STAFF EMAIL ADDRESS DATA COLLECTION – REJECT RULES

1. District Number must be numeric in the range 01-68, 71-75 or 80-82 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	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 database, the district must correct the District Number and resubmit the record for processing.

2. School Number, Primary/Home must exist on the Master School Identification File as a valid active school 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.

3.   Job Code, Primary must equal one of the codes on the Job Code Assignments table as listed in Appendix E of the <u>FDOE Information Database Requirements: Volume II--Automated Staff Information System Manual</u>.
-record rejected-

> **EXAMPLE**
>
> The two records below would be rejected due to an incorrect Job Code, Primary. The first record is incorrect because it is not a valid code from the Job Code Assignments table. The second record is incorrect because it is blank.

District Number	Social Security Number	School Number, Primary/ Home	Job Code, Primary
* 03	123456789	0081	55555
* 03	123456780	0291	

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 Job Code, Primary by reporting a valid number from the Job Code Assignments table and resubmit the records for processing.

4.   For the Employee Name, Legal; the Last Name cannot be blank. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. (Z-fill is not allowed.) -record rejected-

EXAMPLE

The two records below would be rejected because no valid Last Name was submitted.

District Number	Social Security Number	School Number, Primary/ Home	Employee Name, Legal: Last Name	Employee Name, Legal: First Name
* 03	123456789	0081		Denise
* 03	123456780	0291	ZZZZZZZZZZZ	Sharon

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 records by providing valid Last Names and resubmit the records for processing.

5.   For the Employee Name, Legal; the Appendage may be blank but must not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks.
-record rejected-

EXAMPLE

The two records below would be rejected because no valid Appendage was submitted.

District Number	Social Security Number	School Number, Primary/ Home	Employee Name, Legal: Appendage
* 03	123456789	0081	(nondisplayable character)
* 03	123456780	0291	@@@

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 records by including a valid Appendage and resubmit the records for processing.

6.   For the Employee Name, Legal; the First Name cannot be blank. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. (Z-fill is not allowed.) -record rejected-

EXAMPLE

The two records below would be rejected because no valid First Names were submitted.

District Number	Social Security Number	School Number, Primary/ Home	Employee Name, Legal: Last Name	Employee Name, Legal: First Name
* 03	123456789	0081	Jones	
* 03	123456780	0291	Smith	ZZZZZZZZZZZZ

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 records by including valid First Names and resubmit the records for processing.

7.   For the Employee Name, Legal; Middle/Maiden Name or Initial may be blank but may not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. -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 listed below would be rejected because no valid Employee Name, Legal; Middle/Maiden Name or Initial was submitted.

District Number	Social Security Number	Employee Name, Legal: Last Name	Employee Name, Legal: First Name	Employee Name, Legal: Middle/Maiden Name or Initial
03	123456788	Green	Susan	
* 03	123456789	Jones	Mary	(nondisplayable character)
* 03	123456780	Smith	Sally	@@@@@@@

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 records by including a valid Middle/Maiden Name or Initial and resubmit the records for processing.

8. The Email Address must contain an @ and have no embedded spaces.
   -record rejected-

   Example

   The first record listed below would be loaded to the database assuming no other reject rule would cause it to be rejected. The second record would be rejected because the Email Address is invalid.

District Number	School Number, Primary/Home	Job Code Primary	Social Security Number	Employee Name, Legal: Last Name	Email Address
03	0081	51004	123456780	Smith	ABC@XYZ
* 03	0481	53007	123456781	Jones	ABCXYZ

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 Email Address and resubmit the record for processing.

9. **Exempt from Public Records Law, Employee, must be Y or Z.**
   -record rejected-

   EXAMPLE
   The two records below would be rejected either because the Exempt from Public Records Law, Employee code is left blank or because the code is not valid.

District Number	School Number, Primary/Home	Job Code Primary	Social Security Number	Employee Name, Legal: Last Name	Exempt from Public Records Law, Employee
* 03	0081	51004	123456789	Jones	
* 03	0291	53007	123456780	Smith	X

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 database, the district must correct the Exempt from Public Records Law, Employee codes and resubmit the records for processing.

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

11.   Each Staff Email Address Data Collection record must be unique based on District Number and Social Security Number (or Staff Number Identifier).
-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 rejections. The third record listed below would be rejected because the key item (Social Security Number) duplicate the key item in the first record.

District Number	Social Security Number	School Number Primary/Home	Job Code, Primary
03	123456789	0081	51004
03	123456780	0291	53007
* 03	123456789	0481	51081

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 Social Security Number and resubmit the records for processing.

12. 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 records for processing.