

## 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. -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. -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 and sixth records 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.

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	0123 56791

### 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.

## **STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES**

- 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 "9798". However, records on the transmission have School Year coded as "9899". 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.

## STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

6. The first character of the Disciplinary/Referral Action Code must be alphabetic and must be A, C, D, E, I, O, or J. 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	9899	A0012345	02211999
* 02	0212345675X	C0012	5	9899	A0012345	02211999
02	0212345677X	O0011	5	9899	C2345678	05011999
02	0212345678X	I0011	5	9899	D9876543	05061999
* 02	0212345678X	I0011	5	9899	D9876543	05061999

### 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 07011998 to 08311999. -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	12121998
01	0271	X0000002	01191999
* 01	0271	D0000003	02301998

### 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

20. The School Number, Current Enrollment 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 - 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	9899

### 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. -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	9899

### 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.