1.   District Number 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 is not in the appropriate range.

District Number	Social Security Number
03	123456789
03	123456782
* 00	123456781

　　　　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 and resubmit the record for processing.

2.   Social Security Number (SSN) must be numeric and greater than zero, 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 0000000000 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 data base, the district must correct the Social Security Numbers by making them numeric, greater than zero and left-justified. Resubmit the records for processing.
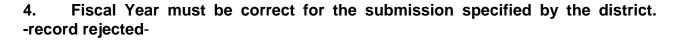
➤ 3.   Survey Period Code must be correct for the submission specified by the district and must be 2 or 3. -record rejected-

> **EXAMPLE**
>
> The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "2" 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 ⬅ data base, the district must correct the Survey Period Code on the records coming in or in the JCL and resubmit the records for processing.

4.   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 data base, the district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit the records for processing.

5. **Experience Type code must be A, C, D, F, M, N, P, or S. -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 below would be rejected because of an incorrect code for Experience Type.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456789	2	****	C	02
* 03	123456780	2	****	B	06

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Experience Type code to be a valid code and resubmit the record for processing.

6.   Experience Length must be numeric and be greater than or equal to zero and less than or equal to 75. -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 below would be rejected because the Experience Length code was left blank. The third record would be rejected because Experience Length is not within the acceptable range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456789	2	****	C	02
* 03	123456780	2	****	D	
* 03	123456781	2	****	M	99

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

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Experience Length and resubmit the records for processing.

7.   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 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 Transaction Code and resubmit the record for processing.

8.   Each Staff Experience record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year, and Experience Type code. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first and second record 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 key items (District Number, Social Security Number, Survey Period Code, Fiscal Year, and Experience Type code) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456789	2	****	C	02
03	123456780	2	****	D	06
* 03	123456789	2	****	C	03

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. 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."

20.   Each Staff Experience record must have a matching Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation 3-

EXAMPLE

The Staff Experience record 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	2	****
03	123456780	2	****

Staff Experience record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
* 03	123456781	2	****	C	02

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

DISTRICT RESPONSIBILITY

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