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

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The 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 Instruction/Service	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 02	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. Deleted 7/02.

3. **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 Enrollment	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.

4.   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 <u>**DOE Information Data Base Requirements: Volume I -- Automated Student Information System**</u> **Manual.**

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 digit 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 while the tenth position is numeric.

District Number, Current Enrollment	School Number, Current Enrollment	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.

5.   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 Survey Period Code must be corrected either on the records coming in or the Transmission JCL and all records must be resubmitted.

6.   WDIS Reporting Year must be correct for the submission specified by the district. -record rejected-

   EXAMPLE

   The WDIS Reporting Year as specified in the transmission JCL or in statements for tape transmission is identified as "0102". However, records on the transmission have WDIS Reporting Year coded as "0203". All updates, adds or deletes with this inconsistency would be rejected.

   DISTRICT RESPONSIBILITY

   The district must correct the WDIS Reporting Year either on the records coming in or the Transmission JCL and resubmit all the records.

7. **The first nine positions of Student Number Identifier - Alias, Florida must be numeric. The tenth position of Student Number Identifier - Alias, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier - Alias, 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 - Alias, Florida refer to <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

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 - Alias, Florida, the tenth digit must be an "X". The fourth and sixth records would be rejected because the Student Number Identifier - Alias, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number while the tenth position is numeric.

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier - Alias, 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 - Alias, Florida and resubmit the records.

8.   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.

9.   Each WDIS Student Demographic record must be unique based on District Number, Current Instruction/Services; Student Number Identifier, Florida; Survey Period Code and WDIS Reporting Year. -first duplicate record accepted, all others rejected-

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates (same District Number, Current Instruction/Services; Student Number Identifier, Florida; Survey Period Code and WDIS Reporting Year) of the first and fourth records, respectively.

District Number, Current Instruction/ Services	Student Number Identifier, Florida	Survey Period Code	WDIS Reporting Year
01	012345675X	F	0203
* 01	012345675X	F	0203
01	012345677X	F	0203
01	012345678X	F	0203
* 01	012345678X	F	0203

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are correct ones, 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 delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

10.   The Student Name, Legal: Last Name must not be blank (Z-fill is NOT allowed).   Allowable characters include double or single quotation marks, commas, slashes, periods, parentheses, hyphens and accent marks.   -record rejected-

EXAMPLE

The record listed below would be rejected because the Student Name, Legal: Last Name is blank.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Student Name, Legal: Last Name	Student Name, Legal: First Name	Student Name, Legal: Middle/Maiden Name or Initial
* 01	0123456789		Clinton	S

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 Student Name, Legal: Last Name and resubmit the record.

11. **The Student Name, Legal: First Name must not be blank (Z-fill is NOT allowed). Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. Student middle name/appendage may be blank but must not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, parentheses, hyphens and accent marks. -record rejected-**

EXAMPLE

The record listed below would be rejected because the Student Name, Legal: First Name is blank.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Student Name, Legal: Last Name	Student Name, Legal: First Name	Student Name, Legal: Middle/Maiden Name or Initial
* 01	0123456789	Williams		L

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 Student Name, Legal: First Name and resubmit the record.

12. **Birth Date must be numeric, a valid date and in the format MMDDYYYY. -record rejected-**

EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because Birth Date is not numeric; the second record would be rejected because Birth Date is an invalid date.

Student Number Identifier, Florida	Survey Period Code	WDIS Reporting Year	Birth Date
* 012345678X	2	0203	ZZZZZZZZ
* 012345679X	2	0203	02301985

DISTRICT RESPONSIBILITY

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

13. **Gender must be M or F. - record rejected -**

EXAMPLE

The first record below would be rejected because the Gender code is not valid. The second record would be accepted assuming no other reject rules would cause its rejection.

Student Number Identifier, Florida	Gender
* 012345678X	Y
012345679X	F

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 Gender code and resubmit the record.

14.   **Racial/Ethnic Category code must be W, B, H, A, I or M. -record rejected-**

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Racial/Ethnic Category code is not valid. The second record would be rejected because the Racial/Ethnic Category code was left blank.

Student Number Identifier, Florida	Gender	Racial/Ethnic Category
* 012345678X	M	Z
* 012345679X	F	

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 Racial/Ethnic Category code and resubmit the records.

15. **Limited English Proficient, Adult code must be Y or N. -record rejected-**

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Limited English Proficient, Adult code is not valid. The second record would be rejected because the Limited English Proficient, Adult code was left blank.

Student Number Identifier, Florida	Limited English Proficient, Adult
* 012345678X	0
* 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 Limited English Proficient, Adult codes and resubmit the records.

16.   Resident Status, State/County code must be 0, 1, 2, 3, 4, or 5.   -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Resident Status, State/County code is invalid. The second record would be rejected because the Resident Status, State/County code was left blank.

Student Number Identifier, Florida	Resident Status, State/County
* 012345678X	Z
* 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 Resident Status, State/County codes and resubmit the records.

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

EXAMPLE

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

Student Number Identifier, Florida	Grade Level
* 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 Grade Level codes and resubmit the records.

18.   Exceptionality, Primary must be either A, B, C, F, G, H, I, J, K, L, M, N, O, P, Q, S, V, 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 Exceptionality, Primary code is not valid. The fourth record would be rejected because Exceptionality, Primary is blank.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Exceptionality, Primary
01	0021	012345678X	A
01	0031	012345679X	K
* 01	0041	012345680X	D
* 01	0141	012345681X	

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 Exceptionality, Primary and resubmit the records.

19.   Deleted 7/02.

20. First-Time Student code must be Y, D or N. -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the First-Time Student code is invalid. The second record would be rejected because the First-Time Student code was left blank.

Student Number Identifier, Florida	First-Time Student
* 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 First-Time Student codes and resubmit the records.

21.   School Number, Current Instruction/Service must exist on the Master School Identification File as a valid school in the district of instruction/service. -record rejected-

EXAMPLE

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

District Number, Current Instruction/Service	School Number, Current Instruction/Service	Student Number Identifier, Florida
* 01	0102	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.

22.   Birth Date must indicate an age of twelve years or older by the end of the term. -record rejected-

Note: The end of term is an assigned date that corresponds to the end of the reporting period.

       EXAMPLE

       If the reporting period for the records listed below is Fall 2002 and the assigned end of term date is 12/30/02, the first record would be rejected because the Birth Date does not indicate a student twelve years of age or older. The second and third records would be loaded to the data base assuming no other reject rule would cause their rejection.

Student Number Identifier, Florida	Survey Period Code	WDIS Reporting Year	Birth Date
* 012345677X	F	0203	11041993
124356788X	F	0203	03121980
123547279X	F	0203	08111981

       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 Birth Date and resubmit the record.

23.   Deleted 7/02.

24. **Vocational, Displaced Homemaker code must be H or Z. -record rejected-**

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Vocational, Displaced Homemaker codes are invalid or blank.

Student Number Identifier, Florida	Vocational, Displaced Homemaker
* 012345677X	M
* 012345678X	
012345679X	H

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, Displaced Homemaker codes and resubmit the records.

25.   Vocational, Single Parent and Single Pregnant Woman code must be S, W, B or Z. -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Vocational, Single Parent and Single Pregnant Woman codes are invalid or blank.

Student Number Identifier, Florida	Vocational Single Parent and Single Pregnant Woman
* 012345677X	Y
* 012345678X	
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 data base, the district must correct the Vocational, Single Parent and Single Pregnant Woman codes and resubmit the records.

26.   **Adult Rural Resident must be R or Z. –record rejected-**

EXAMPLE

The first record below would be rejected because the Adult Rural Resident code is not valid. The second record would be accepted assuming no other reject rules would cause its rejection.

Student Number Identifier, Florida	Adult Rural Resident
* 012345678X	A
012345679X	R

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 Adult Rural Resident code and resubmit the record.

27. **Other Institutionalized Adult must be A or Z. –record rejected**-

EXAMPLE

The first record below would be rejected because the Other Institutionalized Adult code is not valid. The second record would be accepted assuming no other reject rules would cause its rejection.

Student Number Identifier, Florida	Other Institutionalized Adult
* 012345678X	Y
012345679X	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 database, the district must correct the Other Institutionalized Adult code and resubmit the record.

28.   **Veteran Student Indicator must be V or Z. –record rejected-**

EXAMPLE

The first record below would be rejected because the Veteran Student Indicator code is not valid. The second record would be accepted assuming no other reject rules would cause its rejection.

Student Number Identifier, Florida	Veteran Student Indicator
* 012345678X	Y
012345679X	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 database, the district must correct the Veteran Student Indicator code and resubmit the record.

70.   For Survey Periods F, W, or S each WDIS Student Demographic Record must have at least one matching WDIS Adult General Education Student Course record or WDIS Vocational Student Course record based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and WDIS Reporting Year. -state validation 3-

EXAMPLE

The WDIS Student Demographic record listed below would generate an error message because there is no WDIS Adult General Education Student Course record or WDIS Vocational Student Course record based on the key items of District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and WDIS Reporting Year.

WDIS Student Demographic record

District Number, Current Instruction/Service	Student Number Identifier, Florida	Survey Period Code	WDIS Reporting Year
* 01	012345678X	W	0203

WDIS Adult General Education Student Course record

No WDIS Adult General Education Student Course record submitted

WDIS Vocational Student Course record

No WDIS Vocational Student Course record submitted

DISTRICT RESPONSIBILITY

If the WDIS Student Demographic record is valid, submit the Matching WDIS Adult General Education Student Course record or WDIS Vocational Student Course record. If the WDIS Student Demographic record is invalid, delete the record from the data base. If an error has been made in one or more of the four key items on either the WDIS Student Demographic record, WDIS Adult General Education Student Course record or WDIS Vocational Student Course record; they should be corrected so there are matching records based on the four key items of District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and WDIS Reporting Year. If this is the case, correct the appropriate record, delete the incorrect record, and add the correct record.

71. For Survey Periods F, W, or S each WDIS Student Demographic Record must have a matching WDIS Student End of Term Status record based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and WDIS Reporting Year . -state validation 3-

EXAMPLE

The WDIS Student Demographic record listed below would generate an error message because there is no WDIS Student End of Term Status record based on the key items of District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and WDIS Reporting Year.

WDIS Student Demographic record

District Number, Current Instruction/Service	Student Number Identifier, Florida	Survey Period Code	WDIS Reporting Year
* 01	012345678X	W	0203

WDIS Student End of Term Status record

No WDIS Student End of Term Status record submitted

DISTRICT RESPONSIBILITY

If the WDIS Student Demographic record is valid, submit the Matching WDIS Student End of Term Status record. If the WDIS Student Demographic record is invalid, delete the record from the data base. If an error has been made in one or more of the four key items on either the WDIS Student Demographic record or the WDIS Student End of Term Status record that should match, they should be corrected so that the two types of records match for each of the four key items of District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and WDIS Reporting Year. If this is the case, correct the appropriate record, delete the incorrect record, and add the correct record.

80. **If Grade Level is 09-12, then Resident Status, State/County must be in the range 0-3. If Grade Level is 30-31, then Resident Status, State/County must be 4 or 5. -exception report-**

EXAMPLE

The records listed below would cause a message to be generated because the relationship between Grade Level and Resident Status, State/County code is not the expected relationship as stated in the edit.

Student Number Identifier, Florida	WDIS Reporting Year	Survey Period Code	Grade Level	Resident Status, State/County
* 123456789X	0203	2	09	5
* 123456790X	0203	2	30	2

DISTRICT RESPONSIBILITY

The district should verify the Resident Status, State/County code and Grade Level, and correct if in error.

81.   Birth Date should not be reported as prior to 06/01/1922. -exception report-

EXAMPLE

The first record listed below would cause a message to be generated because the Birth Date is prior to the 06/01/1922 date. The second and third records would pass the edit and would load to the data base without a message.

Student Number Identifier, Florida	Survey Period Code	WDIS Reporting Year	Birth Date
* 012345677X	F	0203	11041919
124356788X	F	0203	03121980
123547279X	F	0203	08111981

DISTRICT RESPONSIBILITY

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