STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

**1. District Number, Current Enrollment must be numeric, in the range 01-76 ←
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.

2.   School Number, Current Enrollment must be numeric in the range 0001 to 9899 or it must be N998 or N999. -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.

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 01-76. 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 position 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. 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.

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

4.   Survey Period Code must be2, 3, 4 or 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 "1". 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 the valid year for data submission. However, records on the transmission have the previous School Year coded. 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.

6.   The first character of the Disciplinary/Referral Action Code must be alphabetic and must be A, C, E, I, O, S or U. 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.

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	****	A0012345	02212002
* 02	0212345675X	C0012	5	****	A0012345	02212002
02	0212345677X	O0011	5	****	C2345678	05012002
02	0212345678X	I0011	5	****	D9876543	05062002
* 02	0212345678X	I0011	5	****	D9876543	05062002

**** = 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 delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

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.

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.

10.   Incident, Date must be numeric, must be a valid date, in the range of 07012003 to 08312004 and not greater than the last day of the survey period. -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 Incident, Date is greater than the last day of the survey period. The third record would be rejected because Incident, Date is not a valid date.

District Number, Current Enrollment	Survey Period Code	School Number, Where Incident Occurred	Incident, Identifier	Incident, Date
01	03	0271	A0000001	01222004
* 01	03	0271	X0000002	03082004
* 01	03	0271	D0000003	02302004

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 Incident, Date and resubmit the records.

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.

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.

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.

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.

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.

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.

17.   If the first character of Disciplinary/Referral Action code is C, then Duration, Disciplinary Action must be zero. -record rejected-

   EXAMPLE

   The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Disciplinary Action is greater than zero.

District Number, Current Enrollment	Student Number Identifier,Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	C	000
*36	22345678X	J	010
36	47654321X	E	090

   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, Disciplinary Action and resubmit the record.

18.   If the first character of Disciplinary/Referral Action code is O, then Duration, Disciplinary Action must be greater than zero and less than or equal to 10. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Disciplinary Action is greater than 10.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	O	008
*36	22345678X	O	020
36	47654321X	O	010

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, Disciplinary Action and resubmit the record.

19. **If the first character of Disciplinary/Referral Action code is I, then Duration, Disciplinary Action must be greater than zero and less than or equal to 10. -record rejected-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Disciplinary Action is greater than 10.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	I	004
*36	22345678X	I	012
36	47654321X	I	010

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, Disciplinary Action and resubmit the record.

20.   If the School Number, Current Enrollment is not N998 or N999, then it 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.

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.

22. **If the first character of Disciplinary/Referral Action code is S, the Duration, Disciplinary Action must be equal to or greater than zero and less than or equal to 90. –reject record-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Disciplinary Action is not equal to or great than zero and less than or equal to 90.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	S3402	004
* 36	22345678X	S3402	Blank
36	47654321X	S3402	012

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, Disciplinary Action and resubmit the record.

23.   **Birth Date must be numeric and a valid date in the format MMDDYYYY.**
-record rejected-

EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because Birth Date is not numeric; the second record would be rejected because Birth Date is an invalid date.

Student Number Identifier, Florida	Survey Period Code	Year	Birth Date
* 012345678X	2	****	ZZZZZZZZ
* 012345679X	2	****	02301985

**** = 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 Birth Date and resubmit the records.

24. **Gender code must be M or F. -record rejected-**

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the gender code is not M or F. The second record would be rejected because gender code was left blank.

Student Number Identifier, Florida	Gender	Racial/Ethnic Category
* 012345678X	Z	W
* 012345679X		I

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 gender code and resubmit the records.

25. **Racial/Ethnic Category code must be W, B, H, A, I or M. -record rejected-**

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Racial/Ethnic Category code is not valid. The second record would be rejected because the Racial/Ethnic Category code was left blank.

Student Number Identifier, Florida	Gender	Racial/Ethnic Category
* 012345678X	M	Z
* 012345679X	F	

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 Racial/Ethnic Category code and resubmit the records.

➡ **26.** **Limited English Proficient, PK-12 code must be LY, LN, LF, LP, LZ, or ZZ.**
-record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Limited English Proficient, PK-12 code is not valid. The second record would be rejected because the Limited English Proficient, PK-12 code was left blank.

Student Number Identifier, Florida	Limited English Proficient, PK-12
* 012345678X	00
* 012345679X	

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 Limited English Proficient, PK-12 codes and resubmit the records.

27. **Lunch Status Must be 0, 1, 2, 3 or 4. -record rejected-**

EXAMPLE

Both records listed below would be rejected because the Lunch Status codes are invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Lunch Status
* 01	012345678X	2	5
* 01	012345679X	2	F

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 Lunch Status codes and resubmit the records.

28.   Birth Date must be less than or equal to the survey date. -record rejected-

EXAMPLE

If the survey week for the records listed below were October 8-12, 2002, the first record would be rejected because the Birth Date is not less than the Survey Date. The second and third records would be loaded to the data base assuming no other reject rule would cause their rejection.

Student Number Identifier, Florida	Survey Period Code	Year	Birth Date
* 012345677X	2	****	11042002
124356788X	2	****	03121991
123547279X	2	****	08111992

**** = 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 Birth Date and resubmit the record.

→ 29. **If Survey Period Code = 2, 3 or 4, Grade Level code must be PK, KG, 01-12, or 23. If Survey Period Code = 5, Grade Level code must be PK, KG, 01-12, 23, 30 or 31. -record rejected-**

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Grade Level code is invalid. The second record would be rejected because the Grade Level code was left blank.

Student Number Identifier, Florida	Grade Level
* 012345678X	K
* 012345679X	

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 Grade Level codes and resubmit the records.

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

➡ **2A.   If the first character of Disciplinary/Referral Action code is U, the Duration, Disciplinary Action must be greater than zero and less than or equal to 45.   – reject record-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Disciplinary Action is greater than 45.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	U3402	010
* 36	22345678X	U3402	050
36	32345678X	U3402	045

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, Disciplinary Action and resubmit the record.

30.   **Deleted 7/03.**

31.   For survey 5, each Student Discipline/Referral Action record must have a matching Student Demographic and Student End of Year Status record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year unless School Number/Current Enrollment is N998 or N999. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The Student Discipline/Referral Action record listed below does not have a matching Student Demographic and 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	****

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

DISTRICT RESPONSIBILITY

The district must delete the Student Discipline/Referral Action record or add a Student Demographic and Student End of Year Status record to match the above key fields.

32.   If the Student Discipline/Referral Action record matches a School Environmental Safety Incident Report (SESIR) record (based on District Number, Current Enrollment; Incident, Identifier; and Incident, Date matched to District Number, Reporting District; Incident, Identifier; and Incident, Date), then the Student Disciplinary/Referral Action code must be A, I, O, E, U, or S.   -state validation-

EXAMPLE

The first Student Discipline/Referral Action record below would not cause an error message to be generated because the Student Disciplinary/Referral Action code is a valid code. The second Student Discipline/Referral Action record would cause an error message to be generated because the Student Disciplinary/Action is not a valid code.

Student Discipline/Referral Action records:

District Number, Current Enrollment	Incident, Identifier	Incident, Date	Student Disciplinary/ Referral Action
37	A0000001	01222004	E1234
* 37	A0000002	01232004	C1235

School Environmental Safety Incident Report records:

District Number, Reporting District	Incident, Identifier	Incident, Date
37	A0000001	01222004
37	A0000002	01232004

DISTRICT RESPONSIBILITY

The district must correct the Student Disciplinary/Referral Action code on the Student Discipline/Referral Action record, or if the Student Disciplinary/Referral Action code is correct, delete the School Environmental Safety Incident Report record.

40.   If the first character of Disciplinary/Referral Action code is A, then Duration, Disciplinary Action must be greater than zero and less than or equal to 210. – exception report-

EXAMPLE

The first and third records listed below would meet the criteria specified in the edit above.   The second record would cause a message to be generated because the Duration, Disciplinary Action is greater than 210.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	A	050
*36	22345678X	A	365
36	47654321X	A	210

DISTRICT RESPONSIBILITY

The district should verify the Disciplinary/Referral Action Code and the Duration, Disciplinary Action code and correct if in error.

41.   If the first character of Disciplinary/Referral Action code is E, then Duration, Disciplinary Action must be greater than zero and less than or equal to 210. – exception report-

EXAMPLE

The first and third records listed below would meet criteria specified in the edit above. The second record would cause a message to be generated because the Duration, Disciplinary Action is greater than 210.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	E	050
*36	22345678X	E	365
36	47654321X	E	210

DISTRICT RESPONSIBILITY

The district should verify the Disciplinary/Referral Action Code and the Duration, Disciplinary Action code and correct if in error.

STUDENT DISCIPLINE/REFERRAL ACTION - EXCEPTION REPORT

42. **If Grade Level is KG-12, the student must be at least 5 years old on or before September 1 of the school year being reported. -exception report-**

Note: Students who transfer to Florida from states with different minimum starting ages are accepted into the grade into which they are transferring.

EXAMPLE

The record listed below would cause a message to be generated because Grade Level is KG and age is less than 5.

Student Number Identifier, Florida	Year	Survey Period Code	Grade Level	Birth Date
* 0123456789	****	2	KG	02191998

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

DISTRICT RESPONSIBILITY

The district should verify the Birth Date and correct if in error.