TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

1. District Number, Current Enrollment must be numeric and in the range 01-69 or 71-75. -record rejected-

EXAMPLE

The first two records listed below would be written 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 must correct the District Number, Current Enrollment and resubmit the record.

2.   School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001 or it may be N998. -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 School Number, Current Enrollment is not in the appropriate numerical range.   The fourth record would be rejected because the School Number, Current Enrollment is not numeric, N998 or N999.

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 must correct the School Number, Current Enrollment and resubmit the records.

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 01-75 or 78-79. 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 <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> 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 digit 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 while the tenth position is numeric. 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.

4.   Survey Period Code must be 3, 5 or 9 and must be correct for the submission specified by the district. -record rejected-

> **EXAMPLE**
>
> The Survey Period Code as specified in the transmission Job Control Language (JCL) or in statements for tape transmission is identified as Survey Period "2". However, records on the transmission have a Survey Period Code "5". All updates, adds or deletes with this inconsistency would be rejected.
>
> **DISTRICT RESPONSIBILITY**
>
> The Survey Period Code must be corrected either on the records coming in or the Transmission JCL and all records must be resubmitted.

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

> **EXAMPLE**
>
> The Year as specified in the transmission JCL or in statements for tape transmission is identified as "0001". However, records on the transmission have Year coded as "0102". All updates, adds or deletes with this inconsistency would be rejected.
>
> **DISTRICT RESPONSIBILITY**
>
> The district must correct the Year either on the records coming in or the Transmission JCL and resubmit all the records.

6.   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 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 Transaction Code and resubmit the records.

7.   Each Title I Supplemental Educational Services record must be unique based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Year; Title 1 Supplemental Educational Services – Service Provider and Term. -first duplicate record accepted, all others 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 (same District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Year; Title I Supplemental Educational Service – Service Provider; and Term of the first and fourth records, respectively.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number, Identifier Florida	Survey Period, Code	Year	Term	Title I Supplemental Educational Services Service Provider
01	0411	012345675X	5	****	3	0002
* 01	0411	012345675X	5	****	3	0002
01	0411	012345675X	5	****	S	0044
01	0411	032345675X	5	****	3	0033
* 01	0411	032345675X	5	****	3	0002

> **** = Valid fiscal year for data submission.
>
> **DISTRICT RESPONSIBILITY**
>
> If the records that were accepted and loaded to the data base are correct ones, 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.

8.   If Term equals 3 then Title I Supplemental Educational Services – Hours of Contact: Science must be numeric, equal to or greater than zero and equal to or less than 180 or it may be 999. If Term equals S then Title I Supplemental Educational Services – Hours of Contact: Science must be numeric, equal to or greater than zero and equal to or less than 90 or it may be 999. -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 number of hours for Title I Supplemental Educational Services – Hours of Contact: Science is not valid.

District Number Current Enrollment	Student Number Identifier, Florida	Title I Supplemental Educational Services, Hours of Contact Science
37	123456789X	175
37	123456790X	045
* 37	123456791X	900

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 Title I Supplemental Educational Services – Hours of Contact: Science element and resubmit the record.

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9. ~~If Term equals 3 then Title I Supplemental Educational Services – Length of Prescribed Program must be numeric, equal to or greater than zero and equal to or less than 180. If Term equals S then Title I Supplemental Educational Services – Length of Prescribed Program must be numeric, equal to or greater than zero and equal to or less than 90. -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 Title I Supplemental Educational Services – Length of Prescribed Program is too large.~~

~~District Number, Current Enrollment~~	~~Student Number Identifier, Florida~~	~~Title I Supplemental Educational Services - Length of Prescribed Program~~
~~37~~	~~123456789X~~	~~020~~
~~37~~	~~123456790X~~	~~000~~
~~* 37~~	~~123456791X~~	~~200~~

~~**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 Title I Supplemental Educational Services – Length of Prescribed Program and resubmit the record.~~

11. **Term must be 3 or S. –record rejected-**

EXAMPLE

The first and second records below would be loaded to the data base assuming no other reject rule would cause thier rejection. The third record would be rejected because the Term is invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Term
05	123456780X	S
05	123456790X	3
* 05	123456791X	1

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 Term and resubmit the record.

12.   The Student 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 Student Number Identifier, Local contains a symbol (@).

District Number, Current Enrollment	Student 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 Student Number Identifier, Local and resubmit the record.

13. **The Title I Supplemental Educational Services – Service Provider must be a valid assigned identifier. Valid Title I Supplemental Educational Services – Service Provider assigned identifiers are specified in Appendix T of the <u>DOE Information Data Base Requirements: Volume I – Automated Student Information</u> manual. – 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 Title I Supplemental Educational Services – Service Provider is assigned an invalid identifier.

District Number, Current Enrollment	Student Number Identifier, Florida	Title I Supplemental Educational Services, Hours Of Contact: Math	Title I Supplemental Educational Services, Service Provider
01	012345678X	015	0022
* 01	012345679X	015	0145

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 Title I Supplemental Educational Services – Service Provider assigned identifier and resubmit the record.

14.   School Number, Current Enrollment must exist on the Master School Identification File as a valid active school number for the District Number, Current, Enrollment. –record rejected-

EXAMPLE

The third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the school numbers do not exist on the Master School Identification file as valid and active school numbers for the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment
* 01	0002
* 01	0207
01	0112
01	0161

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 School Number, Current Enrollment and resubmit the records.

15.   If Term equals 3 then Title I Supplemental Educational Services – Hours of Contact: Reading/Language Arts must be numeric, equal to or greater than zero and equal to or less than 180 or it may be 999. If Term equals S then Title I Supplemental Educational Services – Hours of Contact: Reading/Language Arts must be numeric, equal to or greater than zero and equal to or less than 90 or it may be 999. -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 number of hours for Title I Supplemental Educational Services – Hours of Contact: Reading/Language Arts is not valid.

District Number Current Enrollment	Student Number Identifier, Florida	Title I Supplemental Educational Services, Hours of Contact Reading/Language Arts
37	123456789X	175
37	123456790X	045
* 37	123456791X	900

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 Title I Supplemental Educational Services – Hours of Contact: Reading/Language Arts element and resubmit the record.

17.   If Term equals 3 then Title I Supplemental Educational Services – Hours of Contact: Math must be numeric, equal to or greater than zero and equal to or less than 180 or it may be 999. If Term equals S then Title I Supplemental Educational Services – Hours of Contact: Math must be numeric, equal to or greater than zero and equal to or less than 90 or it may be 999. -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 number of hours for Title I Supplemental Educational Services – Hours of Contact: Math is too large.

District Number, Current Enrollment	Student Number Identifier, Florida	Title I Supplemental Educational Services, Hours of Contact Math
37	123456789X	175
37	123456790X	045
* 37	123456791X	900

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 Title I Supplemental Educational Services – Hours of Contact: Math and resubmit the record.

23.   Title I Supplemental Educational Services School must exist on the Master School Identification File as a valid active school number for the District Number, Current, Enrollment. –record rejected-

> **EXAMPLE**
>
> The third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the school numbers do not exist on the Master School Identification file as valid and active school numbers for the District Number, Current Enrollment.
>
> | District Number, Current Enrollment | Title I SES School |
> |:---:|:---:|
> | * 01 | 0002 |
> | * 01 | 0207 |
> | 01 | 0112 |
> | 01 | 0161 |
>
> **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 Title I Supplemental Educational Services School numbers and resubmit the records.

24.   If survey Period is 3, 5 or 9, Title I Supplemental Educational Services School must be a school that is required to provide the No Child Left Behind Choice of Title I Supplemental Educational Services. The school must have a Title I Status of S or T in the Master School Identification (MSID) file in the Title I Status field. - record 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 third record would be rejected because the Title I Supplemental Educational Services School is not a Title I School; Title I Status equals Z.

District Number, Current Enrollment	Title I Supplemental Educational Services School	Student Number Identifier, Florida	MSID SINI Status
01	0041	012345676X	2
33	0031	012345677X	3
* 28	0071	012345678X	0

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 Title I Status on the Master School Identification file by contacting the Department of Education or the district must correct the Title I Supplemental Educational Services School Number and resubmit the record.

25.   One of the three elements, Title I Supplemental Educational Services - Hours of Contact: Reading/Language Arts, Title I Supplemental Educational Services - Hours of Contact: Math and Title I Supplemental Educational Services – Hours of Contact: Science must be less than 999. -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 Title I Supplemental Educational Services – Hours of Contact is 999 in all three subject areas (Reading/Language Arts, Math and Science).

District Number, Current Enrollment	Student Number Identifier, Florida	Title I Supplemental Educational Services Hours of Contact Reading/ Language Arts	Title I Supplemental Educational Services Hours of Contact Math	Title I Supplemental Educational Services Hours of Contact Science
37	123456789X	175	999	999
37	123456790X	999	022	999
* 37	123456791X	999	999	999

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 Title I Supplemental Educational Services – Hours of Contact: Reading/Language Arts, Math or Science and resubmit the record.

26.   If Title I Supplemental Educational Services - Hours of Contact: Reading Language Arts, Title I Supplemental Educational Services - Hours of Contact: Math and Title I Supplemental Educational Services – Hours of Contact: Science are all equal to zero and/or 999, then the Title I – Begin Services Date must equal zero. – On all other records, the Title I Supplemental Educational Services – Begin Services Date must be numeric and a valid date greater than or equal to 06/01/**** and less than 08/31/****. -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 Title I Supplemental Educational Services – Begin Services Date is an invalid date.

Student Number Identifier, Florida	Survey Period Code	School Year	Title I Supplemental Educational Services - Begin Services Date
123456789X	5	****	0927****
123456788X	9	****	1015****
* 6212345679	5	****	14032009

**** = Current 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 Title I Supplemental Educational Services – Begin Services Date and resubmit the record.

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➤ ~~30.   The sum of Title I Supplemental Educational Services – Hours of Contact - Reading/Language Arts; Title I Supplemental Educational Services – Hours of Contact - Math and Title I Supplement Educational Services – Hours of Contact – Science, excluding any of these that equal 999, must be less than or equal to Title I Supplemental Educational Services – Length of Prescribed Program. -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 sum of the three Hours of Contact elements exceeds the Length of Prescribed Program.~~

District Number Current Enrollment	Student Number Identifier Florida	Title I Supplemental Educational Services		
		Length of Prescribed Program	Hours of Contact Reading	Hours of Contact Math	Hours of Contact Science
~~01~~	~~012345675X~~	~~000~~	~~000~~	~~000~~	~~999~~
~~01~~	~~012345676X~~	~~010~~	~~000~~	~~000~~	~~000~~
~~* 01~~	~~012345677X~~	~~012~~	~~006~~	~~006~~	~~003~~

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

~~**DISTRICT RESPONSIBILITY**~~

~~If the district wishes the data in the rejected record to be loaded to the data base, the district must correct The Title I Supplemental Educational Services - Length of Prescribed Program or one or more of the Title I Supplemental Educational Services – Hours of Contact and resubmit the record.~~

52. **If Survey Period Code is 3, 9 or 5, the Title I Supplemental Educational Services record must have a matching Student Demographic record based on District Number, Current Enrollment; District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and Year.   -state validation –**

EXAMPLE

The first Title I Supplemental Educational Services record listed below and marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record. The third Title I Supplemental Educational Services record listed below and marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record based on District Number, Current Enrollment and District Number, Current Instruction/Service.

Title I Supplemental Educational Services records

District Number, Current Enrollment	District Number, Current Instruction	Student Number Identifier, Florida	Survey Period Code	Year
* 01	01	012345678X	5	****
01	01	019876545X	5	****
*01	01	429876546X	5	****

Student Demographic records

District Number, Current Enrollment	District Number, Current Instruction	Student Number Identifier, Florida	Survey Period Code	School Year	Lunch Status
*01	71	019876545X	5	****	4
01	01	429876546X	5	****	2
* 01	01	012345678X	5	****	3

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

DISTRICT RESPONSIBILITY

The district must delete the Title I Supplemental Educational Services record or add a Student Demographic record to match the above key fields.

53.   If Survey Period equals 5, then each Title I Supplemental Educational Services 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 Year. -state validation -

EXAMPLE

The Title I Supplemental Educational Services record listed below marked with an asterisk would cause a message to be generated because it does not have a matching Student End of Year Status record.

Title I Supplemental Educational Services records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Year
* 01	012345678X	5	****
01	019876545X	5	****
01	429876546X	5	****

Student End of Year Status records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Year
01	019876545X	5	****
01	429876546X	5	****

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

DISTRICT RESPONSIBILITY

The district must delete the Title I Supplemental Educational Services record if it was sent in error or add a Student End of Year Status record to match the above key fields.

80.   If Survey Period Code equals 3, 9 or 5 each Title I Supplemental Educational Services format record must have a matching Student Demographic format record

- based on District Number, Current Enrollment; District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and Year and.
- with a Lunch Status code of 2, 3, or 4 -exception report -

EXAMPLE

The first Title I Supplemental Educational Services record listed below would pass the edit because it has a matching Student Demographic record with Lunch Status Code 2, 3 or 4. The second Title I Supplemental Educational Services record listed below which is marked with an asterisk would cause an error message to be generated because the Lunch Status code is not 2, 3 or 4.

Title I Supplemental Educational Service records

District Number, Current Enrollment	District Number, Current Instruction	Student Number Identifier, Florida	Survey Period Code	School Year
01	01	011234567X	9	****
* 01	01	012345678X	3	****

Student Demographic records

District Number Current Enrollment	District Number Current Instruction	Student Number Identifier, Florida	Survey Period Code	School Year	Lunch Status
01	01	011234567X	9	****	2
* 01	01	012345678X	3	****	0

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

DISTRICT RESPONSIBILITY

The district should review the student's Lunch Status code and correct it if it is in error.