1.   District Number, Current Enrollment must be numeric, in the range 01-69, 71-75 or 78-79 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 Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X
* 02	0021	012345676X

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, Current Enrollment and resubmit the records.

2.   School Number, Current Enrollment must be numeric in the range 0001 to 9899, or it must be N998 or N999. -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 second 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, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	012345678X
01	0151	012345679X
* 01	9999	012345680X
* 01	C901	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 School Number, Current Enrollment 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 01-75 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 additional information on Student Number Identifier, Florida refer <u>to the 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 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, 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	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 data base, the district must correct the Student Number Identifier, Florida and resubmit the records.

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

   EXAMPLE

   The Survey Period Code as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "2". However, records on the transmission have a Survey Period Code "3". 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.

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 the valid year for data submission. However, records on the transmission have the previous Fiscal Year coded. All updates, adds or deletes with this inconsistency will be rejected.

   DISTRICT RESPONSIBILITY

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

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 Federal/State Indicator record must be unique based on the keys of District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Fiscal Year. -first record accepted, all other duplicate records 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 Student Number Identifier, Florida) of the first and fourth records, respectively.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
01	012345678X	2	****
* 01	012345678X	2	****
01	012345676X	2	****
01	012345679X	2	****
* 01	012345679X	2	****

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

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the 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.

8.   The code for Program Participation Prior to Kindergarten must be C, D, F, H, L, M, N, P, S, T, V or Z. -record rejected- ⟵

EXAMPLE

Both records listed below would be rejected because the Program Participation Prior to Kindergarten codes are invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Program Participation Prior to Kindergarten
* 01	012345678X	2	A
* 01	012345679X	2	K

DISTRICT RESPONSIBILITY

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

9. **The code for Prekindergarten Program Participation must be C, D, F, H, L, M, S, T, V or Z. -record rejected-**

EXAMPLE

Both records listed below would be rejected because the Prekindergarten Program Participation codes are invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Prekindergarten Program Participation
* 01	012345678X	2	A
* 01	019876545X	2	N

DISTRICT RESPONSIBILITY

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

→ 10. Career Academy Participant code must be A–Q 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 and third records would be rejected because the Career Academy Participant codes are invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Career Academy Participant
* 01	012345678X	5	S
01	601254693X	5	A
* 01	019876545X	5	T

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 Career Academy Participant codes and resubmit the records.

11.   Date Entered United States must be a valid date that is greater than 07/01/1983 and less than or equal to the survey date (for survey 5 use August 15) or Date Entered United States must be 00000000 or 99999999. -record rejected-

EXAMPLE

The first record would be rejected because the Date Entered United States is in the future. The second record would be rejected because the Date Entered the United States is prior to 07/01/1983. The third and fourth records would be loaded to the data base assuming no other reject rule would cause their rejection.

Student Number Identifier, Florida	Survey Period Code	Year	Date Entered United States
* 0123456789X	2	****	09142010
* 0123456790X	2	****	01091975
0123456791X	2	****	10192005
0123456792X	2	****	99999999

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

DISTRICT RESPONSIBILITY

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

12   **Immigrant Student code must be Y, N 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 Immigrant Student code is invalid. The fourth record would be rejected because the Immigrant Student code is blank.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Immigrant Student
01	123456789X	Y
01	123456790X	N
* 01	123456791X	2
* 01	123457891X	

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 Immigrant Student code and resubmit the record.

13 **If Immigrant Student code is Z, then the District Number, Current Enrollment must be 71 or the School Number, Current Enrollment must be 3518. - record rejected-**

EXAMPLE

The first three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because the Immigrant Student code is Z, the District Number, Current Enrollment is not 71 and the School Number, Current Enrollment is not 3518.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	School Number, Current Enrollment	Immigrant Student
01	123456789X	1234	Y
01	123456790X	2345	N
01	123456791X	3518	Z
* 01	123457891X	4567	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 Immigrant Student code and resubmit the record.

14.   Dropout Prevention/Juvenile Justice Programs must be A, D, E. N, P, R, U or Z. -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 and fifth records are rejected for invalid codes. The fourth record would be rejected because the Dropout Prevention/Juvenile Justice Programs field is blank.

Student Number Identifier, Florida	Dropout Prevention/ Juvenile Justice Programs
* 6301234560	B
6301234561	A
6301234562	U
* 6301234564	
* 6301234565	K

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 Dropout Prevention/Juvenile Justice Programs codes and resubmit the records.

21. **Immunization Status must be 0, 1, 2, 3, 4, 5, 6, 7 or 8. -record rejected-**

EXAMPLE

The first record listed below would be rejected because the Immunization Status code is invalid. The second record would be rejected because the Immunization Status code was left blank.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Immunization Status
* 01	012345678X	2	9
* 01	012345679X	2	

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 Immunization Status codes and resubmit the records.

23. **Early Admission Student code must be Y or Z. -record rejected-**

EXAMPLE

The first record listed below would be rejected because the Early Admission Student code is invalid. The second record would be rejected because the Early Admission Student code was left blank.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Early Admission Student
* 01	012345678X	2	0
* 01	012345679X	2	

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 Early Admission Student code and resubmit the records.

39. **The Section 504 Eligible code must be Y or Z. -record rejected-**

EXAMPLE

Both records listed below would be rejected because the Section 504 Eligible codes are invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Section 504 Eligible
* 01	012345678X	2	N
* 01	012345679X	2	E

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 Section 504 Eligible codes and resubmit the records.

40.   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 school number in the district of enrollment. -record rejected-

EXAMPLE

The record listed below would be rejected because the School Number, Current Enrollment is not valid and active on the Master School Identification File for the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number 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 Enrollment and resubmit the record.

41 **Homeless Student, PK-12 code must be A, B, D, E, U 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 code for Homeless Student, PK-12 is not valid.

District Number, Current Instruction/ Service	Student Number Identifier,Florida	Homeless Student, PK-12
05	123456789X	A
05	123456790X	D
* 05	123456791X	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 Homeless Student, PK-12 code and resubmit the record.

42. **Homeless Unaccompanied Youth code must be Y, N, 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 code for Homeless Unaccompanied Youth is not valid.

District Number, Current Instruction/ Service	Student Number Identifier,Florida	Homeless Unaccompanied Youth
05	123456789X	Y
05	123456790X	N
* 05	123456791X	H

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 Homeless Unaccompanied Youth code and resubmit the record.

43   If Homeless Student, PK-12 code is A, B, D, E, or U, Unaccompanied Youth must be Y or N. If Homeless Student, PK-12 code is N, Unaccompanied Youth must be 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 code for Homeless Student, PK-12 is not valid for a homeless student.

Student Number Identifier,Florida	Homeless Student, PK-12	Unaccompanied Youth
123456789X	E	N
123456790X	A	Y
*123456791X	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 appropriate field and resubmit the record.

50.   Each Federal/State Indicator Status record must have a matching Student Demographic record based on District Number, Current Instruction/Service (Student Demographic) and District Number, Current Enrollment (Federal/State Indicator Status); Student Number Identifier, Florida; School Number, Current Enrollment; Survey Period Code and Fiscal Year. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

Federal/State Indicator Status records

District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year
* 01	012345678X	0021	2	****
01	019876545X	0021	2	****
01	429876546X	0021	2	****

Student Demographic records

District Number, Current Instruction/ Service	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year
01	019876545X	0021	2	****
01	429876546X	0021	2	****

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

DISTRICT RESPONSIBILITY

The district must delete the Federal/State Indicator Status record or add a Student Demographic record to match the above key fields.

51.   The Immunization Status code for Grade Level KG must be 0, 1, 2, 3, or 4. -state validation 3-

EXAMPLE

Both Federal/State Indicator Status records listed below would cause a message to be generated because the Immunization Status codes are invalid for Grade Level KG.

Student Demographic records		*Federal/State Indicator Status records*	
Student Number Identifier, Florida	Grade Level	Student Number Identifier, Florida	Immunization Status
012345678X	KG	* 012345678X	6
267429345X	KG	* 267429345X	7

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Grade Level and Immunization Status.

**52.   If Grade Level = 07, Immunization Status code must be 0, 2, 3, 4, 6, 7, or 8.
-state validation 3-**

EXAMPLE

Both Federal/State Indicator Status records list below would cause a message to
be generated because the Immunization Status codes are invalid for Grade Level
07.

Student Demographic records		*Federal/State Indicator Status records*	
Student Number Identifier, Florida	Grade Level	Student Number Identifier, Florida	Immunization Status
012345678X	07	* 012345678X	1
019876545X	07	* 019876545X	5

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists
between Grade Level and Immunization Status.

53.   If Grade Level = PK, Prekindergarten Program Participation code must be C, D, F, H, L, M, S, T or V. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Grade Level and Prekindergarten Program Participation code.

Federal/State Indicator Status records

District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year	Prekindergarten Program Participation
* 01	019876545X	0021	2	****	N
01	429876546X	0021	2	****	M

Student Demographic Information records

District Number, Current Instruction/ Service	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Year	Grade Level
01	019876545X	0021	2	****	PK
01	429876546X	0021	2	****	PK

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

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Prekindergarten Program Participation and Grade Level.

54.   If Grade Level = KG, Program Participation Prior to Kindergarten code must be C, D, F, H, L, M, N, P, S, T or V. -state validation 3-   ⟵

ALLOWABLE for Batch/update

EXAMPLE

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Grade Level and Program Participation Prior to Kindergarten code.

Federal/State Indicator Status records

District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year	Program Participation Prior To Kindergarten
* 01	019876545X	0021	2	****	O
01	429876546X	0021	2	****	P ⟵
* 01	266323801X	0021	2	****	Z ⟵

Student Demographic Information records

District Number, Current Instruction/ Service	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Year	Grade Level
01	019876545X	0021	2	****	KG
01	429876546X	0021	2	****	KG
01	266323801X	0021	2	****	KG ⟵

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

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Program Participation Prior to Kindergarten and Grade Level.

→ **55.** **If the Early Admission Student code is Y, then Grade Level must be 09-12.** **–state validation-**

EXAMPLE

The first record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Early Admission Student and Grade Level. The second record would not cause an error message.

Federal/State Indicator Status records

District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year	Early Admission Student
* 01	019876545X	0021	2	****	Y
01	429876546X	0021	2	****	Y

Student Demographic Information records

District Number, Current Instruction/ Service	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Year	Grade Level
01	019876545X	0021	2	****	08
01	429876546X	0021	2	****	11

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

DISTRICT RESPONSIBILITY

The district must review the information in the first set of records and correct the record that is in error so that the appropriate relationship exists between Early Admission Student and Grade Level.

90.   For each district with a Homeless Project there must be at least one student with a code other than 'N' on the Homeless Student, PK-12 element. See Appendix X for a list of school districts with a Homeless Project for the current school year. – aggregate exception edit –

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

EXAMPLE

District 51 has a Homeless Project, but no students with a code other than 'N' were reported on the Homeless Student, PK-12 element.

An aggregate edit error message is generated for district 51 on the exception report indicating that the district failed this aggregate exception edit.

DISTRICT RESPONSIBILITY

The district must verify whether or not one or more students should be coded as homeless on the Homeless Student, PK-12 element and submit additions or revisions to the Federal/State Indicator Status records as necessary.

⟶ **91.   For each school district in the range of 01-67 there must be at least one student coded A, B, D, E or U on the Homeless Student, PK-12 element. – aggregate exception report-**

EXAMPLE

School District XX has 600 total Federal/State Indicator Status records but all records have a Z code on the Homeless Student, PK-12 element. An error message is generated for School District XX on the exception report indicating that the district failed this exception edit.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Homeless Student, PK-12 element on the records that are in error.