STUDENT ATTENDANCE - 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. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X
* 02	0021	012345676X

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 District Number, Current Enrollment and resubmit the records.

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 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.

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 School Number, Current Enrollment and resubmit the records.

STUDENT ATTENDANCE - REJECT RULES

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-

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 tenth position of the Student Number Identifier, Florida must be numeric or 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 valid with a numeric character in the tenth position.

District Number, Current Instruction/Service	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.

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 Job Control Language (JCL) or in statements for tape transmission is identified as Survey Period "5". However, if records on the transmission have a Survey Period Code "3", all records updated, added or deleted with this inconsistency 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 Survey Period Code must be corrected either on the records coming in or the transmission JCL and all the records must be resubmitted.

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 "9900". However, if records on the transmission have School Year coded as "9899", all records updated, added or deleted with this inconsistency will 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 School Year either on the records coming in or the transmission JCL and resubmit all records.

6.   Term must be either 3, Y or S. -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 record would be rejected because the Term code is not valid. The second record would be rejected because Term code is blank.

School Number, Current Enrollment	Student Number Identifier, Florida	Term
* 0211	012345678X	1
* 0211	012345679X	
0211	012345670X	S

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 Term codes and resubmit the records.

STUDENT ATTENDANCE - REJECT RULES

7. **Entry (Re-entry) Date must be numeric and must be a valid date in the range of 07/01/1999 to 08/31/2000 unless Term is Y. -record rejected-**

Note: Dates will vary depending upon the districts' 1999-00 school calendars.

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 Entry (Re-entry) Date is not a valid date in the specified range. The third record would be rejected because the Entry (Re-entry) Date contains blanks.

District Number, Current Enrollment	Student Number Identifier, Florida	Term	Entry (Re-entry) Date
01	012345678X	3	03112000
* 01	012345679X	3	02151999
* 01	012345670X	3	0122

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 Entry (Re-entry) Dates and resubmit the records.

8.   Entry (Re-entry) Code, PK-12 must be E01, E02, E03, R01, R02, R03, R04, or R05 unless Term is Y. -record rejected-

<u>Note: See DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual, Appendix A for acceptable entry or re-entry attendance codes for grades PK-12 students.

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 Entry (Re-entry) Code, PK-12 is an adult entry code reported for a PK-12 student.

District Number, Current Enrollment	Student Number Identifier, Florida	Term	Entry (Re-entry) Code, PK-12
01	012345678X	3	E01
01	012345679X	3	R03
* 01	012345670X	3	EA1

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 Entry (Re-entry) Code, PK-12 and resubmit the record.

9.   Days Present, Annual must be numeric unless Term is Y. -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 Days Present, Annual is not numeric.

District Number, Current Enrollment	Student Number Identifier, Florida	Term	Days Present, Annual
12	121234567X	3	180
* 12	121234568X	3	ZZZ

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 Days Present, Annual and resubmit the record.

10. Days Absent, Annual must be numeric unless Term is Y. -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 Days Absent, Annual is not numeric.

District Number, Current Enrollment	Student Number Identifier, Florida	Term	Days Absent, Annual
19	191234567X	3	012
* 19	191234568X	3	ZZZ

    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 Days Absent, Annual and resubmit the record.

11. Days Present, Summer Terms must be numeric unless Term is Y. -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 Days Present, Summer Terms is not numeric.

District Number, Current Enrollment	Student Number Identifier, Florida	Term	Days Present, Summer Terms
04	041234567X	3	029
* 04	041234568X	3	ZZZ

    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 Days Present, Summer Terms and resubmit the record.

12. Days Absent, Summer Terms must be numeric unless Term is Y. -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 Days Absent, Summer Terms is not numeric.

District Number, Current Enrollment	Student Number Identifier, Florida	Term	Days Absent, Summer Terms
15	151234567X	3	002
* 15	151234568X	3	ZZZ

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 Days Absent, Summer Terms and resubmit the record.

13. Withdrawal Date must be a valid date in the range of 07/01/1999 to 08/31/2000. -record rejected-

Note: Dates will vary depending upon the districts' 1999-00 school calendars.

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 Withdrawal Date is not a valid date. The third record would be rejected because Withdrawal Date is not in the valid range.

District Number, Current Enrollment	Student Number Identifier, Florida	Withdrawal Date
56	561234567X	03142000
* 56	561234568X	02301998
* 56	561234569X	06131999

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 Withdrawal Dates and resubmit the records.

14. Withdrawal Code, PK-12 must be DNE, W01 - W27. -record rejected-

Note: See DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual, Appendix A for acceptable withdrawal codes for grades PK-12 students.

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Withdrawal Code, PK-12 is not valid for this reporting format.

District Number, Current Enrollment	Student Number Identifier, Florida	Withdrawal Code, PK-12
30	012345678X	W05
* 30	012345679X	W28
* 30	012345680X	XXX

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 Withdrawal Code, PK-12 and resubmit the records.

15.   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 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.

16.   The Withdrawal Date must be greater than or equal to the Entry (Re-entry) Date unless Term is Y. -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 Withdrawal Date is less than the Entry (Re-entry) Date.

Student Number Identifier, Florida	Term	Entry (Re-entry) Date	Withdrawal Date
012345678X	3	10141999	02072000
* 012345679X	3	02242000	01062000

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 determine whether the Entry (Re-entry) Date and/or the Withdrawal Date is in error, correct it, and resubmit the record.

STUDENT ATTENDANCE - REJECT RULES

17. Each Student Attendance record must be unique based on the keys of District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; School Year; and Entry (Re-entry) Date. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected since it is a duplicate of the second record.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year	Entry (Re-entry) Date
03	0071	012345678X	5	9900	10251999
03	0101	012345679X	5	9900	08231999
03	0111	012345680X	5	9900	03142000
* 03	0101	012345679X	5	9900	08231999

DISTRICT RESPONSIBILITY

If the records loaded to the data base are correct, no action is necessary. However, if the district wishes 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.

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

EXAMPLE

The fourth and fifth 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 school numbers for the District Number, Current Enrollment. The third record would be rejected because the School Number, Current Enrollment is not numeric.

District Number, Current Enrollment	School Number, Current Enrollment
* 09	8131
* 13	0021
* 15	C999
57	0051
63	0031

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.

STUDENT ATTENDANCE - STATE VALIDATION RULES

50. Each Student Attendance 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 Attendance record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

Student Attendance records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
01	012345678X	5	9900
* 01	019876545X	5	9900
01	429876546X	5	9900

Student Demographic records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
01	012345678X	5	9900
01	429876546X	5	9900

DISTRICT RESPONSIBILITY

The district must delete the Student Attendance record or submit the matching Student Demographic record.

70. Days Present, Annual must be in the range 0-180 unless Term is Y. -exception report-

EXAMPLE

The first and third records listed below would pass this edit. The second record below would cause a message to be generated because Days Present, Annual is greater than 180.

School Number, Current Enrollment	Student Number Identifier, Florida	Term	Days Present, Annual
0411	12345678X	3	002
* 0411	12345679X	3	768
0411	12345670X	3	174

DISTRICT RESPONSIBILITY

The district should verify the Days Present, Annual and correct the record if in error. Otherwise, the district would take no action.

71. Days Absent, Annual must be in the range 0-180 unless Term is Y. -exception report-

EXAMPLE

The first and third records listed below would pass this edit. The second record below would cause a message to be generated because Days Absent, Annual is greater than 180.

School Number, Current Enrollment	Student Number Identifier, Florida	Term	Days Absent, Annual
0311	123456789X	3	002
* 0311	123456791X	3	215
0311	123456801X	3	012

DISTRICT RESPONSIBILITY

The district should verify the Days Absent, Annual and correct the record if in error. Otherwise, the district would take no action.

**72. Days Present, Summer Terms must be in the range 0-45 unless Term is Y.
-exception report-**

EXAMPLE

The first and third records listed below would pass this edit. The second record
below would cause a message to be generated because Days Present, Summer
Terms is greater than 45.

School Number, Current Enrollment	Student Number Identifier, Florida	Term	Days Present, Summer Terms
0411	12345678X	S	015
* 0411	12345679X	S	073
0411	12345680X	S	003

DISTRICT RESPONSIBILITY

The district should verify the Days Present, Summer Terms and correct the
record if in error. Otherwise, the district would take no action.

**73. Days Absent, Summer Terms must be in the range 0-45 unless Term is Y.
-exception report-**

EXAMPLE

The first and third records listed below would pass this edit. The second record
would cause an error message to be generated because Days Absent, Summer
Terms is greater than 45.

School Number, Current Enrollment	Student Number Identifier, Florida	Term	Days Absent, Summer Terms
0411	12345678X	S	015
* 0411	12345679X	S	073
0411	12345680X	S	003

DISTRICT RESPONSIBILITY

The district should verify the Days Absent, Summer Terms and correct the
record if in error. Otherwise, the district would take no action.

STUDENT ATTENDANCE - EXCEPTION REPORTS

74.   The sum of Days Absent, Annual and Days Present, Annual must not be greater than 180. -exception report-

EXAMPLE

The record listed below would cause a message to be generated because the sum of Days Absent, Annual and Days Present, Annual is greater than 180.

School Number, Current Enrollment	Student Number Identifier, Florida	Days Present, Annual	Days Absent, Annual
* 0021	012345678X	165	050

DISTRICT RESPONSIBILITY

The district should verify Days Present, Annual and/or Days Absent, Annual and correct the record if in error. Otherwise, the district would take no action.

75.   The sum of Days Absent, Summer Terms and Days Present, Summer Terms must not be greater than 45. -exception report-

EXAMPLE

The record listed below would cause a message to be generated because the sum of Days Absent, Summer Terms and Days Present, Summer Terms is greater than 45.

School Number, Current Enrollment	Student Number Identifier, Florida	Days Present, Summer Terms	Days Absent, Summer Terms
* 06	012345678X	021	050

DISTRICT RESPONSIBILITY

The district should verify Days Present, Summer Terms and/or Days Absent, Summer Terms and correct the record if it is in error. Otherwise, the district would take no action.