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

#### **EXAMPLE**

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range.

District Number,	School Number,	
Current Instruction/	Current Instruction/	Student Number
Service	Service	Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	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 data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

# 2. School Number, Current Instruction/Service must be numeric in the range 0001 to 9899. -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, Current Instruction/Service is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Instruction/Service is not numeric.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida
01	0021	012345676X
01	0021	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 data base, the district must correct the School Number, Current Instruction/Service and resubmit the records.

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 01-70 or 72-76. -record rejected-

Note: For additional information on Student Number Identifier, Florida refer to <a href="DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual">DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual</a>.

#### **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 when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth and sixth records 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.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	0123 56791

#### 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 Student Number Identifier, Florida and resubmit the records.

4. Survey Period Code must be F, W or S and must be correct for the submission specified by the district. -record rejected-

#### **EXAMPLE**

The Survey Period Code as specified in the transmission Job Control Language (JCL) or in statements for tape transmission is identified as Survey Period "W". However, records on the transmission have a Survey Period Code "F". All updates, adds or deletes with this inconsistency would be rejected.

#### DISTRICT RESPONSIBILITY

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

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

#### **EXAMPLE**

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

#### DISTRICT RESPONSIBILITY

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

6. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

#### **EXAMPLE**

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

#### DISTRICT RESPONSIBILITY

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

7. Each WDIS Student End of Term Status record must be unique based on the keys of District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code; Fiscal Year; and Grade Level. If more than one WDIS Student End of Term Status record is submitted for a student, only one record with Grade Level = 09-12 will be accepted and only one record with Grade Level = 30 or 31 will be accepted. -record 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 since it is the second record submitted for the same student with a Grade Level in the range 09-12.

	Student			
District Number,	Number	Survey		
Current Instruction/	Identifier,	Period	Fiscal	Grade
Service	Florida	Code	Year	Level
01	012345676X	F	9900	12
01	012345676X	F	9900	30
01	012345677X	F	9900	31
01	012345678X	F	9900	11
* 01	012345678X	F	9900	12

#### 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 an invalid record, correct any rejected record if necessary, and resubmit the corrected record.

## 8. Diploma Type must be W06, W07, W10, W27, W43, W45 or ZZZ. -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 and third records would be rejected because the Diploma Type codes are invalid.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Diploma Type	
30	301234567X	W06	
* 30	301234568X	W44	
* 30	301234569X	XXX	

#### **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 Diploma Type code and resubmit the records.

## 9. Certificate of Completion, Type must be W08, W09, W44 or ZZZ. -record rejected-

#### **EXAMPLE**

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because Certificate of Completion, Type is an invalid code.

District Number,		
Current Instruction/	Student Number	Certificate of
Service	Identifier, Florida	Completion, Type
30	301234567X	W08
* 30	301234568X	W43
* 30	301234569X	XXX

#### **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 Certificate of Completion, Type code and resubmit the records.

### 10. Vocational Credential, Other must be V, A, N, or Z. -record rejected-

#### **EXAMPLE**

The first and second records listed below would be rejected. The first record would be rejected because the Vocational Credential, Other code is invalid. The second record would be rejected because the Vocational Credential, Other code was left blank. The third record would be accepted assuming no other reject rule would cause its rejection.

Student Number Identifier, Florida	Vocational Credential, Other
* 012345678X	K
* 012345679X 012345677X	V

#### 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 Vocational Credential, Other code and resubmit the records.

11. Postsecondary Education Plans code must be numeric and equal to 1, 2, 3, 4, 5, 6, 7, or 8. -record rejected-

#### **EXAMPLE**

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected. The second record would be rejected because the Postsecondary Education Plans code is not numeric. The third record would be rejected because the Postsecondary Education Plans code is not in the range 1-8.

District Number,		
Current Instruction/	Student Number	Postsecondary
Service	Identifier, Florida	Education Plans
30	301234567X	3
* 30	301234568X	Α
* 30	301234569X	9

#### DISTRICT RESPONSIBILITY

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

12. Grade Point Average State, Cumulative must be numeric and greater than or equal to zero but must not exceed 4.0000. Note: Four decimal places assumed. -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 Grade Point Average State, Cumulative is not numeric. The third record would be rejected because Grade Point Average State, Cumulative exceeds 4.0000.

District Number,		Grade Point
Current Instruction/ Service	Student Number Identifier, Florida	Average State, Cumulative
43	431234567X	36000
* 43	431234568X	
* 43	431234569X	41234

#### 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 Grade Point Average State, Cumulative and resubmit the records.

### 13. Grade Level code must be 09-12, 30 or 31. -record rejected-

#### **EXAMPLE**

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

Student Number Identifier, Florida	Course Number	Grade Level
630123454X	A010214	31
* 630123455X	A010214	7
* 630123456X	A010214	KG
* 630123457X	A010214	AD
630123458X	A010214	12
630123459X	A010214	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 data base, the district must correct the Grade Level and resubmit the records.

14. The School Number, Current Instruction/Service must exist on the Master School Identification file as a valid school number in the district of enrollment. -record rejected-

#### **EXAMPLE**

The record listed below would be rejected because the School Number, Current Instruction/Service is not valid on the Master School Identification File for the District Number, Current Instruction/Service.

District Number,	School Number,	
Current Instruction/	Current Instruction/	Student Number
Service	Service	Identifier, Florida
* 01	0351	012345678X

#### 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, Current Instruction/Service and resubmit the record.

### 15. Deleted 7/99.

### 16. Tech Prep Participant code must be Y or N. -record rejected-

#### **EXAMPLE**

The records listed below would be rejected. The first record would be rejected because the Tech Prep Participant code is invalid. The second record would be rejected because the Tech Prep Participant code was left blank.

Student Number	Tech Prep
Identifier, Florida	Participant

\* 012345678X K

\* 012345679X

#### 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 Tech Prep Participant codes and resubmit the records.

### 17. Service Learning Participant code must be Y or N. -record rejected-

#### **EXAMPLE**

The records listed below would be rejected. The first record would be rejected because the Service Learning Participant code is invalid. The second record would be rejected because the Service Learning Participant code was left blank.

Student Number Identifier, Florida	Service Learning Participant	
* 012345678X * 012345679X	М	

#### 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 Service Learning Participant codes and resubmit the records.

### 18. Internship Participant code must be Y or N. -record rejected-

#### **EXAMPLE**

The records listed below would be rejected. The first record would be rejected because the Internship Participant code is invalid. The second record would be rejected because the Internship Participant code was left blank.

Student Number	Internship
Identifier, Florida	Participant

\* 012345678X J

\* 012345679X

#### 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 Internship Participant codes and resubmit the records.

### 19. Mentoring/Coaching Participant code must be Y or N. -record rejected-

#### **EXAMPLE**

The records listed below would be rejected. The first record would be rejected because the Mentoring/Coaching Participant code is invalid. The second record would be rejected because the Mentoring/Coaching Participant code was left blank.

Student Number Identifier, Florida	Mentoring/Coaching Participant		
* 012345678X * 012345679X	G		

#### 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 Mentoring/Coaching Participant codes and resubmit the records.

# 20. School Based Enterprise Participant code must be Y or N. -record rejected-

#### **EXAMPLE**

The records listed below would be rejected. The first record would be rejected because the School Based Enterprise Participant code is invalid. The second record would be rejected because the School Based Enterprise Participant code was left blank.

	School Based
Student Number	Enterprise
Identifier, Florida	Participant
* 012345678X	F
* 012345679X	

#### **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 Based Enterprise Participant codes and resubmit the records.

# 21. If Diploma Type is W06, W07 or W10, Grade Level must be one of the grades 09-12. -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 Grade Level is not appropriate for the Diploma Type code W06.

Student Number	Grade	Diploma
Identifier, Florida	Level	Type
012345678X	12	W06
* 012345679X	30	W06

#### **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 Diploma Type code or the Grade Level so that they are in the proper relationship with each other and resubmit the record.

# 22. If Certificate of Completion, Type is W08 or W09, Grade Level must be one of the grades 09-12. -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 Grade Level is not appropriate for the Certificate of Completion, Type code W09.

Student Number Identifier, Florida	Grade Level	Certificate of Completion, Type
012345678X	12	W08
012345679X	30	W09

#### 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 Certificate of Completion, Type code or the Grade Level so that they are in the proper relationship with each other and resubmit the record.

# 23. If Diploma Type is other than ZZZ, then Certificate of Completion, Type must be ZZZ and vice versa. -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 both a Diploma Type and a Certificate of Completion, Type code were reported for the same student.

Student Number	<b>D</b> : 1	Certificate of
Identifier, Florida	Diploma Type	Completion, Type
012345678X	W06	ZZZ
* 012345679X	W06	W08

#### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Diploma Type code or the Certificate of Completion, Type code and resubmit the record.

# 24. Adult Education Entrance Profile code must be A-D, F, G or Z. No code may be repeated except Z. -record rejected-

#### **EXAMPLE**

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Adult Education Entrance Profile code contain blanks and spaces. The third record would be rejected because H is not a valid Adult Education Entrance Profile code.

District Number,			
Current Instruction/	Student Number	Survey Period	Adult Education
Service	Identifier, Florida	Code	<b>Entrance Profile</b>
* 05	051234567X	W	AFG_
05	051234569X	W	ACFGZ
* 05	051234568X	W	AHZZZ

#### 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 Adult Education Entrance Profile and resubmit the records.

# 25. If one of the Adult Education Entrance Profile codes is an A, then code B may not also be used and vice versa. -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 Adult Education Entrance Profile code B may not be used with the code A.

District Number,			
Current Instruction/	Student Number	Survey Period	Adult Education
Service	Identifier, Florida	Code	Entrance Profile
05	051234567X	S	ACEFZ
* 05	052345678X	S	ABZZZ
05	054567893X	S	AEZZZ

#### 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 codes in the Adult Education Entrance Profile field and resubmit the record.

26. If one of the Adult Education Entrance Profile codes is a D, then code F may not also be used and vice versa. -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 Adult Education Entrance Profile code F may not be used with the code D.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Survey Period Code	Adult Education Entrance Profile
05	051234567X	S	DCEZZ
* 05	052345678X	S	DFZZZ
05	054567893X	S	BCEZZ

#### 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 codes in the Adult Education Entrance Profile field and resubmit the record.

### 27. Adult Employment Status code must be E, U, N, or Z. -record rejected-

#### **EXAMPLE**

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Adult Employment Status code is blank. The third record would be rejected because W is not a valid Adult Employment Status code.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Survey Period Code	Adult Employment Status
* 05	051234567X	W	_
05	051234569X	W	E
* 05	051234568X	W	W

#### 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 Adult Employment Status code and resubmit the records.

28. Up to five codes, A-D, F, or G, may be reported in the Adult Education Entrance Profile field. If less than five of these codes are reported, the remaining positions in the field must be Z-filled. -record rejected-

#### **EXAMPLE**

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first record would be rejected because three Adult Education Entrance Profile codes were reported and the remaining positions are not Z-filled.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Survey Period Code	Adult Education Entrance Profile
* 05	123456789X	W	AFG
05 05	123456790X 123456791X	W	ACFGZ AFGZZ

#### 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 Adult Education Entrance Profile field and resubmit the record.

# 29. If Diploma Type is W43 or W45, Grade Level must be one of the grades 30 or 31. -record rejected-

#### **EXAMPLE**

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first record would be rejected because the relationship between the Diploma Type code and Grade Level is not appropriate.

Student			
Number	Survey		
Identifier,	Period	Diploma	Grade
Florida	Code	Type	Level
123456789X	W	W45	12
123456790X	W	W45	31
123456791X	W	W43	30
	Number Identifier, Florida 123456789X 123456790X	Number Survey Identifier, Period Florida Code  123456789X W 123456790X W	Number Survey Identifier, Period Diploma Florida Code Type  123456789X W W45 123456790X W W45

#### 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 Diploma Type code or the Grade Level and resubmit the record.

30. If Certificate of Completion, Type is W44, Grade Level must be one of the grades 30 or 31. -record rejected-

#### **EXAMPLE**

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the relationship between the Certificate of Completion, Type code and Grade Level is not appropriate.

Grade
Level
12
31

#### 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 Certificate of Completion, Type code or the Grade Level and resubmit the record.

#### WDIS STUDENT END OF TERM STATUS - STATE VALIDATION

70. Each WDIS Student End of Term Status record must have a matching WDIS Student Demographic record based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and Fiscal Year. -state validation 3-

### \*\*ALLOWABLE for Batch/update\*\*

#### **EXAMPLE**

The WDIS Student End of Term Status record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching WDIS Student Demographic record.

### WDIS Student End of Term Status records

District			
Number,	Student		
Current	Number	Survey	
Instruction/	Identifier,	Period	Fiscal
Service	Florida	Code	Year
		_	
01	012345678X	F	9900
* 01	019876545X	F	9900
01	429876546X	F	9900

### WDIS Student Demographic records

District Number, Current	Student Number	Survey	
Instruction/	Identifier,	Period	Fiscal
Service	Florida	Code	Year
01	012345678X	F	9900
01	429876546X	F	9900

#### **DISTRICT RESPONSIBILITY**

The district must delete the WDIS Student End of Reporting Period Status record or add a WDIS Student Demographic record to match the above key fields.

#### WDIS STUDENT END OF TERM STATUS - STATE VALIDATION

## 71. If Diploma Type = W06, then Exceptionality, Primary may not be A, B, N, O, or P. -state validation 3-

#### **EXAMPLE**

The first set of records listed below would pass this edit. The second set of records would not pass the edit because the Diploma Type code and the Exceptionality, Primary code do not have the expected relationship.

WDIS Student Demographic

WBIG Ena or Tour Glatas		WD10 Stadent Bernegrapine		
Student Number Identifier, Florida	Diploma Type	Student Number Identifier, Florida	Exceptionality, Primary	
012345678X 012345679X	W06 W06	012345678X 012345679X	K N	

#### **DISTRICT RESPONSIBILITY**

WDIS End of Year Status

The district should verify the Diploma Type and the Exceptionality, Primary, and correct the record if in error.