271   | 00000C61                |
| 01                                     | 0271   | 00000AA2                |
| * 01                                   | 0062   | 00000C24                |

### 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, Where Incident Occurred and resubmit the record.

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

The survey period as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "5". However, records on the transmission have a Survey Period Code "2". All updates, adds or deletes with this inconsistency will be rejected.

### **DISTRICT RESPONSIBILITY**

The district must correct the Survey Period Code either on the records coming in or the transmission JCL and all records must be resubmitted.

- 5. School Year must be correct for the submission submitted by the District. -record rejected-**

### **EXAMPLE**

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as "9900". However, records on the transmission have School Year coded as "9899". All updates, adds or deletes with this inconsistency will be rejected.

### **DISTRICT RESPONSIBILITY**

The district must correct the School Year either on the records coming in or the transmission JCL and all records must be resubmitted.

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

6. Incident, Identifier must be alphanumeric, may not be zero, and must not contain blanks. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Incident Identifier contains a blank.

| District Number,<br>Reporting District | School Number,<br>Where Incident<br>Occurred | Incident,<br>Identifier |
|--|--|-------------------------|
| 01                                     | 0271   | 00000062                |
| 01                                     | 0271   | 00000016                |
| * 01                                   | 0271   | 000 C013                |

### 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 Incident, Identifier and resubmit the record.

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7. Incident, Date must be numeric, must be a valid date, and in the range of 07/01/1999 to 08/31/2000. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Incident, Date is not a valid date.

| District Number,<br>Reporting District | School Number,<br>Where Incident<br>Occurred | Incident,<br>Identifier | Incident,<br>Date |
|--|--|-------------------------|-------------------|
| 01                                     | 0271   | A0000001                | 12111999          |
| 01                                     | 0271   | B0000002                | 01182000          |
| * 01                                   | 0271   | S0000003                | 02301999          |

### 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 Incident, Date and resubmit the record.

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

### 8. Incident, Location must be 1, 2 or 3. -record rejected-

#### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Incident, Location is not a valid code.

| District Number,<br>Reporting District | School Number,<br>Where Incident<br>Occurred | Incident,<br>Identifier | Incident,<br>Location |
|--|--|-------------------------|-----------------------|
| 48                                     | 0931   | W0000001                | 1                     |
| 48                                     | 0931   | A0000002                | 2                     |
| * 48                                   | 0931   | S0000003                | 5                     |

#### 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 Incident, Location and resubmit the record.

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

9. Incident, Type must be a valid code as listed in Appendix P of the DOE Information Data Base Requirements: Volume 1--Automated Student Information System Manual. (ZZZ is a local use only code, and is not valid for reporting to the state.) -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Incident, Type is not a valid code.

| District Number,<br>Reporting<br>District | School Number<br>Where Incident<br>Occurred | Incident ,<br>Identifier | Incident,<br>Type | Incident,<br>Date |
|---|---|--------------------------|-------------------|-------------------|
| 13  | 6071  | C0000001                 | ALC               | 12111999          |
| 13  | 6071  | A0000002                 | ARS               | 10051999          |
| * 13                                      | 6071  | S0000003                 | FRM               | 10241999          |

### 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 Incident, Type and resubmit the record.



## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

### 10. Incident, Involvement Type code must be S, N, B, or U. -record rejected-

#### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Involvement Type is not a valid code.

| District Number,<br>Reporting District | School Number,<br>Where Incident<br>Occurred | Incident,<br>Identifier | Incident,<br>Involvement<br>Type |
|--|--|-------------------------|----------------------------------|
| 01                                     | 0271   | H0000001                | S                                |
| 01                                     | 0271   | S0000002                | N                                |
| * 01                                   | 0271   | W0000003                | Z                                |

#### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Involvement Type code and resubmit the record.

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

11. Incident, Reported to Law Enforcement code must be Y or N. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Reported to Law Enforcement code is not a valid code.

| District Number,<br>Reporting District | School Number,<br>Where Incident<br>Occurred | Incident,<br>Identifier | Incident,<br>Reported to<br>Law<br>Enforcement |
|--|--|-------------------------|--|
| 01                                     | 0271   | VT000001                | Y  |
| 01                                     | 0271   | AR000002                | N  |
| * 01                                   | 0271   | BE000003                | Z  |

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Reported to Law Enforcement code and resubmit the record.

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

### 12. Incident, Gang-Related code must be Y or N. -record rejected-

#### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Gang-Related code is not a valid code.

| District Number,<br>Reporting District | School Number,<br>Where Incident<br>Occurred | Incident,<br>Identifier | Incident,<br>Gang-<br>Related |
|--|--|-------------------------|-------------------------------|
| 01                                     | 0271   | AR000001                | Y                             |
| 01                                     | 0271   | FA000002                | N                             |
| * 01                                   | 0271   | SH000003                | Z                             |

#### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Gang-Related code and resubmit the record.

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

### 13. Incident, Alcohol-Related code must be Y or N. -record rejected-

#### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Alcohol-Related code is not a valid code.

| District Number,<br>Reporting District | School Number,<br>Where Incident<br>Occurred | Incident,<br>Identifier | Incident,<br>Alcohol-<br>Related |
|--|--|-------------------------|----------------------------------|
| 01                                     | 0271   | 00000AS1                | Y                                |
| 01                                     | 0271   | 00000FA2                | N                                |
| * 01                                   | 0271   | 00000WP3                | Z                                |

#### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Alcohol-Related code and resubmit the record.

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

### 14. Incident, Drug-Related code must be Y or N. -record rejected-

#### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Drug-Related code is not a valid code.

| District Number,<br>Reporting District | School Number,<br>Where Incident<br>Occurred | Incident,<br>Identifier | Incident,<br>Drug-<br>Related |
|--|--|-------------------------|-------------------------------|
| 01                                     | 0271   | 00000S61                | Y                             |
| 01                                     | 0271   | 0000SA42                | N                             |
| * 01                                   | 0271   | 00000BA3                | Z                             |

#### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Drug-Related code and resubmit the record.

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

### 15. Incident, Hate Crime-Related code must be Y or N. -record rejected-

#### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Hate Crime-Related code is not a valid code.

| District Number,<br>Reporting District | School Number,<br>Where Incident<br>Occurred | Incident,<br>Identifier | Incident,<br>Hate Crime-<br>Related |
|--|--|-------------------------|-------------------------------------|
| 01                                     | 0271   | DO000001                | Y                                   |
| 01                                     | 0271   | SB000002                | N                                   |
| * 01                                   | 0271   | WP000003                | Z                                   |

#### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Hate Crime-Related code and resubmit the record.

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

### 16. Incident, Weapon-Related code must be Y or N. -record rejected-

#### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Weapon-Related code is not a valid code.

| District Number,<br>Reporting District | School Number,<br>Where Incident<br>Occurred | Incident,<br>Identifier | Incident,<br>Weapon-<br>Related |
|--|--|-------------------------|---------------------------------|
| 01                                     | 0271   | FA000001                | Y                               |
| 01                                     | 0271   | DC000002                | N                               |
| * 01                                   | 0271   | DC000003                | Z                               |

#### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Weapon-Related code and resubmit the record.

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

17. **Weapon, Description code must be F, H, K, O, R, U, or Z. -record rejected-**

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Weapon, Description code is not a valid code.

| District Number,<br>Reporting District | School Number,<br>Where Incident<br>Occurred | Incident,<br>Identifier | Weapon,<br>Description |
|--|--|-------------------------|------------------------|
| 01                                     | 0271   | 00000AR1                | F                      |
| 01                                     | 0271   | 00000BT2                | Z                      |
| * 01                                   | 0271   | 00000SB3                | G                      |

### 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 Weapon, Description code and resubmit the record.



## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

### 18. Incident, Context code must be 1, 2 or 3. -record rejected-

#### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Context code is not a valid code.

| District Number,<br>Reporting District | School Number,<br>Where Incident<br>Occurred | Incident,<br>Identifier | Incident,<br>Context |
|--|--|-------------------------|----------------------|
| 01                                     | 0271   | VT000001                | 2                    |
| 01                                     | 0271   | VA000002                | 1                    |
| * 01                                   | 0271   | BE000003                | V                    |

#### 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 Incident, Context code and resubmit the record.

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

19. If Incident, Weapon-Related code is Y, then Weapon, Description code must be F, H, K, O, R, or U. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Weapon-Related code is Y and Weapon, Description is not one of the codes F, H, K, O, R or U.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Weapon-Related | Weapon, Description |
|-------------------------------------|--|----------------------|--------------------------|---------------------|
| 01                                  | 0271                                   | AS000001             | Y                        | F                   |
| 01                                  | 0271                                   | DO000002             | Y                        | K                   |
| * 01                                | 0271                                   | SH000003             | Y                        | Z                   |

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Weapon-Related code and Weapon, Description and resubmit the record.

## **SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES**

**20. 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 records must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

### **DISTRICT RESPONSIBILITY**

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

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

**21. Each School Environmental Safety Incident Report record must be unique based on District Number, Reporting District; School Number, Where Incident Occurred; Survey Period Code; School Year; and Incident, Identifier. -first record accepted, all other duplicate records rejected-**

### EXAMPLE

The first, second, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fifth record would be rejected because it is a duplicate of the second record.

| District Number, Reporting District | School Number, Where Incident Occurred | Survey Period Code | School Year | Incident, Identifier |
|-------------------------------------|--|--------------------|-------------|----------------------|
| 29                                  | 2841                                   | 5                  | 9900        | 00000001             |
| 29                                  | 2841                                   | 5                  | 9900        | 00000002             |
| 29                                  | 2841                                   | 5                  | 9900        | 00000003             |
| 29                                  | 2841                                   | 5                  | 9900        | 00000004             |
| * 29                                | 2841                                   | 5                  | 9900        | 00000002             |

### DISTRICT RESPONSIBILITY

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

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

22. If Incident, Type code is WPO, then Weapon, Description code must be F, H, K, O, R, or U. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Type is WPO and Weapon, Description is not one of the codes F, H, K, O, R, or U.

| District<br>Number,<br>Reporting<br>District | School<br>Number,<br>Where Incident<br>Occurred | Incident,<br>Identifier | Incident,<br>Type | Weapon,<br>Description |
|--|---|-------------------------|-------------------|------------------------|
| 01   | 0271  | AS000001                | WPO               | F                      |
| 01   | 0271  | DO000002                | BAT               | Z                      |
| * 01   | 0271  | SH000003                | WPO               | Z                      |

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Type and Weapon, Description and resubmit the record.

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

23. If Incident, Type code is WPO, then Incident, Weapon-Related code must be Y. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Type is WPO and Incident, Weapon-Related is not coded Y.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Weapon-Related |
|-------------------------------------|--|----------------------|----------------|--------------------------|
| 01                                  | 0271                                   | AS000001             | WPO            | Y                        |
| 01                                  | 0271                                   | DO000002             | WPO            | Y                        |
| * 01                                | 0271                                   | SH000003             | WPO            | N                        |

### 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 Incident, Type and Incident, Weapon-Related and resubmit the record.

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

24. If Incident, Type code is ALC, then Incident, Alcohol-Related code must be Y. -record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Type is ALC and Incident, Alcohol-Related is not coded Y.

| District Number, Reporting District | School Number, Where Incident Occurred | Incident, Identifier | Incident, Type | Incident, Alcohol-Related |
|-------------------------------------|--|----------------------|----------------|---------------------------|
| 01                                  | 0271                                   | AS000001             | ALC            | Y                         |
| 01                                  | 0271                                   | DO000002             | ALC            | Y                         |
| * 01                                | 0271                                   | SH000003             | ALC            | N                         |

### 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 Incident, Type and Incident, Alcohol-Related and resubmit the record.

## SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

25. If Incident, Type code is DRG, then Incident, Drug-Related code must be Y.  
-record rejected-

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Incident, Type is DRG and Incident, Drug-Related is not coded Y.

| District<br>Number,<br>Reporting<br>District | School<br>Number,<br>Where Incident<br>Occurred | Incident,<br>Identifier | Incident,<br>Type | Incident,<br>Drug-<br>Related |
|--|---|-------------------------|-------------------|-------------------------------|
| 01   | 0271  | AS000001                | DRG               | Y                             |
| 01   | 0271  | DO000002                | DRG               | Y                             |
| * 01   | 0271  | SH000003                | DRG               | N                             |

### 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 Incident, Type and Incident, Drug-Related and resubmit the record.