

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

**UPDATED 07/01/2026**

### 1.

District Number must be numeric, active (A) on the Appendix B: District Name Table and must be correct for the district submitting the data.

### Record rejected

### EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number is not in the appropriate range.

District Number	Professional Development, Component Number
03	5008045
03	6201069
* 00	5105136

## DISTRICT RESPONSIBILITY

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

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

### 2.

School Number, Primary/Home must exist on the Master School Identification File as a valid active in the district of submission.

### Record rejected

## EXAMPLE

School Number, Primary/Home 0661 is submitted for District Number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record would be rejected.

## DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the School Number, Primary/Home and resubmit the record for processing.

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

### 3.

Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank.

#### Record rejected

## EXAMPLE

Social Security Numbers of 000000000 and (blank)504767954 would cause each record to be rejected. The first number is incorrect because it is not greater than zero. The second is incorrect because it is right-justified rather than left-justified.

## 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 database, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

### 4.

Survey Period Code must be 5 and must be correct for the submission specified by the district.

#### **Record rejected**

## EXAMPLE

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "5" and the records are coded as Survey Period code "3." All updates, adds, or deletes that have this inconsistency are 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 database, the district must correct the Survey Period Code on the records being submitted and resubmit the records for processing.

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

5.

Fiscal Year must be correct for the submission specified by the district.

### **Record rejected**

## EXAMPLE

Similar to the edit for Survey Period Code, both the Fiscal Year on the JCL and the records being submitted for processing must match.

## 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 database, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

### 6.

Professional Development, Learning Method must be A, B, C, D, F, G, H, I or J.

#### Record rejected

#### EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because the codes for Professional Development, Learning Method are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Learning Method
03	123456789	5	****	C
*03	123456780	5	****	S
*03	123456781	5	****	M

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

#### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Professional Development, Learning Method and resubmit the records for processing.

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

### 7.

Professional Development, Evaluation Method, Staff must be A, B, C, D, E, F or G.

#### Record rejected

#### EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Professional Development, Evaluation Method, Staff are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Evaluation Method, Staff
03	123456789	5	****	C
*03	123456780	5	****	P
*03	123456781	5	****	M

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

#### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Professional Development, Evaluation Method, Staff and resubmit the records for processing.

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

### 8.

Professional Development, Participation Hours must be numeric, greater than zero (000) and contain no blanks.

### Record rejected

### EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record below would be rejected because the Professional Development, Participation Hours contains a blank.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Component Number	Professional Development, Participation Hours
03	123456789	5	****	5008045	020
* 03	123456780	5	****	6201069	15

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

## DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Professional Development, Participation Hours and resubmit the records for processing.

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

9.

Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable.

**Record rejected**

## EXAMPLE

Florida Education Identifier
FL012345678910

## DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Florida Education Identifier and resubmit the record for processing.

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

### 10.

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 database; if C or D is specified, then the record must exist on the database.

#### **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 will be rejected.

#### **DISTRICT RESPONSIBILITY**

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

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

### 11.

Each Professional Development record must be unique based on District Number; Social Security Number (or Staff Number Identifier); Survey Period Code; Fiscal Year and Professional Development, Component Number.

**First record accepted, all other duplicate records rejected**

### EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the key items (District Number; Social Security Number; Survey Period Code; Fiscal Year and Professional Development, Component Number) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Component Number
03	123456789	5	****	5008045
03	123456780	5	****	6201069
* 03	123456789	5	****	5008045

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

## DISTRICT RESPONSIBILITY

If, in fact, the last record above should not have been submitted, the district would not have to take any action. The record was rejected. However, if the record should have been submitted but with a different key, the record should be corrected and resubmitted. If the district wishes to update some item in this record, the record should be submitted with a Transaction Code of "C" rather than "A."

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

### 12.

Position one of the Professional Development, Component Number must be 1-9. Positions two, three and four must be 000, 002-017, 100-106, 200-211, 300-308, 400-424, 500-521, 600-602, 700-705 or 800-805. Positions five, six and seven must be 001-999.

### Record rejected

### EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record below would be rejected because positions two, three and four of the Professional Development, Component Number are invalid. The third record would be rejected because positions five, six and seven of the Professional Development, Component Number are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Component Number
03	123456789	5	****	5008045
*03	123456780	5	****	6241011
* 03	123456781	5	****	5017000

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

## DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Professional Development, Component Number and resubmit the records for processing.

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

### 13.

Professional Development, Implementation Method must be M, N, O, P, Q, R, S or T.

#### Record rejected

#### EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Professional Development, Implementation Method are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Implementation Method
03	123456789	5	****	N
*03	123456780	5	****	G
* 03	123456781	5	****	B

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

#### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Professional Development, Implementation Method and resubmit the records for processing.

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

**UPDATED 07/01/2026**

### 14.

District Number, Where Professional Development Completed must be numeric and active (A) on the Appendix B: District Name Table.

#### Record rejected

#### EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because, they are not in the acceptable range.

District Number, Where Professional Development Completed	Social Security Number
03	123456789
* 78	123456782
* 00	123456781

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

#### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Where Professional Development Completed and resubmit the records for processing.

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

### 15.

Professional Development Credits, Primary Purpose must be A, B, C, D, E, G or H.

#### Record rejected

#### EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Professional Development Credits, Primary Purpose are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development Credits, Primary Purpose
03	123456789	5	****	C
*03	123456782	5	****	P
* 03	123456781	5	****	M

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

#### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Professional Development Credits, Primary Purpose and resubmit the records for processing.

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

### 16.

Professional Development, Evaluation Method, Student must be A, B, C, D, F, G or Z.

#### Record rejected

#### EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the codes for Professional Development, Evaluation Method, Student are invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development Evaluation Method, Student
03	123456789	5	****	C
*03	123456782	5	****	S
* 03	123456781	5	****	M

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

#### DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Professional Development, Evaluation Method, Student and resubmit the records for processing.

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

### 17.

The Staff Number Identifier, Local may be any combination of letters, numbers and blanks. All blanks are not allowable. It must be left-justified with trailing blanks.

### Record rejected

## EXAMPLE

The first two records listed below would be loaded to the database assuming no other edit would cause their rejection. The third record would be rejected because the Staff Number Identifier, Local contains a symbol (@). The fourth record would be rejected because it is right-justified rather than left-justified.

District Number	Staff Number Identifier, Local
01	0123456789
01	ABC123DEF9
*01	2121@xyz
*01	123456

## 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 database, the district must correct the Staff Number Identifier, Local and resubmit the records.

# STAFF PROFESSIONAL DEVELOPMENT

## REJECT RULES

### 18.

The Staff Number Identifier, Local must not be identical to the Social Security Number.

### Record rejected

## EXAMPLE

The first record listed below would be loaded to the database assuming no other edit would cause its rejection. The second record would be rejected because the Staff Number Identifier, Local is the same as the Social Security Number.

District Number	Social Security Number	Staff Number Identifier, Local
01	123456789	A000012537
* 01	012345678	012345678

## DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

# STAFF PROFESSIONAL DEVELOPMENT

## STATE VALIDATION RULES

### 30.

Each Professional Development record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

#### State validation

#### EXAMPLE

The Professional Development record listed below would not pass this edit because there is no matching Staff Demographic Information record based on the key items of District Number, Social Security Number, Survey Period Code and Fiscal Year.

#### *Staff Demographic Information records*

District Number	Social Security Number	Survey Period Code	Fiscal Year
03	123456789	5	****
03	123456780	5	****

#### *Professional Development record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Component Number
01	123456790	5	****	5008021

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

## DISTRICT RESPONSIBILITY

The district must verify that the Staff Professional Development record is valid, then submit a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year.

# STAFF PROFESSIONAL DEVELOPMENT

## STATE VALIDATION RULES

### 31.

If the Professional Development, Component Number is 8521001, then the employee's Job Code must place the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5 on the Staff Demographic Information record. The match should be based on District Number, Social Security Number, Fiscal Year and Survey Period Code.

#### State validation

#### EXAMPLE

The third record would not pass this edit because the Job Code does not fall within the appropriate line of the Public Schools Staff Survey-EEO-5.

#### *Staff Professional Development Record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Professional Development, Component Number
03	123456789	5	****	8521001
03	123456780	5	****	8521001
*03	123456781	5	****	8521001

#### *Staff Demographic Information record*

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code
03	123456789	5	****	51058
03	123456780	5	****	51031
03	123456781	5	****	73008

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

## DISTRICT RESPONSIBILITY

The district must verify if the Staff Professional Development record is valid or if the Staff Demographic record is valid, and then make the appropriate correction.