

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

Version 19.02

Revised

3/25/2024

DM - Student Lite (Demographic)	-1000
EE - School Entry Exit	-2000
DA - Student Daily Attendance	-2300
DC - Day Calendar	-2400
AC - Attendance Codes	-2500
PS - Programs Fact	-3000
PP - Partner Project Fact	-3500
SS - Special Education Snapshot	-4000
EV - Special Education Events	-5000
AS - Assessment Fact	-6000
AA - Assessment Acc Mod Fact	-6200
SF - Assessment Session Fact	-6300
DR - Student Digital Resources	-6400
SG - Student Class Grade Detail	-7000
CG - Student Credit GPA	-7100
SD - Staff Attendance	-7200
SN - Staff Snapshot	-7300
LM - Location Marking Period	-7400
CR - Course	-7500
SA - Staff Assignment	-7600
CE - Student Class Entry Exit	-7800
SE - Staff Evaluation Rating	-7900
CI - Course Instructor Assignment	-8000
ST - Staff Tenure	-8100

# Table of Contents

---

Student Lite (Demographic) Data Validation and Errors .....	3
School Entry Exit Data Validation and Errors .....	18
Student Daily Attendance Validation and Errors .....	32
Day Calendar Data Validation and Errors .....	38
Attendance Codes Validation and Errors.....	43
Programs Fact Data Validation and Errors .....	46
Partner Project Fact Data Validation and Errors .....	63
Special Education Snapshot Data Validation and Errors .....	72
Special Education Events Data Validation and Errors .....	82
Assessment Fact Data Validation and Errors .....	89
Assessment Acc Mod Fact Data Validation and Errors .....	99
Assessment Session Fact Validation and Errors .....	102
Student Digital Resources Validation and Errors .....	105
Student Class Grade Detail Validation and Errors .....	111
Student Credit GPA Validation and Errors .....	119
Staff Attendance Data Validation and Errors .....	125
Staff Snapshot Data Validation and Errors .....	131
Location Marking Period Validation and Errors .....	144
Course Data Validation and Errors .....	147
Staff Assignment Validation and Errors .....	151
Student Class Entry Exit Validation and Errors .....	157
Staff Evaluation Rating Validation and Errors .....	163
Course Instructor Assignment Validation and Errors .....	176
Staff Tenure Snapshot Validation and Errors .....	183

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# Revision History

## Student Lite (Demographic) Data Validation and Errors

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Date	Comment
9 /15/2023	<ul style="list-style-type: none"><li>● Discontinued DM1086 Information check Modified DM1097 to include new Exit Enrollment 0071 Added new Information edit DM1116 for the Crisis Impact Code<ul style="list-style-type: none"><li>○ ***** Not Applicable - Used prior to 2023-24 School Year ***** 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", you will receive the following warning: * DM1086 v5.0 Students with more than one Race should be reported as "Multiracial" under Race 1 prior to 2010-07-01- Please review. *****</li><li>○ If Partner Project Fact Programs_Code is equal to 4026 or 4027, then a Credential Type Code of 204, 221, 238, 255, 272, 289, 306, 323, 340, 357, 374, 391, 762, 813, 779, 796, 680, 697, 714, 731, 068, 069, 070 or 612 without an exit enrollment code of 0065, 0071, or 799, will receive the following warning: * DM1097 v19.0 P-Tech student Missing or Invalid exit enrollment for credential XXX code: &amp; bad data - Please review</li><li>○ If a Crisis Impact Code is found in both the prior and current School Year, you will receive the following warning message: * DM1116 v19.0 Crisis Impact Code found in both prior and current School Year. Crisis Impact Code should only be reported in the school year when the impacted student is presented for registration - Please review.</li></ul></li></ul>

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# *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 v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **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 will receive the following error:

- DM1002 v15.0 Location Code reported is either blank or doesn't exist in Level 0 for this district: & bad data

- A location code that is blank or cannot be found in the LOCATION lookup table or the Location Year table, when populated, will receive the following error:

- DM1003 v15.0 Location Code reported is either blank, inactive or doesn't exist in Level 0 for this district: & 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 v15.0 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected 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 v15.0 Student ID cannot exceed 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 student Last Name field must have data and must not be longer than 25 characters. If the student Last Name is longer than 25 characters then only the first 25 characters will be saved.

##### Errors:

- A student Last Name that is blank will receive the following error:

○ DM1008          v15.0 Student Last Name is blank

#### **First Name**

##### Integrity Check:

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

##### Errors:

- A student First Name that is blank will receive the following error:

○ DM1009          v15.0 Student First Name is blank

#### **Middle Initial**

##### Integrity Check:

- The Middle Initial, if provided, must not be longer than 1 character (A thru Z).

##### Errors:

- If Middle Initial is not blank or is not a value of A thru Z, you will receive the following error:

○ DM1111          v16.01 Middle Initial must be blank or a value of A thru Z

#### **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)
- \*\*\*\*\* Not Applicable - Used Prior to January 2022 \*\*\*\*\*  
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, but cannot be equal to DECLINED.

#### Errors:

- A Race 1 code that is blank, cannot be found in the Race or Ethnicity lookup table or is equal to DECLINED will receive the following error:
  - DM1081           v14.01 Missing or Invalid Race 1 Code: & bad data

### **Home Language**

#### Integrity Check:

- The home language code, if provided, must be found in the LANGUAGE Master Lookup table

#### Errors:

- A Home Language Code that cannot be found in the LANGUAGE Master Lookup table will receive the following error:
  - DM1021           v12.02 Invalid Home Language 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.

## *Student Lite (Demographic) Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

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

##### 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 2019-20 School Year \*\*\*\*\*
- A Duration of LEP that is not numeric, more than 2 characters, or that is not a value 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-Graduate Activity code, if provided, must be found in the POST GRADUATE ACTIVITY CODE Master Lookup table

##### Errors:

- A Post-Graduate Activity code that cannot be found in the POST GRADUATE ACTIVITY CODE Master Lookup table will receive the following error:
  - DM1025 v18.0 Invalid Post-Grad Activity: & 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 fall with the selected school year.  
\*Note: Although not required, Level 0, on import, auto-populates 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 Last 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 within the selected school year will receive the following error:
  - DM1028 v15.0 Invalid Last Status Date. Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & 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.

# *Student Lite (Demographic) Data Validation and Errors*

## **Individual field Integrity Checks and errors:**

### **Diploma Type Code**

#### Integrity Check:

- The credential type code, if provided, must be found in the DIPLOMA\_TYPE\_CODE lookup table. When Credential Type Code is provided, Career Path Code must also be provided, likewise when a Career Path Code is provided, Credential Type Code must also be provided.

#### Errors:

- A credential type code that cannot be found in the DIPLOMA\_TYPE\_CODE lookup table will receive the following error:
  - DM1032 v12.0 Invalid Credential Type Code: & bad data
- A Credential Type Code that does not have an associated Career Path Code, likewise a Career Path Code that does not have an associated Credential Type Code will receive the following error:
  - DM1095 v12.0 Both Credential 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 equal to "09, 10, 11, or 12", and a Grade 9 Entry Date that 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 v13.02 Grade 9 Entry Date is not later than birth date: & bad data

### **Service Provider (Backmapping Beds Code)**

#### 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 2019-20 School Year \*\*\*\*\*  
A Backmapping 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:

- 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 2017-18 School Year \*\*\*\*\*  
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  
\*\*\*\*\*



## *Student Lite (Demographic) Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **Address 1**

##### Integrity Check:

- The Address 1 should have data, should be a physical address, not a PO Box and cannot be longer than 30 characters. If the address is longer than 30 characters then only the first 30 characters will be saved.

##### Errors:

- An Address 1 that is blank or contains a PO (" PO ", "P O ", "P.O.") box will receive the following error:
  - DM1104 v17.03b Address 1 is missing or contains a PO Box number & bad data

#### **Address 2**

##### Integrity Check:

- The Address 2, if provided, should be a physical address, not a PO Box and cannot be longer than 30 characters. If the address is longer than 30 characters then only the first 30 characters will be saved.

##### Errors:

- An Address 2 that contains a PO (" PO ", "P O ", "P.O.") box will receive the following error:
  - DM1105 v17.03b Address 2 should not contain a PO Box number & bad data

#### **City**

##### Integrity Check:

- Except when Address 1 is equal to "UNKNOWN", City should have data, should be the city of the student's physical address and cannot be longer than 25 characters. If the city is longer than 25 characters then only the first 25 characters will be saved.

##### Errors:

- Except when Address1 = "UNKNOWN", if City is blank, you will receive the following error:
  - DM1106 v17.02 City is missing.

#### **State**

##### Integrity Check:

- Except when Address 1 is equal to "UNKNOWN", the State, should have data and must be found in the STATE ABBR Master Lookup table, should be the 2-character state code of the student's physical address and cannot be longer than 2 characters.

##### Errors:

- Except when Address1 = "UNKNOWN", if State is blank or does not match a value in the STATE ABBR Master Lookup table (will include Canadian Provinces) you will receive the following error:
  - DM1107 v17.02 State is missing or invalid & bad data

#### **Zip Code**

##### Integrity Check:

- Except when Address 1 is equal to "UNKNOWN", the Zip Code should be provided, should be the zip code of the student's physical address and cannot be longer than 10 characters. If the zip code is longer than 10 characters then only the first 10 characters will be saved.

##### Errors:

- Except when Address1 = "UNKNOWN", if a Zip Code is blank or is less than 5 characters you will receive the following error:
  - DM1108 v17.02 Zip Code missing or is less than 5 characters & bad data

#### **Home Phone**

##### Integrity Check:

- The Home Phone should have data, should contain the area code and phone number at the student's physical address. If there is no phone at the physical address, record the number most frequently used to contact the student's primary guardian. The Home Phone number cannot be longer than 14 characters. If the Home Phone number is longer than 14 characters then only the first 14 characters will be saved. For unlisted numbers, use the area code and zeros.

##### Errors:

- No errors are associated with this field.

## *Student Lite (Demographic) Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **Primary Guardian Name**

##### Integrity Check:

- The Primary Guardian should have data, should be the name of the parent or legal guardian who enrolled the student. Be sure to include ONLY the first and last name of one individual within this field. Do not combine both guardians in this field. The Primary Guardian name cannot be longer than 40 characters. If the Primary Guardian name is longer than 40 characters then only the first 40 characters will be saved.

##### Errors:

- No errors are associated with this field.

#### **Alternate Guardian Name**

##### Integrity Check:

- The Alternate Guardian, if provided, should be the name of a second parent or legal guardian who enrolled the student. Be sure to include ONLY the first and last name of one individual within this field. Do not combine both guardians in this field. The Alternate Guardian name cannot be longer than 40 characters. If the Alternate Guardian name 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:

- 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 2017-18 School Year \*\*\*\*\*  
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 will receive the following error:
  - DM1051 v12.0 Date of Entry to US must be later than birth date: & bad data  
\*\*\*\*\*

#### **Number of Years In US Schools**

##### 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:

- \*\*\*\*\* Not Applicable - Used prior to 2016-17 School Year \*\*\*\*\*  
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  
\*\*\*\*\*

## *Student Lite (Demographic) Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **Country Of Origin**

##### Integrity Check:

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

##### Errors:

- \*\*\*\*\* Not Applicable - Used prior to 2017-18 School Year \*\*\*\*\*  
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 Indicator must be provided and match a value in the YES NO CODE Master Lookup table

##### Errors:

- A Hispanic Ethnicity Indicator that cannot be found in the YES NO CODE Master 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, but cannot be equal to DECLINED.

##### Errors:

- A Race code, if provided, that cannot be found in the Race lookup table or is equal to DECLINED will receive the following error:
  - DM1082          v14.01 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 \*\*\*

# Student Lite (Demographic) Data Validation and Errors

## 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 equal to "Y" or "N" will receive the following error:
  - DM1058 v15.0 Migrant Indicator must equal "Y" or "N": & bad data

### Immigrant Indicator

#### Integrity Check:

- The Immigrant indicator, if provided, must be found in the YES NO CODE Master Lookup table  
Note: This cannot be corrected in Level 0.

#### Errors:

- An Immigrant value that cannot be found in the YES NO CODE Master Lookup table will receive the following error:
  - DM1060 v12.0 Invalid Immigrant indicator: & bad data. Cannot correct in Level 0

- \*\*\*\*\* Not Applicable - Used prior to 2016-17 School Year \*\*\*\*\*

A Immigrant indicator that is not valid will receive the following error:

- DM1060 v7.0 Invalid Immigrant indicator: & bad data  
\*\*\*\*\*

- \*\*\*\*\* Not Applicable - Used prior to 2016-17 School Year \*\*\*\*\*

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 equal to "Y" or "N" will receive the following error:
  - DM1059 v150 Neglected/Delinquent Indicator must equal "Y" or "N": & bad data

# *Student Lite (Demographic) Data Validation and Errors*

## **Individual field Integrity Checks and errors:**

### **Homeless Primary Nighttime Residence**

#### Integrity Check:

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

#### Errors:

- \*\*\*\*\* Not Applicable - Used prior to 2018-19 School Year \*\*\*\*\*

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  
\*\*\*\*\*

### **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, Credential Type Code must also be provided, likewise when a Credential 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 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            v15.0 Invalid Career Path Code: & bad data

- A Credential Type Code of 738, 119 or 136 must have a Career Path Code of "NONE". Likewise, a Career Path Code of "NONE" can only be used with a Credential Type Code of 738, 119 or 136, or you will receive the following error:

- DM1103            v15.02 A Career Path Code of "NONE" and a GED or Commencement Credential (Credential Type Codes 738, 119 or 136) must be paired together

- \*\*\*\*\* Not Applicable - Used prior to 2019-20 School Year \*\*\*\*\*

A Credential Type Code of 738, 085, 119 or 136 must have a Career Path Code of "NONE". Likewise, a Career Path Code of "NONE" can only be used with a Credential Type Code of 738, 085, 119 or 136, or you will receive the following error:

- DM1096            v13.0 A Career Path Code of "NONE" and a GED or Commencement Credential (Credential Type Codes 738, 085, 119 or 136) must be paired together  
\*\*\*\*\*

### **Guidance Counselor District Code**

#### Integrity Check:

- The Guidance Counselor District Code, if provided, must equal the 8 character district code that the user has selected. A Guidance Counselor District Code that is blank when a Guidance Counselor ID is provided, will auto-populate to the value in District Code.

#### Errors:

- The Guidance Counselor District Code, if provided, must equal the 8 character district code that the user has selected

- DM1102            v13.0 Invalid Guidance Counselor District Code - must be equal to District Code: & bad data

### **Guidance Counselor ID**

#### Integrity Check:

- The Guidance Counselor ID, if provided, must be found in the Staff Snapshot table. A Guidance Counselor ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length.

Note: This check is only run if at least one (1) Staff Snapshot record exists in Level 0, otherwise the Guidance Counselor ID will be blanked out prior to import.

#### Errors:

- A Guidance Counselor ID that does not have a corresponding Staff Snapshot record or if the Staff Snapshot has a "Deleted" Status, will receive the following error:

- DM1100            v15.0 No Matching Staff Snapshot for Guidance Counselor Staff ID: & bad data

## *Student Lite (Demographic) Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **County of Residence**

##### Integrity Check:

- The County of Residence, if provided, must be found in the COUNTY Master Lookup table

##### Errors:

- A County of Residence that cannot be found in the COUNTY Master Lookup table will receive the following error:
  - DM1112          v18.0 Invalid County of Residence: & bad data

#### **Education Level of Parent**

##### Integrity Check:

- The Education Level of Parent, if provided, must be found in the PARENT EDUCATION LEVEL Master Lookup table

##### Errors:

- An Education Level of Parent that cannot be found in the PARENT EDUCATION LEVEL Master Lookup table will receive the following error:
  - DM1113          v18.0 Invalid Education Level of Parent: & bad data

#### **Crisis Impact Code**

##### Integrity Check:

- The Crisis Impact Code, if provided, must be found in the CRISIS IMPACT Master Lookup table

##### Errors:

- A Crisis Impact Code that cannot be found in the CRISIS IMPACT lookup table will receive the following error:
  - DM1114          v18.0 Invalid Crisis Impact Code: & bad data

#### **Crisis Name**

##### Integrity Check:

- The Crisis Name, if provided, must have a valid Crisis Impact Code from the CRISIS IMPACT Master Lookup table

##### Errors:

- A Crisis Name that doesn't have a valid Crisis Impact Code will receive the following error:
  - DM1115          v18.0 Crisis Impact Code required when Crisis Name is provided

# *Student Lite (Demographic) Data Validation and Errors*

## Additional 2nd Level Verification Fatal Error Checks

- Verification

### Errors:

- \*\*\*\*\* Not Applicable - Used prior to 2016-17 School Year \*\*\*\*\*

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  
\*\*\*\*\*

- \*\*\*\*\* Not Applicable - Used prior to 2018-19 School Year \*\*\*\*\*

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.  
\*\*\*\*\*

- \*\*\*\*\* Not Applicable - Used prior to 2019-20 School Year \*\*\*\*\*

A Credential Type Code that has no associated Post Grad Activity Code will receive the following error:

- DM1063      v15.0 W/F - Post-Grad Activity required with Credential Type Code  
\*\*\*\*\*

- \*\*\*\*\* Not Applicable - Used prior to 2016-17 School Year \*\*\*\*\*

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 Demographic record, with a Grade Level equal to "09, 10, 11, or 12", and a Grade 9 Entry Date that is blank will receive the following error:

- DM1092      v7.0 W/F - No Grade 9 Entry Date

# Student Lite (Demographic) Data Validation and Errors

## District Data Cross Edit Informational or Report(s)

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

### Errors:

- \*\*\*\*\* 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 student demographic 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 v17.02 Active student Status but no active enrollment record for this student - Please review

- If the Date of Entry in Grade 9 is not consistent the selected and prior school year you will receive the following warning:

- DM1074 v15.0 Grade 9 Entry Date mismatch between school years for this student - Please review

- If Partner Project Fact Programs\_Code is not equal to 4026 or 4027, then a Credential Type Code of 204, 221, 238, 255, 272, 289, 306, 323, 340, 357, 374, 391, 762, 813, 779, 796, 068, 069, 070, 612, 680, 697, 714, or 731 without an exit enrollment code of 799, OR a Credential Type Code of 119 or 136 without an exit enrollment code of 085 or 629, will receive the following warning:

- DM1076 v18.02 Missing or Invalid exit enrollment for credential XXX code: & bad data - Please review
- \*\*\*\*\* v9.03 Removed credential codes 017, 034, & 595 as they are no longer applicable \*\*\*\*\*

- \*\*\*\*\* Not Applicable - Used prior to 2019-20 School Year \*\*\*\*\*

Beginning in the 2013-14 school year, a Credential Type Code of 085 without an exit enrollment code of 629, will receive the following warning:

- DM1077 v15.0 Missing or Invalid exit enrollment for IEP Credential code (085) - Please review  
\*\*\*\*\*

- A Credential Type Code of 738 without an associated exit enrollment code of 816, will receive the following warning::

- DM1078 v15.0 Missing or Invalid exit enrollment for GED Credential code (738) - Please review

- \*\*\*\*\* Not Applicable - Used prior to 2018-19 School Year \*\*\*\*\*

If Homeless = Y and there is no 5806 or 5817 Program Service record is available, you will receive the following warning:

- DM1085 v5.0 This Homeless student may be eligible for a FRPL program record(s) ( 5806 or 5817) - Please Review  
\*\*\*\*\*

- \*\*\*\*\* Not Applicable - Used prior to 2023-24 School Year \*\*\*\*\*

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", you will receive the following warning:

- 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 warning:

- 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.

- If Partner Project Fact Programs\_Code is equal to 4026 or 4027, then a Credential Type Code of 204, 221, 238, 255, 272, 289, 306, 323, 340, 357, 374, 391, 762, 813, 779, 796, 680, 697, 714, 731, 068, 069, 070 or 612 without an exit enrollment code of 0065, 0071, or 799, will receive the following warning:

- DM1097 v19.0 P-Tech student Missing or Invalid exit enrollment for credential XXX code: & bad data - Please review

- If a Pre-K student is under 3 years of age on December 1st, you will receive the following warning:

- DM1098 V15.0 Pre-K student will not be 3 years old as of Dec 1st - Please review.

- If Staff Snapshot has been flagged for delete and a Guidance Counselor ID exists, you will receive the following warning:

- DM1101 v15.0 Associated Staff Snapshot for Guidance Staff has been flagged for Delete - Please review.

- \*\*\*\*\* Not Applicable - Used Prior to 2019-20 School Year \*\*\*\*\*

A Credential Type Code with Career Ed Endorsement (255 , 272, 289, 357, 374, 391, 612, 697, 731, 796 or 813) with an enrollment exit reason of 799 should have a completed CTE Program (646 Exit Reason) and a passing CTE Assessment (P) reported or you will receive the following warning:



## *Student Lite (Demographic) Data Validation and Errors*

### **District Data Cross Edit Informational or Report(s)**

- DM1099 v13.0 Both a CTE Completed Program (646 exit) and a passing CTE Assessment (P) should be reported for Credential Type Code XXX with a CTE Endorsement - Please review  
\*\*\*\*\*
- \*\*\*\*\* No longer Applicable - Information Errors Used Prior to January 2022 \*\*\*\*\*  
An Address 1 that is blank or contains a PO ("PO", "P O ", "P.O.") box will receive the following warning:
  - DM1104 v16.0 Address 1 is missing or contains a PO Box number - Please review
- An Address 2 that contains a PO ("PO", "P O ", "P.O.") box will receive the following warning:
  - DM1105 v16.0 Address 2 should not contain a PO Box number - Please review
- A City that is blank will receive the following warning:
  - DM1106 v16.0 City is missing - Please review
- A State that is blank or does not match a value in the STATE ABBR Master Lookup table will receive the following warning:
  - DM1107 v16.0 State is missing or invalid - Please review
- A Zip Code that is blank or is less than 5 characters will receive the following warning:
  - DM1108 v16.0 Zip Code missing or is less than 5 characters - Please review  
\*\*\*\*\*
- A Home Phone number that is blank or is less than 10 characters will receive the following warning:
  - DM1109 v16.0 Home Phone number missing or is less than 10 characters - Please review
- A Primary Guardian Name that is blank will receive the following warning:
  - DM1110 v16.0 Primary Guardian Name missing - Please review
- If a Crisis Impact Code is found in both the prior and current School Year, you will receive the following warning message:
  - DM1116 v19.0 Crisis Impact Code found in both prior and current School Year. Crisis Impact Code should only be reported in the school year when the impacted student is presented for registration - Please review.

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# Revision History

## School Entry Exit Data Validation and Errors

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Date	Comment
9 /15/2023	<ul style="list-style-type: none"><li>● Added new edit EE2092 to ensure students with 8300 in prior year have 8300 in current year Added new edit EE2093 to replace EE2091 - modified to include students less than 6 on 12/2 Added new edit EE2094 to prevent Charters &amp; Non-Pubs from using 8300/400 Changed EE2089 from Information to a fatal error for 8300/UNK enrollment Discontinued EE2091 Modified EE2084 to exclude 8300 enrollment Modified EE2076 to include HSE Modified EE2064, EE2063, EE2041, EE2082 to include new Exit Enrollment 0071 Discontinued EE2049 Information check<ul style="list-style-type: none"><li>○ With the exception of Non-public and Charter schools, a student with an active enrollment Entry Code of 8300 in the prior School Year, must have an enrollment Entry Code 8300 in the current School Year or you will receive the following error:<ul style="list-style-type: none"><li>* EE2092 v19.0 Student with an active Entry Code 8300 in the Prior School Year must begin the current school year with an 8300 Entry Code</li></ul></li><li>○ With the exception of Non-public and Charter schools, students that are not of compulsory school age (students that are less than 6 on 12/2 or students turning 18 during the reporting school year) that have an enrollment Entry Code of 8300 or Exit Code of 400 will receive the following error:<ul style="list-style-type: none"><li>* EE2093 v19.0 Enrollment XXXX (Entry/Exit) Code XXXX:XXXX (Code &amp; Description of 8300 or 400) is reserved for Compulsory age students</li></ul></li><li>○ An enrollment Entry Code of 8300 or Exit Code of 400 used by a Non-public or Charter school will receive the following error:<ul style="list-style-type: none"><li>* EE2094 v19.0 Invalid XXXX (Entry/Exit) Code XXXX:XXXX (Code &amp; Description of 8300 or 400) for XXXXX (Charter or Non-Public) schools: &amp;bad data</li></ul></li><li>○ With the exception of Non-public and Charter schools, when a student has only an enrollment Entry Code 8300 during the school year, the Grade Level should be "UNK", or you will receive the following error:<ul style="list-style-type: none"><li>* EE2089 v19.0 Grade Level "UNK" required when a student only has an enrollment Entry Code 8300 during the school year: &amp; bad data</li></ul></li><li>○ ***** Not Applicable - Used prior to 2023-24 school year ***** With the exception of Non-public and Charter schools, students that are no longer of compulsory school age (turn 18 during the reporting school year) that have an enrollment Exit Code of 400 will receive the following message:<ul style="list-style-type: none"><li>* EE2091 v18.03 Enrollment Exit Code 400 (Compulsory age student, stopped attending) is reserved for Compulsory age students - Please review *****</li></ul></li><li>○ With the exception of 8300 enrollment, Non-public and Charter schools, along with 16 year old students that exit on YYYY-06-30, students of compulsory school age (turn 6 (By December 1st) - 16 during the reporting school year) that have an enrollment Exit Code of 340, 357, 391, 408 or 425 will receive the following error:<ul style="list-style-type: none"><li>* EE2084 v19.0 Compulsory age students that stop attending without documentation can only have an Exit Code of 400 (Compulsory age student, stopped attending)</li></ul></li><li>○ Beginning on June 30th of the reporting school year, if the Partner Project Fact Program Code not equal to 4026 or 4027, then a Credential Type Code of 204, 221, 238, 255, 272, 289, 306, 323, 340, 357, 374, 391, 762, 813, 779, 796, 068, 069, 070, 612, 680, 697, 714, or 731 without an exit enrollment code of 799, OR a Credential Type Code of 119 or 136 without an exit enrollment code of 085 or 629, OR a Credential Type Code of 738 without an exit enrollment code of 816, will receive the following error:<ul style="list-style-type: none"><li>* EE2076 v19.0 Missing or Invalid enrollment Exit Code for XXX Credential Type Code in demographics: &amp; bad data</li></ul></li><li>○ An Exit Code of 0065, 0067, 0068, or 0071 without an associated Partner Project Fact P-Tech (4026 or 4027) program code during the same time period will receive the following error:<ul style="list-style-type: none"><li>* EE2064 v19.0 W/F - A P-Tech Exit Code of XXXX requires a 4026 or 4027 P-Tech program record during the same time period</li></ul></li><li>○ An Exit Code of 0065 or 0071 without a 204, 221, 238, 255, 272, 289, 306, 323, 340, 357, 374, 391, 762, 813, 779, 796, 680, 697, 714, 731, 068, 069, 070 or 612 Credential Type will receive the following error:<ul style="list-style-type: none"><li>* EE2063 v19.0 W/F - Invalid Credential Type Code in demographics for P-Tech Exit Code XXXX</li></ul></li></ul></li></ul>

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# Revision History

## School Entry Exit Data Validation and Errors

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Date	Comment
10/6 /2023	<ul style="list-style-type: none"><li data-bbox="639 300 1455 394">○ When a student has an enrollment record exit code of 0065, 0071, or 799 and is under 14 years of age at the time of exit, you will receive the following warning:<ul style="list-style-type: none"><li data-bbox="704 348 1455 394">* EE2041 v19.0 Student with a graduate Exit Code XXXX is less than 14 years of age - Please review.</li></ul></li><li data-bbox="639 411 1455 552">○ An August graduate, enrollment Exit Code of 799, 0065, or 0071 with an enrollment Entry Code of 0021 for a student turning 22 years old during the current school year will receive the following warning:<ul style="list-style-type: none"><li data-bbox="704 480 1455 552">* EE2082 v19.0 An August graduate enrollment Exit Code XXXX with an enrollment Entry Code 0021 found for a student turning 22 years old in the current school year - Please review</li></ul></li><li data-bbox="639 569 1455 751">○ ***** Discontinued - Used Prior to the 2023-24 School Year ***** With the exception of Entry Code 8300, 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:<ul style="list-style-type: none"><li data-bbox="704 659 1455 751">* EE2049 v18.03 With the exception of Entry Code 8300, a District Location Code can only be used with a "PS" Grade Level and a 140 Exit Code or 4034 Entry Code - Please review *****</li></ul></li></ul> <ul style="list-style-type: none"><li data-bbox="574 779 1471 982">● Updated EE2092 to also exclude students that turn 18 in the current school year 10/31/23 - sent script to deactivate EE2092<ul style="list-style-type: none"><li data-bbox="639 842 1471 982">○ With the exception of Non-public and Charter schools, and students that turn 18 in the current school year without an enrollment, a student with an active enrollment Entry Code of 8300 in the prior School Year, must have an enrollment Entry Code 8300 in the current School Year or you will receive the following error:<ul style="list-style-type: none"><li data-bbox="704 938 1471 982">* EE2092 v19.0a Compulsory aged students with an active Entry Code 8300 in the Prior School Year must begin the current school year with an 8300 Entry Code</li></ul></li></ul></li></ul>

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# Revision History

## School Entry Exit Data Validation and Errors

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Date	Comment
12/1 /2023	<ul style="list-style-type: none"><li>● Added EE2095 Fatal error for students turning 17 in the current school year, and have not exited as of 6/30</li><li>Added EE2096 Information check for students with an 8300 enrollment, that turned 16 in the current SY</li><li>Added EE2097 Information check for students that Drop out and return to different school in the same district</li><li>Discontinued EE2042 Information check, as it is being replaced by the new EE2097</li><li>Changed EE2040, EE2062, EE2068, EE2069 and EE2082 from Info reports to Fatal or W/F errors</li><li>Modified EE2059, to include P-tech enrollment exit codes 0065, 0067, 0068 and 0071</li><li>Discontinued EE2074 Info check, as it was a duplicate of EE2066 Fatal error</li><li>Reinstating EE2092, and added allowable Enrollment Entry codes</li><li>Modified EE2079 to exclude SWD<ul style="list-style-type: none"><li>○ With the exception of Non-Public and Charter schools, as of June 15th of the current School Year, any student that has turned 17 years old during this school year and currently has an active 8300 enrollment Entry Code will receive the following error:<ul style="list-style-type: none"><li>* EE2095 v19.01 Student with an active 8300 enrollment Entry Code turning 17 in the current school year must be exited by YYYY-06-30</li></ul></li><li>○ With the exception of Non-Public and Charter schools, as of June 15th of the current School Year, any student that has turned 16 years old during this school year and currently has an active 8300 enrollment Entry Code will receive the following message:<ul style="list-style-type: none"><li>* EE2096 v19.01 Student with an active 8300 enrollment Entry Code turning 16 in the current school year, if no longer of compulsory school age, should be exited on YYYY-06-30 - Please review</li></ul></li><li>○ If a student with a dropout enrollment Exit Code (306, 340, 357, 391, 408, or 425) has a subsequent enrollment Entry Code in another building within this district during the current school year, you will receive the following message:<ul style="list-style-type: none"><li>* EE2097 V19.01 Student should not have a dropout enrollment Exit Code XXX when there is a subsequent enrollment Entry Code XXXX in another building within this district during the current school year - Please review</li></ul></li><li>○ ***** Discontinued - Used Prior to the 2023-24 School Year ***** A student with a No documentation of Transfer (425) enrollment exit code followed by a 0011 enrollment entry code will receive the following warning:<ul style="list-style-type: none"><li>* EE2042 v5.0 425 No Doc. Of Transfer for currently enrolled student - Please review. *****</li></ul></li><li>○ With the exception of a 0055/0066 enrollment, when an enrollment record for grades "13" or "14" (ungraded K-6 or 7-12) does not have a disability program record during the same time period, you will receive the following error:<ul style="list-style-type: none"><li>* EE2040 v19.01 Ungraded students must have a disability program record during the same time period</li></ul></li><li>○ When enrollment record for grades "13" or "14" (ungraded K-6 or 7-12) does not have the correct age in demographics DOB, you will receive the following error:<ul style="list-style-type: none"><li>* EE2062 v19.01 W/F Grade XX (description of grade 13 or 14) is invalid for this student based on current date of birth</li></ul></li><li>○ A preschool 0011/5905 student enrollment without an associated 5786 program record for at least one day during that enrollment, will receive the following error:<ul style="list-style-type: none"><li>* EE2068 v19.01 Preschool enrollment (0011/5905) must have a preschool disability (5786) program record for at least 1 day</li></ul></li><li>○ A homeschooled student with a disability, without a 5905 enrollment at some point during the school year, will receive the following error:<ul style="list-style-type: none"><li>* EE2069 v19.01 A homeschooled student with a disability must have a 5905 enrollment at some point during the school year</li></ul></li><li>○ An August graduate, enrollment Exit Code of 799, 0065, or 0071 with an enrollment Entry Code of 0021 for a student turning 22 years old during the current school year will receive the following error:<ul style="list-style-type: none"><li>* EE2082 v19.01 W/F An August graduate enrollment Exit Code XXX must be reported with an enrollment Entry Code 0011, for a student turning 22 years old in the current school year</li></ul></li><li>○ Any 0033, 8294 or 8300 enrollment Entry Codes that have a 799 (Graduated), 085 (Earned commencement credential/IEP) or any P-Tech (0065, 0067, 0068 or 0071) enrollment Exit Codes, will receive the following error:<ul style="list-style-type: none"><li>* EE2059 v19.01 W/F - Invalid enrollment Exit Code XXX for enrollment Entry Code XXXX</li></ul></li></ul></li></ul>

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# Revision History

## School Entry Exit Data Validation and Errors

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Date	Comment
	<ul style="list-style-type: none"><li>○ ***** Discontinued - Used Prior to the 2023-24 School Year ***** A OODP School Entry/Exit enrollment which is not reported with a building Location Code will receive the following warning (Out of State BEDS Locations (750000660000) are filtered out of this check): * EE2074 v15.0 OODP enrollment should be reported with a building or virtual location - Please review *****</li><li>○ With the exception of Non-public and Charter schools, and students that turn 18 in the current school year without an enrollment, a student with an active enrollment Entry Code of 8300 in the prior School Year, must have an enrollment Entry Code of 0011, 5544, 5654, 7000, 7011, or 8300 in the current School Year or you will receive the following error: * EE2092 v19.01 Compulsory aged students with an active Entry Code 8300 in the Prior School Year must begin the current school year with one of the following 8300, 0011, 5544, 5654, 7000, or 7011 Entry Codes: &amp; bad data</li><li>○ With the exception of Students with Disabilities, a student turning 22 years old, during the current school year and has an enrollment Entry Code other than "0021" on or after September 1st in the current school year, will receive the following error: * EE2079 v19.01 Excluding Students with Disabilities, an enrollment Entry Code of "0021" is required as of September 1st for a student turning 22 years old during the current school year: &amp; bad data</li></ul>
12/15/2023	<ul style="list-style-type: none"><li>● Discontinued EE2068 fatal error Fixed EE2094 to exclude BOCES OODP locations Fixed EE2084, EE2085, EE2086, &amp; EE2093 to include BOCES OODP locations Fixed EE2090 to exclude BOCES OODP location as a district location<ul style="list-style-type: none"><li>○ ***** Discontinued as fatal error 12/15/23 ***** A preschool 0011/5905 student enrollment without an associated 5786 program record for at least one day during that enrollment, will receive the following error: * EE2068 v19.01 Preschool enrollment (0011/5905) must have a preschool disability (5786) program record for at least 1 day *****</li></ul></li></ul>
1 /25/2024	<ul style="list-style-type: none"><li>● Updated EE2040 to exclude BOCES and NYSDOC reporting entities, and enrollment entry code 0021<ul style="list-style-type: none"><li>○ With the exception of BOCES and NYSDOC (010100690003), along with enrollment Entry Codes 0055 and 0021, when an enrollment record for grades "13" or "14" (ungraded K-6 or 7-12) does not have a disability program record during the same time period, you will receive the following error: * EE2040 v19.01b Ungraded students must have a disability program record during the same time period</li></ul></li></ul>
3 /25/2024	<ul style="list-style-type: none"><li>● Added Fatal error EE2098 for SWD turning 22 Added Information check EE2099 for students under 2 years old Modified EE2097 to exclude PS, PK and K grade levels<ul style="list-style-type: none"><li>○ On the day a student with disabilities turns 22 years old and is receiving compensatory or recovery services, they must be enrolled with "0021" enrollment Entry Code or you will receive the following error: *EE2098 v19.02 An enrollment Entry Code of "0021" is required for a student with a disability that is enrolled on the day they turn 22 years of age during the current school year: &amp; bad data</li><li>○ Excluding 8294 enrollment, if a student is under 2 years of age, as of the current date, you will receive the following warning: * EE2099 v19.02 Date of Birth may be incorrect for student less than 2 years old - Please review</li><li>○ Excluding Preschool, Prekindergarten and Kindergarten Grade Levels ("PS", "PKH", "PKF", "KH", and "KF"), if a student with a dropout enrollment Exit Code (306, 340, 357, 391, 408, or 425) has a subsequent enrollment Entry Code in another building within this district during the current school year, you will receive the following message: * EE2097 v19.02 Student should not have a dropout enrollment Exit Code XXX when there is a subsequent enrollment Entry Code XXXX in another building within this district during the current school year - Please review</li></ul></li></ul>

# *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. Charter School Districts can only report their own Charter School Location.

#### 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 v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.
- A Charter School District must use their own Charter School Location for enrollment or you will receive the following error:
  - EE2072 v15.0b "CHARTER SCHOOL" locations can only have enrollment within their same "CHARTER SCHOOL" District: & bad data

### **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 v15.0 Location Code reported is either blank or doesn't exist in Level 0 for this district: & 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 v15.0 Location Code reported is either blank, inactive or doesn't exist in Level 0 for this district: & bad data

- A BOCES Virtual Location (BOVL) reported by a School District will receive the following error:

- EE2071 v15.0 Virtual Locations can only be reported by BOCES: & 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 v15.0 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected School Year.

# School Entry Exit 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:
  - EE2106 v15.0 Student ID cannot exceed 9 characters: & bad data
- A Student ID that does not have a corresponding demographic record will receive the following error:
  - EE2107 v15.0 Missing or Invalid demographic record.

### 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 v15.0 Missing or Invalid Entry Date. Entry Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & 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. Note: BOCES are only allowed to use a 0055 or 0021 (for students over 21) School Entry Type Code. 8300 enrollment can only be reported with a district level Location.

#### 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
- A BOCES enrollment Entry code that is not equal to 0055 or 0021 will receive the following error:
  - EE2067 v17.02 BOCES enrollment Entry Code must be 0055 or 0021
- With the exception of Non-public and Charter schools, an entry code of 8300 that does not have a district level Location Code will receive the following error:
  - EE2090 v19.01a An Entry Enrollment code (8300) requires a district level Location 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
- A "UNK" Grade Level that does not have an enrollment Entry Code 8300 will receive the following error:
  - EE2088 v18.02 Grade Level "UNK" requires an enrollment Entry Code 8300: & bad data

# *School Entry Exit Data Validation and Errors*

## **Individual field Integrity Checks and errors:**

### **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.

### **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 v15.0 Exit Date cannot be 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 v15.0 Missing or Invalid Exit Date when Exit code exists. Exit Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & bad data
- An Exit date that exceeds the current date will receive the following error:
  - EE2007 v15.0 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 (Field 14) thru Promotion Retention Reason Code (Field 23) - No checks are done for these fields and any data residing in these fields is not currently being saved

Errors:

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



# School Entry Exit Data Validation and Errors

## 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. 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. Note: 0055 or 0021 enrollment are excluded from the final verification check when the locations are different.

### Errors:

- Any records that do not follow the alternating entrance/exit pattern will receive the following error:

- EE2013 v17.02a W/F - Multiple enrollment records exist with overlapping dates.

- \*\*\*\*\* Not Applicable - Used Prior to 2021-22 School Year \*\*\*\*\*

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 v15.0 W/F - Exit Date and Exit Code needed because a later enrollment 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 v15.0 W/F - A different grade/same location Exit Code (782) requires the next enrollment record to have the same Location, different Grade Level, 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 v15.0 W/F - A Leaving School under ESEA Exit Code (5927) requires the next enrollment record to have an Entry Code of Transferring in under ESEA (7011) and a different Location.

- With the exception of Charter Schools, 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 v15.01 W/F - A Transfer to Approved AHSEP Exit Code (289) requires the next enrollment record to have an Entry Code of Enrolled in AHSEP (5654).

- With the exception UPK Location 0666 or BOCES OODP, 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 local Location Code, will receive the following error:

- EE2019 v16.04 W/F - A Transfer to Another School in this District Exit Code (153) requires the next enrollment record to have an Entry Code of 0011, 0022, 0033, 5544 or 7000 and a different local Location Code

- 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 v15.0 W/F - The homebound Exit Code (238) requires the next enrollment record to have an Entry Code of 0011, 0022 or 0033 with homebound 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 enrollment Exit Code of 816 without a 738 Credential Type Code will receive the following error:

- EE2022 v17.0 W/F - A High School Equivalency Exit Code (816) requires a 738 (HSE Diploma) Credential Type Code in demographics.

- An Exit Code of 799 without a 204, 221, 238, 255, 272, 289, 306, 323, 340, 357, 374, 391, 762, 813, 779, 796, 068, 069, 070, 612, 680, 697, 714, 731 Credential Type Code will receive the following error:

- EE2023 v15.0 W/F - Invalid Credential Type Code in demographics for a Graduated enrollment Exit Code (799)

- \*\*\*\*\* v9.03 Removed diploma codes 017, 034, & 595 as they are no longer applicable \*\*\*\*\*

- \*\*\*\*\* Not Applicable - Used Prior to 2019-20 School Year \*\*\*\*\*

An Exit Code of 0065, 085, 799, 816, or 629 without a post graduate plan will receive the following error:

- EE2024 v15.0 W/F - An enrollment Exit Code of 0065, 085, 799, 816, or 629 requires a Post-Grad code in demographics.

- An Exit Code of 136 with an active disability program record, but without a post graduate plan will receive the following error:

- EE2025 v15.0 W/F - The Reached Max Age Exit Code (136) along with a disability program record during the same time period requires a post graduate code in demographics record.  
\*\*\*\*\*

- An Exit Code of 085 with Credential Type Code of 136, without an active disability program record at time of exit will receive the following error:

# School Entry Exit Data Validation and Errors

## Additional 2nd Level Verification Fatal Error Checks

- EE2026 v15.0 W/F - A commencement credential Exit Code (085) with a 136 Credential Type Code in demographics requires an active disability program record at time of exit.  
  
\*\*\*\*\* Not Applicable - Used Prior to the 2015-16 School Year \*\*\*\*\*  
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 district level Location Code and a PS Grade Level will receive the following error
  - EE2027 v17.0 W/F - A preschool spec. ed. eligibility Entry Code (4034) or Exit Code of 140 requires a district level Location Code and a preschool Grade Level.
- A High School Equivalency Exit Code (816) that does not have an enrollment Entry Code 5654 (Enrollment in an AHSEP Program), an Entry Code 8250 (HSE Outcome Reporting Only) or an Entry Code of 0021 (Over 21 enrollment) will receive the following error:
  - EE2028 v17.02a W/F - A High School Equivalency Exit Code (816) requires a 5654, 8250, or 0021 enrollment Entry Code
- \*\*\*\*\* No longer Applicable - Used Prior to 2018-19 School Year \*\*\*\*\*  
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.  
\*\*\*\*\*
- An Exit Code of 0065 or 0071 without a 204, 221, 238, 255, 272, 289, 306, 323, 340, 357, 374, 391, 762, 813, 779, 796, 680, 697, 714, 731, 068, 069, 070 or 612 Credential Type will receive the following error:
  - EE2063 v19.0 W/F - Invalid Credential Type Code in demographics for P-Tech Exit Code XXXX
- An Exit Code of 0065, 0067, 0068, or 0071 without an associated Partner Project Fact P-Tech (4026 or 4027) program code during the same time period will receive the following error:
  - EE2064 v19.0 W/F - A P-Tech Exit Code of XXXX requires a 4026 or 4027 P-Tech program record during the same time period
- Partner Project Fact P -Tech students who have exited in a prior school year with a 0065 (Fulfilled HS Grad Req for Extended Integrated HS Program) can only re-enroll in grade 12 or you will receive the following error:
  - EE2073 v18.02 W/F - Must re-enroll in Grade 12 when exiting a prior school year with an Exit Code of 0065
- Partner Project Fact P -Tech students who have exited in the current school year with a 0065 (Fulfilled HS Grad Req for Extended Integrated HS Program) can only re-enroll in grade 12 or you will receive the following error:
  - EE2075 v18.02 W/F: Must re-enroll in Grade 12 when student has a prior Exit Code of 0065
- A School Entry/Exit enrollment Location Code, with the exception of a 4034 or 8300 State Entry Code, should be reported with a building, BOCES overall location or BOCES virtual location, or you will receive the following error (OODP, along with Out of State BEDS Location 750000660000, and Enroll Code 5654 are filtered out of this check):
  - EE2066 v18.02a XXXX enrollment should be reported with a building or virtual location
- \*\*\*\*\* Not Applicable - Used prior to 2017-18 School Year \*\*\*\*\*  
An exit code of 461 without a Date of Entry to US will receive the following error:
  - EE2065 v12.04 W/F A state exit code of 461 requires a Date of Entry to US  
\*\*\*\*\*
- With the exception of Students with Disabilities, a student turning 22 years old, during the current school year and has an enrollment Entry Code other than "0021" on or after September 1st in the current school year, will receive the following error:
  - EE2079 v19.01 Excluding Students with Disabilities, an enrollment Entry Code of "0021" is required as of September 1st for a student turning 22 years old during the current school year: & bad data
- A student turning 23 years of age or older, during the current school year and is receiving compensatory or recovery services must be enrolled with "0021" enrollment Entry Code or you will receive the following error:
  - EE2080 v17.02 An enrollment Entry Code of "0021" is required for a student turning 23 years of age or older during the current school year: & bad data
- A student who will turn 21 years of age or younger during the current school year that has a 0021 enrollment Entry Code will receive the following error:
  - EE2081 v17.02 An enrollment Entry Code of "0021" is invalid for a student turning 21 years of age or younger during the current school year: & bad data

# School Entry Exit Data Validation and Errors

## Additional 2nd Level Verification Fatal Error Checks

### Errors:

- Any 4034 Entry Code enrollment can only be exited with a 140. Likewise, a 140 Exit Code can only be used with a 4034 Entry Code.
  - EE2030 v15.0 W/F - Preschool Entry Code (4034) and Exit Code (140) can only be paired with one another.
- A 5555 entry enrollment can only be exited with a 8228. Likewise, a 8228 Exit Code can only be used with a 5555 Entry Code:
  - EE2031 V15.0 A Walk-in Entry Code (5555) and Exit Code (8228) can only be paired with one another.
- Any School Entry/Exit record that has grade levels other than 7 thru 12, GED, UNK, ungraded 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 v18.02 W/F - No Grade 9 Entry Date expected in demographics record.
- A current School Entry/Exit record, with the exception of 5905 Entry Code, with a Grade Level that equals 9-12 and a Grade 9 Entry Date that is blank will receive the following error:
  - EE2034 v15.0 Enrollment Grade Level is 9 - 12 and no Grade 9 Entry Date in demographics.
- Students under 20 years of age (DOB) with 136 Exit Code will receive the following error
  - EE2045 v15.0 W/F - The Reached Max Age Exit Code (136) is invalid when student age is less than 20
- An Exit Code of 8305 without a preceding 5905 entry enrollment will receive the following:
  - EE2046 v15.0 W/F - CSE Responsibility Exit Code (8305) requires a 5905 Entry Code.
- \*\*\*\*\* No longer Applicable - Used Prior to 2018-19 School Year \*\*\*\*\*  
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 County Location (if found in the LOCATION\_YEAR table) without associated PS Grade Level will receive the following error:
  - EE2050 v15.0 W/F - A County Location Code can only be used with a "PS" Grade Level.
- An Exit Code of 8316 is only valid when the Entry Code is 0033, otherwise you will receive the following error:
  - EE2051 v18.02b W/F - A Re-enroll in Same School Exit Code (8316) requires a 0033 Entry Code
- Ungraded students must have a Grade 9 Entry Date in demographics no later than the school year the student turns 17, or you will receive the following error:
  - EE2054 v19.01b W/F - Ungraded students must have Grade 9 Entry Date in demographics no later than the school year the student turns 17.
- Entry Code 0055 (Enrolled for instructional reporting only) can only be exited with an Exit Code 0066 (Ended enrollment for instructional purposes only) or you will receive the following error:
  - EE2055 v17.02a W/F - Instructional Only Entry Code (0055) can only be exited with an Exit Code 0066.
- A BEDS "0666" Pre-K Location, without an associated "PKH" or "PKF" Grade Level will receive the following error:
  - EE2057 v15.0 A BEDS Pre-K Location (0666) is only valid with a "PKH" or "PKF" Grade Level.
- Any 0033, 8294 or 8300 enrollment Entry Codes that have a 799 (Graduated), 085 (Earned commencement credential/IEP) or any P-Tech (0065, 0067, 0068 or 0071) enrollment Exit Codes, will receive the following error:
  - EE2059 v19.01 W/F - Invalid enrollment Exit Code XXX for enrollment Entry Code XXXX
- Beginning with 2013-14, an Exit Code of 085 without a 119 or 136 Credential Type will receive the following error:
  - EE2060 v15.0 W/F - Earned Commencement Credential Exit Code (085) requires a 119 or 136 Credential Type Code in demographics.
- \*\*\*\*\* No longer Applicable - Used Prior to 2019-20 School Year \*\*\*\*\*  
Beginning with 2013-14, an Exit Code of 629 without a 085, 119 or 136 Credential Type will receive the following error:
  - EE2061 v15.0 W/F - A Previously Earned Commencement Credential Exit Code (629) requires a 085, 119 or 136 Credential Type Code in demographics.  
\*\*\*\*\*
- Except for enrollment Entry Codes 0055 (Enrolled for Instructional Reporting only), 8250 (HSE Outcome Reporting Only), or 0021 (Over 21 enrollment), an enrollment in an AHSEP program (5654), an approved AHSEP/GED Location, and a "GD" Grade Level, can only be paired with one another.
  - EE2070 v17.02a W/F - An enrollment in an AHSEP program (5654), an approved AHSEP/GED Location, and a "GD" Grade Level, can only be paired with one another.
- Beginning on June 30th of the reporting school year, if the Partner Project Fact Program Code not equal to 4026 or 4027, then a Credential Type Code of 204, 221, 238, 255, 272, 289, 306, 323, 340, 357, 374, 391, 762, 813, 779, 796, 068, 069, 070, 612, 680, 697, 714, or 731 without an exit enrollment code of 799, OR a Credential Type Code of 119 or 136 without an exit enrollment code of 085 or 629, OR a Credential Type Code of 738 without an exit enrollment code of 816, will receive the following error:

# School Entry Exit Data Validation and Errors

## Additional 2nd Level Verification Fatal Error Checks

- EE2076 v19.0 Missing or Invalid enrollment Exit Code for XXX Credential Type Code in demographics: & bad data
- Beginning with 2019-20, an Exit Code of 629 without a 119 or 136 Credential Type will receive the following error:
  - EE2077 v15.02 W/F - A Previously Earned Commencement Credential Exit Code (629) requires a 119 or 136 Credential Type Code in demographics
- If an enrollment Entry Code 8250 (HSE Outcome Reporting Only) is not reported with an enrollment Exit Code 816 (HSE Diploma) and a "GD" Grade Level with a non-AHSEP/GED Location Code you will receive the following error:
  - EE2078 v17.0 An enrollment Entry Code 8250 (HSE Outcome Reporting Only) requires an enrollment Exit Code 816 (HSE Diploma) and a "GD" Grade Level with a non-AHSEP/GED Location Code
- An Ended enrollment for instructional purposes only Exit Code (0066) that does not have either an enrollment Entry Code 0055 (Enrolled for instructional reporting only) or an Entry Code of 0021 (Over 21 enrollment) will receive the following error:
  - EE2083 v17.02a W/F - An Ended enrollment for instructional purposes only Exit Code (0066) can only be used with a 0055 or 0021 enrollment Entry Code
- With the exception of 8300 enrollment, Non-public and Charter schools, along with 16 year old students that exit on YYYY-06-30, students of compulsory school age (turn 6 (By December 1st) - 16 during the reporting school year) that have an enrollment Exit Code of 340, 357, 391, 408 or 425 will receive the following error:
  - EE2084 v19.01a Compulsory age students that stop attending without documentation can only have an Exit Code of 400 (Compulsory age student, stopped attending)
- With the exception of Non-public and Charter schools, students that have an enrollment Exit Code 400 that do not have the next School Entry/Exit record with an Entry Code 8300 will receive the following error:
  - EE2085 v19.01a Compulsory age students that stop attending, require the next enrollment record to have an Entry Code 8300 (Compulsory age student, not attending, no documentation) with a District Level Location Code
- With the exception of Non-public and Charter schools, along with 16 year old students that exit on YYYY-06-30, students of compulsory school age (turn 6 (By December 1st) - 16 during the reporting school year) that have an enrollment Exit Code of 289, 1089 or 306 will receive the following error:
  - EE2086 v19.01a Compulsory age students cannot transfer to AHSEP/HSE/Other HSE
- With the exception of Non-public and Charter schools, along with 16 year old students that exit on YYYY-06-30, students of compulsory school age (turn 6 (By December 1st) - 16 during the reporting school year) that have an enrollment Entry Code of 8300 can only have an enrollment Exit Code of 153, 170, 204, 221, 238, 255, 272, 5927, 5938, 323, 442, 459, or 8338 or you will receive the following error:
  - EE2087 v18.02b Compulsory age students with a current enrollment Entry Code 8300 can only have an Exit Code 153, 170, 204, 221, 238, 255, 272, 5927, 5938, 323, 442, 459, or 8338: & bad data
- With the exception of Non-public and Charter schools, and students that turn 18 in the current school year without an enrollment, a student with an active enrollment Entry Code of 8300 in the prior School Year, must have an enrollment Entry Code of 0011, 5544, 5654, 7000, 7011, or 8300 in the current School Year or you will receive the following error:
  - EE2092 v19.01 Compulsory aged students with an active Entry Code 8300 in the Prior School Year must begin the current school year with one of the following 8300, 0011, 5544, 5654, 7000, or 7011 Entry Codes: & bad data
- With the exception of Non-public and Charter schools, students that are not of compulsory school age (students that are less than 6 on 12/2 or students turning 18 during the reporting school year) that have an enrollment Entry Code of 8300 or Exit Code of 400 will receive the following error:
  - EE2093 v19.01a Enrollment XXXX (Entry or Exit) Code XXXX:XXXX (Code & Description of 8300 or 400), is reserved for Compulsory age students
- An enrollment Entry Code of 8300 or Exit Code of 400 used by a Non-public or Charter school will receive the following error:
  - EE2094 v19.01a Invalid XXXX (Entry or Exit) Code XXXX:XXXX (Code & Description of 8300 or 400), for XXXXX (Charter or Non-Public) schools: &bad data
- With the exception of Non-public and Charter schools, when a student has only an enrollment Entry Code 8300 during the school year, the Grade Level should be "UNK", or you will receive the following error:
  - EE2089 v19.0 Grade Level "UNK" required when a student only has an enrollment Entry Code 8300 during the school year: & bad data
- With the exception of Non-Public and Charter schools, as of June 15th of the current School Year, any student that has turned 17 years old during this school year and currently has an active 8300 enrollment Entry Code will receive the following error:
  - EE2095 v19.01 Student with an active 8300 enrollment Entry Code turning 17 in the current school year must be exited by YYYY-06-30
- With the exception of BOCES and NYSDOC (010100690003), along with enrollment Entry Codes 0055 and 0021, when an enrollment record for grades "13" or "14" (ungraded K-6 or 7-12) does not have a disability program record during the same time period, you will receive the following error:
  - EE2040 v19.01b Ungraded students must have a disability program record during the same time period
- When enrollment record for grades "13" or "14" (ungraded K-6 or 7-12) does not have the correct age in demographics DOB, you will receive the following error:

## *School Entry Exit Data Validation and Errors*

### Additional 2nd Level Verification Fatal Error Checks

- EE2062            v19.01 W/F Grade XX (description of grade 13 or 14) is invalid for this student based on current date of birth
  
- \*\*\*\*\* Discontinued as fatal error 12/15/23 \*\*\*\*\*  
A preschool 0011/5905 student enrollment without an associated 5786 program record for at least one day during that enrollment, will receive the following error:
  - EE2068            v19.01 Preschool enrollment (0011/5905) must have a preschool disability (5786) program record for at least 1 day  
\*\*\*\*\*
  
- A homeschooled student with a disability, without a 5905 enrollment at some point during the school year, will receive the following error:
  - EE2069            v19.01 A homeschooled student with a disability must have a 5905 enrollment at some point during the school year
  
- An August graduate, enrollment Exit Code of 799, 0065, or 0071 with an enrollment Entry Code of 0021 for a student turning 22 years old during the current school year will receive the following error:
  - EE2082            v19.01 W/F An August graduate enrollment Exit Code XXX must be reported with an enrollment Entry Code 0011, for a student turning 22 years old in the current school year
  
- On the day a student with disabilities turns 22 years old and is receiving compensatory or recovery services, they must be enrolled with "0021" enrollment Entry Code or you will receive the following error:
  - EE2098            v19.02 An enrollment Entry Code of "0021" is required for a student with a disability that is enrolled on the day they turn 22 years of age during the current school year: & bad data

# School Entry Exit Data Validation and Errors

## District Data Cross Edit Informational or Report(s)

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

Enrollment Code 0021 should be used to report any student who turned 21 in the previous school year and who is returning to school for either compensatory or recovery educational services.

### Errors:

- When current enrollment record status does not match demographic status, you will receive the following warning:

○ EE2036 v15.0 Demographic status does not match current Enrollment record status - Please review.

- When current enrollment Grade Level does not match demographic Grade Level, you will receive the following warning:

○ EE2038 v5.0 Current enrollment grade level does not match demographics grade level - Please review.

- With the exception of BOCES, if current enrollment record Location does not match demographic Location, you will receive the following warning:

○ EE2039 v15.01 Current enrollment location does not match demographics location - Please review.

- When a student has an enrollment record exit code of 0065, 0071, or 799 and is under 14 years of age at the time of exit, you will receive the following warning:

○ EE2041 v19.0 Student with a graduate Exit Code XXXX is less than 14 years of age - Please review.

- \*\*\*\*\* Discontinued - Used Prior to the 2023-24 School Year \*\*\*\*\*

A student with a No documentation of Transfer (425) enrollment exit code followed by a 0011 enrollment entry code will receive the following warning:

○ EE2042 v5.0 425 No Doc. Of Transfer for currently enrolled student - Please review.  
\*\*\*\*\*

- An entry code 5905 without a corresponding disability program service record will receive the following warning:

○ EE2043 v15.0 No disability program record exists for CSE or CPSE responsibility only (5905) enrollment time period - Please review.

- Students enrolled in grade 7 - 8, with a Grade 9 Entry Date present will receive the following warning:

○ EE2044 v15.0 Grade 9 Entry Date exists in demographic for student enrolled in grade 8 or below - Please review.

- \*\*\*\*\* No longer Applicable - Used Prior to 2022-23 School Year \*\*\*\*\*

Students of compulsory school age that have a drop out code of 391, 425 or 430 and no subsequent Census Only enrollment Entry Code (8294) will receive the following warning:

○ EE2052 v15.02 Compulsory age students that drop-out and still reside in district need Census Only (8294) enrollment - Please review.  
\*\*\*\*\*

- \*\*\*\*\* 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).  
\*\*\*\*\*

- Excluding 5905 enrollment, an enrollment Grade Level of "PKH" or "PKF", without an associated 902 or 990 PreKindergarten program indicator, will receive the following warning:

○ EE2058 v18.02 An enrollment Grade Level of "PKH" or "PKF" should have either a UPK (902) or Other Pre-K (990) program record during the same time period - Please review.

- \*\*\*\*\* Discontinued - Used Prior to the 2023-24 School Year \*\*\*\*\*

A OODP School Entry/Exit enrollment which is not reported with a building Location Code will receive the following warning (Out of State BEDS Locations (750000660000) are filtered out of this check):

○ EE2074 v15.0 OODP enrollment should be reported with a building or virtual location - Please review  
\*\*\*\*\*

- \*\*\*\*\* Discontinued - Used Prior to the 2023-24 School Year \*\*\*\*\*

With the exception of Entry Code 8300, 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 v18.03 With the exception of Entry Code 8300, a District Location Code can only be used with a "PS" Grade Level and a 140 Exit Code or 4034 Entry Code - Please review  
\*\*\*\*\*

- \*\*\*\*\* Not Applicable - Used prior to 2023-24 school year \*\*\*\*\*

With the exception of Non-public and Charter schools, students that are no longer of compulsory school age (turn 18 during the reporting school year) that have an enrollment Exit Code of 400 will receive the following message:

○ EE2091 v18.03 Enrollment Exit Code 400 (Compulsory age student, stopped attending) is reserved for Compulsory age students - Please review  
\*\*\*\*\*

## *School Entry Exit Data Validation and Errors*

### **District Data Cross Edit Informational or Report(s)**

- With the exception of Non-Public and Charter schools, as of June 15th of the current School Year, any student that has turned 16 years old during this school year and currently has an active 8300 enrollment Entry Code will receive the following message:

- EE2096            v19.01 Student with an active 8300 enrollment Entry Code turning 16 in the current school year, if no longer of compulsory school age, should be exited on YYYY-06-30 - Please review

- Excluding Preschool, Prekindergarten and Kindergarten Grade Levels ("PS", "PKH", "PKF", "KH", and "KF"), if a student with a dropout enrollment Exit Code (306, 340, 357, 391, 408, or 425) has a subsequent enrollment Entry Code in another building within this district during the current school year, you will receive the following message:

- EE2097            v19.02 Student should not have a dropout enrollment Exit Code XXX when there is a subsequent enrollment Entry Code XXXX in another building within this district during the current school year - Please review

- Excluding 8294 enrollment, if a student is under 2 years of age, as of the current date, you will receive the following warning:

- EE2099            v19.02 Date of Birth may be incorrect for student less than 2 years old - Please review

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# Revision History

## Student Daily Attendance Validation and Errors

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Date	Comment
9 /15/2023	<ul style="list-style-type: none"><li>● Changed DA2322 and DA2323 from Information to W/F error<ul style="list-style-type: none"><li>○ If a student is reported with a State Attendance code of ISS and either PRSNT-OUT or T-OUT on the same day, you will receive the following error:<ul style="list-style-type: none"><li>* DA2322 v19.0 W/F A State Attendance Code (PRSNT-OUT or T-OUT) cannot be reported with a State Attendance Code of ISS (In-school suspension) on the same date (YYYY-MM-DD)</li></ul></li><li>○ If a student is reported with State Attendance Code of OSS and either PRSNT-IN or T-IN on the same day, you will receive the following error:<ul style="list-style-type: none"><li>* DA2323 v19.0 W/F A State Attendance Code (PRSNT-IN or T-IN) cannot be reported with a State Attendance Code of OSS (Out-of-school suspension) on the same date (YYYY-MM-DD)</li></ul></li></ul></li></ul>
12/1 /2023	<ul style="list-style-type: none"><li>● Added DA2325 for students with only an 8300 enrollment in current year Changed DA2322 and DA2323 back to Information checks<ul style="list-style-type: none"><li>○ If Student Daily Attendance records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:<ul style="list-style-type: none"><li>*DA2325 v19.01 Student Daily Attendance records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year</li></ul></li><li>○ If a student is reported with a State Attendance code of ISS and either PRSNT-OUT or T-OUT on the same day, you will receive the following warning message:<ul style="list-style-type: none"><li>* DA2322 v19.01 A State Attendance Code (PRSNT-OUT or T-OUT) has been reported with a State Attendance Code of ISS (In-school suspension) for this student on YYYY-MM-DD - Please review</li></ul></li><li>○ If a student is reported with State Attendance Code of OSS and either PRSNT-IN or T-IN on the same day, you will receive the following warning message:<ul style="list-style-type: none"><li>* DA2323 v19.01 A State Attendance Code (PRSNT-IN or T-IN) has been reported with a State Attendance Code of OSS (Out-of-school suspension) for this student on YYYY-MM-DD - Please Review</li></ul></li></ul></li></ul>

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# *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, Attendance Instructional Modality

## **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 v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **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:

- DA2302 v15.0 Location Code reported is either blank or doesn't exist in Level 0 for this district: & 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:

- DA2303 v15.0 Location Code reported is either blank, inactive or doesn't exist in Level 0 for this district: & bad data

- A BOCES Virtual Location (BOVL) reported by a School District will receive the following error:

- DA2318 V15.0 Virtual Locations can only be reported by BOCES: & 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 v15.0 Student ID cannot exceed 9 characters: & bad data

- A Student ID that does not have a corresponding demographic record will receive the following error:

- DA2307 v15.0 Missing or Invalid demographic record

- If Student Daily Attendance records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:

- DA2325 v19.01 Student Daily Attendance records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year

## *Student Daily Attendance Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **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 July 1 - 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 v15.0 Missing or Invalid Attendance Date. Attendance Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & bad data
- An Attendance Date that exceeds the current date will receive the following error:
  - DA2309 v15.0 Attendance Date cannot be a future date: & bad data

#### **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 v15.0 Missing or Invalid Attendance Code Long (Local): & 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 v15.0 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected 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

## *Student Daily Attendance Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **Attendance Instructional Modality**

##### Integrity Check:

- The Attendance Instructional Modality must have data for students that are Present or Tardy (PRSNT, PRSNT-IN, PRSNT-OUT, T, T-IN, T-OUT) and must be found in the INSTRCTNL MODALITY Master Lookup table
  - \* Note: Any Attendance Instructional Modality provided for the following State Attendance Codes; E, U, ISS or OSS will not be saved.

##### Errors:

- A Student Daily Attendance record reporting Present or Tardy (PRSNT-IN, PRSNT-OUT, T-IN, T-OUT) without an Attendance Instructional Modality of IN (In-Person), R (Remote), or B (Both In-Person & Remote on the same day), will receive the following error:
  - DA2321 v17.0 Missing or Invalid Attendance Instructional Modality: & bad data

# *Student Daily Attendance Validation and Errors*

## Additional 2nd Level Verification Fatal Error Checks

- Home districts should not report Student Daily Attendance for OODP Students. If OODP attendance records are reported in Level 0 by the home district, they will be removed at Level2.

UPK (0666) students are being filtered out of all Student Daily Attendance W/F checks, as they are not required to report any attendance.

### Errors:

- If multiple local codes (Attendance Code Long), for the same Location Code, map to the same State Attendance Code on the same date, you will receive the following error:

- DA2311 v15.0 W/F - Duplicate student attendance record found for the same date, location and state code: & bad data

- A Student Daily Attendance Location Code, which is not reported with a building, BOCES overall location or BOCES virtual location, will receive the following message:

- DA2312 v14.0 Student Daily Attendance must be reported with a building or virtual location where the student is enrolled: & bad data

- A Student Daily Attendance Location Code, which does not have a School Entry/Exit enrollment for this student/location/date, will receive the following message (Note: If BOCES virtual attendance/enrollment location (BOVL) is not available, use general BOCES code. OODP are filtered out of this check):

- DA2313 v14.03 Missing Student Enrollment for this Student Daily Attendance Location/Date

- With the exception of enrollment Entry Code 8300, a Student Daily Attendance Location Code, which does not have a Day Calendar for this location/grade/date, will receive the following message (Note: If BOCES virtual attendance/enrollment location (BOVL) is not available, use general BOCES code. OODP are filtered out of this check):

- DA2314 v18.02a Missing Day Calendar for this Student Daily Attendance Location/Grade/Date

- A Student Daily Attendance record, which has an associated Day Calendar record set to a Non-Instructional Day (Teacher only day, Holiday, Weather, Emergency day, Strike, Rgnts No Attendance, Superintendent Conf Full Day, Pub health/no inst and Other) for this Location/grade/date, will receive the following message (Note: OODP are filtered out of this check):

- DA2315 v15.03 Student Daily Attendance reported on a Non-Instructional Day

- Multiple State attendance records ((Tardy, Excused, Unexcused, Present) or (OSS, ISS)) within an attendance category(attendance, suspension), for the same student, same day, same Location Code and same attendance category that are reported, will receive the following error (Note: OODP are filtered out of this check):

- DA2316 v17.0 A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location

- \*\*\*\*\* Not Applicable - Used in the 2019-20 School Year only \*\*\*\*\*

A Student Daily Attendance record, which has an associated Day Calendar Day Type set to "Pub health/inst" provided for this location/grade/date, will receive the following message (Note: OODP are filtered out of this check):

- DA2320 v15.03 Student Daily Attendance reported on a Public Health Event Day  
\*\*\*\*\*

## *Student Daily Attendance Validation and Errors*

### **District Data Cross Edit Informational or Report(s)**

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

#### Errors:

- Home districts that report attendance for out-of-district placed students (OODP), where the 1st 8 digits of the BEDS code is different than the home district, will receive the following warning:
  - DA2317 v13.02 Home districts should not report attendance for out-of-district placed students (OODP). If OODP attendance records are reported by the home district, they will be removed at Level2 - Please review.
- \*\*\*\*\* Not Applicable - Used prior to the 2020-21 School Year \*\*\*\*\*  
Student with both Attendance (T, E or U) and Suspension (ISS or OSS) state codes on the same day will receive the following warning:
  - DA2319 v15.01 Student has both Attendance (T, E or U) and Suspension (ISS or OSS) on the same day - Please review  
\*\*\*\*\*
- Districts that report attendance during the time a student is enrolled with an enrollment Entry Code 8300 (Compulsory age student, not attending, no documentation) will receive the following warning:
  - DA2324 v18.02 Attendance should not be reported during the time period a student is enrolled with an enrollment Entry Code 8300 (Compulsory age student, not attending, no documentation). If attendance records are reported during this time, they will be removed at Level2 - Please review
- If a student is reported with a State Attendance code of ISS and either PRSNT-OUT or T-OUT on the same day, you will receive the following warning message:
  - DA2322 v19.01 A State Attendance Code (PRSNT-OUT or T-OUT) has been reported with a State Attendance Code of ISS (In-school suspension) for this student on YYYY-MM-DD - Please review
- If a student is reported with State Attendance Code of OSS and either PRSNT-IN or T-IN on the same day, you will receive the following warning message:
  - DA2323 v19.01 A State Attendance Code (PRSNT-IN or T-IN) has been reported with a State Attendance Code of OSS (Out-of-school suspension) for this student on YYYY-MM-DD - Please Review

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# Revision History

## Day Calendar Data Validation and Errors

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Date	Comment
9 /15/2023	<ul style="list-style-type: none"><li>• Changed DC2418 from Information to W/F error<ul style="list-style-type: none"><li>○ Excluding locations OODP, Home schooled (0888), UPK (0666) &amp; District level (0000) and excluding Enrollment Codes 0033, 4034, 5555, 5905, 8294 &amp; 8300, if student enrollment exists for a location and no Day Calendar records exist for that location you will receive the following error:<ul style="list-style-type: none"><li>* DC2418 v19.0 W/F No Day Calendar records exist in the current School Year for Location Code xxxx:description, where students are enrolled</li></ul></li></ul></li></ul>
10/6 /2023	<ul style="list-style-type: none"><li>• Updated DC2418 to also exclude "PS" students:<ul style="list-style-type: none"><li>○ Excluding locations OODP, Home schooled (0888), UPK (0666) &amp; District level (0000), "PS" grade levels, and excluding Enrollment Codes 0033, 4034, 5555, 5905, 8294 &amp; 8300, if student enrollment exists for a location and no Day Calendar records exist for that location you will receive the following error:<ul style="list-style-type: none"><li>* DC2418 v19.0a W/F No Day Calendar records exist in the current School Year for Location Code xxxx:description, where students are enrolled</li></ul></li></ul></li></ul>
12/1 /2023	<ul style="list-style-type: none"><li>• Modified DC2418 to exclude Non-Publics and enrollments that end before September 1st Modified message for DC2415 (the records are not being removed at L2)<ul style="list-style-type: none"><li>○ Excluding Non-Public schools, locations OODP, Home schooled (0888), UPK (0666) &amp; District level (0000), "PS" grade levels, and excluding Enrollment Codes 0033, 4034, 5555, 5905, 8294 &amp; 8300, if student enrollment exists for a location after August 31 and no Day Calendar records exist for that location, you will receive the following error:<ul style="list-style-type: none"><li>* DC2418 v19.01 W/F No Day Calendar records exist in the current School Year for Location Code xxxx:description, where students are enrolled</li></ul></li><li>○ Home districts that report a Day Calendar record for an out-of-district Location, where the 1st 8 digits of the BEDS code is different than the home district, will receive the following warning:<ul style="list-style-type: none"><li>* DC2415 v19.01 Home districts should not report a Day Calendar for out-of-district Locations - Please review</li></ul></li></ul></li></ul>
3 /25/2024	<ul style="list-style-type: none"><li>• Changed DC2418 to exclude grade levels PKH and PKF<ul style="list-style-type: none"><li>○ Excluding locations OODP, Home schooled (0888), UPK (0666) &amp; District level (0000), "PS", "PKH" and "PKF" grade levels, and excluding Enrollment Codes 0033, 4034, 5555, 5905, 8294 &amp; 8300, if student enrollment exists for a location and no Day Calendar records exist for that location you will receive the following error:<ul style="list-style-type: none"><li>* DC2418 v19.02 W/F No Day Calendar records exist in the current School Year for Location Code xxxx:description, where students are enrolled</li></ul></li></ul></li></ul>

## *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 v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

#### **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:

- DC2402 v15.0 Location Code reported is either blank or doesn't exist in Level 0 for this district: & 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:

- DC2403 v15.0 Location Code reported is either blank, inactive or doesn't exist in Level 0 for this district: & 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 v15.0 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected 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 July 1 - 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 v15.0 Missing or Invalid School Date. School Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & 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 v15.0 Missing or Invalid Location Grade Level. Only a valid grade level or "AL" are accepted: & 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.



## *Day Calendar Data Validation and Errors*

### Additional 2nd Level Verification Fatal Error Checks

Errors:

- \*\*\*\*\* Not Applicable - Used Prior to 2019-20 School Year \*\*\*\*\*

When the same grade level is submitted with multiple calendar records for the same time period and state location, you will receive the following error

○ DC2413            v15.0 W/F: Duplicate Calendar record found for the same date, state location and grade level  
\*\*\*\*\*

- A Day Calendar Location Code, which is not reported with a building, BOCES overall location or BOCES virtual location, will receive the following message:

○ DC2414            v14.0 Day Calendar must be reported with the building or virtual location where attendance is taken: & bad data

- If multiple Day Calendar records are reported for the same State Location, Date and Grade Level with a different Day Type, you will receive the following error:

○ DC2416            v15.01 Day Type mismatch for BEDS Location (State Location), Date (YYYY-MM-DD) and Grade Level (Grade Level): & bad data

- Excluding locations OODP, Home schooled (0888), UPK (0666) & District level (0000), "PS", "PKH" and "PKF" grade levels, and excluding Enrollment Codes 0033, 4034, 5555, 5905, 8294 & 8300, if student enrollment exists for a location and no Day Calendar records exist for that location you will receive the following error:

○ DC2418            v19.02 W/F No Day Calendar records exist in the current School Year for Location Code xxxx:description, where students are enrolled

## *Day Calendar Data Validation and Errors*

### **District Data Cross Edit Informational or Report(s)**

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

#### Errors:

- Home districts that report a Day Calendar record for an out-of-district Location, where the 1st 8 digits of the BEDS code is different than the home district, will receive the following warning:
  - DC2415          v19.01 Home districts should not report a Day Calendar for out-of-district Locations - Please review
- If a Regents Day is reported for Grade Level 06 or below, you will receive the following warning:
  - DC2417          v15.02 Regents Day reported for Grade Level XX - Please review

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# Revision History

## Attendance Codes Validation and Errors

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Date	Comment
9 /15/2023	•

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# *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:

- AC2501 v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **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 and must not exceed 25 characters

Errors:

- An Attendance Code Long that exceeds 25 characters in length will receive the following error:

- AC2502 v15.0 Attendance Code Long (Local) cannot exceed 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 Student State Attendance Code, if provided, must be found in the ATTEND\_CODES table, or you will receive the following message:
  - AC2503            v17.0 Invalid Student State Attendance Code (must be E, PRSNT-IN, PRSNT-OUT, U, T-IN, TOUT, OSS or ISS): & bad data
- The Staff State Attendance Code, if provided, must be found in the ATTEND\_CODES table, or you will receive the following message:
  - AC2507            v15.0 Invalid Staff State Attendance Code (must be B, J, M, O, P, or S): & 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
  - AC2504            v15.0 State Attendance Code/Description mismatch: & 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:
  - AC2505            v15.0 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected School Year.

#### **Attendance Code Type**

##### Integrity Check:

- Attendance Code Type must be provided and must equal STUDENT or STAFF.

##### 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:
  - AC2506            v15.0 The validation process cannot continue until all records in the import file have an Attendance Code Type = XXXXXX
- \*\*\*\*\* Not Applicable - Used Prior to 2019-20 School Year \*\*\*\*\*  
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  
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#### **Attendance Short Description**

##### Integrity Check:

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

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# Revision History

## Programs Fact Data Validation and Errors

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Date	Comment
9 /15/2023	<ul style="list-style-type: none"><li>● Discontinued PS3045 &amp; PS3139 Information checks Modified PS3112 &amp; PS3142 to include new Exit Enrollment 0071 Modified PS3086 &amp; PS3020 to remove Program Exit Reason code 3050<ul style="list-style-type: none"><li>○ ***** Discontinued - Used Prior to the 2023-24 School Year ***** A program code 0330 without a Migrant Status equal to "Y" will receive the following warning: * PS3045 v15.0 Program code 0330 does not have a Migrant Status equal to "Y" in demographics - Please review *****</li><li>○ ***** Discontinued - Used Prior to the 2023-24 School Year ***** If Migrant Status equal "Y" and a 0330 program record has not been reported, you will receive the following warning: * PS3139 v16.01 Migrant Status equal to "Y" in demographics does not have a Program Code 0330 - Please review *****</li><li>○ A Seal of Biliteracy (8312) program without an enrollment Exit Code of 799, 0065, or 0071 and a Regents Credential Type Code will receive the following error: * PS3112 v19.0 W/F - Seal of Biliteracy (8312) Program Code requires an enrollment Exit Code (799, 0065, or 0071) and a Regents Credential Type Code in demographics.</li><li>○ A Civic Readiness (8313) program without an enrollment Exit Code of 799, 0065, or 0071 and a Regents (204, 221, 238, 255, 272, 289, 306, 323, 340, 357, 374, 391, 762, 813, 779, 796, 680, 697, 714, 731) or Local (068, 069, 070 or 612) Credential Type Code will receive the following error: * PS3142 v19.0 W/F - Civic Readiness (8313) Program Code requires an enrollment Exit Code (799, 0065, or 0071) and a Regents or Local Credential Type Code in demographics</li><li>○ An Ending Date, with the exception of Executive Order, that exceeds the current date will receive the following error: * PS3086 v19.0 Ending Date cannot be a future date: &amp; bad data *****v19.0 Removed Program Exit Reason Code 3050, as it is only used in the 2021-22 school year *****</li><li>○ An Exit Reason Code 1 that does not equal 3011, 3022, or 3045 for an ELL Eligibility (0231) record that has an Ending Date will receive the following error: * v19.0 PS3020Exit Reason Code 1 equal to ELL Eligibility Exit (3011, 3022, or 3045) required for ended 0231 program records *****v19.0 Removed Program Exit Reason Code 3050, as it is only used in the 2021-22 school year *****</li></ul></li></ul>
12/1 /2023	<ul style="list-style-type: none"><li>● Changed PS3055 and PS3116 from Info Reports to Fatal or W/F Errors Changed PS3074 to an Information check and changed years to 4<ul style="list-style-type: none"><li>○ An active disability record with an Exit Reason Code 1 of 912 requires a subsequent disability record with a different disability code. If not, the record will receive the following error, unless the student's enrollment has been exited as of the 912 exit or on 6/30 * PS3055 v19.01 W/F A Change in Disability Exit Reason Code 1 (912) must have a subsequent disability record with a different disability program service code</li><li>○ If a student has a NYSAA Eligible (0220) and a CDOS (8271) program during the same time period, you will receive the following error: * PS3116 v19.01 Student cannot have a NYSAA Eligible (0220) and a CDOS (8271) program record during the same time period</li><li>○ Cross-year Information check to search for an 849 (achieved proficiency), 3011, or 3022 exit code record within the prior 4 school years to the ELL Eligibility Start Date, for all current year ELL students. If an 849, 3011, or 3022 exit code record was found within the previous 4 years, current year ELL student will receive the following message: * PS3074 v19.01 ELL student achieved proficiency within the prior 4 school years to the ELL Eligibility Start Date - Please review</li></ul></li></ul>

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# Revision History

## Programs Fact Data Validation and Errors

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Date	Comment
3 /25/2024	<ul style="list-style-type: none"><li>● Added PS3146 and PS3147 Information checks Modified PS3134 to remove "Reduced lunch (5806)"<ul style="list-style-type: none"><li>○ When a CTE Program Intensity of Concentrator is reported, but no Work-Based Learning course code (22202W) is reported in Student Class Entry Exit for that student, you will receive the following warning:<ul style="list-style-type: none"><li>* PS3146 v19.02 No work-based learning course code (22202W) reported for student with a CTE Program Intensity of Concentrator - please review</li></ul></li><li>○ If Program Code 8300 (Foster) is provided and there is no 5817 (Free Lunch) program, you will receive the following warning:<ul style="list-style-type: none"><li>* PS3147 v19.02 Student that has a Foster Program Code (8300) may be eligible for a Free Lunch (5817) - Please review</li></ul></li><li>○ If Program Code 8262 (Homeless) is provided and there is no 5817 (Free Lunch) program, you will receive the following warning:<ul style="list-style-type: none"><li>* PS3134 v19.02 Student that has a Homeless Program Code (8262) may be eligible for a Free Lunch (5817) program record - Please review</li></ul></li></ul></li></ul>

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# *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

## **Quasi-Required Fields (Certain Records):**

Ending Date - Program Service Exit Date, State Location ID (Program Service Provider Beds Code), Program Intensity, Exit Reason Code 1, PGM Participation Info Code, PROGRAM PROVIDER TYPE CODE, Program Eligibility Code 1, Program Eligibility Code 2, Program Eligibility Code 3, Program Eligibility Code 4, Program Eligibility Code 5, Program Eligibility Code 6

## **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 v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **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 doesn't exist in Level 0 will receive the following error.

- PS3102 v15.0 Location Code reported is either blank or doesn't exist in Level 0 for this district: & 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 v15.0 Location Code reported is either blank, inactive or doesn't exist in Level 0 for this district: & bad data

- A BOCES Virtual Location (BOVL) reported by a School District will receive the following error:

- PS3137 v15.0 Virtual Locations can only be reported by BOCES: & 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 v15.0 Incorrect School Year reported (bad data). The validation process cannot continue until all the records in the import file match your selected School Year



# *Programs 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:
  - PS3106 v15.0 Student ID cannot exceed 9 characters: & bad data
- A Student ID that does not have a corresponding demographic record will receive the following error:
  - PS3107 v15.0 Missing or Invalid demographic record

### **Programs Code**

#### Integrity Check:

- The Programs Code must have data and must be found in the PROGRAMS\_CODE dimension table. Records with a missing or invalid Programs Code are not imported. PTECH (4026 & 4027), Smart Scholars (4037) and Smart Transfers (4047) are imported under Project Partner Fact and will not import into Programs Fact.

#### Errors:

- A program code that is blank or cannot be found in the PROGRAMS\_CODE table will receive the following error:
  - PS3001 v15.0 Missing or Invalid Program Service Code: & bad data
- If a PTECH (4026/4027) or Smart Scholars/Transfer (4037/4047) Programs Code is found, you will receive the following error:
  - PS3145 v18.0 xxxxx/xxxx (PTECH, Smart Scholars/Transfer Description/Code) can only be reported under Partner Project Fact

### **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.  
Note: On import, for known Executive Order Beginning Dates, L0 will force the date to match the associated Beginning Date found in the restrictedSettings table

#### 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 v15.0 Missing or Invalid Beginning Date. Beginning Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & bad data
- A Beginning Date that exceeds the current date will receive the following error:
  - PS3085 v15.0 Beginning Date cannot be a future date: & bad data
  - PS3085H \*\*\*\*\*LOH Only - Not Applicable - Used prior to 2023-24\*\*\*\*\*  
v1.0 LOH Only - Beginning Date cannot exceed school year date. (School Year)  
\*\*\*\*\*

# Programs Fact Data Validation and Errors

## Individual field Integrity Checks and errors:

### Ending Date - Program Service Exit Date

#### Integrity Check:

- 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 v15.0 Invalid Ending Date. Ending Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & 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

- PS3012 v 7.0 LEP Eligibility Ending Date must be 06/30 of the selected school year. & bad data  
\*\*\*\*\*

- A program service Ending Date that is prior to the program service Beginning Date will receive the following error:

- PS3071 v15.0 Ending Date cannot be earlier than Beginning Date. & bad data

- An Ending Date, with the exception of Executive Order, that exceeds the current date will receive the following error:

- PS3086 v19.0 Ending Date cannot be a future date: & bad data  
\*\*\*\*\*v19.0 Removed Program Exit Reason Code 3050, as it is only used in the 2021-22 school year \*\*\*\*

- PS3086H \*\*\*\*\* Not Applicable - Only used during the 2021-22 School Year \*\*\*\*\*  
v1.0 L0H Only - Ending Date cannot exceed school year date. (School Year)  
\*\*\*\*\*

- An Ending Date, if provided, that is not within the Executive Order date range will receive the following error:

- PS3136 v14.03a Invalid Ending Date. Executive Order Ending Date must fall within the selected Executive Order (XXXXX) dates XXXX-XX-XX - XXXX-XX-XX: & bad data

- An Ending Date, if provided, that is not within the Executive Order date range will receive the following error:

- PS3136H v8.0 L0H Only - Invalid Executive Order Date(s). Dates must fall within the selected Executive Order (XXXXX) dates XXXX-XX-XX - XXXX-XX-XX

### 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 v15.0 Invalid Service Provider BEDS 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 v15.0 No Service Provider BEDS Code expected for this district level program

- A blank State Location ID associated with a school level program will receive the following error:

- PS3016 v15.0 Service Provider BEDS Code needed for this school level program.

# *Programs Fact Data Validation and Errors*

## **Individual field Integrity Checks and errors:**

### **Program Intensity**

#### Integrity Check:

- The Program Intensity Code, if provided, cannot exceed 20 characters in length. If the Program Intensity Code data exceeds 20 characters, the first 20 characters of data will be saved. The Program Intensity Code must be provided for CTE and ELL Eligibility records.  
\*\*\*\*\*2012-13 TPREP Not Applicable for PS3026 & 3027 - Used 2011-12 & prior\*\*\*\*\*

#### Errors:

- \*\*\*\*\* Not Applicable - Used Prior to 2019-20 School Year \*\*\*\*\*

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 either a CTE or ELL Eligibility program (0231) will receive the following error:
  - PS3026           v13.0 No Program Intensity Code expected for non-CTE or non-ELL Eligibility programs: & bad data
- A CTE program without an associated Program Intensity code of Participant or Concentrator will receive the following error:
  - PS3027           v15.0 Missing or Invalid CTE Program Intensity Code: & bad data
- An ELL Eligibility program (0231) without an associated Program Intensity Code of FULL, PARTIAL or NONE will receive the following error:
  - PS3119           v15.0 Missing or Invalid ELL Eligibility Program Intensity Code: & bad data

### **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

# Programs Fact Data Validation and Errors

## Individual field Integrity Checks and errors:

### Exit Reason Code 1

#### Integrity Check:

- For CDOS, CTE, Disability, Parent in Armed Forces and/or ELL 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 ELL Eligibility records:

The Exit Reason Code 1 is required when an Ending Date is provided, and it must be equal to 3011, 3022, 3045 or 3050 (3050 only available in the 2021-22 school year). When a 3011 Exit Reason Code 1 is provided, an End Date of 6/30 of the selected school year is expected. Additionally, when a 3050 Exit Reason Code 1 is provided, an End Date of 2021-11-01 for the 2020-21 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 or 912. When an Exit Reason 1 Code 912 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:

#### 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 v15.0 Invalid or unexpected Exit Reason Code 1: & bad data
- An Exit Reason Code 1 that does not equal 646 or 663 for a CTE record that has an Ending Date will received the following error:
  - PS3018 v15.0 Exit Reason Code 1 equal to Completed (646) or Not Completed (663) required for ended CTE programs.
  - \*\*\*\*\*v12.04 Removed Program code exit 680, as it is no longer applicable \*\*\*\*\*
- A Exit Reason Code 1 for a disability record that does not equal 901 or 912 with an Ending Date will receive the following error:
  - PS3019 v15.0 Exit Reason Code 1 equal to Declassified (901) or Disability Type Change (912) required for ended disability records.
  - \*\*\*\*\*v12.0 Removed Program code exit 672, as it is no longer applicable \*\*\*\*\*
- An Exit Reason Code 1 that does not equal 3011, 3022, or 3045 for an ELL Eligibility (0231) record that has an Ending Date will receive the following error:
  - PS3020 v19.0 Exit Reason Code 1 equal to ELL Eligibility Exit (3011, 3022, or 3045) required for ended 0231 program records  
\*\*\*\*\*v19.0 Removed Program Exit Reason Code 3050, as it is only used in the 2021-22 school year \*\*\*\*
  - \*\*\*\*\* 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 of CDOS, CTE, Disability, ELL and Parent in Armed Forces that has no Ending Date value will receive the following error:
  - PS3022 v15.0 Ending date expected with Exit Reason Code 1
- A student with a 646 Exit Reason Code that doesn't have a corresponding Program Intensity of "Concentrator" will receive the following message:
  - PS3073 v15.0 Exit Reason Code 1 of CTE Completer (646) requires a Program Intensity of Concentrator
- An Exit Reason Code 1 of 3011, for an ELL 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 v15.0 An Exit Reason Code 1 of ELL Eligibility (3011) for a 0231 program record requires an Ending Date of 06/30: & bad data
- \*\*\*\*\* Not Applicable - Used prior to 2016-17 School Year \*\*\*\*\*  
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  
\*\*\*\*\*
- A Exit Reason Code 1 for a Student Working Toward a CDOS (8271) Credential that does not equal 700 or 701 with an Ending Date will receive the following error:
  - PS3108 v15.0 Exit Reason Code 1 equal to Received CDOS (700) or Left CDOS (701) required for ended CDOS (8271) program record
- A Exit Reason Code 1 for a Student with a Parent on Active Duty in the Armed Forces (8292) that does not equal 4000 with an Ending Date will receive the following error:
  - PS3113 v15.0 Exit Reason Code 1 equal to Parent no longer in Armed Forces (4000) required for ended Armed Forces (8292) program record

# *Programs Fact Data Validation and Errors*

## **Individual field Integrity Checks and errors:**

### **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

### **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 v15.0 Invalid Orig. Prog. 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 CTE programs:
    - 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 v15.0 Invalid PGM Participation Info. Code: & bad data
- A CTE Program that does not have a PGM Participation Info Code will receive the following error:
  - PS3032 v15.0 PGM Participation Info. Code required for CTE programs
- A PGM Participation Info Code that is provided for a non-CTE program will receive the following error:
  - PS3070 v15.0 PGM Participation Info. Code is not expected for non-CTE programs

### **Program Frequency**

#### Integrity Check:

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

# *Programs Fact Data Validation and Errors*

## **Individual field Integrity Checks and errors:**

### **Program Duration**

#### Integrity Check:

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

Beginning in the 2022-23 school year, the Program Duration for P-Tech (4026 or 4027) programs must be collected on the Partner Project Fact template.

Beginning in the 2021-22 school year, the Program Duration for P-Tech (4026 or 4027) program records must be provided and must be a whole number (value from 1-8). If Program Duration is provided for any other program, Program Duration will not be saved.

Program Duration for P-Tech (4026 program records duration use 1-6 from 2016-17 thru 2020-21 school years and 4027 program records duration use 1-8 beginning 2017-18 thru current)

#### Errors:

- \*\*\*\*\* Not Applicable - Used prior to 2022-23 School Year - see Partner Project Fact \*\*\*\*\*

Program Duration that is not a numeric whole number or is outside the valid range (value from 1-8) will receive the following error:

- PS3097 v17.0 XXXX P-Tech Program Duration must be a value of 1 - 8 and a whole number: & bad data  
\*\*\*\*\*

### **Program Cycle**

#### Integrity Check:

- Program Cycle (Field 21) thru Program Provider Name (Field 22) - No checks are done for these fields and any data residing in these fields is not currently being saved.

## **PROGRAM PROVIDER TYPE CODE**

#### Integrity Check:

- Beginning in 2018-19 school year, the Program Provider Type Code must be provided when the programs code is equal to 8262 and must be found in the PROGRAM PROVIDER TYPE Master Lookup. If Program Provider Type Code is provided for any other program, Program Provider Type Code will not be saved.

#### Errors:

- Program Provider Type Code that is blank or cannot be found in the PROGRAM PROVIDER TYPE Master Lookup table will receive the following error:

- PS3133 v15.0 Missing or Invalid Program Provider Type Code (Primary Nighttime Residence): & bad data

## **PROGRAM LOCATION DISTRICT CODE**

#### Integrity Check:

- Program Location District Code (Field 24) thru Program Eligibility Code 6 (Field 33) - No checks are done for these fields and any data residing in these fields is not currently being saved.

# Programs Fact Data Validation and Errors

## Additional 2nd Level Verification Fatal Error Checks

- Before program service data can be uploaded to Level 1 for the categories: Disability, ELL Eligibility, ELL 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:
  - Any ELL Program record, with the exception of 5687 or 5676, must have a corresponding 0231 ELL Eligibility record and the 0231 ELL Eligibility record Beginning Date must be earlier than or equal to the ELL Program record Beginning Date.
  - Only 1 ELL 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 v17.0 Overlapping "category" records found for this student.
- An ELL Program Code of 5709, 8239 or SIFE (1232) without an ELL Eligibility 0231 during the same time period will receive the following error:
  - PS3037 v15.0 An ELL (5709, 8239) or SIFE (1232) Program Code missing a valid ELL Eligibility (0231) Program Code during the same time period
  - \*\*\*\*\*v12.0 Removed ELL Program code 5698, as it is no longer applicable \*\*\*\*\*
- If more than 1 ELL Eligibility 0231 program is found during the reporting school year you will receive the following error:
  - PS3038 v15.0 Multiple ELL Eligibility Program Codes (0231) found within this school year
- Any ELL (5709, 5676, 5687, 8239) or SIFE (1232) program record that has a Beginning Date that is earlier than a ELL Eligibility (0231) Beginning Date will receive the following error:
  - PS3039 v15.0 ELL Eligibility (0231) program Beginning Date is later than XXXX program Beginning Date
  - \*\*\*\*\* Not Applicable - Used prior to 2019-20 School Year \*\*\*\*\*
- A Program Code 0231, that does not have a 3045 Exit Reason Code 1, without Duration of LEP in demographics will receive the following error:
  - PS3040 v15.0 W/F - ELL Eligibility (0231) Program Code requires a Duration of LEP in demographics
- A Program Code 5709, 5720, 5731 without a Duration of LEP greater than 0 in demographics will receive the following error:
  - PS3041 v15.0 W/F - Program Code XXXX requires a Duration of LEP greater than 0 in demographics \*\*\*\*\*
  - \*\*\*\*\*v12.0 Removed ELL Program code 5698, as it is no longer applicable \*\*\*\*\*
- A 0264 or 5775 Program Code that has a Grade Level of "13" or "14" (ungraded K-6 or 7-12) will receive one of the following errors:
  - PS3043 v15.0 W/F - A safety net (5775) Program Code cannot have an associated enrollment Grade Level of "13" or "14" (ungraded K-6 or 7-12)
  - PS3044 v15.01a W/F - A Section 504 Plan (0264) Program Code cannot have an associated enrollment Grade Level of "13" or "14" (ungraded K-6 or 7-12)
- A Program Code 0187 or 8327, without a Neglected/Delinquent Indicator equal to "Y" in demographics will receive the following error:
  - PS3046 v15.0 W/F - Program Code XXXX requires a Neglected/Delinquent Indicator equal to "Y" in demographics
  - \*\*\*\*\* Not Applicable - Used prior to 2016-17 School Year \*\*\*\*\*
- 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 \*\*\*\*\*
  - \*\*\*\*\* Not Applicable - Used prior to 2018-19 School Year \*\*\*\*\*
- 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 \*\*\*\*\*
  - \*\*\*\*\* Not Applicable - Used prior to 2019-20 School Year \*\*\*\*\*
- A Duration of LEP containing a value of 0-25 when a 0231 program has a 3045 exit reason, will receive the following error:
  - PS3095 v15.0 W/F - Duration of LEP should be blank in demographics when ELL Eligibility (0231) program record has a 3045 exit reason

# Programs Fact Data Validation and Errors

## Additional 2nd Level Verification Fatal Error Checks

### Errors:

- A Duration of LEP (0-25) is only valid for ELL Eligible (0231) students. Students reported with a Duration of LEP, that are not ELL Eligible will receive the following error:
  - PS3049 v15.0 W/F - A Duration of LEP in demographics is not valid for a student without an ELL Eligible (0231) program record
- A Program Code 5720 or 5731 without a Program Code 0231 record will receive the following error:
  - PS3050 v15.0 W/F - Program Code XXXX requires an ELL Eligibility (0231) program record
- A Program Code 5720 or 5731 without an ELL Program Code 5709, 5676, or 5687 will receive the following error:
  - PS3051 v15.0 W/F - Title III XXXX Program Code requires an ELL Program (5709, 5676, or 5687)  
\*\*\*\*\*  
\*\*\*\*\*v12.0 Removed ELL Program code 5698, as it is no longer applicable \*\*\*\*\*
- \*\*\*\*\* 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
- A Program Code 0220 without an associated disability program record (see list) and an enrollment Grade Level of "13" or "14" (ungraded K-6 or 7-12) during the same time period will receive the following errors:
  - PS3052 v18.0 W/F - An Eligible Alt. Assessment (0220) Program Code requires a disability program record during the same time period
  - PS3053 v18.0 - An Eligible Alt. Assessment (0220) Program Code can only have an associated enrollment Grade Level of "13" or "14" (ungraded K-6 or 7-12) during the same time period
- This check is not available for the 2019-20 school year, refer to PS3054a for 2019--20 - An active disability record (see list) with an active associated program 0264, 5775, or 5753 record will receive the following error:
  - PS3054 v16.0 W/F - A student cannot have a disability program record during the same time period as a Section 504 Plan (0264), Safety Net (5775) or Early Intervening Services (5753) program record
- A 5775 Safety Net program without an associated Program Code 0264 will receive the following error:
  - PS3056 v15.0 W/F - A Safety Net (5775) Program Code requires an associated Section 504 Plan (0264) record during the same time period
- A UPK or Other PreK program that has any other enrollment Grade Level than "PKH" or "PKF" during the same time period, will receive the following error:
  - PS3081 v17.01 W/F - PreKindergarten (902 or 990) programs can only have an enrollment Grade Level of "PKH" or "PKF" during the same time period
- A UPK Setting that does not have an associated 902 UPK program, likewise a 902 UPK program that does not have an associated UPK Setting record will receive the following error:
  - PS3082 v15.0 UPK (902) Program Code and a UPK Setting (1309 - 1419) can only be paired with one another
- After August 31st of the reporting school year, (excluding 5905 enrollment) an enrollment Grade Level of "PKH" or "PKF", without an associated 902 or 990 PreKindergarten program during the same time period, will receive the following error:
  - PS3087 v18.02a W/F - An enrollment Grade Level of "PKH" or "PKF" must have a Prekindergarten (902 or 990) program record during the same time period
- \*\*\*\*\* No longer Applicable - Used Prior to 2022-23 School Year \*\*\*\*\*
  - A 990 Other Prek program record with a 902 UPK program record during the same time period will receive the following error:
    - PS3088 v15.0 A student cannot have multiple PreKindergarten (902 or 990) Program Codes during the same time period
- Multiple UPK Settings during the same time period will receive the following error:
  - PS3096 v15.0 W/F - Student cannot have more than 1 UPK Setting (1309 - 1419) during the same time period  
\*\*\*\*\*
- If an UPK Setting of 1320, 1331,1342, 1353, 1364, 1375, 1386, 1397, 1408, or 1419, has a BEDS enrollment Location other than "0666", you will receive the following error:
  - PS3089 v15.01 An UPK Setting XXXX Program Code must have a corresponding BEDS enrollment Location of "0666"



## *Programs Fact Data Validation and Errors*

### **Additional 2nd Level Verification Fatal Error Checks**

- An active disability record with an Exit Reason Code 1 of 912 requires a subsequent disability record with a different disability code. If not, the record will receive the following error, unless the student's enrollment has been exited as of the 912 exit or on 6/30
  - PS3055 v19.01 W/F A Change in Disability Exit Reason Code 1 (912) must have a subsequent disability record with a different disability program service code

# *Programs Fact Data Validation and Errors*

## 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
- A 5775 Safety Net program with a 0220 program record durring the same time period will receive one of the following errors:
  - PS3059 v15.0 W/F - A student cannot have a Safety Net (5775) and Eligible for Alt. Assessment (0220) program record during the same time period
- \*\*\*\*\* Not Applicable - Used Prior to 2018-19 School Year \*\*\*\*\*
  - 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
- \*\*\*\*\*2012-13 TPREP Not Applicable for PS3061 - Used 2011-12 & prior\*\*\*\*\*
- A Program Code 8261 without a corresponding CTE program record with a Program Intensity Code equal to "Concentrator" will receive the following error:
  - PS3061 v15.0 W/F - A Single Parent/Pregnant Status (8261) Program Code requires a CTE program record with a Program Intensity of "Concentrator"
- A Free Lunch 5817 program record that overlaps any Reduced Lunch 5806 program record or vice versa will receive the following error:
  - PS3063 v15.0 W/F - Overlapping FRPL (5817/5806) program records found for this student
- A Program Code 0242 without an ELL Eligibility 0231 at some point during the school year will receive the following error:
  - PS3064 v15.0 W/F - NYSESLAT (0242) Program Code must have an associated ELL Eligibility (0231) program record at some point during the school year
  - PS3065 \*\*\*\*\* Not Applicable - Used prior to 2019-20 School Year \*\*\*\*\*  
v15.0 W/F - NYSESLAT (0242) Program Code must have an associated Duration of LEP of 0 or 1 in demographics
- \*\*\*\*\* Not Applicable - Used prior to 2018-19 School Year \*\*\*\*\*  
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 Service Provider BEDS Code that cannot be found in the LOCATION\_YEAR table, if populated, will receive the following error:
  - PS3080 v15.0 W/F - The Service Provider BEDS Code for this program record is invalid or inactive
- A Title I TAS program that does not have an associated 0286 Targeted Title I record will receive the following error:
  - PS3083 v15.0 W/F - Title I TAS XXXX Program Code requires an associated Title I (0286) program record
- A 0286 Title I Targeted program that does not have one or more Title I Services (0803, 0814, etc.) will receive the following error:
  - PS3084 v15.0 W/F - Title I (0286) Program Code requires one or more Title I Services (0803, 0814, etc.) program records
- A Program Code 5786 without an associated 0011/5905 enrollment Entry Code with a Grade Level of "PKF", "PKH" or "PS" for at least 1 day during the 5786 prog Start/End time period will receive the following error:
  - PS3091 v15.0 W/F - A Preschool Student w/Disability (5786) Program Code can only have an associated enrollment Entry Code (0011/5905) with a Grade Level of "PKF", "PKH", or "PS" during the same time period

# Programs Fact Data Validation and Errors

## Additional 2nd Level Verification Fatal Error Checks

- Students reported with Program Code 8282, should be reported with Program Code 5731 (Title III: Language Instruction Immigrant LEP Students) if applicable (that is, receiving the service).

### Errors:

- \*\*\*\*\* 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.  
\*\*\*\*\*

- \*\*\*\*\* Not Applicable - Used prior to 2017-18 School Year \*\*\*\*\*

If Program code 8282 is reported, Country of Origin must also be reported or you will receive the following error:

- PS3109 v12.0 W/F - Program code 8282 requires a Country of Origin other than PR or US

- If Program code 8282 is reported, Date of Entry into United States must also be reported or you will receive the following error:

- PS3110 v12.0 W/F Program code 8282 requires a Date of Entry into US  
\*\*\*\*\*

- \*\*\*\*\* Not Applicable - Used prior to 2019-20 School Year \*\*\*\*\*

A Program Code 5731 without an Immigrant program record 8282 will receive the following error:

- PS3111 v15.0 W/F - Title III (5731) Program Code requires an Immigrant (8282) program record during the same time period  
\*\*\*\*\*

- A Seal of Biliteracy (8312) program without an enrollment Exit Code of 799, 0065, or 0071 and a Regents Credential Type Code will receive the following error:

- PS3112 v19.0 W/F - Seal of Biliteracy (8312) Program Code requires an enrollment Exit Code (799, 0065, or 0071) and a Regents Credential Type Code in demographics.

- \*\*\*\*\* Not Applicable - Used prior to 2022-23 School Year \*\*\*\*\*

A Program Code 4026 or 4027 that does not have an associated Grade Level of "9, 10, 11 or 12" will receive the following error:

- PS3114 v15.0 W/F - P-Tech XXXX Program Code must have an associated enrollment Grade Level of "9, 10, 11 or 12": & bad data  
\*\*\*\*\*

- During the 2016-17 school year only, the Current year P-Tech Program Duration must be greater than 1 if a previous year P-Tech program record exists, or you will receive the following error:

- PS3098 v15.0 W/F - Current year P-Tech Program Duration must be greater than 1: & bad data

- \*\*\*\*\* Used Prior to the 2021-22 School Year \*\*\*\*\*

Program Eligibility Codes must be filled consecutively or you will receive the following error:

- PS3126 v15.0 W/F - FRPL Program Eligibility Codes must be populated in sequence (Program Eligibility Code 1, Program Eligibility Code 2, etc.)

- Each FRPL Program Eligibility Code can not be used more than once or you will receive the following error:

- PS3127 v15.0 W/F - Each FRPL Program Eligibility Code must be unique  
\*\*\*\*\*

- \*\*\*\*\* Not Applicable - Used Prior to 2018-19 School Year \*\*\*\*\*

An RCT Safety Net program code (0550, 0572, 0583, 0594 or 0605) for a student that is either missing a Date of Entry in Grade 9 or that has a Date of Entry in Grade 9 equal to or later than 9/01/2011 will receive one of the following errors:

- PS3128 v13.03 RCT Safety Net XXXX is not valid for students entering grade 9 on or after 9/1/2011  
\*\*\*\*\*

- A Student with FRPL program 5817 or 5806, but not a Poverty program 0198 will have the following message:

- PS3069 v15.0 W/F - A Poverty (0198) Program Code is required when FRPL (5817/5806) program records exist

- \*\*\*\*\* No longer applicable for the 2017-18 School year \*\*\*\*\*

A FRPL (5817 or 5806) Program, with a single Eligibility Code that is equal to "CARRYOVER", that doesn't end on or before 10/31/YYYY will receive the following error:

- PS3129 v13.0a An active FRPL Program XXXX must have more than one Eligibility Code if there is a "CARRYOVER" Eligibility Code after 10/31/YYYY  
\*\*\*\*\*

- A student with both Targeted (0286) and School-wide (0411) Title I program records during the same time period will receive the following error:

- PS3130 v15.0 W/F - A student cannot have a Targeted (0286) and School-wide (0411) Title I Program Code during the same time period

- A 8272 (Homeless Unaccompanied Youth Status) without a program code 8262 (Homeless Student Status) record during the same time period will receive the following error:

## *Programs Fact Data Validation and Errors*

### Additional 2nd Level Verification Fatal Error Checks

- PS3132 v18.0 Homeless Unaccompanied Youth Status (8272) requires a Homeless Student Status (8262) program record during the same time period
- A program code 0892 (Title I Students in Temporary Housing set aside funds) without a program code 8262 (Students experiencing homelessness) record will receive the following error:
  - PS3135 v18.0 Title I Part A (0892) program code requires a Homeless Student Status program record (8262)
- If an UPK Setting of 1309 has a BEDS enrollment Location of "0666" you will receive the following error:
  - PS3138 v15.01 A District-operated (1309) UPK Setting cannot have a BEDS enrollment Location of "0666"
- This check is only available for the 2019-20 school year - An active disability record (see list) with an active associated program 0264 or 5775 record will receive the following error:
  - PS3054a v15.03a W/F - A student cannot have a disability program record during the same time period as a Section 504 Plan (0264) or Safety Net (5775) program record
- As of June 15th of the selected School Year, an ELL Eligibility Program Code 0231 with no associated ELL (5676, 5687, 5709, 8239) program record will receive the following error:
  - PS3141 v16.03 W/F An ELL Eligibility (0231) Program Code requires a valid associated ELL program record
- A Civic Readiness (8313) program without an enrollment Exit Code of 799, 0065, or 0071 and a Regents (204, 221, 238, 255, 272, 289, 306, 323, 340, 357, 374, 391, 762, 813, 779, 796, 680, 697, 714, 731) or Local (068, 069, 070 or 612) Credential Type Code will receive the following error:
  - PS3142 v19.0 W/F - Civic Readiness (8313) Program Code requires an enrollment Exit Code (799, 0065, or 0071) and a Regents or Local Credential Type Code in demographics
- \*\*\*\*\* Not Applicable - Only used during the 2021-22 School Year \*\*\*\*\*  
An Exit Reason Code 1 of 3050, for an ELL Eligibility record, requires an Ending Date of 2021-11-01 for the 2021-22 school year or you will receive the following error:
  - PS3143 v17.0 An Exit Reason Code 1 of ELL Eligibility (3050) for a 0231 program record requires an Ending Date of 2021-11-01: & bad data  
\*\*\*\*\*
- If a student has a NYSAA Eligible (0220) and a CDOS (8271) program during the same time period, you will receive the following error:
  - PS3116 v19.01 Student cannot have a NYSAA Eligible (0220) and a CDOS (8271) program record during the same time period

# Programs Fact Data Validation and Errors

## District Data Cross Edit Informational or Report(s)

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

### Errors:

- An ELL Eligibility Program Code 0231 with no associated ELL (5676, 5687, 5709, 8239) program record will receive the following warning:

○ PS3067 v15.0 An ELL Eligibility (0231) Program Code requires a valid associated ELL program record - Please review

- A student with multiple active CTE program records for the same location will receive the following warning:

○ PS3072 v15.0 Multiple active CTE program records found for this student and location - Please review.

- Students with the 2618 Program Code that don't have a District of Residence that is different than the District Code in demographics will receive the following warning:

○ PS3090 v15.0 Inter-dist urban-sub trans Program Code (2618) for student with the same Dist of Residence code - Please review

- \*\*\*\*\* Discontinued - Used Prior to the 2023-24 School Year \*\*\*\*\*

A program code 0330 without a Migrant Status equal to "Y" will receive the following warning:

○ PS3045 v15.0 Program code 0330 does not have a Migrant Status equal to "Y" in demographics - Please review  
\*\*\*\*\*

- Students with an ELL Program Code 5687 or 5676 that are not also ELL Eligibility 0231 during the same time period will get the following warning:

○ PS3093 v15.0 Student with XXXX Program does not have associated ELL Eligibility (0231) program record during the same time period - Please review

- \*\* Note: PS3115 Won't run until at least 1 EOY Snapshot record exists \*\*

A Preschool Student with a Disability program code 5786, that doesn't have EOY SE Snapshot, will receive the following warning:

○ PS3115 v15.0 Possibly missing Spec Ed EOY snapshot record for this Preschool Student with a Disability (5786) - Please review

- A student with a disability (excluding any Charter and Non-Public schools), on BEDS day, without a Spec Ed BEDS Day Snapshot, will receive the following warning:

○ PS3117 v16.01 Missing Spec Ed BEDS Day snapshot record for this student with a disability - Please review

- \*\*\*\*\* Used Prior to the 2020-21 School Year \*\*\*\*\*

Not Applicable for the 2020-21 School Year and early in the 2021-22 School Year only, FRPL (5817 or 5806) program, with a single Eligibility Code that is equal to "CARRYOVER", that doesn't end on or before 10/31/YYYY will receive the following warning:

○ PS3129 v17.0 "CARRYOVER" eligibility is only available for the first 30 days of the school year or for 30 days after a student transfers from a CEP to a non-CEP school - Please review  
\*\*\*\*\*

- Students with an ELL Eligible (0231) program that also have a Home Language of English in demographics will receive the following warning:

○ PS3131 v15.0 Student has an ELL Eligible Program Code (0231) with a Home Language of English in demographics - Please review

- If Program Code 8262 (Homeless) is provided and there is no 5817 (Free Lunch) program, you will receive the following warning:

○ PS3134 v19.02 Student that has a Homeless Program Code (8262) may be eligible for a Free Lunch (5817) program record - Please review

- \*\*\*\*\* Used Prior to the 2022-23 School Year \*\*\*\*\*

Beginning in the 2017-18 school year, if the Current year P-Tech Program Duration is not 1 year greater than previous year Program Duration, you will receive the following message:

○ PS3099 v15.0b Current year P-Tech Program Duration should be 1 year greater than previous year Program Duration - Please review

- A student with an enrollment Grade Level equal to "12", for a 4026 P-Tech Program, with a Duration less than 4, will receive the following message:

○ PS3118 v17.0 A P-Tech (4026) Program Code that has an enrollment Grade Level of "12" should only have Program Durations of 4 - 8 during the same time period - Please review  
\*\*\*\*\*

- \*\*\*\*\* Discontinued - Used Prior to the 2023-24 School Year \*\*\*\*\*

If Migrant Status equal "Y" and a 0330 program record has not been reported, you will receive the following warning:

○ PS3139 v16.01 Migrant Status equal to "Y" in demographics does not have a Program Code 0330 - Please review  
\*\*\*\*\*

- If Migrant Status equal "Y" and a 5817 program record has not been reported, you will receive the following warning:

○ PS3140 v16.01 Migrant Status equal to "Y" in demographics does not have a Free Lunch Program Code (5817) - Please review

## *Programs Fact Data Validation and Errors*

### **District Data Cross Edit Informational or Report(s)**

- \*\*\*\*\* Not Applicable - Only used during the 2021-22 School Year \*\*\*\*\*

An Exit Reason Code 1 of 3050 for students not identified as ELL in the prior School Year will receive the following error (Please note: PS3144 will execute if prior year 0231 program data is available in L0):

- PS3144 v17.0 An Exit Reason Code 1 of ELL Eligibility (3050) for a 0231 program record should only be reported for students that were identified as ELL in the prior School Year - Please review  
\*\*\*\*\*

- Cross-year Information check to search for an 849 (achieved proficiency), 3011, or 3022 exit code record within the prior 4 school years to the ELL Eligibility Start Date, for all current year ELL students. If an 849, 3011, or 3022 exit code record was found within the previous 4 years, current year ELL student will receive the following message:

- PS3074 v19.01 ELL student achieved proficiency within the prior 4 school years to the ELL Eligibility Start Date - Please review

- When a CTE Program Intensity of Concentrator is reported, but no Work-Based Learning course code (22202W) is reported in Student Class Entry Exit for that student, you will receive the following warning:

- PS3146 v19.02 No work-based learning course code (22202W) reported for student with a CTE Program Intensity of Concentrator - please review

- If Program Code 8300 (Foster) is provided and there is no 5817 (Free Lunch) program, you will receive the following warning:

- PS3147 v19.02 Student that has a Foster Program Code (8300) may be eligible for a Free Lunch (5817) - Please review

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# Revision History

## Partner Project Fact Data Validation and Errors

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Date	Comment
9 /15/2023	<ul style="list-style-type: none"><li>● Added 5 new Information reports for Annual Outcome codes Changed PP3546 and PP3547 from Information to W/F error Changed PP3548 from Information to W/F error and modified to include new exit enrollment 0071<ul style="list-style-type: none"><li>○ A 4026 P-Tech Programs Code and an Enrollment Exit Code of 799, without an Annual Outcome Code equal to "02" (Left pathway) will receive the following warning: * PP3552 v19.0 4026::PTech Programs Code and enrollment 799 Exit Code should have an Annual Outcome Code equal to "02" (Left pathway) - Please review</li><li>○ A 4026 P-Tech Programs Code and an Enrollment Exit Code of 0067, without an Annual Outcome Code equal to "05" (Met credentials industry partner) or "06" (Met credentials non-industry partner) will receive the following warning: * PP3553 v19.0 4026::PTech Programs Code and enrollment 0067 Exit Code should have an Annual Outcome Code equal to "05" (Met credentials industry partner) or "06" (Met credentials non-industry partner) - Please review</li><li>○ A 4026 P-Tech Programs Code and an Enrollment Exit Code of 0068, without an Annual Outcome Code equal to "02" (Left pathway) will receive the following warning: * PP3554 v19.0 4026::PTech Programs Code and enrollment Exit Code 0068 should have an Annual Outcome Code equal to "02" (Left pathway) - Please review</li><li>○ A 4026 P-Tech Programs Code and an Enrollment Exit Code of 0071, without an Annual Outcome Code equal to "05" (Met credentials industry partner) or "06" (Met credentials non-industry partner) or "07" (High school credential and degree) will receive the following warning: * PP3555 v19.0 4026::PTech Programs Code and enrollment Exit Code 0071 should have an Annual Outcome Code equal to "05" (Met credentials industry partner) or "06" (Met credentials non-industry partner) or "07" (High school credential and degree) - Please review</li><li>○ A Partner Project Fact (4037 or 4047) Programs Code and an Enrollment Exit Code of 0071, without an Annual Outcome Code equal to "07" (High school credential and degree) will receive the following warning: * PP3556 v19.0 xxxx:xxxxx Programs Code and enrollment Exit Code 0071 should have an Annual Outcome Code equal to "07" (High school credential and degree) - Please review</li><li>○ With the exception of Programs Code 4027, if a Partner Project Fact record exists without a County of Residence in Demographics, you will receive the following error: * PP3546 v19.0 W/F County of Residence not reported in Demographics for student with XXXX (Code/description of Partner Project Fact)</li><li>○ With the exception of Programs Code 4027, if a Partner Project Fact record exists without an Education Level of Parent in Demographics, you will receive the following error: * PP3547 v19.0 W/F Education Level of Parent not reported in Demographics for student with XXXX (Code/description of Partner Project Fact)</li><li>○ A Partner Project Fact (4026, 4037 or 4047) and an Enrollment Exit Code of 0065, 0071, or 799, without a Post Graduate Activity will receive the following error: * PP3548 v19.0 W/F XXXX Programs Code and enrollment XXXX Exit Code must have a Post Graduate Activity in demographics</li></ul></li></ul>
12/1 /2023	<ul style="list-style-type: none"><li>● Added PP3557 for students with only an 8300 enrollment in current year<ul style="list-style-type: none"><li>○ If Partner Project Fact records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error: * PP3557 v19.01 Partner Project Fact records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year</li></ul></li></ul>

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# *Partner Project Fact Data Validation and Errors*

## **Key Fields:**

District Code, School Year Date, Student ID, Project Number & Programs Code, Project Entry Date

## **Required Fields:**

District Code, School Year Date, Student ID, Project Number & Programs Code, Project Entry Date, Program Selection Criteria 1

## **Quasi-Required Fields (Certain Records):**

Program Duration

## **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. 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

Errors:

- If the District Code does not equal the user selected District Code, then the following error message will display:
  - PP3501 v18.01 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **School Year Date**

Integrity Check:

- The School Year must have data and must equal the 10-character date (YYYY-MM-DD) 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:
  - PP3504 v18.01 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected 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:
  - PP3506 v18.01 Student ID cannot exceed 9 characters: & bad data
- A Student ID that does not have a corresponding demographic record will receive the following error:
  - PP3507 v18.01 Missing or Invalid demographic record
- If Partner Project Fact records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:
  - PP3557 v19.01 Partner Project Fact records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year

### **Project Number & Programs Code**

Integrity Check:

- The combination of the Project Number and Programs Code fields must have data and must be found in the PARTNER PROJECT table for the selected district.

Errors:

- The combination of the Project Number and Programs Code that cannot be found in the PARTNER PROJECT table for the selected district, will receive the following error:
  - PP3509 v18.01 This Programs Code/Project Number combination is invalid for the selected District: & bad data



## ***Partner Project Fact Data Validation and Errors***

### **Individual field Integrity Checks and errors:**

#### **Project Entry Date**

##### Integrity Check:

- The Project 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 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:
  - PP3510 v18.01 Missing or Invalid Entry Date. Entry Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & bad data
- An Entry Date that exceeds the current date will receive the following error:
  - PP3511 v18.01 Entry Date cannot be a future date: & bad data
  - PP3511H v12.0 LOH Only - Entry Date cannot exceed school year date. (School Year)

#### **Project Exit Date**

##### Integrity Check:

- The Project Exit 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.

##### Errors:

- An Exit 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:
  - PP3512 v18.01 Invalid Exit Date. Ending Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & bad data
- An Exit Date that is prior to the program service Program Service Entry Date will receive the following error:
  - PP3513 v18.01 Exit Date cannot be earlier than Entry Date & bad data
- An Exit Date that exceeds the current date will receive the following error:
  - PP3514 v18.01 Exit Date cannot be a future date: & bad data
  - PP3514H v12.0 - Exit Date cannot exceed school year date. (School Year)

#### **Student Project Location**

##### Integrity Check:

- The Student Project Location Code, if provided, must be found in the LOCATION lookup table.

##### Errors:

- A Student Project Location Code that cannot be found in the LOCATION lookup table (If the LOCATION\_YEAR table has NOT been populated) will receive the following error:
  - PP3502 v18.01 Student Project Location Code reported doesn't exist in Level 0 for this district: & bad data
- A Student Project Location Code that cannot be found in the LOCATION lookup table (If the LOCATION\_YEAR table has been populated) will receive the following error:
  - PP3503 v18.01 Student Project Location Code reported is inactive or doesn't exist in Level 0 for this district: & bad data
- A BOCES Virtual Location (BOVL) reported by a School District will receive the following error:
  - PP3508 v18.01 Virtual Locations can only be reported by BOCES: & bad data

#### **Programs Code & Project Number**

##### Integrity Check:

- The combination of the Project Number and Programs Code fields must have data and must be found in the PARTNER PROJECT table for the selected district.

##### Errors:

- The combination of the Project Number and Programs Code that cannot be found in the PARTNER PROJECT table for the selected district, will receive the following error:
  - PP3509 v18.01 This Programs Code/Project Number combination is invalid for the selected District: & bad data

# *Partner Project Fact Data Validation and Errors*

## **Individual field Integrity Checks and errors:**

### **Program Selection Criteria 1**

#### Integrity Check:

- With the exception of Programs Code 4027, the Program Selection Criteria 1 must have data and must be found in the PGM SELECTION CRITERIA Master Lookup table

#### Errors:

- Program Selection Criteria 1 that is blank or cannot be found in the PGM SELECTION CRITERIA Master Lookup table will receive the following error:
  - PP3516            Missing or Invalid Program Selection Criteria 1: & bad data

### **Program Selection Criteria 2**

#### Integrity Check:

- Program Selection Criteria 2, if provided, must be found in the PGM SELECTION CRITERIA Master Lookup table

#### Errors:

- Program Selection Criteria 2, if provided, and that cannot be found in the PGM SELECTION CRITERIA Master Lookup table will receive the following error:
  - PP3517            v18.01 Invalid Program Selection Criteria 2: & bad data

### **Program Selection Criteria 3**

#### Integrity Check:

- Program Selection Criteria 3, if provided, must be found in the PGM SELECTION CRITERIA Master Lookup table

#### Errors:

- Program Selection Criteria 3, if provided, and that cannot be found in the PGM SELECTION CRITERIA Master Lookup table will receive the following error:
  - PP3518            v18.01 Invalid Program Selection Criteria 3: & bad data

### **Program Selection Criteria 4**

#### Integrity Check:

- Program Selection Criteria 4, if provided, must be found in the PGM SELECTION CRITERIA Master Lookup table

#### Errors:

- Program Selection Criteria 4, if provided, and that cannot be found in the PGM SELECTION CRITERIA Master Lookup table will receive the following error:
  - PP3519            v18.01 Invalid Program Selection Criteria 4: & bad data

### **Program Selection Criteria 5**

#### Integrity Check:

- Program Selection Criteria 5, if provided, must be found in the PGM SELECTION CRITERIA Master Lookup table

#### Errors:

- Program Selection Criteria 5, if provided, and that cannot be found in the PGM SELECTION CRITERIA Master Lookup table will receive the following error:
  - PP3520            v18.01 Invalid Program Selection Criteria 5: & bad data

### **Program Duration**

#### Integrity Check:

- The Program Duration for P-Tech (4026 or 4027) program records must be provided and must be a whole number (value from 1-8). If Program Duration is provided for any other program, Program Duration will not be saved.

#### Errors:

- Program Duration that is not a numeric whole number or is outside the valid range (value from 1-8) will receive the following error:
  - PP3521            v18.01 XXXX P-Tech Program Duration must be a value of 1 - 8 and a whole number: & bad data

## *Partner Project Fact Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **Program Annual Outcome Code**

##### Integrity Check:

- The Program Annual Outcome Code, if provided, must be found in the PGM OUTCOME Master Lookup table

##### Errors:

- Program Annual Outcome Code, if provided, that cannot be found in the PGM OUTCOME Master Lookup table will receive the following error:
  - PP3522 v18.01 Invalid Program Annual Outcome Code: & bad data

#### **Program Annual Credential Status**

##### Integrity Check:

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

#### **Industry Partner 1 Name**

##### Integrity Check:

- If Industry Partner 1 Name is provided, Industry Partner 1 Type must also be provided

##### Errors:

- An Industry Partner 1 Name without an Industry Partner 1 Type will receive the following error:
  - PP3524 v18.01 Industry Partner 1 Name is missing an Industry Partner 1 Type

#### **Industry Partner 1 Type**

##### Integrity Check:

- The Industry Partner 1 Type, if provided, must be found in the PARTNER TYPE Master Lookup table

##### Errors:

- An Industry Partner 1 Type that cannot be found in the PARTNER TYPE Master Lookup table will receive the following error:
  - PP3525 v18.01 Invalid Industry Partner 1 Type: & bad data
- An Industry Partner 1 Type without an Industry Partner 1 Name will receive the following error:
  - PP3526 v18.01 Industry Partner 1 Name is missing

#### **Industry Partner 2 Name**

##### Integrity Check:

- If Industry Partner 2 Name is provided, Industry Partner 2 Type must also be provided

##### Errors:

- An Industry Partner 2 Name without an Industry Partner 2 Type will receive the following error:
  - PP3527 v18.01 Industry Partner 2 Name is missing an Industry Partner 2 Type

#### **Industry Partner 2 Type**

##### Integrity Check:

- The Industry Partner 2 Type, if provided, must be found in the PARTNER TYPE Master Lookup table

##### Errors:

- An Industry Partner 2 Type that cannot be found in the PARTNER TYPE Master Lookup table will receive the following error:
  - PP3528 v18.01 Invalid Industry Partner 2 Type: & bad data
- •An Industry Partner 2 Type without an Industry Partner 2 Name will receive the following error:
  - PP3529 v18.01 Industry Partner 2 Name is missing

#### **Industry Partner 3 Name**

##### Integrity Check:

- If Industry Partner 3 Name is provided, Industry Partner 3 Type must also be provided

##### Errors:

- An Industry Partner 3 Name without an Industry Partner 3 Type will receive the following error:
  - PP3530 v18.01 Industry Partner 3 Name is missing an Industry Partner 3 Type

## *Partner Project Fact Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **Industry Partner 3 Type**

##### Integrity Check:

- The Industry Partner 3 Type, if provided, must be found in the PARTNER TYPE Master Lookup table

##### Errors:

- An Industry Partner 3 Type that cannot be found in the PARTNER TYPE Master Lookup table will receive the following error:
  - PP3531 v18.01 Invalid Industry Partner 3 Type: & bad data
- An Industry Partner 3 Type without an Industry Partner 3 Name will receive the following error:
  - PP3532 v18.01 Industry Partner 3 Name is missing

#### **Industry Partner 4 Name**

##### Integrity Check:

- If Industry Partner 4 Name is provided, Industry Partner 4 Type must also be provided

##### Errors:

- An Industry Partner 4 Name without an Industry Partner 4 Type will receive the following error:
  - PP3533 v18.01 Industry Partner 4 Name is missing an Industry Partner 4 Type

#### **Industry Partner 4 Type**

##### Integrity Check:

- The Industry Partner 4 Type, if provided, must be found in the PARTNER TYPE Master Lookup table

##### Errors:

- An Industry Partner 4 Type that cannot be found in the PARTNER TYPE Master Lookup table will receive the following error:
  - PP3534 v18.01 Invalid Industry Partner 4 Type: & bad data
- An Industry Partner 4 Type without an Industry Partner 4 Name will receive the following error:
  - PP3535 v18.01 Industry Partner 4 Name is missing

#### **Career Pathway Program Code**

##### Integrity Check:

- With the exception of Programs Code 4027, the Career Pathway Program Code must have data and must be found in the CAREER PATHWAY Master Lookup table

##### Errors:

- A Career Pathway Program Code that is blank or cannot be found in the CAREER PATHWAY Master Lookup table will receive the following error:
  - PP3536 v18.01a Missing or Invalid Career Pathway Program Code: & bad data

#### **Internship or Apprenticeship Type Code**

##### Integrity Check:

- The Internship or Apprenticeship Type Code, if provided, must be found in the INDUSTRY TYPE Master Lookup table

##### Errors:

- An Internship or Apprenticeship Type Code that cannot be found in the INDUSTRY TYPE Master Lookup table will receive the following error:
  - PP3537 v18.01 Invalid Internship/Apprenticeship Type Code: & bad data
- An Internship or Apprenticeship Type Code without an Internship/Apprenticeship Name will receive the following error:
  - PP3538 v18.01 Internship/Apprenticeship Type Code requires an Internship/Apprenticeship Name
- An Internship or Apprenticeship Type Code without a Paid Internship Indicator value ("Y" or "N") will receive the following error:
  - PP3539 v18.01 Internship/Apprenticeship Type Code requires a Paid Internship Indicator value of "Y" or "N"

## *Partner Project Fact Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **Internship or Apprenticeship Name**

Integrity Check:

- If Internship or Apprenticeship Name is provided, Internship or Apprenticeship Type Code must also be provided

Errors:

- An Internship or Apprenticeship Name without an Internship or Apprenticeship Type Code will receive the following error:
  - PP3540 v18.01 Internship/Apprenticeship Name is missing an Internship/Apprenticeship Type Code

#### **Paid Internship Indicator**

Integrity Check:

- If provided, Paid Internship Indicator must be the value of "Y" or "N" from the YES NO CODE Master Lookup table.

Errors:

- A Paid Internship Indicator value that cannot be found in the YES NO CODE Master Lookup table will receive the following error:
  - PP3541 v18.01 When provided, the Paid Internship Indicator must equal "Y" or "N": & bad data
- A Paid Internship Indicator value of "Y" or "N" without an Internship/Apprenticeship Type will receive the following error:
  - PP3542 v18.01 Paid Internship Indicator value of "Y" or "N" requires an Internship/Apprenticeship Type

#### **Post College Project Employer 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.

#### **Post College Project Job 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.

## *Partner Project Fact Data Validation and Errors*

### Additional 2nd Level Verification Fatal Error Checks

#### Errors:

- Program Selection Criteria 1 thru 5 must be filled consecutively
  - PP3543 v18.01 Program Selection Criteria must be populated in sequence (Program Selection Criteria 1, Program Selection Criteria 2, Program Selection Criteria 3, etc.)
- Each Program Selection Criteria cannot be used more than once
  - PP3544 v18.01 Each Program Selection Criteria must be unique
- Industry Partner Types 1 thru 4 must be filled consecutively
  - PP3535 v18.01 Industry Partner Types must be populated in sequence (Industry Partner 1 Type, Industry Partner 2 Type, etc.)
- A Programs Code 4026 or 4027 that does not have an associated Grade Level of "9, 10, 11 or 12" will receive the following error:
  - PP3549 v18.02 W/F - P-Tech XXXX Programs Code must have an associated enrollment Grade Level of "9, 10, 11 or 12": & bad data
- With the exception of Programs Code 4027, if a Partner Project Fact record exists without a County of Residence in Demographics, you will receive the following error:
  - PP3546 v19.0 W/F County of Residence not reported in Demographics for student with XXXX (Code/description of Partner Project Fact)
- With the exception of Programs Code 4027, if a Partner Project Fact record exists without an Education Level of Parent in Demographics, you will receive the following error:
  - PP3547 v19.0 W/F Education Level of Parent not reported in Demographics for student with XXXX (Code/description of Partner Project Fact)
- A Partner Project Fact (4026, 4037 or 4047) and an Enrollment Exit Code of 0065, 0071, or 799, without a Post Graduate Activity will receive the following error:
  - PP3548 v19.0 W/F XXXX Programs Code and enrollment XXXX Exit Code must have a Post Graduate Activity in demographics

## *Partner Project Fact Data Validation and Errors*

### District Data Cross Edit Informational or Report(s)

#### Errors:

- A student with an enrollment Grade Level equal to "12", for a 4026 P-Tech Program, with a Duration less than 4, will receive the following message:
  - PP3550 v18.02 A P-Tech (4026) Program Code that has an enrollment Grade Level of "12" should only have Program Durations of 4 - 8 during the same time period - Please review
- Beginning in the 2017-18 school year, if the Current year P-Tech Program Duration is not 1 year greater than previous year Program Duration, you will receive the following message:
  - PP3551 v18.02 Current year P-Tech Program Duration should be 1 year greater than previous year Program Duration - Please review

\*Note: For this edit check, in 2016-17 thru 2022-23 Prior year P-Tech Duration can be found in Programs Fact. In 2023-24 and forward, Prior year P-Tech Duration can be found in Partner Project Fact.
- With the exception of Programs Code 4027, if the Program Annual Outcome Code is not provided when the Project End Date is provided you will receive the following message:
  - PP3523 v18.02 Program Annual Outcome Code expected when Project End Date is provided - Please review
- A 4026 P-Tech Programs Code and an Enrollment Exit Code of 799, without an Annual Outcome Code equal to "02" (Left pathway) will receive the following warning:
  - PP3552 v19.0 4026::PTech Programs Code and enrollment 799 Exit Code should have an Annual Outcome Code equal to "02" (Left pathway) - Please review
- A 4026 P-Tech Programs Code and an Enrollment Exit Code of 0067, without an Annual Outcome Code equal to "05" (Met credentials industry partner) or "06" (Met credentials non-industry partner) will receive the following warning:
  - PP3553 v19.0 4026::PTech Programs Code and enrollment 0067 Exit Code should have an Annual Outcome Code equal to "05" (Met credentials industry partner) or "06" (Met credentials non-industry partner) - Please review
- A 4026 P-Tech Programs Code and an Enrollment Exit Code of 0068, without an Annual Outcome Code equal to "02" (Left pathway) will receive the following warning:
  - PP3554 v19.0 4026::PTech Programs Code and enrollment Exit Code 0068 should have an Annual Outcome Code equal to "02" (Left pathway) - Please review
- A 4026 P-Tech Programs Code and an Enrollment Exit Code of 0071, without an Annual Outcome Code equal to "05" (Met credentials industry partner) or "06" (Met credentials non-industry partner) or "07" (High school credential and degree) will receive the following warning:
  - PP3555 v19.0 4026::PTech Programs Code and enrollment Exit Code 0071 should have an Annual Outcome Code equal to "05" (Met credentials industry partner) or "06" (Met credentials non-industry partner) or "07" (High school credential and degree) - Please review
- A Partner Project Fact (4037 or 4047) Programs Code and an Enrollment Exit Code of 0071, without an Annual Outcome Code equal to "07" (High school credential and degree) will receive the following warning:
  - PP3556 v19.0 xxxx:xxxxx Programs Code and enrollment Exit Code 0071 should have an Annual Outcome Code equal to "07" (High school credential and degree) - Please review

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# Revision History

## Special Education Snapshot Data Validation and Errors

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Date	Comment
12/1 /2023	<ul style="list-style-type: none"><li>• Added SS4039 for students with only an 8300 enrollment in current year<ul style="list-style-type: none"><li>○ If Special Education Snapshot records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:<ul style="list-style-type: none"><li>* SS4039 v19.01 Special Education Snapshot records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year</li></ul></li></ul></li></ul>

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# *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 Environment), 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 v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **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:

- SS4102 v15.0 Location Code reported is either blank or doesn't exist in Level 0 for this district: & 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:

- SS4103 v15.0 Location Code reported is either blank, inactive or doesn't exist in Level 0 for this district: & 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:

- SS4104 v15.0 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected 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.

# *Special Education Snapshot 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 IDs are not imported.

#### Errors:

- A Student ID that exceeds 9 characters in length will receive the following error:
  - SS4106 v15.0 Student ID cannot exceed 9 characters: & bad data
- A Student ID that does not have a corresponding demographic record will receive the following error:
  - SS4107 v15.0 Missing or Invalid demographic record
- \*\*\*\*\* Not Applicable - Used Prior to v13.02 in 2017-18 \*\*\*\*\*  
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 is not numeric will receive the following error:
  - SS4108 v7.0 Student ID not numeric & bad data  
\*\*\*\*\*
- If Special Education Snapshot records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:
  - SS4039 v19.01 Special Education Snapshot records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year

### **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.

# *Special Education Snapshot Data Validation and Errors*

## **Individual field Integrity Checks and errors:**

### **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.

### **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.

# *Special Education Snapshot Data Validation and Errors*

## **Individual field Integrity Checks and errors:**

### **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.

### **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 v15.0 Invalid Primary Service Code: & bad data

### **Primary Placement Type**

Integrity Check:

- The Primary Placement Type (BEDS Day Snapshot), if provided, must be found in the PLACEMENT\_TYPE lookup table.

Errors:

- A Primary Placement Type that cannot be found in the PLACEMENT\_TYPE lookup table will receive the following error:
  - SS4010 v15.0 Invalid Primary Placement Type: & bad 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.

# *Special Education Snapshot Data Validation and Errors*

## **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 Environment)**

#### Integrity Check:

- The Primary Setting Code (BEDS Day Snapshot), 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 v15.0 Invalid Primary Setting Code: & bad data

## *Special Education Snapshot Data Validation and Errors*

### **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 LOCATION lookup table will receive the following error:
  - SS4012            v15.0 Invalid Primary Service Provider: & 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 equal to "Y" or "N" will receive the following error:
  - SS4007            v15.0 School Aged Indicator must equal "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 Race or Ethnicity Code (Field 80) - No checks are done for these fields and any data residing in these fields is not currently being saved

# Special Education Snapshot Data Validation and Errors

## 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.
  - PRIMARY SERVICE PROVIDER required for BEDS Day (Oct) Snapshots when the student is non-school aged (School Aged Indicator equal to "N").
  - PRIMARY SERVICE CODE is required for all snapshots when the student is non-school aged (School Aged Indicator equal to "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 Code. 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.

### Errors:

- All October BEDS Day Snapshot records must have an active associated disability record on the Snapshot date or you will receive the following error:
  - SS4013 v15.0 W/F - An active disability type program record is required on the BEDS Day Snapshot Date
- All October BEDS Day Snapshot records must have an active enrollment record on the Snapshot Date or you will receive the following error:
  - SS4014 v15.0 W/F - Student must have an active enrollment record in the district on the BEDS Day Snapshot Date
- All End-of-Year Snapshot records must have an active associated disability record at some time during the school year or you will receive the following error:
  - SS4015 v15.0 EOY Snapshot requires a preschool disability program record (5786) 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 or you will receive the following error:
  - SS4016 v15.0 EOY Snapshot requires an enrollment record, other than a 4034, with a Grade Level of "PS", "PKF" or "PKH", at some point during the school year
- A School aged indicator equal to "N" must have an associated 5786 program record or you will receive the following error:
  - SS4017 v15.0 W/F - A non-school aged student requires a preschool disability program record (5786) on BEDS Day Snapshot Date
- A School Aged Indicator equal to "Y" must have an associated 0352, 0363, 0385, 0396, 0407, 0418, 0429, 0440, 0451, 0462, 0473, 0484, or 0495 program record or you will receive the following error:
  - SS4018 v15.0 W/F - A school aged student requires a school aged disability program record (0352-0495) on BEDS Day Snapshot Date
- \*\*\*\*\*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 equal to "N") or you will receive the following error:
  - SS4020 v15.0 A Primary Service Code is required for preschool students on the XXXX SE Snapshot
- If Primary Service Code is provided and School Aged Indicator equals "Y", you will receive the following error:
  - SS4021 v15.0 W/F - A Primary Service Code should not be provided for school aged students on the BEDS SE Snapshot
- \*\*\*\*\*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 v15.0 W/F - Missing or Invalid Primary Setting Code in BEDS Day Snapshot
- A missing Primary Service Provider in the October BEDS Day Snapshot, when School Aged Indicator is equal to "N", will receive the following error:
  - SS4024 v15.0 W/F - Missing or Invalid Primary Service Provider for preschool student in BEDS Day Snapshot
- Excluding Grade Level "PS" students when enrollment Entry Code is 5905 with Location Code of "0777", A School Aged Indicator equal to "Y" must have associated enrollment Grade Level of PK-14 or "GD" or you will receive the following error:

# Special Education Snapshot Data Validation and Errors

## Additional 2nd Level Verification Fatal Error Checks

- SS4025 v18.02 W/F - A school aged student requires an associated enrollment Grade Level of PK-14 or "GD" for BEDS Day Snapshot
- For BEDS Day Snapshot, a School Aged Indicator equal to "N" must have associated enrollment Grade Level of "PS", "PKH", or "PKF" or you will receive the following error:
  - SS4026 v15.0 W/F - A non-school aged student requires an associated enrollment Grade Level of "PS", "PKH" or "PKF" for BEDS Day Snapshot
- 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 v15.0 W/F - A Primary Service Provider is required for EOY SE Snapshot
- A BEDS Code (Primary Service Provider) that is not in the "LOCATION\_YEAR" table will receive the following error:
  - SS4032 v18.0 W/F - The Primary Service Provider BEDS code for this SE Snapshot record is invalid or inactive

### Errors:

- If disability is 5786, there should be a preschool Primary Setting Code of (PS04-PS12) in the SE BEDS Day Snapshot or you will receive the following error:
  - SS4033 v15.0 W/F - A preschool disability program record (5786) requires a preschool Primary Setting Code in the BEDS Day Snapshot
- \*\*\*\*\* Not Applicable - Used Prior to 2020-21 School Year \*\*\*\*\*  
A student who is 4 or 5 years old on BEDS Day with a school age disability should have an early school age Primary Setting Code of (ESA01-ESA12) in the SE BEDS Day Snapshot or you will receive the following error:
  - SS4034 v15.0 W/F - A school age disability program record (0352-0495), for students that are 4 or 5 years old on BEDS Day, require a preschool Primary Setting Code in the BEDS Day Snapshot  
\*\*\*\*\*
- A student who is 5 - 21 years old on BEDS Day with an enrollment Grade Level of K-14 or "GD" with a school age disability should have a school age Primary Setting Code of (SA01-SA10) in the SE BEDS Day Snapshot or you will receive the following error:
  - SS4035 v16.01a W/F - A school age disability program record (0352-0495), for students that are 5-21 years old on BEDS Day with a K-14 or "GD" Grade Level, require a school age Primary Setting Code in the BEDS Day Snapshot
- A student who is 4 years old on BEDS Day or is 5 years old on BEDS Day with a Preschool or Prekindergarten Grade Level ("PS", "PKH" or "PKF") with a school age disability should have an early school age Primary Setting Code of (ESA01-ESA12) in the SE BEDS Day Snapshot or you will receive the following error:
  - SS4036 v18.0a W/F - A school age disability program record (0352-0495), for students that are 4 years old on BEDS Day or 5 years old on BEDS Day with a Preschool or Prekindergarten Grade Level ("PS", "PKH" or "PKF"), require an early school age Primary Setting Code in the BEDS Day Snapshot
- 5 year old students with an enrollment code "5905" and BEDS Location "0777" on BEDS Day and a school age disability, should have an early school age Primary Setting Code of (ESA01-ESA12) in the SE BEDS Day Snapshot and an enrollment Grade Level of "PS" or you will receive the following error:
  - SS4037 v16.01a W/F - A school age disability program record (0352-0495), for students that are 5 years old and have an enrollment code "5905" and Location code "0777" on BEDS Day, require an early school age Primary Setting Code in the BEDS Day Snapshot and an enrollment Grade level of "PS"
- \*\*\*\*\* Not Applicable - Used prior to 2020-21 School Year \*\*\*\*\*  
5 year old students enrolled in and attending kindergarten or a higher grade (excluding any enrollment code "5905" with Location Code "0777") on BEDS Day and a school age disability, should have a school age Primary Setting Code of (SA01-SA10) in the SE BEDS Day Snapshot or you will receive the following error:
  - SS4038 v16.0 W/F - A school age disability program record (0352-0495), for 5 year old students enrolled in and attending kindergarten or a higher grade on BEDS Day, require a school age Primary Setting Code in the BEDS Day Snapshot  
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## *Special Education Snapshot Data Validation and Errors*

### **District Data Cross Edit Informational or Report(s)**

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

#### Errors:

- A School Aged Indicator equal to "Y" should have associated age greater than or equal to 5 as of December 1 or you will receive the following warning:
  - SS4029 v15.0 Invalid age for school aged student (age must be greater than or equal to 5 as of December 1) on BEDS Day Snapshot - Please review
- A School Aged Indicator equal to "N" must have associated age less than 5 as of December 1 (BEDS Day Snapshot) or you will receive the following warning:
  - SS4030 v15.0 Invalid age for preschool student (age must be less than 5 as of December 1) on BEDS Day Snapshot - Please review

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# Revision History

## Special Education Events Data Validation and Errors

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Date	Comment
12/1 /2023	<ul style="list-style-type: none"><li>● Added EV5051 for students with only an 8300 enrollment in current year<ul style="list-style-type: none"><li>○ If Special Education Events records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:<ul style="list-style-type: none"><li>* EV5051 v19.01 Special Education Events records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year</li></ul></li></ul></li></ul>
1 /25/2024	<ul style="list-style-type: none"><li>● Updated EV5008 to not require Event Outcome code Added Fatal errors EE2052 and EE2053<ul style="list-style-type: none"><li>○ An Event Outcome Code, if provided, that cannot be found in the EVENT_OUTCOME_CODES dimension table, will receive the following error:<ul style="list-style-type: none"><li>* EV5008 v19.01b Invalid Event Outcome Code for XXXXX: &amp; bad data</li></ul></li><li>○ If a chain does not have Link 3 (CPSE03, CSE03, CSENP03, EI03), the Event Outcome on Link 1 must be blank or equal to "U" or you will receive the following error:<ul style="list-style-type: none"><li>* EV5052 v19.01b Event Outcome must be equal to "U" or blank when Link 3 in the chain is not provided: &amp; bad data</li></ul></li><li>○ If a chain has Link 3 (CPSE03, CSE03, CSENP03, EI03), the Event Outcome on Link 1 must be provided, or you will receive the following error:<ul style="list-style-type: none"><li>* EV5053 v19.01b Event Outcome cannot be blank when Link 3 is provided</li></ul></li></ul></li></ul>

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# *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            v15.02 The District Code selected on the Import Screen does not match the District Code listed in the file (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **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            v15.02 Location Code reported is either blank or doesn't exist in Level 0 for this district: & 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:
  - EV5103            v15.02 Location Code reported is either blank, inactive or doesn't exist in Level 0 for this district: & bad data
- A BOCES Virtual Location (BOVL) reported by a School District will receive the following error:
  - EV5050            v15.02 Virtual Locations can only be reported by BOCES: & 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:
  - EV5104            v15.02 Incorrect School Year reported (bad data). The validation process cannot continue until all the records in the import file match your selected School Year.

# Special Education Events 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 and enrollment 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:

- \*\*\*\*\* Not Applicable - Used Prior to 2019-20 School Year \*\*\*\*\*

An 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 v15.02 Student ID cannot exceed 9 characters: & bad data

- A Student ID that does not have a corresponding demographic record will receive the following error:

- EV5107 v15.02 Missing or Invalid demographic record.

- \*\*\*\*\* Not Applicable - Used Prior to 2019-20 School Year \*\*\*\*\*

A student ID that is not numeric will receive the following error:

- EV5108 v7.0 Student ID not numeric & bad data  
\*\*\*\*\*

- A Student ID that does not have a School Entry/Exit Enrollment (0011, 0021, 0022, 4034, 5905 , 5544, 5654, 7000, 7011) will receive the following error:

- EV5045 v17.03 No Matching Enrollment record

- A Student ID with a CSENP chain, that does not have a 5905 School Entry/Exit Enrollment, will receive the following error:

- EV5046 v14.01 No Matching 5905 Enrollment record for CSENP Events

- If Special Education Events records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:

- EV5051 v19.01 Special Education Events records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year

### Event Type Code

#### Integrity Check:

- The Event Type Code must have data and must be found in the EVENT\_TYPE\_CODES dimension table

#### Errors:

- \*\*\*\*\* Not Applicable - Used Prior to 2019-20 School Year \*\*\*\*\*

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 v15.02 Missing or Invalid Event Type Code: & bad data

# Special Education Events Data Validation and Errors

## Individual field Integrity Checks and errors:

### 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 Date(s) must be greater than or equal to the 1st Event Date and cannot be a future date

#### Errors:

- \*\*\*\*\* Not Applicable - Used Prior to 2019-20 School Year \*\*\*\*\*

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 v15.02 Missing or Invalid Event Date. Date must be in YYYY-MM-DD format: & bad data

- 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 v15.02 Event Date must fall within the selected school year (YYYY-07-01 thru YYYY-06-30) for XXXXX: & bad data

- 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

- An Event Date that exceeds YYYY/08/31, of the following reporting school year, will receive the following error:

- EV5044 v15.02 Event Date cannot exceed YYYY-08-31 for XXXXX: & bad data

### Event Reason Code 1

#### Integrity Check:

- Event Reason Code 1 (Field 7) thru Event Status Code (Field 11) - No checks are done for these fields and any data residing in these fields is not currently being saved

### 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, if provided, must be found in the EVENT\_OUTCOME\_CODES dimension table

#### Errors:

- An Event Outcome Code, if provided, that cannot be found in the EVENT\_OUTCOME\_CODES dimension table, will receive the following error:

- EV5008 v19.01b Invalid Event Outcome Code for XXXXX: & bad data

- An Event Outcome Code on any record other than the 1st link in the chain will receive the following error:

- EV5009 v15.02 Event Outcome Code not expected for XXXXX: & bad data. PURGED

- \*\*\*\*\* Not Applicable - Used Prior to 2019-20 School Year \*\*\*\*\*

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:

- Meeting Date (Field 13) thru Compliance Date (Field 19) - No checks are done for these fields and any data residing in these fields is not currently being saved

## *Special Education Events Data Validation and Errors*

### **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 Non Compliance Reason Code must be found in the NON COMPLIANCE Master Lookup table

##### Errors:

- A Non Compliance Reason Code that cannot be found in the NON COMPLIANCE Master Lookup table will receive the following error:
  - EV5012            v15.02 Invalid Non Compliance Reason Code for XXXXX: & bad data
- A Non Compliance Reason Code that does not match the Event Type chain will receive the following error:
  - EV5013            v15.02 Invalid Non Compliance Reason Code for Early Intervention (EI01): & bad data
  - EV5014            v15.02 Invalid Non Compliance Reason Code for Preschool (CPSE01/CPSENP01): & bad data
  - EV5015            v15.02 Invalid Non Compliance Reason Code for School-age (CSE01/CSENP01): & bad data
- A Non Compliance Reason Code on any record other than the 1st link in the chain will receive the following error:
  - EV5016            v15.02 Non Compliance Reason Code not expected for XXXXX. PURGED

#### **Challenge Type**

##### Integrity Check:

- Challenge Type (Field 21) thru Event End Code (Field 30) - No checks are done for these fields and any data residing in these fields is not currently being saved

#### **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            v15.02 Invalid Initial Event Type Code for XXXXX: & bad data
- A missing Initial Event Type Code for Event Type Codes other than the first link in the chain will receive the following error:
  - EV5018            v15 02 Initial Event Type Code required for XXXXX.

# Special Education Events Data Validation and Errors

## Individual field Integrity Checks and errors:

### 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:

- \*\*\*\*\* Not Applicable - Used Prior to 2019-20 School Year \*\*\*\*\*

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 v15.02 Initial Event Date cannot be a future date: & bad data

- \*\*\*\*\* Not Applicable - Used Prior to 2019-20 School Year \*\*\*\*\*

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.  
\*\*\*\*\*

- For the EI and CSENP chains, an Initial Event Date that is blank, not 10 characters in length, not a valid date, not in the correct format and is not within the selected School Year, you will receive the following error:

- EV5048 v15.02 Missing or Invalid Initial Event Date for XXXXX. Date must be in YYYY-MM-DD format and fall within the selected school year (YYYY-07-01 thru YYYY-06-30): & bad data

- For the CPSE and CSE chains, if an Initial Event Date is blank, not 10 characters in length, not a valid date, not in the correct format and is not within the selected School Year or the year prior to the selected School Year, you will receive the following error:

- EV5049 v17.0 Missing or Invalid Initial Event Date for XXXXX. Date must be in YYYY-MM-DD format: & bad data

### 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:

- \*\*\*\*\* Not Applicable - Used Prior to 2019-20 School Year \*\*\*\*\*

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 v15.02 Number of Days not expected for XXXXX: & bad data. PURGED

- A Number of Days that that is not numeric or exceeds 4 characters will receive the following error:

- EV5042 v15.02 Number of Days for link 01 not numeric or cannot exceed 4 characters: & bad data

### Meeting Location Type Code

#### Integrity Check:

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

# Special Education Events Data Validation and Errors

## 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 v15.02 W/F: Link 01 (with the same event type as link 02) is required when link 02 is reported
- EV5029 v15.02 W/F: Link 02 (with the same event type as link 03) is required when link 03 is reported
- EV5030 v15.02 W/F: Link 03 (with the same event type as link 04) is required when link 04 is reported

- Event Date:

Each link requires an event date greater than or equal to the preceding link event date

- EV5031 v15.02 W/F: Link 02 Event Date cannot be earlier than Link 01 Event Date
- EV5032 v15.02 W/F: Link 03 Event Date cannot be earlier than Link 02 Event Date
- EV5033 v15.02 W/F: Link 04 Event Date cannot be earlier than Link 03 Event

- Reason Code (non-compliance):

A Non-Compliance Reason Code is needed for a EI01 record with Number of Days greater than 1:

- EV5034 v15.02 W/F: Non Compliance Reason Code is required for EI01 when Number of Days is greater than 1

- \*\*\*\*\* 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 greater than 0:

- EV5036 v15.02 W/F: Number of Days must be greater than zero, since Event Outcome equals "N" or "U" and link 03 (EI03) event date is past 3rd birthday

- If Event Outcome Code is "U" and EI03 record is missing and YYYY-08-31 is past the child's third birthday, the Number of Days must be greater than 0:

- EV5038 v15.02 W/F: Number of Days must be greater than zero, since Event Outcome equals "U", this chain has no link 03 (EI03) and YYYY-08-31 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 greater than 0

- EV5039 v15.02 W/F: Number of Days must be greater than zero, since Event Outcome equals "Y" and link 04 (EI04) event date is past 3rd birthday

- If Event Outcome Code is "Y" and EI04 record is missing and YYYY-08-31 is past the child's third birthday, the Number of Days must be greater than 0:

- EV5040 v15.02 W/F: Number of Days must be greater than zero, since Event Outcome equals "Y", this chain has no link 04 (EI04) and YYYY-08-31 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 greater than 0 and there are dates for EI01, EI02, and EI03 Event Type codes, otherwise:

- EV5041 v15.02 W/F: Non Compliance Reason Code (EIR13, EIR14, EIR15, EIR16) are only valid when Event Outcome equals "Y", Number of Days is greater than zero and Event Type Codes (EI01, EI02 & EI03) have dates

- A Non-Compliance Reason Code is needed for both CPSE01 and CSE01 records with Number of Days greater than 60

- EV5047 v15.02 W/F: Non Compliance Reason Code is required for CPSE01/CSE01 when Number of Days are greater than 60

- If a chain does not have Link 3 (CPSE03, CSE03, CSENP03, EI03), the Event Outcome on Link 1 must be blank or equal to "U" or you will receive the following error:

- EV5052 v19.01b Event Outcome must be equal to "U" or blank when Link 3 in the chain is not provided: & bad data

- If a chain has Link 3 (CPSE03, CSE03, CSENP03, EI03), the Event Outcome on Link 1 must be provided, or you will receive the following error:

- EV5053 v19.01b Event Outcome cannot be blank when Link 3 is provided



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# Revision History

## Assessment Fact Data Validation and Errors

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Date	Comment
12/1 /2023	<ul style="list-style-type: none"><li data-bbox="574 310 1463 680">● Added AS6061 for students with only an 8300 enrollment in current year Updated AS6049 and AS6013 to include ADV Test Group<ul style="list-style-type: none"><li data-bbox="643 369 1463 464">○ If Assessment Fact records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:<ul style="list-style-type: none"><li data-bbox="704 420 1463 464">* AS6061 v19.01 Assessment Fact records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year</li></ul></li><li data-bbox="643 474 1463 569">○ A Test Description and Version that is reported for a prior school year, other than for ADV, ALTRCT, ALTREG, CCR, RCT and REGENTS, will receive the following error:<ul style="list-style-type: none"><li data-bbox="704 525 1463 569">* AS6049 v19.01 Previous year assessments can only be reported for ADV, ALTRCT, ALTREG, CCR, RCT and Regents: &amp; bad data</li></ul></li><li data-bbox="643 579 1463 680">○ The following assessments: ADV, COSF Entry/Exit, ALTRCT, REGENTS, ALTREG, CCR and NYSITELL (with the exception of AICE, IGCSE, NYSITELL V2 Total Score), without a Numeric Score will receive the following error:<ul style="list-style-type: none"><li data-bbox="704 655 1463 680">* AS6013 v19.01 XXXX requires a Numeric Score.</li></ul></li></ul></li></ul>

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# *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                    v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **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. Any Test Version with a future School Year is fatal and will stop processing of the import file. No further processing will be allowed until the error has been corrected. 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 and Version combination that cannot be found in the ASSESSMENT\_INFO table will receive the following error:
  - AS6001                    v15.0 Missing or Invalid Test Description and Version: & bad data

- A Test Description and Version that is reported for a prior school year, other than for ADV, ALTRCT, ALTREG, CCR, RCT and REGENTS, will receive the following error:

- AS6049                    v19.01 Previous year assessments can only be reported for ADV, ALTRCT, ALTREG, CCR, RCT and Regents: & bad data

- If a future Test Version is in the import file and attempted to be imported, processing will be stopped and you will receive the following error:

- AS6058                    v16.0 Future assessment Test Version found: & bad data. The validation process cannot continue until all the records in the import file contain either current year or historical Test Versions.

### **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:
  - AS6003                    v12.0 Missing or Invalid Subtest Identifier: & bad data

- 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)

- A Subtest Identifier that begins with "NYSITELL:" must have a test date on or before 2018-01-31, likewise a Subtest Identifier that begins with "NYSITELL\_V2:" must have a test date on or after 2018-02-01:

- AS6052                    v13.02 NYSITELL: XXXXXX must have a test date on or before 2018-01-31

- AS6053                    v13.02 NYSITELL\_V2: XXXXXX must have a test date on or after 2018-02-01

# *Assessment Fact Data Validation and Errors*

## **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, exceeds 10 characters, is not a valid date, is not in the correct format or out of school year range, will receive the following error:
  - AS6007 v18.03 Missing or Invalid Test Date. Test Date must be in YYYY-MM-DD format and fall within the assessment school year (XXXX-07-01 thru XXXX-06-30): & bad data
  - AS6007H v1.0 L0H Only - Invalid Test Date for selected assessment
- 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 exceeds 9 characters in length will receive the following error:
  - AS6106 v15.0 Student ID cannot exceed 9 characters: & bad data
- A Student ID that does not have a corresponding demographic record or is not numeric will receive the following error:
  - AS6107 v15.0 Missing or Invalid demographic record
- If Assessment Fact records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:
  - AS6061 v19.01 Assessment Fact records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year

### **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 that cannot be found in the LOCATION lookup table will receive the following error:
  - AS6102 v15.0 Location Code reported is either blank or doesn't exist in Level 0 for this district: & 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:
  - AS6103 v15.0 Location Code reported is either blank, inactive or doesn't exist in Level 0 for this district: & 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 has no Numeric Score but does have an Alpha Score must be RCT or CTE assessment and the Alpha Score must be equal to "P", "Pass", "F", or "Fail" with the exception of a Public Health Event Regents or ALTREG Exemption, which would have an Alpha Score of "E"
- All assessments, with the exception of AICE & IGCSE, NYSITELL V2 Total Score, CDOS, LOTE, SEQ Test Groups, need either a numeric or alpha score
- \*NOTE: Beginning in v15.03, AS6012, AS6014 & AS6110 will be skipped when the Standard Achieved code is "86".
- \*\*\*\*\* v12.0 Removed NYSAA check, as it is no longer collected in Level 0. \*\*\*\*\*

#### Errors:

- An Alpha Score for a RCT (if provided) 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 v15.0 XXXX Alpha Score must be X or X: & bad data
- A COSF Progress or CTE assessment without an Alpha Score will receive the following error:
  - AS6014 v15.0 XXXX requires an Alpha Score: & bad data
- 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 AICE, IGCSE, RCT, CTE, COSF Progress, CDOS, LOTE, or the SEQTest Group, that has an Alpha Score, will receive the following error:
  - AS6110 v15.0 Alpha Score not expected for XXXX: & bad data
- For the 2022-23 School Year, August & January, and for the 2021-22 School Year, August & January & June Regents and for the 2020-21 School Year, August, January & June Regents test versions, and for the 2019-20 School Year, June Regents test versions that were not administered, as well as any CTE or ALTREGs reported as exempt due to Public Health or other Event must have an Alpha Score of "E", Numeric Score must be blank (NULL) and the Standard Achieve Code must be "86" or you will receive the following error:
  - AS6057 v17.03a XXXXXX (Subtest Identifier) Public Health or other Event EXEMPTION must have a Std. Achieved Code of 86, must have a blank Numeric Score and an Alpha Score of "E"
- If an Exemption (E/86) is reported for any administered June 2021 Regents Exams (Common Core Algebra I, Common Core ELA, Living Environment & Phy Set/Earth Science) you will receive the following error:
  - AS6059 v16.04 Public Health Event EXEMPTION not allowed for XXXXXX (Subtest Identifier). Please use the "Exempt" Subtest Identifier for this assessment to report a Public Health Event EXEMPTION.

### 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, with the exception of AICE & IGCSE, NYSITELL V2 Total Score, CDOS, LOTE, SEQ Test Groups, need either a numeric 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
- In NYS Assessment Cleanup - AS6109 is bypassed for Modality Scores
- In NYS Assessment Cleanup - beginning in 2019, AS6014 no longer applies to ELA/Math and NYSESLAT.
- \*NOTE: Beginning in v15.03, AS6013 will be skipped when the Standard Achieved code is "86".
- \*\*\*\*\* v12.0 Removed NYSAA check, as it is no longer collected in Level 0. \*\*\*\*\*

#### Errors:

- A Numeric Score that is outside the valid score range will receive the following error:
  - AS6010 v15.0 XXXX Numeric Score must be a value of X - XX: & bad data
- A Numeric score value that is not numeric will receive the following error:
  - AS6109 v12.0 Numeric score value has a non-Numeric value: & bad data
- The following assessments: ADV, COSF Entry/Exit, ALTRCT, REGENTS, ALTREG, CCR and NYSITELL (with the exception of AICE, IGCSE, NYSITELL V2 Total Score), without a Numeric Score will receive the following error:
  - AS6013 v19.01 XXXX requires a Numeric Score.

### Credits

#### Integrity Check:

- Credits (field 11) thru Assessment Status (field 15) will be validated for length only, if these fields have more characters than their assigned length, the data will be truncated to the maximum length.

# Assessment Fact Data Validation and Errors

## Individual field Integrity Checks and errors:

### Language Code

#### Integrity Check:

- The Test Language code, if provided, must be found in the ASSESSMENT\_LANG table.

#### Errors:

- A Test Language code that is missing or cannot be found in the ASSESSMENT\_LANG table will receive the following error:
  - AS6015 v15.0 Missing or Invalid Test Language code: & bad data

### 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 or equal to "90" and the Standard Achieved Code must be found in the ASSESSMENT\_STDACH table
- When Numeric Score is provided, on import, auto-populate blank Standard Achieved Code (when possible) based on test and Numeric Score 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 Score 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.
- \*NOTE: Beginning in v15.03, AS6047 will be skipped when the Standard Achieved code is "86".
- \*\*\*\*\* v12.0 Removed NYSAA check, as it is no longer collected in Level 0. \*\*\*\*\*
- \*Note: The Standard Achieved Code for CDOS, LOTE, SEQ and NYSITELL\_V2 Modalities (Listening, Speaking, Reading & Writing), if blank on import, will auto-populate to "N/A"

#### Errors:

- A Standard Achieved Code that cannot be found in the ASSESSMENT\_STDACH table will receive the following error:
  - AS6016 v15.0 Invalid Std. Achieved Code: & bad data
- A Standard Achieved Code that is incorrect for the score provided will receive the following error:
  - AS6017 v15.0 Invalid Std. Achieved Code for XXXX Score: & bad data
- A blank Standard Achieved Code for any assessment, other than AICE, IGCSE, CDOS, LOTE, or the SEQTest Group, that also has a blank Alpha & Numeric Score, will receive the following error:
  - AS6018 v15.0 XXXX assessment must have an Alpha or Numeric Score and a Std. Achieved Code
- A Numeric Score equal to 999 without a Standard Achieved Code greater than "90" will receive the following error:
  - AS6020 v15.0 Std. Achieved Code must be a value of 90-99 when a "999" Numeric Score is reported: & bad data
- A Standard Achieved Code for an AICE or IGCSE assessment, other than 01 or 03, will receive the following error:
  - AS6047 v15.0 Missing or Invalid Std. Achieved Code for XXXX assessment (Must be 01 or 03): & bad data
- A Standard Achieved Code for the CDOS, LOTE or SEQ Test Group or NYSITELL V2 modalities (Listening, Speaking, Reading & Writing), other than "N/A", will receive the following error:
  - AS6050 v15.0 Invalid Std. Achieved Code for XXXX assessment (must be N/A): & bad data
- If an Alpha or Numeric Score is provided for a NYSITELL V2 (Total Score) record, you will receive the following error:
  - AS6055 v13.02 Alpha or Numeric score not expected for the NYSITELL\_V2: XXX Total Score
- A NYSITELL V2 (Total Score) record with a blank or invalid Standard Achieved Code, will receive the following error:
  - AS6056 v15.0 Missing or Invalid Std. Achieved Code for XXXXXXXX: & bad data
- A Standard Achieved Code of 90, with a Session that is not equal to CBT, will receive the following error:
  - AS6098H v6.0 Standard Achieved 90 is only valid for CBT.

### 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.

## *Assessment Fact Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **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 v12.0 Invalid Raw Score (if provided, must be numeric): & bad data

#### **Scale Score**

##### Integrity Check:

- Scale Score (field 20) thru Level of Aggregation (field 33) will be validated for length only, if these fields have more characters than their 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 a valid date, that is not 10 characters in length or that is not in the YYYY-MM-DD format will receive the following error:

- AS6027 v15.0 Invalid Assignment Date. Cannot be corrected in Level 0: & bad data

#### **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.

# Assessment Fact Data Validation and Errors

## 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 blank for an assessment taken in the same year as the selected school year, will receive the following error:

○ AS6025            v15.0 No School Year Date expected when reporting a current year assessment

- A School Year Date that is not equal to the selected school year, for an assessment taken in a prior year, processing will be stopped and you will receive the following error:

○ AS6040            v16.01 School Year Date must match the selected school year when reporting a prior year assessment. The validation process cannot continue until all the records in the import file (or individual record on the manual entry screen) contain the current school year: & bad data

- \*\*\*\*\* Not Applicable Used Prior to 2020-21 \*\*\*\*\*

- 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            v15.0 School Year Date required when reporting a prior year assessment  
\*\*\*\*\*

### Subtest Scale Score

#### Integrity Check:

- Subtest Scale Score (field 39) thru Converted Score (field 41) will be validated for length only, if these fields have more characters than their 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 CODE Master Lookup table.  
Note: This cannot be corrected in Level 0.

#### Errors:

- An assessment accountable value that cannot be found in the YES NO CODE Master Lookup table will receive the following error:

○ AS6031            v12.0 Invalid Dist. Account. Status. Cannot correct in Level 0: & bad data

### Testing Accommodation

#### Integrity Check:

- If provided, data must be found in the YES NO CODE Master Lookup table.  
Note: This cannot be corrected in Level 0.

#### Errors:

- A testing accommodation value that cannot be found in the YES NO CODE Master Lookup table will receive the following error:

○ AS6032            v12.0 Invalid Test Accom. Cannot correct in Level 0: & bad data

### 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            v15.0 Invalid Scoring Model Code: & bad data

## *Assessment Fact Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **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 CODE Master Lookup 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 CODE Master Lookup 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 CODE Master Lookup table.

Note: This cannot be corrected in Level 0.

##### Errors:

- An assessment accountable value that cannot be found in the YES NO CODE Master Lookup table will receive the following error:

- AS6041            v12.0 Invalid School Accountability Status. Cannot correct in Level 0: & bad data

#### **Lexile Minimum Score**

##### Integrity Check:

- Lexile Minimum Score (field 48) thru Number of Items Incorrect (field 52) will be validated for length only, if these fields have more characters than their assigned length, the data will be truncated to the maximum length.

#### **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 Score 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            v15.0 Invalid Alt. Std. Achieved Code for XXXX: & bad data

- An Alternate Standard Achieved code that is incorrect for score/assessment provided will receive the following error:

- AS6043            v15.0 Invalid Alt. Std. Achieved Code for XXXX Score: & bad data

#### **Student Grade Level Code When Assessed**

##### Integrity Check:

- Student Grade Level Code When Assessed (Field 67) thru Alternate Field Score Type (Field 72) - No checks are done for these fields and any data residing in these fields is not currently being saved



# *Assessment Fact Data Validation and Errors*

## Additional 2nd Level Verification Fatal Error Checks

Errors:

- An Approved CTE Program Technical Assessment (00199) with no associated CTE program record will receive the following error:
  - AS6038 v15.0 W/F - A CTE assessment requires a CTE program during the same time period
- If a Student assessment record, other than an Approved CTE Program Technical Assessment (00199), CDOS, LOTE or SEQ is reported during a 0055 Enrollment, you will receive the following error:
  - AS6048 v15.01 W/F XXXXX Assessment not expected when student enrollment is 0055 at the time of assessment
- \*\*\*\*\*2012-13 TPREP Not Applicable for PS6038 - Used 2011-12 & prior\*\*\*\*\*
- \*\*\*\*\* Not Applicable Used Prior to the 2014-15 School Year \*\*\*\*\*  
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
- 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  
\*\*\*\*\*
- If any records are missing for a student's NYSITELL V2 assessment (Level I-Total Score + Listening & Speaking, Levels II-VIII-Total Score + 4 modalities-Listening, Speaking, Reading and Writing, Braille Lv I-III - Total Score only) you will receive the following error:
  - AS6054 v17.0 Incorrect number of records for this NYSITELL\_V2: XXXX assessment (Test Date: YYY-MM-DD).
- A CBT Standard Achieved Code of 90 or greater with a missing or invalid Event Circumstance Code will receive the following error:
  - AS6097H v10.0 L0H Only - Missing or Invalid Event Circumstance for Standard Achieved Code
- A NYSESLAT Total Score of 999 without associated Modality Scores of 99 will receive the following error:
  - AS6096H v10.0 L0H Only - NYSESLAT Modality Scale Scores of 99 can only be paired with a Total Score of 999
  - AS6093H v10.0 L0H Only - NYSESLAT Modality Raw Score must be NULL when Total Score is 999
- A NYSESLAT Total Standard Achieved Code of 31 - 35 must have corresponding Modality raw scores ranging from 0 thru 27 or you will receive the following error:
  - AS6094H L0H Only v10.0 Invalid NYSESLAT XXXXXXXX (Item description) Modality raw score, must be a value of 0 - 27:
- A NYSESLAT Total Standard Achieved Code of 31 - 35 must have corresponding Modality scale scores ranging from 30 thru 90 or you will receive the following error:
  - AS6095H L0H Only v10.0 Invalid NYSESLAT XXXXXXXX (Item description) Modality scale score, must be a value of 30 - 90:
- For L0H Only - If a valid Numeric Score/Standard Achieved Code combination is changed to an invalid Numeric Score/Refused Standard Achieved Code (999/96), you will receive the following error:
  - AS6089H v11.0 A valid Numeric Score/Standard Achieved Code combination cannot be changed to an invalid Numeric Score/Refused Standard Achieved Code (999/96)
- For L0H Only - "PBT Math Only" Test Language codes are not allowed when one or more sessions are equal to CBT, or you will receive the following error:
  - AS6090H v11.0 Invalid Test Language Code for CBT Session
- For L0H Only - If the subscore is outside the valid range you will receive the following error:
  - AS6091H v11.0 Invalid XXXXXXXX (Item description) subscore, must be a value of X - XX
- For L0H Only - When the Event Circumstance Code equals "10" and the Session Status Code is not equal to "ABSENT" you will receive the following error:
  - AS6092H v11.0 Session Status Code must equal "ABSENT" when the Event Circumstance Code equals "10"
- Each NYSITELL V2 Subtest Identifier (Total, Listening, Reading, Writing, Speaking) cannot be used more than once or you will receive the following error:
  - AS6060 v18.02 NYSITELL XXXXX Item Description cannot be used more than once

## *Assessment Fact Data Validation and Errors*

### **District Data Cross Edit Informational or Report(s)**

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

#### Errors:

- Regents exams with a score of 0 will receive the following warning:
  - AS6045 v15.0 Numeric score of 0 found for XXXX - Please review
- For CDOS, LOTE or SEQ Test Group assessments, the Alpha score can only be equal to "P" or "F", otherwise Alpha and Numeric scores should be blank or you will receive the following warning:
  - AS6051 v15.01 Alpha Score must be "P", "F", or blank and Numeric Score must be blank for the XXXX Test Group - Please review

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# Revision History

## Assessment Acc Mod Fact Data Validation and Errors

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Date	Comment
12/1 /2023	<ul style="list-style-type: none"><li>• Added AA6211 for students with only an 8300 enrollment in current year<ul style="list-style-type: none"><li>○ If Assessment Acc Mod Fact records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:<ul style="list-style-type: none"><li>* AA6211 v19.01 Assessment Acc Mod Fact records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year</li></ul></li></ul></li></ul>

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# ***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            v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **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 and Version combination that cannot be found in the ASSESSMENT\_INFO table will receive the following error:
  - AA6202            v15.0 Missing or Invalid Test Description and Version: & bad data

### **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            v15.0 Missing or Invalid Subtest Identifier: & bad data

- \*\*\*\*\* Not Applicable - Used prior to 2018-19 School Year \*\*\*\*\*

A Subtest Identifier that begins with "NYSITELL:" must have a test date on or before 2018-01-31, likewise a Subtest Identifier that begins with "NYSITELL\_V2:" must have a test date on or after 2018-02-01:

- AA6209            v13.02 NYSITELL: XXXXXX must have a test date on or before 2018-01-31
- AA6210            v13.02 NYSITELL\_V2: XXXXXX must have a test date on or after 2018-02-01  
\*\*\*\*\*

### **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 Administration dates (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            v15.0 Missing or Invalid Test Date. Test Date must be in YYYY-MM-DD format and fall within the assessment school year (XXXX-07-01 thru- XXXX-06-30): & bad data

## ***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 v15.0 Student ID cannot exceed 9 characters: & bad data
- A Student ID that does not have a corresponding demographic record will receive the following error:
  - AA6207 v15.0 Missing or Invalid demographic record
- If Assessment Acc Mod Fact records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:
  - AA6211 v19.01 Assessment Acc Mod Fact records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year

#### **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:
  - AA6204 v15.0 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected 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.

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# Revision History

Assessment Session Fact Validation and Errors

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Date	Comment
9 /15/2023	•

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# Assessment Session Fact Validation and Errors

## **Key Fields:**

District Code, Test Description, Assessment School Year Date, Subtest Identifier, Test Date, Student ID, Session Name

## **Required Fields:**

District Code, Test Description, Assessment School Year Date, Subtest Identifier, Test Date, Student ID, Session Name, School Year Date, Session Status Code, Session Platform Type

## **Individual field Integrity Checks and errors:**

### **Session Name**

Integrity Check:

- Prefilled with Session (i.e Session 1, Session 2, Session 3)

### **Session Status Code**

Integrity Check:

- Session Status Code must be provided and match a value in the - ASSMNT SESSION STATUS Master Lookup table

Errors:

- For L0H Only - Any Session Status Code that cannot be found in the ASSMNT SESSION STATUS Lookup will receive the following error:
  - SF6341H v6.0 Missing or Invalid Session Status Code
- For L0H Only - Any Session Status Code that that is not equal to "NOT\_TESTED" when the Standard Achieved Code is equal to "93" or "97" will receive the following error:
  - SF6354H v6.0 Invalid Session Status Code for Standard Achieved Code XX
- For L0H Only - If all Session Status Codes are equal to "NOT\_TESTED" when the Standard Achieved Code is not equal to "93" or "97" you will receive the following error:
  - SF6355H v6.0 Invalid Standard Achieved Code for Session Status Code NOT\_TESTED
- For L0H Only - Any Session Status Code that that is not equal to "REFUSED" when the Standard Achieved Code is equal to "96" will receive the following error:
  - SF6356H v6.0 Invalid Session Status Code for Standard Achieved Code 96
- For L0H Only - If all Session Status Codes are equal to "REFUSED" when the Standard Achieved Code is not equal to "96" you will receive the following error:
  - SF6357H v6.0 Invalid Standard Achieved Code for Session Status Code REFUSED
- For L0H Only - Any Session Status Code that that is not equal to "ABSENT" when the Standard Achieved Code is equal to "99" will receive the following error:
  - SF6358H v6.0 Invalid Session Status Code for Standard Achieved Code 99
- For L0H Only - If any Session Status Codes are equal to "ABSENT" when the Standard Achieved Code is not equal to "99" you will receive the following error:
  - SF6359H v6.0 Invalid Standard Achieved Code for Session Status Code ABSENT
- For L0H Only - If Standard Achieved is less than 90, then the Session Status Codes must be TESTED or REFUSED or you will receive the following error:
  - SF6360H v6.0 Invalid Session Status Code for Standard Achieved Code xx

### **Session Date**

Integrity Check:

- Populated from Test Date

## *Assessment Session Fact Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **Session Platform Type**

##### Integrity Check:

- Session Platform Type must be provided and match a value in the - PLATFORM TYPE Master Lookup table

##### Errors:

- For L0H Only - A Session Platform Type that cannot be found in the PLATFORM TYPE Lookup table will receive the following error:
  - SF6371H          v6.0 Missing or Invalid Session Platform Type
- For L0H Only - If the Scoring Model Code is equal to 4 or 5, then the Session Platform Type must equal "PBT" or you will receive the following error:
  - SF6372H          v6.0 Invalid Session Platform type for Scoring Model Code



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# Revision History

## Student Digital Resources Validation and Errors

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Date	Comment
12/1 /2023	<ul style="list-style-type: none"><li>• Added DR6423 for students with only an 8300 enrollment in current year<ul style="list-style-type: none"><li>○ If Student Digital Resources records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:<ul style="list-style-type: none"><li>* DR6423 v19.01 Student Digital Resources records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year</li></ul></li></ul></li></ul>

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# *Student Digital Resources Validation and Errors*

## **Key Fields:**

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

## **Required Fields:**

District Code, Location Code, School Year Date, Student ID, Primary Learning Device Type Code, School Provided Device Indicator, Primary Learning Device Provider Code, Primary Learning Device Access Code, Primary Learning Device Sufficiency Indicator, Internet Access In Residence Indicator, Internet Access Barrier Code, Internet Access Type Code, Internet Performance Code, Survey 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. 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.

Errors:

- If the District Code does not equal the user selected District Code, then the following error message will display:
  - DR6401 v17.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **Location Code**

Integrity Check:

- The Location Code must have data and must be found in the LOCATION lookup table. NYSSD, NYSSB and Charter Schools are excluded from this check.

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:
  - DR6402 v17.0 Location Code reported is either blank or doesn't exist in Level 0 for this district: & 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:
  - DR6403 v17.0 Location Code reported is either blank, inactive or doesn't exist in Level 0 for this district: & bad data
- A BOCES Virtual Location (BOVL) reported by a School District will receive the following error:
  - DR6408 v17.0 Virtual Locations can only be reported by BOCES: & bad data
- An OODP Location reported by a School District will receive the following error:
  - DR6409 v17.02 OODP students are to be reported by the District and Location where they attend: & bad data

### **School Year Date**

Integrity Check:

- The School Year must have data and must equal the 10-character date (YYYY-MM-DD) 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:
  - DR6404 v17.0 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected School Year.

# *Student Digital Resources 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:
  - DR6406 v17.0 Student ID cannot exceed 9 characters: & bad data
- A Student ID that does not have a corresponding demographic record will receive the following error
  - DR6407 v17.0 Missing or Invalid demographic record
- If Student Digital Resources records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:
  - DR6423 v19.01 Student Digital Resources records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year

### **Reporting Date**

#### Integrity Check:

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

### **Primary Learning Device Type Code**

#### Integrity Check:

- A Primary Learning Device Type Code, if provided, must be found in the DEVICE TYPE Master Lookup table.

#### Errors:

- A Primary Learning Device Type Code, if provided, that cannot be found in the DEVICE TYPE Master Lookup table will receive the following error:
  - DR6410 v17.03 Invalid Primary Learning Device Type Code: & bad data

### **School Provided Device Indicator**

#### Integrity Check:

- The School Provided Device Indicator, if provided, must be the value of "Y" or "N" from the YES\_NO\_CODE Master Lookup.

#### Errors:

- A School Provided Device Indicator, if provided, that is not equal to "Y" or "N" will receive the following error:
  - DR6411 v17.03 When provided, the School Provided Device Indicator must equal "Y" or "N": & bad data

### **Primary Learning Device Provider Code**

#### Integrity Check:

- A Primary Learning Device Provider Code, if provided, must be found in the DEVICE PROVIDER Master Lookup table.

#### Errors:

- A Primary Learning Device Provider Code, if provided, that cannot be found in the DEVICE PROVIDER Master Lookup table will receive the following error:
  - DR6412 v17.03 Invalid Primary Learning Device Provider Code: & bad data

### **Primary Learning Device Access Code**

#### Integrity Check:

- A Primary Learning Device Access Code, if provided, must be found in the DEVICE ACCESS Master Lookup table.

#### Errors:

- A Primary Learning Device Access Code, if provided, that cannot be found in the DEVICE ACCESS Master Lookup table will receive the following error:
  - DR6413 v17.03 Invalid Primary Learning Device Access Code: & bad data

# *Student Digital Resources Validation and Errors*

## **Individual field Integrity Checks and errors:**

### **Primary Learning Device Sufficiency Indicator**

#### Integrity Check:

- The Primary Learning Device Sufficiency Indicator, if provided, must be the value of "Y" or "N" from the YES\_NO\_CODE Master Lookup.

#### Errors:

- A Primary Learning Device Sufficiency Indicator, if provided, that is not equal to "Y" or "N" will receive the following error:
  - DR6414 v17.03 When provided, the Primary Learning Device Sufficiency Indicator must equal "Y" or "N": & bad data

### **Internet Access In Residence Indicator**

#### Integrity Check:

- The Internet Access in Residence Indicator, if provided, must be the value of "Y" or "N" from the YES\_NO\_CODE Master Lookup.

#### Errors:

- An Internet Access in Residence Indicator, if provided, that is not equal to "Y" or "N" will receive the following error:
  - DR6415 v17.03 When provided, the Internet Access in Residence Indicator must equal "Y" or "N": & bad data

### **Internet Access Barrier Code**

#### Integrity Check:

- An Internet Access Barrier Code, if provided, must be found in the INTERNET ACCESS BARRIER Master Lookup table.

#### Errors:

- An Internet Access Barrier Code, if provided, that cannot be found in the INTERNET ACCESS BARRIER Master Lookup table will receive the following error:
  - DR6416 v17.03 Invalid Internet Access Barrier Code: & bad data

### **Internet Access Type Code**

#### Integrity Check:

- An Internet Access Type Code, if provided, must be found in the INTERNET ACCESS Master Lookup table.

#### Errors:

- An Internet Access Type Code, if provided, that cannot be found in the INTERNET ACCESS Master Lookup table will receive the following error:
  - DR6417 v17.03 Invalid Internet Access Type Code: & bad data

### **Internet Performance Code**

#### Integrity Check:

- An Internet Performance Code, if provided, must be found in the INTERNET PERFORMANCE Master Lookup table

#### Errors:

- An Internet Performance Code, if provided, that cannot be found in the INTERNET PERFORMANCE Master Lookup table will receive the following error:
  - DR6418 v17.03 Invalid Internet Performance Code: & bad data

## *Student Digital Resources Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **Survey Date**

##### Integrity Check:

- The Survey Date, must be 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.

##### Errors:

- A Survey Date that does not meet the required criteria will receive the following error:
  - DR6419 v17.0 Missing or Invalid Survey Date. Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & bad data
- A Survey Date that exceeds the current date will receive the following error:
  - DR6420 v17.0 Survey Date cannot be a future date: & bad data
- At a minimum, other than the Survey Date, at least one field (Primary Learning Device Type Code, School Provided Device Indicator, Primary Learning Device Provider Code, Primary Learning Device Access Code, Primary Learning Device Sufficiency Indicator, Internet Access In Residence Indicator, Internet Access Barrier Code, Internet Access Type Code, Internet Performance Code) must be provided, or you will receive the following error:
  - DR6422 v17.03 At a minimum, one survey question response must be provided.

## *Student Digital Resources Validation and Errors*

### **District Data Cross Edit Informational or Report(s)**

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

#### Errors:

- Students with a Survey at a Location without corresponding enrollment at that location will receive the following warning:
  - DR6421          v17.02 Missing enrollment for Student Digital Resource Survey in location XXXX - Please review

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# Revision History

## Student Class Grade Detail Validation and Errors

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Date	Comment
9 /15/2023	<ul style="list-style-type: none"><li>● Changed SG7035 from Information to W/F error Discontinued SG7023<ul style="list-style-type: none"><li>○ If Course is "Prior to Secondary" and Dual Credit Code is not blank within the same location, you will receive the following error:<ul style="list-style-type: none"><li>* SG7035 v19.0 W/F Dual Credit Code must be blank for Prior to Secondary Course Code XXXX: &amp; bad data</li></ul></li><li>○ ***** Discontinued - Used Prior to the 2023-24 School Year ***** Any Local Courses linked to Secondary State Assessment Code, with a Grade Detail Code = "FG" and Class Detail Outcome Code = "N" and a Numeric Score &gt;= 0 will receive the following warning:<ul style="list-style-type: none"><li>* SG7023 15.01a Numeric score has been provided for a course with a not complete outcome code "N" - Please review</li></ul></li></ul></li></ul>
12/1 /2023	<ul style="list-style-type: none"><li>● Added SG7036 for students with only an 8300 enrollment in current year<ul style="list-style-type: none"><li>○ If Student Class Grade Detail records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:<ul style="list-style-type: none"><li>* v19.01 Student Class Grade Detail records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year</li></ul></li></ul></li></ul>

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# *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

## **Quasi-Required Fields (Certain Records):**

Credits Attempted, Credits Earned, PostSecondary Credit Units

## **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            v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **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:

- SG7002            v15.0 Location Code reported is either blank or doesn't exist in Level 0 for this district: & 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:

- SG7003            v15.0 Location Code reported is either blank, inactive or doesn't exist in Level 0 for this district: & bad data

- A BOCES Virtual Location (BOVL) reported by a School District will receive the following error:

- SG7033            v15.0 Virtual Locations can only be reported by BOCES: & bad data

### **Course Code**

Integrity Check:

- This field, along with Course Location Code, must match values from the Course Table. (case sensitive)

\*\*\*\*\* Not Applicable - Used prior to 2018-19 School Year \*\*\*\*\*

- 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.)

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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            v15.0 Course Code/Location combination missing in Course table: & bad data



## ***Student Class Grade Detail 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:
  - SG7004 v15.0 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected School Year.

#### **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 v15.0 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 30

##### Errors:

- If the Section Code is blank or exceeds 25 characters in length, you will receive the following error:
  - SG7010 v15.0 Section Code cannot be blank or exceed 25 characters: & bad data
- Section Code, along with Course Code must not exceed a combined length of 30 or you will receive the following error:
  - SG7034 v15.01a Course and Section Code combination cannot exceed 30 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 v15.0 Student ID cannot exceed 9 characters: & bad data
- A Student ID that does not have a corresponding demographic record will receive the following error:
  - SG7007 v15.0 Missing or Invalid demographic record
- If Student Class Grade Detail records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:
  - SG7036 v19.01 Student Class Grade Detail records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year

#### **Grade Detail Code**

##### Integrity Check:

- The Grade Detail Code must have data and must be found in the Grade Detail Code lookup table

##### Errors:

- Grade Detail Code must equal value from Grade Detail Code table or you will receive the following error:
  - SG7011 v15.0 Missing or Invalid Grade Detail Code: & bad data

# Student Class Grade Detail 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. 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.
  - SG7012 v15.0 Incorrect Reporting Date reported: (bad data). The validation process cannot continue until all the records in the import file match your selected 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 error:
  - SG7013 v15.0 Missing or Invalid Marking Period Number/Term Code and Location combination for selected school year: & bad data

### 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:

- 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:

- \*\*\*\*\* Not Applicable - Used prior to 2018-19 School Year \*\*\*\*\*  
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.  
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:

- A numeric grade, if provided, must fall within range (0-110 with no more than 3 decimal places)

#### Errors:

- A numeric grade, if provided, must fall within range (0-110 with no more than 3 decimal places) or you will receive the following error:
  - SG7014 v15.01 Invalid Numeric Grade or value is outside valid range (0-110, with no more than 3 decimal places): & bad data
- \*\*\*\*\* Not Applicable - Used prior to 2018-19 School Year \*\*\*\*\*  
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".  
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  
\*\*\*\*\*

# Student Class Grade Detail Validation and Errors

## Individual field Integrity Checks and errors:

### Class Detail Outcome Code

#### Integrity Check:

- Class Detail Outcome Code must be provided and found in the CLASS DETAIL OUTCOME Master Lookup table when Grade Detail Code equals "FG"

#### Errors:

- Class Detail Outcome Code must equal "P" (Pass) or "F" (Fail) or "N" (Not Complete) and be found in the CLASS DETAIL OUTCOME Master Lookup table when Grade Detail Code equals "FG", or you will receive the following error:
  - o SG7015 v15.0 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:
  - o SG7013 v7.03 Missing or invalid Marking Period Number/Term Code and Location combination for selected school year: & bad data

### State Assessment Included Indicator

#### Integrity Check:

- State Assessment Included Indicator, if provided, must be found in the YES NO CODE Master Lookup table

#### Errors:

- A State Assessment Included Indicator, if provided, that is not equal "Y" (Yes) or "N" (No), will receive the following error:
  - o SG7032 v15.0 Invalid State Assessment Included Indicator: & bad data
- \*\*\*\*\* Not Applicable - Used prior to 2018-19 School Year \*\*\*\*\*  
State Assessment included indicator must be provided and must equal "- Y" (Yes) or "N" (No)  
State Assessment included indicator must equal "Y" (Yes) or "N" (No) and must be found in the YES NO CODE Master Lookup table.
  - o 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)
  - o 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 equals "FG" and Local Course is linked to a Secondary State Course Code or you will receive the following error:
  - o SG7019 v15.0 Credits Attempted must be a value of 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 or you will receive the following error:
  - o SG7020 v15.0 Both Credits Attempted and Credits Earned must be provided when either is provided

### 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 equals "FG" and Local Course is linked to a Secondary State Course Code.
  - o SG7021 v15.0 Credits Earned must be a value of 0.0 - 5.0 (with no more than 4 decimal places): & bad data

## *Student Class Grade Detail Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **Student Class Credit Type Code**

##### Integrity Check:

- Student Class Credit Type Code (Field 24) thru Course Completion Indicator (Field 35) are validated for length only, if these fields have more characters than their assigned length, the data will be truncated to the maximum length.

#### **Dual Credit Code**

##### Integrity Check:

- The Dual Credit Code, if provided, must be found in the Dual Credit Master Lookup Table.

##### Errors:

- A Dual Credit code that cannot be found in the Dual Credit Master Lookup table will receive the following error:
  - SG7030 v14.0 Invalid Dual Credit code: & bad data

#### **PostSecondary Credit Units**

##### Integrity Check:

- Postsecondary Credits Units, if provided, must be within range (0.0 - 10.0)

##### Errors:

- Postsecondary Credits Units, if provided, must be within range (0.0 - 10.0) or you will receive the following error:
  - SG7028 v15.0 Postsecondary Credit Units must be a value of 0.0 - 10.0 (with no more than 2 decimal places): & bad data

#### **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

#### **Student District Code (Course)**

##### Integrity Check:

- Student District Code (Course) is for NYC reporting. On import, L0 will force the Student District Code to match the District Code in field 1.  
Note: This field cannot be changed in Level 0.

## *Student Class Grade Detail Validation and Errors*

### **Additional 2nd Level Verification Fatal Error Checks**

#### Errors:

- If the Postsecondary Credit Units are provided and are greater than 0, and the Dual Credit Indicator in the Student Class Entry Exit record equals "N", you will receive the following error:
  - SG7027            v13.01 W/F - Dual Credit Indicator in Student Class Entry Exit must be equal to "Y" when Postsecondary Credit Units provided are greater than 0.
  
- If the Dual/Concurrent Credit Indicator equals "Y" in Student Class Entry Exit (SCEE) and Dual Credit Code is blank in Student Class Grade Detail (SCGD) and both the SCGD and SCEE exist for the same Course/Section/Location/Student and the SCGD Grade Detail Code is equal to "FG", you will receive the following error:
  - SG7031            v15.0 W/F - The Dual Credit Code is required when the Dual/Concurrent Credit Indicator in Student Class Entry Exit equals "Y"
  
- If Course is "Prior to Secondary" and Dual Credit Code is not blank within the same location, you will receive the following error:
  - SG7035            v19.0 W/F Dual Credit Code must be blank for Prior to Secondary Course Code XXXX: & bad data

## *Student Class Grade Detail Validation and Errors*

### **District Data Cross Edit Informational or Report(s)**

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

#### Errors:

- If Postsecondary Credit Units are equal to zero (0), and the Dual Credit Indicator in the Student Class Entry Exit is not equal to "Y", you will receive the following warning:

- SG7026            v15.01 Dual Credit Indicator in Student Class Entry Exit template must be equal to "Y" when Postsecondary Credit Units equals zero - Please review.

- If the Grade Detail code equals "FG" and the Term code is not equal to "S", and there is no corresponding Student Class Entry Exit record for that Student/Course/Section, you will receive the following warning:

- SG7029            v13.01 No matching Student Class Entry Exit record exists for this Course/Section XXXX/XXX - Please review.

- \*\*\*\*\* Discontinued - Used Prior to the 2023-24 School Year \*\*\*\*\*

Any Local Courses linked to Secondary State Assessment Code, with a Grade Detail Code = "FG" and Class Detail Outcome Code = "N" and a Numeric Score >= 0 will receive the following warning:

- SG7023            15.01a Numeric score has been provided for a course with a not complete outcome code "N" - Please review  
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# Revision History

## Student Credit GPA Validation and Errors

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Date	Comment
12/1 /2023	<ul style="list-style-type: none"><li>• Added CG7121 for students with only an 8300 enrollment in current year<ul style="list-style-type: none"><li>○ If Student Credit GPA records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:<ul style="list-style-type: none"><li>* CG7121 v19.01 Student Credit GPA records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year</li></ul></li></ul></li></ul>

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# *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 v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **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 v15.0 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected 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 v15.0 Student ID cannot exceed 9 characters: & bad data

- A Student ID that does not have a corresponding demographic record will receive the following error:

- CG7107 v15.0 Missing or Invalid demographic record

- If Student Credit GPA records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:

- CG7121 v19.01 Student Credit GPA records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year

### **Credit GPA Code**

Integrity Check:

- The Credit GPA Code must have data and must be found in the CREDIT\_GPA\_CODE lookup table

Errors:

- A Credit GPA Code that is blank or that cannot be found in the CREDIT\_GPA\_CODE lookup table, will receive the following error:

- CG7109 v15.0 Missing or Invalid Credit GPA Code: & 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, you will receive the following error:
  - CG7108 v15.0 Incorrect Reporting Date reported: (bad data). The validation process cannot continue until all the records in the import file match your selected 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 error:
  - CG7110 v15.0 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 v15.0 Cumulative Credits Earned must be a value of 0.0 - 70.0 (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:
  - CG7112 v15.0 Cumulative GPA must be a value between Student GPA Range Minimum and Student GPA Range Maximum (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 error:
  - CG7113 v15.0 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:

- \*\*\*\*\* Not Applicable - No longer used \*\*\*\*\*

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 v15.0 Missing or Invalid Student GPA 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 v15.0 Missing or Invalid Student GPA 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 v15.0 Cumulative Credits Attempted must be a value of 0.1 - 100.0 (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 v15.0 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

## *Student Credit GPA Validation and Errors*

### **Additional 2nd Level Verification Fatal Error Checks**

Errors:

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

## *Student Credit GPA Validation and Errors*

### **District Data Cross Edit Informational or Report(s)**

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

#### Errors:

- If Cumulative Credits Earned is over 50, you will receive the following warning:
  - CG7120 v15.0 Cumulative Credits Earned greater than 50 - Please review

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# Revision History

## Staff Attendance Data Validation and Errors

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Date	Comment
9 /15/2023	•

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# *Staff Attendance Data Validation and Errors*

## **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 v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **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 v15.0 Location Code reported is either blank or doesn't exist in Level 0 for this district: & 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 v15.0 Location Code reported is either blank, inactive or doesn't exist in Level 0 for this district: & bad data

- A BOCES Virtual Location (BOVL) reported by a School District will receive the following error:

- SD7216 v15.0 Virtual Locations can only be reported by BOCES: & 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 does not have a corresponding Staff Snapshot record will receive the following error:

- SD7204 v15.0 Invalid Staff ID (Staff ID is not found in the Staff Snapshot): & bad data

- Records with a "Deleted" Status in Staff Snapshot will receive the following error:

- SD7210 v15.0 Staff Attendance record invalid when "Deleted" status found in Staff Snapshot record.

- Staff Snapshot records with Itinerant Status equal to "Y" will receive the following error:

- SD7214 v15.0 Invalid Staff Attendance record when Itinerant Status equals "Y" in Staff Snapshot

### **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 Data Validation and Errors***

## **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 v15.0 Incorrect Attendance Period Start Date reported: (bad data). The validation process cannot continue until all the records in the import file fall within the selected School Year (XXXX-07-01 thru XXXX-06-30)
- An Attendance Period Start Date that does not meet the required criteria will receive the following error:
  - SD7212 v15.01a 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 (XXXX-07-01 thru XXXX-06-30): & bad data
- An Attendance Period Start Date that exceeds the current date will receive the following error:
  - SD7213 v15.0 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 Attendance Period Start Date, you will receive the following error:
  - SD7205 v15.0 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 v15.0 Missing or Invalid Attendance Period End Date. Attendance Period End Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & 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 a numeric whole number or is outside the valid range (0 - 260) will receive the following error:
  - SD7207 v15.0 Time Used must be a value of 0 - 260 (must be a 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 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 v15.0 Missing or Invalid Staff Attendance Code Long: & bad data

## *Staff Attendance Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **Unit of Measure Code**

Integrity Check:

- Unit of Measure Code (Field 12) thru Substitute Teacher District Code (Field 15) - No checks are done for these fields and any data residing in these fields is not currently being saved



## *Staff Attendance Data Validation and Errors*

### **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 v15.0 Time Used for all reported Attendance Codes cannot be greater than Contract Work Days in Staff Snapshot: & bad data

## *Staff Attendance Data Validation and Errors*

### **District Data Cross Edit Informational or Report(s)**

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

#### Errors:

- Beginning May 1st of the current school year, any teaching staff with Itinerant Staff equal to "N" in the Staff Snapshot, that do not have any Staff Attendance reported will receive the following warning:

- SD7215 v15.0 No Staff Attendance time reported for this teacher - Please review

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# Revision History

## Staff Snapshot Data Validation and Errors

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Date	Comment
9 /15/2023	•

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# 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, Hispanic Ethnicity Indicator

## Quasi-Required Fields (Certain Records):

Position Title (Teacher Title), Race or Ethnicity Code (Race 1 Code), 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 v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.
- 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 or all zero's are not imported.

Errors:

- A Staff ID that doesn't match the Alternate Staff ID will receive the following error:

- SN7362 v15.0 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.

# Staff Snapshot Data Validation and Errors

## 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 v15.0 When provided, Teacher Title must equal "TEACHER": & 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 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:
  - SN7312 v15.0 Primary Location Code reported is either blank or doesn't exist in Level 0 for this district: & bad data
- A Primary 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:
  - SN7313 v15.0 Primary Location Code reported is either blank, inactive or doesn't exist in Level 0 for this district: & bad data
- A BOCES Virtual Location (BOVL) reported by a School District will receive the following error:
  - SN7369 V15.0 Virtual Locations can only be reported by BOCES: & bad data

### Division

#### Integrity Check:

- Division (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:

- If data is provided in this field, it must be found in the GENDER\_CODE lookup table.  
The Gender Code must have data when Itinerant Staff equals "N".

#### Errors:

- If Itinerant Staff equals "N", then a Gender Code that is blank or that cannot be found in the Gender Codes Table will receive the following error:
  - SN7337 v15.0 Missing or Invalid Gender Code: & bad data

## *Staff Snapshot Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **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. DECLINED is only available under Race 1 Code. If DECLINED is used no other Race codes should be reported.  
Race 1 Code, if provided, must be found in the Race or Ethnicity table.

##### Errors:

- Race 1 Code, if provided, must be found in the Race or Ethnicity table. A Race 1 Code that cannot be found in the Race or Ethnicity lookup table will receive the following error:
  - SN7338            v15.0 Invalid Race 1 Code: & bad data
- A Race 1 Code that is not provided when the Hispanic Ethnicity Indicator equals "N" will receive the following error:
  - SN7358            v15.0 Race 1 Code required when Hispanic Ethnicity Indicator equals "N"
- If multiple Race Codes (Race 1, Race 2, etc.) are reported and one of the codes is equal to "DECLINED", you will receive the following error:
  - SN7368            v15.0 Race Codes 2-5 are not allowed when Race Code 1 equals "DECLINED"

#### **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 and Itinerant Staff is equal to "N", 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:

- When Itinerant Staff = 'N', a Teacher Hire date that does not meet the required criteria will receive the following error:
  - SN7314            v12.0a 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            v15.0 Teacher Hire Date cannot be a future date: & bad data
- If Teacher Hire Date is provided, Teacher Title must equal "TEACHER" or you will receive the following error:
  - SN7335            v15.0 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  
\*\*\*\*\*

## *Staff Snapshot Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **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            v15.0 Invalid Exit Date. Exit Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & bad data
- An Exit Date that exceeds the current date will receive the following error:
  - SN7320            v15.0 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            v15.0 Exit Date is earlier than Teacher and/or Principal Hire Date: & bad data
- \*\*\*\*\* Not Applicable - Used Prior to 2019-20 School Year \*\*\*\*\*  
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  
\*\*\*\*\*

#### **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 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            v15.0 Missing or Invalid Birth Date. Birth Date must be in YYYY-MM-DD format: & bad data
- A Birth Date that is equal to or later than the current date will receive the following error:
  - SN7340            v15.0 Birth Date cannot be a future date: & bad data
- For reasonability, a birthdate that is less than 18 years from the current School Year will receive the following error:
  - SN7341            v15.0 Staff must be at least 18 years of age: & 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 STAFF STATUS Master Lookup table

##### Errors:

- An Active/Inactive that is blank or that cannot be found in the STAFF STATUS Master Lookup table will receive the following error:
  - SN7357            v15.0 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.

## ***Staff Snapshot Data Validation and Errors***

### **Individual field Integrity Checks and errors:**

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

##### Integrity Check:

- Years of Educational Experience in District must be provided for all staff where Itinerant Staff equals "N". This year counts as one full year of experience in this District. The Years Educational Experience In District must be less than or equal to the Total Years Educational Experience (field #102).

##### Errors:

- When Itinerant Staff equals "N", Years of Educational Experience In District must be provided and cannot be less than 1. (For reasonableness, this number cannot be greater than 65)
  - SN7342 v18.0a Years Educational Experience in District must be a value of 1 - 65 (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.

#### **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 error message will display:

- SN7301 v15.0 Incorrect Snapshot Date reported: (bad data). The validation process cannot continue until all the records in the import file match your selected 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 where Itinerant Staff equals "N". 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:

- When Itinerant Staff equals "N" and the Annual Salary does not meet the required criteria will receive the following error:
  - SN7343 v15.0 Annual Salary must be a value of 0 - 500000 (must be a whole number); & bad data

#### **Contract Work Days**

##### Integrity Check:

- Contract Work Days must be reported for non-Itinerant 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:

- When Itinerant Staff equals "N", "TEACHER" Contract Work Days must be a numeric whole number (range of 1 thru 260), or you will receive the following error:
  - SN7363 v15.0 "TEACHER" Contract Work Days must be a value of 1 -260 (must be a whole number); & bad data
- Non-teacher Contract Work Days, if provided, must be a numeric whole number (range of 1 and 366) or you will receive the following error:
  - SN7364 v15.0 Non-teachers Contract Work Days must be a value of 1 -366 (must be a whole number); & bad data



## *Staff Snapshot Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **Employment Separation Reason Code**

Integrity Check:

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            v15.0 Invalid Employment Separation Reason Code: & bad data

- \*\*\*\*\* Used Prior to the 2021-22 School Year \*\*\*\*\*

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            v15.0 Both Exit Date and Employment Separation Reason Code are required when one is given  
\*\*\*\*\*

#### **Full Staff Name**

Integrity Check:

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

#### **Itinerant Staff**

Integrity Check:

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

Errors:

- An Itinerant Staff that is not equal to "Y" or "N" will receive the following error:

○ SN7366            v15.0 Itinerant Staff must equal "Y" or "N": & bad data

#### **Alternate Staff Id (TEACH ID)**

Integrity Check:

- The Alternate Staff ID must be provided and must not exceed 9 characters.  
The Alternate Staff ID must be found in the State TEACH ID Table when the STATE STAFF SNAPSHOT Table is populated.  
Note: 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 or all zero's are not imported.

Errors:

- This check is only used when the STATE STAFF SNAPSHOT Table is not populated. An Alternate Staff ID that exceeds 9 characters in length will receive the following error:

○ SN7302            v15.0 Alternate Staff ID (State) cannot exceed 9 characters: & bad data

- An Alternate Staff ID that does not match a State Staff ID when the State Staff Snapshot Table is populated will receive the following error:

○ SN7367            v15.0 Alternate Staff ID must be a valid TEACH ID: & bad data

#### **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 non-itinerant 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:

- When Itinerant Staff equals "N", Employment Basis must be provided and must be numeric and represent a percentage or you will receive the following error:

○ SN7345            v15.0 Employment Basis must be a value of .001 - 1.000: & bad data

## *Staff Snapshot Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **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            v15.0 Staff First Name is blank

#### **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            v15.0 Staff Last Name is blank

#### **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.

#### **Hispanic Ethnicity Indicator**

##### Integrity Check:

- Hispanic Ethnicity Indicator must have data and must be found in the YES NO CODE Master Lookup table when Race 1 is not equal to "DECLINED" and Itinerant Staff equals "N"

##### Errors:

- When Itinerant Staff equals "N", a Hispanic Ethnicity Indicator that is blank, when RACE 1 is not equal to "DECLINED" or cannot be found in the YES NO CODE Master Lookup table will receive the following error:
  - SN7346            v15.0 Missing or Invalid Hispanic Ethnicity Indicator: & bad data
- \*\*\*\*\* Not Applicable - Used prior to 2018-19 School Year \*\*\*\*\*  
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:

- Work Email Address must be provided for all reported Staff. No spaces are allowed in this email address.

##### Errors:

- If Email address is missing or invalid you will receive the following message:
  - SN7365            v15.0 Missing or Invalid Work Email Address: & bad data
  - \*\*\*\*\* Not Applicable - Used prior to 2016-17 School Year \*\*\*\*\*  
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  
\*\*\*\*\*

## *Staff Snapshot Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **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, but cannot be equal to "DECLINED". "DECLINED" is only allowed under Race 1.

##### Errors:

- A Race Code, if provided, that cannot be found in the Race lookup table or is equal to "DECLINED" will receive the following error:
  - SN7347 v15.0 Invalid Race X Code: & bad data
- If multiple Race Codes (Race 1, Race 2, etc.) are reported and one of the codes equals "DECLINED", you will receive the following error:
  - SN7368 v15.0 Race Codes 2-5 are not allowed when Race Code 1 equals "DECLINED"

#### **Race 3 Code**

##### Integrity Check:

- The Race 3 Code, if provided, must be found in the Race or Ethnicity table, but cannot be equal to "DECLINED". "DECLINED" is only allowed under Race 1.

##### 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, but cannot be equal to "DECLINED". "DECLINED" is only allowed under Race 1.

##### Errors:

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

#### **Race 5 Code**

##### Integrity Check:

- The Race 5 Code, if provided, must be found in the Race or Ethnicity table, but cannot be equal to "DECLINED". "DECLINED" is only allowed under Race 1.

##### 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.

## *Staff Snapshot Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **Years of Teaching Experience (Years of Educational Experience)**

##### Integrity Check:

- The total Years of Educational Experience must be provided for all staff where Itinerant Staff equals "N" 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:

- When Itinerant Staff equals "N", Years of Educational Experience must be provided and cannot be less than 1 (Valid range 1 - 70), or you will receive the following error:
  - SN7348            v15.0 Years of Educational Experience must be a value of 1 - 70 (must be a whole number): & bad data
- When Itinerant Staff = N, Years of Educational Experience must be greater than or equal to Years Educational Experience (field 43) in district, or you will receive the following error:
  - SN7349            v15.0 Years of Educational Experience is 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            v15.0 When provided, Principal Title must equal "PRINCIPAL": & bad data

#### **Second Position Hire Date (Principal Hire Date)**

##### Integrity Check:

- If the Principal Title is provided and Itinerant Staff is equal to "N", 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:

- When Itinerant Staff equals "N", a Principal Hire Date that does not meet the required criteria will receive the following error:
  - SN7325            v15.0 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            v15.0 Principal Hire Date cannot be a future date: & bad data
- If Principal Hire Date is provided, Principal Title must equal "PRINCIPAL" or you will receive the following error:
  - SN7336            v15.0 Principal Hire Date is not expected when Principal Title is not provided: & bad data

#### **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 Snapshot Data Validation and Errors*

### **Individual field Integrity Checks and errors:**

#### **Staff Education Level Code**

##### Integrity Check:

- Staff Education Level Code must be provided for all staff where Itinerant Staff equals "N" and must match a value in the EDUCATION LEVEL Master Lookup Table

##### Errors:

- When Itinerant Staff equals "N", 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 v15.0 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 where Itinerant Staff equals "N" and must be reported with a month value of 1 thru 12 only.

##### Errors:

- When Itinerant Staff equals "N" and Annual Contract Work Months (1-12 and a whole number) are not provided you will receive the following error:
  - SN7351 v15.0 Annual Contract Work Months must be a value of 1 - 12 (must be a whole number): & bad data

#### **Professional Development Indicator**

##### Integrity Check:

- Professional Development Indicator must be provided for all non-Itinerant "TEACHER" titles, and must match a value in the YES NO CODE Master Lookup table

##### Errors:

- When Itinerant Staff equals "N", a Professional Development Indicator that cannot be found in the YES NO CODE Master Lookup table you will receive the following error:
  - SN7352 v15.0 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 YES NO CODE Master 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 YES NO CODE Master Lookup table will receive the following error:
  - SN7353 v15.0 Invalid Certification Exemption Code for Charter School "TEACHER": & bad data

#### **Country Code**

##### Integrity Check:

- Country Code (Field 113) thru Gender Identity (Field 116) - 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*

### **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

# Staff Snapshot Data Validation and Errors

## District Data Cross Edit Informational or Report(s)

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

### Errors:

- \*\*\*\*\* Not Applicable - Used Prior to 2019-20 School Year \*\*\*\*\*

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.  
\*\*\*\*\*

- If Staff Snapshot Last Name and the TEACH file Last Name don't match you will receive the following warning:

- SN7370 v15.02 Staff Snapshot Last Name mismatch with TEACH Name - Please review

- If Staff Snapshot First and Last Name do not match the Name in the TEACH file you will receive the following warning:

- SN7371 v15.02 Staff Snapshot First & Last Name mismatch with TEACH Name - Please review

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# Revision History

Location Marking Period Validation and Errors

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Date	Comment
9 /15/2023	•

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# ***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:

- LM7401 v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **Location Code**

#### **Integrity Check:**

- A 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:

- LM7402 v15.0 Location Code reported is either blank or doesn't exist in Level 0 for this district: & 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:

- LM7403 v15.0 Location Code reported is either blank, inactive or doesn't exist in Level 0 for this district: & 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:

- LM7408 v15.0 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:

- LM7404 v15.0 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected School Year.

# *Location Marking Period Validation and Errors*

## **Individual field Integrity Checks and errors:**

### **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:
  - LM7409            v15.0 Missing or Invalid Start Date. Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & bad data

### **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:
  - LM7410            v15.0 End Date cannot be earlier than Start Date: & bad data
- A Marking Period End Date that does not meet the required criteria will receive the following error:
  - LM7411            v15.0 Missing or Invalid End Date. Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & 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:
  - LM7412            v15.02 Missing or Invalid Term Code (Only Term Codes 0-7, S are valid): & 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.

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# Revision History

## Course Data Validation and Errors

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Date	Comment
9 /15/2023	<ul style="list-style-type: none"><li>• Added new edit to require building location<ul style="list-style-type: none"><li>○ A Course Location Code, which is not reported with a building, BOCES overall location or BOCES virtual location, will receive the following message:<ul style="list-style-type: none"><li>* CR7515 v19.0 Course data must be reported with a building or virtual location where the course is being offered: &amp; bad data</li></ul></li></ul></li></ul>
3 /25/2024	<ul style="list-style-type: none"><li>• Changed CR7515 to an Information check<ul style="list-style-type: none"><li>○ A Course Location Code, which is not reported with a building, BOCES overall location or BOCES virtual location, will receive the following message:<ul style="list-style-type: none"><li>* CR7515 v19.02 Course data should be reported with a building or virtual location where the course is being offered - Please review</li></ul></li></ul></li></ul>

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# 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:

- CR7511 v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **Location Code**

Integrity Check:

- A 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:

- CR7512 v15.0 Location Code reported is either blank or doesn't exist in Level 0 for this district: & 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:

- CR7513 v15.0 Location Code reported is either blank, inactive or doesn't exist in Level 0 for this district: & 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:

- CR7514 v15.0 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected School Year.

### **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:
  - CR7500 v15.0 Supplementary Course Differentiator must equal "NA": & bad data

#### **Course Code Long**

##### Integrity Check:

- The Course Code Long (Local) must have data. Records with no Course Code Long are not imported.

##### Errors:

- If Course Code Long exceeds 12 characters, you will receive the following error message:
  - CR7501 v15.0 Course Code Long cannot exceed 12 characters: & bad 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:
  - CR7502 v13.0 Missing or Invalid State Course Code: & bad data

#### **Requirements Indicator Code**

##### Integrity Check:

- Requirements Indicator Code (Field 30) thru Academic Indicator (Field 86) - No checks are done for these fields and any data residing in these fields is not currently being saved.

## *Course Data Validation and Errors*

### **District Data Cross Edit Informational or Report(s)**

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

#### Errors:

- A Course Location Code, which is not reported with a building, BOCES overall location or BOCES virtual location, will receive the following message:

- CR7515            v19.02 Course data should be reported with a building or virtual location where the course is being offered - Please review

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# Revision History

## Staff Assignment Validation and Errors

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Date	Comment
9 /15/2023	<ul style="list-style-type: none"><li>● Added new edits for Assignment Field (field 9) Added new edit for Percent Time Assigned (field 18) Added new Information check for new fields above Changed SA7617 from Information to W/F error<ul style="list-style-type: none"><li>○ The Assignment Field, if provided, must be found in the ASSIGNMENT Field Master Lookup Table or you will receive the following error: * SA7621 v19.0 Invalid Assignment Field provided: &amp; bad data</li><li>○ With the exception of Assignment codes (2210, 2211, 2212, 2022, 2017, 2117), if the Assignment Field is provided, you will receive the following error: * SA7622 v19.0 No Assignment Field expected for XXXX Assignment Code: &amp;bad data</li><li>○ The Percent Time Assigned, if provided, must be a percentage of time for the assignment at this location during the school year. The Percent Time Assigned must fall within range (0-100 with no more than 3 decimal places) or you will receive the following error: * SA7623 v19.0 Percent Time Assigned outside valid range (0.000 - 100.000): &amp; bad data</li><li>○ The following Assignment codes (2210, 2211, 2212, 2022, 2017, 2117) without an Assignment Field or Percent Time Assigned will receive the following warning: * SA7624 v19.0 XXXX: (Description) Assignment Code should have an Assignment Field and Percent Time Assigned provided - Please review</li><li>○ If a location, with students enrolled (excluding BOCES, Non-Publics, OODP and enrollment state locations (0666, 0777, &amp; 0888), Grade Levels (PKH, PKF, PS &amp; GD) enroll codes (4034, 5555, 5654, 5905 &amp; 8300)), does not have any Principal (1102-1110) Assignment records, you will receive the following error: * SA7617 v19.0 W/F Location: XXXXXX is missing Principal Staff Assignment</li></ul></li></ul>
12/1 /2023	<ul style="list-style-type: none"><li>● Added SA7625 Fatal error to look at specific Assignments for Teach ID, if they exceed 100.000 percent<ul style="list-style-type: none"><li>○ If a Staff ID has multiple Staff Assignment records without completion dates (or completion date = YYYY-06-30), for Assignment codes 2210, 2211, 2212, 2022, 2017, and 2117, with total Percent Time Assigned greater than 100.000, you will receive the following error: * SA7625 v19.01 Staff ID 999999999 Total Percent Time Assigned cannot be greater than 100.000 for Assignment codes 2210, 2211, 2212, 2022, 2017, and 2117: &amp; bad data</li></ul></li></ul>
1 /25/2024	<ul style="list-style-type: none"><li>● Changed SA7624 to fatal error (Info check will be discontinued in v19.02)<ul style="list-style-type: none"><li>○ The following Assignment codes (2210, 2211, 2212, 2022, 2017, 2117) without an Assignment Field or Percent Time Assigned will receive the following error: * SA7624 v19.01b XXXX (Description) Assignment Code must have both the Assignment Field and Percent Time Assigned provided.</li></ul></li></ul>

# *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, Assignment Field

## **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 v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **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 v13.01 No Matching Staff Snapshot Record: & bad data
- Records with a "Deleted" Status in Staff Snapshot will receive the following error:
  - SA7615 v15.0 Staff Assignment record invalid when "Deleted" status found in Staff Snapshot record

### **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
- A Principal Assignment code without an associated PRINCIPAL Title in the Staff Snapshot will receive the following error:
  - SA7616 v15.0 Principal Assignment code requires "PRINCIPAL" Title in Staff Snapshot



# Staff Assignment Validation and Errors

## Individual field Integrity Checks and errors:

### 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 v15.0 Location Code reported is either blank or doesn't exist in Level 0 for this district: & 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 v15.0 Location Code reported is either blank, inactive or doesn't exist in Level 0 for this district: & bad data
- A BOCES Virtual Location (BOVL) reported by a School District will receive the following error:
  - SA7620 v15.0 Virtual Locations can only be reported by BOCES: & 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:
  - SA7604 v15.0 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected 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 v15.0 Missing or Invalid Assignment Date. Assignment Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & bad data
- An Assignment Date that exceeds the current date will receive the following error:
  - SA7606 v15.0 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 v15.0 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 v15.0 Invalid Completion Date. Completion Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & bad data
- A Completion Date that exceeds the current date will receive the following error:
  - SA7609 v15.0 Completion Date cannot be a future date: & bad data

### Assignment Job Code

#### Integrity Check:

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

# *Staff Assignment Validation and Errors*

## **Individual field Integrity Checks and errors:**

### **Assignment Field**

#### Integrity Check:

- The Assignment Field, if provided, must be found in the ASSIGNMENT Field Master Lookup Table.

#### Errors:

- The Assignment Field, if provided, must be found in the ASSIGNMENT Field Master Lookup Table or you will receive the following error:
  - SA7621                v19.0 Invalid Assignment Field provided: & bad data
- With the exception of Assignment codes (2210, 2211, 2212, 2022, 2017, 2117), if the Assignment Field is provided, you will receive the following error:
  - SA7622                v19.0 No Assignment Field expected for XXXX Assignment Code: & bad data

### **Assignment Room**

#### Integrity Check:

- Assignment Room (Field 10) thru Subject Code (Field 17) - No checks are done for these fields and any data residing in these fields is not currently being saved

### **Percent Time Assigned**

#### Integrity Check:

- The Percent Time Assigned, if provided, must be a percentage of time for the assignment at this location during the school year. The Percent Time Assigned must fall within range (0-100 with no more than 3 decimal places)

#### Errors:

- The Percent Time Assigned, if provided, must be a percentage of time for the assignment at this location during the school year. The Percent Time Assigned must fall within range (0-100 with no more than 3 decimal places) or you will receive the following error:
  - SA7623                v19.0 Percent Time Assigned outside valid range (0.000 - 100.000): & bad data

### **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

## *Staff Assignment Validation and Errors*

### Additional 2nd Level Verification Fatal Error Checks

#### Errors:

- Staff that have an Assignment Grade Level of "ALL" combined with other individual Assignment Grade Level records for the same Assignment Code and Location will receive the following error:
  - SA7614 v15.0 W/F - Assignment Grade Level "ALL" cannot be used in conjunction with other grade levels for the same Assignment Code & BEDS Location
- If a location, with students enrolled (excluding BOCES, Non-Publics, OODP and enrollment state locations (0666, 0777, & 0888), Grade Levels (PKH, PKF, PS & GD) enroll codes (4034, 5555, 5654, 5905 & 8300)), does not have any Principal (1102-1110) Assignment records, you will receive the following error:
  - SA7617 v19.0 W/F Location: XXXXXX is missing Principal Staff Assignment
- If Principal Staff Assignment is attached to the District (0000) instead of a school building, you will receive the following error:
  - SA7618 v15.0 Principal must be assigned to a building within the district
- If a Staff ID has multiple Staff Assignment records without completion dates (or completion date = YYYY-06-30), for Assignment codes 2210, 2211, 2212, 2022, 2017, and 2117, with total Percent Time Assigned greater than 100.000, you will receive the following error:
  - SA7625 v19.01 Staff ID 999999999 Total Percent Time Assigned cannot be greater than 100.000 for Assignment codes 2210, 2211, 2212, 2022, 2017, and 2117: & bad data
- The following Assignment codes (2210, 2211, 2212, 2022, 2017, 2117) without an Assignment Field or Percent Time Assigned will receive the following error:
  - SA7624 v19.01b XXXX (Description) Assignment Code must have both the Assignment Field and Percent Time Assigned provided.

## *Staff Assignment Validation and Errors*

### **District Data Cross Edit Informational or Report(s)**

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

Available grade levels for each location are determined from the students School Entry Exit enrollment records

#### **Errors:**

- 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 warning:

- SA7619            v15.0 Principal Staff Assignment missing for grade: XX at location: XXXXXX - Please review

- The following Assignment codes (2210, 2211, 2212, 2022, 2017, 2117) without an Assignment Field or Percent Time Assigned will receive the following warning:

- SA7624            v19.0 XXXX: (Description) Assignment Code should have an Assignment Field and Percent Time Assigned provided - Please review

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# Revision History

## Student Class Entry Exit Validation and Errors

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Date	Comment
9 /15/2023	<ul style="list-style-type: none"><li>● Changed CE7823 from Information to W/F error<ul style="list-style-type: none"><li>○ If Course is "Prior to Secondary" and Dual Credit Indicator is equal to "Y", you will receive the following error:<ul style="list-style-type: none"><li>* CE7823 v19.0 W/F Dual Credit Indicator cannot be equal to "Y" for Prior to Secondary Course Code XXXX in Location XXXX.</li></ul></li></ul></li></ul>
12/1 /2023	<ul style="list-style-type: none"><li>● Added CE7824 for students with only an 8300 enrollment in current year<ul style="list-style-type: none"><li>○ If Student Class Entry Exit records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:<ul style="list-style-type: none"><li>* CE7824 v19.01 Student Class Entry Exit records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year</li></ul></li></ul></li></ul>

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# *Student Class Entry Exit Validation and Errors*

## **Key Fields:**

District Code, Location Code, Course Code, School Year Date, Supplementary Course Differentiator, Section Code, Student Id, Class Entry Date, Term Code, Marking Period Code

## **Required Fields:**

District Code, Location Code, Course Code, School Year Date, Supplementary Course Differentiator, Section Code, Student Id, Class Entry Date, Term Code, Marking Period Code, Dual/Concurrent Credit 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:
  - CE7801 v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **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:
  - CE7802 v15.0 Location Code reported is either blank or doesn't exist in Level 0 for this district: & 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:
  - CE7803 v15.0 Location Code reported is either blank, inactive or doesn't exist in Level 0 for this district: & bad data
- A BOCES Virtual Location (BOVL) reported by a School District will receive the following error:
  - CE7821 v15.0 Virtual Locations can only be reported by BOCES: & bad data

### **Course Code**

#### Integrity Check:

- Course Code, along with Course Location Code, must match values from the Course Table. (case sensitive)

#### 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:
  - CE7805 v15.0 Course Code/Location combination missing in Course table: & 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:
  - CE7804 v15.0 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected School Year.

# *Student Class Entry Exit 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 error:
  - CE7806 v15.0 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 30

#### Errors:

- If the Section Code is blank or exceeds 25 characters in length, you will receive the following error:
  - CE7807 v15.0 Section Code cannot be blank or exceed 25 characters: & bad data
- Section Code, along with Course Code must not exceed a combined length of 30 or you will receive the following error:
  - CE7822 v15.0 Course and Section Code combination cannot exceed 30 characters: & 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:
  - CE7808 v15.0 Student ID cannot exceed 9 characters: & bad data
- A Student ID that does not have a corresponding demographic record will receive the following error:
  - CE7809 v15.0 Missing or Invalid demographic record
- If Student Class Entry Exit records are reported for a student with only an enrollment Entry Code 8300 during the school year, you will receive the following error:
  - CE7824 v19.01 Student Class Entry Exit records cannot be reported for a student with only an enrollment Entry Code 8300 during the school year

### **Class Entry Date**

#### Integrity Check:

- The Class 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. The Class Entry Date can not be a future date.

#### Errors:

- A Class Entry Date that does not meet the required criteria will receive the following error:
  - CE7810 v15.0 Missing or Invalid Class Entry Date. Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & bad data
- A Class Entry Date that does not meet the required criteria will receive the following error:
  - CE7811 v12.01 Class Entry Date cannot be a future date: & bad data

### **Class Entry Type Code**

#### Integrity Check:

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

### **Class Entry Comment**

#### Integrity Check:

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

# *Student Class Entry Exit Validation and Errors*

## **Individual field Integrity Checks and errors:**

### **Class Exit Date**

#### Integrity Check:

- The Class Exit 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. This date should be equal to or greater than the Class Entry Date.

#### Errors:

- A Class Exit Date that does not meet the required criteria will receive the following error:
  - CE7812 v15.0 Invalid Class Exit Date. Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & bad data
- If Class Exit Date is earlier than Class Entry Date, you will receive the following error:
  - CE7813 v15.0 Class Exit Date cannot be earlier than Class Entry Date: & bad data
- A Class Exit Date that exceeds the current date will receive the following error:
  - CE7814 v12.01 Class Exit Date cannot be a future date. & bad data

### **Class Exit Type Code**

#### Integrity Check:

- Class Exit Type Code (Field 12) thru Exclude From Evaluation Indicator (Field 23) - No checks are done for these fields and any data residing in these fields is not currently being saved

### **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 error:
  - CE7815 v15.02 Term Code/Location combination not found in Location Marking Period: & bad data

### **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 error:
  - CE7816 v15.0 Marking Period Code must equal "NA"

### **Dual/Concurrent Credit Indicator**

#### Integrity Check:

- The Dual/Concurrent Enrollment Indicator, if provided, must be the value of "Y" or "N" from the INDICATOR Master Lookup. The Dual/Concurrent Enrollment Indicator, if blank, on import, will auto-populate to the value of "N"

#### Errors:

- A Dual/Concurrent Enrollment Instructor Indicator that is not valid will receive the following error:
  - CE7817 v15.0 Dual/Concurrent Credit Indicator must equal "Y" or "N": & bad data

### **Student District Code**

#### Integrity Check:

- Student District Code is for NYC reporting. On import, L0 will force the Student District Code to match the District Code in field 1. Note: This field cannot be changed in Level 0.



## *Student Class Entry Exit Validation and Errors*

### **Additional 2nd Level Verification Fatal Error Checks**

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

#### Errors:

- A Course Location/Course/Section/Term that does not have a corresponding Course Instructor Assignment record will receive the following error:
  - CE7818 v12.01 W/F No matching Course/Instr/Assign record for this Location/Course/Section/Term
- When the Grade Detail Code is equal to "FG" and the Dual Credit Code is provided in Student Class Grade Detail (SCGD) and the Dual/Concurrent Credit Indicator is equal to "N" in Student Class Entry Exit (SCEE), you will receive the following error:
  - CE7820 v15.0 W/F The Dual Credit Code in Student Class Grade Detail is not expected when the Dual/Concurrent Credit Indicator equals "N"
- If Course is "Prior to Secondary" and Dual Credit Indicator is equal to "Y", you will receive the following error:
  - CE7823 v19.0 W/F Dual Credit Indicator cannot be equal to "Y" for Prior to Secondary Course Code XXXX in Location XXXX.

## *Student Class Entry Exit Validation and Errors*

### **District Data Cross Edit Informational or Report(s)**

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

#### Errors:

- When Dual Credit Indicator equals "Y", check Student Class Grade Detail for Postsecondary Credit Units if Outcome Code is not equal to "N"

- CE7819      v15.0 When the Dual Credit Indicator equals "Y", Postsecondary Credit Units should be provided in Student Class Grade Detail - Please review

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# Revision History

## Staff Evaluation Rating Validation and Errors

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Date	Comment
3 /25/2024	<ul style="list-style-type: none"><li data-bbox="574 306 1471 1892">● New Fatal errors The edit checks below are applicable to approved evaluation plans that use the prescribed student performance bands and the most widely used teacher observation/principal school visit ranges. LEAs that have an approved variance with alternate student performance bands, an approved evaluation plan with an input model for principals that uses alternate student performance bands, or have selected teacher observation/principal school visit ranges that are different than the most frequently selected ranges in their approved evaluation plan are excluded from these edit checks.<ul style="list-style-type: none"><li data-bbox="639 491 1471 638">○ If OCR04 (Overall Rating) is not reported when the REQSP (Required Student Performance) is greater than 14 and REQOB (Required Observation/School Visit) is greater than 3.49, you will receive the following error: * SE7963 v19.02 OCR04 (Overall Rating) should be reported when the REQSP (Required Student Performance) is greater than 14 and REQOB (Required Observation/School Visit) is greater than 3.49</li><li data-bbox="639 646 1471 793">○ If OCR04 (Overall Rating) is not reported when the REQSP (Required Student Performance) is greater than 17 and REQOB (Required Observation/School Visit) is greater than 2.49 and less than 3.5, you will receive the following error: * SE7964 v19.02 OCR04 (Overall Rating) should be reported when the REQSP (Required Student Performance) is greater than 17 and REQOB (Required Observation/School Visit) is greater than 2.49 and less than 3.5</li><li data-bbox="639 802 1471 949">○ If OCR03 (Overall Rating) is not reported when the REQSP (Required Student Performance) is greater than 12 and less than 15 and REQOB (Required Observation/School Visit) is greater than 3.49, you will receive the following error: * SE7965 v19.02 OCR03 (Overall Rating) should be reported when the REQSP (Required Student Performance) is greater than 12 and less than 15 and REQOB (Required Observation/School Visit) is greater than 3.49</li><li data-bbox="639 957 1471 1104">○ If OCR03 (Overall Rating) is not reported when the REQSP (Required Student Performance) is greater than 12 and less than 18 and REQOB (Required Observation/School Visit) is greater than 2.49 and less than 3.5, you will receive the following error: * SE7966 v19.02 OCR03 (Overall Rating) should be reported when the REQSP (Required Student Performance) is greater than 12 and less than 18 and REQOB (Required Observation/School Visit) is greater than 2.49 and less than 3.5</li><li data-bbox="639 1113 1471 1260">○ If OCR03 (Overall Rating) is not reported when the REQSP (Required Student Performance) is greater than 14 and REQOB (Required Observation/School Visit) is greater than 1.49 and less than 2.5, you will receive the following error: * SE7967 v19.02 OCR03 (Overall Rating) should be reported when the REQSP (Required Student Performance) is greater than 14 and REQOB (Required Observation/School Visit) is greater than 1.49 and less than 2.5</li><li data-bbox="639 1268 1471 1415">○ If OCR02 (Overall Rating) is not reported when the REQSP (Required Student Performance) is less than 13 and REQOB (Required Observation/School Visit) is greater than 2.49, you will receive the following error: * SE7968 v19.02 OCR02 (Overall Rating) should be reported when the REQSP (Required Student Performance) is less than 13 and REQOB (Required Observation/School Visit) is greater than 2.49</li><li data-bbox="639 1423 1471 1570">○ If OCR02 (Overall Rating) is not reported when the REQSP (Required Student Performance) is greater than 12 and less than 15 and REQOB (Required Observation/School Visit) is greater than 1.49 and less than 2.5, you will receive the following error: * SE7969 v19.02 OCR02 (Overall Rating) should be reported when the REQSP (Required Student Performance) is greater than 12 and less than 15 and REQOB (Required Observation/School Visit) is greater than 1.49 and less than 2.5</li><li data-bbox="639 1579 1471 1726">○ If OCR02 (Overall Rating) is not reported when the REQSP (Required Student Performance) is greater than 14 and REQOB (Required Observation/School Visit) is less than 1.5, you will receive the following error: * SE7970 v19.02 OCR02 (Overall Rating) should be reported when the REQSP (Required Student Performance) is greater than 14 and REQOB (Required Observation/School Visit) is less than 1.5</li><li data-bbox="639 1734 1471 1881">○ If OCR01 (Overall Rating) is not reported when the REQSP (Required Student Performance) is less than 13 and REQOB (Required Observation/School Visit) is less than 2.5, you will receive the following error: * SE7971 v19.02 OCR01 (Overall Rating) should be reported when the REQSP (Required Student Performance) is less than 13 and REQOB (Required Observation/School Visit) is less than 2.5</li></ul></li></ul>

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# Revision History

## Staff Evaluation Rating Validation and Errors

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Date	Comment
	<ul style="list-style-type: none"><li>○ If OCR01 (Overall Rating) is not reported when the REQSP (Required Student Performance) is greater than 12 and less than 15 and REQOB (Required Observation/School Visit) is less than 1.5, you will receive the following error:<ul style="list-style-type: none"><li>* SE7972 v19.02 OCR01 (Overall Rating) should be reported when the REQSP (Required Student Performance) is greater than 12 and less than 15 and REQOB (Required Observation/School Visit) is less than 1.5</li></ul></li></ul>

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# *Staff Evaluation Rating Validation and Errors*

## **Key Fields:**

Staff District Code, Evaluation Criteria Code, School Year Date, Reporting Date, Evaluation Group Code

## **Required Fields:**

Staff District Code, Evaluation Criteria Code, School Year Date, Reporting Date, Evaluation Criteria Rating Code, Evaluation Criteria Rating Points, Evaluation Group Code

## **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 v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected 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. Regardless of which field is provided on Import into Level 0, the ID will be stored/exported in the Staff ID field. (Note: If both fields are provided, then the Alternate Staff ID field will be cleared and the value in the Staff ID field will be used for Import into Level 0.) 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:

- \*\*\*\*\* Not Applicable - Used prior to 2020-21 School Year \*\*\*\*\*

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 that does not have a corresponding Staff Snapshot record, will receive the following error:

- SE7903 v15.0 Invalid Staff ID (Staff ID is not found in the Staff Snapshot): & bad data

- Records with a "Deleted" Status in Staff Snapshot will receive the following error:

- SE7917 v15.0 Staff Evaluation record invalid when "Deleted" status found in Staff Snapshot record

- Records without a "TEACHER" or "PRINCIPAL" Title in the Staff Snapshot will receive the following error:

- SE7944 v15.0 Staff Evaluation record requires "PRINCIPAL" or "TEACHER" Title in Staff Snapshot

- Records with Itinerant Status equal to "Y" in Staff Snapshot will receive the following error:

- SE7945 v15.0 Staff Evaluation record not expected when Itinerant status equals "Y" in Staff Snapshot

# Staff Evaluation Rating Validation and Errors

## Individual field Integrity Checks and errors:

### Evaluation Criteria Code

#### Integrity Check:

- Report one code (case sensitive) for each of the following:
  - Original Required Student Performance subcomponent (REQSP) score
  - Original Optional Student Performance subcomponent (OPTSP) score (as applicable)
  - Original Required Teacher Observation/Principal School Visit subcomponent (REQOB) score
  - Original Optional Teacher Observation/Principal School Visit subcomponent (OPTOB) score (as applicable)
  - Original Overall rating (OCR)

There are five potential records per educator. Three records are required for each educator; all codes noted "as applicable" are not required if not a part of an educator's evaluation

This data is found in the Evaluation\_Criteria table in Level 0, which is created from the L1 tables Evaluation\_Group, Evaluation\_Criteria and Evaluation Criteria Rating tables

\*\*\*\*\* Not Applicable - Used prior to 2019-20 School Year \*\*\*\*\*

- Transition Required Student Performance subcomponent (TREQSP) score (as applicable)
- Transition Optional Student Performance subcomponent (TOPTSP) score (as applicable)
- Transition Required Teacher Observation/Principal School Visit subcomponent (TREQOB) score (as applicable)
- Transition Optional Teacher Observation/Principal School Visit subcomponent (TOPTOB) score (as applicable)
- Transition Overall rating (TOCR) (as applicable)

There are Ten potential records per educator. Three records are required for each educator; all codes noted "as applicable" are not required if not a part of an educator's evaluation

\*\*\*\*\*

\*\*\*\* Not Applicable - Used prior to 2017-18 School Year \*\*\*\*

Report one code (case sensitive) for each of the following:

- Original Overall Student Performance category (OSPC) rating
- Original Overall Teacher Observation/Principal School Visit category (OOBC) rating
- Transition Overall Student Performance category (TOSPC) rating
- Transition Overall Teacher Observation/Principal School Visit category (TOOBC) rating

\*\*\*\* Not Applicable - Used prior to 2016-17 School Year \*\*\*\*

For 3012-c, report one "STATE20", one "LOCAL20", one "OTHER", and one "OC" code (case sensitive) for each staff member reported. Report one "TSTATE20", one "TLOCAL20", one "TOTHER", and one "TOC" code (case sensitive), as applicable, for each staff member reported. All "T" codes are not required for each educator, only those that are applicable. Charter schools are required to send only the "OC" code, but may send all eight records.

\*\*\*\*\*

#### Errors:

- Evaluation Criteria Code must exist in the EVALUATION\_CRITERIA Table for the matching SCHOOL YEAR DATE
  - SE7905 v11.04 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)

### 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 v15.0 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected 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 v15.0 Incorrect Reporting Date: (bad data). The validation process cannot continue until all the records in the import file match your selected School Year.

# Staff Evaluation Rating Validation and Errors

## Individual field Integrity Checks and errors:

### Evaluation Review Date

#### Integrity Check:

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

### 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 error:
  - o SE7908 v15.0 Evaluation Criteria Rating Code must equal "NA": & bad data

### Evaluation Criteria Rating Points

#### Integrity Check:

- Evaluation Criteria Rating Points must be provided and must be within the min and max range of the dimension table and be a whole number for the Required and Optional Student Performance subcomponents (both original and transition); the Required and Optional Teacher Observation/Principal School Visit subcomponents (both original and transition) must allow for two decimal places.

\*\*\*\*\* Beginning in 2016-17 School Year, Charter Schools are not required to report \*\*\*\*\*

\*\*\*\*\* Not Applicable - Used prior to 2016-17 School Year \*\*\*\*\*

LEAs reporting under 3012-c, 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.

\*\*\*\*\*

#### Errors:

- If Evaluation Criteria Rating Points are not provided or fall outside the min and max range of the dimension table, you will receive the following error:

- o SE7909 v15.0 Evaluation Criteria Rating Points (XX) not within acceptable range for Evaluation Criteria Code (XXXXX)

- \*\*\*\*\* Not Applicable - Used for 3012c districts prior to 2016-17 School Year \*\*\*\*\*

For LOH 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:

- o SE7909aH v4.0 (LOH Only) Evaluation Criteria Rating points missing/invalid or value is outside valid range (must be a whole number) for Criteria Code

- For LOH 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:

- o SE7909bH v4.0 (LOH 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) - No checks are done for these fields and any data residing in these fields is not currently being saved.

# Staff Evaluation Rating Validation and Errors

## Individual field Integrity Checks and errors:

### Alternate Staff ID

#### Integrity Check:

- Either Staff ID or Alternate Staff ID should be provided. Regardless of which field is provided on Import into Level 0, the ID will be stored/exported in the Staff ID field. (Note: If both fields are provided, then the Alternate Staff ID field will be cleared and the value in the Staff ID field will be used for Import into Level 0.)

#### Errors:

- No errors are associated with the Alternate Staff ID field, please see Staff ID field for additional details.

\*\*\*\*\* Not Applicable - Used prior to 2020-21 School Year \*\*\*\*\*

- 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, that does not have a corresponding Staff Snapshot record, will receive the following error:

- SE7903 v15.0 Invalid Staff ID (Staff ID is not found in the Staff Snapshot): & bad data
- SE7904 \*\*\*\*\* Not Applicable - Used prior to 2017-18 School year \*\*\*\*\*  
v12.01 Invalid Alternate Staff ID: & bad data  
\*\*\*\*\*

- Records without a TEACHER or PRINCIPAL Title in the Staff Snapshot will receive the following error:

- SE7944 v13.01 Invalid Staff Evaluation record - no TEACHER or PRINCIPAL title found in Staff Snapshot

- Records with Itinerant Status equal to Yes in Staff Snapshot will receive the following error:

- SE7945 v13.01 Invalid Staff Evaluation record when Itinerant Status = Y in Staff Snapshot  
\*\*\*\*\*

### Evaluation Group Code

#### Integrity Check:

- Evaluation Group Code must be provided and must be "3012d".

This data is found in the Evaluation\_Criteria table in Level 0, which is created from the L1 tables Evaluation\_Group, Evaluation\_Criteria and Evaluation Criteria Rating tables.

\*\*\*\*\* Not Applicable - Used prior to 2016-17 School Year \*\*\*\*\*

Evaluation Group Code must be provided and must match the approved APPR plan version for the reporting school year. Indicate which evaluation system the scores are reported for, use 3012c or 3012d.  
\*\*\*\*\*

#### Errors:

- If Evaluation Group Code is not provided or is not "3012d", you will receive the following error:

- SE7918 v15.0 Missing or Invalid Evaluation Group Code: & bad data

### Course District Code

#### Integrity Check:

- Course District Code (Field 16) 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.



## ***Staff Evaluation Rating Validation and Errors***

### **Individual field Integrity Checks and errors:**

#### **Reason for Change**

##### **Integrity Check:**

- Level 0:  
No checks are done on this field and any data residing in this field is not currently being saved

##### **Level 0 Historical:**

Reason for Change must be provided when any Staff Evaluation changes are made

##### **Errors:**

- For L0H Only - If any Staff Evaluation Rating record is added, changed, or deleted, a Reason for Change is required
  - SE7911H v5.0 Reason for Change is missing
- For L0H Only - When reason for change is equal to "SAPP", the Original Required Student Performance subcomponent (REQSP) should be removed or you will receive the following error:
  - SE7940H v5.0 Original Required Student Performance subcomponent (REQSP) should not be reported when there is a SAPP Reason for Change reported
- For L0H Only - When reason for change is equal to "SAPP" and the Original Overall Rating (OCR) is provided, a score for the Original Required Teacher Observation/Principal School Visit subcomponent (REQOB) must also be provided or you will receive the following error:
  - SE7949H v6.0 Original Overall Rating (OCR) must have an Original Required Teacher Observation/Principal School Visit subcomponent score (REQOB), when Reason for Change is SAPP
- \*\*\*\*\* Not Applicable - Used prior to 2017-18 School Year \*\*\*\*\*  
For L0H Only - When reason for change is equal to "SAPP" and an Original Optional Student Performance subcomponent (OPTSP), other than OPTSP00, is reported, the Original Overall Student Performance category (OSPC) rating should be equal to the Original Optional Student Performance subcomponent (OPTSP) or you will receive the following error:
  - SE7942H v5.0 Original Overall Student Performance category (OSPC) rating should be equal to the Original Optional Student Performance subcomponent (OPTSP) when reason for change is SAPP and OPTSP00 is not reported
- For L0H Only - When reason for change is equal to "SAPP" and the Original Optional Student Performance subcomponent is not used (OPTSP00), the Original Overall Rating (OCR) should be equal to the Original Overall Teacher Observation/Principal School Visit category (OIBC) rating, or you will receive the following error:
  - SE7943H v5.0 Original Overall Rating (OCR) should be equal to the Original Overall Teacher Observation/Principal School Visit category (OIBC) rating when the reason for change is SAPP and the Original Optional Student Performance subcomponent is not used (OPTSP00)
- For L0H Only - When reason for change is equal to "SAPP" and the Original Overall Rating (OCR) is provided, a rating for the Original Overall Teacher Observation/Principal School Visit category (OIBC) must also be provided or you will receive the following error:
  - SE7927H v5.0 Original Overall Rating (OCR) must have an Original Overall Teacher Observation/Principal School Visit category (OIBC), when Reason for Change is SAPP
- For L0H Only - When reason for change is equal to "SAPP" and the Original Optional Student Performance subcomponent is not used (OPTSP00), the Original Overall Student Performance category (OSPC) rating should not be reported or you will receive the following error:
  - SE7941H v5.0 Original Overall Student Performance category (OSPC) rating should not be reported when there is a SAPP Reason for Change and the Original Optional Student Performance subcomponent is not used (OPTSP00)

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#### **Reason Comment**

##### **Integrity Check:**

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

## *Staff Evaluation Rating Validation and Errors*

### Additional 2nd Level Verification Fatal Error Checks

- Evaluation Criteria Rating Points must be provided and must be within the min and max range of the dimension table and be a whole number for the Required and Optional Student Performance subcomponents (both original and transition); the Required and Optional Teacher Observation/Principal School Visit subcomponents (both original and transition) must allow for two decimal places.

\*\*\*\*\* Beginning in 2016-17 School Year, Charter Schools are not required to report \*\*\*\*\*

\*\*\*\*\* Not Applicable - Used prior to 2016-17 School Year \*\*\*\*\*

LEAs reporting under 3012-c, 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.

#### Errors:

- \*\*\*\*\* Not Applicable - Used prior to 2019-20 School Year \*\*\*\*\*

If the REQSP (Original Required Student Performance) and the REQOB (Original Required Observation/School Visit) subcomponent scores are provided, the OCR (Original Overall Rating) must also be provided or you will receive the following error:

- SE7946 v14.03b W/F - OCR (Original Overall Rating) must be provided when the REQSP (Original Required Student Performance) and the REQOB (Original Required Observation/School Visit) subcomponent scores are provided

- If the TREQSP (Transition Required Student Performance) subcomponent score or the TOPTSP (Transition Optional Student Performance) subcomponent score, and the TREQOB (Transition Required Observation/School Visit) subcomponent score are provided, the TOCR (Transition Overall Rating) must also be provided or you will receive the following error:

- SE7947 v14.03b W/F - TOCR (Transition Overall Rating) must be provided when the TREQSP (Transition Required Student Performance) or the TOPTSP (Transition Optional Student Performance), and the TREQOB (Transition Required Observation/School Visit) subcomponent scores are provided

- If the TOCR (Transition Overall Rating) is provided, a score for the TREQSP (Transition Required Student Performance) subcomponent or the TOPTSP (Transition Optional Student Performance) subcomponent, and the TREQOB (Transition Required Teacher Observation/Principal School Visit) subcomponent must be provided or you will receive the following error:

- SE7950 v14.03b W/F - TOCR (Transition Overall Rating) must have one TREQSP (Transition Required Student Performance) or one TOPTSP (Transition Optional Student Performance), and one TREQOB (Transition Required Observation/School Visit) subcomponent score

- If the OCR (Original Overall Rating) is provided, scores for the REQSP (Original Required Student Performance) subcomponent and the REQOB (Original Required Teacher Observation/Principal School Visit) subcomponent must also be provided or you will receive the following error:

- SE7949 v14.03b W/F - OCR (Original Overall Rating) must have an REQSP (Original Required Student Performance) and an REQOB (Original Required Observation/School Visit) subcomponent score

- Each educator must have only Original scores/rating [Original Required Student Performance subcomponent (REQSP), Original Required Observation/School Visit subcomponent (REQOB) and Original Overall Rating (OCR), and Original Optional Student Performance and/or Observation/School Visit subcomponent(s) (OPTSP and/or OPTOB), as applicable] or Transition scores/rating [Transition Required or Optional Student Performance subcomponent (TREQSP or TOPTSP), Transition Required Observation/School Visit subcomponent (TREQOB) and Transition Overall Rating (TOCR), and Transition Optional Observation/School Visit subcomponent (TOPTOB), as applicable], but not both Original and Transition scores/ratings.

- SE7951 v14.03b Report either Original or Transition scores/ratings for Staff, Original and Transition subcomponents can not be reported together

- \*\*\*\*\* Not Applicable - Used prior to 2018-19 School year \*\*\*\*\*

If the Transition Overall Rating (TOCR) is provided, a score for the Transition Required Student Performance subcomponent (TREQSP) or the Transition Optional Student Performance subcomponent (TOPTSP), and the Transition Required Teacher Observation/Principal School Visit subcomponent (TREQOB), in addition to an Original Required Teacher Observation/Principal School Visit subcomponent (REQOB)

- SE7948 v13.03 W/F: Transition Overall Rating (TOCR) must have one Transition Required Student Performance subcomponent (TREQSP) or one Transition Optional Student Performance subcomponent (TOPTSP), and one Transition Required Teacher Observation/Principal School Visit subcomponent (TREQOB), in addition to an Original Required Teacher Observation/Principal School Visit subcomponent (REQOB).

- If the Transition Optional Student Performance subcomponent (TOPTSP) score is provided, a score for the Original Optional Student Performance subcomponent (OPTSP) must also be provided or you will receive the following error:

- SE7932 v13.03 W/F: Transition Optional Student Performance subcomponent (TOPTSP) score must have an Original Optional Student Performance subcomponent (OPTSP) score

- If any of the Transition Teacher Observation/Principal School Visit subcomponents - Transition Required Teacher Observation/Principal School Visit subcomponent (TREQOB) score, Transition Optional Teacher Observation/Principal School Visit subcomponent (TOPTOB) score, - are provided, the corresponding Original Teacher Observation/Principal School Visit subcomponents - Original Required Teacher Observation/Principal School Visit subcomponent (REQOB) score, Original Optional Teacher Observation/Principal School Visit subcomponent (OPTOB) score must also be provided and the corresponding pairs of scores should be equal or you will receive the following error:

- SE7938 v13.03 W/F: Corresponding Original Teacher Observation/Principal School Visit subcomponents (REQOB, OPTOB) must be provided when the Transition Teacher Observation/Principal School Visit subcomponents (TREQOB, TOPTOB) are provided and the corresponding pairs must have the same scores  
\*\*\*\*\*

## *Staff Evaluation Rating Validation and Errors*

### Additional 2nd Level Verification Fatal Error Checks

- \*\*\*\*\* Not Applicable - Used prior to 2017-18 School Year \*\*\*\*\*

For the Optional Student Performance and Optional Teacher Observation/Principal School Visit subcomponents (original), Evaluation Criteria Rating points should be left blank for Evaluation Criteria Codes ending in "00".

\*\*\*\*\* Not Applicable - Used prior to 2017-18 School year \*\*\*\*\*

SE7919, SE7921, SE7922, SE7923, SE7931, SE7925, SE7926, SE7928, SE7933, SE7934, SE7935, SE7936, SE7937, SE7920, SE7930, SE7924, SE7927

#### Errors:

- If the Original Overall Student Performance category (OSPC) rating is provided, a rating and score for the Original Required Student Performance subcomponent (REQSP); and a rating and score for the Original Optional Student Performance subcomponent (OPTSP) or an Original Optional Student Performance subcomponent (OPTSP) code of OPTSP00, must also be provided or you will receive the following error:

- SE7919                    v12.04 W/F: Original Overall Student Performance category (OSPC) rating must have one Original Required Student Performance subcomponent (REQSP) and one Original Optional Student Performance subcomponent (OPTSP)

- If the Original Overall Teacher Observation/Principal School Visit category (OABC) rating is provided, a rating and score for the Original Required Teacher Observation/Principal School Visit subcomponent (REQOB); and a rating and score for the Original Optional Teacher Observation/Principal School Visit subcomponent (OPTOB) or an Original Optional Teacher Observation/Principal School Visit subcomponent (OPTOB) rating of OPTOB00, must also be provided or you will receive the following error:

- SE7921                    v12.04 W/F: Original Overall Teacher Observation/Principal School Visit category (OABC) rating must have one Original Required Teacher Observation/Principal School Visit subcomponent (REQOB) and one Original Optional Teacher Observation/Principal School Visit subcomponent (OPTOB)

- If the Original Required Teacher Observation/Principal School Visit (REQOB) and the Original Optional Teacher Observation/Principal School Visit (OPTOB) subcomponents are provided, the Original Overall Teacher Observation/Principal School Visit category (OABC) rating must also be provided or you will receive the following error

- SE7922                    v12.04 W/F: Original Overall Teacher Observation/Principal School Visit category (OABC) rating must be provided when the Original Required Teacher Observation/Principal School Visit (REQOB) and the Original Optional Teacher Observation/Principal School Visit (OPTOB) subcomponents are provided

- If the Transition Overall Student Performance category (TOSPC) rating is provided, a rating and score for the Transition Required Student Performance subcomponent (TREQSP) and/or a rating and score for the Transition Optional Student Performance subcomponent (TOPTSP) must also be provided or you will receive the following error:

- SE7923                    v12.04 W/F: Transition Overall Student Performance category (TOSPC) rating must have at least one Transition Required Student Performance subcomponent (TREQSP) and/or one Transition Optional Student Performance subcomponent (TOPTSP)

- If the Transition Overall Student Performance category (TOSPC) and the Transition Overall Teacher Observation/Principal School Visit category (TOOBC) are provided, the Transition Overall Rating (TOCR) must also be provided, or you will receive the following error:

- SE7931                    v12.04a W/F: Transition Overall Rating (TOCR) must be provided when the Transition Overall Student Performance category (TOSPC) and the Transition Overall Teacher Observation/Principal School Visit category (TOOBC) are provided

- If the Transition Overall Teacher Observation/Principal School Visit category (TOOBC) rating is provided, a rating and score for the Transition Required Teacher Observation/Principal School Visit subcomponent (TREQOB); and a rating and score for the Transition Optional Teacher Observation/Principal School Visit subcomponent (TOPTOB), must also be provided, unless the Original Optional Teacher Observation/Principal School Visit subcomponent (OPTOB00) is submitted, or you will receive the following error:

- SE7925                    v12.04 W/F: Transition Overall Teacher Observation/Principal School Visit category (TOOBC) rating must have one Transition Required Teacher Observation/Principal School Visit subcomponent (TREQOB) and, as applicable, one Transition Optional Teacher Observation/Principal School Visit subcomponent (TOPTOB) is not expected when OPTOB00 is submitted)

- If the Transition Required Teacher Observation/Principal School Visit subcomponent (TREQOB) and, as applicable, the Transition Optional Teacher Observation/Principal School Visit (TOPTOB) subcomponents are provided, the Transition Overall Teacher Observation/Principal School Visit category (TOOBC) rating must also be provided or you will receive the following error:

- SE7926                    v12.04 W/F: Transition Overall Teacher Observation/Principal School Visit category (TOOBC) rating must be provided when the Transition Required Teacher Observation/Principal School Visit subcomponent (TREQOB) and, as applicable, the Transition Optional Teacher Observation/Principal School Visit (TOPTOB) subcomponent are provided (TOPTOB is not expected when OPTOB00 is submitted)

- If the Original Overall Student Performance category (OSPC) and the Original Overall Teacher Observation/Principal School Visit category (OABC) are provided, the Original Overall Rating (OCR) must also be provided or you will receive the following error:

- SE7928                    v12.04a W/F: Original Overall Rating (OCR) must be provided when the Original Overall Student Performance category (OSPC) and the Original Overall Teacher Observation/Principal School Visit category (OABC) are provided

- If the Original Optional Teacher Observation/Principal School Visit subcomponent is not used (OPTOB00) and a Transition Optional Teacher Observation/Principal School Visit subcomponent (TOPTOB) score and rating are submitted, you will receive the following error:

## Staff Evaluation Rating Validation and Errors

### Additional 2nd Level Verification Fatal Error Checks

- SE7933 v12.04 W/F: Transition Optional Teacher Observation/Principal School Visit subcomponent (TOPTOB) rating must have an Original Optional Teacher Observation/Principal School Visit subcomponent (OPTOB) other than OPTOB00
- If the Original Optional Student Performance subcomponent is not used (OPTSP00) and the Original Required Student Performance subcomponent (REQSP) rating and the Original Overall Student Performance category (OSPC) rating are provided, but are not equal, you will receive the following error:
  - SE7934 v12.04 W/F: Original Required Student Performance subcomponent (REQSP) rating and Original Overall Student Performance category (OSPC) ratings must be the same if the Original Optional Student Performance subcomponent is not used (OPTSP00)
- If the Transition Optional Student Performance subcomponent (TOPTSP) is not provided and the Transition Required Student Performance subcomponent (TREQSP) rating and the Transition Overall Student Performance category (TOSPC) rating are provided, but are not equal, you will receive the following error:
  - SE7935 v12.04 W/F: Transition Required Student Performance subcomponent (TREQSP) rating and Transition Overall Student Performance category (TOSPC) ratings must be the same if the Transition Optional Student Performance subcomponent (TOPTSP) is not provided
- If the Transition Required Student Performance subcomponent (TREQSP) is not provided and the Transition Optional Student Performance subcomponent (TOPTSP) rating and the Transition Overall Student Performance category (TOSPC) rating are provided, but are not equal, you will receive the following error:
  - SE7936 v12.04 W/F: Transition Optional Student Performance subcomponent (TOPTSP) rating and Transition Overall Student Performance category (TOSPC) ratings must be the same if the Transition Required Student Performance subcomponent (TREQSP) is not provided
- If the Original Optional Teacher Observation/Principal School Visit subcomponent is not used (OPTOB00) and the Original Required Teacher Observation/Principal School Visit subcomponent (REQOB) rating and the Original Overall Teacher Observation/Principal School Visit category (OIBC) rating are provided, but are not equal, you will receive the following error:
  - SE7937 v12.04 W/F: Original Required Teacher Observation/Principal School Visit subcomponent (REQOB) rating and Original Overall Teacher Observation/Principal School Visit category (OIBC) ratings must be the same if the Original Optional Teacher Observation/Principal School Visit subcomponent is not used (OPTOB00)
- If the Original Required Student Performance (REQSP) and the Optional Student Performance (OPTSP) subcomponents are provided, the Original Overall Student Performance category (OSPC) must also be provided or you will receive the following error:
  - SE7920 v12.04 W/F: Original Overall Student Performance category (OSPC) rating must be provided when the Original Required Student Performance (REQSP) and the Original Optional Student Performance (OPTSP) subcomponents are provided
- If the Transition Required Student Performance (TREQSP) and/or the Transition Optional Student Performance (TOPTSP) subcomponents are provided, the Transition Overall Student Performance category (TOSPC) must also be provided or you will receive the following error:
  - SE7930 v12.04 W/F: Transition Overall Student Performance category (TOSPC) rating must be provided when the Transition Required Student Performance (TREQSP) and/or the Transition Optional Student Performance (TOPTSP) subcomponents are provided
- If the Transition Overall Rating (TOCR) is provided, a rating for the Transition Overall Student Performance category (TOSPC) and the Transition Overall Teacher Observation/Principal School Visit category (TOIBC) must also be provided, or you will receive the following error:
  - SE7924 v12.04a W/F: Transition Overall Rating (TOCR) must have one Transition Overall Student Performance category (TOSPC) and one Transition Overall Teacher Observation/Principal School Visit category (TOIBC)
- If the Original Overall Rating (OCR) is provided, ratings for the Original Overall Student Performance category (OSPC) and the Original Overall Teacher Observation/Principal School Visit category (OIBC) must also be provided or you will receive the following error:
  - SE7927 v12.04a W/F: Original Overall Rating (OCR) must have an Original Overall Student Performance category (OSPC) and an Original Overall Teacher Observation/Principal School Visit category (OIBC)
- \*\*\*\*\* Not Applicable - Used prior to 2016-17 School Year \*\*\*\*\*
- For 3012-c, 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 v11.04 W/F: The sum of State, Local, and Other Measures subcomponent scores must equal Overall Composite score
- For 3012-c, with the exception of Charter Schools without Commissioner approved APPR plans, if the original (not transition) Overall Composite score and rating is provided, original scores for all three subcomponents (State, Local, and Other Measures) must also be provided or you will receive the following error:
  - SE7914 v11.04 W/F: Original 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:

## *Staff Evaluation Rating Validation and Errors*

### Additional 2nd Level Verification Fatal Error Checks

- SE7914aH v4.0 (LOH Only) Overall Composite Score and Rating requires three subcomponent scores to be submitted (State, Local and Other Measures)
- For LOH 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 (LOH 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)
- For 3012-c, with the exception of Charter Schools without Commissioner approved APPR plans, if the original (not transition) 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 v11.04 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  
\*\*\*\*\*
- ----- BEGINNING IN THE 2019-20 SCHOOL YEAR -----;
- If OCR01 (Overall Rating) is reported when the REQSP (Required Student Performance) is greater 14 you will receive the following error:
  - SE7952 v15.02 OCR01 (Overall Rating) invalid when REQSP (Required Student Performance) is greater than 14
- If OCR01 (Overall Rating) is reported when the OPTSP (Optional Student Performance) is greater 14 and REQSP (Required Student Performance) is not reported, you will receive the following error:
  - SE7953 v15.02 OCR01 (Overall Rating) invalid when OPTSP (Optional Student Performance) is greater than 14 and there is no REQSP (Required Student Performance) reported
- If OCR03 (Overall Rating) is reported when the REQSP (Required Student Performance) is less than 13 you will receive the following error:
  - SE7954 v15.02 OCR03 (Overall Rating) invalid when REQSP (Required Student Performance) is less than 13
- If OCR03 (Overall Rating) is reported when the OPTSP (Optional Student Performance) is less than 13 and REQSP (Required Student Performance) is not reported, you will receive the following error:
  - SE7955 v15.02 OCR03 (Overall Rating) invalid when OPTSP (Optional Student Performance) is less than 13 and there is no REQSP (Required Student Performance) reported
- If OCR04 (Overall Rating) is reported when the REQSP (Required Student Performance) is less than 15 you will receive the following error:
  - SE7956 v15.02 OCR04 (Overall Rating) invalid when REQSP (Required Student Performance) is less than 15
- If OCR04 (Overall Rating) is reported when the OPTSP (Optional Student Performance) is less than 15 and REQSP (Required Student Performance) is not reported, you will receive the following error:
  - SE7957 v15.02 OCR04 (Overall Rating) invalid when OPTSP (Optional Student Performance) is less than 15 and there is no REQSP (Required Student Performance) reported
- If OCR01 (Overall Rating) is reported when the REQOB (Required Observation/School Visit) is greater than 2.49 you will receive the following error:
  - SE7958 v15.02 OCR01 (Overall Rating) invalid when REQOB (Required Observation/School Visit) is greater than 2.49
- If OCR03 (Overall Rating) is reported when the REQOB (Required Observation/School Visit) is less than 1.5 you will receive the following error:
  - SE7959 v15.02 OCR03 (Overall Rating) invalid when REQOB (Required Observation/School Visit) is less than 1.5
- If OCR04 (Overall Rating) is reported when the REQOB (Required Observation/School Visit) is less than 2.5 you will receive the following error:
  - SE7960 v15.02 OCR04 (Overall Rating) invalid when REQOB (Required Observation/School Visit) is less than 2.5
- If the REQSP (Required Student Performance) or the OPTSP (Optional Student Performance) and the REQOB (Required Observation/School Visit) subcomponent scores are provided, the OCR (Overall Rating) must also be provided or you will receive the following error:
  - SE7961 v15.02 OCR (Overall Rating) must be provided when the REQSP (Required Student Performance) or the OPTSP (Optional Student Performance) and the REQOB (Required Observation/School Visit) subcomponent scores are provided
- If the OCR (Overall Rating) is provided, scores for the REQSP (Required Student Performance) subcomponent or the OPTSP (Optional Student Performance) subcomponent and the REQOB (Required Teacher Observation/Principal School Visit) subcomponent must also be provided or you will receive the following error:
  - SE7962 v15.02 OCR (Overall Rating) must have an REQSP (Required Student Performance) or an OPTSP (Optional Student Performance) and an REQOB (Required Observation/School Visit) subcomponent score

## ***Staff Evaluation Rating Validation and Errors***

### **Additional 2nd Level Verification Fatal Error Checks**

- The edit checks below (SE7963-SE7972) are applicable to approved evaluation plans that use the prescribed student performance bands and the most widely used teacher observation/principal school visit ranges. LEAs that have an approved variance with alternate student performance bands, an approved evaluation plan with an input model for principals that uses alternate student performance bands, or have selected teacher observation/principal school visit ranges that are different than the most frequently selected ranges in their approved evaluation plan are excluded from these edit checks.

-----BEGINNING IN THE 2023-24 SCHOOL YEAR-----

If OCR04 (Overall Rating) is not reported when the REQSP (Required Student Performance) is greater than 14 and REQOB (Required Observation/School Visit) is greater than 3.49, you will receive the following error:

- SE7963 v19.02 OCR04 (Overall Rating) should be reported when the REQSP (Required Student Performance) is greater than 14 and REQOB (Required Observation/School Visit) is greater than 3.49

- If OCR04 (Overall Rating) is not reported when the REQSP (Required Student Performance) is greater than 17 and REQOB (Required Observation/School Visit) is greater than 2.49 and less than 3.5, you will receive the following error:

- SE7964 v19.02 OCR04 (Overall Rating) should be reported when the REQSP (Required Student Performance) is greater than 17 and REQOB (Required Observation/School Visit) is greater than 2.49 and less than 3.5

- If OCR03 (Overall Rating) is not reported when the REQSP (Required Student Performance) is greater than 12 and less than 15 and REQOB (Required Observation/School Visit) is greater than 3.49, you will receive the following error:

- SE7965 v19.02 OCR03 (Overall Rating) should be reported when the REQSP (Required Student Performance) is greater than 12 and less than 15 and REQOB (Required Observation/School Visit) is greater than 3.49

- If OCR03 (Overall Rating) is not reported when the REQSP (Required Student Performance) is greater than 12 and less than 18 and REQOB (Required Observation/School Visit) is greater than 2.49 and less than 3.5, you will receive the following error:

- SE7966 v19.02 OCR03 (Overall Rating) should be reported when the REQSP (Required Student Performance) is greater than 12 and less than 18 and REQOB (Required Observation/School Visit) is greater than 2.49 and less than 3.5

- If OCR03 (Overall Rating) is not reported when the REQSP (Required Student Performance) is greater than 14 and REQOB (Required Observation/School Visit) is greater than 1.49 and less than 2.5, you will receive the following error:

- SE7967 v19.02 OCR03 (Overall Rating) should be reported when the REQSP (Required Student Performance) is greater than 14 and REQOB (Required Observation/School Visit) is greater than 1.49 and less than 2.5

- If OCR02 (Overall Rating) is not reported when the REQSP (Required Student Performance) is less than 13 and REQOB (Required Observation/School Visit) is greater than 2.49, you will receive the following error:

- SE7968 v19.02 OCR02 (Overall Rating) should be reported when the REQSP (Required Student Performance) is less than 13 and REQOB (Required Observation/School Visit) is greater than 2.49

- If OCR02 (Overall Rating) is not reported when the REQSP (Required Student Performance) is greater than 12 and less than 15 and REQOB (Required Observation/School Visit) is greater than 1.49 and less than 2.5, you will receive the following error:

- SE7969 v19.02 OCR02 (Overall Rating) should be reported when the REQSP (Required Student Performance) is greater than 12 and less than 15 and REQOB (Required Observation/School Visit) is greater than 1.49 and less than 2.5

- If OCR02 (Overall Rating) is not reported when the REQSP (Required Student Performance) is greater than 14 and REQOB (Required Observation/School Visit) is less than 1.5, you will receive the following error:

- SE7970 v19.02 OCR02 (Overall Rating) should be reported when the REQSP (Required Student Performance) is greater than 14 and REQOB (Required Observation/School Visit) is less than 1.5

- If OCR01 (Overall Rating) is not reported when the REQSP (Required Student Performance) is less than 13 and REQOB (Required Observation/School Visit) is less than 2.5, you will receive the following error:

- SE7971 v19.02 OCR01 (Overall Rating) should be reported when the REQSP (Required Student Performance) is less than 13 and REQOB (Required Observation/School Visit) is less than 2.5

- If OCR01 (Overall Rating) is not reported when the REQSP (Required Student Performance) is greater than 12 and less than 15 and REQOB (Required Observation/School Visit) is less than 1.5, you will receive the following error:

- SE7972 v19.02 OCR01 (Overall Rating) should be reported when the REQSP (Required Student Performance) is greater than 12 and less than 15 and REQOB (Required Observation/School Visit) is less than 1.5

# *Staff Evaluation Rating Validation and Errors*

## District Data Cross Edit Informational or Report(s)

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

### Errors:

- \*\*\*\*\* Not Applicable - Used prior to 2018-19 School year \*\*\*\*\*

If the Transition Required Student Performance subcomponent (TREQSP) score or the Transition Overall Rating (TOCR) are provided, but the corresponding Original Required Student Performance subcomponent (REQSP) score or Original Overall Rating (OCR) is not provided, you will receive the following warning:

- SE7939            v13.03 A transition score TREQSP or transition rating TOCR have been provided without associated Original REQSP score or Original OCR rating - Please ignore if for an educator who should have received a State-provided growth score, but did not, due to opt out  
\*\*\*\*\*

- \*\*\*\*\* Not Applicable - Used prior to 2017-18 School year \*\*\*\*\*

Staff Evaluation record check for Staff that have reported scores and are missing 1 or more Original (not transition)of the following evaluation scores or ratings: Original Required Student Performance subcomponent (REQSP), Original Optional Student Performance subcomponent (OPTSP), Original Overall Student Performance category (OSPC), Original Required Teacher Observation/Principal School Visit subcomponent (REQOB), Original Optional Teacher Observation/Principal School Visit subcomponent (OPTOB), Original Overall Teacher Observation/Principal School Visit category (OOBC), Original Overall Rating (OCR)

Staff Evaluation record check for Staff that have reported scores and are missing 1 or more Transition Required Student Performance subcomponent (TREQSP), Transition Optional Student Performance subcomponent (TOPTSP), Transition Overall Student Performance category (TOSPC), Transition Required Teacher Observation/Principal School Visit subcomponent (TREQOB), Transition Optional Teacher Observation/Principal School Visit subcomponent (TOPTOB), Transition Overall Teacher Observation/Principal School Visit category (TOOBC), Transition Overall Rating (TOCR)

Note: Missing Transition TOPTOB and TOPTSP will be ignored when Original OPTOB00 and OPTSP00 are reported.

- SE7916            v12.04 Missing 1 or more XXXXXX Criteria Codes - Please review.  
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# Revision History

## Course Instructor Assignment Validation and Errors

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Date	Comment
9 /15/2023	<ul style="list-style-type: none"><li>• Changed CI8032 from Information to W/F error<ul style="list-style-type: none"><li>○ If a location, with students enrolled (excluding BOCES, Non-Publics, OODP and enrollment state locations (0666, 0777, &amp; 0888), Grade Levels (PKH, PKF, PS &amp; GD) enroll codes (4034, 5555, 5654, 5905 &amp; 8300)), does not have any Course Instructor Assignment records, you will receive the following error:<ul style="list-style-type: none"><li>* CI8032 v19.0 W/F There are no Course Instructor Assignment records reported for Location: XXXXXX</li></ul></li></ul></li></ul>

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# Course Instructor Assignment Validation and Errors

## **Key Fields:**

Course District Code, Course Location Code, School Year Date, Course Code, Supplementary Course Differentiator, Section Code, Term Code, Marking Period Code, Instructor District Code, Instructor Id, Instructor Start Date

## **Required Fields:**

Primary Instruction Language Code, Incidental Teaching Assignment Indicator, Course District Code, Course Location Code, School Year Date, Course Code, Supplementary Course Differentiator, Section Code, Term Code, Marking Period Code, Instructor District Code, Instructor Id, Instructor Start Date, Primary Instructor Indicator, Primary Special Ed Instructor Indicator, Primary Instruction Delivery Method Code, Primary ENL Instructor Indicator

## **Individual field Integrity Checks and errors:**

### **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:

- Any Course 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:
  - CI8001 v15.0 The Course District Code selected on the Import Screen does not match the Course District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

### **Course Location Code**

#### Integrity Check:

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

#### Errors:

- A Course 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:
  - CI8002 v15.0 Course Location Code reported is either blank or doesn't exist in Level 0 for this district: & bad data
- A Course 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:
  - CI8003 v15.0 Course Location Code reported is either blank, inactive or doesn't exist in Level 0 for this district: & bad data
- A BOCES Virtual Location (BOVL) reported by a School District will receive the following error:
  - CI8024 v15.0 Virtual Locations can only be reported by BOCES: & 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:
  - CI8004 v15.0 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected School Year.

### **Course Code**

#### Integrity Check:

- Course Code along with Course Location Code, must match values from the Course Table. (case sensitive)

#### Errors:

- If Course Code and/or Course Location Code does not match a value from the Course Table, you will receive the following error message combination:
  - CI8005 v15.0 Course Code/Location combination missing in Course table: & bad data

# *Course Instructor Assignment 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
  - CI8006 v12.01 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 #4) cannot exceed 29

#### Errors:

- If the Section Code is blank or exceeds 25 characters in length, you will receive the following error:
  - CI8007 v15.0 Section Code cannot be blank or exceed 25 characters: & bad data
- Section Code, along with Course Code must not exceed a combined length of 30 or you will receive the following error:
  - CI8027 v15.0 Course and Section Code combination cannot exceed 30 characters

### **Term Code**

#### Integrity Check:

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

#### Errors:

- Term Code must be a valid value from the Marking Period Code and Location Marking Period Code tables.
  - CI8008 v15.02 Term Code/Location combination not found in Location Marking Period: & bad data

### **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 error:
  - CI8009 v15.0 Marking Period Code must equal "NA"

### **Instructor District Code**

#### Integrity Check:

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

#### Errors:

- Any Instructor 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:
  - CI8010 v15.0 The Instructor District Code selected on the Import Screen does not match the Instructor District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected district.

# Course Instructor Assignment Validation and Errors

## Individual field Integrity Checks and errors:

### Instructor Id

#### Integrity Check:

- The Instructor ID must have data and must be found in the Staff Snapshot with a TEACHER title. An Instructor ID that is not blank and is less than 9 characters will be padded with leading zeroes until it reaches 9 characters in length. An Instructor ID that is blank will not be imported.

#### Errors:

- An Instructor ID that does not have a corresponding Staff ID in the Staff Snapshot record with a TEACHER title will receive the following error:
  - CI8011 v15.0 Missing or Invalid Staff ID (Staff ID is either blank or is not found in the Staff Snapshot with a TEACHER title): & bad data
- Records with a "Deleted" Status in Staff Snapshot will receive the following error:
  - CI8020 v15.0 Course Instructor Assignment record invalid when "Deleted" status found in Staff Snapshot record.

### Instructor Start Date

#### Integrity Check:

- The Instructor 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. The Instructor Start Date can not be a future date.

#### Errors:

- An Instructor Start Date that does not meet the required criteria will receive the following error:
  - CI8012 v15.0 Missing or Invalid Instructor Start Date. Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & bad data
- An Instructor Start Date that exceeds the current date will receive the following error:
  - CI8013 v12.01 An Instructor Start Date cannot be a future date: & bad data

### Instructor End Date

#### Integrity Check:

- The Instructor End 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. This date should be equal to or greater than the Instructor Start Date.

#### Errors:

- An Instructor End Date that does not meet the required criteria will receive the following error:
  - CI8014 v15.0 Missing or Invalid Instructor End Date. Date must be in YYYY-MM-DD format and fall within the selected school year (XXXX-07-01 thru XXXX-06-30): & bad data
- If Instructor End Date is earlier than Instructor Start Date, you will receive the following error:
  - CI8015 v15.0 Instructor End Date cannot be earlier than Instructor Start Date: & bad data
- An Instructor End Date that exceeds the current date will receive the following error:
  - CI8016 v12.01 Instructor End Date cannot be a future date. & bad data

### Primary Instructor Indicator

#### Integrity Check:

- The Primary Instructor Indicator must be provided and must be the value of "Y" or "N" in the INDICATOR Master Lookup

#### Errors:

- A Primary Instructor Indicator that is not valid will receive the following error:
  - CI8017 v15.0 Primary Instructor Indicator must equal "Y" or "N": & bad data

### Primary Special Ed Instructor Indicator

#### Integrity Check:

- The Primary Special Ed Instructor Indicator, if provided, must be the value of "Y" or "N" in the INDICATOR Master Lookup. The Primary Special Ed Instructor Indicator, if blank, on import, will auto-populate to the value of "N"

#### Errors:

- A Primary Special Ed Instructor Indicator that is not valid will receive the following error:
  - CI8018 v15.0 Primary Special Ed Instructor Indicator must equal "Y" or "N": & bad data

# *Course Instructor Assignment Validation and Errors*

## **Individual field Integrity Checks and errors:**

### **Instructor Type Code**

#### Integrity Check:

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

### **Primary Instruction Delivery Method Code**

#### Integrity Check:

- The Primary Instruction Delivery Method Code must have data and must be found in the INSTRCTN\_DELIVERY\_METHOD Master Lookup table

#### Errors:

- A Primary Instruction Delivery Method Code that is blank or cannot be found in the INSTRCTN\_DELIVERY\_METHOD Master Lookup table will receive the following message:
  - CI8021 v13.0 Missing or Invalid Primary Instruction Delivery Method Code: & bad data

### **Primary ENL Instructor Indicator**

#### Integrity Check:

- The Primary ENL Instructor Indicator, if provided, must be the value of "Y" or "N" in the INDICATOR Master Lookup. The Primary ENL Instructor Indicator, if blank, on import, will auto-populate to the value of "N".

#### Errors:

- A Primary ENL Instructor Indicator that is not valid will receive the following error:
  - CI8022 v15.0 Primary ENL Instructor Indicator must equal "Y" or "N": & bad data

### **Primary Instruction Language Code**

#### Integrity Check:

- The Primary Instruction Language Code must be provided and must be found in the LANGUAGE Master Lookup table

#### Errors:

- A Primary Instruction Language Code that cannot be found in the LANGUAGE Master Lookup table will receive the following error:
  - CI8023 v14.0 Missing or Invalid Primary Instruction Language Code: & bad data

### **Alternate Instruction Language Code**

#### Integrity Check:

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

### **Incidental Teaching Assignment Indicator**

#### Integrity Check:

- The Incidental Teaching Assignment Indicator, if provided, must be the value of "Y" or "N" from the INDICATOR Master Lookup. The Incidental Teaching Assignment Indicator, if blank, on import, will auto-populate to the value of "N". Districts and BOCES may select one course/section that a teacher can teach outside their certification area.

#### Errors:

- An Incidental Teaching Assignment Indicator that is not valid will receive the following error:
  - CI8025 v15.0 Incidental Teaching Assignment Indicator must equal "Y" or "N": & bad data

## *Course Instructor Assignment Validation and Errors*

### **Additional 2nd Level Verification Fatal Error Checks**

- At least 1 Instructor ID record, for each Course/Section, must be reported with a 'Y' in the Primary Instructor Indicator

#### Errors:

- A Course/Section without a Primary Instructor Indicator will receive the following error:
  - CI8019 v12.01 W/F - Primary Instructor not identified for this Location/Course/Section/Term
- Teachers that have more than six Course/Section with an Incidental Teaching Assignment Indicator equal to "Y" will receive the following error:
  - CI8026 v16.03 A teacher cannot have more than six (6) Incidental Teaching Assignment Indicators equal to "Y"
- When the Course has a Subject Area equal to Special Education and the Primary Instructor Indicator is equal to "Y", the Primary Special Ed Instructor Indicator must also be equal to "Y", you will receive the following error:
  - CI8030 v18.01 Primary Special Ed Instructor Indicator must equal "Y" for ####/XXXXX (Local) linked to ####/XXXX (State) when the Primary Instructor Indicator is equal to "Y"
- When the Course has a Subject Area equal to ESL and the Primary Instructor Indicator is equal to "Y", the Primary ENL Instructor Indicator is must also be equal to "Y", you will receive the following error:
  - CI8031 v18.01 Primary ENL Instructor Indicator must equal "Y" for ####/XXXXX (Local) linked to ####/XXXX (State) when the Primary Instructor Indicator is equal to "Y"
- If a location, with students enrolled (excluding BOCES, Non-Publics, OODP and enrollment state locations (0666, 0777, & 0888), Grade Levels (PKH, PKF, PS & GD) enroll codes (4034, 5555, 5654, 5905 & 8300)), does not have any Course Instructor Assignment records, you will receive the following error:
  - CI8032 v19.0 W/F There are no Course Instructor Assignment records reported for Location: XXXXXXX

## *Course Instructor Assignment Validation and Errors*

### **District Data Cross Edit Informational or Report(s)**

- Please note: All Import and W/F Verification errors should be resolved prior to running Information Reports.

#### Errors:

- If a Teacher is linked to the same Location, Course, Section, Term, with multiple Start Dates and No End Date prior to most recent start date, you will receive the following warning:
  - CI8028            v15.01 End date/Start date overlap for Course: XXXX, Section: XXXX, Teacher: XXXXXXXXXXXX, Term: XX - Please review
- With the exception a YYYY-06-30 Exit Date in the Staff Snapshot for a TEACHER, with no Instructor End Date on the Course Instructor Assignment record(s) for that teacher/course(s), you will receive the following warning:
  - CI8029            v17.01 Instructor End Date missing or later than Staff Snapshot Exit Date (date) - Please review

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# Revision History

## Staff Tenure Snapshot Validation and Errors

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Date	Comment
9 /15/2023	•

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# Staff Tenure Snapshot 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 (Actual)

## 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 v15.0 The District Code selected on the Import Screen does not match the District Code listed in the file: (bad data). The validation process cannot continue until all the records in the import file match your selected 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 with a TEACHER or PRINCIPAL Title. 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, that does not have a corresponding Staff Snapshot record, will receive the following error:

- ST8103 v15.0 Invalid Staff ID (Staff ID is not found in the Staff Snapshot): & 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 with a TEACHER or PRINCIPAL Title. 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.

- An Alternate Staff ID, if provided, that does not have a corresponding Staff Snapshot record, will receive the following error:

- ST8103 v13.01 No Matching Staff Snapshot Record: & bad data
- ST8104 \*\*\*\*\* Not Applicable - Used prior to 2017-18 School year \*\*\*\*\*  
v12.01 Invalid Alternate Staff ID: & bad data  
\*\*\*\*\*



# *Staff Tenure Snapshot Validation and Errors*

## **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. Should only be reported for Non-Itinerant "TEACHER" or "PRINCIPAL".

#### 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
- Records without an associated "TEACHER" or "PRINCIPAL" Title in the Staff Snapshot will receive the following error:
  - ST8120 v15.0 XXX Title not found in Staff Snapshot for XXX Tenure Area Code
- Records with Itinerant Status equal to "Y" in Staff Snapshot will receive the following error:
  - ST8121 v15.0 Staff Tenure record not expected when Itinerant status equals "Y" in Staff Snapshot

### **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 v15.0 Incorrect School Year reported: (bad data). The validation process cannot continue until all the records in the import file match your selected School Year.

### **Tenure Status Code**

#### Integrity Check:

- Tenure Status Code must exist in the TENURE STATUS Master Lookup Table for the matching School Year Date

#### Errors:

- A Tenure Status Code that is blank or that cannot be found in the TENURE STATUS Master Lookup Table will receive the following error:
  - ST8107 v10.01 Missing or Invalid Tenure Status Code: & bad data
- Records with a "Deleted" Status in Staff Snapshot will receive the following error:
  - ST8119 v15.0 Staff Tenure record invalid when "Deleted" status found in Staff Snapshot record

### **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 v17.0 Missing or Invalid Effective Date. Effective Date must be in YYYY-MM-DD format and either fall within the selected school year (XXXX-07-01 thru XXXX-06-30) or a prior school year: & bad data
- A Tenure Status Effective Date that exceeds the current date will receive the following error:
  - ST8109 v15.0 Tenure Status Effective Date cannot be a future date: & bad data

# Staff Tenure Snapshot Validation and Errors

## Individual field Integrity Checks and errors:

### 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 "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 "NOTTENELIG" or you will receive the following error:  
\*\*\*\*\* The "D" (Deleted) Status, used Prior to the 2018-19 School Year, was removed from this edit \*\*\*\*\*
  - ST8111 v15.0 Original Probationary Period End Date is not expected when Tenure Status Code equals "NOTTENELIG": & bad data

### Probationary Period End Date (Actual)

#### 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 "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 "NOTTENELIG" or you will receive the following error:  
\*\*\*\*\* The "D" (Deleted) Status, used Prior to the 2018-19 School Year, was removed from this edit \*\*\*\*\*
  - ST8114 v15.0 Probationary Period End Date is not expected when Tenure Status Code equals "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 v15.0 Probationary Period End Date must be later than Original Probationary Period End Date when Probationary Period Extended Indicator equals "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 v15.0 Actual Probationary Period End Date should be earlier or equal to Original Probationary Period End Date when Probationary Period Extended Indicator equals "N": & bad data

### Probationary Period Extended Indicator

#### Integrity Check:

- Probationary Period Extended Indicator must be provided and match a value in the YES NO CODE Master Lookup table

#### Errors:

- A Probationary Period Extended Indicator that cannot be found in the YES NO CODE Master Lookup table will receive the following error:
  - ST8117 v15.0 Missing or Invalid Probationary Period Extended Indicator: & bad data
- If Probationary Period Extended Indicator is equal to "Y", Tenure Status Code must not equal "NOTTENELIG" or you will receive the following error:  
\*\*\*\*\* The "D" (Deleted) Status, used Prior to the 2018-19 School Year, was removed from this edit \*\*\*\*\*
  - ST8118 v15.0 Probationary Period Extended Indicator of "Y" is not expected when Tenure Status Code equals "NOTTENELIG": & bad data