Level 0 and Level 0 Historical (L0H) Validation Checks and Error Messages

Version 11.03a

Revised
5/20/2016

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Revision History

Student Lite (Demographic) Data Validation and Errors

Date	Comment
9 /4 /2015	• Add eScholar v17 new fields and modified/added edits o A Diploma Type Code of 204, 221, 238, 255, 272, 289, 306, 323, 340, 357, 374, 391,051, 762, 813, 779, 796, 068, 612, 680, 697, 714, or 731 without an exit enrollment code of 799, OR a Diploma Type Code of 119 or 136 without an exit enrollment code of 085, will receive the following error: * DM1076 v11.0 Missing or Invalid exit enrollment for diploma XXX code & bad data o A Career Path Code that cannot be found in the COURSE OF STUDY Master Lookup Table will receive the following error: * DM1094 v11.0 Invalid Career Path Code & bad data
2 /2 /2016	• Add/modified edits o A Diploma Type Code that does not have an associated Career Path Code, likewise a Career Path Code that does not have an associated Diploma Type Code will receive the following error: * DM1095 v11.02 Both Diploma Type and Career Path Code must be provided when either is provided. o A Diploma Type Code of 204, 221, 238, 255, 272, 289, 306, 323, 340, 357, 374, 391,051, 762, 813, 779, 796, 068, 612, 680, 697, 714, or 731 without an exit enrollment code of 799, OR a Diploma Type Code of 119 or 136 without an exit enrollment code of 085 or 629, will receive the following error: * DM1076 v11.02 Missing or Invalid exit enrollment for diploma XXX code & bad data
4 /5 /2016	• Removed Country of Origin codes AS, GU, MP, UM & VI from DM1061 o When Immigrant indicator = "Y", Country of Origin cannot be PR or US * DM1061 v11.03 Invalid Country of Origin for Immigrant: & bad data
5 /20/2016	• Add Career Path Code update/check o Note: For the 2015-16 school year, on import, if the Career Path Code is blank or null and the Credential type/Diploma code is equal to 738, 085, 119, or 136 (GED or Commencement Credential (IEP)), Level 0 will update the Career Path Code with a value of "NONE" o Any Diploma Type Codes, other than 738, 085, 119 or 136, that are used in conjunction with a Career Path Code of "NONE" will receive the following error: * DM1096 v11.03a A Career Path Code Code of "NONE" is only available for students earning a GED or Commencement Credential (Diploma Type Codes 738, 085, 119 or 136)

Student Lite (Demographic) Data Validation and Errors

Key Fields:

District Code, School Year, Student Id

Required Fields:

District Code, Location Code, School Year, Student Id, Last Name, First Name, Current Grade Level, Birthdate, Gender, Race 1 Code, Status Code, District Code Of Residence, Hispanic Ethnicity Indicator

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
  If the district code does not equal the user selected district code, then the following error message will display:
  - DM1001 v7.0 There are records in this file that contain the following district code: "Bad District". This district code does not match your selected district which is: "Selected District". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again.

Location Code

Integrity Check:

- The location code must have data and must be found in the LOCATION lookup table.

Errors:

- A location code that is blank will receive the following error.
  - DM1002 v7.0 Missing or Invalid Location Code: & bad data
- A location code that cannot be found in the LOCATION lookup table or the Location Year table, if populated, will receive the following error:
  - DM1003 v7.0 Missing, Invalid or Inactive Location Code for selected school year: & bad data

School Year

Integrity Check:

- The school year must have data and must equal the 10-character date that the user selects in the School Year dropdown box.

Errors:

- Any school year error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - DM1004 v7.0 There are records in this file that contain the following school year: "(Bad School Year)". At the top of this page you selected "(Selected School Year)" as the school year for this import file. Please adjust your import file or select a different school year.

Student Id

Integrity Check:

- The student ID must have data, must not exceed 9 characters in length, and each character must be numeric. Note: A student ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length. Records with no Student ID are not imported.

Errors:

- A student ID that exceeds 9 characters in length will receive the following error:
  - DM1006 v7.0 Student ID exceeds 9 characters: & bad data
- A Student ID that is not numeric will receive the following error:
  - DM1007 v7.0 Student ID not numeric: & bad data

Student Lite (Demographic) Data Validation and Errors

Individual field Integrity Checks and errors:

Last Name

Integrity Check:

- The last name field must have data and must not be longer than 25 characters. If the last name is longer than 25 characters then only the first 25 characters will be saved.

Errors:

- A last name that is blank will receive the following error:
  - DM1008 No Student Last Name

First Name

Integrity Check:

- The first name field must have data and must not be longer than 15 characters. If the first name is longer than 15 characters then only the first 15 characters will be saved.

Errors:

- A first name that is blank will receive the following error:
  - DM1009 No Student First Name.

Middle Initial

Integrity Check:

- The Middle Initial, if provided, must not be longer than 1 character. If the Middle Initial is longer than 1 character then only the first character will be saved.

Errors:

- No errors are associated with the Middle Initial field.

Current Grade Level

Integrity Check:

- The current grade level must have data and must be found in the STUDENT_GRADE_LVL lookup table

Errors:

- A current grade level that is blank or that cannot be found in the STUDENT_GRADE_LVL lookup table will receive the following error:
  - DM1010 v7.0 Missing or Invalid Grade Level: & bad data

Home Room

Integrity Check:

- The homeroom, if provided, must not be longer than 6 characters. If the homeroom is longer than 6 characters then only the first 6 characters will be saved.

Errors:

- No errors are associated with the homeroom field.

Student Lite (Demographic) Data Validation and Errors

Individual field Integrity Checks and errors:

Birthdate

Integrity Check:

- The birth date field must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD, and must be earlier than the current date.
  Note: Students are allowed to attend summer school, even if they turned 21 prior to June 30th preceding the summer school session.

Errors:

- A birth date that is blank, not 10 characters in length, not a valid date, or is not in the correct format will receive the following error:
  - DM1012 v7.0 Missing or Invalid Birth Date: & bad data
- A birth date that exceeds the current date will receive the following error:
  - DM1016 v10.04 Birth Date cannot be a future date: & bad data
  - DM1016H v1.0 L0H Only - Birth Date exceeds school year date. (School Year)
- A birthdate that is 23 years less than the current school year will receive the following error:
  - DM1089 v9.03 Birth Date cannot be 23 years prior to school year: & bad data

Gender

Integrity Check:

- The gender code must have data and must be found in the GENDER_CODE lookup table

Errors:

- A gender code that is blank or that cannot be found in the GENDER_CODE lookup table will receive the following error:
  - DM1017 v7.0 Missing or Invalid Gender Code: & bad data

Race 1 Code

Integrity Check:

- The Race 1 Code must have data and must be found in the Race or Ethnicity table

Errors:

- A Race 1 code that is blank or cannot be found in the Race or Ethnicity lookup table will receive the following error:
  - DM1081 v7.0 Missing or Invalid Race 1 Code: & bad data

Home Language

Integrity Check:

- The home language code, if provided, must be found in the STUDENT_PLC_CODE lookup table

Errors:

- A home language code that cannot be found in the STUDENT_PLC_CODE lookup table will receive the following error:
  - DM1021 v7.0 Invalid PLC Code: & bad data

Challenge Type

Integrity Check:

- No checks are done in this field and any data residing in this field is not currently being saved.

Level Of Integration

Integrity Check:

- No checks are done in this field and any data residing in this field is not currently being saved.

LEP Participation

Integrity Check:

- No checks are done in this field and any data residing in this field is not currently being saved.

Individual field Integrity Checks and errors:

Duration Of LEP (years Enrolled In A Bilingual Or Esl Program)

Integrity Check:

- The duration of LEP, if provided, must be numeric, not exceed 2 characters in length, and must fall in 0-25 range.

Errors:

- A duration of LEP that is not numeric, more than 2 characters, or that is outside the range of 0-25 will receive the following error:
  - DM1022 v7.0 LEP Duration value outside of valid range (must be 0-25 and a whole number): & bad data

Post Graduate Activity

Integrity Check:

- The post-grad activity code, if provided, must be found in the POST_GRAD_CODE lookup table

Errors:

- A post-grad activity code that cannot be found in the POST_GRAD_CODE lookup table will receive the following error:
  - DM1025 v7.0 Invalid Post Grad Code: & bad data

Status Code

Integrity Check:

- The status code must have data and must be found in the STUDENT_STATUS lookup table

Errors:

- A status code that is blank or that cannot be found in the STUDENT_STATUS lookup table will receive the following error:
  - DM1026 v7.0 Missing or Invalid Status Code: & bad data

Last Status Date

Integrity Check:

- The last status date, if provided, must be a valid date, must be 10 characters in length, must be in the following format: YYYY-MM-DD, and must not be later than June 30th of the user selected school year.
  *Note: Although not required, Level 0, on import, auto-populate a blank last status date field with yyyy-06-30 (yyyy being the selected school year) for active records. Inactive records with a blank last status date will be auto-populated with the current date of import or yyyy-06-29 whichever is earlier. A record with a status date after yyyy-06-30 will be in error.

Errors:

- A last status date that is not 10 characters in length, not a valid date, not in the correct format, or does not fall withing the selected school year will receive the following error:
  - DM1028 v7.0 Invalid Last Status Date (Must be in YYYY-MM-DD format and fall within the current school year): & bad data

Poverty Code

Integrity Check:

- No checks are done in this field and any data residing in this field is not currently being saved.

Population Code

Integrity Check:

- No checks are done in this field and any data residing in this field is not currently being saved.

Mobility Code

Integrity Check:

- No checks are done in this field and any data residing in this field is not currently being saved.

Individual field Integrity Checks and errors:

Diploma Type Code

Integrity Check:

- The diploma type code, if provided, must be found in the DIPLOMA_TYPE_CODE lookup table. When Diploma Type Code is provided, Career Path Code must also be provided, likewise when a Career Path Code is provided, Diploma Type Code must also be provided.

Errors:

- A diploma type code that cannot be found in the DIPLOMA_TYPE_CODE lookup table will receive the following error:
  - DM1032 v7.0 Invalid Diploma Type Code: & bad data
- A Diploma Type Code that does not have an associated Career Path Code, likewise a Career Path Code that does not have an associated Diploma Type Code will receive the following error:
  - DM1095 v11.02 Both Diploma Type and Career Path Code must be provided when either is provided.

Program Services Code

Integrity Check:

- No checks are done on this field and any data residing in this field are not currently being saved.

Date Of Entry Grade 9

Integrity Check:

- The grade 9 entry date, if provided, must be a valid date, must be 10 characters in length and must be in the following format: YYYY-MM-DD.

Errors:

- A grade 9 entry date that is not 10 characters in length, not in the correct format, or not a valid date will receive the following error:
  - DM1035 v7.0 Invalid Grade 9 entry date (Must be a valid date and in YYYY-MM-DD format): & bad data
- A record with a grade level that equates to a grade ordinal of 9th, 10th, 11th, 12th, and a grade 9 entry date is greater than current date will receive the following error:
  - DM1038 v7.0 Grade 9 entry date cannot be a future date: & bad data
  - DM1038H v1.0 L0H Only - Grade 9 entry date cannot exceed school year. (School Year)
- A date of entry to Grade 9 that is less than or equal to the students birthdate will receive the following error:
  - DM1039 v7.0 Grade 9 entry date is not later than birth date: & bad data

Service Provider (Backmapping_Beds Code)

Integrity Check:

- The back mapping beds code, if provided, must be found in the LOCATION lookup table

Errors:

- A back mapping beds code that cannot be found in the LOCATION lookup table will receive the following error:
  - DM1040 v7.0 Invalid BEDS Code: & bad data

Inoculation Date

Integrity Check:

- The inoculation date, if provided, must be a valid date, must be 10 characters in length and must be in the following format: YYYY-MM-DD.

Errors:

- An inoculation date that is not 10 characters in length, not in the correct format, or not a valid date will receive the following error:
  - DM1041 v7.0 Invalid Inoculation Date (Must be a valid date and in YYYY-MM-DD format): & bad data
- An inoculation date that is or less than the students date of birth will receive the following error:
  - DM1044 v7.0 The Inoculation Date cannot be prior to date of birth: & bad data
- An inoculation date that is equal to or later than the current date will receive the following error:
  - DM1045 v7.0 The Inoculation Date exceeds the current date: & bad data

Individual field Integrity Checks and errors:

Address

Integrity Check:

- The address, if provided, must not be longer than 30 characters. If the address is longer than 30 characters then only the first 30 characters will be saved.

Errors:

- No errors are associated with this field.

Address Line 2

Integrity Check:

- The address 2, if provided, must not be longer than 30 characters. If the address 2 is longer than 30 characters then only the first 30 characters will be saved.

Errors:

- No errors are associated with this field.

City

Integrity Check:

- The city, if provided, must not be longer than 25 characters. If the city is longer than 25 characters then only the first 25 characters will be saved.

Errors:

- No errors are associated with this field.

State

Integrity Check:

- The state, if provided, must not be longer than 2 characters. If the state is longer than 2 characters then only the first 2 characters will be saved.

Errors:

- No errors are associated with this field.

Zip Code

Integrity Check:

- The zip code, if provided, must not be longer than 10 characters. If the zip code is longer than 10 characters then only the first 10 characters will be saved.

Errors:

- No errors are associated with this field.

Home Phone

Integrity Check:

- The home phone, if provided, must not be longer than 14 characters. If the home phone is longer than 14 characters then only the first 14 characters will be saved.

Errors:

- No errors are associated with this field.

Individual field Integrity Checks and errors:

Guardian Name

Integrity Check:

- The guardian name, if provided, must not be longer than 40characters. If the guardian name is longer than 40 characters then only the first 40 characters will be saved.

Errors:

- No errors are associated with this field.

Guardian Name 2

Integrity Check:

- The guardian name 2, if provided, must not be longer than 40 characters. If the guardian name 2 is longer than 40 characters then only the first 40 characters will be saved

Errors:

- No errors are associated with this field.

Place Of Birth

Integrity Check:

- The place of birth, if provided, must not be longer than 50 characters. If the place of birth is longer than 50 characters then only the first 50 characters will be saved.

Errors:

- No errors are associated with this field.

Date Of Entry To U.S.

Integrity Check:

- The date of entry to U.S., if provided, must be a valid date, must be 10 characters in length and must be in the following format: YYYY-MM-

Errors:

- A date of entry to U.S that is not 10 characters in length, not in the correct format, or not a valid date will receive the following error:
  - DM1046 v7.0 Invalid Date Of Entry to US (Must be a valid date and in YYYY-MM-DD format): & bad data
- A date of entry to US that is equal to or later than the current date will receive the following error:
  - DM1049 v7.0 Date of Entry to US exceeds the current date: & bad data
  - DM1049H v1.0 L0H Only - Date of Entry to US exceeds school year date. (School Year)
- A date of entry to US that is 25 years less than the current school year will receive the following error:
  - DM1050 v7.0 Date of Entry to US is earlier than 25 years prior to school year: & bad data
- A date of entry to US that is less than or equal to the students birthdate (when the student is an immigrant) will receive the following error:
  - DM1051 v7.0 Date of Entry to US must be later than birth date: & bad data

Number of Years In US Schools

Integrity Check:

- The number of years in U.S. schools, if provided, must be numeric and must not exceed 4 characters in length.

Errors:

- A number of years in U.S. schools that is not numeric, more than 2 characters, or that is outside the range of 0-25 will receive the following error:
  - DM1052 v7.0 Num. Years In US Schools value outside of valid range (must be 0-25 and a whole number): & bad data

Individual field Integrity Checks and errors:

Country Of Origin

Integrity Check:

- The country of origin code, if provided, must be found in the COUNTRY_CODE lookup table

Errors:

- A country of origin code that cannot be found in the COUNTRY_CODE lookup table will receive the following error:
  - DM1055 v7.0 Invalid Country of Origin Code: & bad data

District Code Of Residence

Integrity Check:

- District Code of Residence must be provided and be found in District Lookup Table.

Errors:

- A District Code of Residence that cannot be found in the District lookup table will receive the following error:
  - DM1091 v7.0 Missing or Invalid Dist. Code of Residence: & bad data

Hispanic Ethnicity Indicator

Integrity Check:

- Hispanic Ethnicity Inidicator must be provided and match a value in the YesNo Lookup table

Errors:

- A Hispanic Ethnicity Indicator that cannot be found in the YesNo Lookup table will receive the following error:
  - DM1080 v7.0 Missing or Invalid Hispanic Ethnicity Indicator: & bad data

- School Year Ending 2010-06-30 and prior - Hispanic Ethnicity Indicator that is Equal to "Yes" with a Race 1 Not Equal to "Hispanic" or "Multiracial", will receive the following error:
  - DM1087 v7.0 Prior to 2010-07-01, Race 1 code must equal Hispanic or Multiracial when Hispanic Ethnicity Indicator = Yes.

Race 2 Code

Integrity Check:

- The Race 2 Code, if provided, must be found in the Race or Ethnicity table

Errors:

- A Race code, if provided, that cannot be found in the Race lookup table will receive the following error:
  - DM1082 v7.0 Invalid Race X Code: & bad data

- If a "Hispanic" or "Multiracial" Race code(s) is provided in any of the following fields (Race 2 thru 5), prior to 2010-07-01, you will receive the following error:
  - DM1088 v7.0 Prior to 2010-07-01, Hispanic or Multiracial race codes are only valid for Race 1.

Race 3 Code

Integrity Check:

- The Race 3 Code, if provided, must be found in the Race or Ethnicity table

Errors:

- *** See Error Checks listed under Race 2 ***

Race 4 Code

Integrity Check:

- The Race 4 Code, if provided, must be found in the Race or Ethnicity table

Errors:

- *** See Error Checks listed under Race 2 ***

Individual field Integrity Checks and errors:

Race 5 Code

Integrity Check:

- The Race 5 Code, if provided, must be found in the Race or Ethnicity table

Errors:

- *** See Error Checks listed under Race 2 ***

Homeless Indicator

Integrity Check:

- The Homeless indicator, if provided, must be the value of Y or N.
  The Homeless indicator, if blank, on import, will auto-populate to the value of N

Errors:

- A Homeless indicator that is not valid will receive the following error:
  - DM1057 v7.0 Invalid Homeless indicator: & bad data

Migrant Indicator

Integrity Check:

- The Migrant indicator, if provided, must be the value of Y or N.
  The Migrant indicator, if blank, on import, will auto-populate to the value of N

Errors:

- A Migrant indicator that is not valid will receive the following error:
  - DM1058 v7.0 Invalid Migrant indicator: & bad data

Immigrant Indicator

Integrity Check:

- The Immigrant indicator, if provided, must be the value of Y or N.
  The Immigrant indicator, if blank, on import, will auto-populate to the value of N

Errors:

- A Immigrant indicator that is not valid will receive the following error:
  - DM1060 v7.0 Invalid Immigrant indicator: & bad data
- When Immigrant indicator = "Y", Country of Origin cannot be PR or US
  - DM1061 v11.03 Invalid Country of Origin for Immigrant: & bad data
- ********** Not Applicable - Used prior to 2015-16 School Year **********
  When Immigrant indicator = "Y", Country of Origin cannot be AS, GU, MP, PR, UM ,US, VI
  - DM1061 v7.0 Invalid Country of Origin for Immigrant: & bad data
    ****

Neglected Or Delinquent Indicator

Integrity Check:

- The Neglected/Delinquent indicator, if provided, must be the value of Y or N.
  The Neglected/Delinquent indicator, if blank, on import, will auto-populate to the value of N

Errors:

- A Neglected/Delinquent/ indicator that is not valid will receive the following error:
  - DM1059 v7.0 Invalid Neglected/Delinquent indicator: & bad data

Homeless Primary Nighttime Residence

Integrity Check:

- The Homeless Primary Nighttime Residence code, if provided, must be found in the DWELLING_ARRANGEMENT lookup table

Errors:

- A Homeless Primary Nighttime Residence code that cannot be found in the DWELLING_ARRANGEMENT lookup table will receive the following error
  - DM1062 v7.0 Invalid Homeless Primary Nighttime Residence code: & bad data

Individual field Integrity Checks and errors:

Native Language

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved

Career Path Code

Integrity Check:

- Career Path Code, if provided, must match a value in the COURSE OF STUDY Master lookup table.
  When Career Path Code is provided, Diploma Type Code must also be provided, likewise when a Diploma Type Code is provided, Career Path Code must also be provided.

  Note: For the 2015-16 school year, on import, if the Career Path Code is blank or null and the Credential type/Diploma code is equal to 738, 085, 119, or 136 (GED or Commencement Credential (IEP)), Level 0 will update the Career Path Code with a value of "NONE"

Errors:

- A Career Path Code that cannot be found in the COURSE OF STUDY Master Lookup Table will receive the following error:
  - DM1094 v11.0 Invalid Career Path Code & bad data

- Any Diploma Type Codes, other than 738, 085, 119 or 136, that are used in conjunction with a Career Path Code of "NONE" will receive the following error:
  - DM1096 v11.03a A Career Path Code of "NONE" is only available for students earning a GED or Commencement Credential (Diploma Type Codes 738, 085, 119 or 136)

Additional 2nd Level Verification Fatal Error Checks

- Verification

Errors:

- When Immigrant indicator = "Y", Country of Origin, Date of Entry in US, and Years in US Schools must also be provided
  - DM1064 W/F: Immigrant ind. = Yes: missing Country of Origin
  - DM1065 W/F: Immigrant ind. = Yes: missing Date of Entry in US
  - DM1066 W/F: Immigrant ind. = Yes: missing Years in US Schools
- If Homeless indicator = "Y", Homeless Primary Nighttime Residence must also be populated
  - DM1067 v3.01 W/F: Homeless ind. = Yes: Missing Homeless Primary Nighttime Residence
- - If Homeless Nighttime Residence has a value, then the Homeless Indicator must = Y
  - DM1068 v7.0 W/F - Homeless Primary Nighttime Residence indicated: Homeless Ind. must = Yes.
- A diploma type code that has no associated post grad activity code will receive the following error:
  - DM1063 W/F: Missing Post grad code
- Number of years in US schools equal to or greater than the student's age will receive the following error:
  - DM1054 v7.0 Number of years in US schools cannot be greater than their age
- Race Codes must be filled consecutively
  - DM1083 v7.0 Race Codes must be populated in sequence (Race1, Race2, Race3, etc.)
- Each Race Code can not be used more than once
  - DM1084 v7.0 Each Race Code must be unique
- A current Demographict record, with a grade level that equates to a grade ordinal of 9th, 10th, 11th, 12th, and a grade 9 entry date that is blank will receive the following error:
  - DM1092 v7.0 W/F No Grade 9 entry date

District Data Cross Edit Informational or Report(s)

Errors:

- Identify Students removed from LEP Status in the previous demographic records
  - DM1071 Inconsistent Duration of LEP

- ********** Not Applicable - Used Prior to 2014-15 School Year **********
An active demographics record without enrollment data will receive the following warning
  - DM1072 Missing enrollment record for selected school year
    ****

- An active demographics record with an exit enrollment record, prior to June 1, as the most recent enrollment record for a student will receive the following warning
  - DM1073 Exit enrollment code is last enrollment record for this active student

- v3.02 Check Date of Entry in Grade 9 for consistency across 2 years
  - DM1074 Grade 9 Entry Date Mismatch between school years for this student

- A Diploma Type Code of 204, 221, 238, 255, 272, 289, 306, 323, 340, 357, 374, 391,051, 762, 813, 779, 796, 068, 612, 680, 697, 714, or 731 without an exit enrollment code of 799, OR a Diploma Type Code of 119 or 136 without an exit enrollment code of 085 or 629, will receive the following error:
  - DM1076 v11.02 Missing or Invalid exit enrollment for diploma XXX code & bad data
  - ********** v9.03 Removed diploma codes 017, 034, & 595 as they are no longer applicable *********

- Beginning in the 2013-14 school year, a Diploma Type Code of 085 without an exit enrollment code of 629, will receive the following error:
  - DM1077 v9.0 Missing or Invalid exit enrollment for IEP diploma code.

- A Diploma Type Code of 738 without an exit enrollment code of 816, will receive the following error:
  - DM1078 v4.06 Missing or Invalid exit enrollment for GED diploma code.

- If Homeless = Y and there is no 5806 or 5817 Program Service record is available, the following information message will be provided:
  - DM1085 v5.0 This Homeless student may be eligible for a FRPL program record(s) (5806 or 5817) - Please Review

- School Year Ending 2010-06-30 and prior - If race code is provided in any of the following fields (Race 2 thru 5) and Race 1 is not Equal to "Multiracial", the following information message will be provided:
  - DM1086 v5.0 Students with more than one Race should be reported as "Multiracial" under Race 1 prior to 2010-07-01- Please review.

- If guardian fields (guardian 1 & 2) include '&' or any other condition indicating there are 2 names in one field - ("&", "/","\", "+", or the word "and"), you will receive the following informational error:
  - DM1093 v10.03 Unexpected character(s) "bad data" in guardian field or fields. Only 1 guardian should be reported in each guardian field - Please review.

Revision History

School Entry Exit Data Validation and Errors

Date	Comment
9 /4 /2015	• Add eScholar v17 new fields

4 /5 /2016	• Modified edit for UPK 0666 location
	  ○ With the exception of UPK Location 0666, an exit code of 153 prior to June 1 that does not have the next School Entry/Exit record with an entry code 0011 or 0022 or 0033 or 5544 or 7000 with a different location, will receive the following error:
	  * EE2019 v11.03 W/F: A state exit code of 153 requires the next School Entry/Exit record to have an entry code of 0011, 0022, 0033, 5544 or 7000 and a different location.

School Entry Exit Data Validation and Errors

Key Fields:

District Code, Location Code, School Year Date, Student ID, School Entry Date

Required Fields:

District Code, Location Code, School Year Date, Student ID, School Entry Date, School Entry Type Code, Enrollment Grade Level

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
If the district code does not equal the user selected district code, then the following error message will display:
  - EE2101 v7.0 There are records in this file that contain the following district code: "Bad District". This district code does not match your selected district which is: "Selected District". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again.

Location Code

Integrity Check:

- The Location Code must have data and must be found in the LOCATION lookup table.

Errors:

- A location that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has NOT been populated) will receive the following error:
  - EE2102 v7.0 Missing or Invalid Location Code: & bad data

- A location that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has been populated) will receive the following error:
  - EE2103 v7.0 Missing, Invalid or Inactive Location Code for selected school year: & bad data

School Year Date

Integrity Check:

- The school year must have data and must equal the 10-character date that the user selects in the School Year dropdown box.

Errors:

- Any school year error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - EE2104 v7.0 There are records in this file that contain the following school year: "(Bad School Year)". At the top of this page you selected "(Selected School Year)" as the school year for this import file. Please adjust your import file or select a different school year.

Student ID

Integrity Check:

- The Student ID must have data, must not exceed 9 characters in length, and each character must be numeric. Also, a corresponding student ID must be found in
the Level 0 valid demographic records for the selected district and school year. Note: A student ID that is not blank and is less than 9 characters will be padded
with leading zeroes until it reaches 9 characters in length. Records with no Student ID are not imported.

Errors:

- A student ID that exceeds 9 characters in length will receive the following error:
  - EE2106 v7.0 Student ID exceeds 9 characters: & bad data

- A student ID that does not have a corresponding demographic record will receive the following error:
  - EE2107 v7.0 No matching demographics record.

Individual field Integrity Checks and errors:

School Entry Date

Integrity Check:

- The School Entry Date must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD, and must be in the July 1 - June 30 time frame of the user selected school year.

Errors:

- An Entry date that does not meet the required criteria will receive the following error:
  - EE2002 v5.0 Missing or Invalid Entry Date. Entry Date must be in YYYY-MM-DD format and fall within the selected school year: & bad data
- An Entry date that exceeds the current date will receive the following error:
  - EE2006 v5.0 Entry Date cannot be a future date. & bad data
  - EE2006H v1.0 L0H Only - Entry Date cannot exceed school year date. (School Year)

School Entry Type Code

Integrity Check:

- The School Entry Type Code must have data and must be found in the ENROLL_CODES dimension table

Errors:

- An Entry code that is blank or that cannot be found in the Enroll_Codes Look up table, will receive the following error:
  - EE2009 v5.0 Missing or Invalid Entry Code: & bad data

School Entry Comment

Integrity Check:

- The School Entry Comment, if provided, cannot exceed 40 characters in length.

Enrollment Grade Level

Integrity Check:

- The Enrollment Grade Level must have data and must be found in the STUDENT_GRADE_LVL lookup table

Errors:

- An enrollment grade level that is blank or cannot be found in the STUDENT_GRADE_LVL look up table, will receive the following error:
  - EE2011 v5.0 Missing or Invalid Grade Level: & bad data

Residence Status Code

Integrity Check:

- The Residence Status Code, if provided, cannot exceed 12 characters in length.

Enroll Change Code

Integrity Check:

- The Enroll Change Code, if provided, cannot exceed 12 characters in length.

Individual field Integrity Checks and errors:

School Exit Date

Integrity Check:

- The School Exit Date can be blank, if one is provided it must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD, and must be in the July
  1 - June 30 time frame of the user selected school year.

Errors:

- If Exit Date is earlier than Entry Date, you will receive the following error:
  - EE2004 v5.0 Exit Date is earlier than Entry Date & bad data

- If exit date does not meet the criteria of being a valid exit date (similar to entry date criteria) or if Exit Date date is missing and Exit Code is exists:
  - EE2005 v5.0 Missing or Invalid Exit Date. Exit Date must be in YYYY-MM-DD format and fall within the selected school year: & bad data

- An Exit date that exceeds the current date will receive the following error:
  - EE2007 v5.0 Exit Date cannot be a future date. & bad data
  - EE2007H v1.0 L0H Only - Exit Date cannot exceed school year date. (School Year)
  - EE2999H v1.0 L0H Only - Exit Date and Exit Code required. (School Year)

School Exit Type Code

Integrity Check:

- The School Exit Type Code may be blank or must be found in the ENROLL_CODES dimension table

Errors:

- If exit code is provided and cannot be found in the ENROLL_CODES dimension table or if Exit Date date exists and Exit Code is missing:
  - EE2003 v5.0 Missing or Invalid Exit Code: & bad data
  - EE2999H v1.0 L0H Only - Exit Date and Exit Code required. (School Year)
  - EE2998H v1.0 L0H Only - Exit Code EOY requires YYYY-06-30 exit date. (School Year)

School Exit Comment

Integrity Check:

- The School Exit Comment, if provided, the School Exit Date and School Exit Type Code must also be provided. School Exit Comment cannot exceed 40 characters in length

Errors:

- If School Exit Comment is provided and the School Exit Date and/or School Exit Type Code is missing, you will receive the following error
  - EE2056 v7.02 School Exit Comment must be paired with School Exit Date and School Exit Code

District Code of Residence

Integrity Check:

- The District Code of Residence is not used in the Entry Exit template.

Errors:

- No checks are done on this field and any data residing in this field is not currently being saved.

Enrolled at School Year Start Indicator

Integrity Check:

- Enrolled at School Year Start Indicator (Field 15) thru Displaced Student Indicator (Field 21) - No checks are done for these fields and any data residing in these fields is not currently being saved

Additional 2nd Level Verification Fatal Error Checks

- Before Enrollment data can be uploaded to Level 1, a final verification check must be performed. This check will consist of grouping all enrollment records for a district by Student ID. With the exception of 0055 enrollment, any situation in which a student has 2 or more records with the same entry or same exit date will be seen as an error.

  If the Level 0 "LOCATION_YEAR" table is populated for the user selected school year (See paragraph below for info on this table), a W/F verification check will
  execute that makes sure that the Location in the Enrollment section contains an active location. If the LOCATION_YEAR table is not populated, then this check
  will be skipped during the verification process.

  The "LOCATION_YEAR" table has been added to Level 0 to store all the valid BEDS codes across the state. There are 2 fields in this table - BEDS code and
  School Year. Each RIC will be responsible for populating this table for their Level 0 database. This data can be obtained from the Level 1C or Level 1RPT
  "LOCATION_YEAR" table.

Additional 2nd Level Verification Fatal Error Checks

Errors:

- Any records that do not follow the alternating entrance/exit pattern will receive the following error:
  - EE2013 v7.0 Multiple Entry/exit records exist with overlapping dates.

- Any record for a student ID grouping that has a duplicate Enrollment date that does not meet the requirements listed above will receive the following error:
  - EE2014 v5.0 W/F: Exit Date and Exit Code needed because a later School Entry/Exit record exists.

- An exit code of 782 that does not have a new School Entry/Exit record with the same location, different grade level K-14, and/or and Entry date later than the 782 exit date, will receive the following error:
  - EE2016 v5.0 W/F: A state exit code of 782 requires the next School Entry/Exit record to have the same location, different grade, and later entry date.

- An exit code of 5927 that does not have the next School Entry/Exit record with an entry code 7011 with a different location will receive the following error:
  - EE2017 v5.0 W/F: A state exit code of 5927 requires the next School Entry/Exit record to have an entry code of 7011 and a different location.

- An exit code of 289 prior to June 1 that does not have the next School Entry/Exit record with an entry code 5654 will receive the following error:
  - EE2018 v5.0 W/F: A state exit code of 289 requires the next School Entry/Exit record to have an entry code of 5654.

- With the exception of UPK Location 0666, an exit code of 153 prior to June 1 that does not have the next School Entry/Exit record with an entry code 0011 or 0022 or 0033 or 5544 or 7000 with a different location, will receive the following error:
  - EE2019 v11.03 W/F: A state exit code of 153 requires the next School Entry/Exit record to have an entry code of 0011, 0022, 0033, 5544 or 7000 and a different location.

- A 238 exit code that does not have the next School Entry/Exit record with an entry code 0011, 0022 or 0033 with a BEDS location of 0777 will receive the following error:
  - EE2020 v9.02 W/F: A state exit code of 238 requires the next School Entry/Exit record to have an entry code of 0011, 0022 or 0033 with BEDS location 0777.

- ********** Not Applicable - Used Prior to 2013-14 School Year **********
An exit code of 085 or 629 without a 085 Diploma Type will receive the following error:
  - EE2021 v5.0 W/F: A state exit code of 085 or 629 requires a 085 diploma type code in demographics record.
    ****

- An exit code of 816 without a 738 Diploma Type will receive the following error:
  - EE2022 v5.0 W/F: A state exit code of 816 requires a 738 diploma type code in demographics record.

- An exit code of 799 without a 204, 221, 238, 255, 272, 289, 306, 323, 340, 357, 374, 391, 762, 813, 779, 796, 068, 612, 680, 697, 714, 731 Diploma Type will receive the following error:
  - EE2023 v9.03 W/F: Invalid diploma type code for 799 exit code.
  - ********** v9.03 Removed diploma codes 017, 034, & 595 as they are no longer applicable *********

- An exit code of 085, 799, 816, or 629 without a post graduate plan will receive the following error:
  - EE2024 v7.0 W/F - A state exit code of 085, 799, 816, or 629 requires a post-grad code in demographics record.

- An exit code of 136 with an active disability program record, but without a post graduate plan will receive the following error:
  - EE2025 v5.0 W/F: A 136 state exit code along with a disability record requires a post graduate code in demographics record.

- An exit code of 085 without an active disability program record at time of exit will receive the following error:
  - EE2026 v9.02 W/F: A state exit code of 085 requires an active disability program at time of exit.

    ********** Not Applicable - Used Prior to the 2005-06 School Year **********
    EE2026 W/F: A state exit code of 085 or 102 requires an active disability program at time of exit.
    ****

- An entry code of 4034 or exit code of 140 that does not have a PS grade level will receive the following error
  - EE2027 v5.0 W/F: A state entry code of 4034 or exit code of 140 requires a PRES grade ordinal.

- An entry code of 5654 or exit code 816 that does not have a GD grade level will receive the following error:
  - EE2028 v5.0 W/F: A state entry code 5654 or exit code 816 requires a GED grade ordinal.

- An entry code of 0011, 0022, 0033, 4034, 5544, 5555, 5905, 7000, 7011 or 8294 that has a GD grade level will receive the following error:
  - EE2029 v8.0 W/F: A state entry code of xxxx cannot have a GED grade ordinal.

Additional 2nd Level Verification Fatal Error Checks

Errors:

- Any 4034 entry enrollment can only be exited with a 140. Likewise, a 140 exit can only be used with a 4034 entry.
  - EE2030 v6.01 W/F: 4034 state entry code and 140 state exit code can only be paired with one another.

- A 5555 entry enrollment can only be exited with a 8228. Likewise, a 8228 exit can only be used with a 5555 entry:
  - EE2031 V8.06 5555 state entry code and 8228 state exit code can only be paired with one another.

- Any School Entry/Exit record that only have grade levels that equates to a grade ordinal other than 7th , 8th, 9th, 10th, 11th, 12th, GED, 7-12, or (K - 6 and student age >= 17 at some point during the school year) and has data in the grade 9 entry date field will receive the following error:
  - EE2033 v7.01 W/F: No grade 9 entry date expected in demographics record.

- A current School Entry/Exit record, with the exception of 5905 Entry, with a grade level that equates to a grade ordinal of 9th, 10th, 11th, 12th, and a grade 9 entry date that is blank will receive the following error:
  - EE2034 v7.0 Enrollment grade level is 9 - 12 and no grade 9 entry date in demographics record.

- Students under 20 (DOB) with 136 Exit will receive the following error
  - EE2045 v5.0 W/F: State exit code 136 (Reached Max Age) error for student with age less than 20.

- An exit code of 8305 without a preceding 5905 entry enrollment will receive the following:
  - EE2046 v5.0 W/F: A state exit code 8305 requires a 5905 state entry code.

- A GED grade ordinal that doesn't have a valid GED Location (if found in the LOCATION_YEAR table) will receive the following error:
  - EE2048 v5.0 W/F: GED grade ordinal requires a GED location code.

- A District Level Location (if found in the LOCATION_YEAR table), without associated PRES grade and 4034/140 state entry/exit codes will receive the following error:
  - EE2049 v5.0 W/F: A District location code is only valid with a PRES grade ordinal and a 140 state exit or 4034 state entry code.

- A County Location (if found in the LOCATION_YEAR table) without associated PRES grade level will receive the following error:
  - EE2050 v5.0 W/F: A County location code is only valid with a PRES grade ordinal.

- An exit code of 8316 is only valid if the preceding entry code is 8294 or 0033, otherwise you will receive the following error:
  - EE2051 v9.0 W/F: A state exit code 8316 requires a corresponding 8294 or 0033 state entry code.

- If stud turns 17 (DOB) during 2006-07 schyr, DOE Gr9 must be during the 2006-07 schyr or earlier, if 17 during 2007-08, DOE Gr9 must be during 2007-
08 or earlier, etc.
  - EE2054 v7.0 W/F: Ungraded students must have date of entry to grade 9 no later than school year the student turns 17.

- Any 0055 entry enrollment can only be exited with a 0066. Likewise, a 0066 exit can only be used with a 0055 entry.
  - EE2055 v7.0 W/F - A 0055 state entry code and 0066 state exit code can only be paired with one another.

- A BEDS '0666' Pre-K Location, without an associated 'PKH' or 'PKF' grade level will receive the following error:
  - EE2057 v7.04 A BEDS '0666' Pre-K Location is only valid with a 'PREKH' or 'PREKF' grade ordinal.

- Any 0033 or 8294 entry enrollment type codes that have a 799 (Graduated) or 085 (Earned commencement credential/IEP) enrollment exit type codes, will
receive the following error:
  - EE2059 v9.0 W/F: Invalid Enrollment Exit Type XXX for Enrollment Entry Type XXXX

- Beginning with 2013-14, an exit code of 085 without a 119 or 136 Diploma Type will receive the following error:
  - EE2060 v9.0 W/F: A state exit code of 085 requires a 119 or 136 diploma type code in demographics record.

- Beginning with 2013-14, an exit code of 629 without a 085, 119 or 136 Diploma Type will receive the following error:
  - EE2061 v9.0 W/F: A state exit code of 629 requires a 085, 119 or 136 diploma type code in demographics record.

District Data Cross Edit Informational or Report(s)

Errors:

- Check current School Entry/Exit record status with demographic status
  - EE2036 v5.0 Demographic status does not match current School Entry/Exit record status - Please review.
- Check current enrollment grade level with demographic grade level
  - EE2038 v5.0 Current enrollment grade level does not match demographics grade level - Please review.
- Check current enrollment location with demographic location
  - EE2039 v5.0 Current enrollment location does not match demographics location - Please review.
- Check each student School Entry/Exit record for grade ordinal of K-6 or 7-12 and a disability program code for same time period
  - EE2040 v5.0 Ungraded students must have a disability program code - Please review.
- Check for students with an exit code of 799 who are under 14 years of age at time of exit
  - EE2041 v5.0 Students with exit code 799 is under 14 years of age - Please review.
- A 425 Exit code,followed by 0011 Entry Code
  - EE2042 v5.0 425 No Doc. Of Transfer for currently enrolled student - Please review.
- A 5905 Entry code, without a corresponding Disability Program Service Record
  - EE2043 v5.0 No Disability PS rec. exists for 5905 CSE enrollment period - Please review.
- Students enrolled in grade 7 - 8, with a Grade 9 Entry date present
  - EE2044 v5.0 Date of Entry in grade 9 exists for student enrolled in grade 8 or below - Please review.
- Students of compulsory school age that have a drop out code and no subsequent 8294 (Census Only) enrollment
  - EE2052 v6.01 Compulsory age students that drop-out and still reside in district need Census Only (8294) enrollment

- ******** No longer Applicable - Used Prior to 2013-14 School Year **********

If current year enrollment location is different than previous school year with no exit reason in previous year, you will receive the following information message:

  - EE2053 v8.0 A blank exit codes exists in the previous school year and this student transferred to a new location in the current school year (Enroll code 0011, 0033, 5544, 7000).
    ****

- An enrollment grade level of PKH or PKF, without an associated 902 or 990 PreKindergarten program indicator, will receive the following error:
  - EE2058 v8.07 An enrollment grade level of PKH or PKF should have either a 902 or 990 PreKindergarten program indicator - Please review
- Enrollment grade level check for Ungraded students to be sure they have the appropriate grade code (13 or 14) based on DOB.
  - EE2062 v10.03 Grade XX may be invalid for this student based on current date of birth - Please review.

Revision History

Student Daily Attendance Validation and Errors

Date	Comment
9 /4 /2015	•

Student Daily Attendance Validation and Errors

Key Fields:

District Code, Location Code, Student ID, Attendance Date, Attendance Code Long, School Year Date

Required Fields:

District Code, Location Code, Student ID, Attendance Date, Attendance Code Long, School Year Date

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
  If the district code does not equal the user selected district code, then the following error message will display:
  - DA2301 v8.05 There are records in this file that contain the following district code: "Bad District". This district code does not match your selected district which is: "Selected District". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again.

Location Code

Integrity Check:

- The Location Code must have data and must be found in the LOCATION lookup table.

Errors:

- A location that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has NOT been populated) will receive the following error
  - DA2302 v8.05 Missing or Invalid Location Code: & bad data
- A location that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has been populated) will receive the following error:
  - DA2303 v8.05 Missing, Invalid or Inactive Location Code for selected school year: & bad data

Student ID

Integrity Check:

- The Student ID must have data, must not exceed 9 characters in length, and each character must be numeric. Also, a corresponding student ID must be found in the Level 0 valid demographic records for the selected district and school year. Note: A student ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length. Records with no Student ID are not imported.

Errors:

- A student ID that exceeds 9 characters in length will receive the following error:
  - DA2306 v8.05 Student ID exceeds 9 characters: & bad data
- A student ID that does not have a corresponding demographic record will receive the following error:
  - DA2307 v8.05 No matching demographics record.

Attendance Date

Integrity Check:

- The Attendance Date must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD; and must be in the July1 - June 30 time frame of the user selected school year

Errors:

- An Attendance date that does not meet the above criteria will receive the following error :
  - DA2308 v8.05 Missing or Invalid Attendance Date. Attendance Date must be in YYYY-MM-DD format and fall within the selected school year & bad data
- An Attendance date that exceeds the current date will receive the following error:
  - DA2309 v8.05 Attendance Date cannot be a future date & bad data

Student Daily Attendance Validation and Errors

Individual field Integrity Checks and errors:

Attendance Code

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Attendance Comment

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Absence Duration

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Attendance Code Long

Integrity Check:

- The Attendance Code Long must have data and must be found in the Attendance Code lookup table

Errors:

- An Attendance Code Long that is blank or that cannot be found in the Attendance Code Look up table, will receive the following error:
  - DA2310 v8.05 Missing or Invalid attendance code & bad data

School Year Date

Integrity Check:

- The school year must have data and must equal the 10-character date that the user selects in the School Year dropdown box.

Errors:

- Any school year error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - DA2304 v8.05 There are records in this file that contain the following school year: "(Bad School Year)". At the top of this page you selected "(Selected School Year)" as the school year for this import file. Please adjust your import file or select a different school year.

Marking Period Code

Integrity Check:

- Marking Period Code (Field 10) thru Term Code (Field 11) - No checks are done for these fields and any data residing in these fields is not currently being saved

Additional 2nd Level Verification Fatal Error Checks

Errors:

- If Multiple local codes (Attendance Code Long), for the same location, map to the same state code on the same date, you will receive the following error:
  - DA2311 v9.03 W/F: Duplicate State code reported for the same date & bad data

Revision History

Day Calendar Data Validation and Errors

Date	Comment
9 /4 /2015	•

Day Calendar Data Validation and Errors

Key Fields:

District Code, Location Code, School Year Date, School Date, Location Grade Level

Required Fields:

District Code, Location Code, School Year Date, School Date, Location Grade Level, Day Type

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
  If the district code does not equal the user selected district code, then the following error message will display:
  - DC2401 v9.0 There are records in this file that contain the following district code: "Bad District". This district code does not match your selected district which is: "Selected District". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again.

Location Code

Integrity Check:

- The Location Code must have data and must be found in the LOCATION lookup table.

Errors:

- A location that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has NOT been populated) will receive the following error:
  - DC2402 v9.0 Missing or Invalid Location Code: & bad data
- A location that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has been populated) will receive the following error:
  - DC2403 v9.0 Missing, Invalid or Inactive Location Code for selected school year: & bad data

School Year Date

Integrity Check:

- The school year must have data and must equal the 10-character date that the user selects in the School Year dropdown box.

Errors:

- Any school year error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - DC2404 v9.0 There are records in this file that contain the following school year: "(Bad School Year)". At the top of this page you selected "(Selected School Year)" as the school year for this import file. Please adjust your import file or select a different school year.

School Date

Integrity Check:

- The School Date must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD; and must be in the July1 - June 30 time frame of the user selected school year

Errors:

- An School Date that does not meet the above criteria will receive the following error :
  - DC2408 v9.0 Missing or Invalid School Date. School Date must be in YYYY-MM-DD format and fall within the selected school year & bad data

Day Calendar Data Validation and Errors

Individual field Integrity Checks and errors:

Location Grade Level

Integrity Check:

- The Location Grade Level must have data and must be found in the STUDENT_GRADE_LVL lookup table or be equal to "AL"

Errors:

- A Location Grade Level that is blank or cannot be found in the STUDENT_GRADE_LVL look up table or not equal "AL", will receive the following
error:
  - DC2411 v9.0 Missing or Invalid Grade Level: & bad data

Duration

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Day Type

Integrity Check:

- The Day Type must have data and must be found in the DAY TYPE table

Errors:

- A Day Type that is blank or that cannot be found in the DAY TYPE Look up table, will receive the following error:
  - DC2412 v9.0 Missing or Invalid Day Type code: & bad data

Day Status

Integrity Check:

- Day Status (Field 8) thru Instructional Minutes in Day (Field 12) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Additional 2nd Level Verification Fatal Error Checks

Errors:

- Edit when the same state grade level is submitted with multiple calendar records for the same time period, you will receive the following error
  - DC2413 v9.04 W/F Duplicate Calendar record found for the same date, location and State grade level

Revision History

Attendance Codes Validation and Errors

Date	Comment

2 /2 /2016	• Modified Attendance Codes edit to include collection of Staff Attendance codes
	  ○ The State Attendance Code, if provided, must be found in the ATTEND_CODES Table, or your will receive the following message:
	  * AX2503 v11.02 Invalid State Attendance Code & bad data
	  ○ If the State Attendance Description is not provided when the State Attendance Code matches a value from the ATTEND_CODES Table, Level 0 will calculate the State Attendance Description
	  The State Attendance Description, that is incorrect for the State Attendance Code provided, will receive the following error:
	  *AX2504 v11.02 State Attendance Code/Description mismatch
	  ○ The Attendance Code Type must be provided and must equal to either STUDENT or STAFF, based on import selection (Student or Staff Attendance Codes) or you will receive the following message:
	  * AX2506 v11.02 Attendance Code Type must equal XXXXXX

Attendance Codes Validation and Errors

Key Fields:

District Code, Attendance Code Long, School Year Date, Attendance Code Type

Required Fields:

District Code, Attendance Code Long, School Year Date, Attendance Code Type

Quasi-Required Fields (Certain Records):

Attendance Description, State Attendance Code, State Attendance Description

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
  If the district code does not equal the user selected district code, then the following error message will display:
  - AX2501 v8.04 Processing stopped. Records with a district code other than "selected district code" were found - "bad district code"

Attendance Code

Integrity Check:

- No checks are done in this field and any data residing in this field is not currently being saved.

Attendance Description

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Attendance Category

Integrity Check:

- No checks are done in this field and any data residing in this field is not currently being saved.

Attendance Code Long

Integrity Check:

- Attendance Code Long must have data

Errors:

- An Attendance Code Long that is blank or exceeds 25 characters in length will receive the following error:
  - AX2502 v8.04 Missing Attendance Code Long (Local) or length exceeds 25 characters

Attendance Type

Integrity Check:

- No checks are done in this field and any data residing in this field is not currently being saved.

Sort Sequence

Integrity Check:

- No checks are done in this field and any data residing in this field is not currently being saved.

Attendance Status

Integrity Check:

- No checks are done in this field and any data residing in this field is not currently being saved.

Attendance Codes Validation and Errors

Individual field Integrity Checks and errors:

State Attendance Code

Integrity Check:

- The State Attendance Code, if provided, must be found in the ATTEND_CODES Table, otherwise a "Blank" - - is acceptable.

Errors:

- The State Attendance Code, if provided, must be found in the ATTEND_CODES Table, or your will receive the following message:
  - AX2503 v11.02 Invalid State Attendance Code & bad data

State Attendance Description

Integrity Check:

- If the State Attendance Description is not provided when the State Attendance Code matches a value from the ATTEND_CODES Table, Level 0 will calculate the State Attendance Description

Errors:

- The State Attendance Description, that is incorrect for the State Attendance Code provided, will receive the following error
  - AX2504 v11.02 State Attendance Code/Description mismatch

School Year Date

Integrity Check:

- The school year must have data and must equal the 10-character date that the user selects in the School Year dropdown box

Errors:

- Any school year error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - AX2505 v8.04 Processing stopped. Records with a school year other than "selected school year" were found.

Attendance Code Type

Integrity Check:

- Attendance Code Type must be provided and must equal STUDENT or STAFF. Attendance Code Type must be provided and must equal STUDENT in the L0E Student Attend Code Import or must equal STAFF in the L0E Staff Attend Code Import.

Errors:

- The Attendance Code Type must be provided and must equal to either STUDENT or STAFF, based on import selection (Student or Staff Attendance Codes) or you will receive the following message:
  - AX2506 v11.02 Attendance Code Type must equal XXXXXX

Attendance Short Description

Integrity Check:

- No checks are done in this field and any data residing in this field is not currently being saved.

Revision History

Programs Fact Data Validation and Errors

Date	Comment
9 /4 /2015	• Modified/added edits for Exit Reason Code 1 related to students with disabilities o A exit reason code 1 for a disability record that does not equal 901, 912, or 672 with an ending date will receive the following error: * PS3019 v11.0 Exit Code 1 equal to 901, 912 or 672 required for ended disability records. o A exit reason code 1 of 672 for a Preschool (5786) disability will receive the following error: * PS3094 v11.0 Exit Code 1 equal to 672 is not valid for preschool disability record
2 /2 /2016	• Modified LEP Eligibility edits o A LEP Program code of 5698, 5709, 8239 or SIFE (1232) that has no corresponding LEP Eligibility record will receive the following error: * PS3037 v11.02 No 0231 LEP Eligibility record found for this student. o A program code 5709, 5720, 5731, 5698 without a Duration of LEP greater than 0 will receive the following error: * PS3041 v11.02 W/F: Duration of LEP greater than 0 required in demographics record o Added a cross-year W/F check to search for an 849 (achieved proficiency), 3011, or 3022 exit code record in the previous school year, for all current year LEP students. If an 849, 3011, or 3022 exit code record was found in the previous year, current year LEP student will receive the following error: * PS3074 v11.02 W/F: LEP student achieved proficiency in a prior school year. o A program code 0231, that does not have a 3045 exit reason, without Duration of LEP will receive the following error: * PS3040 v11.02 W/F: Program code 0231 requires a Duration of LEP o A Duration of LEP containing a value of 0-25 when a 0231 program has a 3045 exit reason record, will receive the following error: * PS3095 v11.02 W/F: Duration of LEP should be blank when 0231 LEP program has a 3045 exit reason
2 /17/2016	• Modifed LEP edits o A Duration of LEP (0-25) is only valid for LEP Eligible students (0231), students reported with a Duration of LEP, that are not LEP Eligible will receive the following error: * PS3049 11.02a W/F: A Duration of LEP is invalid for students that are not LEP Eligible. o Students with a 5687, 5676, or 5742 program that are not also 0231 LEP will get the following message: * PS3093 v11.02a Student with XXXX Program does not have 0231 LEP Eligibility record - Please review
4 /5 /2016	• Add/Modify W/F Program edits o Multiple UPK settings during the same time period will receive the following error: * PS3096 v11.03 W/F Student cannot have more than 1 UPK setting during the same time period o An active program 5775 with another active associated 0550, 0572, 0583, 0594, 0605 or 5775 program record will receive the following error: * PS3060 v11.03 W/F: A student with an active 5775 Safety Net record cannot have any other active Safety Net record during the same time period

Programs Fact Data Validation and Errors

Key Fields:

District Code, School Year, Student Id, Programs Code, Beginning Date - Program Service Entry Date

Required Fields:

District Code, Location Code, School Year, Student Id, Programs Code, Beginning Date - Program Service Entry Date

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
  If the district code does not equal the user selected district code, then the following error message will display:
  - PS3101 v7.0 There are records in this file that contain the following district code: "Bad District". This district code does not match your selected district which is: "Selected District". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again.

Location Code

Integrity Check:

- The location code must have data and must be found in the LOCATION lookup table.

Errors:

- A location code that is blank will receive the following error.
  - PS3102 v7.0 Missing or Invalid Location Code: & bad data
- A location code that cannot be found in the LOCATION lookup table or the Location Year table, if populated, will receive the following error:
  - PS3103 v7.0 Missing, Invalid or Inactive Location Code for selected school year: & bad data

School Year

Integrity Check:

- The school year must have data and must equal the 10-character date that the user selects in the School Year dropdown box.

Errors:

- Any school year error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - PS3104 v7.0 There are records in this file that contain the following school year: "(Bad School Year)". At the top of this page you selected "(Selected School Year)" as the school year for this import file. Please adjust your import file or select a different school year.

Student Id

Integrity Check:

- The student ID must have data, must not exceed 9 characters in length, and each character must be numeric. Also, a corresponding student ID must be found in the Level 0 valid demographic records for the selected district and school year. Note: A student ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length. Records with no Student ID are not imported.

Errors:

- A student ID that exceeds 9 characters in length will receive the following error:
  - PS3106 v7.0 Student ID exceeds 9 characters: & bad data
- A student ID that does not have a corresponding demographic record will receive the following error:
  - PS3107 v7.0 No matching Demographics record.

Programs Fact Data Validation and Errors

Individual field Integrity Checks and errors:

Programs Code

Integrity Check:

- The programs code must have data and must be found in the PROGRAMS_CODE dimension table. Records with no Program Code are not imported.

Errors:

- A program code that is blank or cannot be found in the Program_Code table will receive the following error:
  - PS3001 v7.05 Missing or invalid Prog. Service Code:

Beginning Date - Program Service Entry Date

Integrity Check:

- The beginning date must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD, and must be in the July 1 - June 30 time frame of the user selected school year.

Errors:

- A beginning date that is blank, not 10 characters in length, not a valid date, not in the correct format, or not within the selected school year will receive the following error:
  - PS3003 v7.0 Missing or Invalid Beginning Date. Beginning Date must be in YYYY-MM-DD format and fall within the selected school year: & bad data
- A Beginning Date that exceeds the current date will receive the following error:
  - PS3085 v7.01 Beginning Date cannot be a future date. & bad data
  - PS3085H v1.0 L0H Only - Beginning Date cannot exceed school year date. (School Year)

Ending Date - Program Service Exit Date

Integrity Check:

- For Non-LEP Eligibility Records
  - The ending date, if provided, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD, and must be in the July 1 - June 30 time frame of the user selected school year.

  ******* Not Applicable - Used Prior to 2014-15 School Year **********
  For 0231 LEP Eligibility Records
  - The ending date, if provided, must equal to 6/30 of the selected school year and must be in the YYYY-MM-DD format
  ****

  ******* Not Applicable - Used Prior to 2007-08 School Year **********
  For 0232 LEP Eligibility Records
  - The ending date cannot be blank. It must be equal to 6/30 of the selected school year and must be in the YYYY-MM-DD format
  ****

Errors:

- An ending date that is not 10 characters in length, not a valid date, not in the correct format, or not within the selected school year will receive the following error:
  - PS3008 v7.0 Invalid Ending Date. Ending Date must be in YYYY-MM-DD format and fall within the selected school year: & bad data
- ******* Not Applicable - Used Prior to 2014-15 School Year **********
  An ending date that is associated with a 0231 record that is not equal to 06/30 of the selected school year will receive the following error:
  - PS3012 v 7.0 LEP Eligibility Ending Date must be 06/30 of the selected school year. & bad data
    ****
- An Program Service ending date that is prior to the Program Service beginning date will receive the following error:
  - PS3071 v7.0 Ending Date is earlier than Beginning Date. & bad data
- An Ending Date that exceeds the current date will receive the following error:
  - PS3086 v7.01 Ending Date cannot be a future date. & bad data
  - PS3086H v1.0 L0H Only - Ending Date cannot exceed school year date. (School Year)

Individual field Integrity Checks and errors:

State Location ID (Program Service Provider Beds Code)

Integrity Check:

- For a record with a location code not equal to "NOBEDS":
  - School program: The state location ID must have data and must be found in the LOCATION lookup table.
  - District program: The state location ID, if provided, must be found in the DISTRICT lookup table and also end with "0000".
  - Local program: The state location ID, if provided, must be found in the LOCATION lookup table.

  For a record with a location code that equals "NOBEDS":
  - A null string, on import, will be auto-populated into Level 0 for the state Location ID.

Errors:

- A state location ID that cannot be found in the LOCATIONS lookup table will receive the following error:
  - PS3013 v7.0 Invalid State Loc. Code: & bad data

- Any district level program that is not a 5872, 5883, 7022, or 7033 program but has a service provider BEDS code value will receive the following error:
  - PS3015 v7.0 No State Loc. Code expected for this district level program.

- A blank state location ID associated with a School program will receive the following error:
  - PS3016 State Loc. Code needed for this program.

Program Intensity

Integrity Check:

- The program intensity, if provided, cannot exceed 20 characters in length.
  No errors occur for this field. If the program intensity data exceeds 20 characters, the first 20 characters of data will be saved.
  **********2012-13 TPREP Not Applicable for PS3026 & 3027 - Used 2011-12 & prior**********

Errors:

- A program intensity code that cannot be found in the ProgramIntensityCodes lookup table will receive the following error:
  - PS3025 v8.07 Invalid Program Intensity Code: & bad data

- A program intensity code that is not associated with a CTE program will receive the following error:
  - PS3026 v8.0 No Program Intensity Code expected for non-CTE programs: & bad data

- A CTE program without an associated program intensity code will receive the following error:
  - PS3027 v8.0 Missing Program Intensity Code

Entry Reason Code 1

Integrity Check:

- For each field - The data, if provided, must be found in the REASONS_CODE lookup table.

Errors:

- For each field - A value that cannot be found in the REASONS_CODE lookup table will receive the following error:
  - PS3075 v7.0 Invalid Entry Code 1, Can not correct in Level 0: & bad data

Entry Reason Code 2

Integrity Check:

- For each field - The data, if provided, must be found in the REASONS_CODE lookup table.

Errors:

- For each field - A value that cannot be found in the REASONS_CODE lookup table will receive the following error:
  - PS3076 v7.0 Invalid Entry Code 2, Can not correct in Level 0: & bad data

Entry Reason Code 3

Integrity Check:

- For each field - The data, if provided, must be found in the REASONS_CODE lookup table.

Errors:

- For each field - A value that cannot be found in the REASONS_CODE lookup table will receive the following error:
  - PS3077 v7.0 Invalid Entry Code 3, Can not correct in Level 0: & bad data

Individual field Integrity Checks and errors:

Exit Reason Code 1

Integrity Check:

- For CTE, Disability, and/or LEP Eligibility Program records:
  - The exit reason code 1, if provided, must be found in the REASONS_CODE lookup table
  - When Ending Date has data: The exit reason code 1 must have data and must be found in the REASONS_CODE lookup table.
  - When Ending Date has no data: The exit reason code 1 should be blank

  For 0231 LEP Eligibility records:
  The exit reason code 1 is required when an ending date is provided, and it must be equal to 3011, 3022, 3033, or 3045. Additionally, when a 3011 exit reason code 1 is provided, an end date of 6/30 of the selected school year is expected.
  For Disability records:
  The exit reason code 1 is required when an ending date is provided, and it must be equal to 901, 912, or 672. Exit Reason 672 is for school aged students that have earned a CDOS. Additionally, when an exit reason 912 code is provided, a new disability record should be present (with a different disability code & a beginning date later than the ending date from the previous disability record)
  For CTE records:
  - The exit reason code 1 is required when an ending date is provided, and it must be equal to 663 or 646 or 680.

  **********2012-13 TPREP Not Applicable for PS3018 & 3022 - Used 2011-12 & prior**********

Errors:

- An exit reason code 1 that cannot be found in the REASONS_CODE lookup table or is not valid for Program type, will receive the following error:
  - PS3017 v7.0 Invalid or unexpected Exit Code 1: & bad data

- A exit reason code 1 that does not equal 646, 663 or 680 for a CTE record that has an ending date will received the following error:
  - PS3018 v8.0 Exit Code 1 equal to 646, 663 or 680 required for ended CTE programs.

- A exit reason code 1 for a disability record that does not equal 901, 912, or 672 with an ending date will receive the following error:
  - PS3019 v11.0 Exit Code 1 equal to 901, 912 or 672 required for ended disability records.

- An exit reason code 1 that does not equal 3011, 3022, 3033, or 3045 for a LEP Eligibility (0231) record that has an ending date will received the following error:
  - PS3020 v10.03 Exit Code 1 equal to 3011, 3022, 3033, or 3045 required for ended 0231 records.
  - ********** Not Applicable - Used Prior to the 2014-15 School Year **********
    A exit reason code 1 that does not equal 849 for a 0231 LEP record that has an ending date will receive the following error:
    PS3020 v7.0 Exit Code 1 equal to 849 required for ended 0231 records.
    ****

- A exit reason code 1 for CTE, Disability, LEP, that has an exit reason code 1 value and no ending date value will receive the following error:
  - PS3022 v8.0 Ending date expected with Exit Code 1

- A student with a 646 Exit Code that doesn't have a corresponding Program Intensity of 'Concentrator' will receive the following message:
  - PS3073 v4.08 CTE Exit Code 646 requires a Concentrator program intensity.

- An Exit Reason Code 1 of 3011, for a LEP Eligibility record, requires an Ending Date of 06/30 for the selected school year (YYYY-06-30) or you will receive the following error:
  - PS3092 v10.03 Exit Reason Code 3011 requires an Ending Date of 06/30 for the selected school year: & bad data

- A exit reason code 1 of 672 for a Preschool (5786) disability will receive the following error:
  - PS3094 v11.0 Exit Code 1 equal to 672 is not valid for preschool disability record

Exit Reason Code 2

Integrity Check:

- For each field - The data, if provided, must be found in the REASONS_CODE lookup table.

Errors:

- For each field - A value that cannot be found in the REASONS_CODE lookup table will receive the following error:
  - PS3078 v7.0 Invalid Exit Code 2, Can not correct in Level 0: & bad data

Individual field Integrity Checks and errors:

Exit Reason Code 3

Integrity Check:

- For each field - The data, if provided, must be found in the REASONS_CODE lookup table.

Errors:

- For each field - A value that cannot be found in the REASONS_CODE lookup table will receive the following error:
  - PS3079 v7.0 Invalid Exit Code 3, Can not correct in Level 0: & bad data

Program Comment

Integrity Check:

- The program comment, if provided, cannot exceed 60 characters in length.

Original Pgm Start Date

Integrity Check:

- The original pgm. start date, if provided, must be a valid date, must be 10 characters in length, and must be in the following format: YYYY-MM-DD.

Errors:

- An original pgm. start date that is not 10 characters in length, is not a valid date, or is not in the correct format will receive the following error:
  - PS3028 v7.0 Invalid Orig. Prog. Start Date: & bad data

PGM Participation Info Code

Integrity Check:

- For Non-CTE programs:
  - The PGM Participation Info Code, if provided, must be found in the PARTICIPATION_INFO lookup table.

  For CTEprograms:
  - The PGM Participation Info Code must have data and must be found in the PARTICIPATION_INFO lookup table.

  **********2012-13 TPREP Not Applicable for PS3032 & 3070 - Used 2011-12 & prior**********

Errors:

- A PGM Participation info code that cannot be found in the PARTICIPATION_INFO lookup table will receive the following error:
  - PS3031 v8.0 Invalid PGM Part. Info. Code: & bad data
- A PGM participation info code that is not associated with a CTE program will receive the following error:
  - PS3032 v8.0 PGM Part. Info. Code required for CTE programs.
- A PGM Partcipation Information Code that is not associated with a CTE program will receive the following error:
  - PS3070 v8.0 No PGM Part. Info. Code expected for non-CTE programs.

Program Frequency

Integrity Check:

- Program Frequency (Field 19) thru Program Session Code (Field 27) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Additional 2nd Level Verification Fatal Error Checks

- Before Program Service data can be uploaded to Level 1 for the categories: CTE, Disability, LEP Eligibility, LEP Programs, and each of the "Other" category programs, overlapping records verification check is also performed. This check will make sure that each student has no records that have overlapping beginning/ending dates within the category being uploaded to Level 1:
  - CTE allows overlapping dates if the Service Providers are different
  - Any LEP Program record, with the exception of 5742, 5687, or 5676, must have a corresponding 0231 LEP Eligibility record and the 0231 LEP Eligibility record beginning date must be earlier than or equal to the LEP Program record beginning date.
  - Only 1 LEP Eligibility record, 0231, is allowed per school year.
  - If the Level 0 "LOCATION_YEAR" table is populated for the user selected school year (See paragraph below for info on this table), a W/F verification check will execute that makes sure that the BEDS code in the Program Service section contains an active location. If the LOCATION_YEAR table is not populated, then this check will be skipped during the verification process.

  The "LOCATION_YEAR" table has been added to Level 0 to store all the valid BEDS codes across the state. There are 2 fields in this table - BEDS code and School Year. Each RIC will be responsible for populating this table for their Level 0 database. This data can be obtained from the Level 1C or Level 1RPT "LOCATION_YEAR" table.

  **- Note: Cross year edit checks (ie. PS3074) don't allow changes to current year when data is locked, but it doesn't prevent previous years data changes, which could effect cross year edit if changed after current year data is locked.

Errors:

- Any of the above mentioned programs that have records in one program category that have overlapping dates will receive the following error:
  - PS3036 Overlapping "category" records found for this student.

- A LEP Program code of 5698, 5709, 8239 or SIFE (1232) that has no corresponding LEP Eligibility record will receive the following error:
  - PS3037 v11.02 No 0231 LEP Eligibility record found for this student.

- If more than 1 LEP Eligibility record is found in 1 school year:
  - PS3038 v3.01 Multiple 0231 LEP Eligibility records found.

- Any LEP Program record that has a beginning date that is earlier than the LEP Eligibility record beginning date will receive the following error:
  - PS3039 LEP Eligibility start date is later than LEP Program start date.

- A program code 0231, that does not have a 3045 exit reason, without Duration of LEP will receive the following error:
  - PS3040 v11.02 W/F: Program code 0231 requires a Duration of LEP

- A program code 5709, 5720, 5731, 5698 without a Duration of LEP greater than 0 will receive the following error:
  - PS3041 v11.02 W/F: Duration of LEP greater than 0 required in demographics record

- A program code 0264, 0550, 0572, 0583, 0594, 0605, 5775 that has a grade level that equates to a grade ordinal of K-6 or 7-12 will receive one of the following errors:
  - PS3043 W/F: A safety net program cannot have an associated grade ordinal of K-6 or 7-12
  - PS3044 W/F: A section 504 plan record cannot have an associated grade ordinal of K-6 or 7-12

- A program code 0187 or 8327, without a Neglected/Delinquent Indicator value = "Y" will receive the following error:
  - PS3046 v5.0 W/F: Program code XXXX requires a Neglected/Delinquent Indicator = Y

- A Program code 5731 and 5742 without an Immigrant Indicator = "Y" will receive the following error:
  - PS3047 W/F: Program codes 5731 and 5742 require an Immigrant Indicator = Y

- A program code 5566 without a Homeless Indicator = "Y" will receive the following error:
  - PS3048 W/F: Program code 5566 requires a Homeless Indicator = Y

- A Duration of LEP containing a value of 0-25 when a 0231 program has a 3045 exit reason record, will receive the following error:
  - PS3095 v11.02 W/F: Duration of LEP should be blank when 0231 LEP program has a 3045 exit reason

- Added a cross-year W/F check to search for an 849 (achieved proficiency), 3011, or 3022 exit code record in the previous school year, for all current year LEP students. If an 849, 3011, or 3022 exit code record was found in the previous year, current year LEP student will receive the following error:
  - PS3074 v11.02 W/F: LEP student achieved proficiency in a prior school year.

- ********** Not Applicable - Used Prior to 2015-16 **********
  Added a cross-year W/F check to search for an 849 (achieved proficiency) exit code record in the previous school year, for all current year LEP students. If an 849 exit code record was found in the previous year, current year LEP student will receive the following error:
  - PS3074 v4.08 W/F: LEP student achieved proficiency in a prior school year.
    ****

Additional 2nd Level Verification Fatal Error Checks

Errors:

- A Duration of LEP (0-25) is only valid for LEP Eligible students (0231), students reported with a Duration of LEP, that are not LEP Eligible will receive the following error:
  - PS3049 v11.02a W/F: A Duration of LEP is invalid for students that are not LEP Eligible.

- A program code 5720 or 5731 without a program code 0231 record will receive the following error:
  - PS3050 v9.03 W/F: No 0231 LEP Eligibility record found for this student

- ******* Not Applicable - Used Prior to 2007-08 School Year **********
  - A program code 0232 with an associated 0231, 5720, 5731, 5709, 5687, 5676, 5698 or Duration of LEP will receive the following errors:
    * W/F: Program code 0232 cannot have an associated 0231, 5720, 5731, 5709, 5687, 5676. 5698 program
    * W/F: Program code 0232 cannot have an associated Duration of LEP
  - A program code 0232 without a 6/30/2007 Exit Date and Reason for Ending Code (2005 or 2006) will receive the following error:
    * W/F: Ending date must be 6/30 of the selected school year
    * W/F: Exit code 1 required for ended 0232 record

****

- An program code 5720 or 5731 without a LEP program service code 5709, 5676, 5687, or 5698 will receive the following error:
  - PS3051 v10.03 W/F: Program code 5720 or 5731 requires a 5709, 5676, 5687, or 5698 LEP program record

- A program code 0220 without an associated disability program record (see list) and a grade ordinal of K-6 or 7-12 will receive the following errors:
  - PS3052 W/F: An Alt. Assessment record must have an associated disability record
  - PS3053 W/F: An Alt. Assessment record must have an associated grade ordinal of K-6 or 7-12

- - An active disability record (see list) with an active associated program 0264, 0550, 0572, 0583, 0594, 0605, 5775, or 5753 record will receive the following error:
  - PS3054 v3.01 W/F: A student cannot have an active disability record during the same time period as a safety net, 0264-Section 504 Plan, or 5753-Interv. Services record.

- A Safety Net program 0550, 0572, 0583, 0594, 0605, or 5775 without a program code 0264 record will receive the following error:
  - PS3056 W/F: A 0550, 0572, 0583, 0594, 0605, or 5775 program record requires an associated 0264 - Section 504 plan record

- A UPK setting or PK indicator program that does not have an associated grade level that equates to a grade ordinal of PREKF or PREKH during the same time period, will receive the following error:
  - PS3081 v7.04 W/F: UPK setting and PK indicator programs must have an associated grade ordinal of PREKF or PREKH.

- A UPK setting that does not have an associated 902 UPK indicator, likewise a 902 UPK indicator that does not have an associated UPK setting record will receive the following error:
  - PS3082 v7.04 UPK indicator 902 and a UPK setting (1309 - 1419) must be paired together.

- An enrollment grade level of PKH or PKF, without an associated 902 or 990 PreKindergarten program indicator, will receive the following error:
  - PS3087 v7.03 W/F: An enrollment grade level of PKH or PKF must have either a 902 or 990 PreKindergarten program indicator

- An active 990 Other Prek indicator record with an active 902 UPK indicator record will receive the following error:
  - PS3088 v7.04 A student cannot have multiple PreK indicators during the same time period.

- If a UPK setting of 1320, 1331,1342, 1353, 1364, 1375, 1386, 1397, 1408, or 1419, has a BEDS enrollment location other than '0666', likewise a UPK setting of 1309 with a '0666' location, will receive the following error:
  - PS3089 v7.04 All UPK setting codes must have a corresponding BEDS enrollment location of '0666', with the exception of 1309 (District-operated)

- Multiple UPK settings during the same time period will receive the following error:
  - PS3096 v11.03 W/F Student cannot have more than 1 UPK setting during the same time period

Additional 2nd Level Verification Fatal Error Checks

Errors:

- ******* Not Applicable - Used Prior to 2007-08 School Year ***********
  - An active Safety Net program (see list) with an active associated Level of Integration program or visa versa will receive one of the following errors:
    * W/F: A student cannot have a Safety net and Level of Integration record during the same time period
    * W/F: A student cannot have a Level of Integration and Safety Net record during the same time period

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- - An active Safety Net program (see list) with an active associated 0220 program record or visa versa will receive one of the following errors:
  - PS3059 W/F: A student cannot have a Safety net and Alternate Assessment record during the same time period

- - An active program 5775 with another active associated 0550, 0572, 0583, 0594, 0605 or 5775 program record will receive the following error:
  - PS3060 v11.03 W/F: A student with an active 5775 Safety Net record cannot have any other active Safety Net record during the same time period

- ******* Not Applicable - Used Prior to 2007-08 School Year ***********
  - An active program 5861 with an active associated 0550, 0572, 0583, 0594, 0605, or 5775 program record will receive the following error:
    * W/F: A student with an active 5861 Safety Net record cannot have any other active Safety Net record during the same time period

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**********2012-13 TPREP Not Applicable for PS3061 - Used 2011-12 & prior**********

- CTE

A program code 8261 without a CTE Program Intensity code = concentrator will receive the following error:
  - PS3061 v8.0 W/F: CTE program with a prog intensity code = concentrator is required

- Other

  - A Free Lunch program 5817 record that overlaps any Reduced Lunch 5806 program record or visa versa will receive one of the following errors:
    - PS3063 W/F: Overlapping Free and/or Reduced Lunch records found for this student.

- A program code 0242 without an active LEP Eligibility code 0231 and a Duration of LEP that is less than 2 will receive the following errors:
  - PS3064 v10.03 W/F: NYSESLAT records must have an associated 0231 LEP Eligibility record
  - PS3065 v7.0 W/F: NYSESLAT records must have an associated LEP duration = 0 or 1.

- A program code 8272 without a Homeless Indicator = "Y" will receive the following error:
  - PS3066 W/F: Homeless Indicator needs to be Y in the demographic record

- A state location code that cannot be found in the LOCATION_YEAR table, if populated, will receive the following error:
  - PS3080 v7.0 W/F - The state location for this record is inactive.

- A Title 1 TAS program that does not have an associated 0286 Targeted Title 1 record will receive the following error:
  - PS3083 v7.0 W/F - Title 1 TAS program requires an associated 0286 - Title 1 (Targeted) record.

- A 0286 Title 1 Targeted program that does not have one or more Title 1 Services (0803, 0814, etc.) will receive the following error:
  - PS3084 v7.0 W/F - Program Code 0286 requires one or more Title I Services (0803, 0814, etc.).

- A program code 5786 without an associated 0011/5905 enrollment with a grade ordinal of PREKF, PREKH, or PRES for at least 1 day during the 5786 prog Start/End time period will receive the following error:
  - PS3091 v9.04 W/F A Preschool student w/disability record (5786) can only have an associated 0011/5905 enrollment grade ordinal of PREKF, PREKH, or PRES during the same time period.

District Data Cross Edit Informational or Report(s)

- Level 0 Informational Reports

Errors:

- - A program code 0231 with a Duration of LEP greater than 0 and no associated LEP program record will receive the following error:
  - PS3067 Program code 0231 requires an associated LEP program record

- ******* Not Applicable - Used Prior to 2007-08 School Year **********
Disabilities
  - An disability record (see list) without a Level of Integration will receive the following error
    * An active disability program requires an associated Level of Integration

- An active disability record with an exit code of 912 requires a subsequent disability record with a different disability code. If not, record will receive the following error, unless the student's enrollment has been exited as of the 912 exit.
  - PS3055 v4.06 An Exit Code of 912 requires a subsequent disability record with a different disability program service code.

- A Student with Program 5817 or 5806, but not Program Service 0198 will have the following message:
  - PS3069 v4.07 Student may be eligible for Poverty (0198) PS record based on current Free or Reduced PS record. Please review.

- - A student with multiple active CTE program records for the same location will receive the following message:
  - PS3072 v4.08 Multiple active CTE program records found for this student and location.

- Students with the 2618 PS code that don't have a DoR that is different than the District Code in Student Lite will receive the following message:
  - PS3090 v8.07 2618 PS Code (inter-dist urban-sub trans prog) for student with the same DoR code - Please review.

- A program code 0330 without a Migrant Indicator value = "Y" will receive the following error:
  - PS3045 v9.03 Program code 0330 does not have a Migrant status = Y - Please review

- Students with a 5687, 5676, or 5742 program that are not also 0231 LEP will get the following message:
  - PS3093 v11.02a Student with XXXX Program does not have 0231 LEP Eligibility record - Please review

Revision History

Special Education Snapshot Data Validation and Errors

Date	Comment
9 /4 /2015	•

Special Education Snapshot Data Validation and Errors

Key Fields:

District Code, School Year Date, Student Id, Snapshot Date

Required Fields:

District Code, Location Code, School Year Date, Student Id, Snapshot Date, Primary Setting Code (Least Restrictive Environnment), School Aged Indicator

Quasi-Required Fields (Certain Records):

Primary Service Code, Primary Placement Type, Primary Service Provider

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
If the district code does not equal the user selected district code, then the following error message will display:
  - SS4101 v7.0 There are records in this file that contain the following district code: "Bad District". This district code does not match your selected district which is: "Selected District". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again.

Location Code

Integrity Check:

- The location code must have data and must be found in the LOCATION lookup table.

Errors:

- A location code that is blank will receive the following error.
  - SS4102 v7.0 No Location Code.
- A location code that cannot be found in the LOCATION lookup table or the Location Year table, if populated, will receive the following error:
  - SS4103 v7.0 Invalid or Inactive Location Code for seleted school year - "bad location code"

School Year Date

Integrity Check:

- The school year must have data and must equal the 10-character date that the user selects in the School Year dropdown box.

Errors:

- Any school year error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - SS4104 v7.0 There are records in this file that contain the following school year: "(Bad School Year)". At the top of this page you selected "(Selected School Year)" as the school year for this import file. Please adjust your import file or select a different school year.

Social Security Number

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Individual field Integrity Checks and errors:

Student Id

Integrity Check:

- The student ID must have data, must not exceed 9 characters in length, and each character must be numeric. Also, a corresponding student ID must be found in the Level 0 valid demographic records for the selected district and school year. Note: A student ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length.

Errors:

- A student ID that is blank will receive the following error
  - SS4105 v7.0 No Student ID. Fake ID added for deletion option.
- A student ID that exceeds 9 characters in length will receive the following error:
  - SS4106 v7.0 Student ID exceeds 9 characters. & bad data
- A student ID that does not have a corresponding demographic record will receive the following error:
  - SS4107 v7.0 No matching Demographics record.
- A student ID that is not numeric will receive the following error:
  - SS4108 v7.0 Student ID not numeric & bad data

Last Name Short

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

First Name Short

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Middle Initial

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Current Grade Level

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Special Education Teacher Name

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Primary Disability

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Secondary Disability

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Last Iep Date

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Individual field Integrity Checks and errors:

Last Evaluation Date

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Service Level

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Related Services

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Services Provided (r/rr/s)

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Special Education Teacher Id

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Annual Review Date

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Triennial Review Date

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Expected Diploma Type

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

2nd Language Exempt

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Alternate Assessment

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Instruction Language

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Communication Mode

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Individual field Integrity Checks and errors:

Braille Instruction

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Special Transportation

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Extended School Year

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Home Schooled

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Programs Code

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Primary Service Code

Integrity Check:

- The Primary Service Code, if provided, must be found in the PRIMARY_SERVICE_CODE lookup table.

Errors:

- A Primary Service Code that cannot be found in the PRIMARY_SERVICE_CODE lookup table will receive the following error:
  - SS4009 v7.0 Invalid Primary Service Code - " & bad data

Primary Placement Type

Integrity Check:

- The Primary Placement Type, if provided, must be found in the PLACEMENT_TYPE lookup table.
  *v4.08 *Not required for the EOY Snapshot

Errors:

- A Primary Placement Type that cannot be found in the PLACEMENT_TYPE lookup table will receive the following error:
  - SS4010 Invalid Placement Type - "bad placement type data"

Special Ed Entry Date

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Special Ed Exit Date

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Individual field Integrity Checks and errors:

Snapshot Date

Integrity Check:

- The snapshot date must be 10 characters in length and must be in the following format: YYYY-MM-DD.

Errors:

- A snapshot date that is not equal to BEDS Day or first day of the selected school year will receive the following error:
  - SS4005 v6.01 Snapshot Date must be "BEDS Day Date" or "First date in Selected School Year" for this school year.

Iep Compliance

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Funding Primary Disability Code

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Disability Primary Cause Code

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Living Setting Code

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Hearing Impairment Level Code

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Vision Impairment Level Code

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Tertiary Disability Code

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Quaternary Disability Code

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Primary Setting Code (Least Restrictive Environnment)

Integrity Check:

- The Primary Setting Code, if provided, must be found in the EARLY_CHILDHOOD_SETTINGS for non-school aged students or the SCHOOL_AGED_SETTINGS table for school aged students.
  *v4.08 *Not required for the EOY Snapshot

Errors:

- A Primary Setting Code that cannot be found in the appropriate lookup table will receive the following error:
  - SS4011 Invalid Primary Setting Code - "bad Primary Setting Code data"

Individual field Integrity Checks and errors:

Transition IEP Status Code

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Primary Service Provider

Integrity Check:

- The Primary Service Provider, if provided, must be found in the LOCATION lookup table.

Errors:

- A Primary Service Provider BEDS code that cannot be found in the LOCATIONS lookup table will receive the following error:
  - SS4012 v7.0 Invalid Primary Service Provider Code - " & bad data

School Aged Indicator

Integrity Check:

- The School Aged Indicator must have data (BEDS day Snapshot) and must have a value of "Y" or "N".
  *v4.08 *Not required for the EOY Snapshot

Errors:

- A School Aged Indicator that is not "Y" or "N" will receive the following error:
  - SS4007 School Aged Indicator must = 'Y' or 'N'.
- A blank School Aged Indicator will receive the following error:
  - SS4008 No School Aged Indicator.

Surrogate Appointed Code

Integrity Check:

- Surrogate Appointed Code (Field 48) thru Child Count Location Code (Field 69) - No checks are done for these fields and any data residing in these fields is not currently being saved

Additional 2nd Level Verification Fatal Error Checks

- All October BEDS Day Snapshot records must have an active associated Disability record on the Snapshot date.
- All October BEDS Day Snapshot records must have an active Enrollment record on the Snapshot date.
- All End-of-Year Snapshot records must have an active enrollment record at some time during the school year
- All End-of-Year Snapshot records must have an active disability record at some time during the school year
- PRIMARY SETTING CODE required for all BEDS day (Oct) snapshots.
- P RIMARY SERVICE PROVIDER required for BEDS day (Oct) snapshots when the student is non-school aged (School Aged Indicator = "N").
- PRIMARY SERVICE CODE is required for all snapshots when the student is non-school aged (School Aged Indicator = "N").
- If the Level 0 "LOCATION_YEAR" table is populated for the user selected school year (See paragraph below for info on this table), a W/F verification check will execute that makes sure that the BEDS code in the Program Service section contains an active location. If the LOCATION_YEAR table is not populated, then this check will be skipped during the verification process.

  The "LOCATION_YEAR" table has been added to Level 0 to store all the valid BEDS codes across the state. There are 2 fields in this table - BEDS code and School Year. Each RIC will be responsible for populating this table for their Level 0 database. This data can be obtained from the Level 1C or Level 1RPT "LOCATION_YEAR" table.

Additional 2nd Level Verification Fatal Error Checks

Errors:

- All October BEDS Day Snapshot records must have an active associated Disability record on the Snapshot date.
  - SS4013 W/F: An active Disability record is required for this S.E. student.

- All October BEDS Day Snapshot records must have an active Enrollment record on the Snapshot date.
  - SS4014 W/F: Student must be enrolled in the district on the snapshot date.

- All End-of-Year Snapshot records must have an active associated disability record at some time during the school year
  - SS4015 v7.0 EOY snapshots require a 5786 disability record at some point during the school year.

- All End-of-Year Snapshot records must have an active Enrollment record, other than 4034, at some time during the school year.
  - SS4016 v9.04 EOY Snapshot requires a PRES or PREK enrollment record at some point during the school year.

- A School aged indicator = "N" must have an associated 5786 program record.
  - SS4017 W/F: Invalid disability code for a non-school aged student

- A School aged indicator = "Y" must have an associated 0352, 0363, 0385, 0396, 0407, 0418, 0429, 0440, 0451, 0462, 0473, 0484, or 0495 program record.
  - SS4018 W/F: Invalid disability code for a school aged student

- **********Not Applicable - Used Prior to V 4.07 **********
A School Aged Indicator = "N" must have blank Primary Placement Type
  - SS4019 W/F: No Primary Placement Type expected for non-school aged students
    ****

- Primary Service Code is required for all snapshots when the student is non-school aged (School Aged Indicator = "N").
  - SS4020 v7.0 A Primary Service Code is required for all preschool students

- If Primary Service Code is provided and School Aged Indicator = "Y"
  - SS4021 W/F: A Primary Service Code should not be provided for school aged students

- **********Not Applicable - Used Prior to V 4.07 **********
A Primary Placement Type code, that does not have an associated School Aged Indicator = "Y" will receive the following error:
  - SS4022 W/F: School Aged ind. Must be = Y when Primary Placement Type is provided.
    ****
    ****

- A missing Primary Setting Code, in the October BEDS Day snapshot, will receive the following error
  - SS4023 v7.0 W/F: A Primary Setting Code is required.

- A missing Primary Service Provider ,in the October BEDS Day Snapshot, when School Aged Indicator = "N", will receive the following error:
  - SS4024 W/F: A Primary Service Provider is required for preschool students

- V4.07 A school aged indicator = "Y" must have associated grade level of PK-14
  - SS4025 W/F: Invalid grade ordinal for school aged student

- A school aged indicator = "N" must have associated grade level of PS or PK
  - SS4026 v7.0 W/F: Invalid grade ordinal for non-school aged student.

- A Primary Placement Type PLC02 or PLC03 must have associated Primary Setting Code SA01, SA02, SA03, SA04 or SA05 (Any ESA primary setting codes used will be ignored for this edit)
  - SS4027 v7.01 W/F: Invalid Primary Setting Code for Primary Placement Type

- A missing Primary Service Provider on the EOY Snapshot will receive the following error:
  - SS4031 v7.0 W/F: A Primary Service Provider is required.

- A Beds Code (Primary Service Provider) that is not in the "LOCATION_YEAR" table will receive the following:
  - SS4032 v4.01 W/F: Primary Service Provider (BEDS Code) is an inactive code.

Additional 2nd Level Verification Fatal Error Checks

Errors:

- If disability is 5786, there should be a preschool Primary Setting Code of (PS04-PS12) in the SE BEDS Day Snapshot
  - SS4033 v7.03 W/F: Invalid Primary Setting Code for Pre-school Disability

- If school age disability and student is 4 or 5 years old on BEDS Day, there should be an Early School Age Primary Setting Code of (ESA01-ESA12) in the SE BEDS Day Snapshot
  - SS4034 v7.03 W/F: Invalid Primary Setting Code for student age and disability type

- If school age disability and student is 6 - 21 years old on BEDS Day, there should be a School Age Primary Setting Code of (SA01-SA10) in the SE BEDS Day Snapshot
  - SS4035 v7.03 W/F: Invalid Primary Setting Code for student age and disability type

District Data Cross Edit Informational or Report(s)

- Level 0 Informational Reports

Errors:

- An active disability record exists for a student without a snapshot record
  - SS4028 Missing snapshot record for student
- A school aged indicator = "Y" should have associated age greater than or equal to 5 as of December 1
  - SS4029 V3.02 Invalid age for school aged student
- A school aged indicator = "N" must have associated age less than 5 as of December 1
  - SS4030 V3.02 Invalid age for preschool student

Revision History

Special Education Events Data Validation and Errors

Date	Comment
9 /4 /2015	•

Special Education Events Data Validation and Errors

Key Fields:

District Code, School Year Date, Student Id, Event Type Code, Event Date

Required Fields:

District Code, Location Code, School Year Date, Student Id, Event Type Code, Event Date, Event Outcome Code (1st Link), Initial Event Type Code, Initial Event Date

Quasi-Required Fields (Certain Records):

Non Compliance Reason Code (1st Link), Number Of Days (1st Link)

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
If the district code does not equal the user selected district code, then the following error message will display:
  - EV5101 v7.0 There are records in this file that contain the following district code: "Bad District". This district code does not match your selected district which is: "Selected District". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again.

Location Code

Integrity Check:

- The location code must have data and must be found in the LOCATION lookup table.

Errors:

- A location code that is blank will receive the following error.
  - EV5102 v7.0 No Location Code.

- A location code that cannot be found in the LOCATION lookup table or the Location Year table, if populated, will receive the following error:
  - EV5103 v7.0 Invalid or Inactive Location Code for seleted school year - "bad location code"

School Year Date

Integrity Check:

- The school year must have data and must equal the 10-character date that the user selects in the School Year dropdown box.

Errors:

- Any school year error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - EV5104 v7.0 There are records in this file that contain the following school year: "(Bad School Year)". At the top of this page you selected "(Selected School Year)" as the school year for this import file. Please adjust your import file or select a different school year.

Individual field Integrity Checks and errors:

Student Id

Integrity Check:

- The student ID must have data, must not exceed 9 characters in length, and each character must be numeric. Also, a corresponding student ID must be found in the Level 0 valid demographic records for the selected district and school year. Note: A student ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length.

Errors:

- A student ID that is blank will receive the following error:
  - EV5105 v7.0 No Student ID. Fake ID added for deletion option.
- A student ID that exceeds 9 characters in length will receive the following error:
  - EV5106 v7.0 Student ID exceeds 9 characters: & bad data
- A student ID that does not have a corresponding demographic record will receive the following error:
  - EV5107 v7.0 No matching Demographics record.
- A student ID that is not numeric will receive the following error:
  - EV5108 v7.0 Student ID not numeric & bad data

Event Type Code

Integrity Check:

- The Event Type code must have data and must be found in the EVENT_TYPE_CODES dimension table

Errors:

- An Event Type code that is blank will receive the following error:
  - EV5001 No Event Type Code.
- An Event Type code that cannot be found in the EVENT_TYPE_CODES dimension table will receive the following error:
  - EV5002 Invalid Event Type Code - "bad event type code data"

Event Date

Integrity Check:

- The event date must have data, must be a valid date and must be 10 characters in length and in the following format: YYYY-MM-DD, and 1st event date must fall between July 1 - June 30 of the selected school year, 2nd - 4th event dates must be greater than or equal to the 1st Event Date and cannot be a future date

Errors:

- An Event Date that is blank will receive the following error:
  - EV5003 No Event Date.
- An Event Date that is not 10 characters in length will receive the following error:
  - EV5004 Incorrect length for Event Date.
- An Event Date that is not a valid date will receive the following error:
  - EV5005 Invalid Event Date.
- An Event Date that is not in the correct format will receive the following error:
  - EV5006 Incorrect format for Event Date.
- v7.03 The Event Date in the defining link (CSE02, CPSE02, EI01, CSENP01) that does not fall in the July 1 - June 30 date range of the selected school year will receive the following error: Note: Processing will stop if this occurs for the 1st link in the chain.
  - EV5007 v7.03 Event Date out of school year date range for defining link.
- An Event Date that exceeds the current date will receive the following error:
  - EV5043 v10.02 Event Date cannot be a future date & bad data

Event Source Code

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Individual field Integrity Checks and errors:

Event Status Code

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Event Outcome Code (1st Link)

Integrity Check:

- (Y = classified, N= Not Classified, U= Undetermined) associated only with 1st link in the chain
  The Event Outcome code must be found in the EVENT_OUTCOME_CODES dimension table

  Note: A blank event outcome code in the 1st link will always throw this error regardless of the number of events in the chain.

Errors:

- An Event Outcome code that cannot be found in the EVENT_OUTCOME_CODES dimension table will receive the following error:
  - EV5008 Invalid Event Outcome Code - "bad event outcome code data"
- An Event Outcome code on any record other than the 1st link in the chain will receive the following error:
  - EV5009 No Event Outcome Code expected "bad event outcome code data". PURGED
- An Event Outcome Code that is blank on the 1st Link in the chain will receive the following error:
  - EV5010 V 4.03 Event Outcome Code required for 1st link records.

Meeting Date

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Meeting Type Code

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Effective Date

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Organization Code

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Organization Name

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Organization Cluster

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Compliance Date

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Individual field Integrity Checks and errors:

Non Compliance Reason Code (1st Link)

Integrity Check:

- (Associated only with the 1st link in the chain)
  When present, the Reason Code must be found in the NON _COMPLIANCE _REASON CODES dimension table

Errors:

- A Reason code that cannot be found in the NON_COMPLIANCE_CODES dimension table will receive the following error:
  - EV5012 Invalid Reason Code - "bad reason code data"
- A Reason code that does not match Event Type chain will receive the following error:
  - EV5013 Invalid Reason Code for Early Intervention - "bad reason code data"
  - EV5014 Invalid Reason Code for Preschool - "bad reason code data"
  - EV5015 Invalid Reason Code for School-Age - "bad reason code data"
- An Reason code on any record other than the 1st link in the chain will receive the following error:
  - EV5016 No Reason Code expected - "bad reason code data". PURGED

Challenge Type

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Challenge Type Disorder 1

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Challenge Type Disorder 2

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Challenge Type Disorder 3

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Previous Challenge Type

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Integrated Percentage

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Special Ed Percentage

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Student Present

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Individual field Integrity Checks and errors:

Parent Present

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Event End Date

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Initial Event Type Code

Integrity Check:

- (Associated with 2nd, 3rd, and 4th links in the chain)
  The Initial Event Type code must be found in the EVENT_TYPE_CODES dimension table

Errors:

- An Initial Event Type code that cannot be found in the EVENT_TYPE_CODES dimension table will receive the following error:
  - EV5017 Invalid Initial Event Type Code - "bad initial event type code data"
- A missing Initial Event Type code for Event Type Codes other than sequence 1 will receive the following error:
  - EV5018 Initial Event Type Code required

Initial Event Date

Integrity Check:

- The Initial Event Date must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD, and must be in the July 1 - June 30 time frame of the user selected school year.

Errors:

- An Initial Event Date that is not 10 characters in length will receive the following error:
  - EV5019 Incorrect length for Initial Event Date.
- An Initial Event Date that is not a valid date will receive the following error:
  - EV5020 Invalid Initial Event Date.
- An Initial Event Date that is not in the correct format will receive the following error:
  - EV5021 Incorrect format for Initial Event Date.
- An Initial Event Date that is out of the allotted current year time frame will receive the following error:
  - EV5022 Initial Event Date out of school year date range.
- An Initial Event Date that exceeds the current date will receive the following error:
  - EV5023 Initial Event Date cannot be a future date.
- An Initial Event Date that is out of the allotted specified school year time frame will receive the following error:
  - EV5024 Initial Event Date out of school year date range.
- An Initial Event Date that is blank will receive the following error:
  - EV5025 Initial Event Date required.

Number Of Days (1st Link)

Integrity Check:

- (Associated with the 1st link in the chain)
  The Number of Days must be numeric and must not exceed 4 characters in length.

Errors:

- A Number of Days that is not numeric will receive the following error:
  - EV5026 Num. of Days not numeric - "bad Num. of Days data"
- An Number of Days on any record other than the 1st link in the chain will receive the following error:
  - EV5027 No Number of Days expected - "bad number of days data". PURGED
- A Number of Days that exceeds 4 characters will receive the following error:
  - EV5042 v7.0 Num. of Days exceeds 4 characters

Individual field Integrity Checks and errors:

Meeting Location Type Code

Integrity Check:

- No checks are done on this field and any data residing in this field is not currently being saved

Additional 2nd Level Verification Fatal Error Checks

- 2nd Level Verification W/F Error Checking:

Errors:

- Event Type Code:
Each 2nd, 3rd, and 4th link requires a preceding link in the chain and must within the same grouping
Event Date:
  - EV5028 W/F: Link 1 record needed or event type mis-match
  - EV5029 W/F: Link 2 record needed or event type mis-match
  - EV5030 W/F: Link 3 record needed or event type mis-match

- Event Date:
Each link requires an event date greater than or equal to the preceding link event date
  - EV5031 W/F: Link 2 Event Date cannot be earlier than Link 1 Event Date
  - EV5032 W/F: Link 3 Event Date cannot be earlier than Link 2 Event Date
  - EV5033 W/F: Link 4 Event Date cannot be earlier than Link 3 Event

- Reason Code (non-compliance):
A Non-Compliance Reason Code is needed for a EI01 record with Number of Days greater than 1, and for both CPSE01 and CSE01 records with Number of Days greater than 60
  - EV5034 W/F: Missing Non Compliance Reason code

- ********** Used Prior to 2011-12 School Year**********
A Non-Compliance Reason Code is needed for Event Type CPSE01 with Number of Days greater than 30, CSE01 with Number of Days greater than 60, and EI01 with Number of Days greater than 1
  - EV5034 W/F: Missing Non Compliance Reason Code
    ****

- If Event Outcome Code is "N" or "U" and EI03 date is past child's third birthday, the Number of Days must be > 0
  - EV5036 v7.04.1 W/F: Num. days must be > 0 since event outcome = N or U and 3rd link event date is past 3rd birthday.

- If Event Outcome Code is "U" and EI03 record is missing and August 31, YYYY (YYYY = reporting school year, ie 2009-10 should be August 31, 2010) is past the child's third birthday, the Number of Days must be > 0
  - EV5038 W/F: Num. days must be > 0 since event outcome = U, this chain has no 3rd link, and 8/31/yyyy is past 3rd birthday.

- If Event Outcome Code is "Y" and EI04 date is past child's third birthday, the Number of Days must be > 0
  - EV5039 W/F: Num. days must be > 0 since event outcome = Y and 4th link event date is past 3rd birthday.

- If Event Outcome Code is "Y" and EI04 record is missing and August 31, YYYY (YYYY = reporting school year, ie 2009-10 should be August 31, 2010) is past the child's third birthday, the Number of Days must be > 0
  - EV5040 W/F: Num. days must be > 0 since event outcome = Y, this chain has no 4th link, and 8/31/yyyy is past 3rd birthday.

- The following Non-Compliance Reason Codes: EIR13, EIR14, EIR15, EIR16 are only valid if Event Outcome Code is "Y" and Number of Days is > 0 and there are dates for EI01, EI02, and EI03 Event Type codes, otherwise:
  - EV5041 v8.03 Invalid Non Compliance Reason Code

Revision History

Assessment Fact Data Validation and Errors

Date	Comment
9 /4 /2015	• Add eScholar v17 new fields

2 /2 /2016	• Removed edit checks that were no longer applicable
	  ○ ********** Not Applicable Used Prior to 2014-15 **********
	  If provided, data must be found in the YES_NO table.
	  Note: Only the Survey Completion Indicator field is able to be corrected in Level 0.
	  A survey completion indicator value that cannot be found in the YES_NO table will receive the following error:
	  * AS6033 Invalid Survey Ind.. - "bad data"
	  **********
	  ○ ********** Not Applicable Used Prior to the 2014-15 School Year **********
	  NYSAA
	  A NYSAA assessment without an associated 0220 Alt assessment program record will receive the following error:
	  * AS6034 W/F: NYSAA assessments require an associated 0220 alt assessment program record
	
	  A NYSAA assessment with a student grade level that is not ungraded will receive the following error
	  * AS6035 W/F: NYSAA assessments require the student to have an ungraded K-6 or 7-12 grade ordinal
	
	  NYSESLAT
	  A NYSESLAT assessment without an associated 0231 LEP Eligibility program record will receive the following error:
	  * AS6036 W/F: NYSESLAT assessments require an associated 0231 LEP Eligibility program record
	
	  A NYSESLAT assessment without a Duration of LEP will receive the following error:
	  * AS6037 W/F: NYSESLAT assessments require a Duration of LEP
	  **********

Assessment Fact Data Validation and Errors

Key Fields:

District Code, Test Description & Assessment School Year Date (Version), Subtest Identifier (Assessment Measure Standard Description), Test Date, Student Id

Required Fields:

District Code, Test Description & Assessment School Year Date (Version), Subtest Identifier (Assessment Measure Standard Description), Test Date, Student Id, Location Code, Standard Achieved Code

Quasi-Required Fields (Certain Records):

Alternate Standard Achieved Code

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
  If the district code does not equal the user selected district code, then the following error message will display:
  - AS6101 v7.0 There are records in this file that contain the following district code: "Bad District". This district code does not match your selected district which is: "Selected District". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again.

Test Description & Assessment School Year Date (Version)

Integrity Check:

- The test description and version fields will be combined and together must be found in the ASSESSMENT_INFO table's TEST_DESC and VERSION fields. If Test description is not valid - import with NOTE: UNKNOWN TEST GROUP(S) FOUND IN IMPORT FILE and data will not be imported.

Errors:

- A test description/version combination that cannot be found in the ASSESSMENT_INFO table will receive the following error:
  - AS6001 Invalid Test Description/Version "bad Test Description/Version"
- A record with a blank test description or version will receive the following error:
  - AS6002 No Test Description/Version.

Subtest Identifier (Assessment Measure Standard Description)

Integrity Check:

- The Subtest Identifier must be found in the ASSESSMENT_ITEM table based on the Test Key found from the Test Description and Version information in the ASSESSMENT_INFO table.
  - Assessments that are no longer available

Errors:

- A Subtest Identifier that cannot be found in the ASSESSMENT_ITEM table will receive the following error:
  - AS6003 v9.01 Invalid Subtest Identifier - "bad Subtest Identifier"
- A record with a blank Subtest Identifier will receive the following error:
  - AS6004 v9.01 No Subtest Identifier
- If duplicate Assessment records (item description/version/test date) are found within a given school year, you will receive the following error:
  - AS6099H v1.1 L0H Only - Duplicate Item Description/Date found. (School Year)

Individual field Integrity Checks and errors:

Test Date

Integrity Check:

- The test date field must have data, must be a valid date, must be 10 characters in length and must be in the following format: YYYY-MM-DD and cannot be a future date.
  - On import, for known Test Administration dates, L0 will force the date to match the associated ITEM_ADMIN_DATE found in the ASSESSMENT_ITEM table

Errors:

- A test date that is blank will receive the following error:
  - AS6005 No Test Date.
- A test date that is not 10 characters in length will receive the following error:
  - AS6006 Incorrect length for Test Date.
- A test date that is not a valid date will receive the following error:
  - AS6007 Invalid Test Date.
  - AS6007H v1.0 L0H Only - Invalid Test Date for selected assessment
- A test date that is not in the correct format will receive the following error:
  - AS6008 Incorrect format for Test Date.
- A test date that is not within the school year defined by the assessment school year date will receive the following error: (Assmt - 001 Assessment Check Report)
  - AS6009 Test date out of school year date range.
- A Test Date date that exceeds the current date will receive the following error:
  - AS6046 v10.02 Test Date cannot be a future date & bad data

Student Id

Integrity Check:

- The student ID must have data, must not exceed 9 characters in length, and each character must be numeric. Also, a corresponding student ID must be found in the Level 0 valid demographic records for the selected district and school year. Note: A student ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length. Records with no Student ID are not imported.

Errors:

- A student ID that is blank will receive the following error:
  - AS6105 v7.0 No Student ID. Fake ID added for deletion option.
- A student ID that exceeds 9 characters in length will receive the following error:
  - AS6106 v7.0 Student ID exceeds 9 characters.
- A student ID that does not have a corresponding demographic record will receive the following error:
  - AS6107 v7.0 No matching Demographics record.
- A student ID that is not numeric will receive the following error:
  - AS6108 v7.0 Student ID not numeric & bad data

Location Code

Integrity Check:

- The location code must have data and must be found in the LOCATION lookup table.

Errors:

- A location code that is blank will receive the following error.
  - AS6102 v7.0 No Location Code.
- A location code that cannot be found in the LOCATION lookup table or the Location Year table, if populated, will receive the following error:
  - AS6103 v7.0 Invalid or Inactive Location Code for selected school year & bad data

Score Display

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Assessment Fact Data Validation and Errors

Individual field Integrity Checks and errors:

Alpha Score

Integrity Check:

- An assessment that no numeric score but does have an alpha score must be either a RCT or CTE assessment and the alpha score must be equal to "P", "Pass", "F", or "Fail"
- All assessments (excluding NYSAA assessments) need either a numeric or alpha score

Errors:

- An alpha score for a RCT or CTE assessment that is not equal to "P", "Pass", "F", or "Fail", or a COSF Progress score that is not equal to "Y" or "N",will receive the following error:
  - AS6012 Invalid alpha score value
- An assessment that has no numeric score but has an alpha score and is not a RCT, CTE, NYSAA, or COSF: PROGRESS assessment will receive the following error:
  - AS6013 Record needs a numeric score
- An assessment (other than NYSAA assessments) that has no alpha score and no numeric score will receive the following error:
  - AS6014 No alpha or numeric score provided
- A COSF Progress assessment that has a numeric score, will receive the following error:
  - AS6039 v7.0 COSF: Progress assessments must only have an Alpha score.
- Any assessment score, other than RCT, CTE, or COSF Progress, that has an Alpha Score, will receive the following error:
  - AS6110 v7.03 No Alpha score expected.

Numeric Score

Integrity Check:

- The numeric score must fall within the valid score range for an assessment (range found in ASSESSMENT_ACHDET table) when a score range is found
- All assessments (excluding NYSAA assessments) need either a number or alpha score
- A 999 numeric score will be allowed and when this value is found the std. Achieved code will be expected to be greater than 90

Errors:

- A numeric score that is outside the valid score range will receive the following error:
  - AS6010 Numeric score value outside valid range
- An assessment (other than NYSAA assessments) that has no alpha score and no numeric score will receive the following error:
  - AS6014 v7.0 No alpha or numeric score provided
- A Numeric Score value that is not numeric will receive the following error:
  - AS6109 v7.0 Numeric score value has a non-Numeric value.

Credits

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

National Percentile

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Local Percentile

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Mastery

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Individual field Integrity Checks and errors:

Assessment Status

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Language Code

Integrity Check:

- The language code, if provided, must be found in the ASSESSMENT_LANG table.

Errors:

- A language code that cannot be found in the ASSESSMENT_LANG table will receive the following error:
  - AS6015 Invalid Language Code - "bad language code data"
- A Language Code that is missing will receive the following error:
  - AS6111 v7.0 No Lang. Code.

Standard Achieved Code

Integrity Check:

- The standard achieved code must be found in the ASSESSMENT_STDACH table.
  - An assessment record containing a numeric score equal to 999 will be expected to have a standard achieved code greater than 90 and the standard achieved code must be found in the ASSESSMENT_STDACH table
  - When numeric score provided, on import, auto-populate blank Standard Achieved Code (when possible) based on test and numeric grade via lookup in ASSESSMENT_ACHDET table
  - When numeric score not provided, on import, auto-populate blank Standard Achieved Code (when possible) based on test and alpha grade via hard-coded values "N/A", "01", "02"
  - 9.04c - This update is a fix for the Assessment Fact Import process for Regents Common Core ELA III and Algebra I due to SMS vendors calculating incorrect Standard Achieved codes (01 - 04), the Standard Achieved codes for Regent Common Core ELA III and Algebra I will be blanked out on import and calculated by Level 0 with appropriate Standard Achieved codes (31 -35) based on the numeric score.

Errors:

- A standard achieved code that cannot be found in the ASSESSMENT_STDACH table will receive the following error:
  - AS6016 Invalid Std. Achieve Code - "bad standard achieved code data"
- A standard achieved code that is incorrect for score provided will receive the following error:
  - AS6017 Standard achieved code / score mismatch
- A blank standard achieved code for an assessment record that is not a NYSAA assessment, that also has a blank Alpha & Numeric score, will receive the following error:
  - AS6018 v4.08 Record must have an alpha or numeric score and a standard achieved code
- A blank standard achieved code for an assessment record that is a NYSAA assessment will receive the following error:
  - AS6019 No standard achieved code
- A numeric score equal to 999 without a standard achieved code greater than 90 will receive the following error:
  - AS6020 Invalid standard achieved code for a 999 numeric score record & bad data

Norm Curve Equivalent

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Raw Score

Integrity Check:

- This field, if provided, must be numeric. If this field has more characters than its assigned length, the data will be truncated to the maximum length.

Errors:

- A Raw Score, if provided, must be numeric:
  - AS6044 v8.07 Invalid Raw Score (if provided, must be numeric)

Individual field Integrity Checks and errors:

Scale Score

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Percent

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Local Stanine

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

National Stanine

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

National Percentile By Age

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Number Of Items Correct

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Objective Mastery Score

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Degrees Of Reading Power

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Intelligence Quotient

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Standard Performance Index

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Standard Performance Level

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Grade Equivalent

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Individual field Integrity Checks and errors:

Special Norm Group

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Level Of Aggregation

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Testing Modification

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved

Errors:

- ********** Not Applicable - Used Prior to 2012-13 School Year **********
  The Testing modification value, if provided, must only contain characters equal to 1-9 and / or A-G, P, or Q
  A Testing modification value that has any character other than 1-9 or A-G, P, Q, will receive the following error:
  - AS6030 Invalid Testing Mod Code - "bad testing mod data"
    ****

Assignment Date

Integrity Check:

- The assignment date, if provided, must be a valid date, must be 10 characters in length and must be in the following format: YYYY-MM-DD.

Errors:

- An assignment date that is not 10 characters in length will receive the following error:
  - AS6026 Incorrect length for Assignment Date. Cannot be corrected in Level 0.
- An assignment date that is not a valid date will receive the following error:
  - AS6027 Invalid Assignment Date. Cannot be corrected in Level 0.
- An assignment date that is not in the correct format will receive the following error:
  - AS6028 Incorrect format for Assignment Date. Cannot be corrected in Level 0.

Evaluator Id

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Evaluator Name

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Individual field Integrity Checks and errors:

School Year

Integrity Check:

- The school year date, if provided, must be a valid date, must be 10 characters in length and must be in the following format: YYYY-MM-DD.
  - The school year date must be blank unless the assessment was taken in a prior year compared to your selected school year.

Errors:

- An school year date that is not 10 characters in length will receive the following error:
  - AS6021 Incorrect length for School Year Date.
- An school year date that is not a valid date will receive the following error:
  - AS6022 Invalid School Year Date.
- An school year date that is not in the correct format will receive the following error:
  - AS6023 Incorrect format for School Year Date.
- An school year date that is not provided for an assessment taken in a prior year as compared to the selected school year, will receive the following error:
  - AS6024 School year date needed for this record
- An school year date that is not blank for an assessment taken in the same year as the selected school year, will receive the following error:
  - AS6025 No school year date expected
- A school year date that is not equal to the selected school year, for an assessment taken in a prior year, will receive the following error:
  - AS6040 v7.0 School Year Date must match the school year you have selected at the top of the screen.

Subtest Scale Score

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Number Of Times Tested

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Converted Score

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

District Accountability Status

Integrity Check:

- If provided, data must be found in the YES_NO table.
  Note: This cannot be corrected in Level 0.

Errors:

- An assessment accountable value that cannot be found in the YES_NO table will receive the following error:
  - AS6031 v7.0 Invalid District Accountability Status & bad data. Cannot correct in Level 0.

Testing Accommodation

Integrity Check:

- If provided, data must be found in the YES_NO table.
  Note: This cannot be corrected in Level 0.

Errors:

- A testing accommodation value that cannot be found in the YES_NO table will receive the following error:
  - AS6032 Invalid Test Accom.. - "bad data". Cannot correct in Level 0.

Individual field Integrity Checks and errors:

Standard Error Of Measurement

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Scoring Model Code

Integrity Check:

- The scoring model code, if provided, must be found in the ASSMNT_SCORE_MODEL table

Errors:

- A scoring model code that cannot be found in the ASSMNT_SCORE_MODEL table will receive the following error:
  - AS6029 Invalid Score Model Code - "bad score model code data"

Survey Completion Indicator

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved

Errors:

- ********** Not Applicable Used Prior to 2014-15 **********
  If provided, data must be found in the YES_NO table.
  Note: Only the Survey Completion Indicator field is able to be corrected in Level 0.
  A survey completion indicator value that cannot be found in the YES_NO table will receive the following error:
  - AS6033 Invalid Survey Ind.. - "bad data"
    ****

School Accountability Status

Integrity Check:

- If provided, data must be found in the YES_NO table.
  Note: This cannot be corrected in Level 0.

Errors:

- An assessment accountable value that cannot be found in the YES_NO table will receive the following error:
  - AS6041 v7.0 Invalid School Accountability Status & bad data. Cannot correct in Level 0.

Lexile Minimum Score

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Lexile Maximum Score

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Number Of Items Attempted

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Number Of Items Omitted

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Number Of Items Incorrect

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Individual field Integrity Checks and errors:

Associated Course Indicator

Integrity Check:

- Associated Course Indicator (Field 53) thru Testing Environment Code (Field 65) - No checks are done for these fields and any data residing in these fields is not currently being saved

Alternate Standard Achieved Code

Integrity Check:

- - The Alternate Standard Achieved code must be found in the ASSESSMENT_STDACH table.
  - Alternate Standard Achieved is only valid for specific assessments in the ASSESSMENT_STDACH table.
  - When numeric score provided, on import, auto-populate blank Alternate Standard Achieved Code (when possible) based on test and numeric grade via lookup in ASSESSMENT_ACHDET table
  - Values "NA" and "N/A" will be cleared out on import

Errors:

- An Alternate Standard Achieved code that cannot be found in the ASSESSMENT_STDACH table will receive the following error:
  - AS6042 v9.01 Invalid Alt Std Achieve Code for Subtest Identifier: & bad data
- An Alternate Standard Achieved code that is incorrect for score/assessment provided will receive the following error:
  - AS6043 v8.03 Alternate Standard Achieved code / score mismatch

Student Grade Level Code When Assessed

Integrity Check:

- Student Grade Level Code When Assessed (Field 67) thru Rasch Scaled Score (Field 76) - No checks are done for these fields and any data residing in these fields is not currently being saved

Additional 2nd Level Verification Fatal Error Checks

Errors:

- CTE

CTE assessment with no associated CTE program record receive the following error:

- AS6038 v8.0 W/F: CTE assessments require an associated accredited CTE program record

- **********2012-13 TPREP Not Applicable for PS6038 - Used 2011-12 & prior**********

- ********** Not Applicable Used Prior to the 2014-15 School Year **********

NYSAA

A NYSAA assessment without an associated 0220 Alt assessment program record will receive the following error:

- AS6034 W/F: NYSAA assessments require an associated 0220 alt assessment program record

- A NYSAA assessment with a student grade level that is not ungraded will receive the following error

- AS6035 W/F: NYSAA assessments require the student to have an ungraded K-6 or 7-12 grade ordinal

- NYSESLAT

A NYSESLAT assessment without an associated 0231 LEP Eligibility program record will receive the following error:

- AS6036 W/F: NYSESLAT assessments require an associated 0231 LEP Eligibility program record

- A NYSESLAT assessment without a Duration of LEP will receive the following error:

- AS6037 W/F: NYSESLAT assessments require a Duration of LEP
  ****

District Data Cross Edit Informational or Report(s)

- Added Assessment Information report to check for Regents exams with a 0

Errors:

- Identify Regents exams with a score of 0
  - AS6045 v9.04d Numeric score of 0, please review.

Revision History

Assessment Acc Mod Fact Data Validation and Errors

Date	Comment
9 /4 /2015	• Add eScholar v17 new fields

Assessment Acc Mod Fact Data Validation and Errors

Key Fields:

District Code, Test Description & Assessment School Year Date (Version), Assessment School Year Date, Subtest Identifier (Assessment Measure Standard Description), Test Date, Student ID, Accommodation Modification Code & Acc Mod Type Code, Acc Mod Type Code

Required Fields:

District Code, Test Description & Assessment School Year Date (Version), Assessment School Year Date, Subtest Identifier (Assessment Measure Standard Description), Test Date, Student ID, Accommodation Modification Code & Acc Mod Type Code, Acc Mod Type Code

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
  If the district code does not equal the user selected district code, then the following error message will display:
  - AA6201 v7.04 There are records in this file that contain the following district code: "Bad District". This district code does not match your selected district which is: "Selected District". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again.

Test Description & Assessment School Year Date (Version)

Integrity Check:

- The test description and version fields will be combined and together must be found in the ASSESSMENT_INFO table's TEST_DESC and VERSION fields. If Test description is not valid - import with NOTE: UNKNOWN TEST GROUP(S) FOUND IN IMPORT FILE and data will not be imported.

Errors:

- A test description/version combination that cannot be found in the ASSESSMENT_INFO table will receive the following error:
  - AA6202 v7.04 Missing or Invalid Test Description/Version "bad Test Description/Version"

Subtest Identifier (Assessment Measure Standard Description)

Integrity Check:

- The Subtest Identifier must be found in the ASSESSMENT_ITEM table based on the Test Key found from the Test Description and Version information in the ASSESSMENT_INFO table.

Errors:

- A Subtest Identifier that cannot be found in the ASSESSMENT_ITEM table will receive the following error:
  - AA6203 v9.01 Missing or Invalid Subtest Identifier - "bad Subtest Identifier"

Test Date

Integrity Check:

- The test date field must have data, must be a valid date, must be 10 characters in length and must be in the following format: YYYY-MM-DD.
  - On export, Level 0 will auto-populate test admin date (when possible) based on test via lookup in ASSESSMENT_INFO table

Errors:

- A test date that is blank, not 10 characters in length, not a valid date, not in the correct format, and not within the assessment school year, will receive the following error:
  - AA6205 v7.04 Missing or Invalid Test Date. Test Date must be in YYYY-MM-DD format and fall within the assessment school year.

Assessment Acc Mod Fact Data Validation and Errors

Individual field Integrity Checks and errors:

Student ID

Integrity Check:

- The Student ID must have data, must not exceed 9 characters in length, and each character must be numeric. Also, a corresponding student ID must be found in
the Level 0 valid demographic records for the selected district and school year. Note: A student ID that is not blank and is less than 9 characters will be padded
with leading zeroes until it reaches 9 characters in length. Records with no Student ID are not imported.

Errors:

- A student ID that exceeds 9 characters in length will receive the following error:
  - AA6206 v7.04 Student ID exceeds 9 characters: & bad data
- A student ID that does not have a corresponding demographic record will receive the following error:
  - AA6207 v7.04 No matching demographics record.

School Year date

Integrity Check:

- The school year date must have data and must equal the 10-character date that the user selects in the School Year dropdown box.

Errors:

- Any school year error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - AA6204 v7.04 There are records in this file that contain the following school year: "(Bad School Year)". At the top of this page you selected "(Selected School Year)" as the school year for this import file. Please adjust your import file or select a different school year.

Accommodation Modification Code & Acc Mod Type Code

Integrity Check:

- Accommodation Modification and Acc Mod Type Codes must be supplied and must be found in the Assessment Acc Mod Code Lookup table

Errors:

- An accommodation modification/acc mod type code combination that is blank or cannot be found in the Assessment Acc Mod Code Lookup table will receive the following error:
  - AA6208 v7.04 Missing or invalid Accomodation Modification & Acc Mod Type Code combination: & bad data

Acc or Mod Used Indicator

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Acc or Mod in IEP Indicator

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Student Snapshot Date

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Acc Mod Comment

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Revision History

Student Class Grade Detail Validation and Errors

Date	Comment

9 /4 /2015	• Modified edit to reference the correct lookup table
	  ○ A Credit Recovery Code that cannot be found in the Credit Recovery Lookup table will receive the following error:
	  * SG7022 v11.0 Missing or Invalid Credit Recovery Code: & bad data

Student Class Grade Detail Validation and Errors

Key Fields:

District Code, Location Code, Course Code, School Year Date, Supplementary Course Differentiator, Section Code, Student ID, Grade Detail Code, Reporting Date

Required Fields:

District Code, Location Code, Course Code, School Year Date, Supplementary Course Differentiator, Section Code, Student ID, Grade Detail Code, Reporting Date, Marking Period Code, Class Detail Outcome Code, Term Code, State Assessment Included Indicator

Quasi-Required Fields (Certain Records):

Numeric Grade, Credits Attempted, Credits Earned

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
If the district code does not equal the user selected district code, then the following error message will display:
  - SG7001 v7.03 There are records in this file that contain the following district code: "Bad District". This district code does not match your selected district which is: "Selected District". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again.

Location Code

Integrity Check:

- The Location Code must have data and must be found in the LOCATION lookup table.

Errors:

- A location that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has NOT been populated) will receive the following error:
  - SG7002 v7.03 Missing or Invalid Location Code: & bad data

- A location that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has been populated) will receive the following error:
  - SG7003 v7.03 Missing, Invalid or Inactive Location Code for selected school year: & bad data

Course Code

Integrity Check:

- This field, along with Course Location Code, must match values from the Course Table. (case sensitive)
- When the course is linked to a State Lab (03051L, 03101L, 03001L, or 03151L) and there is no Alpha or Numeric score, the SCGD record will be dropped and not imported. (This will not affect the manual entry screen.)

Errors:

- If Course Code and/or Course Location Code does not match a value from the Course Table, you will receive the following message combination:
  - SG7008 v9.01 Missing or Invalid Course Code/Course Location combination for selected school year: & bad data

School Year Date

Integrity Check:

- The school year must have data and must equal the 10-character date that the user selects in the School Year dropdown box.

Errors:

- Any school year error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - SG7004 v7.03 There are records in this file that contain the following school year: "(Bad School Year)". At the top of this page you selected "(Selected School Year)" as the school year for this import file. Please adjust your import file or select a different school year.

Student Class Grade Detail Validation and Errors

Individual field Integrity Checks and errors:

Supplementary Course Differentiator

Integrity Check:

- The Supplementary Course Differentiator must be provided and must equal NA

Errors:

- The Supplementary Course Differentiator must be provided and must equal NA, if it doesn't equal NA you will receive the following message
  - SG7009 v7.03 Supplementary Course Differentiator must equal NA

Section Code

Integrity Check:

- The Section Code must be provided. Please note that the length of "SECTION CODE" (field #6) plus the length of "COURSE CODE" (field #3) cannot exceed 29

Errors:

- This field is required, if blank you will receive the following message:
  - SG7010 v7.03 Missing or Invalid Section Code value & bad data
- This field, along with Course Code must not exceed a combined length of 29 or you will receive the following error:
  - SG7023 v9.01 Course and Section Code combination exceeds 29 characters.

Student ID

Integrity Check:

- The student ID must have data, must not exceed 9 characters in length, and each character must be numeric. Note: A student ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length. Records with no Student ID are not imported.

Errors:

- A student ID that exceeds 9 characters in length will receive the following error:
  - SG7006 v7.03 Student ID exceeds 9 characters: & bad data
- A student ID that does not have a corresponding demographic record will receive the following error:
  - SG7007 v7.03 No matching demographics record.

Grade Detail Code

Integrity Check:

- The grade detail code must have data and must be found in the grade detail code lookup table

Errors:

- Must equal value from Grade Detail Code table, any other value will receive the following error message:
  - SG7011 v7.03 Missing or invalid Grade Detail Code: & bad data.

Reporting Date

Integrity Check:

- Any Reporting date error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.

Errors:

- If the Reporting date does not match the school year date, the following message will display:
  - SG7012 v7.03 Reporting date does not match school year date: (bad date). At the top of this page you selected (selected school year) as the school year. Please adjust your record(s) or select a different school year

Marking Period Code

Integrity Check:

- Marking period code must be a valid value from the Marking Period Code and Location Marking Period Code tables.

Errors:

- If Marking Period Code does not match a value in the Loc_MP_Term_lookup table, you will receive the following message:
  - SG7013 v7.03 Missing or Invalid Marking Period /Term Code and Location combination for selected school year: & bad data

Student Class Grade Detail Validation and Errors

Individual field Integrity Checks and errors:

Display Grade

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Alpha Grade

Integrity Check:

- For local course codes linked to a Secondary State course code, either an Alpha or Numeric Grade must be provided when Grade Detail Code = FG and Class Detail Outcome Code is not equal to "N". Otherwise, this field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Errors:

- An Alpha score, if provided, when Grade Detail Code = FG, Class Detail Outcome Code not equal "N", and Local Course is linked to Secondary State Course Code, value must not be numeric or the following error message will be displayed:
  - SG7024 v9.01 Course code linked to Secondary State course has an invalid Alpha Score: & bad data

Numeric Grade

Integrity Check:

- For local course codes linked to a Secondary State course code, either an Alpha or Numeric Grade must be provided when Grade Detail Code = FG and Class Detail Outcome Code is not equal to "N".

Errors:

- A numeric grade, if provided, must fall within range (0-110 with no more than 3 decimal places)
  - SG7014 v9.02 Invalid Numeric Grade or value is outside valid range (0-110, with no more than 3 decimal places) & bad data
- When local course code is linked to a Secondary State course code and Grade Detail Code = FG and Class Detail Outcome Code is not equal to "N" and both Alpha and Numeric grade are missing, the following error will be displayed:
  - SG7025 v9.01 Either an Alpha or Numeric Grade must be provided

Class Detail Outcome Code

Integrity Check:

- Indicator of course pass/fail for Final Grade for all reported courses.

Errors:

- Class Detail Outcome Code must equal "P" (Pass) or "F" (Fail) or "N" (Not Complete) and be found in the Master_lookup table when Grade Detail Code =FG.
  - SG7015 v8.03 Missing or invalid Class Detail Outcome Code: & bad data

GPA Impact Code

Integrity Check:

- GPA Impact Code (Field 15) thru Evaluator 1 Controlling District Code (Field 19) are validated for length only, if these fields have more characters than their assigned length, the data will be truncated to the maximum length.

Term Code

Integrity Check:

- Term Code must be a valid value from the Marking Period Code and Location Marking Period Code tables.

Errors:

- If Term Code does not match a value in the Loc_MP_Term_lookup table, you will receive the following message:
  - SG7013 v7.03 Missing or invalid Marking Period Number/Term Code and Location combination for selected school year: & bad data

Student Class Grade Detail Validation and Errors

Individual field Integrity Checks and errors:

State Assessment Included Indicator

Integrity Check:

- State Assessment included indicator must be provided and must equal "Y" (Yes) or "N" (No)

Errors:

- State Assessment included indicator must equal "Y" (Yes) or "N" (No) and must be found in the Master_Lookup table.
  - SG7018 v7.03 Missing or invalid State Assessment Included Indicator & "Bad Data"
- If Grade Detail Code = FG and State Assessment Included Indicator = Y, Course Code must match to Secondary State ID (Alternate Course Code)
  - SG7017 v7.03 Invalid State Assessment Included Indicator 'Y': Course Not Mapped to Secondary State Code.

Credits Attempted

Integrity Check:

- Credits Attempted, if provided, must be within range (0.0 - 5.0)

Errors:

- Credits Attempted must be provided if Grade Detail Code = FG and Local Course is linked to a Secondary State Course Code.
  - SG7019 v7.03 Credits Attempted missing/invalid or value is outside valid range (0.0 - 5.0, with no more than 4 decimal places) & bad data
- Both Credits earned and Credits Attempted must be a valid value when either is supplied.
  - SG7020 v7.03 Missing or Invalid Credits Attempted/Earned & bad data

Credits Earned

Integrity Check:

- Credits Earned, if provided, must be within range (0.0 - 5.0)

Errors:

- Credits Earned must be provided if Grade Detail Code = FG and Local Course is linked to a Secondary State Course Code.
  - SG7021 v7.03 Credits Earned missing/invalid or value is outside valid range (0.0 - 5.0, with no more than 4 decimal places) & bad data

Student Class Credit Type Code

Integrity Check:

- Student Class Credit Type Code (Field 24) thru Postsecondary Credit Units (Field 36) are validated for length only, if these fields have more characters than their assigned length, the data will be truncated to the maximum length.

Credit Recovery Code

Integrity Check:

- Credit Recovery Code must be provided and match a value in the - Credit Recovery Master Lookup table

Errors:

- A Credit Recovery Code that cannot be found in the Credit Recovery Lookup table will receive the following error:
  - SG7022 v11.0 Missing or Invalid Credit Recovery Code: & bad data

Student Grade Level Code When Taken

Integrity Check:

- Student Grade Level Code When Taken (Field 38) thru Grade Standard Performance Level Code (Field 39) - No checks are done for these fields and any data residing in these fields is not currently being saved

Revision History

Student Credit GPA Validation and Errors

Date	Comment
9 /4 /2015	•

Student Credit GPA Validation and Errors

Key Fields:

District Code, School Year Date, Student ID, Credit GPA Code, Reporting Date, Marking Period Code, Term Code

Required Fields:

District Code, School Year Date, Student ID, Credit GPA Code, Reporting Date, Marking Period Code, Cumulative Credits Earned, Cumulative GPA, Term Code, Student GPA Range Minimum, Student GPA Range Maximum, Cumulative Credits Attempted

Quasi-Required Fields (Certain Records):

Student Credit GPA Comment

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
  If the district code does not equal the user selected district code, then the following error message will display:
  - CG7102 v9.0 There are records in this file that contain the following district code: "Bad District". This district code does not match your selected district which is: "Selected District". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again.

School Year Date

Integrity Check:

- The school year must have data and must equal the 10-character date that the user selects in the School Year dropdown box.

Errors:

- Any school year error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - CG7104 v9.0 There are records in this file that contain the following school year: "(Bad School Year)". At the top of this page you selected "(Selected School Year)" as the school year for this import file. Please adjust your import file or select a different school year.

Student ID

Integrity Check:

- The Student ID must have data, must not exceed 9 characters in length, and each character must be numeric. Also, a corresponding student ID must be found in the Level 0 valid demographic records for the selected district and school year. Note: A student ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length. Records with no Student ID are not imported.

Errors:

- A student ID that exceeds 9 characters in length will receive the following error:
  - CG7106 v9.0 Student ID exceeds 9 characters: & bad data
- A student ID that does not have a corresponding demographic record will receive the following error:
  - CG7107 v9.0 No matching demographics record.

Credit GPA Code

Integrity Check:

- The Credit GPA Code must have data and must be found in the CREDIT_GPA_CODE dimension table

Errors:

- A Credit GPA that is blank or that cannot be found in the CREDIT_GPA_CODE Look up table, will receive the following error:
  - CG7109 v9.0 Missing or Invalid Credit GPA: & bad data

Student Credit GPA Validation and Errors

Individual field Integrity Checks and errors:

Reporting Date

Integrity Check:

- Any Reporting date error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.

Errors:

- If the Reporting date does not match the school year date, the following message will display:
  - CG7108 v9.0 Reporting date does not match school year date: (bad date). At the top of this page you selected (selected school year) as the school year. Please adjust your record(s) or select a different school year

Marking Period Code

Integrity Check:

- The Marking Period Code must be provided - and must equal NA

Errors:

- If Marking Period Code is not equal to NA, you will receive the following message:
  - CG7110 v9.0 Marking Period Code must equal NA

Marking Period Credits Earned

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Marking Period GPA

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Cumulative Credits Earned

Integrity Check:

- Cumulative Credits Earned must be provided and must fall within - range (0.0 - 70.0, with no more than 3 decimal places);

Errors:

- Cumulative Credits Earned that are not numeric, exceeds maximum length, or is outside the valid range (with no more than 3 decimal places) will receive the following error:
  - CG7111 v10.04 Cumulative Credits Earned missing/invalid or value is outside valid range (with no more than 3 decimal places) & bad data

Cumulative GPA

Integrity Check:

- Cumulative GPA must be provided and must fall within the range of Student GPA Range Minimum and Student GPA Range Maximum (with no more than 5 decimal places).

Errors:

- A Cumulative GPA that is outside the range noted above will receive the following error message:
  - CG7112 v9.0 Cumulative GPA missing/invalid or value is outside valid range (with no more than 5 decimal places): & bad data

Term Code

Integrity Check:

- The Term Code must be provided and must equal NA

Errors:

- If Term Code is not equal to NA, you will receive the following message:
  - CG7113 v9.0 Term Code must equal NA

Marking Period Grade Points

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Student Credit GPA Validation and Errors

Individual field Integrity Checks and errors:

Cumulative Grade Points

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Marking Period Location Code

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Student Credit GPA Comment

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Errors:

- A Student Credit GPA Comment that exceeds 250 characters in length will receive the following error:
  - CG7119 v9.0 Student Credit GPA Comment exceeds 250 characters, information provided in this field has been truncated

Student GPA Range Minimum

Integrity Check:

- The STUDENT GPA RANGE MINIMUM must be provided and must be numeric (with no more than 5 decimal places)

Errors:

- A STUDENT GPA RANGE MINIMUM that is not provided and/or not numeric (with no more than 5 decimal places) will receive the following error:
  - CG7114 v9.0 Missing or Invalid STUDENT CPA RANGE MINIMUM (with no more than 5 decimal places) & bad data

Student GPA Range Maximum

Integrity Check:

- The STUDENT GPA RANGE MAXIMUM must be provided , must be numeric, and must be greater than the STUDENT GPA RANGE MINIMUM (with no more than 5 decimal places)

Errors:

- A STUDENT GPA RANGE MAXIMUM that is not provided, not numeric or not greater than STUDENT GPA RANGE MINIMUM (with no more than 5 decimal places) will receive the following error:
  - CG7115 v9.0 Missing or Invalid STUDENT CPA RANGE MAXIMUM (with no more than 5 decimal places) & bad data

Marking Period Credits Attempted

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Cumulative Credits Attempted

Integrity Check:

- Cumulative Credits Attempted must be provided, must be greater than zero, and must fall within - range (0.1- 100.0, with no more than 3 decimal places)

Errors:

- Cumulative Credits Attempted that is not numeric, exceeds maximum length, or falls outside range will receive the following error:
  - CG7116 v9.0 Cumulative Credits Attempted missing/invalid or value is outside valid range (with no more than 3 decimal places) & bad data
- Cumulative Credits Attempted not greater than or equal to Cumulative Credits Earned will receive the following error:
  - CG7117 v9.0 Cumulative Credits Attempted must be greater than or equal to Cumulative Credits Earned & bad data

Projected Graduation Date

Integrity Check:

- Projected Graduation Date (Field 20) thru Marking Period School Year Date (Field 25) - No checks are done for these fields and any data residing in these fields is not currently being saved

Additional 2nd Level Verification Fatal Error Checks

Errors:

- A "TOTAL" Credit CPA code that is missing will receive the following error message
  - CG7118 v9.0 W/F: Missing "TOTAL" Credit CPA Code

Revision History

Staff Attendance

Date	Comment
2 /2 /2016	• Added Staff Attendance template edits for 2015-16 SIRS reporting requirements

Staff Attendance

Key Fields:

District Code, Location Code, Staff ID, Attendance Period Start Date, Staff Attendance Code Long

Required Fields:

District Code, Location Code, Staff ID, Attendance Period Start Date, Attendance Period End Date, Time Used, Staff Attendance Code Long

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
  If the district code does not equal the user selected district code, then the following error message will display:
  - SD7201 v11.02 There are records in this file that contain the following district code: "Bad District". This district code does not match your selected district which is: "Selected District Code". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again.

Location Code

Integrity Check:

- The Location Code must have data and must be found in the LOCATION lookup table.

Errors:

- A Location Code that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has NOT been populated) will receive the following error:
  - SD7202 v11.02 Missing or Invalid Location Code for selected school year: & bad data
- A Location Code that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has been populated) will receive the following error:
  - SD7203 v11.02 Missing, Invalid or Inactive Location Code for selected school year: & bad data

Staff ID

Integrity Check:

- The Staff ID must have data and must be found in the Staff Snapshot table. Records with no Staff ID are not imported.

Errors:

- A Staff ID that is blank or does not have a corresponding Staff Snapshot record will receive the following error:
  - SD7204 v11.02 Invalid Staff ID: & bad data

Staff Attendance Code

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Staff Attendance

Individual field Integrity Checks and errors:

Attendance Period Start Date

Integrity Check:

- The Attendance Period Start Date must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD, and must be in the July 1 - June 30 time frame of the user selected school year.

Errors:

- Any Attendance Period Start Date that is outside the selected school year is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - SD7211 v11.02 There are records in this file that contain an Attendance Period Start Date that is outside (YYYY-07-01 thru YYYY-06-30). At the top of this page you selected "(Selected School Year)" as the school year for this import file. Please adjust your import file or select a different school year.
- An Attendance Period Start Date that does not meet the required criteria will receive the following error:
  - SD7212 v11.02 Missing or Invalid Attendance Period Start Date. Attendance Period Start Date must be in YYYY-MM-DD format and fall within the selected school year: & bad data
- An Attendance Period Start Date that exceeds the current date will receive the following error:
  - SD7213 v11.02 Attendance Period Start Date cannot be a future date. & bad data

Attendance Period End Date

Integrity Check:

- The Attendance Period End Date must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD, and must be in the July 1 - June 30 time frame of the user selected school year. *Note: The Attendance Period End Date, if blank, on import, will auto-populate to the School Year Date (YYYY-06-30).

Errors:

- If the Attendance Period End Date is earlier than Start Date, you will receive the following error:
  - SD7205 v11.02 Attendance Period End Date is earlier than the Attendance Period Start Date & bad data
- An Attendance Period End Date that does not meet the required criteria will receive the following error:
  - SD7206 v11.02 Invalid Attendance Period End Date. Date must be in YYYY-MM-DD format and fall within the selected school year and be greater than or equal to the Attendance Period Start: & bad data

Time Earned

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Time Used

Integrity Check:

- Time Used must be a numeric whole number (range 0 - 260 - decimals are allowed, but only with zeros i.e. "5.0")

Errors:

- Time Used that is not numeric whole number or is outside the valid range (0 - 260) will receive the following error:
  - SD7207 v11.02 Time Used invalid or value is outside valid range (0 - 260 and whole number) & bad data

Time Accrued

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Substitute Teacher ID

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Staff Attendance

Individual field Integrity Checks and errors:

Staff Attendance Code Long

Integrity Check:

- The Staff Attendance Code Long must have data and must be found in the Attendance - Code lookup table

Errors:

- A Staff Attendance Code Long that is blank or that cannot be found in the Attendance Code Look up table, will receive the following error:
  - SD7209 v11.02 Missing or Invalid Staff Attendance Code Long & bad data

Unit of Measure Code

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Staff Attendance Comment

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Additional 2nd Level Verification Fatal Error Checks

Errors:

- If Contract Work Days are greater than 1, the combined Time Used, for all reported attendance codes, that is greater than the Contract Work Days will receive the following error:
  - SD7208 v11.02 Time Used for all reported Attendance Codes cannot be greater than Contract Work Days & bad data

Staff Attendance

District Data Cross Edit Informational or Report(s)

Errors:

- If Staff Snapshot has been deleted or flagged for delete and a Staff Attendance record still exists, you will receive the following message:
  - SD7210 11.02 Deleted Staff Snapshot ID found. Staff Attendance record will not be exported.

Revision History

Staff Snapshot Data Validation and Errors

Date	Comment
9 /4 /2015	• Add eScholar v17 new fields, Prefix on all error numbers changed from "SX" to "SN", added/modified edits o A Staff ID that doesn't match the Alternate Staff ID will receive the following message: * SN7362 v11.0 Staff ID must be the TEACH ID and match the Alternate Staff ID & bad data o ********** Not Applicable - Used Prior to 2015-16 School Year in L0 Express ******* A Staff ID that is blank or exceeds 12 characters in length will receive the following error: *SX7300 v6.0 Missing Staff ID (Local) or length exceeds 12 characters ********** o Annual Salary that is not a numeric whole number for "TEACHER", "PRINCIPAL" will receive the following error: * SN7343 v11.0 XXXXXXX Annual Salary must be a whole number & bad data o Any Snapshot Date error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following erro message will display: * SN7301 v11.0 There are records in this file that contain the following snapshot date: (bad data). At the top of this page you selected (School Year date) as the school year for this import file. Please adjust your import file or select a different school year. o ********Not Applicable - Used Prior to 2015-16 School Year ******** * SX7301 v6.0 Processing stopped. Records with a snapshot date other than "selected school year" were found ********** o Annual contract work Months (1-12 and a whole number) that are not provided for "TEACHER" or "PRINCIPAL" titles will receive the following error: * SN7351 v11.0 Annual Contract Work Months value outside of valid range (1-12 and a whole number) for XXXXXXX & bad data o Non-teacher Contract Work Days, if provided, must be a numeric whole number (range of 1 and 366). * SN7364 v11.0 Non-teachers Contract Work Days invalid or outside valid range (must be 1-366 and a whole number) & bad data o Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. If the district code does not equal the user selected district code, then the following error message will display: * SN7311 v11.0 There are records in this file that contain the following district code: "Bad District". This district code does not match your selected district which is: "Selected District Code". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again o ******** Not Applicable - Used Prior to 2015-16 School Year ****** * SX7311 v7.01 Processing stopped. Records with a district code other than "selected district code" were found - "bad district code" **********
9 /16/2015	• Revised Contract Work Days edit to accept up to 200 work days and decimal places o Teacher Contract Work Days, if provided, must be a numeric whole number (range of 1 thru 200) * SN7363 v11.0 TEACHER Contract Work Days invalid or outside valid range (must be 1-200 and a whole number) & bad data

Revision History

Staff Snapshot Data Validation and Errors

Date	Comment
10/30/2015	• Adjusted edits to be required for All Staff o Years of Educational Experience in District must be provided and cannot be less than 1. (For reasonableness, this number cannot be greater than 60) * SN7342 v11.01 Years Educational Experience in District is invalid or outside valid range (must be a whole number) & bad data o Employment Basis must be provided and must be numeric and represent a percentage or you will receive the following error: *SN7345 v11.01 Employment Basis must be greater than 0.0, but not greater than 1.000 & bad data o Years of Educational Experience must be provided and cannot be less than 1. (For reasonableness, this number cannot be greater than 60) *SN7348 v11.01 Years of Educational Experience is invalid or outside valid range (must be a whole number) & bad data o Years of Educational Experience must be greater than or equal to Years Educational Experience (field 43) in District *SN7349 v11.01 Years of Educational Experience cannot be less than Years Educational Experience in District o A Staff Education Level Code must be provided and must be found in the Education Level Master Lookup table or you will receive the following error: *SN7350 v11.01 Missing or Invalid Staff Education Level Code & bad data o Annual contract work Months (1-12 and a whole number) that are not provided will receive the following error: *SN7351 v11.01 Annual Contract Work Months value outside of valid range (1-12 and a whole number) & bad data
2 /2 /2016	• Modified edits o Teacher Contract Work Days must be a numeric whole number (range of 1 thru 260) * SN7363 v11.02 TEACHER Contract Work Days invalid or outside valid range (must be 1-260 and a whole number) & bad data o An Annual Salary that does not meet the required criteria will receive the following error: * SN7343 v11.02 Annual Salary invalid or outside valid range (must be 0 - 500000 and a whole number) & bad data o Years of Educational Experience must be provided and cannot be less than 1. (Valid range 1 - 70) * SN7348 v11.02 Years of Educational Experience is invalid or outside valid range (must be 1 - 70 and a whole number) & bad data

Staff Snapshot Data Validation and Errors

Key Fields:

District Code, Staff Id, Snapshot Date

Required Fields:

District Code, Staff Id, Primary Location Code, Gender Code, Birth Date, Years Experience In District (Years of Educational Experience in District), Snapshot Date, Alternate Staff Id (TEACH ID), First Name Long, Last Name Long

Quasi-Required Fields (Certain Records):

Position Title (Teacher Title), Original Hire Date (Teacher Hire Date), Exit Date, Annual Salary, Employment Separation Reason Code, Years of Teaching Experience (Years of Educational Experience), Second Position Title (Principal Title), Second Position Hire Date (Principal Hire Date), Staff Education Level Code, Annual Contract Work Months, Professional Development Indicator, Certification Exemption Code

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
  If the district code does not equal the user selected district code, then the following error message will display:
  - SN7311 v11.0 There are records in this file that contain the following district code: "Bad District". This district code does not match your selected district which is: "Selected District Code". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again
  - SX7311 ********** Not Applicable - Used Prior to 2015-16 School Year ********** v7.01 Processing stopped. Records with a district code other than "selected district code" were found - "bad district code" **********

Staff Id

Integrity Check:

- The Staff ID must be provided and must not exceed 9 characters. A Staff ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length. The Staff ID must match the Alternate Staff ID. Records with no Staff ID are not imported.

Errors:

- A Staff ID that doesn't match the Alternate Staff ID will receive the following message:
  - SN7362 v11.0 Staff ID must be the TEACH ID and match the Alternate Staff ID & bad data
- ********** Not Applicable - Used Prior to 2015-16 School Year in L0 Express *******
  A Staff ID that is blank or exceeds 12 characters in length will receive the following error:
  - SX7300 v6.0 Missing Staff ID (Local) or length exceeds 12 characters **********

Social Security Number

Integrity Check:

- Social Security Number (Field 3) thru Job Class Code (Field 7) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Individual field Integrity Checks and errors:

Position Title (Teacher Title)

Integrity Check:

- Teacher Title, if provided, must be "TEACHER".

Errors:

- A Teacher Title, if provided, that is not equal to "TEACHER" will receive the following error:
  - SN7330 v11.0 Invalid Teacher Title & bad data

- ********** Not Applicable - Used Prior to 2014-15 School Year *******
  If Teacher Title and Principal Title are both blank, you will receive the following error:
  - SX7331 v9.01 Either Teacher Title or Principal Title must be provided
    ****

Extra Job Class Code 1

Integrity Check:

- Extra Job Class Code 1 (Field 9) thru Extra Job Class Code 5 (Field 13) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Primary Location Code

Integrity Check:

- Primary Location Code must be provided and must be found in the LOCATION Lookup table.

Errors:

- A primary location that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has NOT been populated) will receive the
  following error:
  - SN7312 v11.0 Missing or Invalid Location Code: & bad data

- A primary location that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has been populated) will receive the following error:
  - SN7313 v11.0 Missing, Invalid or Inactive Location Code for selected school year: & bad data

Division

Integrity Check:

- Divison (Field 15) thru Supervisor (Field 19) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Gender Code

Integrity Check:

- The gender code, must have data and must be found in the GENDER_CODE lookup table

Errors:

- A Gender Code that is blank or that cannot be found in the Gender Codes Table will receive the following error:
  - SN7337 v11.0 Missing or Invalid Gender Code & bad data

Race or Ethnicity Code (Race 1 Code)

Integrity Check:

- Race of the staff member. Populate with codes, not descriptions. If a staff member is identified as being a member of more than one race, populate field 21 with the first race code and populate fields 78 through 81 with remaining race codes.
  Race, if provided, must be found in the Race or Ethnicity table.
  Race 1 must be provided when Hispanic Ethnicity Indicator is provided.
  If Race 1 Code is provided, Hispanic Ethnicity Indicator must also be provided

Errors:

- Race, if provided, must be found in the Race or Ethnicity table. A Race that cannot be found in the Race or Ethnicity lookup table will receive the following error:
  - SN7338 v11.0 Invalid Race 1 Code & bad data

- A Race 1 code that is not provided when the Hispanic Ethnicity Indicator is provided will receive the following error:
  - SN7358 v11.0 Race 1 Code required when Hispanic Ethnicity Indicator is provided

Individual field Integrity Checks and errors:

Obsolete

Integrity Check:

- Obsolete (Field 22) thru Substance Test (Field 32) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Original Hire Date (Teacher Hire Date)

Integrity Check:

- If the Teacher Title is provided, then the Teacher Hire Date must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD; and cannot be a future date. For reasonableness, dates prior to 1950-01-01 will be considered invalid

Errors:

- A Teacher Hire date that does not meet the required criteria will receive the following error:
  - SN7314 v11.0 Missing or Invalid Teacher Hire Date. Teacher Hire Date must be in YYYY-MM-DD format (i.e. 1950-01-01 or later): & bad data
- A Teacher Hire date that exceeds the current date will receive the following error:
  - SN7315 v11.0 Teacher Hire Date cannot be a future date. & bad data
- If Teacher Hire date is provided, Teacher Title must equal "TEACHER" or the following error will be displayed:
  - SN7335 v11.0 Teacher Hire Date is not expected when Teacher Title is not provided & bad data

Tenure Date (Teacher Tenure Date)

Integrity Check:

- No checks are done on this field and any data residing in this field is not currently being saved

Errors:

- ********** Not Applicable - Used Prior to 2014-15 School Year *******
  If the Teacher Title is provided, the Teacher Tenure Date, if provided, must be a valid date, cannot be a future date, must be 10 characters in length, and in the following format: YYYY-MM-DD. If the staff person has never been a tenured teacher in this LEA, leave blank.
  A Teacher Tenure date that does not meet the required criteria will receive the following error:
  - SX7316 v9.01 Invalid Teacher Tenure Date. Teacher Tenure Date must be in YYYY-MM-DD format: & bad data
- A Teacher Tenure date that exceeds the current date will receive the following error:
  - SX7317 v9.01 Teacher Tenure Date cannot be a future date. & bad data
- A Teacher Tenure date without a corresponding Teacher Title will receive the following error:
  - SX7332 v9.01 Teacher Tenure Date not expected when Teacher Title is not provided & bad data
    ****

Current Service Date

Integrity Check:

- No checks are done for these fields and any data residing in these fields is not currently being saved.

Exit Date

Integrity Check:

- The Exit Date, if provided, must be a valid date, must be 10 characters in length, must be less than or within the current school year and in the following format: YYYY-MM-DD; and must be after Teacher and Principal Hire Date as provided

Errors:

- An Exit Date that does not meet the required criteria will receive the following error:
  - SN7319 v11.0 Invalid Exit Date. Exit Date (Must be in YYYY-MM-DD format and fall within the current school year): & bad data
- An Exit Date that exceeds the current date will receive the following error:
  - SN7320 v11.0 Exit Date cannot be a future date. & bad data
- If Exit Date is earlier than Teacher HireDate and/or Principal Hire Date, you will receive the following error:
  - SN7321 v11.0 Exit Date is earlier than Teacher and/or Principal Hire Date & bad data
- If an Exit date is provided for TEACHER or PRINCIPAL, an Employment Separation Reason Code must also be provided or you will receive the following error:
  - SN7360 v11.0 Employment Separation Reason Code expected when Exit date is provided

Individual field Integrity Checks and errors:

Staff Citizenship Code

Integrity Check:

- Staff Citizenship Code (Field 37) thru Years Experience (Field 39) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Birth Date

Integrity Check:

- The birth date field must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD, and must be earlier than the current date. For reasonability, birthdate is checked for ages between 18 and 100.

Errors:

- A Birth Date that is blank, not 10 characters in length, not a valid date, or is not in the correct format will receive the following error:
  - SN7339 v11.0 Missing or Invalid Birth Date & bad data
- A Birth Date that is equal to or later than the current date will receive the following error:
  - SN7340 v11.0 Birth Date exceeds current date & bad data
- For reasonability, a birthdate that is less than 18 years from the current school year date will receive the following error:
  - SN7341 v11.0 Birth Date cannot be less than 18 years prior to school year: & bad data
- A Birth Date that is 100 years less than the current school year will receive the following error:
  - SN7361 v11.0 Birth Date cannot be 100 years prior to school year: & bad data

Active/inactive Indicator

Integrity Check:

- The Active/Inactive Indicator must have data and must be found in the Master_Lookup table
  Errors:

Errors:

- An Active/inactive that is blank or that cannot be found in the Master_Lookup table will receive the following message:
  - SN7357 v11.0 Missing or Invalid Active/Inactive Indicator & bad data

Last Status Date

Integrity Check:

- No checks are done for these fields and any data residing in these fields is not currently being saved.

Years Experience In District (Years of Educational Experience in District)

Integrity Check:

- Years of Educational Experience in District must be provided for all staff. This year counts as one full year of experience in this District. Total years educational experience in this District must be less than or equal to the total years of educational experience (field #102).

Errors:

- Years of Educational Experience in District must be provided and cannot be less than 1. (For reasonableness, this number cannot be greater than 60)
  - SN7342 v11.01 Years Educational Experience in District is invalid or outside valid range (must be a whole number) & bad data

Job Class Code Long

Integrity Check:

- Job Class Code Long (Field 44) thru Job Class Description (Field 49) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Staff Snapshot Data Validation and Errors

Individual field Integrity Checks and errors:

Snapshot Date

Integrity Check:

- The Snapshot Date must have data and must equal the 10-character date that the user selects in the School Year dropdown box.

Errors:

- Any Snapshot Date error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
  In this situation the following erro message will display:
  - SN7301 v11.0 There are records in this file that contain the following snapshot date: (bad data). At the top of this page you selected (School Year date) as the school year for this import file. Please adjust your import file or select a different school year.
  - SX7301 ********Not Applicable - Used Prior to 2015-16 School Year ********
    v6.0 Processing stopped. Records with a snapshot date other than "selected school year" were found
    ****

Pay Step Level

Integrity Check:

- No checks are done for these fields and any data residing in these fields is not currently being saved.

Annual Salary

Integrity Check:

- Annual Salary must be provided for all staff. Report the total amount paid for the staff member's primary assignment(s) on BEDS day or hire date if hired after BEDS day. Valid range is 0 thru 500000, it must be a numeric whole number, two decimal places allowed but only with zeros (i.e. "54000.00") No special characters (i.e. "$" or ",") are allowed.

Errors:

- An Annual Salary that does not meet the required criteria will receive the following error:
  - SN7343 v11.02 Annual Salary invalid or outside valid range (must be 0 - 500000 and a whole number) & bad data

Contract Work Days

Integrity Check:

- Contract Work Days must be reported for TEACHERs. Report the number of work days the staff person is expected to work in the LEA based on the staff contract or appointment. Valid range is 1 thru 260, decimals are allowed, but only with zeros (i.e. 180.0)

Errors:

- Teacher Contract Work Days must be a numeric whole number (range of 1 thru 260)
  - SN7363 v11.02 TEACHER Contract Work Days invalid or outside valid range (must be 1-260 and a whole number) & bad data
- Non-teacher Contract Work Days, if provided, must be a numeric whole number (range of 1 and 366).
  - SN7364 v11.0 Non-teachers Contract Work Days invalid or outside valid range (must be 1-366 and a whole number) & bad data

Employment Separation Reason Code

Integrity Check:

- Populate when a staff member is no longer employed by the LEA. If the staff member returns to the LEA during the school year, remove the Employment Separation Reason for exit.

Errors:

- An Employment Separation Reason Code, if provided, that cannot be found in the Employment Separation Reason Master Lookup table will receive the following error:
  - SN7344 v11.0 Invalid Employment Separation Reason Code & bad data
- If Employment Separation Reason Code is provided for TEACHER or PRINCIPAL, an Exit Date must also be provided or you will receive the following error:
  - SN7356 v11.0 Exit date expected when Employment Separation Reason Code is provided

Full Staff Name

Integrity Check:

- Full Staff Name (Field 55) thru Itinerant Teacher (Field 56) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Individual field Integrity Checks and errors:

Alternate Staff Id (TEACH ID)

Integrity Check:

- The Alternate Staff ID must be provided and must not exceed 9 characters Note: A Alternate Staff ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length.

Errors:

- An Alternate Staff ID that is blank or exceeds 9 characters in length will receive the following error:
  - SN7302 v11.0 Missing Alternate Staff ID (State) or length exceeds 9 characters

Alternate Annual Salary

Integrity Check:

- Alternate Annual Salary (Field 58) thru Alternate Contract Work Days (Field 59) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Employment Basis

Integrity Check:

- Employment Basis must be provided for all staff. It should be reported as the percentage of time the staff member will work for the LEA during the school year. Employment Basis should be greater than 0.0, but not greater than 1.000

Errors:

- Employment Basis must be provided and must be numeric and represent a percentage or you will receive the following error:
  - SN7345 v11.01 Employment Basis must be greater than 0.0, but not greater than 1.000 & bad data

Alternate Employment Basis

Integrity Check:

- Alternate Employment Basis (Field 61) thru Contracting Organization (Field 64) - No checks are done for these fields and any data residing in these fields is not currently being saved.

First Name Long

Integrity Check:

- The First Name Long field must have data and must not be more than 60 characters. If the First Name Long is more than 60 characters then only the first 60 characters will be saved.

Errors:

- A First Name Long that is blank will receive the following error:
  - SN7322 v11.0 No Staff First Name Long

Last Name Long

Integrity Check:

- The Last Name Long field must have data and must not be more than 60 characters. If the Last Name Long is more than 60 characters then only the first 60 characters will be saved.

Errors:

- A Last Name Long that is blank will receive the following error:
  - SN7323 v11.0 No Staff Last Name Long

Name Suffix

Integrity Check:

- Name Suffix (Field 67) thru Pay Step Level Alpha (Field 68) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Individual field Integrity Checks and errors:

Hispanic Ethnicity Indicator

Integrity Check:

- Hispanic Ethnicity Inidicator, if provided, must match a value in the - YesNo Lookup table
  When Hispanic Ethnicity Indicator is equal to Y, Race 1 Code must also be provided.
  If Race 1 Code is provided, Hispanic Ethnicity Indicator must also be provided

Errors:

- A Hispanic Ethnicity Indicator that cannot be found in the YesNo Lookup Table will receive the following error:
  - SN7346 v11.0 Invalid Hispanic Ethnicity Indicator & bad data
- A Hispanic Ethnicity Indicator that is not provided when the Race 1 code is provided will receive the following error:
  - SN7359 v11.0 Hispanic Ethnicity Indicator required when Race 1 is provided

Race Or Ethnicity Subgroup Code

Integrity Check:

- Race or Ethnicity Code (Field 70) thru Zip Code +4 (Field 75) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Email Address

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Middle Name

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Race 2 Code

Integrity Check:

- The Race 2 Code, if provided, must be found in the Race or Ethnicity table

Errors:

- A Race code, if provided, that cannot be found in the Race lookup table will receive the following error:
  - SN7347 v11.0 Invalid Race X Code & bad data

Race 3 Code

Integrity Check:

- The Race 3 Code, if provided, must be found in the Race or Ethnicity table

Errors:

- *** See Error Checks listed under Race 2 ***

Race 4 Code

Integrity Check:

- The Race 4 Code, if provided, must be found in the Race or Ethnicity table

Errors:

- *** See Error Checks listed under Race 2 ***

Individual field Integrity Checks and errors:

Race 5 Code

Integrity Check:

- The Race 5 Code, if provided, must be found in the Race or Ethnicity table

Errors:

- *** See Error Checks listed under Race 2 ***

Postsecondary Subject Area

Integrity Check:

- Postsecondary Subject Area (Field 82) thru Previous Staff ID (Field 101) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Years of Teaching Experience (Years of Educational Experience)

Integrity Check:

- The total Years of Educational Experience must be provided for all staff and must be greater than or equal to the total Years of Educational Experience in District. The current school year counts as one full year of experience in the District. Report as a whole number (1-70)

Errors:

- Years of Educational Experience must be provided and cannot be less than 1. (Valid range 1 - 70)
  - SN7348 v11.02 Years of Educational Experience is invalid or outside valid range (must be 1 - 70 and a whole number) & bad data
- Years of Educational Experience must be greater than or equal to Years Educational Experience (field 43) in District
  - SN7349 v11.01 Years of Educational Experience cannot be less than Years Educational Experience in District

Personal Information Verification Code

Integrity Check:

- Personal Information Verification Code (Field 103) thru Position Hire Date (Field 104) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Second Position Title (Principal Title)

Integrity Check:

- Principal Title, if provided, must be "PRINCIPAL".

Errors:

- A Principal Title, if provided, that is not equal to "PRINCIPAL" will receive the following error:
  - SN7334 v11.0 Invalid Principal Title & bad data

Second Position Hire Date (Principal Hire Date)

Integrity Check:

- If the Principal Title is provided, then the Principal Hire Date must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD; and cannot be a future date. For reasonableness, hire dates prior to 1950-01-01 will be considered invalid.

Errors:

- A Principal Hire date that does not meet the required criteria will receive the following error:
  - SN7325 v11.0 Missing or Invalid Principal Hire Date. Principal Hire Date must be in YYYY-MM-DD format: (i.e. 1950-01-01 or later) & bad data
- A Principal Hire date that exceeds the current date will receive the following error:
  - SN7326 v11.0 Principal Hire Date cannot be a future date. & bad data
- If Principal Hire date is provided, Principal Title must equal "PRINCIPAL" or the following error will be displayed:
  - SN7336 v11.0 Principal Hire Date is not expected when Principal Title is not provided & bad data

Individual field Integrity Checks and errors:

Second Position Tenure Date (Principal Tenure Date)

Integrity Check:

- No checks are done on this field and any data residing in this field is not currently being saved

Errors:

- ********** Not Applicable - Used Prior to 2014-15 School Year **********
  If the Principal Title is provided, the Principal Tenure Date, if provided, must be a valid date, cannot be a future date, must be 10 characters in length, and in the following format: YYYY-MM-DD. If the staff person has never been a tenured Principal in this LEA, leave blank.
  A Principal Tenure date that does not meet the required criteria will receive the following error:
  - SX7327 v9.01 Invalid Principal Tenure Date. Principal Tenure Date must be in YYYY-MM-DD format: & bad data
- A Principal Tenure date that exceeds the current date will receive the following error:
  - SX7328 v9.01 Principal Tenure Date cannot be a future date. & bad data
- A Principal Tenure date without a corresponding Principal Title will receive the following error:
  - SX7333 v9.01 Principal Tenure Date not expected when Principal Title is not provided & bad data
  ****

Staff Education Level Code

Integrity Check:

- Staff Education Level Code must be provided for all staff and must match a value in the Education Level Master Lookup Table

Errors:

- A Staff Education Level Code must be provided and must be found in the Education Level Master Lookup table or you will receive the following error:
  - SN7350 v11.01 Missing or Invalid Staff Education Level Code & bad data

Employment Offer Date

Integrity Check:

- No checks are done on this field and any data residing in this field is not currently being saved

Annual Contract Work Months

Integrity Check:

- Annual contract work Months must be provided for all staff and must be reported with a month value of 1 thru 12 only.

Errors:

- Annual contract work Months (1-12 and a whole number) that are not provided will receive the following error:
  - SN7351 v11.01 Annual Contract Work Months value outside of valid range (1-12 and a whole number) & bad data

Professional Development Indicator

Integrity Check:

- Professional Development Indicator must be provided for all “TEACHER” titles and must match a value in the - YesNo Lookup Table

Errors:

- A Professional Development Indicator that cannot be found in the YesNo Lookup Table will receive the following error:
  - SN7352 v11.0 Missing or Invalid Professional Development Indicator for TEACHER & bad data

Certification Exemption Code

Integrity Check:

- Certification Exemption Code, if provided, must match a value in the YesNo Lookup Table. For Charter Schools Teachers only.
  If Field #8 is not populated with "TEACHER" and Location is not a Charter, any data residing in this field will not be saved.

Errors:

- A Certification Exemption Code that cannot be found in the YesNo Lookup Table will receive the following error:
  - SN7353 v11.0 Invalid Certification Exemption Code & bad data

Individual field Integrity Checks and errors:

Country Code

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved

Mailing Address Country Code

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved

Additional 2nd Level Verification Fatal Error Checks

Errors:

- If provided, Race Codes must be filled consecutively
  - SN7354 v11.0 Race Codes must be populated in sequence (Race1, Race2, Race3, etc.)
- Each Race Code can not be used more than once
  - SN7355 v11.0 Each Race Code must be unique

District Data Cross Edit Informational or Report(s)

Errors:

- Identify an Alternate Staff ID that is provided on more than one Staff Snapshot record:
  - SN7324 v11.0 Please review Alternate Staff ID for accuracy

- ********** Not Applicable - Used Prior to 2014-15 School Year *******
A Teacher Tenure Date that is prior to a Teacher Hire date will receive the following message:
  - SX7318 v9.01 Teacher Tenure Date is earlier than Teacher Hire date - Please review.
    ****

- ********** Not Applicable - Used Prior to 2014-15 School Year *******
A Principal Tenure Date that is prior to a Principal Hire date will receive the following message:
  - SX7329 v9.01 Principal Tenure Date is earlier than Principal Hire date - Please review.
    ****

Revision History

Location Marking Period Validation and Errors

Date	Comment
9 /4 /2015	• Add eScholar v17 new fields

Location Marking Period Validation and Errors

Key Fields:

District Code, Location Code, Marking Period Code, School Year Date, Term Code

Required Fields:

District Code, Location Code, Marking Period Code, School Year Date, Marking Period Start Date, Marking Period End Date, Term Code

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
  If the district code does not equal the user selected district code, then the following error message will display:
  - LX7401 v8.03 Processing stopped. Records with a district code other than "selected district code" were found - "bad district code"

Location Code

Integrity Check:

- A location code must have data and must be found in the LOCATION lookup table.

Errors:

- A location that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has NOT been populated) will receive the following error:
  - LX7402 v8.03 Missing or Invalid Location Code: & bad data

- A location that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has been populated) will receive the following error:
  - LX7403 v8.03 v7.03 Missing, Invalid or Inactive Location Code for selected school year: & bad data

Marking Period Code

Integrity Check:

- Marking period code must be a valid value from the Marking Period Code Lookup Table.

Errors:

- If Marking Period Code does not match a value in the Marking Period Code Lookup Table, you will receive the following message:
  - LX7408 v8.03 Missing or Invalid Marking Period Code - & bad data

School Year Date

Integrity Check:

- The school year must have data and must equal the 10-character date that the user selects in the School Year dropdown box

Errors:

- Any school year error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - LX7404 v8.03 Processing stopped. Records with a school year other than "selected school year" were found.

Marking Period Start Date

Integrity Check:

- Marking Period Start Date signifies the beginning of the corresponding marking period in the current school year. The Marking Period Start Date must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD, and must be in the July 1 - June 30 time frame of the user selected school year.

Errors:

- A Marking Period Start Date that does not meet the required criteria will receive the following error:
  - LX7409 v8.03 Missing or Invalid Marking Period Start Date. Marking Period Start Date must be in YYYY-MM-DD format and fall within the selected school year: & bad data

Location Marking Period Validation and Errors

Individual field Integrity Checks and errors:

Marking Period End Date

Integrity Check:

- Marking Period End Date signifies the ending of the corresponding marking period in the current school year. The Marking Period End Date must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD, and must be in the July 1 - June 30 time frame of the user selected school year.

Errors:

- If Marking Period End Date is earlier than Marking Period Start Date, you will receive the following error:
  - LX7410 v8.03 Marking Period End Date is earlier than Marking Period Start Date & bad data
- A Marking Period End Date that does not meet the required criteria will receive the following error:
  - LX7411 v8.03 Missing or Invalid Marking Period End Date. Marking Period End Date must be in YYYY-MM-DD format and fall within the selected school year: & bad data

Location Marking Period Description

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Term Code

Integrity Check:

- Term Code must be a valid value from the Marking Period Code Lookup Table.

Errors:

- If Term Code does not match a value in the Marking Period Code Lookup Table, you will receive the following message:
  - LX7412 v8.03 Missing or Invalid Term Code - & bad data

Instructional Days

Integrity Check:

- Instructional Days (Field 9) thru Days in Session (Field 13) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Revision History

Course Data Validation and Errors

Date	Comment
9 /4 /2015	• Add eScholar v17 new fields

Course Data Validation and Errors

Key Fields:

District Code, Location Code, School Year Date, Supplementary Course Differentiator, Course Code Long

Required Fields:

District Code, Location Code, School Year Date, Supplementary Course Differentiator, Course Code Long

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
  If the district code does not equal the user selected district code, then the following error message will display:
  - CX7511 v7.0 Processing stopped. Records with a district code other than "selected district code" were found - "bad district code"

Location Code

Integrity Check:

- A location code must have data and must be found in the LOCATION lookup table.

Errors:

- A location that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has NOT been populated) will receive the
  following error:
  - CX7512 v7.03 Missing or Invalid Location Code: & bad data

- A location that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has been populated) will receive the following error:
  - CX7513 v7.03 Missing, Invalid or Inactive Location Code for selected school year: & bad data

School Year Date

Integrity Check:

- The school year must have data and must equal the 10-character date that the user selects in the School Year dropdown box..

Errors:

- Any school year error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - CX7514 v7.0 Processing stopped. Records with a school year other than "selected school year" were found.

Course Code

Integrity Check:

- Use Field 27 - Course Code should be blank, If supplied, Level 0 will not import this field.

Course Name

Integrity Check:

- This field will be validated for length only. If this field has more characters than its assigned length, the data will be truncated to the maximum length.

Course Department

Integrity Check:

- This field will be validated for length only. If this field has more characters than its assigned length, the data will be truncated to the maximum length.

Course Data Validation and Errors

Individual field Integrity Checks and errors:

Subject Area Code

Integrity Check:

- This field will be validated for length only. If this field has more characters than its assigned length, the data will be truncated to the maximum length.

Course Length

Integrity Check:

- Course Length (Field 8) thru GPA Applicability Code (Field 25) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Supplementary Course Differentiator

Integrity Check:

- The Supplementary Course Differentiator must be NA
  - On import, auto-populate supplementary course differentiator to "NA" when blank

Errors:

- A Supplementary Course Differentiator that is not equal to "NA" will receive the following error message:
  - CX7500 v7.01 Supplementary Course Differentiator must equal 'NA'

Course Code Long

Integrity Check:

- The Course Code Long (Local) must have data.

Errors:

- If Course Code Long is blank or exceeds 12 characters, you will receive the following error message:
  - CX7501 v6.0 Missing Course Code Long or exceeds 12 characters "bad Course Code Long data"

Course Delivery Model Code

Integrity Check:

- No checks are done for this field and any data residing in this field is not currently being saved.

Alternate Course Code

Integrity Check:

- The Alternate Course Code, if provided, must match a value in the State Course table.

Errors:

- An Alternate Course Code that cannot be found in the State Course table, will receive the following error message:
  - CX7502 v8.05 Missing or Invalid State Course Code - "bad alternate course code data"

Requirements Indicator Code

Integrity Check:

- Requirements Indicator Code (Field 30) thru Additional Credit Type Code (Field 85) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Revision History

Staff Assignment Validation and Errors

Date	Comment
9 /4 /2015	• Removed reference to ENYP and edit SA7613 ○ ****** Not Applicable - Used Prior to 2015-16 School Year ********** If Assignment Code is for ENYP Access and Assignment Grade Level does not equal "ALL", you will get the following error: *SA7613 v10.0 ENYP Assignment Codes require an Assignment Grade Level of ALL: & bad data **********
9 /24/2015	• Left zero fill Staff ID on import and modified edit check ○ A Staff ID that does not have a corresponding Staff Snapshot record will receive the following error: * SA7611 v11.0b Invalid Staff ID: & bad data
10/30/2015	• Change SA7616 from a W/F to Fatal error ○ A Principal Assignment code without an associated PRINCIPAL Title in the Staff Snapshot will receive the following error: * SA7616 v11.01 Principal Assignment code requires PRINCIPAL Title in Staff Snapshot

4 /5 /2016	• Added Information checks for Staff Assignment
	  ○ If a location does not have any Principal (1102-1110) Assignment, you will receive the following message:
	* SA7617 v11.03 Location: XXXXXX is missing Principal Staff Assignment - Please review
	  ○ If Principal Staff Assignment is attached to the District (0000) instead of a school building, you will receive the following message:
	* SA7618 v11.03 Principal must be assigned to a building within the district - Please review
	  ○ When grade level "ALL" is not used and Principal Staff Assignment does not account for each grade level at this location, you will receive the following message:
	* SA7619 v11.03 Principal Staff Assignment does not account for grade: XX at location: XXXXXX - Please review

Staff Assignment Validation and Errors

Key Fields:

District Code, Staff ID, Assignment Code, Assignment Location Code, School Year Date, Assignment Date, Assignment Grade Level

Required Fields:

District Code, Staff ID, Assignment Code, Assignment Location Code, School Year Date, Assignment Date, Assignment Grade Level

Quasi-Required Fields (Certain Records):

Completion Date

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
  If the district code does not equal the user selected district code, then the following error message will display:
  - SA7601 v8.05 There are records in this file that contain the following district code: "Bad District". This district code does not match your selected district which is: "Selected District". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again.

Staff ID

Integrity Check:

- The Staff ID must have data and must be found in the Staff Snapshot table. A Staff ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length. Records with no Staff ID are not imported.

Errors:

- A Staff ID that does not have a corresponding Staff Snapshot record will receive the following error:
  - SA7611 v11.0b Invalid Staff ID: & bad data

Assignment Code

Integrity Check:

- The Assignment Code must have data and must be found in the STAFF_ASSIGN_CODE dimension table

Errors:

- An Assignment Code that is blank or that cannot be found in the STAFF_ASSIGN_CODE dimension table will receive the following error:
  - SA7612 v8.05 Missing or Invalid Assignment Code: & bad data

Assignment Location Code

Integrity Check:

- The Assignment Location Code must have data and must be found in the LOCATION lookup table.

Errors:

- An Assignment Location Code that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has NOT been populated) will receive the following error:
  - SA7602 v8.05 Missing or Invalid Location Code: & bad data

- An Assignment Location Code that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has been populated) will receive the following error:
  - SA7603 v8.05 Missing, Invalid or Inactive Location Code for selected school year: & bad data

Staff Assignment Validation and Errors

Individual field Integrity Checks and errors:

School Year Date

Integrity Check:

- The school year must have data and must equal the 10-character date that the user selects in the School Year dropdown box.

Errors:

- Any school year error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - SA7604 v8.05 There are records in this file that contain the following school year: "(Bad School Year)". At the top of this page you selected "(Selected School Year)" as the school year for this import file. Please adjust your import file or select a different school year.

Assignment Date

Integrity Check:

- The Assignment Date must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD, and must be in the July 1 - June 30 time frame of the user selected school year.

Errors:

- An Assignment Date that does not meet the required criteria will receive the following error:
  - SA7605 v8.05 Missing or Invalid Assignment Date. Date must be in YYYY-MM-DD format and fall within the selected school year: & bad data
- An Assignment Date that exceeds the current date will receive the following error:
  - SA7606 v8.05 Assignment Date cannot be a future date & bad data

Completion Date

Integrity Check:

- The Completion Date can be blank, if one is provided it must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD, and must be in the July 1 - June 30 time frame of the user selected school year.

Errors:

- If the Completion Date is earlier than Assignment Date, you will receive the following error:
  - SA7607 v8.05 Completion Date is earlier than Assignment Date & bad data
- If provided, a Completion Date that does not meet the required criteria will receive the following error:
  - SA7608 v8.05 Invalid Completion Date & bad data
- A Completion Date that exceeds the current date will receive the following error:
  - SA7609 v8.05 Completion Date cannot be a future date & bad data

Assignment Job Code

Integrity Check:

- Assignment Job Code (Field 8) thru Assignment Site (Field 11) - No checks are done for these fields and any data residing in these fields is not currently being saved

Assignment Programs Code

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

OBSOLETE

Integrity Check:

- Obsolete (Field 13) thru Assignment Field Status (Field 19) - No checks are done for these fields and any data residing in these fields is not currently being saved

Staff Assignment Validation and Errors

Individual field Integrity Checks and errors:

Assignment Grade Level

Integrity Check:

- The Assignment Grade Level must have data and must be found in the ASSIGNMENT GRADE LEVEL Table
  - PMF: If the staff person works with or is responsible for the entire location, use "ALL"; do not report each grade level separately. If the staff person works with or is responsible for only some grade levels within the building, report one record for each grade level.

Errors:

- An Assignment Grade Level that is blank or cannot be found in the ASSIGNMENT GRADE LEVEL look up table, will receive the following error:
  - SA7610 v8.05 Missing or Invalid Assignment Grade Level: & bad data

- ****** Not Applicable - Used Prior to 2015-16 School Year **********
  If Assignment Code is for ENYP Access and Assignment Grade Level does not equal "ALL", you will get the following error:
  - SA7613 v10.0 ENYP Assignment Codes require an Assignment Grade Level of ALL: & bad data
    ****

Controlling District Code

Integrity Check:

- Controlling District Code (Field 21) thru Assignment Quaternary Fund Source Code (Field 24) - No checks are done for these fields and any data residing in these fields is not currently being saved

Assignment Title

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Primary Assignment Indicator

Integrity Check:

- Primary Assignment Indicator (Field 26) thru Years Experience in Assignment (Field 29) - No checks are done for these fields and any data residing in these fields is not currently being saved

Additional 2nd Level Verification Fatal Error Checks

Errors:

- Staff that have an Assignment Grade Level of "ALL" combined with other individual Assignment Grade Levels records for the same Assignment Code and Location will receive the following error:
  - SA7614 v10.0 W/F: Assignment Grade Level ALL cannot be used in conjunction with other grade levels within the same Assignment Code & Location
- A Principal Assignment code without an associated PRINCIPAL Title in the Staff Snapshot will receive the following error:
  - SA7616 v11.01 Principal Assignment code requires PRINCIPAL Title in Staff Snapshot

District Data Cross Edit Informational or Report(s)

- Available grade levels for each location are determined from the students School Entry Exit enrollment records

Errors:

- If Staff Snapshot has been deleted or flagged for delete and a Staff Assignment record still exists, you will receive the following message:
  - SA7615 v10.01 Deleted Staff Snapshot ID found. Assignment record will not be exported.

- If a location does not have any Principal (1102-1110) Assignment, you will receive the following message:
  - SA7617 v11.03 Location: XXXXXX is missing Principal Staff Assignment - Please review

- If Principal Staff Assignment is attached to the District (0000) instead of a school building, you will receive the following message:
  - SA7618 v11.03 Principal must be assigned to a building within the district - Please review

- When grade level "ALL" is not used and Principal Staff Assignment does not account for each grade level at this location, you will receive the following message:
  - SA7619 v11.03 Principal Staff Assignment does not account for grade: XX at location: XXXXXX - Please review

Revision History

Staff Student Course Validation and Errors

Date	Comment
9 /24/2015	• Left zero fill Staff ID on import

4 /5 /2016	• Added Information checks for Staff Student Course
	  ○ If the Course Duration, Enrollment Linkage Duration, or Attendance Linkage Duration have a value of 0 minutes, you will receive the following message
	  * SR7729 v11.03 XXXXXX Linkage Duration for Course: XXXX, Teacher: XXXXXXXXX, Reporting Date: YYYY-MM-DD has 0 minutes - Please review
	  ○ If a Student left and re-enrolled in the same State Course ID, Teacher and Location on the same day, rather than the consecutive day, when the start and end dates overlap, all durations will be summed between the two records to obtain the total duration of time that the student was enrolled and attended the course with this teacher. Please review these records for possible submission errors:
	  *SR7730 v11.03 Same End date/Start date for Course: XXXX, Teacher: XXXXXXXXX, Reporting Date: YYYY-MM-DD - Please review
	  ○ If a Student is linked to the same State Course ID, Teacher and Location with multiple records, where the Start Date and End Dates from those records overlap, all durations will be summed across all of the duplicate records to obtain the total duration of time that the student was enrolled and attended the course with this teacher. Please review these records for possible submission errors:
	  * SR7731 v11.03 End date/Start date overlap for Course: XXXX, Teacher: XXXXXXXXX, Reporting Date: YYYY-MM-DD - Please review

Staff Student Course Validation and Errors

Key Fields:

Staff District Code, Staff ID, Student District Code, Student ID, School Year Date, Course District Code, Course Location Code, Course Code, Supplementary Course Differentiator, Section Code, Relationship Start Date, Reporting Date

Required Fields:

Staff District Code, Staff ID, Student District Code, Student ID, School Year Date, Course District Code, Course Location Code, Course Code, Supplementary Course Differentiator, Section Code, Relationship Start Date, Relationship End Date, Exclude from Evaluation Indicator, Term Code, Reporting Date

Quasi-Required Fields (Certain Records):

Potential Student Instructional Time (Enrollment Linkage Duration), Actual Student Instructional Time (Attendance Linkage Duration), Instructional Responsibility Weight (Linkage Duration Adjustment), Total Planned Class Time (Course Duration through Assessment Reporting Date)

Individual field Integrity Checks and errors:

Staff District Code

Integrity Check:

- The Staff District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
  If the district code does not equal the user selected district code, then the following error message will display:
  - SR7701 v7.02 There are records in this file that contain the following Staff/Student/Course district code:" bad district code data". This district code does not match your selected district which is: "user selected code data". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again.

Staff ID

Integrity Check:

- The Staff ID must have data and must be found in the Staff Snapshot. A Staff ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length.

Errors:

- A Staff ID that is blank or does not have a corresponding Staff Snapshot record will receive the following error:
  - SR7705 v7.02 Missing or Invalid Staff ID: & bad data (No matching Staff Snapshot record.)

Student District Code

Integrity Check:

- The Student District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Student District Code must match the Staff District Code
  - SR7701 v7.02 There are records in this file that contain the following Staff/Student/Course district code:" bad district code data". This district code does not match your selected district which is: "user selected code data". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again.

Staff Student Course Validation and Errors

Individual field Integrity Checks and errors:

Student ID

Integrity Check:

- The student ID must have data, must not exceed 9 characters in length, and each character must be numeric. Note: A student ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length. Records with no Student ID are not imported.

Errors:

- A student ID that exceeds 9 characters in length will receive the following error:
  - SR7706 v7.02 Student ID exceeds 9 characters: & bad data
- A student ID that does not have a corresponding demographic record will receive the following error:
  - SR7707 v7.02 No matching demographics record.

School Year Date

Integrity Check:

- The school year must have data and must equal the 10-character date that the user selects in the School Year dropdown box.

Errors:

- Any school year error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - SR7704 v7.02 There are records in this file that contain the following school year: "(Bad School Year)". At the top of this page you selected "(Selected School Year)" as the school year for this import file. Please adjust your import file or select a different school year.

Course District Code

Integrity Check:

- The Course District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Course District Code must match the Staff District code
  - SR7701 v7.02 There are records in this file that contain the following Staff/Student/Course district code:" bad district code data". This district code does not match your selected district which is: "user selected code data". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again.

Course Location Code

Integrity Check:

- The course location code must have data and must be found in the LOCATION lookup table.

Errors:

- A location that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has NOT been populated) will receive the following error:
  - SR7702 v7.02 Missing or Invalid Location Code: & bad data
- A location that is blank or cannot be found in the LOCATION lookup table (If the LOCATION_YEAR table has been populated) will receive the following error:
  - SR7703 v7.02 Missing, Invalid or Inactive Location Code for selected school year: & bad data

Course Code

Integrity Check:

- Course Code must have data and must be found in the Course Table. (case sensitive)

Errors:

- This field, along with Course Location Code, must match values from the Course Table, if Course Code and/or Course Location Code does not match a value from the Course Table, you will receive the following message combination:
  - SR7708 v9.01 Missing or Invalid Course Code/Course Location combination for selected school year: & bad data

Individual field Integrity Checks and errors:

Supplementary Course Differentiator

Integrity Check:

- The Supplementary Course Differentiator must be provided and must equal NA

Errors:

- The Supplementary Course Differentiator must be provided and must equal NA, if it doesn't equal NA you will receive the following message
  - SR7709 v7.02 Supplementary Course Differentiator must equal NA

Section Code

Integrity Check:

- The Section Code must be provided. Please note that the length of "SECTION CODE" (field #10) plus the length of "COURSE CODE" (field #8) cannot exceed 29

Errors:

- This field is required, if blank you will receive the following message:
  - SR7710 v7.02 Missing or Invalid Section Code value. & bad data
- This field, along with Course Code must not exceed a combined length of 29 or you will receive the following error:
  - SR7727 v9.01 Course and Section Code combination exceeds 29 characters.

Reporting Date

Integrity Check:

- The reporting date field must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD, and must be found in the L0 COURSE_ASSESSMENT_DATES table

Errors:

- A Reporting Date that is blank or cannot be found in the L0 COURSE_ASSESSMENT_DATES table will receive the following error:
  - SR7711 v8.05 Missing or Invalid Reporting Date

Relationship Start Date

Integrity Check:

- The Relationship Start Date must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD, and must be in the July 1 - June 30 time frame of the user selected school year.

Errors:

- A Relationship Start Date that does not meet the required criteria will receive the following error:
  - SR7712 v7.02 Missing or Invalid Relationship Start Date. Date must be in YYYY-MM-DD format and fall within the selected school year: & bad data
- A Relationship Start Date that exceeds the current date will receive the following error:
  - SR7713 v7.02 Relationship Start Date cannot be a future date & bad data
- A Relationship Start Date that is equal to or greater than the Reporting Date will receive the following error:
  - SR7714 v7.02 Relationship Start Date cannot be equal to or greater than the Reporting Date

Relationship End Date

Integrity Check:

- The Relationship End Date must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD, and must be in the July 1 - June 30 time frame of the user selected school year.
  *Note: The Relationship End Date, if blank, on import, will auto-populate to the Reporting Date. The Relationship End Date should be used to project the number of reported minutes.

Errors:

- If Relationship End Date is earlier than Start Date, you will receive the following error:
  - SR7715 v7.02 Relationship End Date is earlier than Relationship Start Date
- A Relationship End Date that does not meet the required criteria will receive the following error:
  - SR7717 v7.02 Missing or Invalid Relationship End Date. Date must be in YYYY-MM-DD format and fall within the selected school year and be less than or equal toReporting Date: & bad data

Individual field Integrity Checks and errors:

Potential Student Instructional Time (Enrollment Linkage Duration)

Integrity Check:

- Although actual times are not required until the first spring test administration, Potential Student Instruction Time (Enrollment Linkage Duration) must be a numeric value on import

Errors:

- Enrollment Linkage Duration that is not numeric with a Reporting Date prior to the selected school year date, will receive the following error:
  - SR7718 v7.02 Missing or invalid Enrollment Linkage Duration (must be numeric, no more than 2 decimal places, and greater than or equal to zero) & bad data

Actual Student Instructional Time (Attendance Linkage Duration)

Integrity Check:

- Although actual times are not required until the first spring test administration, Actual Student Instructional Time (Attendance Linkage Duration) must be a numeric value on import

Errors:

- Actual Student Instructional Time that is not numeric with a Reporting Date prior to the selected school year date, will receive the following error:
  - SR7720 v7.02 Missing or invalid Attendance Linkage Duration (must be numeric, no more than 2 decimal places, and greater than or equal to zero) - "bad data"
- If Actual Student Instructional Time is greater than Potential Student Instructional Time, you will receive the following error:
  - SR7721 v7.04 Attendance Linkage Duration cannot be greater than Enrollment Linkage Duration & "Bad Data".

Instructional Responsibility Weight (Linkage Duration Adjustment)

Integrity Check:

- Instructional Responsibility Weight must be provided and must have a value of 0 - 1.

Errors:

- If weight is provided that is outside the range, the following error message will be displayed:
  - SR7722 v7.02 Linkage Duration Adjustment value outside valid range (0-1) or contains more than 2 decimal places: & "bad data"

Exclude from Evaluation Indicator

Integrity Check:

- The Exclude from Evaluation Indicator, if provided, must be the value of Y or N.

Errors:

- The Exclude from Evaluation Indicator, if blank, on import, will auto-populate to the value of N
  - SR7723 v7.02 Invalid Exclude from Evaluation Indicator & "Bad Data"

Total Planned Class Time (Course Duration through Assessment Reporting Date)

Integrity Check:

- Although actual times are not required until the first spring test administration, Total Planned Class Time (Course Duration through Assessment Reporting Date) must be a numeric value on import

Errors:

- Total Planned Class Time that is not numeric with a Reporting Date prior to the selected school year date, will receive the following error:
  - SR7724 v7.02 Missing or invalid Course Duration through Assessment Reporting Date (must be numeric, no more than 2 decimal places,and greater than or equal to zero) - "bad data"
- If Total Planned Class Time is less than Potential Student Instructional or Actual Student Instructional Time, you will receive the following error:
  - SR7725 v7.02 Course Duration through Assessment Reporting Date must be greater than or equal to Enrolment/Attendance Linkage Duration

Individual field Integrity Checks and errors:

Term Code

Integrity Check:

- Term Code must be a valid value from the Location Marking Period table.

Errors:

- Only Term Codes 0-8 are valid for SSC reporting. A Term Code that is not found in the Location Marking Period table will receive the following error:
  - SR7726 v9.03 Missing or invalid Course Location/Term Code & "Bad Data"

Instructional Relationship Weight

Integrity Check:

- No checks are done on this field and any data residing in this field is not currently being saved

District Data Cross Edit Informational or Report(s)

- - Course IDs for the grades 4-8 ELA and Math and grades 6-8 students enrolled in Algebra, Geometry, and Trig/Algebra (course ID's: 51032, 51033, 51034, 51035, 51036, 52034, 52035, 52036, 52037, 52038, 02052, 02052CC, 02072, 02072CC, 02106)
  - Reporting dates for the 3-8 ELA and Math assessments and June Regents (checking YYYY-02-01 thru YYYY-06-29)

Errors:

- If Staff Snapshot has been deleted or flagged for delete and a Staff Student Course record still exists, you will receive the following message:
  - SR7728 v10.01 Deleted Staff Snapshot ID found.

- If the Course Duration, Enrollment Linkage Duration, or Attendance Linkage Duration have a value of 0 minutes, you will receive the following message
  - SR7729 v11.03 XXXXXX Linkage Duration for Course: XXXX, Teacher: XXXXXXXXX, Reporting Date: YYYY-MM-DD has 0 minutes - Please review

- If a Student left and re-enrolled in the same State Course ID, Teacher and Location on the same day, rather than the consecutive day, when the start and end dates overlap, all durations will be summed between the two records to obtain the total duration of time that the student was enrolled and attended the course with this teacher. Please review these records for possible submission errors:
  - SR7730 v11.03 Same End date/Start date for Course: XXXX, Teacher: XXXXXXXXX, Reporting Date: YYYY-MM-DD - Please review

- If a Student is linked to the same State Course ID, Teacher and Location with multiple records, where the Start Date and End Dates from those records overlap, all durations will be summed across all of the duplicate records to obtain the total duration of time that the student was enrolled and attended the course with this teacher. Please review these records for possible submission errors:
  - SR7731 v11.03 End date/Start date overlap for Course: XXXX, Teacher: XXXXXXXXX, Reporting Date: YYYY-MM-DD - Please review

Revision History

Staff Evaluation Rating Validation and Errors

Date	Comment

9 /4 /2015	• Removed "Local" reference for "Staff ID" (SE7902A & SE7902B) and added information check
	  ○ If Staff Snapshot has been deleted or flagged for delete and a Staff Evaluation record still exists, you will receive the following message:
	  * SE7917 Deleted Staff Snapshot ID found. Evaluation record(s) will not be exported.

9 /24/2015	• Left zero fill Staff ID on import

4 /5 /2016	• Added L0H edits for new SAPP reason for change
	  ○ For L0H Only - if Reason for Change is not equal to "SAPP" and Evaluation Criteria Rating Points are not provided, fall outside the min and max range of the dimension table, or not a whole number, you will receive the following message:
	  * SE7909aH v4.0 (L0H Only) Evaluation Criteria Rating points missing/invalid or value is outside valid range (must be a whole number) for Criteria Code
	  ○ For L0H Only - if Reason for Change is equal to "SAPP" and Evaluation Criteria Rating Points are not provided, fall outside the min and max range of the dimension table (Local20 (0-40) and Other (0-75)), or not a whole number, you will receive the following message:
	  * SE7909bH v4.0 (L0H Only) Evaluation Criteria Rating points missing/invalid or value is outside valid range (must be a whole number) for Criteria Code
	  ○ For L0H Only - with the exception of Charter Schools without Commissioner approved APPR plans, if the Overall Composite score and rating is provided with a Reason for Change that is not equal to "SAPP", scores for State, Local and Other Measures must also be provided or you will receive the following error:
	  * SE7914aH v4.0 (L0H Only) Overall Composite Score and Rating requires three subcomponent scores to be submitted (State, Local and Other Measures)
	  ○ For L0H Only - with the exception of Charter Schools without Commissioner approved APPR plans, if the Overall Composite score and rating is provided with a Reason for Change equal to "SAPP", scores for Local and Other Measures, must also be provided or you will receive the following error:
	  * SE7914bH v4.0 (L0H Only) Overall Composite Score and Rating, with a Reason for Change equal to SAPP, requires at least two subcomponent scores to be submitted (Local and Other Measures)

Staff Evaluation Rating Validation and Errors

Key Fields:

Staff District Code, Evaluation Criteria Code, School Year Date, Reporting Date

Required Fields:

Staff District Code, Evaluation Criteria Code, School Year Date, Reporting Date, Evaluation Criteria Rating Code, Evaluation Criteria Rating Points

Quasi-Required Fields (Certain Records):

Staff ID, Alternate Staff ID

Individual field Integrity Checks and errors:

Staff District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
  If the district code does not equal the user selected district code, then the following error message will display:
  - SE7901 v7.05 There are records in this file that contain the following district code: "bad district data". This district code does not match your selected district which is: "user selected district code data" The validation process cannot continue until all the records in the import file match your selected district. If you have chosen the wrong district, please select the correct district.

Staff ID

Integrity Check:

- Either Staff ID or Alternate Staff ID, but not both, should be provided and must be found in the Staff Snapshot table. The validation process cannot continue until all the records in the import file meet the criteria selected under the "Current District Staff Evaluation ID Import Type Selections" under L0 Options. A Staff ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length. Records with no Staff ID are not imported.

Errors:

- If Staff ID has been selected in L0 Options, under "Current District Staff Evaluation ID Import Type Selections", then Staff ID must have data and Alternate Staff ID must be blank
  - SE7902A v 11.0 Level 0 staff evaluation staff ID option set to 'Staff ID' and import records found with Alt. ID (field 14) data. The validation process cannot continue until all the records in the import file have field 2 populated and field 14 blank. Please correct error records and perform the import process again.
- A Staff ID, if provided, must match the Staff ID in the Staff Snapshot, or the following error will display:
  - SE7903 v7.05 Invalid Staff ID: & bad data

Evaluation Criteria Code

Integrity Check:

- Report one "STATE20", one "LOCAL20", one "OTHER", and one "OC" code (case sensitive) for each staff member reported. Charter schools are required to send only the "OC" code, but may send all four records.

Errors:

- Evaluation Criteria Code must exist in the EVALUATION_CRITERIA Table for the matching SCHOOL YEAR DATE
  - SE7905 v8.03 Missing or Invalid Evaluation Criteria Code: & bad data
- If a duplicate Evaluation Criteria Code is found for a Staff ID within a given school year, you will receive the following error:
  - SE7913H L0H Only - Duplicate Evaluation Criteria Code found (School Year)

Staff Evaluation Rating Validation and Errors

Individual field Integrity Checks and errors:

School Year Date

Integrity Check:

- The school year must have data and must equal the 10-character date that the user selects in the School Year dropdown box.

Errors:

- Any school year error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - SE7906 v7.05 There are records in this file that contain the following school year: "(Bad School Year)". At the top of this page you selected "(Selected School Year)" as the school year for this import file. Please adjust your import file or select a different school year.

Reporting Date

Integrity Check:

- The reporting date must have data and must equal the 10-character date that the user selects in the School Year dropdown box.

Errors:

- Any Reporting date error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - SE7907 v7.05 Reporting date does not match school year date: ("bad reporting date"). At the top of this page you selected "(Selected School Year)" as the school year. Please adjust your record(s) or select a different school year.

Evaluation Review Date

Integrity Check:

- This field will be validated for length only, if this field has more characters than its assigned length, the data will be truncated to the maximum length.

Evaluation Criteria Rating Code

Integrity Check:

- The Evaluation Criteria Rating Code must be provided and must equal NA

Errors:

- If the Evaluation Criteria Rating Code doesn't equal NA you will receive the following message
  - SE7908 v7.05 Evaluation Criteria Rating Code must equal NA: & bad data

Evaluation Criteria Rating Points

Integrity Check:

- With the exception of Charter Schools, Evaluation Criteria Rating Points must be provided and must within the min and max range of the dimension table and be a whole number.

  ***** Note in documentation that decimals were only allowed during the 2011-12 school year reporting *****

Errors:

- IF Evaluation Criteria Rating Points are not provided, fall outside the min and max range of the dimension table, or not a whole number, you will receive the following message:
  - SE7909 v9.0 Evaluation Criteria Rating points missing/invalid or value is outside valid range (must be a whole number) for Criteria Code: & bad data

- For L0H Only - if Reason for Change is not equal to "SAPP" and Evaluation Criteria Rating Points are not provided, fall outside the min and max range of the dimension table, or not a whole number, you will receive the following message:
  - SE7909aH v4.0 (L0H Only) Evaluation Criteria Rating points missing/invalid or value is outside valid range (must be a whole number) for Criteria Code

- For L0H Only - if Reason for Change is equal to "SAPP" and Evaluation Criteria Rating Points are not provided, fall outside the min and max range of the dimension table (Local20 (0-40) and Other (0-75)), or not a whole number, you will receive the following message:
  - SE7909bH v4.0 (L0H Only) Evaluation Criteria Rating points missing/invalid or value is outside valid range (must be a whole number) for Criteria Code

Evaluation Period Start Date

Integrity Check:

- Evaluation Period Start Date (Field 9) thru Evaluator Comment (Field 13) - These fields will be validated for length only, if any fields have more characters than its assigned length, the data will be truncated to the maximum length.

Staff Evaluation Rating Validation and Errors

Individual field Integrity Checks and errors:

Alternate Staff ID

Integrity Check:

- Either Alternate Staff ID or Staff ID, but not both, should be provided and must be found in the Staff Snapshot table. The validation process cannot continue until all the records in the import file meet the criteria selected under the "Current District Staff Evaluation ID Import Type Selections" under L0 Options. An Alternate Staff ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length. Records with no Alternate Staff ID are not imported.

Errors:

- If Alt. ID has been selected in L0 Options, under "Current District Staff Evaluation ID Import Type Selections", then Alternate Staff ID must have data and Staff ID must be blank
  - SE7902B v 11.0 Level 0 staff evaluation staff ID option set to 'Alt. ID' and import records found with Staff ID (field 2) data. The validation process cannot continue until all the records in the import file have field 14 populated and field 2 blank. Please correct error records and perform the import process again.
- An Alternate Staff ID, if provided, must match the Alternate Staff ID in the Staff Snapshot, or the following error will display:
  - SE7904 v7.05 Invalid Alternate Staff ID: & bad data

Evaluation Group Code

Integrity Check:

- Evaluation Group Code (Field 15) thru Evaluation Reporting Location Code (Field 22) - No checks are done for these fields and any data residing in these fields is not currently being saved.

Reason for Change

Integrity Check:

- Reason for Change must be provided in L0H when any Staff Evaluation changes are made

Errors:

- IF LOCAL, STATE, OTHER, OC records are added, changed, or deleted, a Reason for Change is required
  - SE7911H v2.0 L0H Only - Reason for Change is missing (YYYY-mm-dd)

Reason Comment

Integrity Check:

- No checks are done on this field and any data residing in this field is not currently being saved

Additional 2nd Level Verification Fatal Error Checks

- With the exception of Charter Schools, Evaluation Criteria Rating Points must be provided and must within the min and max range of the dimension table and be a whole number.

  ***** Note in documentation that decimals were only allowed during the 2011-12 school year reporting *****

Errors:

- If Evaluation Criteria Rating points from State, Local, Other and Overall Composite (OC) scores are provided and OC score does not equal the sum of State, Local, and Other Measures subcomponent scores, you will receive the following error:

  - SE7910 v9.04 W/F The sum of State, Local, and Other Measures subcomponent scores must equal Overall Composite score

- With the exception of Charter Schools without Commissioner approved APPR plans, if the Overall Composite score and rating is provided, scores for all three subcomponents (State, Local, and Other Measures) must also be provided or you will receive the following error:

  - SE7914 v9.04 W/F Overall Composite Score and Rating requires three subcomponent scores to be submitted (State, Local, and Other Measures)

- For L0H Only - with the exception of Charter Schools without Commissioner approved APPR plans, if the Overall Composite score and rating is provided with a Reason for Change that is not equal to "SAPP", scores for State, Local and Other Measures must also be provided or you will receive the following error:

  - SE7914aH v4.0 (L0H Only) Overall Composite Score and Rating requires three subcomponent scores to be submitted (State, Local and Other Measures)

- For L0H Only - with the exception of Charter Schools without Commissioner approved APPR plans, if the Overall Composite score and rating is provided with a Reason for Change equal to "SAPP", scores for Local and Other Measures, must also be provided or you will receive the following error:

  - SE7914bH v4.0 (L0H Only) Overall Composite Score and Rating, with a Reason for Change equal to SAPP, requires at least two subcomponent scores to be submitted (Local and Other Measures)

- With the exception of Charter Schools without Commissioner approved APPR plans, if scores for all three subcomponents are provided (State, Local, and Other Measures), the Overall Composite score and rating must also be provided or you will receive the following error:

  - SE7915 v9.04 W/F The submission of scores for all three subcomponents (State, Local, and Other Measures) requires the submission of an Overall Composite score and rating

Staff Evaluation Rating Validation and Errors

District Data Cross Edit Informational or Report(s)

Errors:

- Staff Evaluation record check for Staff that have reported scores and are missing 1 or more evaluation scores
  - SE7916 v9.04 Missing 1 or more Criteria Codes - Please review.

- If Staff Snapshot has been deleted or flagged for delete and a Staff Evaluation record still exists, you will receive the following message:
  - SE7917 v11.0 Deleted Staff Snapshot ID found. Evaluation record(s) will not be exported.

Revision History

Staff Tenure Validation and Errors

Date	Comment

9 /4 /2015	• Removed "Local" reference for "Staff ID" (ST8102A & ST8102B), modified/removed edit checks
	  ○ If Staff Snapshot has been deleted or flagged for delete and a Staff Tenure record still exists with a Tenure Status Code not equal "D", you will receive the following message:
	  * ST8119 v11.0 Deleted Staff Snapshot ID found and Staff Tenure status not equal 'D', Staff Tenure record(s) will not be exported
	  ○ If Probationary Period Extended Indicator is equal to "N", then Probationary End Date, if provided, should be less than or equal to Original Probationary Period End Date or you will receive the following error:
	  * ST8116 v11.0 Probationary Period End Date should be less than or equal to Original Probationary Period End Date when Probationary Period Extended Indicator equal to "N": & bad data
	  ○ ******* Not Applicable - Used Prior to 2015-16 School Year *********
	If the Probationary Period End Date is less than the Original Probationary Period End Date, you will receive the following error:
	  * ST8113 v10.02 Probationary Period End Date cannot be prior to Original Probationary Period End Date
	**********

9 /24/2015	• Left zero fill Staff ID on import

Staff Tenure Validation and Errors

Key Fields:

District Code, Staff ID, Alternate Staff ID, Tenure Area Code

Required Fields:

District Code, Tenure Area Code, School Year Date, Tenure Status Code, Tenure Status Effective Date, Probationary Period Extended Indicator

Quasi-Required Fields (Certain Records):

Staff ID, Alternate Staff ID, Original Probationary Period End Date, Probationary Period End Date

Individual field Integrity Checks and errors:

District Code

Integrity Check:

- The District code must have data and must equal the 8 character district code that the user has selected.

Errors:

- Any district code error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected.
  If the district code does not equal the user selected district code, then the following error message will display:
  - ST8101 v10.01 There are records in this file that contain the following district code:" bad district code data". This district code does not match your selected district which is: "user selected code data". The validation process cannot continue until all the records in the import file match your selected district. If you chose the wrong district at the top of this page please select the district and perform the import process again.

Staff ID

Integrity Check:

- Either Staff ID or Alternate Staff ID, but not both, should be provided and must be found in the Staff Snapshot table. The validation process cannot continue until all the records in the import file meet the criteria selected under the "Current District Staff Tenure ID Import Type Selections" under L0 Options. A Staff ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length. Records with no Staff ID are not imported.

Errors:

- If Staff ID has been selected in L0 Options, under 'Current District Staff Tenure ID Import Type Selections", then Staff ID must have data and Alternate Staff ID must be blank
  - ST8102A v11.0 Level 0 Staff Tenure staff ID option set to 'Staff ID' and import records found with Alt. ID (field 3) data. The validation process cannot continue until all records in the import file have field 2 populated and field 3 blank. Please correct error records and perform the import process again.
- A Staff ID, if provided, must match the Staff ID in the Staff Snapshot, or the following error will display:
  - ST8103 v10.01 Invalid Staff ID: & bad data

Alternate Staff ID

Integrity Check:

- Either Staff ID or Alternate Staff ID, but not both, should be provided and must be found in the Staff Snapshot table. The validation process cannot continue until all the records in the import file meet the criteria selected under the "Current District Staff Tenure ID Import Type Selections" under L0 Options. An Alternate Staff ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length. Records with no Alternate Staff ID are not imported.

Errors:

- If Alt ID has been selected in L0 Options, under 'Current District Staff Tenure ID Import Type Selections", then Alternate Staff ID must have data and Staff ID must be blank
  - ST8102B v11.0 Level 0 Staff Tenure staff ID option set to 'Alt ID' and import records found with Staff ID (field 2) data. The validation process cannot continue until all records in the import file have field 3 populated and field 2 blank. Please correct error records and perform the import process again.
- A Staff ID, if provided, must match the Staff ID in the Staff Snapshot, or the following error will display:
  - ST8104 v10.01 Invalid Alternate Staff ID: & bad data

Individual field Integrity Checks and errors:

Tenure Area Code

Integrity Check:

- Tenure Area Code must exist in the Tenure Area table for the matching School Year Date

Errors:

- A Tenure Area Code that is blank or that cannot be found in the Tenure Area table will receive the following error:
  - ST8105 v10.01 Missing or Invalid Tenure Area Code: & bad data

School Year Date

Integrity Check:

- The school year must have data and must equal the 10-character date that the user selects in the School Year dropdown box.

Errors:

- Any school year error is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. In this situation the following error message will display:
  - ST8106 v10.01 There are records in this file that contain the following school year: "(Bad School Year)". At the top of this page you selected "(Selected School Year)" as the school year for this import file. Please adjust your import file or select a different school year.

Tenure Status Code

Integrity Check:

- Tenure Status Code must exist in the Master Lookup Table for the matching School Year Date

Errors:

- A Tenure Status Code that is blank or that cannot be found in the Master Lookup Table will receive the following error:
  - ST8107 v10.01 Missing or Invalid Tenure Status Code: & bad data

Tenure Status Effective Date

Integrity Check:

- The Tenure Status Effective Date must have data, must be a valid date, must be 10 characters in length and in the following format: YYYY-MM-DD, must be equal to or less than current school year and cannot be a future date

Errors:

- A Tenure Status Effective Date that is not 10 characters in length, not a valid date, not in the correct format, or is greater than the current school year will receive the following error:
  - ST8108 v10.01 Missing or Invalid Tenure Status Effective Date. (Must be equal to or less than current school year and in the YYYY-MM-DD format): & bad data
- A Tenure Status Effective Date that exceeds the current date will receive the following error:
  - ST8109 v10.01 Tenure Status Effective Date cannot be a future date

Original Probationary Period End Date

Integrity Check:

- An Original Probationary Period End Date must be 10 characters in length, be a valid date, in the correct format (YYYY-MM-DD) and except when Tenure Status Code is equal to D or NOTTENELIG, Original Probationary Period End Date must be provided.

Errors:

- An Original Probationary Period End Date that does not meet the required criteria will receive the following error:
  - ST8110 v10.02 Missing or Invalid Original Probationary Period End Date. Date must be in YYYY-MM-DD format: & bad data
- If Original Probationary Period End Date is provided, Tenure Status Code must not equal D or NOTTENELIG or you will receive the following error:
  - ST8111 v10.02 Original Probationary Period End Date is not expected when Tenure Status Code is D or NOTTENELIG: & bad data

Individual field Integrity Checks and errors:

Probationary Period End Date

Integrity Check:

- Date probation in tenure area ends. If probation was extended, this date will be later than the date in field #8. If probation was not extended, date will be less than or equal date in field #8. A Probationary Period End Date must be 10 characters in length, be a valid date, in the correct format (YYYY-MM-DD) and except when Tenure Status Code is equal to D or NOTTENELIG, Probationary Period End Date must be provided.

Errors:

- A Probationary Period End Date that does not meet the required criteria will receive the following error:
  - ST8112 v10.02 Missing or Invalid Probationary Period End Date. Date must be in YYYY-MM-DD format: & bad data

- ******* Not Applicable - Used Prior to 2015-16 School Year *********
If the Probationary Period End Date is less than the Original Probationary Period End Date, you will receive the following error:
  - ST8113 v10.02 Probationary Period End Date cannot be prior to Original Probationary Period End Date **********

- If Probationary Period End Date is provided, Tenure Status Code must not equal D or NOTTENELIG or you will receive the following error:
  - ST8114 v10.02 Probationary Period End Date is not expected when Tenure Status Code is D or NOTTENELIG: & bad data

- If Probationary Period Extended Indicator is equal to "Y", then Probationary End Date should be greater than Original Probationary Period End Date or you will receive the following error:
  - ST8115 v10.01 Probationary Period End Date should be greater than Original Probationary Period End Date when Probationary Period Extended Indicator equal to "Y": & bad data

- If Probationary Period Extended Indicator is equal to "N", then Probationary End Date, if provided, should be less than or equal to Original Probationary Period End Date or you will receive the following error:
  - ST8116 v11.0 Probationary Period End Date should be less than or equal to Original Probationary Period End Date when Probationary Period Extended Indicator equal to "N": & bad data

Probationary Period Extended Indicator

Integrity Check:

- Probationary Period Extended Indicator must be provided and match a value in the YesNo Lookup Table

Errors:

- A Probationary Period Extended Indicator that cannot be found in the YesNo Lookup Table will receive the following error:
  - ST8117 v10.01 Missing or Invalid Probationary Period Extended Indicator & bad data

- If Probationary Period Extended Indicator is equal to "Y", Tenure Status Code must not equal D or NOTTENELIG or you will receive the following error:
  - ST8118 v10.02 Probationary Period Extended Indicator of Y is not expected when Tenure Status Code is D or NOTTENELIG: & bad data

Staff Tenure Validation and Errors

District Data Cross Edit Informational or Report(s)

Errors:

- If Staff Snapshot has been deleted or flagged for delete and a Staff Tenure record still exists with a Tenure Status Code not equal "D", you will receive the following message:
  - ST8119 v11.0 Deleted Staff Snapshot ID found and Staff Tenure status not equal ‘D’, Staff Tenure record(s) will not be exported.