

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

1. **District Number, Current Enrollment must be numeric, in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

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

| 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 should correct the District Number, Current Enrollment and resubmit the record.

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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 rules would cause their rejection. The last two records would be rejected. The first of these would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The second of these two records would be rejected because the School Number, Current Enrollment is not numeric.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 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 should 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 01-70 or 72-76. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For additional information on Student Number Identifier, Florida refer 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 position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| 01 | 0151 | 1234567891 |
| 01 | 0151 | 123456789X |
| * 01 | 0151 | 123456789C |
| * 01 | 0151 | 123456789 |
| * 01 | 0151 | 0023456791 |
| * 01 | 0151 | 000123456X |

DISTRICT RESPONSIBILITY

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

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- 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 or in statements for tape transmission is identified as Survey Period "5". However, records on the transmission have a Survey Period Code "3". All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The district must correct Survey Period Code either on the records coming in or the Transmission JCL and all records must be submitted.

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


EXAMPLE

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

DISTRICT RESPONSIBILITY

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

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6. The first character of the Disciplinary/Referral Action Code must be alphabetic and must be A, C, E, I, O, S or U. Characters 2-5 must be numeric and a valid school number in the range 0001 to 9899. -record rejected- 

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first two records below would be rejected. The first record would be rejected because the code in the first position is invalid. The second record would be rejected because the school number in positions 2-5 of the Disciplinary Action code is invalid.

| District Number, Current Enrollment | Student Number Identifier, Florida | Disciplinary/Referral Action Code |
|--|---------------------------------------|--------------------------------------|
| * 40 | 401234567X | 30201 |
| * 40 | 401234568X | I9999 |
| 40 | 401234569X | C0021 |

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 should correct the Disciplinary/Referral Action Code and resubmit the records.

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

7. Each Student Discipline/Referral Action record must be unique based on the keys of District Number, Current Enrollment; Student Number Identifier, Florida; Disciplinary/Referral Action Code; Incident, Identifier; Incident Date; Survey Period Code and School Year. -first record accepted, all other duplicate records rejected-

EXAMPLE

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

| District Number, Current Enrollment | Student Number Identifier, Florida | Disciplinary/Referral Action Code | Survey period Code | School Year | Incident, Identifier | Incident, Date |
|-------------------------------------|------------------------------------|-----------------------------------|--------------------|-------------|----------------------|----------------|
| 02 | 0212345675X | C0012 | 5 | 0203 | A0012345 | 02212002 |
| * 02 | 0212345675X | C0012 | 5 | 0203 | A0012345 | 02212002 |
| 02 | 0212345677X | O0011 | 5 | 0203 | C2345678 | 05012002 |
| 02 | 0212345678X | I0011 | 5 | 0203 | D9876543 | 05062002 |
| * 02 | 0212345678X | I0011 | 5 | 0203 | D9876543 | 05062002 |

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 delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

8. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After the 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 should correct the Transaction Code and resubmit the records.

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

9. Incident, Identifier must be alphanumeric, may not be zero, and must not contain blanks. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Incident, Identifier contains a blank.

| District Number, Current Enrollment | School Number, Where Incident Occurred | Incident, Identifier |
|--|--|-------------------------|
| 01 | 0271 | SB000062 |
| 01 | 0271 | AS000016 |
| * 01 | 0271 | 0 00C013 |

DISTRICT RESPONSIBILITY

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

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

10. Incident, Date must be numeric, must be a valid date, and in the range of 07012002 to 08312003. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Incident, Date is not a valid date.

| District Number, Current Enrollment | School Number, Where Incident Occurred | Incident, Identifier | Incident, Date |
|--|--|-------------------------|-------------------|
| 01 | 0271 | A0000001 | 12122002 |
| 01 | 0271 | X0000002 | 01192003 |
| * 01 | 0271 | D0000003 | 02302002 |

DISTRICT RESPONSIBILITY

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

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

11. The Duration, Disciplinary Action must be a three digit numeric code indicating length of disciplinary action. -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 Duration, Disciplinary Action is not a valid code.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida | Duration, Disciplinary Action |
|---|--------------------------------------|--|-------------------------------------|
| 01 | 0271 | 012345678X | 008 |
| 01 | 0271 | 123456789X | 001 |
| * 01 | 0271 | 112233445X | C01 |

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 Duration, Suspension code and resubmit the record.

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

12. Student, Involved in Gang must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Student, Involved in Gang is not a valid code.

| District Number, Current Enrollment | School Number, Where Incident Occurred | Incident, Identifier | Student, Involved in Gang |
|--|--|-------------------------|---------------------------------|
| 01 | 0271 | 00000001 | Y |
| 01 | 0271 | 00000002 | N |
| * 01 | 0271 | 00000003 | 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 Student, Involved in Gang code and resubmit the record.

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

13. Student, Involved in Hate Crime code must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Student, Involved in Hate Crime code is not a valid code.

| District Number, Current Enrollment | School Number, Where Incident Occurred | Incident, Identifier | Student, Involved in Hate Crime |
|--|--|-------------------------|---------------------------------------|
| 01 | 0271 | 00000001 | Y |
| 01 | 0271 | 00000002 | N |
| * 01 | 0271 | 00000003 | 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 Student, Involved in Hate Crime code and resubmit the record.

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

14. Student, Use of Alcohol code must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Student, Use of Alcohol code is not a valid code.

| District Number, Current Enrollment | School Number, Where Incident Occurred | Incident, Identifier | Student, Use of Alcohol |
|--|--|-------------------------|-------------------------------|
| 01 | 0271 | 00000001 | Y |
| 01 | 0271 | 00000002 | N |
| * 01 | 0271 | 00000003 | 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 Student, Use of Alcohol code and resubmit the record.

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

15. Student, Use of Drugs code must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Student, Use of Drugs code is not a valid code.

| District Number, Current Enrollment | School Number, Where Incident Occurred | Incident, Identifier | Student, Use of Drugs |
|--|--|-------------------------|-----------------------------|
| 01 | 0271 | A0000001 | Y |
| 01 | 0271 | B0000002 | N |
| * 01 | 0271 | C0000003 | 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 Student, Use of Drugs code and resubmit the record.

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

16. Student, Weapon Use code must be Y or N. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Student, Weapon Use code is not a valid code.

| District Number, Current Enrollment | School Number, Where Incident Occurred | Incident, Identifier | Student, Weapon Use |
|--|--|-------------------------|---------------------------|
| 01 | 0271 | 00000001 | Y |
| 01 | 0271 | 00000002 | N |
| * 01 | 0271 | 00000003 | 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 Student, Weapon Use code and resubmit the record.

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

17. If the first character of Disciplinary/Referral Action code is C, then Duration, Disciplinary Action must be zero. -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 Duration, Disciplinary Action is greater than zero.

| District Number, Current Enrollment | Student Number Identifier,Florida | Disciplinary/ Referral Action Code | Duration, Disciplinary Action |
|--|--------------------------------------|--|-------------------------------------|
| 36 | 12345678X | C | 000 |
| *36 | 22345678X | J | 010 |
| 36 | 47654321X | E | 090 |

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 Duration, Disciplinary Action and resubmit the record.

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

18. If the first character of Disciplinary/Referral Action code is O, then Duration, Disciplinary Action must be greater than zero and less than or equal to 10. -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 Duration, Disciplinary Action is greater than 10.

| District Number, Current Enrollment | Student Number Identifier, Florida | Disciplinary/ Referral Action Code | Duration, Disciplinary Action |
|--|---------------------------------------|--|-------------------------------------|
| 36 | 12345678X | O | 008 |
| *36 | 22345678X | O | 020 |
| 36 | 47654321X | O | 010 |

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 Duration, Disciplinary Action and resubmit the record.

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

19. If the first character of Disciplinary/Referral Action code is I, then Duration, Disciplinary Action must be greater than zero and less than or equal to 10.
-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 Duration, Disciplinary Action is greater than 10.

| District Number, Current Enrollment | Student Number Identifier, Florida | Disciplinary/ Referral Action Code | Duration, Disciplinary Action |
|--|---------------------------------------|--|-------------------------------------|
| 36 | 12345678X | I | 004 |
| *36 | 22345678X | I | 012 |
| 36 | 47654321X | I | 010 |

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 Duration, Disciplinary Action and resubmit the record.

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

20. If the School Number, Current Enrollment is not N998 or N999, then it must exist on the Master School Identification File as a valid school number in the district of enrollment. -record rejected- 

EXAMPLE

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

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|--|--------------------------------------|---------------------------------------|
| * 01 | 0351 | 012345678X |

DISTRICT RESPONSIBILITY

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

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

21. The school number code in the last four positions of the Disciplinary/Referral Action Code must exist on the Master School Identification File as a valid school number in the district of enrollment. -record rejected-

EXAMPLE

The record listed below would be rejected because the school number (last four positions of Disciplinary/Referral Action Code) is not valid on the Master School Identification File for the District Number, Current Enrollment.

| District Number, Current Enrollment | Student Number, Identifier, Florida | Disciplinary/Referral Action Code |
|--|--|--------------------------------------|
| * 40 | 401234567X | C0112 |

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 should correct the school number on the Disciplinary/Referral Action Code and resubmit the record.

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

- 22. If the first character of Disciplinary/Referral Action code is S, the Duration, Disciplinary Action must be equal to or greater than zero and less than or equal to 90. –reject record-

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 Duration, Disciplinary Action is not equal to or great than zero and less than or equal to 90.

| District Number, Current Enrollment | Student Number Identifier, Florida | Disciplinary/ Referral Action Code | Duration, Disciplinary Action |
|--|---------------------------------------|--|-------------------------------------|
| 36 | 12345678X | S3402 | 004 |
| * 36 | 22345678X | S3402 | Blank |
| 36 | 47654321X | S3402 | 012 |

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 Duration, Disciplinary Action and resubmit the record.

STUDENT DISCIPLINE/REFERRAL ACTION - STATE VALIDATION RULES

30. Each Student Discipline/Referral Action record must have a matching Student Demographic record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year. -state validation 3-

****ALLOWABLE for Batch/update****

EXAMPLE

The Student Discipline/Referral Action record listed below does not have a matching Student Demographic record. Therefore, an error message would be generated.

Student Discipline/Referral Action

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | School Year |
|--|---|--------------------------|----------------|
| * 01 | 012345678X | 5 | 0203 |

DISTRICT RESPONSIBILITY

The district must delete the Student Discipline/Referral Action record or add a Student Demographic record to match the above key fields.

STUDENT DISCIPLINE/REFERRAL ACTION - STATE VALIDATION RULES

31. Each Student Discipline/Referral Action record must have a matching Student End of Year Status record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year unless School Number/Current Enrollment is N998 or N999. -state validation 3-

****ALLOWABLE for Batch/update****

EXAMPLE

The Student Discipline/Referral Action record listed below does not have a matching Student End of Year Status record. Therefore, an error message would be generated.

Student Discipline/Referral Action

| District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | School Year |
|--|---|--------------------------|----------------|
| * 01 | 012345678X | 5 | 0203 |

DISTRICT RESPONSIBILITY

The district must delete the Student Discipline/Referral Action record or add a Student End of Year Status record to match the above key fields.

STUDENT DISCIPLINE/REFERRAL ACTION - EXCEPTION REPORT

40. If the first character of Disciplinary/Referral Action code is A, then Duration, Disciplinary Action must be greater than zero and less than or equal to 210. – exception report-

EXAMPLE

The first and third records listed below would meet the criteria specified in the edit above. The second record would cause a message to be generated because the Duration, Disciplinary Action is greater than 210.

| District Number, Current Enrollment | Student Number Identifier, Florida | Disciplinary/ Referral Action Code | Duration, Disciplinary Action |
|--|---------------------------------------|--|-------------------------------------|
| 36 | 12345678X | A | 050 |
| *36 | 22345678X | A | 365 |
| 36 | 47654321X | A | 210 |

DISTRICT RESPONSIBILITY

The district should verify the Disciplinary/Referral Action Code and the Duration, Disciplinary Action code and correct if in error.

STUDENT DISCIPLINE/REFERRAL ACTION - EXCEPTION REPORT

41. If the first character of Disciplinary/Referral Action code is E or M, then Duration, Disciplinary Action must be greater than zero and less than or equal to 210. –exception report-

EXAMPLE

The first and third records listed below would meet criteria specified in the edit above. The second record would cause a message to be generated because the Duration, Disciplinary Action is greater than 210.

| District Number, Current Enrollment | Student Number Identifier, Florida | Disciplinary/ Referral Action Code | Duration, Disciplinary Action |
|--|---------------------------------------|--|-------------------------------------|
| 36 | 12345678X | E | 050 |
| *36 | 22345678X | E | 365 |
| 36 | 47654321X | E | 210 |

DISTRICT RESPONSIBILITY

The district should verify the Disciplinary/Referral Action Code and the Duration, Disciplinary Action code and correct if in error.