

## STUDENT COURSE SCHEDULE - REJECT RULES

1. District Number, Current Enrollment must be numeric and in the range 01-69, 71-75 or 78-79. -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.

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

### DISTRICT RESPONSIBILITY

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

## STUDENT COURSE SCHEDULE - REJECT RULES

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 third and fourth records would be rejected. The third record would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Enrollment is not numeric, N998 or N999.

District Number, Current Enrollment	School Number, Current Enrollment	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 Enrollment and resubmit the records.

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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 more information on the Student Number Identifier, Florida refer to DOE Information Data Base Requirements: Volume I -- Automated Student Information System 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 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.

## **STUDENT COURSE SCHEDULE - REJECT RULES**

- 4. Survey Period Code must be 1, 2, 3, or 4 and it 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 the statements for tape transmission is identified as Survey Period Code "2" and records are coded with Survey Period Code "3". All updates, adds, or deletes with this inconsistency would be rejected.

### **DISTRICT RESPONSIBILITY**

Correct the Survey Period Code either on the records coming in or the transmission JCL and resubmit all of the records.

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

### **EXAMPLE**

The Fiscal Year on the JCL and the records being submitted for processing must match. Otherwise, the records would be rejected.

### **DISTRICT RESPONSIBILITY**

Correct the Fiscal Year either on the transmission JCL or the records being submitted and resubmit all records for processing.

## **STUDENT COURSE SCHEDULE - REJECT RULES**

- 6. District Number, Current Instruction/Service must be correct for the district submitting the data. -record rejected-**

### **EXAMPLE**

The District Number, Current Instruction/Service on records being submitted for processing must match the District Number, Current Instruction/Service on the JCL. Otherwise, the records 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 District Number, Current Instruction/Service and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

7. The School Number, Current Instruction/Service must be numeric in the range 0001-9899, 9996, or it must be C901-C928, U970-U980, P001-P999, or N999. If Survey Period Code = 2 or 3, School Number, Current Instruction/Service may be a private school number. -record rejected-

**NOTE:** If School Number, Current Instruction/Service is a private school number, Course Number must be 2222222.

### EXAMPLE

The records listed below would be rejected because in each case the School Number, Current/Instruction Service is not within the valid range.

District Number, Current Instruction/Service	School Number, Current Instruction/Service	Student Number Identifier, Florida	Survey Period Code
* 01	9901	123456789X	2
* 01	C929	123456790X	2
* 01	U981	123456791X	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 School Number, Current Instruction/Service and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

8. If the School Number, Current Instruction/Service is C901-C928, U970-U980, P001-P999, 9996, or N999, the District Number, Current Enrollment must be correct for the district submitting the data. If Survey Period Code = 2 or 3 and School Number, Current Instruction/Service is a private school number, the District Number, Current Enrollment must be correct for the district submitting the data.  
-record rejected-

**NOTE:** If School Number, Current Instruction/Service is a private school number, Course Number must be 2222222.

### EXAMPLE

If the district submitting the records is 01, then 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 District Number, Current Enrollment is incorrect for the district submitting the record.

District Number, Current Enrollment	School Number, Current Instruction/Service	Student Number Identifier, Florida	Survey Period Code
01	C901	123456789X	2
* 02	C928	123456790X	2

### 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 Course record or the transmission JCL where the mismatch occurs and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

### 9. Course Number must not contain blanks. -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 Course Number contains a blank.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number
02	0061	123456789X	5013010
* 02	0201	123456790X	1008 80

#### 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 Course Number and resubmit the record.



## STUDENT COURSE SCHEDULE - REJECT RULES

10. Section Number must not be all blanks. Allowable characters are 0-9, A-Z, space, hyphen, dollar sign, pound sign and colon. -record rejected- ←

Note: Section Number may be submitted with blanks in one to four of the five positions, but may not be submitted with five blanks.

### 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 Section Number is all blanks.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	Section Number
02	123456789X	5013010	PP18
* 02	123456791X	2003340	

### 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 Section Number and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

11. **Period Number must be numeric and greater than or equal to zero. -record rejected-**

### EXAMPLE

The first and second 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 Period Number is not numeric. The fourth record would be rejected because Period Number is blank.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	Period Number
02	123456789X	5013010	0101
02	123456790X	7910100	0288
* 02	123456791X	2109310	AB80
* 02	123456792X	1300330	

### 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 Period Number and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

12. If the School Number Current Instruction/Service does not begin with "P" the Course Number must not be a "local use only transfer" course number unless Course Number = 0500980. -record rejected-

Note: Local use only transfer course numbers for Grade Levels 09-12 are numeric course numbers that end in 980 or 990. Local use only transfer course numbers for Grade Levels 30-31 are alphanumeric course numbers that begin with one alpha character and end with six zeroes.

### 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 Course Numbers are local use only transfer course numbers.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number
* 01	0201	123456789X	2100990
* 01	0201	123456790X	2000990
01	0201	123456791X	1206310

### 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 Course Number and resubmit the records.

## **STUDENT COURSE SCHEDULE - REJECT RULES**

**13. 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.

## STUDENT COURSE SCHEDULE - REJECT RULES

**14. Each Student Course Schedule record must be unique based on Student Number Identifier, Florida; Survey Period Code; Fiscal Year; District Number, Current Instruction/Service; School Number, Current Instruction/Service; Course Number; Section Number; Period Number; and Term. -Record having highest weighted FTE accepted, all other duplicate records rejected-**

### EXAMPLE

The records that are highlighted are duplicates. The record in each of the pairs which is marked with an asterisk would be rejected because it has the lower weighting factor. That is, FEFP Program Number 102 has a lower weighting factor for funding than does FEFP Program Number 103.

Student Number Identifier, Florida	Svy. Pd. Code	FY	Dist. Num., Curr. Inst./ Serv.	Schl. Num., Curr. Instr./ Serv.	Course Number	Section Number	Period Number	FEFP Prog. No.	Term
123456780X	2	****	01	0021	2109370	00001	0202	102	1
123456781X	2	****	01	0021	2109370	00001	0202	102	1
123456782X	2	****	01	0021	2109370	00001	0202	102	1
123456783X	2	****	01	0021	2109370	00001	0202	102	1
123456784X	2	****	01	0021	2109370	00001	0202	102	1
123456785X	2	****	01	0021	2109370	00001	0202	102	1
123456786X	2	****	01	0021	2109370	00001	0202	102	1
<b>* 123456787X</b>	<b>2</b>	<b>****</b>	<b>01</b>	<b>0021</b>	<b>2109370</b>	<b>00001</b>	<b>0202</b>	<b>102</b>	<b>1</b>
<b>123456787X</b>	<b>2</b>	<b>****</b>	<b>01</b>	<b>0021</b>	<b>2109370</b>	<b>00001</b>	<b>0202</b>	<b>103</b>	<b>1</b>
123456788X	2	****	01	0021	2109370	00001	0202	102	1
<b>* 123456789X</b>	<b>2</b>	<b>****</b>	<b>01</b>	<b>0021</b>	<b>2109370</b>	<b>00001</b>	<b>0202</b>	<b>102</b>	<b>1</b>
<b>123456789X</b>	<b>2</b>	<b>****</b>	<b>01</b>	<b>0021</b>	<b>2109370</b>	<b>00001</b>	<b>0202</b>	<b>103</b>	<b>1</b>

\*\*\*\* = 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.

## STUDENT COURSE SCHEDULE - REJECT RULES

15. **Dual Enrollment Indicator must be A, B, C, E, 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 Dual Enrollment Indicator is not valid.

District Number, Current Instruction/Service	School Number, Current Instruction/Service	Survey Period Code	Student Number Identifier, Florida	Course Number	Dual Enrollment Indicator
31	0291	2	123456789X	PHY1050	A
31	0291	2	123456790X	1209800	Z
* 31	0291	2	123456791X	PHY1050	D

### 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 Dual Enrollment Indicator and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

**16. All alphanumeric Course Numbers must either be on the Course Code Directory or on the Statewide Course Numbering System file unless School Number, Current Instruction/Service equals N999 or P001-P999. -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 fourth records would be rejected because the Course Numbers are not on the Course Code Directory or on the Statewide Course Numbering System files.

Student Number Identifier, Florida	District Number, Current Instruction/Service	School Number, Current Instruction/Service	Course Number
* 661234566X	66	0061	FF10011
661234567X	66	0061	I460103
661234568X	66	0201	B070614
* 661234569X	66	0271	ABCDE12

### 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 Course Numbers and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

- 17. If School Number, Current Instruction/Service is not 7001, Survey Period Code equals 1 or 4 and FTE Earned, Course is greater than zero, then a Study Hall Course Number may not be used. These Course Numbers are 5022000, 2200000 - 2200050, and 2200300 - 2200370. If School Number, Current Instruction/Service is 7001, Survey Period Code equals 1 or 4 and FTE Earned, Course is greater than zero, then a high school Study Hall Course Number may not be used. These Course Numbers are 2200300 - 2200370. -record rejected-

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because Survey Period is 1, FTE Earned, Course is greater than zero and Course Number falls within the 5022000, 2200000 - 2200050, or 2200300 - 2200370 range for Study Hall.

Student Number Identifier, Florida	Survey Period Code	FTE Earned, Course	Course Number	Grade Level
242123456X	1	0500	2003340	08
* 242123457X	1	0250	2200310	09
* 242123458X	1	0250	2200320	10

### 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 appropriately correct the element(s) listed in the edit and resubmit the records.



## STUDENT COURSE SCHEDULE - REJECT RULES

18. If Course Number equals 0800300 or 8502000, then FEFP Program Number must equal 102, 103, 112, 113, 254, 255, or 999. -record rejected-

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the proper relationship does not exist between FEFP Program Number and the Course Number 8502000.

Student Number Identifier, Florida	District Number, Current Instruction/Service	School Number, Current Instruction/Service	Course Number	FEFP Program Number
111123456X	01	0201	8502000	103
* 111123457X	01	0201	8502000	300
111123458X	01	0201	8502000	103

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the FEFP Program Number or the Course Number and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

19. If Course Number equals 2222222, then School Number, Current Instruction/Service must be a private school number and vice versa -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 Course Number is 2222222 and the School Number, Current Instruction/Service is not a private school number.

Student Number Identifier, Florida	District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number
123456789X	01	8034	2222222
123456790X	17	8016	2222222
* 123456791X	17	8711	2222222

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the School Number, Current Instruction/Service or the Course Number and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

20. FEFP Program Number must be 103 if Dual Enrollment Indicator code = A, B, C, or E. -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 relationship between Dual Enrollment Indicator code and FEFP Program Number is not appropriate.

Student Number Identifier, Florida	Dual Enrollment Indicator	FEFP Program Number
123456789X	A	103
* 123456790X	C	251

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Dual Enrollment Indicator code or FEFP Program Number and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

21. If Dual Enrollment Indicator equals A, then School Number, Current Instruction/Service must be C901-C928, U970-U980, P001-P999 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 third record would be rejected since the School Number, Current Instruction/Service is not in the appropriate range.

School Number, Current Enrollment	School Number Current, Instruction/Service	Dual Enrollment Indicator
0021	C901	A
0051	P999	A
*0204	0204	A

### 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.

## STUDENT COURSE SCHEDULE - REJECT RULES

**22. Class Minutes, Weekly must be numeric and greater than or equal to zero.  
-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 Class Minutes, Weekly contains a blank. The third record would be rejected because Class Minutes, Weekly is not numeric.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	Class Minutes, Weekly
02	123456789X	2109370	0050
* 02	123456790X	2109370	075
* 02	123456791X	2109370	W025

### 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 Class Minutes, Weekly and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

**23. FEFP Program Number must be 101-103, 111-113, 130, 254-255, 300, or 999.  
-record rejected-**

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the FEFP Program Numbers are invalid.

District Number, Current Instruction/ Service	Student Number Identifier Florida	Course Number	FEFP Program Number
02	123456789X	2109370	103
* 02	123456790X	2109370	001
* 02	123456791X	2109370	118

### 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 FEFP Program Number and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

**24. FTE Earned, Course must be numeric and greater than or equal to zero.  
-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 FTE Earned, Course contains a blank. The third record would be rejected because FTE Earned, Course is not numeric.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	FEFP Program Number	FTE Earned, Course
02	123456789X	2109370	103	0834
* 02	123456790X	2109370	103	0 34
* 02	123456791X	2109370	103	o005

### 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 records by assigning a value greater than or equal to zero for FTE Earned, Course and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

25. If Grade Level on the Student Course Schedule record is PK, the Reading Intervention Component code must be Z. -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 Reading Intervention Component code is not Z.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	Reading Intervention Component	Grade Level
01	123456789X	2100010	Y	06
01	123456790X	2100010	N	10
01	123456791X	2100010	Y	01
* 01	123457891X	5100520	N	PK

### 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 Reading Intervention Component code and resubmit the record.



## STUDENT COURSE SCHEDULE - REJECT RULES

- 26. If Survey Period Code = 2 or 3, Reading Intervention Component code must be Y, N, F or Z. If Survey Period Code = 1 or 4, Reading Intervention Component code must be Z. -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 Reading Intervention Component code is not Z.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	Reading Intervention Component	Survey Period Code
01	123456789X	2100010	Y	2
01	123456790X	2100010	N	3
01	123456791X	2100010	Z	1
*01	123457891X	2100010	N	4

### 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 Reading Intervention Component code and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

27. If Course Number is 5100520, 5100530, 5100560, 5100570, 5100580 or 5100590 Grade Level must be PK. -record rejected-

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause it to reject. The second record would be rejected because the student's Grade Level is not PK..

Course Number	FEFP Program Number	Grade Level
5100580	999	PK
* 5100590	999	01

### 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 Grade Level or Course Number and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

**28. If School Number, Current Instruction/Service equals 9996, then School Number, Current Enrollment must be N999. -record rejected-**

### EXAMPLE

The first record listed below would be rejected because School Number, Current Enrollment is not N999. The second record would be loaded to the data base assuming no other reject rule would cause it to reject.

Student Number Identifier, Florida	District Number, Current Instruction/ Service	School Number, Current Enrollment	School Number Current Instruction/ Service
* 123456789X	01	0021	9996
223456789X	41	N999	9996

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the School Number, Current Enrollment or the School Number, Current Instruction/Service and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

### 29. Grade Level must be PK, KG, or 01-12. -record rejected-

#### EXAMPLE

The third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the Grade Level codes are not valid.

Student Number Identifier, Florida	Grade Level	FEFP Program Number
* 630123455X	KK	101
* 630123456X	1	101
630123458X	01	101
630123459X	12	103

#### 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 code and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

**30. If Survey Period Code = 1-4 and FEFP Program Number is 999, then FTE Earned, Course must be zero. -record rejected-**

**Note:** The use of the FEFP Program Number "999" is for individual students who are not eligible for FTE funding for reasons other than attendance or program membership. These students would include those pre-kindergarten students who are being served in a program for which the student cannot earn FTE.

### EXAMPLE

The first, second, fifth and sixth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because FTE Earned, Course is not zero.

Student Number Identifier, Florida	Grade Level	FEFP Program Number	FTE Earned, Course
630123454X	PK	999	0000
630123455X	KG	999	0000
* 630123456X	01	999	5000
* 630123457X	07	999	2500
630123458X	01	999	0000
630123459X	12	999	0000

### 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 relationship between FEFP Program Number and FTE Earned, Course and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

- 31. In surveys 1 through 4 if the FEFP Program Number is not 999, then there must be a valid association between the FEFP Program Number listed below and the student's Grade Level. -record rejected-

FEFP Program Numbers	Grade Levels
101-----	>PK-03
102-----	>04-08
103-----	>09-12
111-----	>PK-03
112-----	>04-08
113-----	>09-12
130-----	>KG-12
254-255-----	>PK-12
300-----	>09-12

### EXAMPLE

The records below without an asterisk would be loaded to the data base assuming no other reject rule would cause their rejection. The records below which are marked with an asterisk would be rejected because of the invalid association between the Grade Level of the student and the FEFP Program Number.

Student Number Identifier, Florida	Dist. Number, Current Instruction/Service	Sch. Number, Current Instruction/Service	FEFP Program Number	Grade Level	FTE Earned, Course
* 123456789X	01	0021	102	KG	0834
* 123456788X	01	0021	102	12	0834
123456786X	01	0021	102	07	0834
123456785X	01	0021	102	08	0834
* 123456785X	01	0021	103	08	0834
123456784X	01	0021	102	07	0834
* 123456783X	01	0021	103	07	0834

### 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 FEFP Program Number or the Grade Level so that there is a valid relationship between these two data elements and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

32. If Survey Period Code is 1-4, Grade Level is less than 09 and FTE Earned, Course is greater than zero, then School Number, Current Instruction/Service must not be a college or university (C901-C928, U970-U978 or P001-P999). -record rejected-

### EXAMPLE

The second and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and third records would be rejected because FTE Earned, Course is greater than zero and the School Number, Current Instruction/Service is for a college or university and the Grade Level is less than 09.

Student Number Identifier, Florida	School Number Current Instruction/ Service	Section Number	Period Number	FEFP Program Number	Grade Level	FTE Earned, Course
* 123456786X	U974	00001	0202	102	07	0834
123456787X	0021	00001	0202	102	08	0834
* 123456788X	C901	00001	0202	102	08	0834
123456789X	0021	00001	0202	102	07	0834

### 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 relationship between Grade Level; FTE Earned, Course and School Number Current Instruction/Service and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

33. If Course Number is 5100580 then Survey Period code must be 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 student's Course Number is 5100580 and Survey Period Code is 4. The last record would be rejected because the student's Course Number is 5100580, and Survey Period Code is 1.

Course Number	Survey Period Code	Grade Level	FTE Earned, Course
5100580	2	PK	0000
5100580	3	PK	0000
* 5100580	4	PK	0000
* 5100580	1	PK	0000

### 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 Survey Period Code or Course Number and resubmit the records.



## STUDENT COURSE SCHEDULE - REJECT RULES

**34. If Course Number is 5100590 then Survey Period Code must be 1 or 4.  
-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 student's Course Number is 5100590 and Survey Period Code is 2. The last record would be rejected because the student's Course Number is 5100590, and Survey Period Code is 3.

Course Number	Survey Period Code	Grade Level	FTE Earned, Course
5100590	1	PK	0000
5100590	4	PK	0000
* 5100590	2	PK	0000
* 5100590	3	PK	0000

### 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 Survey Period Code or Course Number and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

### 35. Term must be either 1-9, B-0 or S-X. -record rejected-

#### EXAMPLE

The records in the first and third examples listed below would be rejected because the Term code is invalid. The second record would be rejected because the Term code was left blank.

Student Number Identifier, Florida	Course Number	Term
* 240123457X	1200310	P
* 240123458X	1001310	
* 240123459X	2000310	M

#### 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 Term and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

**36. English Language Learners: Instructional Model must be E, S, I, C, O, T, or Z. -record rejected-**

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because English Language Learners: Instructional Model is invalid. The fourth record would be rejected because English Language Learners: Instructional Model is blank.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	ELL: Instructional Model
01	123456786X	5100070	E
* 01	123456787X	5100070	A
04	123456788X	5100070	C
* 08	123456789X	5100070	

### 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 English Language Learners: Instructional Model and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

37. If Survey Period Code = 2 or 3, Year-Round/Extended School Year FTE Indicator must be A or Z. If Survey Period Code = 1 or 4, Year-Round/Extended School Year FTE Indicator 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 Year-Round/Extended School Year FTE Indicator code is not valid for the Survey Period Code. The last record would be rejected because the Year-Round/Extended School Year FTE Indicator code is not valid.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	Survey Period Code	Year-Round/ Extended School Year FTE Indicator
01	0123456786X	5100070	2	A
01	0123456787X	5100070	2	Z
* 01	0123456788X	5100070	2	B
* 01	0123456789X	5100070	2	Y

### 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 Year-Round/Extended School Year FTE Indicator code and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

**38. The Student Number Identifier, Local may be any combination of letters, numbers and blanks. (All blanks are allowable.) -record rejected-**

### EXAMPLE

The first three records listed below would be loaded to the data base assuming no other edit would cause their rejection. The fourth record would be rejected because the Student Number Identifier, Local contains a symbol (@).

District Number, Current Enrollment	Student Number Identifier, Local
01	0123456789
01	ABC123DEF9
01	3001 28K
* 01	2121@xyz

### 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 Number Identifier, Local and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

- 39. If Survey Period is 2 or 3 and School Number, Current Instruction/Service is 7001 (district virtual instruction program), then FTE Earned, Course must be 0000.  
-record rejected-

### EXAMPLE

The third and fourth records below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records below which are marked with an asterisk would be rejected because the FTE Earned, Course is not zero.

Student Number Identifier, Florida	Dist. Number, Current Instruction/Service	Sch. Number, Current Instruction/Service	FEFP Program Number	Survey Period	FTE Earned, Course
* 123456789X	01	7001	101	2	0834
* 123456788X	01	7001	103	2	0834
123456786X	01	7001	102	2	0000
123456785X	01	7001	102	2	0000

### 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 or the FTE Earned, Course and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

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 number in the District Number, Current Enrollment. -record rejected-

**NOTE:** If Survey Period Code is 2 or 3 and the student is being reported for the McKay Scholarship Program for students with disabilities, School Number, Current Enrollment must be 3518.

### EXAMPLE

The records listed below would be rejected because the School Number, Current Enrollment is not on the Master School Identification File as a valid active school number in the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment
* 01	8311
* 06	0001
* 09	9999

### 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.

## STUDENT COURSE SCHEDULE - REJECT RULES

41. The Vocational/Adult General Education Program Code must be a program number from the Vocational/Adult General Education Program Edit file (F61730) or must be zero-filled. -record rejected-

Note: For more information on Vocational/Adult General Education Program Codes refer to the Vocational Data Base Handbook Appendices.

### EXAMPLE

The first and second 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 Vocational/Adult General Education Program Code is not a valid program number.

Student Number Identifier, Florida	Course Number	Vocational/ Adult General Education Program Code
630123457X	8772010	8772000
630123458X	1480201	1480201
* 630123459X	8506310	5806310

### 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 Vocational/Adult General Education Program Code and resubmit the record.



## STUDENT COURSE SCHEDULE - REJECT RULES

42. If Course Number is not 2222222, then School Number, Current Instruction/Service must exist on the Master School Identification File as a valid active number in the District Number, Current Instruction/Service or it must be C901-C928, U970-U978, P001-P999, 9996, or N999. If Course Number is 2222222 and if Survey Period Code = 2 or 3, then School Number, Current Instruction/Service must be a private school number anywhere in Florida. -record rejected-

**NOTE:** If School Number, Current Instruction/Service is a private school number Course Number must be 2222222.

### EXAMPLE

The last three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first two records would fail this edit because they do not exist on the Master School Identification File as a valid and active number for the District Number, Current Instruction. The third record would fail this edit because it is not in the valid range for alphanumeric numbers.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	Course Number
* 09	8131	2	1001010
* 13	0021	2	5012000
* 15	C999	2	SPN2010
57	0051	2	5012000
63	0031	2	5012000
67	C904	2	SPN2010

### 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 so that it exists as a valid and active number in the District Number, Current Instruction/Service or is a valid and active alphanumeric school number and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

43. All numeric Course Numbers must be on the Course Code Directory file unless School Number, Current Instruction/Service begins with P. If Survey Period Code = 2, or 3 and School Number, Current Instruction/Service is a private school number, Course Number must be 222222. -record rejected-

### EXAMPLE

The first, fifth and sixth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second, third and fourth records would be rejected because the numeric Course Numbers are not on the Course Code Directory file.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Course Number	Survey Period Code
01	0021	379873674X	0200300	2
* 01	0021	379873675X	0801300	2
* 01	0021	379873676X	0708301	2
* 01	0021	379873677X	1004820	2
01	0021	379873698X	1008320	2
01	0021	379873679X	1200310	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 Course Number and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

44. If Grade Level equals PK-08 or 30-31, then the Dual Enrollment Indicator must equal Z. -record rejected-

### EXAMPLE

The first record listed below would pass this edit. The second record would be rejected because the Grade Level is 8 and the Dual Enrollment Indicator is C.

Student Number Identifier, Florida	Grade Level	Dual Enrollment Indicator
630123457X	4	Z
* 630123458X	8	C

### 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 the Grade Level and the Dual Enrollment Indicator and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

45. If the Course Number begins with an alpha character and is on the Course Code Directory file, and the School Number, Current Instruction/Service does not begin with P, the FEFP Program Number must be 103. -record rejected-

**Note:** Enrollment of secondary students in postsecondary vocational courses must be reported in the Workforce Development Information System. The parallel allowable dual enrollment hours at the high school are to be reported under the same postsecondary vocational course number, but must be funded under the basic program weight of 103.

### EXAMPLE

The records listed below would be rejected because the Course Number is for a postsecondary course (begins with an alpha character and the School Number, Current Instruction/Service does not begin with a P) and the FEFP Program Number is not valid.

Student Number Identifier, Florida	School Number, Current Instruction/Service	Course Number	Section Number	Period Number	FEFP Program Number	Grade Level	FTE Earned, Course
* 123456787X	0021	A010304	00100	0202	300	12	0834
* 123456788X	0021	B070401	00100	0202	300	30	0834

### 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 Course Number and/or the FEFP Program Number and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

46. The first two digits of Period Number must be 00-80 while the last two digits must be 00-80, or 88 and be greater than or equal to the first two digits. -record rejected-

**Note: For more information on Period number refer to the DOE Information Data Base Requirements: Volume I -- Automated Student Information System manual.**

### EXAMPLE

The first three Student Course records listed below would be loaded to the data base assuming no other reject rule caused their rejection. The fourth record would be rejected because the Period Number has an ending period with a value less than the beginning period. The last record would be rejected because the last two digits of Period Number are not in the acceptable range.

Student Number Identifier, Florida	Course Number	Section Number	Period Number	FTE Earned, Course
371234564X	8772030	B0100	0101	0834
371234565X	8754500	B0100	0909	0834
371234566X	8754500	B0300	0405	1667
* 371234567X	8727210	E0100	8070	2000
* 371234568X	8727210	E9900	8098	2000

### 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 Period Number and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

47. If Dual Enrollment Indicator code does not equal Z, then Grade Level must equal 09-12. -record rejected-

### EXAMPLE

The first record listed below would pass this edit. The second record would be rejected because the Grade Level is 8 and the Dual Enrollment Indicator is C.

Student Number Identifier, Florida	Grade Level	Dual Enrollment Indicator
630123457X	12	A
* 630123458X	8	C

### 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 the Grade Level and the Dual Enrollment Indicator and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

48. If Dual Enrollment Indicator equals E, then School Number, Current Instruction/Service must be C901-C928, U970-U980, P001-P999, N999, or a school on the Master School Identification file that has School Function Setting equal to T.. -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 School Number, Current Instruction/Service is not in the appropriate range.

School Number, Current Enrollment	School Number Current, Instruction/Service	Dual Enrollment Indicator
0021	C901	E
0051	P999	E
*0204	0204	E

### 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 or the Dual Enrollment Indicator code and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

### 49. Days Per Week must be 1-7. -record rejected-

#### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Days Per Week is zero.

Student Number Identifier, Florida	Course Number	FEFP Program Number	Grade Level	FTE Earned, Course	Class Minutes, Weekly	Days Per Week
371234566X	1200310	103	12	0834	250	5
* 371234568X	1200310	103	12	1667	500	0
371234569X	1200310	103	11	2000	300	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 Days Per Week and resubmit the record.



## STUDENT COURSE SCHEDULE - REJECT RULES

- 50. If Course Number is 2400200 (M/J Homeroom) then FEFP must equal 999 and FTE Earned, Course must be 0000. -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 student's Course Number is 2400200 and FEFP Program Number is 102. The last record would be rejected because the student's Course Number is 2400200, and FTE Earned, Course is 0834.

Course Number	FEFP Program Number	FTE Earned, Course
2400200	999	0000
* 2400200	102	0000
* 2400200	999	0834

### 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 Course Number; FEFP Program Number and/or the FTE Earned, Course and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

51. If Survey Period = 1-4 and the student's Grade Level is 7-12, Class Minutes, Weekly must be greater than zero. -record rejected-

### EXAMPLE

The first and fourth records below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and third records would be rejected because the appropriate relationship between Grade Level and Class Minutes, Weekly is not present.

Student Number Identifier, Florida	FEFP Program Number	Grade Level	FTE Earned, Course	Class Minutes, Weekly
371234566X	102	05	0834	0000
* 371234567X	103	12	0834	0000
* 371234568X	300	10	1667	0000
371234569X	103	11	2000	0600

### 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 relationships between Grade Level and Class Minutes, Weekly and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

**53. If Course Number is a vocational course number from the Vocational/Adult General Education Program Edit file (F61730), the Vocational/Adult General Education Program Code must be greater than zero unless Course Numbers are 1006300, 2001310, 2001340, 2003310, 2102360, 2102370, 3027010, or 3027020. –record rejected–**

### EXAMPLE

The first and second 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 Vocational/Adult General Education Program Code is not a valid program number.

Student Number Identifier, Florida	Course Number	Vocational/Adult General Education Program Code
630123457X	8772010	8772000
630123458X	1480112	1480112
* 630123459X	8506310	5806310

### 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 Vocational/Adult General Education Program Code and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

56. If Grade Level code is PK and the FEFP Program Number is not 111, 254 or 255, then FEFP Program Number must be 101 or 999. -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 last record would be rejected because the student's Grade Level code is PK, the student is not exceptional and the FEFP Program Number is not 101 or 999.

Student Number Identifier, Florida	FEFP Program Number	Grade Level	FTE Earned, Course
381234566X	254	PK	0834
381234567X	999	PK	0000
* 381234568X	102	PK	0834

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Grade Level or the FEFP Program Number and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

**5A. If Survey Period Code = 1-4 and the Course Number is a vocational Course Number from the Vocational/Adult General Education Program Edit file (F61730), the Vocational/Adult General Education Program Code must be a valid program number for the Course Number submitted unless Course Number is 1006300 and FEFP Program Number is other than 300. -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 Vocational/Adult General Education Program Code is not valid for the course submitted. The course is a Business Education course but the program number submitted is for Industrial Education.

Student Number Identifier, Florida	Course Number	Vocational/Adult General Education Program Code
630123457X	8206010	8206300
* 630123458X	8209020	8721300

### 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/Adult General Education Program Code or the Course Number and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

**5B. If Grade Level = 09-12 and Course Number contains an alpha character in the first position, then Dual Enrollment Indicator must be other than Z. -record rejected-**

### EXAMPLE

The first record listed below would pass this edit. The second record would be rejected because the Grade Level is 12 and the Course Number contains an alpha character, but the dual Enrollment Indicator is Z.

Student Number Identifier, Florida	Course Number	Grade Level	Dual Enrollment Indicator
630123457X	B070401	12	C
* 630123458X	A010304	12	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 Course Number, Grade Level, and Dual Enrollment Indicator and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

**5C. If FEFP Program Number is 130, English Language Learners: Instructional Model code must be E, S, I, C, O or T unless School Number, Current Enrollment equals 3518 or 7004. -record rejected-**

### EXAMPLE

The first and second 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 relationship between the FEFP Program Number and the English Language Learners: Instructional Model is not valid.

Student Number Identifier, Florida	School Number, Current Enrollment	FEFP Program Number	English Language Learners: Instructional Model
123456789X	0021	130	J
123456780X	3518	130	Z
* 123456790X	0021	130	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 either the FEFP Program Number or the English Language Learners: Instructional Model and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

**5D. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Monday must be Y or N. -record rejected-**

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Monday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Monday	Survey Period Code
371234566X	1200310	5	Y	2
* 371234568X	1200310	0	Z	2
371234569X	1200310	2	N	2

### 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 records to be loaded to the data base, the district must correct the Day of Week Scheduled, Monday and resubmit the record.



## STUDENT COURSE SCHEDULE - REJECT RULES

**5E. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Tuesday must be Y or N. -record rejected-**

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Tuesday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Tuesday	Survey Period Code
371234566X	1200310	5	Y	2
* 371234568X	1200310	0	Z	2
371234569X	1200310	2	N	2

### 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 records to be loaded to the data base, the district must correct the Day of Week Scheduled, Tuesday and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

**5F. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Wednesday must be Y or N. -record rejected-**

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Wednesday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Wednesday	Survey Period Code
371234566X	1200310	5	Y	2
* 371234568X	1200310	0	Z	2
371234569X	1200310	2	N	2

### 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 records to be loaded to the data base, the district must correct the Day of Week Scheduled, Wednesday and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

**5G. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Thursday must be Y or N. -record rejected-**

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Thursday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Thursday	Survey Period Code
371234566X	1200310	5	Y	2
* 371234568X	1200310	0	Z	2
371234569X	1200310	2	N	2

### 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 records to be loaded to the data base, the district must correct the Day of Week Scheduled, Thursday and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

**5H. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Friday must be Y or N. -record rejected-**

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Friday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Friday	Survey Period Code
371234566X	1200310	5	Y	2
* 371234568X	1200310	0	Z	2
371234569X	1200310	2	N	2

### 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 records to be loaded to the data base, the district must correct the Day of Week Scheduled, Friday and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

5I. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Saturday must be Y or N. -record rejected-

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Saturday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Saturday	Survey Period Code
371234566X	1200310	5	Y	2
* 371234568X	1200310	0	Z	2
371234569X	1200310	2	N	2

### 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 records to be loaded to the data base, the district must correct the Day of Week Scheduled, Saturday and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

5K. If Survey Period Code is 2 or 3, then at least one Day of Week Scheduled, Monday; Day of Week Scheduled, Tuesday; Day of Week Scheduled, Wednesday; Day of Week Scheduled, Thursday; Day of Week Scheduled, Friday or Day of Week Scheduled, Saturday must be Y unless School Number, Current Enrollment equals 3518 or unless School Number, Current Instruction/Service is 7004. -record rejected-

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Monday is invalid

Student Number Identifier, Florida	Sch. Num., Curr. Enr	Days Per Week	Day of Week Sched., Mon.	Day of Week Sched., Tues.	Day of Week Sched., Wed.	Day of Week Sched., Thurs.	Day of Week Sched., Fri.	Day of Week Sched., Sat.	Survey Period Code
371234566X	0411	5	Y	Y	Y	Y	Y	Y	2
* 371234568X	0411	3	N		N		N		2
371234569X	3518	0	N	N	N	N	N	N	2

### 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 records to be loaded to the data base, the district must correct the Day of Week Scheduled, Monday and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

**5L. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Date Certain must be Y, N or Z. -record rejected-**

### EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Date Certain is blank.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Date Certain	Survey Period Code
371234566X	1200310	5	Y	2
* 371234568X	1200310	0		2
371234569X	1200310	2	N	2

### 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 records to be loaded to the data base, the district must correct the Day of Week Scheduled, Date Certain and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

**5M.** If Survey Period code is 2 or 3 and Day of Week, Scheduled Friday is Y, then Day of Week Scheduled, Date Certain must be N or Z. –record rejected-

### EXAMPLE

The first, second and fourth 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 correct relationship between Day of Week Scheduled, Friday and Day of Week Scheduled, Date Certain does not exist.

**Note:** In the fourth record below, although Day of Week Scheduled, Friday is N, it is not automatically assumed that Day of Week Scheduled, Date Certain is Y unless all of the students in the entire school are not scheduled in any core classes (See Appendix S) on Friday.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Friday	Day of Week Scheduled, Date Certain
12345678X	1200310	5	Y	N
22345678X	1200310	2	N	Y
* 32345678X	1200310	2	Y	Y
42345678X	1200310	4	N	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 record so that the correct relationship exists between Day of Week Scheduled, Friday and Day of Week Scheduled, Date Certain and resubmit the record.



## STUDENT COURSE SCHEDULE - REJECT RULES

**50. If Course Number equals 222222, then School Number, Current Enrollment must be 3518. -record rejected-**

### EXAMPLE

The first record listed below would not be loaded to the data base because School Number, Current Enrollment is not 3518. The second record would be loaded to the data base assuming no other reject rule would cause it to reject.

Student Number Identifier, Florida	District Number, Current Instruction/ Service	School Number, Current Enrollment	Course Number
* 123456789X	01	0818	222222
223456789X	41	3518	222222

### DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the School Number, Current Enrollment or the Course Number and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

**5P. If District Number, Current Instruction/Service is equal to 71 and District Number, Current Enrollment is equal to 71, then FEFP Program Number must be 102 or 103. -record rejected-**

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second record would be rejected because FEFP Program Number does not equal 102 or 103.

District Number, Current Enrollment	District Number, Current Instruction/Service	Student Number Identifier, Florida	Course Number	FEFP Program Number	FTE Earned, Course
71	71	234567889X	2109370	103	0834
* 71	71	123456790X	2109370	113	0834

### 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 FEFP Program Number and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

**5Q. If School Number, Current Instruction/Service is equal to 7004, then FEFP Program Number must be 999, 102 or 103. -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 FEFP Program Number does not equal 999, 102 or 103.

District Number, Current Enrollment	School Number, Current Instruction/Service	Student Number Identifier, Florida	Course Number	FEFP Program Number	FTE Earned, Course
06	7004	234567889X	2109370	103	0834
06	7004	234567890X	2109370	999	0000
* 06	7004	234567891X	0200050	112	0834

### 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 FEFP Program Number and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

**5R. If District Number, Current Instruction/Service is equal to 78 or 79 and District Number, Current Enrollment is equal to 78 or 79, then FEFP Program Number must be 999. -record rejected-**

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second record would be rejected because FEFP Program Number does not equal 999.

District Number, Current Enrollment	District Number, Current Instruction/Service	Student Number Identifier, Florida	Course Number	FEFP Program Number	FTE Earned, Course
78	78	234567889X	2109370	999	0000
* 78	78	123456790X	2109370	101	0834

### 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 FEFP Program Number and resubmit the record.

## STUDENT COURSE SCHEDULE - REJECT RULES

**5S. If Course Number is 5100580 or 5100590 then FEFP Program Number must be 999 and FTE Earned, Course must be 0000 and Grade Level must be PK. – 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 student's Course Number is 5100590 and FEFP Program Number is 101. The last record would be rejected because the student's Course Number is 5100580, and FTE Earned, Course is 0834.

Course Number	FEFP Program Number	Grade Level	FTE Earned, Course
5100580	999	PK	0000
5100590	999	PK	0000
* 5100590	101	PK	0000
* 5100580	999	PK	0834

### 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 FEFP Program Number and the FTE Earned, Course and resubmit the records.

## STUDENT COURSE SCHEDULE - REJECT RULES

**5T. If the Reading Intervention Component code is F, then the Grade Level (on the Student Course Schedule record) must be 11 or 12. -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 Grade Level is inappropriate for the Reading Intervention Component code of F.

District Number, Current Instruction/Service	Student Number Identifier, Florida	Course Number	Reading Intervention Component	Grade Level
01	123456789X	2103010	F	12 ←
01	123456791X	2100310	F	11
* 01	123457891X	2106310	F	06 ←

### 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 Reading Intervention Component code or the Grade Level code and resubmit the record.

## STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

**60. The student's Grade Level on the Student Course record must agree with the Grade Level on the Student Demographic record submitted by the district of instruction unless Year-Round/Extended School Year FTE Indicator on the Student Course record = A or if Survey Period Code = 1 or 4. -state validation/NULL-**

**\*\*FTE Earned Course on all Student Course records set to NULL value for these records at the close of the State Records Processing Cycle.\*\***

### EXAMPLE

The first and third Student Course records listed below would pass this edit. The second and fourth records would not pass the edit because the Grade Level codes on the Student Demographic records and Student Course records do not agree. (The FTE Earned Course on the Student Course records would be set to a null value at the close of the State Records Processing Cycle.)

<i>Student Demographic Records</i>			<i>Student Course Records</i>		
District Number, Current Instruc./ Service	Student Number Identifier, Florida	Grade Level	District Number, Current Instruc./ Service	Student Number Identifier, Florida	Grade Level
49	491234566X	12	49	491234566X	12
49	491234567X	11	* 49	491234567X	12
49	491234568X	11	49	491234568X	11
49	491234569X	12	* 49	491234569X	10

### DISTRICT RESPONSIBILITY

The Grade Level codes which do not agree must be corrected. If the Grade Level code on the Student Demographic record is correct, then the Grade Level code on the Student Course record must be updated so that it agrees. If the Grade Level code on the Student Course record is correct, then the Student Demographic record must be updated so that the Grade Level codes agree.

## STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

61. During Surveys 1 through 4 if FTE Earned, Course is greater than zero and the student is less than 3 years old, then Grade Level must be PK and FEFP Program Number must be 101, 111 or 254-255. -state validation/NULL-

**\*\*FTE Earned, Course set to NULL after the close of the State Records Processing Cycle\*\***

### EXAMPLE

If the Birth Date on the matching Student Demographic records for each of the Student Course records listed below indicates that the student's age is less than 3, then the record marked with an asterisk would fail the edit because the correct relationship between Grade Level code, FEFP Program Number and FTE Earned, Course does not exist.

Student Number Identifier, Florida	Section Number	FEFP Program Number	FTE Earned, Course	Grade Level
111234563X	00100	254	0834	PK
111234564X	00200	101	0012	PK
* 111234565X	00500	999	0834	PK
111234566X	A1500	111	0834	PK

### DISTRICT RESPONSIBILITY

The district must correct the records so that the correct relationship between Grade Level, FEFP Program Number and FTE Earned, Course exists.



## STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

- ➔ **62.** If Survey Period Code is 1, 2 or 3 then a student's total FTE Earned, Course during any one survey for a district may not exceed 0.5000 excluding FTE Earned, Course for those courses with the Year-Round/Extended School Year FTE Indicator set to "A" or "B". If Survey Period Code is 4 and no Student Course Schedule record for the Fiscal Year, Survey Period, and Student Number Identifier, Florida has a School Number, Current Instruction/Service of 7001, then, a student's total FTE Earned, Course during any one survey for a district may not exceed 0.5000 excluding FTE Earned, Course for those courses with the Year-Round/Extended School Year FTE Indicator set to "A" or "B". -state validation/NULL-

**\*\*FTE Earned, Course set to NULL value on ALL the student's Student Course records at the close of the State Records Processing Cycle.\*\***

**Note:** FTE Earned is attributed to the district of instruction unless the school of instruction is a college or university in which case the FTE Earned is attributed to the district of enrollment.

### EXAMPLE

The FTE Earned, Course would be set to NULL at the end of the State Records Processing Cycle on ALL the Student Course records listed below because the student's total FTE Earned, Course in the district of instruction for the survey exceeds 0.5000.

#### *Student Course Records*

Student Number Identifier, Florida	Survey Period Code	District Number, Current Instruction/Service	Course Number	FEFP Program Number	Grade Level	FTE Earned, Course
* 561234567X	2	56	1005300	102	07	0834
* 561234567X	2	56	1205420	102	07	0834
* 561234567X	2	56	2000330	102	07	0834
* 561234567X	2	56	2104300	102	07	<u>2502</u>
Total FTE Earned, Course						.5004

### DISTRICT RESPONSIBILITY

The district must correct the Student Course records so that the student's total FTE Earned, Course does not exceed 0.5000.

## STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

- 63. If the Dual Enrollment Indicator equals E on one Student Course Schedule record reported for a student, then each Student Course Schedule record for that student must be coded with E in the Dual Enrollment Indicator field. Matching Student Course Schedule records for a student should be based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Fiscal Year and Survey Period Code. –state validation-

### EXAMPLE

The Student Course Schedule records listed below marked with an asterisk would fail this edit because the Dual Enrollment Indicator does not equal “E” for all courses for the student.

Student Number, Identifier, Florida	Course Number	Dual Enrollment Indicator
123456789x	AMH9014	E
123456789x	MAT1201	E
123456789x	PSY1407	E
123456789x	SOC1011	E
*234567890x	AMH9001	E
*234567890x	MAT1207	A
*234567890x	PSY2011	B
*234567890x	SOC1022	E

### DISTRICT RESPONSIBILITY

The district must review the status of the student regarding dual enrollment and correct the Dual Enrollment Indicator codes on the records that are in error.

## STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

**66. Each Student Course record must have a matching Teacher Course record based on the key fields of District Number, Current Instruction/Service; School Number, Current Instruction/ Service; Survey Period Code; Fiscal Year; Course Number; Section Number; Period Number; and Term unless Survey Period Code = 2 or 3 and School Number, Current Instruction/Service is a private school number. -state validation/NULL-**

**\*\*FTE Earned, Course set to NULL following the close of the State Records Processing Cycle\*\***

### EXAMPLE

The first and second Student Course records listed below would pass this edit. The third Student Course Schedule would be flagged in error because of the failure to have a matching Teacher Course Schedule based on the keys of District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Course Number; Section Number; Period Number; and Term.

#### *Student Course Records*

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Survey Period Code	Fiscal Year	Course Number	Sec. No.	Period Number	Term
01	0421	012345679X	2	****	1200330	00200	0404	1
01	0421	012345678X	2	****	1200330	00200	0404	1
* 01	0421	012345677X	2	****	1200330	00100	0303	1

#### *Teacher Course Records*

District Number, Current Instruction/ Services	School Number, Current Instruction/ Services	Survey Period Code	Fiscal Year	Course Number	Section Number	Period Number	Term	Social Security Number
01	0421	2	****	1200330	00200	0404	1	0000291125
01	0421	2	****	1200330	00100	0202	1	0000291125

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

## **STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES**

### **DISTRICT RESPONSIBILITY**

If the Student Course record is valid, submit the Matching Teacher Course Schedule record for that class. If the Student Course record is invalid, delete the record from the data base. If an error has been made in one or more of the seven key items on either the Student Course record or the Teacher Course record, they should be corrected so that the two types of records match for each of the seven key items of District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Course Number; Section Number; Period Number; and Term.

## STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

67. Each Student Course Schedule must have a matching Student Demographic record based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Fiscal Year; and District Number, Current Instruction/Service. -state validation/NULL-

**\*\*FTE Earned, Course set to NULL for ALL Student Course Schedule records for this student\*\***

### EXAMPLE

The Student Course Schedule listed below which is marked with an asterisk would fail the edit above because it does not have a matching Student Demographic record.

#### *Student Demographic records*

District Number, Current Instruction/Service	District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year
01	01	019876544X	0021	3	****
01	01	019876545X	0021	3	****
01	01	019876546X	0021	3	****

#### *Student Course records*

District Number, Current Instruction/Service	District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
01	01	0021	019876544X	3	****
01	01	0021	019876545X	3	****
* 01	01	0321	019876546X	3	****

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

## **STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES**

### **DISTRICT RESPONSIBILITY**

The district must verify the various key comparisons from the Student Course record, correct those in error and resubmit the correction. For more detailed explanation of the proper submission of the various keys, consult the front pages of both the Student Demographic Information and Student Course Schedule formats.

## STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

69. If Survey Period Code = 1-4, each Student Course Schedule record with FEFP Program Number equal to 111-113 or 254-255 must have a matching Exceptional Student record based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Fiscal Year unless Survey Period Code = 2 or 3 and School Number, Current Instruction/Service is a private school number. -state validation/NULL-

**\*\*FTE Earned, Course set to NULL for all Student Course Schedule records for this student\*\***

### EXAMPLE

The Student Course Schedule listed below which is marked with an asterisk would fail the edit above because it does not have a matching Exceptional Student record.

#### *Exceptional Student records*

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
01	0021	019876544X	2	****
01	0021	019876545X	2	****
01	0021	019876546X	2	****

#### *Student Course Schedule records*

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year	FEFP Program Number
01	0021	019876544X	2	****	111
01	0021	019876545X	2	****	112
01	0021	019876546X	2	****	113
* 01	0021	019876547X	2	****	254

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

## **STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES**

### **DISTRICT RESPONSIBILITY**

If the Student Course Schedule record is valid, the district must submit the matching Exceptional Student record. If the Student Course Schedule record is invalid, the district must either delete the record or correct the invalid elements.



## STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

71. If Course Number = 9900020-9900026, then School Number, Current Instruction must be a valid active school on the Master School Identification (MSID) file with School Function/Setting = D (DJJ). -state validation/Null-

**\*\*FTE Earned, Course set to NULL value on all Student Course Schedule records at the close of the State Records Processing Cycle.\*\***

**NOTE: Course Numbers 9900020-9900026 are GED Prep courses, and may only be claimed for students in Department of Juvenile Justice Facilities (School Function/Setting = D on MSID).**

### EXAMPLE

The second Student Course Schedule record listed below would pass this edit. The first and third records would not pass the edit because the School Function/Setting is not D (DJJ) on the MSID. (The FTE Earned, Course would be set to null value at the close of the State Records Processing Cycle.)

#### *Student Course Schedule Records*

#### *MSID*

District Number, Current Instruc./Service	School Number, Current Instruc./Service	Student Number Identifier, Florida	Course Number	District Number	School Number	School Function/Setting
* 49	0201	123456789X	9900020	49	0201	Z
49	9031	123456790X	9900020	49	9031	D
* 49	9013	123456791X	9900020	49	9013	M

### DISTRICT RESPONSIBILITY

The district must correct the Course Number on the Student Course Schedule or the school type on the Master School Identification file. (See note above concerning these Course Numbers.)

## STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

72. If FEFP Program Number equals 130, then English Language Learners, PK-12 on the Student Demographic Information record (matched on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Fiscal Year; and District Number, Current Instruction/Service) must equal LY or LP. – state validation/NULL-

**\*\*FTE Earned, Course set to NULL after the close of the State Records Processing cycle.\*\***

### EXAMPLE

The second and third records below would pass this edit. The first and fourth records listed below and flagged with asterisks would cause error messages to be generated because the English Language Learners, PK-12 code does not equal LY or LP. If the error is not corrected by the end of the state processing period, the FTE Earned, Course will be sent to NULL.

#### *Student Course Schedule records*

Student Number Identifier, Florida	FEFP Program Number	Course Number
* 661234566X	130	1200310
661234567X	130	1200310
661234568X	130	1200310
* 661234569X	130	1200310

#### *Student Demographic Information records*

Student Number Identifier, Florida	English Language Learners, PK-12
* 661234566X	LF
661234567X	LY
661234568X	LP
* 661234569X	LN

## **STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES**

### **DISTRICT RESPONSIBILITY**

The district must review the FEFP Program Number and English Language Learners, PK-12 codes and correct the codes that are in error. If the end of the state processing cycle has occurred and the FTE Earned, Course has been changed to a NULL value, then the district must also resubmit the Student Course Schedule record with the proper FTE Earned, Course.

## STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

73. For Surveys 2 and 3; if School Number, Current Enrollment is not 3518, N998, or N999; and if District Number, Current Enrollment is not 71, 78 or 79; and if FTE Earned, Course is greater than zero and the student has a Withdrawal Code, PK-12 of DNE on a Prior School Status/Student Attendance record, or if there is no matching Prior School Status/Student Attendance record, then FTE Earned, Course is set to NULL after the close of the state records processing cycle. The match should be made using Year (School and Fiscal), Survey Period Code, District Number, Current Enrollment and Student Number Identifier, Florida. If the student has more than one Prior School Status/Student Attendance record, the match should be made to the record with the most recent Entry (Re-entry) Date. -state validation/NULL-

### EXAMPLE

In the example below all FTE Earned, Course amounts would be set to null after the end of the state processing period except for the FTE Earned in the third record. Student Course Schedule records should not be submitted for a student with a “Did Not Enter” Withdrawal Code.

*Prior School Status/Student Attendance records:*

School Year	Survey Period Code	District Number, Current Enrollment	Student Number Identifier, Florida	Withdrawal Code PK-12
****	2	03	111234563X	DNE
****	2	03	111234564X	DNE
****	2	03	111234565X	ZZZ
****	2	03	111234566X	DNE

*Student Course Schedule records:*

Fiscal Year	Survey Period Code	Student Number Identifier, Florida	Section Number	FEFP Program Number	FTE Earned, Course
****	2	* 111234563X	00100	103	0834
****	2	* 111234564X	00200	101	0012
****	2	111234565X	00500	102	0834
****	2	* 111234566X	A1500	111	0834

\*\*\*\* = a valid School or Fiscal Year

## **STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES**

### **DISTRICT RESPONSIBILITY**

The district must delete the Student Course Schedule records if they were submitted in error or change the DNE Withdrawal Code if it is incorrect.

## STUDENT COURSE SCHEDULE – EXCEPTION REPORTS

80. If the School Number, Current Instruction/Service does not begin with "P" and the Course Number is a vocational secondary Course Number (begins with 8 or 9) except for Course Number 8502000, then the FEFP Program Number must be 300, 102, 103, 112-113 or 254-255. -exception report-

### EXAMPLE

The first record listed below meets the criteria specified in the above edit. The second and third records would cause a message to be generated because the FEFP Program Number is not the expected FEFP Program Number for the Course Number reported.

Student Number Identifier, Florida	Dist. Num. Curr. Inst./ Serv.	Sch. Num. Curr. Inst./ Serv.	Svy. Per. Code	Fiscal Year	Course Number	Section Number	Period Number	FEFP Prog. Num.
012345679X	01	0421	2	****	8500310	00200	0404	300
* 012345678X	01	0421	2	****	8206300	00200	0404	101
* 012345677X	01	0421	2	****	8500380	00100	0505	111

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

### DISTRICT RESPONSIBILITY

The district should verify the FEFP Program Number and the Course Number and correct if in error.

## STUDENT COURSE SCHEDULE – EXCEPTION REPORTS

### 81. Class Minutes, Weekly must not be greater than 2400. -exception report-

#### EXAMPLE

The first record listed below would pass this edit. The last three records would cause a message to be generated because Class Minutes, Weekly is greater than 2400.

Student Number Identifier, Florida	Dist. Num., Curr. Inst./ Serv.	Sch. Num., Curr. Inst./ Serv.	Fiscal Year	Course Number	Section Number	Period Number	Class Minutes, Weekly
012345676X	01	0431	****	1211300	00100	0401	2400
* 012345677X	01	0431	****	1211300	00100	0101	2500
* 012345678X	01	0431	****	1211300	00100	0101	4800
* 012345679X	01	0431	****	1211300	00100	0101	2424

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

#### DISTRICT RESPONSIBILITY

The district should verify the Class Minutes, Weekly and correct if in error.

## STUDENT COURSE SCHEDULE – EXCEPTION REPORTS

**83. Only one of the FEFP Program Numbers, 111-113 or 254-255, may be reported for a student in the same survey and Term. -exception report-**

### EXAMPLE

The records listed below would not pass this edit because more than one of the FEFP Program Numbers, 251-255, was reported for the same student in the same survey and the same Term.

Student Number Identifier, Florida	Survey Period Code	FEFP Program Number	Term
* 123456789X	2	111	1
* 123456789X	2	111	1
* 123456789X	2	111	1
* 123456789X	2	254	1
* 123456789X	2	111	1
* 123456789X	2	111	1

### DISTRICT RESPONSIBILITY

The district should verify the FEFP Program Numbers to determine if they have been reported accurately. The records should be corrected if in error. However, if it is determined that the FEFP Program Numbers were reported accurately, no action is necessary.



## STUDENT COURSE SCHEDULE – EXCEPTION REPORTS

95. If Survey Period Code = 2 or 3, for each student and for each Term, only one student Course Schedule record with any of the Study Hall course numbers 5022000, 2200000 - 2200050 or 2200300 - 2200370 and FTE Earned, Course greater than zero may be submitted to the data base for the survey. -exception report-

### EXAMPLE

The first five records listed below would pass the edit. The sixth record would cause a message to be generated because it is expected that no more than one record with course number 5022000, 2200000 - 2200050 or 2200300 - 2200370 and FTE Earned, Course greater than zero will be submitted to the data base for a survey and term.

Term	Survey Period Code	Student Number Identifier, Florida	Course Number	FTE Earned, Course
1	2	123456789X	0200350	0834
1	2	123456789X	0701340	0834
1	2	123456789X	1001400	0833
1	2	123456789X	1206330	0833
1	2	123456789X	2200350	0833
* 1	2	123456789X	2200360	0833

### DISTRICT RESPONSIBILITY

The district should verify whether or not the record generating the message should have been submitted. If not, the record should be deleted. However, if the district wishes the data in the record to remain on the data base, no action is necessary.

## STUDENT COURSE SCHEDULE – EXCEPTION REPORTS

96. For each student, no more than two Student Course Schedule records may be coded Y on the Reading Intervention Component element. Find all Student Course Schedule records for a student by matching on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and Fiscal Year. -exception report-

### EXAMPLE

The student's records listed below would cause a message to be generated because it is expected that no more than two courses per student will contain the Reading Intervention Component and be coded Y on this element.

District Number, Current Instruction/Service	Survey Period Code	Student Number Identifier, Florida	Course Number	Reading Intervention Component
* 01	2	123456789X	5013010	Y
* 01	2	123456789X	7910100	Y
* 01	2	123456789X	2109310	Y
* 01	2	123456789X	1300330	Y

### DISTRICT RESPONSIBILITY

The district should verify whether or not the student is receiving reading intervention in all four courses and correct the records if they are in error. If no record is in error, no action is necessary.