SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

1. District Number, Reporting District 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**
>
> 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, Reporting District	School Number, Where Incident Occurred	Incident, 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.

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, Reporting District	School Number, Where Incident Occurred	Incident, 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 active 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 active school number for this reporting district.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, 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.

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

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, Reporting District	School Number, Where Incident Occurred	Incident, 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.

7.   Incident, Date must be numeric, must be a valid date, in the range of 07/01/**** to 08/31/**** and not greater than the last day of the survey period.   -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 the Incident, Date is greater than the last day of the survey period. The third record would be rejected because Incident, Date is not a valid date.

District Number, Reporting District	Survey Period code	School Number, where Incident Occurred	Incident, Identifier	Incident, Date
01	03	0271	A0000001	0122****
* 01	03	0271	X0000002	0308****
* 01	03	0271	D0000003	0230****

**** = Valid 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 Incident, Date and resubmit the records.

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, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, 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.

9.   Incident, Type must be a valid code as listed in Appendix P of the <u>DOE Information Data Base Requirements: Volume 1--Automated Student Information System</u> Manual. -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, Reporting District	School Number Where Incident Occurred	Incident, Identifier	Incident, Type	Incident, Date
13	6071	C0000001	ALC	1211****
13	6071	A0000002	ARS	1005****
* 13	6071	S0000003	FRM	1024****

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

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.

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, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Involvement 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.

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, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Reported to Law 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.

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, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Gang-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.

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, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Alcohol-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.

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, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Drug-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.

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, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Hate Crime-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.

16.   **Incident, Weapon-Related code must be 1, 2 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, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Weapon-Related
01	0271	FA000001	2
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.

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.

| | School Number, | | |
District Number, Reporting District	Where Incident Occurred	Incident, Identifier	Weapon, 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.

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, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, 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.

19.   If Incident, Weapon-Related code is 1 or 2, 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 2 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	1	F
01	0271	DO000002	2	K
* 01	0271	SH000003	2	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.

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.

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	****	00000001
29	2841	5	****	00000002
29	2841	5	****	00000003
29	2841	5	****	00000004
* 29	2841	5	****	00000002

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

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.

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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 Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Type	Weapon, 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.

23.   If Incident, Type code is WPO, then Incident, Weapon-Related code must be 1 or 2. -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 1 or 2.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Type	Incident, Weapon-Related
01	0271	AS000001	WPO	2
01	0271	DO000002	WPO	1
* 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.

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.
.

25.   If Incident, Type code is equal to DRD or DRU, 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 Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Type	Incident, Drug-Related
01	0271	AS000001	DRD	Y
01	0271	DO000002	DRU	Y
* 01	0271	SH000003	DRU	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.

26.   If Weapon, Description code is F, H, K, O, R, or U, then Incident, Weapon-Related code must be 1 or 2. -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 R but the Incident, Weapon-Related code is not 1 or 2.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Weapon-Related	Weapon, Description
01	0271	AS000001	1	F
01	0271	DO000002	1	K
* 01	0271	SH000003	N	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 data base, the district must correct the relationship between Incident, Weapon-Related code and Weapon, Description and resubmit the record.

27. **Drug Description code must be M, O 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 Drug Description code is not a valid code.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Drug, Description
01	0271	00000AR1	M
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 Drug Description code and resubmit the record.

30.   If Incident, Type code is DRD or DRU, then Drug Description code must be M or O. -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 DRU and the Drug Description code is not M or O.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Type	Drug Description
01	0271	AS000001	DRU	M
01	0271	DO000002	DRD	O
* 01	0271	SH000003	DRU	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 Drug Description and resubmit the record.

31. Incident, Bullying-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, Bullying-Related code is not a valid code.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Bullying-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, Bullying-Related code and resubmit the record.

33.   If Incident, Drug-Related code is Y, then Drug Description code must be M or O. -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 Y and the Drug Description code is Z.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Drug-Related	Drug, Description
01	0271	AS000001	Y	M
01	0271	DO000002	Y	O
* 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, Drug-Related code and Drug Description and resubmit the record.

→ **36.   Incident, Injury-Related code must be A, B 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 Incident, Injury-Related code is not a valid code.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Injury- Related
01	0271	00000AS1	A
01	0271	00000FA2	B
* 01	0271	00000WP3	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 Incident, Injury-Related code and resubmit the record.

➡ **37.** **If Incident, Type code is equal to HOM, then Incident, Injury-Related code must be A . -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 the Incident, Type is HOM and Incident, Injury-Related is not code A.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Type	Incident, Injury-Related
01	0271	AS000001	HOM	A
* 01	0271	SH000003	HOM	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 Incident, Injury-Related and resubmit the record.

38.   Deleted 10/2/08. ~~If Incident, Type is ARS, BAT, HOM, KID, SXB, BRK, DRD, ROB, WPO, DRU, DOC, STL, OMC, SXO, TRE, TRS, VAN or ALC, then Incident, Reported to Law Enforcement must equal Y.   -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 the Incident, Reported to Law Enforcement code is not Y.~~

~~District Number, Reporting District~~	~~School Number, Where Incident Occurred~~	~~Incident, Type~~	~~Incident, Reported to Law Enforcement~~
~~01~~	~~0271~~	~~ARS~~	~~Y~~
~~* 01~~	~~0271~~	~~DRU~~	~~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 Incident, Reported to Law Enforcement or the Incident, Type code and resubmit the record.~~

➡ **39.   If Incident, Type code is equal to BHA, then Incident, Bullying-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 BHA and Incident, Bullying-Related is not coded Y.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Type	Incident, Bullying-Related
01	0271	AS000001	BHA	Y
01	0271	DO000002	BHA	Y
* 01	0271	SH000003	BHA	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, Bullying-Related and resubmit the record.

40. Deleted 7/16/08. ~~If Incident, Type code is DRD, 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 DRD and Incident, Drug-Related is not coded Y.~~

~~District Number, Reporting District~~	~~School Number, Where Incident Occurred~~	~~Incident, Identifier~~	~~Incident, Type~~	~~Incident, Drug-Related~~
~~01~~	~~0271~~	~~AS000001~~	~~DRD~~	~~Y~~
~~01~~	~~0271~~	~~DO000002~~	~~DRD~~	~~Y~~
~~* 01~~	~~0271~~	~~SH000003~~	~~DRD~~	~~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.~~

41. **Deleted 7/16/08.** ~~If Incident, Type code is equal to 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.~~

➡ **42. If Incident, Weapon-Related is 1 or 2, then Incident, Reported to Law Enforcement must equal Y. -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 the Incident, Reported to Law Enforcement code is not Y.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Weapon-Related	Incident, Reported to Law Enforcement
01	0271	1	Y
* 01	0271	2	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 Incident, Reported to Law Enforcement code or the Incident, Weapon-Related code and resubmit the record.

60.   For each School Environmental Safety Incident Report (SESIR) record with an Incident, Involvement Type of S or B there must be at least one matching Student Discipline/Referral Action (SDRA) record with a matching Incident Identifier and Incident Date. The match should be done using District Number, Reporting District on the SESIR format matched to District Number, Current Enrollment on the SDRA format; School Number, Where Incident Occurred on the SESIR matched to School Number, Where Discipline/Referral Action Occurred on the SDRA format. -state validation

EXAMPLE

The School Environmental Safety Incident Report record listed below which is marked with an asterisk would fail the edit above because it does not have a matching Student Discipline Referral Action record.

School Environmental Safety Incident Report Records

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Involvement Type	Incident, Identifier	Incident, Date
01	0021	S	C0000001	1211****
01	0021	S	A0000002	1106***
* 01	0021	S	S0000003	1022****

Student Discipline Referral Action Records

District Number, Current/ Enrollment	School Number, Where Discipline/ Referral Action Occurred	Student Number Identifier, Florida	Incident, Identifier	Incident, Date
01	0021	019876544X	C0000001	1211****
01	0021	019876545X	A0000002	1106****
01	0021	019876546X	S0000003	1024****

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

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – VALIDATION EDITS

DISTRICT RESPONSIBILITY

If the School Environmental Safety Incident Report record is valid, the district must submit the matching Student Discipline/Referral Action record. If the School Environmental Safety Incident Report record is invalid, the district must correct the invalid elements or delete the record.

61.   If the Student, Use of Drugs code on the matching Student Discipline /Referral Action (SDRA) format is Y, then the Drug Description code must be M or O. The records match is done using the District Number, Current Enrollment on the SDRA format matched to the District Number, Reporting District on the SESIR format; School Number, Where Incident Occurred on the SESIR format matched to School Number, Where Discipline/Referral Action Occurred on the SDRA format along with matching School Year, Survey Period Code and Incident, Identifier. –state validation-

EXAMPLE

The first and third records listed below would meet the criteria specified in the edit above.   The second record would cause a message to be generated because the Drug Description code is incorrect for the Student, Use of Drugs code reported.

Student Discipline/Referral Action Records

District Number, Current Enrollment	School Number, Where Discipline/ Referral Action Occurred	Student Number Identifier, Florida	Incident, Identifier	Student, Use of Drugs
36	0021	12345678X	00000001	Y
*36	0021	22345678X	00000002	Y
36	0021	47654321X	00000003	Y

School Environmental Safety Incident Report (SESIR) Records

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Drug Description
36	0021	00000001	M
*36	0021	00000002	Z
36	0021	00000003	M

DISTRICT RESPONSIBILITY

The district should verify the Student, Use of Drugs code and the Drug Description code and correct the code that is in error.

62.   If there is a matching Disciplinary/Referral Action record, then the Disciplinary/Referral Action Code on the matching record must not equal C. The match should be based on District Number, Current Enrollment on the Student Discipline/Referral Action (SDRA) format matched to the District Number, Reporting District on the School Envirnmental Safety Incident Report (SESIR) format; School Number, Where Incident Occurred on the SESIR format matched to School Number, Where Discipline/Referral Action Occurred on the SDRA format along with matching School Year, Survey Period Code and Incident, Identifier. –state validation -

> **EXAMPLE**
>
> The first and third records listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because the matching Student discipline/Referral Action record has a Disciplinary/Referral Action Code of C.

School Environmental Safety Incident Report (SESIR) Records

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier
36	0031	00000001
* 36	0031	00000002
36	0031	00000003

Student Discipline/Referral Action Format Records

District Number, Current Enrollment	School Number, Where Discipline/ Referral Action Occurred	Student Number Identifier, Florida	Incident, Identifier	Disciplinary/ Referral Action Code
36	0031	12345678X	00000001	O
* 36	0031	22345678X	00000002	C
36	0031	47654321X	00000003	P

DISTRICT RESPONSIBILITY

The district must correct the Disciplinary/Referral Action Code on the Student Discipline/Referral Action record or delete the School Environmental Safety Incident Report record if it was submitted in error.

63   If Student, Weapon Use on the Student Discipline Referral Action (SDRA) format is N, then Incident, Weapon-Related on the School Environmental Safety Incident Report (SESIR) may be 1, 2 or N. If Student, Weapon Use on the SDRA is Y, then Incident, Weapon-Related code on the SESIR record must equal 1 or 2.

The records should match on District Number, Current Enrollment on the Student Discipline Referral Action record and District Number, Reporting District on the School Environmental Safety Incident Report record; School Number, Where Incident Occurred on the SESIR format matched to School Number, Where Discipline/Referral Action Occurred on the SDRA format; Survey Period Code; School Year; Incident Identifier; and Incident Date. –state validation-

EXAMPLE

The first two records below would pass the edit above. The third record below would fail the edit because Student, Weapon Use is coded Y and the matching School Environmental Safety Incident Report record Incident, Weapon-Related code is N.

School Environmental Safety Incident Report Records

District Number, Current Enrollment	School Number Where Incident Occurred	Incident, Identifier	Incident, Date	Incident, Weapon-Related
01	0021	0121	1211****	1
01	0021	0121	1106****	2
*01	0021	0121	1022****	N

Student Discipline Referral Action Records

District Number, Current Enrollment	School Number Where Discipline/ Referral Action Occurred	Incident, Identifier	Incident, Date	Student Weapon, Use
01	0021	0121	1211****	N
01	0021	0121	1106****	Y
* 01	0021	0121	1022****	Y

**** represents a valid year for the data.

DISTRICT RESPONSIBILITY

The district must review the Student, Weapon Use and Incident, Weapon-Related codes and correct the one that is in error by submitting a change to the incorrect record.

64.   If the School Environmental Safety Incident Report (SESIR) record has an Incident, Involvement Type of N or U, then there must not be a matching Student Discipline/Referral Action (SDRA) record. The match should be done using District Number, Reporting District on the SESIR format matched to District Number, Current Enrollment on the SDRA format; School Number, Where Incident Occurred on the SESIR format matched to School Number, Where Discipline/Referral Action Occurred on the SDRA format; Survey Period Code; School Year and Incident Identifier. -state validation-

> EXAMPLE

  The first School Environmental Safety Incident Report record listed below which is marked with an asterisk would fail the edit above because it has a matching Student Discipline Referral Action record. The second record would pass the edit because there is no matching Student Discipline Referral Action record.

School Environmental Safety Incident Report Records

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Involvement Type	Incident, Identifier	Incident, Date	Survey Period Code
*01	0021	N	C0000001	1211****	5
01	0021	N	S0000003	1022****	5

Student Discipline Referral Action Record

District Number, Current Enrollment	School Number, Where Discipline/ Referral Action Occurred	Student Number Identifier, Florida	Incident, Identifier	Incident, Date	Survey Period Code
01	0021	019876544X	C0000001	1211****	5

**** = Valid year for data submission.

  DISTRICT RESPONSIBILITY

  The district must review the first School Environmental Safety Incident Report record and either correct the Incident, Involvement Type or delete the matching Student Discipline Referral Action record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT – AGGREGATE VALIDATION EDITS

80.   For each active school on the Master School Identification (MSID) file for the district, if the MSID School Type = 02 – 04 the number of School Environmental Safety Incident Report (SESIR) records must be greater than zero. –aggregate validation edit-

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

EXAMPLE

School 0035 is a grade 9-12 school with a School Type of 03 (Senior High) on the MSID file. There are no SESIR records for this school on the Student Database SESIR table.

An aggregate edit error message is generated for school 0035 on the validation report indicating that the school failed this aggregate validation edit.

DISTRICT RESPONSIBILITY

The district must submit School Environmental Safety Incident Report records for this school.

90. If Incident, Type = WPO and if a matching Student Discipline/Referral Action record exists, then one of the Disciplinary/Referral Action codes on the Student Discipline/Referral Action (SDRA) format must be E, F, P, H or U. The match should be done using District Number, Reporting District on the School Environmental Safety Incident Report (SESIR) format matched to District Number, Current Enrollment on the SDRA format; School Number, Where Incident Occurred on the SESIR matched to School Number, Where Discipline/Referral Action Occurred on the SDRA format; Incident, Identifier and Incident, Date. –exception report-

EXAMPLE

The School Environmental Safety Incident Report record listed below which is marked with an asterisk would cause an error message to be generated because the Disciplinary/Referral Action code does not equal E, F, P, H or U.

School Environmental Safety Incident Report Records

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Type	Incident, Date
01	0021	C0000001	WPO	12062004
01	0021	A0000002	VAN	11142004
* 01	0021	S0000003	WPO	11082004

Student Discipline Referral Action Records

District Number, Instruction/ Enrollment	School Number, Where Discipline/ Referral Action Occurred	Disciplinary/ Referral Action Code	Incident, Identifier	Incident, Date
01	0021	E	C0000001	12062004
01	0021	I	A0000002	11142004
01	0021	O	S0000003	11082004

DISTRICT RESPONSIBILITY

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT –EXCEPTION REPORTS

The district should verify the Incident, Type on the SESIR record and Disciplinary/Referral Action code on the Student Discipline/Referral Action format and correct the codes if they are in error.

91.   For each school (School Number, Where Incident Occurred) on the School Environmental Safety Incident Report (SESIR) table, the number of SESIR records with Incident, Involvement Type = U (Unknown) must be 10 percent or less of the total SESIR records for the school. –exception report-

Note: The following information will be listed on the exception report for schools that do not meet the exception edit above:
- District Number, Reporting District
- School Number, Where Incident Occurred
- Total number of SESIR records
- Number of records with Incident, Involvement Type = U
- Percent of records with Incident, Involvement Type = U.

EXAMPLE

School 0021 has 56 total SESIR records. Fourteen (25 percent) of these records have an Involvement Type of U (Unknown). An error message is generated for School 0021 on the exception report indicating that the school failed this exception edit.

DISTRICT RESPONSIBILITY

The district must review the records to determine whether code U was used appropriately. The must correct the Involvement, Type on the School Environmental Safety Incident Report records that are in error. If no records are in error, no action is necessary.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT –EXCEPTION REPORTS

92. **If Incident, Type is ARS, BAT, HOM, KID, SXB, BRK, DRD, ROB, WPO, DRU, DOC, STL, OMC, SXO, TRE, TRS, VAN or ALC, then Incident, Reported to Law Enforcement must equal Y. –exception report-**

EXAMPLE

The first record listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because Incident, Reported to Law Enforcement code is not Y.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Type	Incident, Reported to Law Enforcement
01	0271	ARS	Y
* 01	0271	DRU	N

DISTRICT RESPONSIBILITY

The district should verify the Incident, Reported to Law Enforcement or the Incident, Type code and correct if in error.