➡ **1.   District Number must be numeric in the range 01-69 or 71-75 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 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 data base, the district must correct the Survey Period Code on the records being submitted 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. **Date Left Teaching must be numeric and a valid date which is prior to the current date.** **-record rejected-**

EXAMPLE

The two records below would be rejected because of an invalid Date Left Teaching. The first is invalid because it is in the future; the second because it is all zeros.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Date Left Teaching
* 45	123456789	5	****	08212099
* 45	123456780	5	****	00000000

**** = 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 Date Left Teaching and resubmit the records for processing.

6.   Teaching Experience must be numeric, 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 Teaching Experience value was left blank. The third record would be rejected because the Teaching Experience number is not within the acceptable range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Teaching Experience
14	123456789	5	****	02
* 14	123456780	5	****	
* 14	123456781	5	****	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 Teaching Experience value and resubmit the records for processing.

7.   **Separation from Teaching code must be A, B, C, D, E, F or G. -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 Separation from Teaching code is invalid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation from Teaching
04	123456788	5	****	C
* 04	123456789	5	****	S

**** = 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 Separation from Teaching code and resubmit the record for processing.

8.   Voluntary Separation code must be A-S or Z. -record rejected-   ⬅

Note: Up to five codes may be selected. If less than five codes are selected Z-fill the remaining fields.

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 Voluntary Separation code is not valid.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Voluntary Separation
11	123456788	5	****	KMZZZ
* 11	123456789	5	****	UZZZZ ⬅

**** = 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 Voluntary Separation codes and resubmit the record for processing.

→ 9. If Separation from Teaching code is B, C, D, E or G, then the Voluntary Separation code must be Z. -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 correct relationship does not exist between the Separation from Teaching code and Voluntary Separation code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation from Teaching	Voluntary Separation
13	123456788	5	****	B	Z
* 13	123456789	5	****	C	H

**** = 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 code for Separation from Teaching or Voluntary Separation and resubmit the record for processing.

10. **If Voluntary Separation code is A-S, then the Separation from Teaching code must be A or F. -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 correct relationship does not exist between the Voluntary Separation and Separation from Teaching codes.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation from Teaching	Voluntary Separation
65	123456788	5	****	A	J
* 65	123456789	5	****	C	H

**** = 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 code for Voluntary Separation or Separation from Teaching and resubmit the record for processing.

11. **Future Employment Plans code must be A, B, C, D, E, F, G, H, I, Y or Z. -record rejected-**

    EXAMPLE

    The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the code for Future Employment Plans is invalid.

District Number	Security Number	Social Period Code	Survey Fiscal Year	Future Employment Plans
* 54	123456788	5	****	R
54	123456789	5	****	E

    **** = 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 Future Employment Plans code and resubmit the record for processing.

12.   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 are 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.

13.   Each Teacher Exit Interview record must be unique based on District Number, Social Security Number, Survey Period Code, Fiscal Year, and Date Left Teaching. -first record accepted, all other duplicate records 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 last record would be rejected because the key items (District Number, Social Security Number, Survey Period Code, Fiscal Year, and Date Left Teaching) duplicate the key items in the first record.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Date Left Teaching
36	123456789	5	****	06302007
36	123456780	5	****	06302007
* 36	123456789	5	****	06302007

**** = 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."

14. **The Staff 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 Staff Number Identifier, Local contains a symbol (@).

District Number	Staff 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 Staff Number Identifier, Local and resubmit the record.

15. 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 data base 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 data base, the district must correct the Staff Number Identifier, Local or the Social Security Number and resubmit the record.

40. **Each Teacher Exit Interview 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 Teacher Exit Interview 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	School Number, Primary/ Home
50	123456789	5	****	0481
50	123456780	5	****	0481

Teacher Exit Interview record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Separation from Teaching
* 50	123456781	5	****	B

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

DISTRICT RESPONSIBILITY

The district must determine whether the Teacher Exit Interview record is valid. If it is valid the district must submit a Staff Demographic Information record based on District Number, Social Security Number, Survey Period Code and Fiscal Year. If it is not valid the district should submit a record with a transaction code of D to delete the record.