State Reporting Via External HUG Package
"Help the User Group"

Surveys 2 & 3
(Rev 11/9/21)

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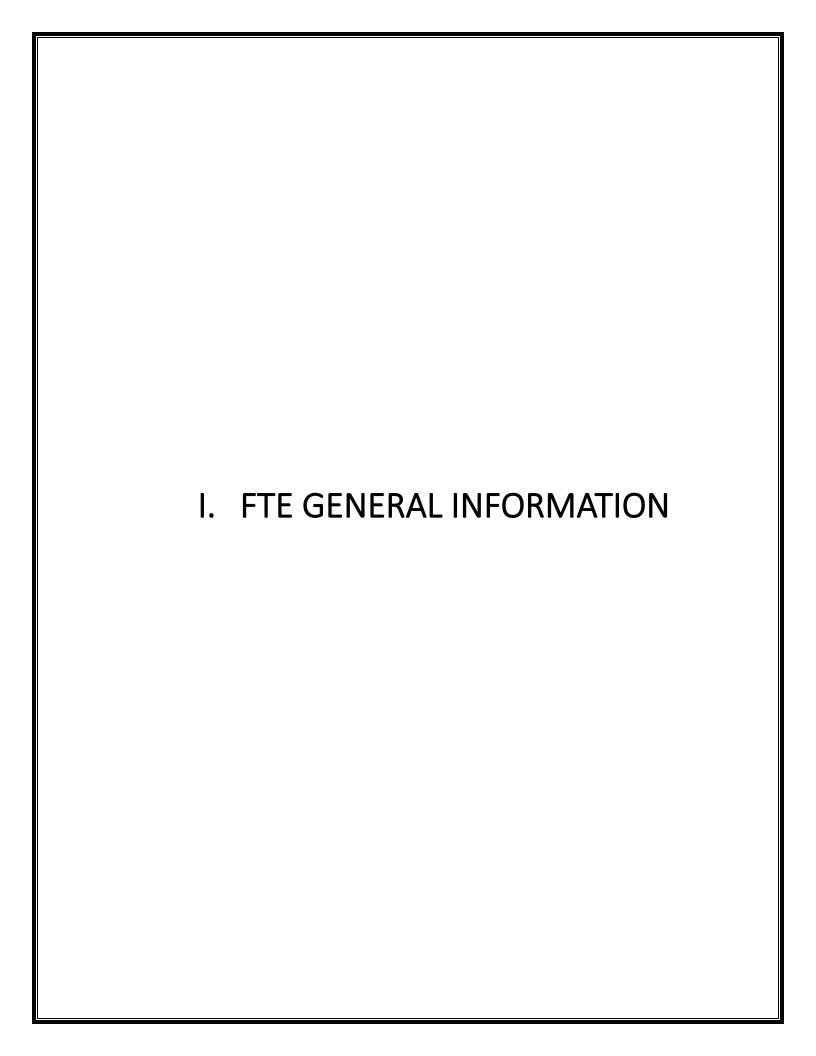
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I. FTE GENERAL INFORMATION

State Reporting Survey Cycle Flowchart
TERMS, EXTERNAL, AND DOE PROCESSES

Broward

Broward

Tallahassee Department of Education Aka "State"

REAL TIME

YEAR/SURVEY SPECIFIC

YEAR/SURVEY SPECIFIC

TERMS ⟹ **EXTERNAL** "File Cabinet" ⟹ **DOE** "Database"

Corrections are made in TERMS

Preliminary Stage (5-7 weeks) Produce Local TERMS Reporting Series Reports (TE's)

Initial Transmission Date Certain of Survey State Edit

Copies from TERMS and stores Student Information for future State Error Amendments per survey in External. This process is repeated below.

Only on Initial Edits Transmit all Records

State Run the Edit process which generates Edit Error Reports for each Format. * Records not loaded on this database.

All State Reports are titled Florida Department of Education

Schools make State Error corrections in External

State Reporting Pulls down Edit

Legend:
← Initial Run Flow
⟸ Continuous 6 Month Correction Cycle Flow

State Reporting Batch Transaction Records w/ Trans Code of A, C, or D

Transmit Records

State Batch/Validation process run generates Error Reports for each format.

Schools Batch/Validation /Exception Errors Corrected in External

State Reporting Pulls down and sends Schools Batch/ Validation/ Exception Error Reports.

2 Month Correction

External Sign-On

Please confirm that your External Sign-On is "active". If your location's External Sign-On has not been used for a while, it may be inactive. Contact either I&T State Reporting or the I&T Service Desk if your External Sign-On needs to be reactivated. External Sign-On begins with an (EX)

TERMS Website

https://www.browardschools.com/terms links to the TERMS website, where you will find useful information and resources, such as:

- I&T latest bulletins
- TERMS training and manuals
- Scheduling manuals and guides
- ***Link to Production Control/State Reporting website***
    - o ***Survey Dates***
    - o ***FTE Tips***
    - o ***Production Control Request Forms***

- ***DOE and Budget Office's FTE documentation***
- Update Codes and Course Code Directories
- Web resources, such as:

    - o OptiSpool, web/Optispool or
      https://webapp.browardschools.com/optispool/
    - o Office of Academics (Guidance)
      https://www.browardschools.com/academics
    - o Student Demographics & Reassignments
      http://www.broward.k12.fl.us/dsa/index.shtml
- Contacts: Christine Lenovora-Flores, Class Size
            Rebecca Petrone – Budget Office
            Martha Villa – ELL
            Tara Rodgers - ESE

Sharepoint's TERMS Support Website

https://browardcountyschools.sharepoint.com/sites/initiatives/TERMS/SitePages/
Welcome.aspx

You may also access the TERMS Support in SharePoint via InSite by clicking on the Technology tab and selecting TERMS Support.

LAB (Learning Across Broward) Registration Tutorial

The following link will take you to the new LAB (Learning Across Broward) website
.https://browardschools.instructure.com/courses/624818
Clicking on the Courses Tab icon (to the right on the center of the page) accesses a tutorial on how to register for LAB courses.

I&T Bulletins

I&T Bulletins are posted online on the **TERMS Support SharePoint** as well as on the **TERMS Support website**. Bulletins for Charter Schools are posted to the **Charter Schools Hub SharePoint** and emailed to the administrators. Please check for I&T Bulletins daily as pertinent information on surveys is posted there. Included with all surveys is a "How to Make Corrections" document crafted from errors found on the State Reporting Error Report.

Please Note: Suggested fixes for a given error may not work with every scenario; therefore, please review your data first.

1. Batch Transmission Sample Bulletin

Title	Bulletin 2017 183
Subject	Survey 3 1617 Batch Transmission
Body	Bulletin 2017 183

April 13, 2017

TO ALL SCHOOLS

External is now open for Survey 3 1617. All State and Local reports are available in Optispool dated, April 13th.

The next scheduled transmission for Survey 3 1617 will take place Friday, April 21st at noon. Schools should have all corrections done in External by noon to ensure all corrections are sent in this transmission. Please make corrections to these reports 62.643, 62.644, 62.645,60.984,70.751, first in External, then proceed to making correction to all of your other reports.

Please Note: When making corrections to an edit error (always an "A" transaction code) on one of the following panels E02, E03,E06, E13,E15,E18, E20, during this stage of a survey, schools must place a "C" transaction on every course on the E03 panel in External. Not placing the "C" transaction code on the courses, the error will be corrected but the funding will not get generated (FTE Null).

Schools will receive the results from the 4/21/17 transmission the following week. Please wait for a bulletin to inform you that a new set of error reports are available in Optispool.

If you have any questions or concerns please contact Angela Davis, Traci Butler, Lorena Widgeon or Latoya Thompson in State Reporting/Production Control at 754-321-0493.

All the latest bulletins can be found on the TERMS website at terms.browardschools.com or in the TERMS share point conference at browardcountyschools.sharepoint.com/sites/initiatives/TERMS/SitePages/Home.aspx

Expires	
Subject	
Enterprise Keywords	
Attachments	External for Survey 3 Mar 6.pdf

Created at 4/13/2017 10:49 AM by ☐ Nicolette A. Galliani
Last modified at 4/13/2017 10:49 AM by ☐ Nicolette A. Galliani

Close

2. State Edit Error Reports Sample Bulletin

Title   Bulletin 2017 154

Subject   Survey 3 1617 State Edit Error Reports

Body   Bulletin 2017 154

February 15, 2017

To All Schools

I&T/Production Conrol/State Reporting would like to encourage schools to make corrections to Survey 3 1617 first, then proceed to continue correcting state errors for all other surveys. This survey will be sent again this Friday, February 17 at noon.

Also schools may ignore the following errors:

Student Demographic Error *4b

Student Course Edit *4c

If you have any questions or concern, please contact Production Control/State Reporting team (Angela Davis, Traci Butler, Lorena Widgeon, or Latoya Thompson) at (754) 321-0493 via email.

FTE Requirements and Documentation

The purpose of this section is to provide guidance on requirements and documentation necessary to support the number of Full Time Equivalent (FTE) students that have been reported during the State's survey periods.

1. **Membership**

To receive funding for a student, the student must be **enrolled** in the school during the FTE survey week. Students withdrawn at any time prior to survey wee*k* cannot be considered for funding, even though they might have been in attendance prior to the survey week. The appropriate withdrawal code is shown on the day following the last day of membership. *Registration and withdrawal forms serve as documentation of whether a student is enrolled or withdrawn from your school.*

2. **Attendance**

In addition to meeting membership requirements for FTE funding, a student must be **physically** **present** one of the days during survey week OR one of the six scheduled school days prior to survey week. Holidays and Teacher Workdays are excluded when counting back the six days.

3. **Attendance Documentation**

Attendance data must be entered on the TERMS student database. This report is generated through Basis. The Principal's Attendance Register for the FTE survey period must be signed by the principal and filed with other FTE documentation.

NOTE: FTE Eligibility (ZSDBD098) will determine which students do not meet the above requirements and place an Code of "N" on the A08 Terms panel under FTE. FTE-2, FTE-3.

*This program runs for Surveys 2 and 3 only. School Application/State Reporting will start running this program on Monday night of the survey week.

The FTE Survey "Audit Box"

Please refer to FTE Documentation Manual 2021-22 by the Budget Office. This manual is located on the following link: https://www.browardschools.com/terms

Survey Dates 2021-2022

Students PK-12

Survey 1:
Survey Week: July 12-16, 2021
Due Date: July 30, 2021
State Processing: July 26-September 10, 2021
Final Update/Amendment Date: September 30, 2021

Survey 8:
State Processing: July 19 – September 23, 2021

Survey 6:
Survey Dates: August 20 and September 3, 2021
Due Dates: August 20 and September 3, 2021
State Processing: August 20- September 10, 2021

Survey 2:
Survey Week: October 11-15, 2021 (Date Certain is October 15)
Due Date: October 22, 2021
State Processing: October 18-November 5, 2021 (FTE Nulled)
Final Update/Amendment Date: December 15, 2021

Survey 3:
Survey Week: February 7-11, 2022 (Date Certain is February 11)
Due Date: February 18, 2022
State Processing: February 14-March 4, 2022(FTE Nulled)
Final Update/Amendment Date: April 15, 2022

Survey 4:
Survey Week: June 13-17, 2022
Due Date: July 1, 2022
State Processing: June 20-July 8, 2022
Final Update/Amendment Date: August 15, 2022

Survey 5:
Due date: July 22, 2022
State Processing: July 18 – August 19, 2022
Final Update/Amendment date: October 31, 2022

Survey 9:
 Due date: December 3, 2021
State Processing: November 22, 2021 – January 7, 2022

(NEW) **Survey R**: Runs every month for the prior month to report Demographics, Discipline and Environmental Safety formats only. No State Error Report generated. Dates varies each month. Nothing for schools to correct.

2021 -2022 Survey Reporting Formats in External

Survey 1 (July) First Survey of the new school year reports summer programs and the beginning of the school year for Year-Round and DJJ sites.
External Panels that belong to this Survey are:

E02 - Student Demographic	E20 - Teacher Course
E03 - Student Course Schedule	E25 - Student Transportation
E06 - Student Exceptional	

Survey 8 (July – September) Survey only reports students participating in the PMRN Program.
External Panels that belong to this Survey are:
E02 - Student Demographic

Survey 6 (September) Survey reports the number of students enrolled in our district.
External Panels that belong to this Survey are:
E02 - Student Demographic

Survey 2 (October) Survey reports every PK-12th grade student that is enrolled in active course(s) on date certain in TERMS to generate FTE funding.
External Panels that belong to this Survey are:

E02 - Student Demographic	E18 - Prior School Status/Attendance
E03 - Student Course Schedule	E20 - Teacher Course
E06 - Student Exceptional	E24 - School Environmental Safety Incident Report
E10 - Student Discipline	E25 - Student Transportation
E13 - Student Federal/State Indicator	
E15 - English Language Learners	

Survey 9 (December) Survey reports <u>Neglected/Delinquent students</u> ONLY.
External Panels that belong to this Survey are:
E02 - Student Demographic

Survey 3 (February) Survey reports every PK-12th grade student enrolled in active course(s) on date certain in TERMS to   generate FTE funding.
External Panels that belongs to this Survey are:

E02 - Student Demographic	E18 - Prior School Status/Attendance
E03 - Student Course Schedule	E20 - Teacher Course
E06 - Student Exceptional	E24 - School Environmental Safety Incident Report
E10 - Student Discipline	E25 - Student Transportation
E13 - Student Federal/State Indicator	
E15 - English Language Learners	

Survey 4 (June) Last Survey of current school year that reports summer programs that ends on June 30th of reporting school year. Broward Virtual receives their FTE funding in this Survey <u>only</u>.
External Panels that belong to this Survey are:

E02 - Student Demographic	E20 - Teacher Course
E03 - Student Course Schedule	E25 - Student Transportation
E06 - Student Exceptional	

Survey 5 (August) Survey reports data from the entire school year; also generate funding for the AP, IB, AICE Test. *External Panels that belong to this Survey are*:

E02 - Student Demographic	E13 – Federal/State Indicator	E14 - Student Assessment
E04 - Career / Tech Ed Student Course	E12 - Federal/State Compensatory	E24 – School Environmental Safety
E06 - Student Exceptional	E15 - English Language Learners	Incident
E21 - Career / Tech Ed Teacher Course	E16 - Dropout Prevention Program	E27 - Student Additional Funding
E08 - Student End of the Year	E17 - Student Course Transcript	E05 – Industry Certification
E10 - Student Disciplinary Action	E18 - Prior School Status/Attendance	

(NEW) Survey R (Monthly) Reports Demographics (E02), Discipline(E10) and Environmental formats (E24) only.

Chart for Entry/Re-Entry Codes

Chart for using Entry/Re-Entry Codes with Prior School Location Data Elements (PK-12) TERMS Panel A03 & A07 --External Panel E18

Prior School Location and Type	Entry/Re-Entry Code	District	State/Territory/Commonwealth	Country
School District. Any PK-12 student whose last school of enrollment was a public school in this school district.	E01	06 (Default Code)	FL (Default Code)	US (Default Code)
Public School Outside Broward District. Any PK-12 student whose last school of enrollment was a public school in another district in the state.	E02	01-69, 71-75, (Cannot be 06)	See Appendix H or Appendix Q	US (Default Code)
Public School in another State. Any PK-12 student whose last school of enrollment was a public school in another state or United States Commonwealth/Territory.	E2A	Outside Florida use 99.	See Appendix H or Appendix Q	US (Default Code)
Private School (McKay 3515) N999. Any PK-12 student whose last school of enrollment was a private school in Florida.	E03	01-69, 71-75 See Appendix C (Can be 06)	FL	US (Default Code)
Private School (McKay 3515) N999. Any PK-12 student whose last school of enrollment was a private school in another state, or a United States Commonwealth/Territory.	E3A	Outside Florida use 99.	See Appendix H or Appendix Q	US (Default Code)
Home Education in State of Florida. Any PK-12 student who is enrolling in a public school in this district after having been in home education in any Florida school district.	E04	01-69, 71-75 or See Appendix C	See Appendix H or Appendix Q	US (Default Code)
Home Education Outside of State of Florida. Any PK-12 student who is enrolling in a public school in this district after having been in home education in another state or United States Commonwealth/Territory.	E4A	Outside the State of Florida use 99.	See Appendix H or Appendix Q	US (Default Code)
Newly Enrolled *PK or KG Only. Any student entering PK or KG for the first time.	E05 *See note at bottom	01-69, 71-75,	See Appendix H or Appendix Q	US (Default Code)
Out of Country (Outside the US). Any PK-12 who enters a Florida School from a foreign country other than the United States or a United States Commonwealth/Territory.	E09	99 (This code will automatically default).	ZZ (This code will automatically default).	See Appendix G

*Entry into Florida Public Schools this School Year

Notes:
- The Entry code (E01) will automatically default the District (06), State (FL), and Country (US) on the A03 TERMS panel.
- *A PK student entering your school from location E001, E002, E003, E004, or E007 should be considered as a first time entry into the district.

Entry/Re-Entry Codes (Cont'd)

Prior School Location and Type	Entry/Re-Entry Code	District	State/Territory/ Commonwealth	Country
School District Any PK-12 student already enrolled this school year that was received from another attendance reporting unit in the same school/same district.	R01	06 (Default Code)	FL (Defaul.t Code)	US (Default Code)
Other School District Any PK-12 student already enrolled this school year that was received from another school in the same district.	R02	06 (Default Code)	FL (Default Code)	US (Default Code)
School District Re-Entry Any PK-12 student already enrolled this school year that unexpectedly reenters a school in the same district after withdrawing or being discharged.	R03	06 (Default Code)	FL (Default Code)	US (Default Code)

*Re-Entry into Florida Public Schools Year

The Re-Entry codes (R01, R02, & R03) will automatically default to District (06), State (FL), and Country (US) on the A03 TERMS panel. Please see Appendix A: Attendance Recordkeeping Required Codes for Grade PK-12 Students located on the Florida Department of Education DOE website for further clarification of all Entry, Re-Entry, and Withdrawal Codes.

I&T/Computer Operations/State Reporting

Changing Course Information for C17 Panel
(MASTER SCHEDULE)

Making Corrections on C19 Panel Class Utility – To Change Course information:

1: Open the C19 Class Utility TERMS panel.
2: Go to field **SCHOOL** and input your school location number.
3: Go to field **FROM**: Under element "Course" input the Course Number.
4: Go to field **SELECT**: Under element "Status" input "A" for Active.
5: Under the same **SELECT** field, under element **ACTION** and input "C" for Change.
6: Go to field **CHANGE** and input the correct data under the element that needs to be corrected. **Press enter.**
7: Once the enter key has been pressed, a message at the bottom of screen appears. Input "Y" code in **POST** field and press enter. Screen print for your records.
8: Then go to C17 panel and verify data has changed. Screen print for your records.

C19 Class Utility Panel

```
. PANEL: ____              C19.  CLASS  UTILITY                       YEAR:  18

 SCHL:    0000   SCHOOL  BOARD  OF  BROWARD  COUNTY

 FROM:     COURSE   SEC/M                    T    CL    B    PRDS        TIMES
           _____  _    ____
                     TCHR                         DAYS        DATES        MINS



 SELECT: STATUS  ENROLLED      ACTION--DATE     POST-SECONDARY: E/CODE W/CODE TC
            _       ____          _    ____                         ___    ___   __

 CHANGE:  T     CL     B     PRDS      TIMES      DAYS        DATES        MINS
          _     ___    _     ____      _____      ____        _____     ____

 TO:      COURSE   SEC/M                    TEACHER      T PRDS   DAYS   ENROLL
          _____  ____                                               _____
          _____  ____                                               _____
          _____  ____                                               _____
          _____  ____                                               _____
          _____  ____                                               _____
          _____  ____                                               _____

PF1=HELP  3=EXIT  12=ESCAPE
Please  type  key  elements.                              TERML: QPADEV
```

13

Deleting an Invalid Course Number for C17 Panel
(MASTER SCHEDULE)

Making corrections on C19 Panel Class Utility - To Delete an Invalid Course Number

1: Open the C19 Class Utility TERMS panel.
2: Enter your school location number.
3: Go to field **FROM**: Under element "Course" input the invalid course number.
4: Go to field **SELECT**: Under element "Status" input "A" for Active.
5: Under the same **SELECT** field, go to element **ACTION** and input "C" for Change.
6: Go to field **TO**: Under element "Course" and input the valid course.
   Press enter.
7: Once enter has been pressed, a message at the bottom of screen appears stating how many students were added to the new valid course. Screen print for your records.
8: Then go to C17 panel and verify data has changed. Screen print for your records.

C19 Class Utility Panel

```
. PANEL: ____                C19. CLASS UTILITY                          YEAR: 18

  SCHL:    0000    SCHOOL BOARD OF BROWARD COUNTY

  FROM:     COURSE   SEC/M                        T    CL    B    PRDS        TIMES
            _____  _____
                       TCHR                            DAYS         DATES        MINS



  SELECT: STATUS  ENROLLED     ACTION--DATE     POST-SECONDARY: E/CODE  W/CODE  TC
          _       _____      _                                ____    ____

  CHANGE:  T      CL     B     PRDS      TIMES       DAYS         DATES         MINS
           _      __     _     ____      _____       _____        _____        ____

  TO:       COURSE   SEC/M                    TEACHER      T PRDS  DAYS  ENROLL
            _____  _____                                              _____
            _____  _____                                              _____
            _____  _____                                              _____
            _____  _____                                              _____
            _____  _____                                              _____
            _____  _____                                              _____

  PF1=HELP  3=EXIT  12=ESCAPE
  Please type key elements.                                       TERML: QPADEV
```

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II.   PRELIMINARY PROCESSING STAGE

Preliminary Samples – External Reporting

1. **TE2014 – Student Course Schedule**

Broward ESE Matrix/ State Matrix
251 = 111
252 = 112
253 = 113

When you received this error, its means you are missing the A23 panel in TERMS.

Local and State FTE Reports

1. ZSDBD385 -- TERMS Room/State Fish Number Match Report

LOCAL REPORT - SAMPLE

```
------------------------------------------------------------------------------------------------------------:
: ZSDBD385 09/13/13 17:46:07    T H E   S C H O O L   B O A R D   O F   B R O W A R D   C O U N T Y
PAGE:  1  :
:                               TERMS ROOM/STATE FISH NUMBER MATCH REPORT
            :
:                        School # and Location Name Here
:
:                                                                              SCHOOL YEAR:  14
:
:------------------------------------------------------------------------------------------------------------
```

TERMS BUILDING	TERMS ROOM	TERMS FISH	DESIGN USAGE FROM DOE FILE
60	BSOJ	600	***\ NO MATCH OF TERMS FISH /***
60	CO01	601	***\ NO MATCH OF TERMS FISH /***
60	CO02	602	***\ NO MATCH OF TERMS FISH /***
60	CO03	603	***\ NO MATCH OF TERMS FISH /***
60	CO04	604	***\ NO MATCH OF TERMS FISH /***
60	CO05	605	***\ NO MATCH OF TERMS FISH /***
60	CO06	606	***\ NO MATCH OF TERMS FISH /***
60	CO07	607	***\ NO MATCH OF TERMS FISH /***
60	CTE	608	***\ NO MATCH OF TERMS FISH /***
60	DOCC	609	***\ NO MATCH OF TERMS FISH /***
60	GEDO	610	***\ NO MATCH OF TERMS FISH /***
60	MJ01	611	***\ NO MATCH OF TERMS FISH /***
60	MJ02	612	***\ NO MATCH OF TERMS FISH /***
60	MJ03	613	***\ NO MATCH OF TERMS FISH /***
60	MJ04	634	***\ NO MATCH OF TERMS FISH /***
60	NBDC	614	***\ NO MATCH OF TERMS FISH /***

LOCATION TOTAL   16
ROOMS FOUND
ROOMS NOT FOUND   16   100 %

The TERMS Room/State FISH Number Match Report is a printed version of the C01 Room Resources panel in TERMS. All FTE generated by courses scheduled in a room with the message of "No Match of TERMS FISH" will be invalid because the FISH room number created on the teacher course record will not match the State FISH file. This will cause the teacher course record to be rejected by the State, which in turn causes the FTE being generated by the students scheduled in the course to be invalid.

Schools should contact the I&T Service Desk at 754-321-0411 whenever there is a room with a "No Match" message on this report or a description of "Not on State Fish File" for a room on the C01 Room Resources panel in TERMS.

2. TS7006 - FTE-1 by Class for Survey

LOCAL REPORT - SAMPLE

RPRT- TS7006   REQ- 01   TERMS - STUDENT INFORMATION SERIES   DATE- 09/20/14
PG- 1
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY   FTE-1 BY CLASS FOR SURVEY 1314-2   TIME- 19:56
SY- 15
EARN- 0000 SCHOOL NAME HERE

STDT NBR NAME	E L	GR	COURSE	SEC	ASGN SCHL	PGM-S	TIMES FROM	TO	DAYS # CODES	CLASS MINS	MEMBRSHP	S R	UNWGTD FTE
0123456789 SMITH, SMITH	Y	05	501311005	03	102		1300-1330		90 MTWRF	50	.8333	O	.0152
			502107005	03	130	S	1300-1400		90 MTWRF	150	2.5000	O	.0454
			500106005	03	102		1330-1400		90 MTWRF	50	.8333		.0155
										1650			.5000 *
0123456789 SMITH, SMITH	Y	05	502006000	503	102		0800-0830		90 MTWRF	150	2.5000		.0454
			502006005	03	102		0830-0900		90 MTWRF	150	2.5000		.0454
			501207005	03	102		0900-0930		90 MTWRF	150	2.5000		.0454
			501207000	503	102		0930-1000		90 MTWRF	150	2.5000		.0454
			501507005	03	102		1000-1030		90 MTWRF	50	.8333		.0152
			5015070M0	503	102		1030-1100		90 MTWRF	150	2.5000		.0454
			501004605	03	102		1100-1130		90 MTWRF	150	2.5000		.0454
			5010046R0	503	102		1200-1330		90 MTWRF	450	7.5000		.1363
			501311005	03	102		1300-1330		90 MTWRF	50	.8333		.0152
			502107005	03	102		1330-1400		90 MTWRF	150	2.5000		.0454
			500106005	03	102		1330-1400		90 MTWRF	50	.8333		.0155
										1650			.5000
*													
0123456789 SMITH, SMITH	Y	05	501207005	01	102		0800-0830		90 MTWRF	150	2.5000		.0454
			501207000	501	102		0830-0900		90 MTWRF	150	2.5000		.0454
			5010045R0	501	102		0930-1100		90 MTWRF	450	7.5000		.1363
			501507005	01	102		1100-1130		90 MTWRF	50	.8333		.0152
			502006005	01	102		1200-1230		90 MTWRF	150	2.5000		.0454
			502006000	501	102		1230-1300		90 MTWRF	150	2.5000		.0454
			501004605	01	102		1300-1330		90 MTWRF	150	2.5000		.0454
			501311005	01	102		1300-1330		90 MTWRF	50	.8333		.0152
			5015070M5	01	102		1330-1400		90 MTWRF	150	2.5000		.0454
			502107005	01	102		1330-1400		90 MTWRF	150	2.5000		.0454
			500106005	01	102		1330-1400		90 MTWRF	50	.8333		.0155
										1650			.5000

            *

GRADE 05 TOTAL   3
STUDENTS *

SCHOOL 0000 TOTAL   3
STUDENTS *

** This report will identify any student course records that are scheduled at the same time. It will also allow schools to address any other scheduling problems that may have occurred.

** School doesn't have to pullout ESE minutes, but the report will flag courses with zeroes to bring it to school's attention. It is not an error, as long, as you have .5000.

3. TS7006 -- Reading the FTE-1 by Class Report

FIELD:	EXPLANATION:

EL A "Y" in this field indicates that the student has met membership and attendance requirements and is eligible for FTE funding. If the student does not meet the membership requirement, the code should be "X", if the student is in membership but does not meet attendance criteria, the code should be "N". Unweighted FTE will be .0000 for all classes if an "X" or "N" appears in this column. Incorrect codes are to be changed on the A08 Local Data Elements panel in TERMS.

GR Grade of the student as this report is generated by grade level.

COURSE/SEC Should represent every course in which the student is enrolled on date certain of the survey week (date certain is the last day of the survey week).

ASGN SCHL If a location number other than your school's number appears in this column, that location will be the school of enrollment on all FTE reporting formats. FTE funding will go to the school that owns the student course.

PGM The funding program under which the student course is being reported.

101	K-3 Basic	251	K-12 Level I ESE
102	4-8 Basic	252	K-12 Level II ES
103	9-12 Basic	253	K-12 Level III ES
130	K-12 ESOL	254	K-12 Level IV ESE
300	9-12 Vocational	255	K-12 Level V ESE

"Programs 111, 112, and 113"

S Indicates changes that caused an override to the program number.

M The program on the C17 Master Schedule panel has been changed from the program on the C15 Course Record panel.

G The program number has been changed based on the grade level of the student.

H The program number has been changed based on the hours (High).

L The program number has been changed based on the hours (Low).

X The program number has been changed and a new course/section and schedule record generated due to DOE calculation requirements that create an excess.

S The program number on the course record on the A10 Student Schedule panel has been changed from the program number on the C17 Master Schedule panel.

Blank No changes have been made to the program number.

TIMES There should be no unintended overlaps of time (speech would be an intended overlap of time).

DAYS **#:** The number of days the course meets during the survey period (will not exceed 90).
Codes: The days of the week on which the course occurs.

CLASS MINS The actual number of weekly instructional minutes (no blanks should appear).

MEMBRSHP Actual weekly instructional minutes converted to hours.

SR Indicates discrepancies in class meeting times or recalculations of class minutes by the program creating this report.

S The class meeting times on the course record on the A10 Student Schedule panel are less than the times indicated on the C17 Master Schedule.

O The program creating this report has recalculated the Class Minutes to compensate for pullouts or scheduling errors.

Blank There are no changes from the times indicated on the C17 Master Schedule.

UNWGTD FTE The total unweighted FTE should be .5000 for all students with class minutes of 1500 or more.

4. BS7006 - FTE-1 by Class for Survey

LOCAL REPORT - PRELIMINARY --SAMPLE

Preliminary Sample (BS7006)

```
RPRT- BS7006 REQ- 01                       SBBC - STUDENT INFORMATION SERIES        DATE- 09/20/13     PG-  1
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY    FTE-1 BY CLASS FOR SURVEY 1314-2         TIME- 19:50  SY-  14
ASGN- 1234 Unknown School                        FTE SENDING REPORT
```

STDT NBR	NAME	E L	GR	COURSE	SEC	INST SCHL	PGM-S	TIMES FROM	TO	DAYS # CODES	CLASS MINS	MBRSHIP	S R	UNWGTD FTE
0123456789	SAMPLE, SAMPLE	Y	11	87250100	460A	4321	300	0700-1000		45 MTWRF	900	15.0000		.1111
				87250200	470B	4321	300	0700-1000		45 MTWRF	900	15.0000		.1111
				1302320B	101		103	1030-1125		90 MTWRF	275	4.5833		.0679
				10013800	107		103	1130-1225		90 MTWRF	275	4.5833		.0679
				21003200	102		103	1230-1325		90 MTWRF	275	4.5833		.0679
				12003300	106		103	1330-1430		90 MTWRF	300	5.0000		.0741
											2925			.5000 *
0123456789	SAMPLE, SAMPLE	Y	11	87300100	460A	4321	300	0700-1000		45 MTWRF	900	15.0000		.1111
				EEV0010B	471B	4321	103	0700-0830		45 MTWRF	450	7.5000		.0555
				EEV0100C	472C	4321	103	0830-1000		45 MTWRF	450	7.5000		.0555
				10013800	106		103	1030-1125		90 MTWRF	275	4.5833		.0680
				12023400	103		103	1130-1225		90 MTWRF	275	4.5833		.0679
				20033900	104		103	1230-1325		90 MTWRF	275	4.5833		.0679
				21003200	103		103	1330-1430		90 MTWRF	300	5.0000		.0741
											2925			.5000 *

```
                                              GRADE 11  TOTAL    2 STUDENTS *
```

NOTE: This report is a local report to assist school with identifying students that are taking courses at another location.

How to Make Corrections in TERMS During Survey 2 &3 Preliminary Stage

1. **TE2013 Student Demographic Reporting Series (A03 Panel)**

LG SRVY – Home Language Survey Date This date can be found at the bottom of the student registration form. It is required for every student that enters the school. This date is the date the student is registered. **This date CAN NOT be blank or zero filled**. Enter the correct date on the A03 panel, then email someone on the team with the information to make corrections in external,

Invalid LEP Code
Schools has received an **error of (LY)** in this field, there are several steps that schools need to do prior to making any corrections in TERMS.
1. First this error means that this is an active ELL student that is missing their A23-E panel in TERMS.
2. Schools must see their ELL contact person at their school to confirm the correct status of the student.
3. If the student is an LY student, them the ELL contact person needs to provide the IMS/IMT the information that goes on the A23-E panel and A20 Test information panel to enter into TERMS.
4. If the student is not and has never been an ELL student, then IMS/IMT must enter code of ZZ in the LEP field on the A03 panel.
5. Then email someone on the team to with the information to make corrections in external.

DT US SCHL – Date Enter US School: This date should be the date the student enters a U.S. school for the first time. Enter the a valid date on the A03 panel and then email someone on the team with the information to make corrections in external.

6

TE2014 Student Course Schedule Reporting Series (A10 Panel)

Note: 111=251, 112=252, 113=253
PGM –Program Code When program codes (111, 112, 113) underline, it means that you are missing an ESE A23 panel for student. Please see your ESE specialist for the information to create your A23 panel. Then email someone on the team with the information to enter in external.

Please Note: Program Code 300 is not valid for grades Pk-12 but is valid for a technical course for a high school student. School must change the program code to a valid code (basic code) that is associated with the student grade level.

> Basic Program Code Chart
> 999 – PK   (ESE PK will be a matrix number)
> 101 = Kg – 03 (including Teen Parent PK child will be 101)
> 102 – 4 – 8
> 103 – 9-12

MINS WEEK – Class Weekly Minutes When field is underline and minutes are zeroes, then you could possibly have two courses scheduled at the same time. Proceed to the C02 panel to verify the (To and from) Time is not overlapping. If they are corrections need to be made on the panel. Please refer to the C19 document on page 13 and 14.

---

2. **TE2015 Teacher Course Schedule Reporting Series (C17 Panel)**

SM – Scheduling Method This element is located on the C17 panel under the SM field. Go to the field on the panel and hit F1 to get value codes and definition of the values.

C – Co-teaching meaning there are two teachers in the same room. When using this code, you will have to create C17 panel for both teachers and split the student between the two teachers.
.
M – Multiple Use one classroom occupied by two different teachers, teaching different subjects, separated by a divider. When using this method schools will

create two different C17 screens for each teacher, but they must have the same building and fish number.

Please Note: If the Team-Teaching Training code is not Z and Scheduling Method = C, on the C17 panel in TERMS, then Primary Instructor Indicator code on the C17, must equal "Y".

FLEID Number If school has FLEID error, For Charter Schools only, please verify that staff member is in Charter Security, and information is in TERMS on the C05. If both steps are yes, and you still have FLEID error, contact State Reporting via email

8888888888 – for Licensed Occupational therapist, Licensed Speech Language Pathologist, Licensed Audiologist, Licensed Occupational Therapist Assistant, Licensed Athlete Trainer, Certified Member of the Florida Registry Interpreters of the Deaf (FRID), Certified by the National Registry of Interpreters for the Deaf (RID).

NOTE: All school except Charter, please ignore when this field is underlining code of 77777777 or 88888888 when teacher is a type that is mentioned in the definition. ==This will programmatically default from SAP==.

SSN – Social Security Number I&T department runs a program nightly to populate <u>teachers'</u> social security number and personnel number on the C05 panel for district schools only. If this field is underlined with zeroes, please verify with your office manager that you have the correct legal name on the C05 panel. Schools must use the name that SAP has on file for the program to update the C05 panel.

<u>NOTE</u>: Schools can enter substitute teacher's information on the C05 panel until teacher is hired. Charter Schools must enter all teacher's information as usual, unfortunately program will not update this information for Charter Schools. **Substitute teacher can be reported to state during Survey 2 or 3.**

3. **TE2020 Exceptional Teacher Reporting Series (A23- Type S)**

IEP DATE – This date must be in the date range of for Survey 2 (7/1/20 thru 10/15/21 and for Survey 3 7/1/20 thru 2/11/22. When in error, IMT/IMS must see the ESE Specialist for a valid date to enter on panel. Enter the correct date on A23 Type=S panel.

PE – Primary Exceptionality – When creating an ESE A23 panel IMT/IMS must enter a valid code other than Z. Please get a valid primary code from ESE Specialist located at your school. Enter it on the A23 Type=s panel.

IDEA – This field is also located on the ESE A23 panel. School must see the ESE Specialist to get valid code to enter on the panel.

Alternative Assessment (AA) This element can be found on the A08 panel in TERMS. Schools are to contact their ESE Specialist for valid codes.

4. **TE2035 English Language Learners Reporting Series** (A23 Type E)

TIER Error - Schools that receive a TIER error, you will need to give this report to your ESOL contact person, so they can give you the correct code. If the ESOL contact person is unsure what code to use, they need to contact Martha Villa in the Multicultural Department. Once they receive the correct code, they will need to give that information to you, to enter on the A23 Type=E panel in terms.

Schools who ELL: BASIS OF ENTRY IS CODE **(A)**, AND IF ELL: EXIT DATE IS 00000000, THEN THE TEST NAME: **LISTENING** AND TEST NAME: **SPEAKING** MUST BE **OTHER THAN** ZZZ.

Schools who ELL: BASIS OF ENTRY IS CODE **R,** AND IF ELL: EXIT DATE IS 00000000, THEN THE TEST NAME: **READING** AND TEST NAME: **WRITING** MUST BE **OTHER THAN** ZZZ.

Test ID - This field is located on the A20 panel in TERMS. IMS/IMT **must contact** the ESOL Contact person at their school for any TEST information pertaining to an ELL student.

Corrections should be made on the A23 Type-E panel.

EE Field – If this filed is underline, and the student has a valid Exit date on A23-E panel, and code LF or LZ in the LEP field on the A03 panel, then **school must enter a valid code In the Basis of Exit code field (E1) on the A23-E panel.**

Per Marth Vilal student must be coded as follows:

Entry (EE) Code

PK – T only   K-12 = A or L   3-12 = R

Basic of Exit 1 (This is when a student LEP = LF or LZ and a valid Exit date)

PK – L only   K-2= H   3-9= I   10-12 = J

NOTE: Martha Villa has mentioned that Broward no longer report Basis of Exit 2 code. If you received an underline under this field, schools are to ignore this error.

_____

5. **TE2050 Environmental Safety Incident Reporting Series (DMS System Only)**

NOTE: When in error schools must see the appropriate administrator at your school to correct this report in the DMS system Only.

6. **TE2021 Student Discipline Actions Reporting Series (DMS System)**

NOTE: When in error schools must see the appropriate administrator at your school to correct this report in the DMS system Only.

7. **TE2024 Student Federal State Indicator Reporting Series (*A06 Panel*)**

HIS – Immunization Status – This field is located on the A06 panel in TERMS. Schools must contact school nurse, or Student Immunization record located in student cum folder, and place the correct code in the field.

8. **ZSDBD350 Prior School Status Reporting Series (*A07 Panel*)**

EC- Entry Code E02 entry code mean student last school of enrollment was a public school outside the district, another State, or United States Commonwealth/territory; therefore, the Prior District (PD) field on the A03 must be 99, or other valid District number within Florida. It must be a valid district number.

NOTE: If you are the first school that the student entered for the 2021-22 school year then school must enter a valid "E" code for the student. **R01, R02, or R03 is invalid for this scenario.**

WC – Withdrawal Code – W02 code indicates that student transferred to another school within the same district. If another school has not picked up the student within at least three days, then school should enter correct withdrawn code on the A03 and A07 panel.

Any Questions?

If you have and questions or concern, regarding this document please contact Angela Davis, Traci Butler, Lorena Widgeon, Latoya Thompson, or Theresa Thompson in State Reporting/Production Control via email.

III. EXTERNAL PROCESSING STAGE

**Begins after Date Certain of the reporting survey.

External with TERMS Panels Quick Reference Guide

EXTERNAL REPORTING PANELS		TERMS PANELS
E01	Student Query Panel	A01
E02	Student Dempgraphics	A03
E03	Student Course Schedule	A10
E04	Career/Tech Student Course	A10
E06	Student Exceptional	A23 (S) Panel
E08	Student End of Year	A04, A07
E10	Student Disciplinary Action	C26, DMS System
E11	Title-I	Title I
E12	Student Fed/State Comp Project	A23 (F) PANEL
E13	Student Fed/State Indicator	A06, A08, A23 (H) PANEL
E14	Statewide Assessment	A21
E15	English Language Learners	A23 (E) PANEL
E16	Dropout Prevention Evaluation	A23 (D) PANEL
E17	Student Course Transcript	A13
E18	Student Atten/Prior School	A07
E19	Teacher Query Panel	C04
E20	Teacher Course	C17
E21	Career/Tech Teacher Course	C17
E23	Environ Safety Incident Query	C26, DMS System
E24	Environ Safety Incident	C26 (Hit F9)
E25	Student Transportation	L02 - Transportation
E27	Student Additional Funding	New Element as of 1314 School Year

Note: Reported data is pulled from various panels this is only a guide.

External Reporting Panels

```
. PANEL: ▄___                  E.  EXTERNAL  REPORTING                              YEAR:  18


        E01.  STUDENT  QUERY                        E19.  TEACHER  QUERY
        E02.  STUDENT  DEMOGRAPHICS                 E20.  TEACHER  COURSE
        E03.  STUDENT  COURSE  SCHEDULE             E21.  CAREER/TECH  TEACHER  COURSE
        E04.  CAREER/TECH  STUDENT  COURSE
        E05.  INDUSTRY  CERTIFICATION               E23.  ENVIRON  SAFETY  INCIDENT  QUERY
        E06.  STUDENT  EXCEPTIONAL                  E24.  ENVIRON  SAFETY  INCIDENT
                                                    E25.  STUDENT  TRANSPORTATION
        E08.  STUDENT  END  OF  YEAR
                                                    E27.  STUDENT  ADDITIONAL  FUNDING
        E10.  STUDENT  DISCIPLINARY  ACTION
        E11.  TITLE-I
        E12.  STUDENT  FED/STATE  COMP  PROJECT
        E13.  STUDENT  FED/STATE/INDICATOR
        E14.  STATEWIDE  ASSESSMENT
        E15.  ENGLISH  LANGUAGE  LEARNERS
        E16.  DROPOUT  PREVENTION  EVALUATION
        E17.  STUDENT  COURSE  TRANSCRIPT
        E18.  STUDENT  ATTEND/PRIOR  SCHOOL


PF1=HELP  3=EXIT  12=ESCAPE
Please  type  panel  identifier.                                        TERML:  QPADEV

       01/10     SA       MW       KS       IM       II       KB
```

HINT:
Schools may post this page near their workstations
as a reference for External Reporting Panels

1. **Student Query Panel (E01)**

Enter the school year and survey, then press enter.

```
 PANEL: ____                    E01. STUDENT QUERY                    YEAR:  18

 FY---S: ▄___ _
                         DIST   SCHL                          SCIEEDTFFSEDCPSA
 LAST               FIRST  IN  EN  ENRL  DOE  NBR      STDT   CSCXYA1CIALPTSTF
 _____ _____ __ __ _____                        _____
```

The letter "Y" indicates what Panels a student has in External.

```
 PF1=HELP  3=EXIT  7=BKWD  8=FWD  12=ESCAPE
 Please enter Query values.                              TERML: QPADEV
```

Key Fields

- To display an External Record, a **Key Field** must be entered.
- If a **Key Field** is in error and needs to be corrected, school must enter a "D" transaction code. Then, school must create a new record with an "A" transaction code.

NOTE: In the following panels, all **Key Fields** are selected.

3

2. Student Demographics (E02)

```
PANEL: ____                    E02. STUDENT DEMOGRAPHICS                    YEAR: 18

 FY-S:    ____  _

                              DIST   DIST   SCHL     DOE EDITS      DOE VALIDATIONS
    KEY:   STDT NBR    TYPE   INST   ENRL   ENRL    1   2   3   4    1   2   3   4
           _____     _     ___    ___    ____   ___ ___ ___ ___  ___ ___ ___ ___

              NAME:   LAST              APP FIRST        MIDDLE         TERMS STDT#
                      _____   ___  _____  _____    _____

    MISC:  GEN RACE: E W B A I P    DOB     GRD    ELL  LANG  P/H LANG  COUNTRY AS
            _         _ _ _ _ _ _  _____ ___   ___   ___    ___       ___   _

                   ALIAS    RES CTY  RES CHAR  LS  DEUSS    LG SRVY   ZONE: DS SCHL
                   _____  ___     ___  ___  ___  _____  _____       __  ____

                   RSP INS RD   MST          GRAD OPT  NEG/DEL1  NEG/DEL2  NEG/DEL3
                   _____    _   _____   _       _____     _____     _____

                   TRAN CD: _   FLORIDA ED-ID: _____

 PF1=HELP 3=EXIT 7=BKWD 8=FWD 10=DEL 12=ESCAPE
 Please type key elements.                                      TERML: QPADEV
```

3. Student Course Schedule(E03)

```
 PANEL: ____                    E03. STUDENT COURSE SCHEDULE                YEAR: 18
                                                    ENROLLED
 FY---S DOE NBR    LAST              APP FIRST    M  DS SCHL GRD  STDT
 ___ _ _____                                    06   _____

 A --------CLASS--------           D        MINS       FTE   IFDR E
 C DS SCHL COURSE  SEC/M          T PRDS Y VA-PGM  WEEK PGM UNWGT MTEC V
 _  __  ____ _____  _____        _  ___  _ _____  ____ ___  ._____ _____ _
 _  __  ____ _____  _____        _  ___  _ _____  ____ ___  ._____ _____ _
 _  __  ____ _____  _____        _  ___  _ _____  ____ ___  ._____ _____ _
 _  __  ____ _____  _____        _  ___  _ _____  ____ ___  ._____ _____ _
 _  __  ____ _____  _____        _  ___  _ _____  ____ ___  ._____ _____ _
 _  __  ____ _____  _____        _  ___  _ _____  ____ ___  ._____ _____ _
 _  __  ____ _____  _____        _  ___  _ _____  ____ ___  ._____ _____ _
 _  __  ____ _____  _____        _  ___  _ _____  ____ ___  ._____ _____ _
 _  __  ____ _____  _____        _  ___  _ _____  ____ ___  ._____ _____ _
 _  __  ____ _____  _____        _  ___  _ _____  ____ ___  ._____ _____ _
 _  __  ____ _____  _____        _  ___  _ _____  ____ ___  ._____ _____ _
 _  __  ____ _____  _____        _  ___  _ _____  ____ ___  ._____ _____ _
                                                    TOTAL:
 PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 10=ERROR PAGE 12=ESCAPE
 Please type key elements.                                      TERML: QPADEV
```

4

4. Student Course Schedule – Detail Screen (E03)

```
 PANEL:  ____              E03.  STUDENT  COURSE  SCHEDULE                YEAR: 18
                                                          ENROLLED
 FY---S DOE NBR    LAST             APP FIRST      M   DS SCHL GRD  STDT
 ████ █  _____                               06  _____


 A --------CLASS--------                    ENROLLED     DAYS        L  CRS
 C DS SCHL COURSE  SEC/M          T PRDS DS SCHL GRD  MTWRFS VIP S GRD
                                  __ ____ ___ ___ ___  _____ ___ _ ___
                                  __ ____ ___ ___ ___  _____ ___ _ ___
                                  __ ____ ___ ___ ___  _____ ___ _ ___
                                  __ ____ ___ ___ ___  _____ ___ _ ___
                                  __ ____ ___ ___ ___  _____ ___ _ ___
                                  __ ____ ___ ___ ___  _____ ___ _ ___
                                  __ ____ ___ ___ ___  _____ ___ _ ___
                                  __ ____ ___ ___ ___  _____ ___ _ ___
                                  __ ____ ___ ___ ___  _____ ___ _ ___
                                  __ ____ ___ ___ ___  _____ ___ _ ___
                                  __ ____ ___ ___ ___  _____ ___ _ ___
                                  __ ____ ___ ___ ___  _____ ___ _ ___
                                  __ ____ ___ ___ ___  _____ ___ _ ___
                                  __ ____ ___ ___ ___  _____ ___ _ ___
                                  __ ____ ___ ___ ___  _____ ___ _ ___


 PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 12=ESCAPE
 One or more key elements in error.               TERML: QPADEV
```

5. E03 Student Course Schedule

```
 PANEL:  ____              E03.  STUDENT  COURSE  SCHEDULE                YEAR: 17
                                                          ENROLLED
 FY---S DOE NBR    LAST             APP FIRST      M   DS SCHL GRD  STDT
 1314 1 0613111127 MALDONADO        LONDON         R   06 0331 KG   0613111127


 A --------CLASS--------              D        MINS      FTE    IFDR E
 C DS SCHL COURSE  SEC/M          T PRDS Y VA-PGM  WEEK PGM UNWGT MTEC V
 _ 06 0331 77630100 S05  UNIQ SK SOC&EMO: S 0101 4 0000000  960 253 .0833 ZZZZ *
 _ __ ____ _____ ____              _ ____ _ _____ ____ ___ .    ____ _
 _ __ ____ _____ ____              _ ____ _ _____ ____ ___ .    ____ _
 _ __ ____ _____ ____              _ ____ _ _____ ____ ___ .    ____ _
 _ __ ____ _____ ____              _ ____ _ _____ ____ ___ .    ____ _
 _ __ ____ _____ ____              _ ____ _ _____ ____ ___ .    ____ _
 _ __ ____ _____ ____              _ ____ _ _____ ____ ___ .    ____ _
 _ __ ____ _____ ____              _ ____ _ _____ ____ ___ .    ____ _
 _ __ ____ _____ ____              _ ____ _ _____ ____ ___ .    ____ _
 _ __ ____ _____ ____              _ ____ _ _____ ____ ___ .    ____ _
 _ __ ____ _____ ____              _ ____ _ _____ ____ ___ .    ____ _
 _ __ ____ _____ ____              _ ____ _ _____ ____ ___ .    ____ _
 _ __ ____ _____ ____              _ ____ _ _____ ____ ___ .    ____ _
 _ __ ____ _____ ____              _ ____ _ _____ ____ ___ .    ____ _
                                                     TOTAL:  .0833
 PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 10=ERROR PAGE 12=ESCAPE
```

PF9 shows the student's information on the next page of the E03 panel.

```
   PANEL: ____                    E03. STUDENT COURSE SCHEDULE                    YEAR  17
                                                              ENROLLED
   FY---S DOE NBR       LAST                    APP FIRST       M   DS SCHL GRD   STDT
   1617  2  0123456789   Doe                      John          R   06  0123  KG    0123456789

   A --------CLASS--------                        ENROLLED        DAYS        L  CRS
   C DS SCHL COURSE   SEC/M                    T PRDS DS SCHL GRD MTWRFS VIP S  GRD
     06  0123  77630100 S05  UNIQ SK SOC&EMO:P S 0101 06  0123  KG  YYYYNN ZZZ Z  ____
                                                      __ ____ __  _____ ___ __ ____
                                                      __ ____ __  _____ ___ __ ____
                                                      __ ____ __  _____ ___ __ ____
                                                      __ ____ __  _____ ___ __ ____
                                                      __ ____ __  _____ ___ __ ____
                                                      __ ____ __  _____ ___ __ ____
                                                      __ ____ __  _____ ___ __ ____
                                                      __ ____ __  _____ ___ __ ____
                                                      __ ____ __  _____ ___ __ ____
                                                      __ ____ __  _____ ___ __ ____
                                                      __ ____ __  _____ ___ __ ____
                                                      __ ____ __  _____ ___ __ ____
                                                      __ ____ __  _____ ___ __ ____
                                                      __ ____ __  _____ ___ __ ____
                                                      __ ____ __  _____ ___ __ ____

   PF1=HELP  3=EXIT  5=REFRESH  7=BKWD  8=FWD  9=NXT PAGE  12=ESCAPE
```

F10 displays the DOE Edits & Validation Errors received.

```
   PANEL: ____                    E03. STUDENT COURSE SCHEDULE                    YEAR   7
                                                              ENROLLED
   FY---S DOE NBR       LAST                    APP FIRST       M   DS SCHL GRD   STDT
      4        127      _    DO                                 R   06  1 KG          1127

   A --------CLASS--------                        DOE EDITS & VALIDATIONS
   C DS SCHL COURSE   SEC/M                    T PRDS  1  2  3  4   1  2  3  4
     06  ^  1 77630100 S05  UNIQ SK SOC&EMO:P S 0101             69
                                              ___ ___ ___ ___   ___ ___ ___ ___
                                              ___ ___ ___ ___   ___ ___ ___ ___
                                              ___ ___ ___ ___   ___ ___ ___ ___
                                              ___ ___ ___ ___   ___ ___ ___ ___
                                              ___ ___ ___ ___   ___ ___ ___ ___
                                              ___ ___ ___ ___   ___ ___ ___ ___
                                              ___ ___ ___ ___   ___ ___ ___ ___
                                              ___ ___ ___ ___   ___ ___ ___ ___
                                              ___ ___ ___ ___   ___ ___ ___ ___
                                              ___ ___ ___ ___   ___ ___ ___ ___
                                              ___ ___ ___ ___   ___ ___ ___ ___
                                              ___ ___ ___ ___   ___ ___ ___ ___
                                              ___ ___ ___ ___   ___ ___ ___ ___
                                              ___ ___ ___ ___   ___ ___ ___ ___
                                              ___ ___ ___ ___   ___ ___ ___ ___

   PF1=HELP  3=EXIT  5=REFRESH  7=BKWD  8=FWD  9=NXT PAGE  12=ESCAPE
```

6. Student Exceptional (E06)

```
 PANEL: ____                  E06. STUDENT EXCEPTIONAL                 YEAR: 18
                                                           ENROLLED
 FY---S  DOE NBR      LAST               APP FIRST      M  DS SCHL  GRD  STDT
 _____  _  _____                                      __  ____

    Dates:   Consent    Evaluated   Elig/Inelig   Placed   Status  Ref-Reason  60-Day
             _____    _____    _____     _____   _       _          _

       BASE:  IEP PLAN DT   EX-OTHERS   P     IDEA      DISMSD   TTSW TNDP   AA
              _____      _____   _     _         _____  ____ ____   _

                       Gifted Elig      Age
                          _             ____


                                      DOE EDITS     DOE VALIDATIONS
          TRAN:   CD   Florida Ed-Id   1   2   3   4   1   2   3   4
                  _    _____     __  __  __  __  __  __  __  __

 PF1=HELP 3=EXIT 7=BKWD 8=FWD 10=DEL 11=NXT ERROR 12=ESCAPE
 Please type key elements.                                    TERML: QPADEV
```

7. Student Disciplinary Action (E10)

```
 PANEL: ____                E10. STUDENT DISCIPLINARY ACTION          YEAR: 18
                                                           ENROLLED
 FY---S DOE NBR       LAST               APP FIRST      M  DS SCHL  GRD  STDT
 _____  _  _____                                      __  ____

       DISC:   DIST-INST  ACTION CODE                  SCHL ACT    SCHL OCC
               __         __                           _____       _____

             INCIDENT         DATE       AMT      AR  DR  HR  WR  BR  ZT
             _____         _____   _____    _   _   _   _   _   _

       DEMO:   GD LVL         GENDER    BIRTH DT   LUNCH    ELL    LOCAL ID


                             DOE EDITS    DOE VALIDATIONS
       TRAN:   CD            1   2   3   4   1   2   3   4
               _            __  __  __  __  __  __  __  __

 PF1=HELP 3=EXIT 7=BKWD 8=FWD 10=DEL 12=ESCAPE
 Please type key elements.                                    TERML: QPADEV
```

8. Student Fed/State Indicator (E13)

```
 PANEL:  ____              E13.  STUDENT FED/STATE INDICATOR            YEAR: 18
                                                        ENROLLED
 FY---S  DOE NBR     LAST               APP FIRST      M  DS  SCHL  GRD  STDT
   __  _  _____                                         __  ____

  IS    JJP    PEW    HS      HUY HC    HIS     MFS RF
   __       __      __       __   __    __       __   __
  DIST/
  CAPE    CPAI                        BULLY/HARS
  1  2   1   2    FS    TAC MRC     FCSI 504   D  R  S  RE SO MCE  SRA
  __  __  __  __   __    __  __     __   __    __ __ __ __ __ __   __


  FLEID:  _____




                                      DOE EDITS    DOE VALIDATIONS
 TRAN CD:                             1   2   3   4   1   2   3   4
    __                                __  __  __  __  __  __  __  __




 PF1=HELP  3=EXIT  7=BKWD  8=FWD  10=DEL  12=ESCAPE
 Please type key elements.                              TERML: QPADEV
```

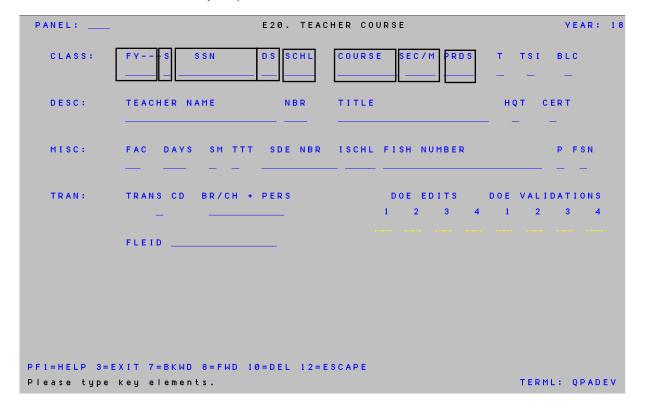## 9. Limited English Proficiency (E15)

```
 PANEL:  ____              E15.  LIMITED ENGLISH PROFICIENCY           YEAR: 18
                                                        ENROLLED
 FY---S  DOE NBR     LAST               APP FIRST      M  DS  SCHL  GRD  STDT
   __  _  _____                                         __  ____

 DATES:  ENTRY      PLAN      CLASS      EXIT      REEVAL    RECLASS--EXIT
         _____   _____  _____   _____  _____  _____  _____

    MISC:    ENTRY/EXIT1 EXIT2 EXT INS TP
               __       __    __    __   __
                LISTENING                           SPEAKING
    TESTS:   DATE    ID   SA TP SCORE F L        DATE    ID   SA TP SCORE F L
             _____  ___  __ __ ____  _ __       _____  ___  __ __ ____  _ __
                WRITING                            READING
    TESTS:   DATE    ID   SA TP SCORE F L        DATE    ID   SA TP SCORE F L
             _____  ___  __ __ ____  _ __       _____  ___  __ __ ____  _ __

    TRAN:    CD     FUND SOURCE  ELL/PRG    DOE EDITS    DOE VALIDATIONS
             __     __           __         1   2   3   4   1   2   3   4
                                            __  __  __  __  __  __  __  __

 PF1=HELP  3=EXIT  5=REFRESH  7=BKWD  8=FWD  10=DEL  12=ESCAPE
 Please type key elements.                              TERML: QPADEV
```

8

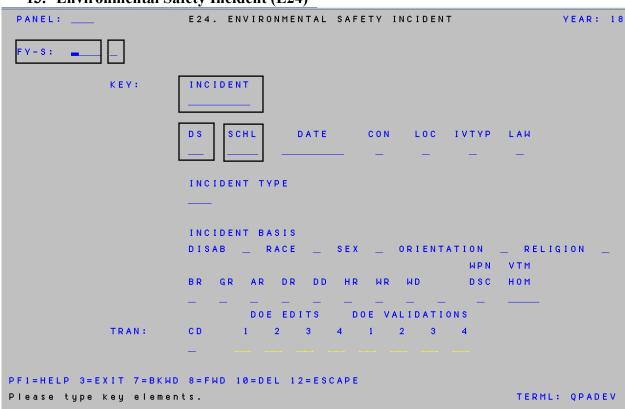### 10.   Student Attendance Prior School Status(E18)

```
 PANEL: ____          E18. STUDENT ATTENDANCE/PRIOR SCHOOL STATUS          YEAR: 18
                                                           ENROLLED
FY--S  DOE NBR      LAST              APP FIRST        M  DS SCHL GRD   STDT
    5  _____    _____          _____            __  ____  ___  ____
                                         HT: _  SEX: _  RACE: _ BDATE: _____
A           --ENTRY-- ANNUAL  SUMMER  WITHDRAWAL SO PRIOR SCHOOL DATA  E H NOT E
C SCHL T  DATE   CDE PRS ABS PRS ABS  DATE   CDE  T DIST  STATE CNTRY  C E DSR V
_ _____ _ _____ ___ ___ ___ ___ ___ _____ ___ _ ____  ___   ___   _ _ ___ _
_ _____ _ _____ ___ ___ ___ ___ ___ _____ ___ _ ____  ___   ___   _ _ ___ _
_ _____ _ _____ ___ ___ ___ ___ ___ _____ ___ _ ____  ___   ___   _ _ ___ _
_ _____ _ _____ ___ ___ ___ ___ ___ _____ ___ _ ____  ___   ___   _ _ ___ _
_ _____ _ _____ ___ ___ ___ ___ ___ _____ ___ _ ____  ___   ___   _ _ ___ _
_ _____ _ _____ ___ ___ ___ ___ ___ _____ ___ _ ____  ___   ___   _ _ ___ _
_ _____ _ _____ ___ ___ ___ ___ ___ _____ ___ _ ____  ___   ___   _ _ ___ _
_ _____ _ _____ ___ ___ ___ ___ ___ _____ ___ _ ____  ___   ___   _ _ ___ _
_ _____ _ _____ ___ ___ ___ ___ ___ _____ ___ _ ____  ___   ___   _ _ ___ _
_ _____ _ _____ ___ ___ ___ ___ ___ _____ ___ _ ____  ___   ___   _ _ ___ _
_ _____ _ _____ ___ ___ ___ ___ ___ _____ ___ _ ____  ___   ___   _ _ ___ _
_ _____ _ _____ ___ ___ ___ ___ ___ _____ ___ _ ____  ___   ___   _ _ ___ _
_ _____ _ _____ ___ ___ ___ ___ ___ _____ ___ _ ____  ___   ___   _ _ ___ _




 PF1=HELP  3=EXIT  5=REFRESH  7=BKWD  8=FWD  10=ERRORS  12=ESCAPE
 Please type key elements.                                    TERML: QPADEV
```
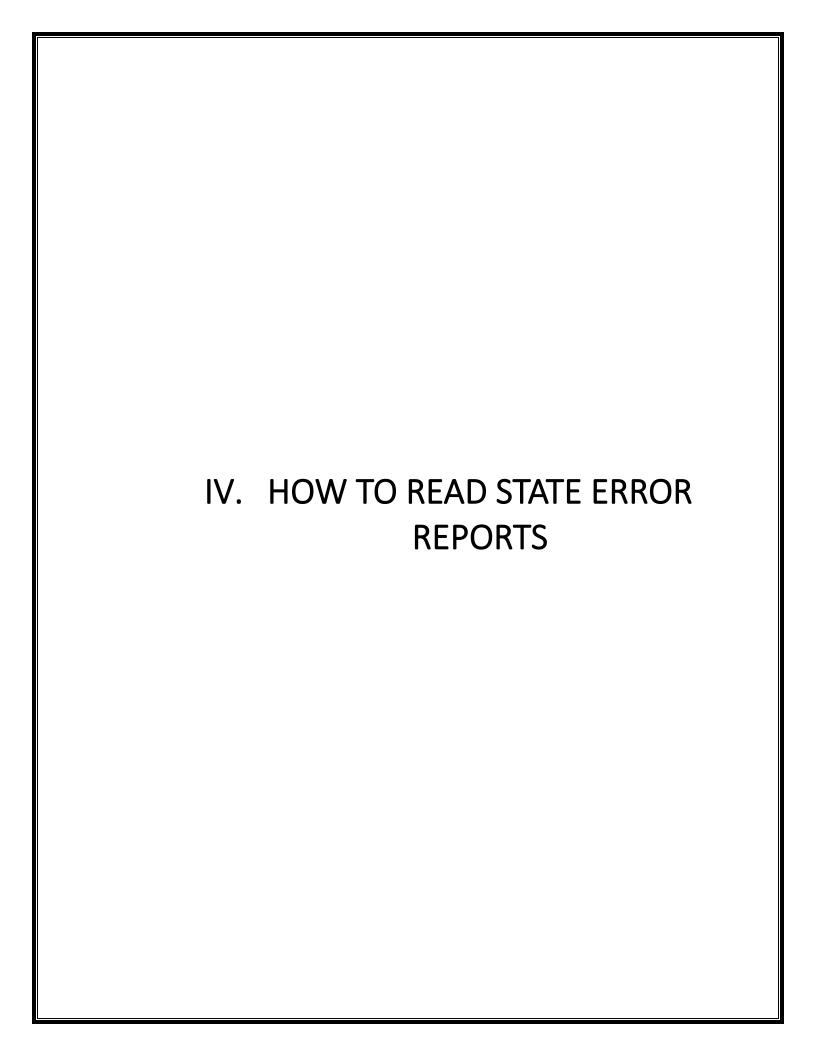
Personnel number must be BR######## (or) CH########

11.   Teacher Query (E19)

```
. PANEL: ____                 E19. TEACHER QUERY                      YEAR: 18

 FY---S: _____ _
                                                             T C
    BR/CH + PERS    NAME(LONG)         DS SCHL COURSE SEC/M PRDS T  C T  TCHR
    _____                        __  ____                      _  _ _










 PF1=HELP  3=EXIT  7=BKWD  8=FWD  12=ESCAPE
 Please enter Query values.                                   TERML: QPADEV
```

12. **Teacher Course (E20)**

```
PANEL: ____                    E20. TEACHER COURSE                    YEAR: 18

    CLASS:      FY---S    SSN      DS  SCHL    COURSE   SEC/M  PRDS    T   TSI    BLC
               _____   _____   __  ____   _____  _____ ____   __   __     __

    DESC:      TEACHER NAME      NBR      TITLE                  HQT   CERT
               _____  ____   _____       __    __

    MISC:      FAC  DAYS  SM TTT  SDE NBR  ISCHL FISH NUMBER           P FSN
               __   ____   __ __   _____  ____ _____       __ __

    TRAN:      TRANS CD  BR/CH + PERS          DOE EDITS    DOE VALIDATIONS
                  __      _____          1   2   3   4  1   2   3   4
                                             ___ ___ ___ ___ ___ ___ ___ ___
               FLEID  _____
```

```
PF1=HELP  3=EXIT  7=BKWD  8=FWD  10=DEL  12=ESCAPE
Please type key elements.                                    TERML: QPADEV
```

13. **Environmental Safety Incident (E24)**

```
PANEL: ____              E24. ENVIRONMENTAL SAFETY INCIDENT              YEAR: 18

FY-S:  __    __

              KEY:      INCIDENT
                        _____

                        DS   SCHL    DATE    CON   LOC  IVTYP  LAW
                        __   ____   _____  __    __    __     __

                        INCIDENT TYPE
                        ____

                        INCIDENT BASIS
                        DISAB  _   RACE  _   SEX  _   ORIENTATION  _   RELIGION  _
                                                                WPN   VTM
                        BR   GR   AR   DR   DD   HR   WR   WD     DSC   HOM
                        __   __   __   __   __   __   __   __     __    _____
                                 DOE EDITS     DOE VALIDATIONS
              TRAN:      CD     1   2   3   4   1   2   3   4
                        __     ___ ___ ___ ___ ___ ___ ___ ___
```

```
PF1=HELP  3=EXIT  7=BKWD  8=FWD  10=DEL  12=ESCAPE
Please type key elements.                                    TERML: QPADEV
```

10

IV. HOW TO READ STATE ERROR REPORTS

1. SAMPLE REPORT 60.781 -- Student Course Batch Update Report

1/30/2019   OptiSpool Print

```
FILE: 60.781              F L O R I D A  D E P A R T M E N T  O F  E D U C A T I O N        PAGE  1
COMPILE DATE: 10/18/18    P U B L I C  S C H O O L S  D A T A  B A S E                 RUN DATE: 10/19/18
COMPILE TIME: 17.10.21              STUDENT COURSE BATCH UPDATE REPORT                 RUN TIME: 16:25:13

DISTRICT: 06 BROWARD       YEAR: 18-19   SURVEY: 2  SCHOOL: 5037 FRANKLIN ACADEMY COOPER CITY

  ERRORS CAUSING A TRANSACTION TO BE REJECTED ...
  *01 - DISTRICT OF ENROLLMENT MUST BE 01-68, 71-75.
  *02 - SCHOOL OF ENROLLMENT MUST BE 0001-9899, EXCLUDING 9001, OR IT MUST BE N998 OR N999.
         REPORT SCHOOL NUMBER, CURRENT ENROLLMENT FOR STUDENTS PARTICIPATING IN THE OPPORTUNITY SCHOLARSHIP.
         SCHOOL 3518 IS USED FOR THOSE PARTICIPATING IN THE SCHOLARSHIP PROGRAM FOR STUDENTS WITH DISABILITIES.
  *03 - THE FIRST 9 POSITIONS OF STUDENT ID MUST BE NUMERIC, THE TENTH EITHER NUMERIC OR AN X. IF THE TENTH POSITION IS NUMERIC,
         THE FIRST 2 MUST BE IN THE RANGE 01-68, 71-75 OR 78-79. IF THE TENTH POSITON IS X, THE FIRST 3 POSITIONS CANNOT BE 000.
  *04 - SURVEY PERIOD MUST BE 2.
  *05 - FISCAL YEAR MUST BE 1819.
  *06 - DISTRICT OF INSTRUCTION MUST BE 06.
  *07 - FOR SURVEYS 1-4 SCHOOL INSTRUCTION MUST BE NUMERIC AND IN THE RANGE 0001-9899 OR 9996 (EXCLUDING 9001) OR IT MUST BE
         C901-C928, U970-U981, OR P001-P999. FOR SURVEY 1 ALSO EXCLUDE 7001, 7004, 7006, 7023 AND (SCHOOL FUNCTION SETTING = V
         AND CHARTER SCHOOL STATUS NOT = Z). FOR SURVEY 2, 3 IT MAY BE A PRIVATE SCHOOL NUMBER.
  *08 - DIST ENRL MUST BE 06 WHEN SCHL INST IS C901-C928, U970-U981, P001-P999, 9996, OR N999, OR IF SURVEY = 2 OR 3 AND SCHL
         INST IS A PRIVATE SCHOOL NUMBER.
  *09 - COURSE NUMBER MUST NOT BE BLANK OR HAVE EMBEDDED BLANKS.
  *10 - SECTION CODE MUST NOT BE ALL BLANKS. ALLOWABLE CHARACTERS ARE 0-9, A-Z, SPACE, HYPHEN (-), DOLLAR SIGN ($),
         POUND SIGN (#), AMPERSAND (&), PERCENT (%), FORWARD SLASH (/) AND COLON (:).
  *11 - PERIOD NUMBER MUST BE NUMERIC AND GREATER THAN OR EQUAL TO ZERO.
  *12 - IF SCHL INST DOES NOT BEGIN WITH P THE COURSE NUMBER MUST NOT BE A "LOCAL USE ONLY TRANSFER" COURSE, UNLESS IT IS 0500980.
         IF SCHL INST DOES NOT BEGIN WITH P THE COURSE NUMBER MUST NOT BEGIN WITH 00.
  *13 - TRANSACTION CODE MUST BE A, C, OR D. ADD REJECTED - RECORD ALREADY ON DATABASE. CHANGE/DELETE REJECTED - RECORD NOT FOUND.
  *15 - DUAL ENROLLMENT INDICATOR MUST BE A, B, C, E, OR Z.
  *16 - ALL ALPHANUMERIC COURSE NUMBERS MUST BE EITHER ON THE COURSE CODE DIRECTORY FILE OR THE STATEWIDE COURSE NUMBERING
         SYSTEM FILE UNLESS THE SCHL INST EQUALS N999 OR P001-P999.
  *17 - IF COURSE NUMBER IS A COURSE NUMBER FROM THE COURSES THAT DO NOT GENERATE FTE FILE (F71424), THEN FTE REPORTED, COURSE
         MUST BE 0000 AND FEFP PROGRAM NUMBER MUST BE 999.
  *18 - IF COURSE EQUALS 0800300 OR 8502000 THEN FEFP NUMBER MUST EQUAL 102, 103, 112, 113, 254, 255, OR 999.
  *19 - IF COURSE NUMBER EQUALS 2222222, THEN SCHL INST MUST BE A PRIVATE SCHOOL NUMBER AND VICE VERSA.
  *20 - FEFP PROGRAM NUMBER MUST BE 102, 103, 112, OR 113 IF DUAL ENROLLMENT INDICATOR CODE EQUALS A, B, C, OR E.
  *21 - IF DUAL ENROLLMENT INDICATOR IS A, SCHL INST MUST BE C901-C928, U970-U981, OR P001-P999.
  *22 - CLASS MINUTES, WEEKLY MUST BE NUMERIC AND GREATER THAN OR EQUAL TO ZERO.
  *23 - FEFP PROGRAM NUMBER MUST BE 101-103, 111-113, 130, 254-255, 300, OR 999.
  *24 - FTE REPORTED, COURSE MUST BE NUMERIC AND GREATER THAN OR EQUAL TO ZERO.
         IF PERIOD IS 9800, FTE REPORTED MUST BE GREATER THAN ZERO AND LESS THAN OR EQUAL TO .1667.
  *25 - IF GRADE LEVEL IS PK, READING INTERVENTION COMPONENT MUST BE Z. IF SURVEY = 2 OR 3 AND GRADE = KG - 12, IT MUST BE Y OR N.
  *26 - IF SURVEY = 2 OR 3 READING INTERVENTION CODE MUST BE Y, N, OR Z. IF SURVEY = 1 OR 4 IT MUST BE Z.
  *27 - IF COURSE NUMBER IS 5100520, 5100530, 5100560, 5100570, 5100580, OR 5100590, GRADE LEVEL MUST BE PK.
  *28 - IF SCHL INST = 9996, SCHL ENRL MUST BE N999.
  *29 - GRADE LEVEL MUST BE PK, KG, OR 01-12.
  *2A - IF DUAL ENROLLMENT IND IS "A" AND IF SCHL INST IS NOT P001-P999 THEN COURSE MUST START WITH AN ALPHABETIC CHARACTER.
  *2B - COURSE GRADE MUST BE A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, IP, N, U, P, S, E, WP, FL, NG, W, WF, OR Z
         AND MUST BE RIGHT JUSTIFIED WITH LEADING BLANKS.
  *2C - IF DUAL ENROLLMENT INDICATOR = Z AND SCHL INST = 7001, 7004, 7006, 7023; OR DIST INST = 71; OR SCHL INST HAS CHARTER SCHL
         STATUS NOT = Z AND SCHL FUNCTION SETTING = V ON MSID; OR LOCATION OF STUDENT IS T, DIST INST = 01-68 OR 72-75;
         AND SCHL INST NOT = 7001, 7004, 7006 OR 7023; THEN COURSE GRADE MUST NOT EQUAL Z.  ALL OTHER SCHOOLS MUST EQUAL Z.
  *2D - IF SURVEY IS 1,2,3 OR 4; AND COURSE NUMBER IS: 8601210,8601220,8601230,8709410,8709420,8709430,8709440,8709450,8709460,
         8709470,8709480,8709490,8709491,8709492,8709493,9504110,9504120,9504130,9504140,9504150,9504160; AND DIST INST
         AND SCHL INST EXIST ON THE NON-FUNDABLE AUTO SERVICE TECH FILE (F71340); THEN FTE REPORTED, COURSE MUST BE .0000.
  *2E - IF SCHL INST HAS A SCHOOL FUNCTION SETTING OF V AND CHARTER SCHOOL STATUS NOT EQUAL TO Z ON THE MSID FILE, THEN THE
         VIRTUAL INSTRUCTION PROVIDER CODE MUST BE A VALID ASSIGNED CODE AS SPECIFIED IN APPENDIX CC.
  *2F - IF DUAL ENROLLMENT INDICATOR = Z AND COURSE NUMBER DOES NOT EQUAL 2222222 AND SCHL INST = 7001, 7004, 7006, 7023;
         OR DIST INST = 71; OR SCHL INST HAS CHARTER SCHOOL STAT NOT = Z AND SCHOOL FUNCTION SETTING = V; OR LOC OF STUD = T AND
         DIST INST 01-68, 72-75 AND SCHL INST NOT = 7001, 7004, 7006, 7023; AND COURSE GRADE IS F, I, IP, N, U, WP, FL, NG, W, OR
         WF; - THEN FTE REPORTED COURSE MUST BE .0000.
  *2G - IF SCHL INST IS 7006, THEN THE ONLINE COURSE PROVIDER CODE MUST BE A VALID CODE IN APPENDIX GG.
         IF SCHL INST IS NOT 7006, THEN THE ONLINE COURSE PROVIDER CODE MUST BE ZZZ.
```

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1/30/2019   OptiSpool Print

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FILE: 60.781              F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N           PAGE   1
COMPILE DATE: 10/18/18    P U B L I C   S C H O O L S   D A T A   B A S E                RUN DATE: 10/19/18
COMPILE TIME: 17.10.21            STUDENT COURSE BATCH UPDATE REPORT                     RUN TIME: 16:25:13

DISTRICT: 06 BROWARD        YEAR: 18-19    SURVEY: 2  SCHOOL: 5037 FRANKLIN ACADEMY COOPER CITY

      ERRORS CAUSING A TRANSACTION TO BE REJECTED ...
      *01 - DISTRICT OF ENROLLMENT MUST BE 01-68, 71-75.
      *02 - SCHOOL OF ENROLLMENT MUST BE 0001-9899, EXCLUDING 9001, OR IT MUST BE N998 OR N999.
            REPORT SCHOOL NUMBER, CURRENT ENROLLMENT FOR STUDENTS PARTICIPATING IN THE OPPORTUNITY SCHOLARSHIP.
            SCHOOL 3518 IS USED FOR THOSE PARTICIPATING IN THE SCHOLARSHIP PROGRAM FOR STUDENTS WITH DISABILITIES.
      *03 - THE FIRST 9 POSITIONS OF STUDENT ID MUST BE NUMERIC, THE TENTH EITHER NUMERIC OR AN X. IF THE TENTH POSITION IS NUMERIC,
            THE FIRST 2 MUST BE IN THE RANGE 01-68, 71-75 OR 78-79. IF THE TENTH POSITON IS X, THE FIRST 3 POSITIONS CANNOT BE 000.
      *04 - SURVEY PERIOD MUST BE 2.
      *05 - FISCAL YEAR MUST BE 1819.
      *06 - DISTRICT OF INSTRUCTION MUST BE 06.
      *07 - FOR SURVEYS 1-4 SCHOOL INSTRUCTION MUST BE NUMERIC AND IN THE RANGE 0001-9899 OR 9996 (EXCLUDING 9001) OR IT MUST BE
            C901-C928, U970-U981, OR P001-P999. FOR SURVEY 1 ALSO EXCLUDE 7001, 7004, 7006, 7023 AND (SCHOOL FUNCTION SETTING = V
            AND CHARTER SCHOOL STATUS NOT = Z). FOR SURVEY 2, 3 IT MAY BE A PRIVATE SCHOOL NUMBER.
      *08 - DIST ENRL MUST BE 06 WHEN SCHL INST IS C901-C928, U970-U981, P001-P999, 9996, OR N999, OR IF SURVEY = 2 OR 3 AND SCHL
            INST IS A PRIVATE SCHOOL NUMBER.
      *09 - COURSE NUMBER MUST NOT BE BLANK OR HAVE EMBEDDED BLANKS.
      *10 - SECTION CODE MUST NOT BE ALL BLANKS. ALLOWABLE CHARACTERS ARE 0-9, A-Z, SPACE, HYPHEN (-), DOLLAR SIGN ($),
            POUND SIGN (#), AMPERSAND (&), PERCENT (%), FORWARD SLASH (/) AND COLON (:).
      *11 - PERIOD NUMBER MUST BE NUMERIC AND GREATER THAN OR EQUAL TO ZERO.
      *12 - IF SCHL INST DOES NOT BEGIN WITH P THE COURSE NUMBER MUST NOT BE A "LOCAL USE ONLY TRANSFER" COURSE, UNLESS IT IS 0500980.
            IF SCHL INST DOES NOT BEGIN WITH P THE COURSE NUMBER MUST NOT BEGIN WITH 00.
      *13 - TRANSACTION CODE MUST BE A, C, OR D. ADD REJECTED - RECORD ALREADY ON DATABASE. CHANGE/DELETE REJECTED - RECORD NOT FOUND.
      *15 - DUAL ENROLLMENT INDICATOR MUST BE A, B, C, E, OR Z.
      *16 - ALL ALPHANUMERIC COURSE NUMBERS MUST BE EITHER ON THE COURSE CODE DIRECTORY FILE OR THE STATEWIDE COURSE NUMBERING
            SYSTEM FILE UNLESS THE SCHL INST EQUALS N999 OR P001-P999.
      *17 - IF COURSE NUMBER IS A COURSE NUMBER FROM THE COURSES THAT DO NOT GENERATE FTE FILE (F71424), THEN FTE REPORTED, COURSE
            MUST BE 0000 AND FEFP PROGRAM NUMBER MUST BE 999.
      *18 - IF COURSE EQUALS 0800300 OR 8502000 THEN FEFP NUMBER MUST EQUAL 102, 103, 112, 113, 254, 255, OR 999.
      *19 - IF COURSE NUMBER EQUALS 2222222, THEN SCHL INST MUST BE A PRIVATE SCHOOL NUMBER AND VICE VERSA.
      *20 - FEFP PROGRAM NUMBER MUST BE 102, 103, 112, OR 113 IF DUAL ENROLLMENT INDICATOR CODE EQUALS A, B, C, OR E.
      *21 - IF DUAL ENROLLMENT INDICATOR IS A, SCHL INST MUST BE C901-C928, U970-U981, OR P001-P999.
      *22 - CLASS MINUTES, WEEKLY MUST BE NUMERIC AND GREATER THAN OR EQUAL TO ZERO.
      *23 - FEFP PROGRAM NUMBER MUST BE 101-103, 111-113, 130, 254-255, 300, OR 999.
      *24 - FTE REPORTED, COURSE MUST BE NUMERIC AND GREATER THAN OR EQUAL TO ZERO.
            IF PERIOD IS 9800, FTE REPORTED MUST BE GREATER THAN ZERO AND LESS THAN OR EQUAL TO .1667.
      *25 - IF GRADE LEVEL IS PK, READING INTERVENTION COMPONENT MUST BE Z. IF SURVEY = 2 OR 3 AND GRADE = KG - 12, IT MUST BE Y OR N.
      *26 - IF SURVEY = 2 OR 3 READING INTERVENTION CODE MUST BE Y, N, OR Z. IF SURVEY = 1 OR 4 IT MUST BE Z.
      *27 - IF COURSE NUMBER IS 5100520, 5100530, 5100560, 5100570, 5100580, OR 5100590, GRADE LEVEL MUST BE PK.
      *28 - IF SCHL INST = 9996, SCHL ENRL MUST BE N999.
      *29 - GRADE LEVEL MUST BE PK, KG, OR 01-12.
      *2A - IF DUAL ENROLLMENT IND IS "A" AND IF SCHL INST IS NOT P001-P999 THEN COURSE MUST START WITH AN ALPHABETIC CHARACTER.
      *2B - COURSE GRADE MUST BE A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, IP, N, U, P, S, E, WP, FL, NG, W, WF, OR Z
            AND MUST BE RIGHT JUSTIFIED WITH LEADING BLANKS.
      *2C - IF DUAL ENROLLMENT INDICATOR = Z AND SCHL INST = 7001, 7004, 7006, 7023; OR DIST INST = 71; OR SCHL INST HAS CHARTER SCHL
            STATUS NOT = Z AND SCHL FUNCTION SETTING = V ON MSID; OR LOCATION OF STUDENT IS T, DIST INST = 01-68 OR 72-75;
            AND SCHL INST NOT = 7001, 7004, 7006 OR 7023; THEN COURSE GRADE MUST NOT EQUAL Z. ALL OTHER SCHOOLS MUST EQUAL Z.
      *2D - IF SURVEY IS 1,2,3 OR 4; AND COURSE NUMBER IS: 8601210,8601220,8601230,8709410,8709420,8709430,8709440,8709450,8709460,
            8709470,8709480,8709490,8709491,8709492,8709493,9504110,9504120,9504130,9504140,9504150,9504160; AND DIST INST
            AND SCHL INST EXIST ON THE NON-FUNDABLE AUTO SERVICE TECH FILE (F71340); THEN FTE REPORTED, COURSE MUST BE .0000.
      *2E - IF SCHL INST HAS A SCHOOL FUNCTION SETTING OF V AND CHARTER SCHOOL STATUS NOT EQUAL TO Z ON THE MSID FILE, THEN THE
            VIRTUAL INSTRUCTION PROVIDER CODE MUST BE A VALID ASSIGNED CODE AS SPECIFIED IN APPENDIX CC.
      *2F - IF DUAL ENROLLMENT INDICATOR = Z AND COURSE NUMBER DOES NOT EQUAL 2222222 AND SCHL INST = 7001, 7004, 7006, 7023;
            OR DIST INST = 71; OR SCHL INST HAS CHARTER SCHOOL STAT NOT = Z AND SCHOOL FUNCTION SETTING = V; OR LOC OF STUD = T AND
            DIST INST 01-68, 72-75 AND SCHL INST NOT = 7001, 7004, 7006, 7023; AND COURSE GRADE IS F, I, IP, N, U, WP, FL, NG, W, OR
            WF;  - THEN FTE REPORTED COURSE MUST BE .0000.
      *2G - IF SCHL INST IS 7006, THEN THE ONLINE COURSE PROVIDER CODE MUST BE A VALID CODE IN APPENDIX GG.
            IF SCHL INST IS NOT 7006, THEN THE ONLINE COURSE PROVIDER CODE MUST BE ZZZ.
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1/30/2019   OptiSpool Print

FILE: 60.781   F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N   PAGE   3
COMPILE DATE: 10/18/18   P U B L I C   S C H O O L S   D A T A   B A S E   RUN DATE: 10/19/18
COMPILE TIME: 17.10.21   STUDENT COURSE BATCH UPDATE REPORT   RUN TIME: 16:25:13

DISTRICT: 06 BROWARD   YEAR: 18-19   SURVEY: 2 SCHOOL: 5037 FRANKLIN ACADEMY COOPER CITY

ERRORS CAUSING A TRANSACTION TO BE REJECTED (CONTINUED) ...
*4G - IF PERIOD IS 9800, DAY OF WEEK SCHEDULED, DATE CERTAIN MUST BE Z.
*4H - IF SCHL INST = 7001, 7004, 7006, 7023; OR DIST INST = 71; OR DIST INST = 50 AND SCHL INST = 7079; OR SCHL INST HAS CHARTER
      STATUS NOT = Z AND FUNCTION SETTING = V ON MSID, THEN LOCATION OF STUDENT MUST BE N OR S. ALL OTHER SCHOOLS MUST BE T OR Z
*50 - IF COURSE NUMBER IS 2400200 (M/J HOMEROOM), THEN FEFP MUST EQUAL 999 AND FTE REPORTED, COURSE MUST BE 0000.
*51 - IF SURVEY = 1-4 AND GRADE LEVEL IS 07-12, CLASS MINUTES, WEEKLY MUST BE GREATER THAN ZERO.
      IF PERIOD IS 9800, CLASS MINUTES, WEEKLY MUST BE EQUAL TO ZERO.
*52 - IF SCHL ENRL IS N998 (HOME EDUCATION) OR N999 (PRIVATE/OUT-OF-STATE), THEN DUAL ENROLLMENT INDICATOR MUST BE Z.
*53 - IF COURSE NUMBER BEGINS WITH A NUMBER OR BEGINS WITH THREE ALPHABETIC CHARACTERS AND IS A COURSE NUMBER FROM THE CAREER
      AND TECHNICAL/ADULT GENERAL EDUCATION PROGRAM EDIT FILE (F61730) AND IS NOT 1006300, 2001310, 2001340, 2003310,
      2102360, 2102365, 2102370, 3027010, 3027020, 2000350, OR 2000360 WITH AN FEFP PROGRAM NUMBER OTHER THAN 300,
      THEN THE CAREER AND TECHNICAL/ADULT GENERAL EDUCATION PROGRAM CODE MUST BE A VALID PROGRAM NUMBER FOR THE COURSE
      NUMBER SUBMITTED AS LISTED IN F61730.
      IF COURSE NUMBER BEGINS WITH A SINGLE ALPHABETIC CHARACTER AND IS A COURSE NUMBER FROM THE CAREER AND TECHNICAL/ADULT
      GENERAL PROGRAM FILE (F61730), THEN THE CAREER AND TECHNICAL/ADULT GEN PROGRAM CODE MUST EQUAL THE COURSE NUMBER.
*54 - IF THE VIRTUAL INSTRUCTION PROVIDER CODE IS 071, THEN GRADE MUST BE KG - 12.
    - IF THE VIRTUAL INSTRUCTION PROVIDER CODE IS 302, THEN GRADE MUST BE KG - 12.
    - IF THE VIRTUAL INSTRUCTION PROVIDER CODE IS 308, THEN GRADE MUST BE 06 - 12.
    - IF THE VIRTUAL INSTRUCTION PROVIDER CODE IS 309, THEN GRADE MUST BE 06 - 12.
    - IF THE VIRTUAL INSTRUCTION PROVIDER CODE IS 311, THEN GRADE MUST BE 06 - 12.
    - IF THE VIRTUAL INSTRUCTION PROVIDER CODE IS 313, THEN GRADE MUST BE KG - 12.
*55 - IF DIST INST IS 01-68 OR 72-75 AND SCHL INST IS NOT 7001, 7004, 7006, OR 7023 AND IF TERM IS 4, 5, OR S THEN SURVEY PERIOD
      MUST BE 1 OR 4.
    - IF DIST INST IS 71 AND SCHL INST IS 0500, 0600, OR 0700 AND TERM IS 4, 5, OR S THEN SURVEY PERIOD MUST BE 1, 2, 3, OR 4.
    - IF DIST INST IS 71 AND SCHL INST IS 0300 OR 0400 OR IF DIST INST IS 01-68 OR 72-75 AND SCHL INST IS 7001, 7004, OR 7006 OR
      7023 AND TERM EQUALS 4, 5, OR S THEN SURVEY PERIOD MUST BE 4.
*56 - IF GRADE IS PK AND THE FEFP IS NOT 111, 254, OR 255, THEN FEFP MUST BE 101 OR 999.
*57 - IF SCHL INST IS 7001, THEN THE VIRTUAL INSTRUCTION PROVIDER CODE MUST BE A VALID CODE IN APPENDIX CC. ALL OTHER SCHOOLS
      EXCEPT VIRTUAL CHARTER SCHOOLS (SCHOOL FUNCTION SETTING = V AND CHARTER SCHOOL STATUS NOT = Z ON MSID) MUST BE ZZZ.
*59 - IF YEAR-ROUND/EXTENDED SCHOOL YEAR FTE INDICATOR IS "A" THEN THE YEAR ROUND SCHOOL CODE ON THE
      MASTER SCHOOL ID FILE MUST BE "S" OR "M" FOR THE REPORTED SCHOOL NUMBER, CURRENT INSTRUCTION.
*5B - IF GRADE IS 6-12 AND COURSE CONTAINS AN ALPHA IN THE 1ST POSITION, DUAL ENROLLMENT MUST BE OTHER THAN Z.
*5C - IF FEFP IS 130, ELL: INSTRUCTIONAL MODEL MUST BE E, S, I, C, O, OR T UNLESS SCHL ENRL IS 3518.
*5D - IF SURVEY IS 2 OR 3, THEN DAY OF WEEK SCHEDULED, MONDAY MUST BE Y OR N.
*5E - IF SURVEY IS 2 OR 3, THEN DAY OF WEEK SCHEDULED, TUESDAY MUST BE Y OR N.
*5F - IF SURVEY IS 2 OR 3, THEN DAY OF WEEK SCHEDULED, WEDNESDAY MUST BE Y OR N.
*5G - IF SURVEY IS 2 OR 3, THEN DAY OF WEEK SCHEDULED, THURSDAY MUST BE Y OR N.
*5H - IF SURVEY IS 2 OR 3, THEN DAY OF WEEK SCHEDULED, FRIDAY MUST BE Y OR N.
*5I - IF SURVEY IS 2 OR 3, THEN DAY OF WEEK SCHEDULED, SATURDAY MUST BE Y OR N.
*5K - IF SURVEY IS 2 OR 3, AND SCHL ENRL DOES NOT = 3518; OR SCHL INST IS NOT 7001, 7004, 7006, OR 7023; OR SCHL INST HAS A
      SCHOOL FUNCTION/SETTING OF V AND A CHARTER SCHOOL STATUS NOT = Z ON THE MSID FILE, THEN AT LEAST ONE OF THE FOLLOWING
      MUST BE Y: DAY OF WEEK SCHEDULED, MONDAY; DAY OF WEEK SCHEDULED, TUESDAY; DAY OF WEEK SCHEDULED, WEDNESDAY; DAY OF WEEK
      SCHEDULED, THURSDAY; DAY OF WEEK SCHEDULED, FRIDAY; OR DAY OF WEEK SCHEDULED, SATURDAY.
*5L - IF SURVEY IS 2 OR 3, THEN DAY OF WEEK SCHEDULED, DATE CERTAIN MUST BE Y, N, OR Z.
*5M - IF SURVEY IS 2 OR 3 AND DAY OF WEEK SCHEDULED, FRIDAY IS Y, THEN DAY OF WEEK SCHEDULED, DATE CERTAIN MUST BE N OR Z.
*5O - IF COURSE NUMBER EQUALS 2222222, THEN SCHL ENRL MUST BE 3518.
*5P - IF DIST INST IS 71 AND SCHL INST IS 0500, 0600, OR 0700 THEN FEFP MUST BE 101, 102, 103, 111, 112, 113 OR 300.
*5Q - IF SCHL INST IS 7004 AND SCHL ENRL IS NOT 7004, THEN FEFP MUST BE 101, 102, 103, 111, 112, 113, OR 300.
*5S - IF COURSE NUMBER IS 5100580 OR 5100590, THEN FEFP MUST BE 999; FTE REPORTED, COURSE MUST BE 0000; AND GRADE MUST BE PK.
*5U - IF SURVEY IS 2 OR 3 AND SCHOOL ENROLLMENT IS NOT 3518 AND FEFP IS 130 THEN COURSE MUST BE A COURSE IN APPENDIX DD.
*5V - IF ELL: INSTRUCTIONAL MODEL IS S OR C, COURSE NUM MUST BE A MATH, SCIENCE, SOCIAL STUDIES OR COMP ED COURSE IN APPENDIX DD
      *** SURVEY 1 WILL ALSO LOOK IN PRIOR YEAR IF THERE IS NO MATCH IN CURRENT YEAR.
*5W - IF ELL: INSTRUCTIONAL MODEL IS E OR I, COURSE NUMBER MUST BE A LANGUAGE ARTS COURSE NUMBER IN APPENDIX DD.
      *** SURVEY 1 WILL ALSO LOOK IN PRIOR YEAR IF THERE IS NO MATCH IN CURRENT YEAR.
*5Y - IF SCHL ENRL IS NOT 7001 OR 7023 AND SCHL INST IS 7001 OR 7023, THEN FEFP MUST BE 101, 102, 103, 111, 112, 113 OR 300.
*5Z - IF SCHL INST IS C901-C928, U970-U981, OR P001-P999, THEN DUAL ENROLLMENT INDICATOR MUST BE OTHER THAN Z.

        NOTE: PARENTHESES "( )" SURROUNDING A STUDENT ID OR ALIAS ID INDICATE A LOCAL ID. E.G., (LOCAL ID).

HOW TO READ STATE ERROR REPORTS

```
1/30/2019                                      OptiSpool Print

FILE: 60.781              F L O R I D A  D E P A R T M E N T  O F  E D U C A T I O N          PAGE   4
COMPILE DATE: 10/18/18        P U B L I C  S C H O O L S  D A T A  B A S E          RUN DATE: 10/19/18
COMPILE TIME: 17.10.21              STUDENT COURSE BATCH UPDATE REPORT               RUN TIME: 16:25:13

DISTRICT: 06 BROWARD     YEAR: 18-19   SURVEY: 2  SCHOOL: 5037 FRANKLIN ACADEMY COOPER CITY

ENROLL    STU. ID/    INSTR.   YEAR SUR COURSE  SEC-  PER DYS TERM MIN  FEFP  FTE  CTE-ADULT  GRD ELL  YR-RND DUAL  READ VRT TRN
DIST SCHL (LOCAL ID) DIST SCHL      VEY          TION  WK      WEEK           GEN-ED-PRG   MODL SCHL  ENRL  INTR INS
          /- DAY OF WEEK SCHEDULED -/                                                     CRS-GR                  /ONLINE
          /FLEID       M  T  W  T  F  S  C  /LOC-STU                                      STATUS                   PROV

06  5037  0618032886  06 5037  1819  2  1200390  M2301 0101  S   1   0270 102 0900  0000000   08   Z    Z     Z    N  ZZZ  C
          FL000006492045    Y  Y  Y  Y  Y  N  N    Z                                           Z                      ZZZ
                                                                                                                     *13


                     TOTALS FOR SCHOOL 5037  FRANKLIN ACADEMY COOPER CITY

                          RECORDS ADDED TO DATABASE:              0
                          RECORDS CHANGED ON DATABASE:            0
                          RECORDS DELETED FROM DATABASE:          0

                          RECORDS REJECTED DUE TO ERRORS:         1

                          TOTAL RECORDS READ:                     1


1/30/2019                                      OptiSpool Print

FILE: 60.781              F L O R I D A  D E P A R T M E N T  O F  E D U C A T I O N          PAGE   1
COMPILE DATE: 10/18/18        P U B L I C  S C H O O L S  D A T A  B A S E          RUN DATE: 11/16/18
COMPILE TIME: 17.10.21              STUDENT COURSE BATCH UPDATE REPORT               RUN TIME: 16:22:45

DISTRICT: 06 BROWARD     YEAR: 18-19   SURVEY: 2  SCHOOL: 0251 SUNRISE MIDDLE SCHOOL

                     TOTALS FOR SCHOOL 0251  SUNRISE MIDDLE SCHOOL

                          RECORDS ADDED TO DATABASE:              0
                          RECORDS CHANGED ON DATABASE:            8
                          RECORDS DELETED FROM DATABASE:          0

                          RECORDS REJECTED DUE TO ERRORS:         0

                          TOTAL RECORDS READ:                     8


1/30/2019                                      OptiSpool Print

FILE: 60.781              F L O R I D A  D E P A R T M E N T  O F  E D U C A T I O N          PAGE   1
COMPILE DATE: 10/18/18        P U B L I C  S C H O O L S  D A T A  B A S E          RUN DATE: 11/16/18
COMPILE TIME: 17.10.21              STUDENT COURSE BATCH UPDATE REPORT               RUN TIME: 16:22:45

DISTRICT: 06 BROWARD     YEAR: 18-19   SURVEY: 2  SCHOOL: 1151 CORAL SPRINGS HIGH SCHOOL

                     TOTALS FOR SCHOOL 1151  CORAL SPRINGS HIGH SCHOOL

                          RECORDS ADDED TO DATABASE:              0
                          RECORDS CHANGED ON DATABASE:            0
                          RECORDS DELETED FROM DATABASE:          7

                          RECORDS REJECTED DUE TO ERRORS:         0

                          TOTAL RECORDS READ:                     7
```

4

2. SAMPLE REPORT 60.857 -- *Student Course Validation Errors*

```
ILE: 60.857            F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N               PAGE   1
OMPILE DATE: 07/26/17        P U B L I C   S C H O O L S   D A T A   B A S E              RUN DATE: 10/23/17
OMPILE TIME: 17.01.07              STUDENT COURSE VALIDATION ERRORS                       RUN TIME: 21:26:58

ISTRICT: 06 BROWARD              YEAR: 17-18   SURVEY: 2   SCHOOL:  0343 ATTUCKS MIDDLE SCHOOL


         ERROR CODES


  *60 - GRADE LEVEL (STUDENT COURSE) MUST AGREE WITH GRADE ON STUDENT DEMO SUBMITTED BY DIST INST UNLESS YEAR-ROUND/EXTENDED
         SCHOOL YEAR INDICATOR ON STUDENT COURSE = "A" OR IF SURVEY = 1 OR 4.
         *** FTE REPORTED, COURSE ON ALL STUDENT COURSE RECORDS SET TO NULL AFTER CLOSE OF STATE PROCESSING CYCLE.
  *61 - DURING SURVEYS 1-4, IF FTE REPORTED IS GREATER THAN ZERO AND THE STUDENT IS LESS THAN 3 YEARS OLD, THEN GRADE LEVEL MUST
         BE PK AND FEFP MUST BE 101, 111, OR 254-255.
         *** FTE REPORTED, COURSE SET TO NULL AFTER CLOSE OF STATE RECORDS PROCESSING CYCLE.
  *62 - IF SURVEY EQUALS 2 OR 3 AND COURSE EQUALS 2222222 AND SCHOOL ENROLLMENT EQUALS 3518,THEN FTE REPORTED MUST BE < OR = 5000.
  *66 - EACH STUDENT COURSE RECORD MUST HAVE A MATCHING TEACHER COURSE RECORD BASED ON DIST INST, SCHL INST, SURVEY, YEAR, COURSE,
         SECTION, PERIOD, AND TERM IF PERIOD IS NOT 9800 OR SCHL INST IS NOT A PRIVATE SCHOOL FOR SURVEYS 2 OR 3.
         *** FTE REPORTED, COURSE SET TO NULL VALUE AFTER CLOSE OF STATE RECORDS PROCESSING CYCLE.
  *67 - EACH STUDENT COURSE RECORD MUST HAVE A MATCHING STUDENT DEMO RECORD BASED ON DIST ENRL, SCHL ENRL, STUDENT ID, SURVEY,
         YEAR, AND DIST INST.
         *** FTE REPORTED, COURSE SET TO NULL FOR ALL STUDENT COURSE RECORDS FOR THIS STUDENT.
  *69   IF SURVEY = 1-4, EACH STUDENT COURSE RECORD WITH FEFP PROGRAM NUMBER EQUAL TO 111-113 OR 254-255 MUST HAVE A MATCHING
         EXCEPTIONAL STUDENT RECORD BASED ON DIST ENRL, SCHL ENRL, STUDENT ID, SURVEY, AND YEAR UNLESS SURVEY = 2 OR 3 AND
         SCHL INST IS A PRIVATE SCHOOL NUMBER.
         *** FTE REPORTED, COURSE SET TO NULL FOR ALL STUDENT COURSE RECORDS FOR THIS STUDENT AFTER END OF STATE PROCESSING CYCLE.
  *72 - IF FEFP PROGRAM = 130, THEN ELL, PK-12 ON THE STUDENT DEMO RECORD (MATCHED ON DIST ENRL, SCHL ENRL, STUDENT ID, SURVEY,
         YEAR, AND DIST INST) MUST BE LY OR LP.
         *** FTE REPORTED, COURSE SET TO NULL AFTER THE CLOSE OF THE EDIT PROCESSING CYCLE.
  *73 - IF SURVEY = 2, 3; SCHL ENRL IS NOT 3518, N998, OR N999; SCHL INST IS NOT 0500 OR 0600 OR 0700 WITHIN DIST INST 71;
         FTE REPORTED IS GREATER THAN ZERO; AND STUDENT HAS A DNE WITHDRAWAL CODE ON PRIOR SCHOOL OR NO MATCHING PRIOR SCHOOL
         RECORD, THEN FTE REPORTED, COURSE, IS SET TO NULL AFTER THE CLOSE OF THE STATE RECORDS PROCESSING CYCLE. MATCH ON YEAR,
         SURVEY, DIST ENRL, AND STUDENT ID. IF MORE THAN ONE PRIOR SCHOOL RECORD, MATCH ON THE MOST RECENT ENTRY (RE-ENTRY) DATE.
         *** FTE REPORTED, COURSE SET TO NULL VALUE AFTER THE CLOSE OF STATE EDIT PROCESSING CYCLE.
  *75 - IF COURSE NUMBER IS 7650030 (PRE-K DISABILITIES: AGE 0-2) THEN THE STUDENT MUST BE 0-2 YEARS OLD. AGE IS DETERMINED USING
         BIRTH DATE ON THE STUDENT DEMO RECORD (MATCHED ON DIST INST, STUDENT ID, SURVEY, AND YEAR) AND THE FRIDAY OF SURVEY WEEK.


     ? - INDICATES THAT THE FIELD CONTAINS NULL VALUES


        NOTE:  PARENTHESES "( )" SURROUNDING A STUDENT ID INDICATES A LOCAL ID. E.G., (LOCAL ID)
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HOW TO READ STATE ERROR REPORTS

```
FILE: 60.857              F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N                    PAGE   2
COMPILE DATE: 07/26/17          P U B L I C   S C H O O L S   D A T A   B A S E                     RUN DATE: 10/23/17
COMPILE TIME: 17.01.07                  STUDENT COURSE VALIDATION ERRORS                            RUN TIME: 21:26:58

DISTRICT: 06 BROWARD            YEAR: 17-18   SURVEY: 2   SCHOOL:  034[                    ]

                    STUDENT COURSE DATA                              STUDENT DEMOGRAPHIC
-----------------------------------------------------------------  --------------------
                      SEC-  PE-  DIST SCHL MIN/      FTE-RE   ELL STUD  BIRTH-  GR-
STU/(LOC ID) TERM COURSE  TION RIOD ENRL ENRL WEEK FEFP PORTED GR MOD LOCT  DATE   ADE ELL  ---------- ERROR CODES -------------

06[   ]7   3  1000010 6362  0202  06  0343 0265 112  0.0884 06  Z  Z   07[ ]5 06  ZZ           69
06[   ]7   3  1001010 0366A 0606  06  0343 0280 112  0.0934 06  Z  Z   07[ ]5 06  ZZ           69
06[   ]7   3  1007000 0395  0505  06  0343 0216 112  0.0720 06  Z  Z   07[ ]5 06  ZZ           69
06[   ]7   3  1205010 0363  0303  06  0343 0440 112  0.1467 06  Z  Z   07[ ]5 06  ZZ           69
06[   ]7   3  2001010 0361B 0101  06  0343 0325 112  0.1084 06  Z  Z   07[ ]5 06  ZZ           69
06[   ]7   3  2109010 0364A 0404  06  0343 0270 112  0.0900 06  Z  Z   07[ ]5 06  ZZ           69
06[   ]7   3  7866040 0395  0505  06  0343 0060 112  0.0200 06  Z  Z   07[ ]5 06  ZZ           69
06[   ]0   3  1000010 8382  0202  06  0343 0265 255  0.0884 08  Z  Z   07[ ]4 08  ZZ           69
06[   ]0   3  1001070 0381A 0101  06  0343 0325 255  0.1084 08  Z  Z   07[ ]4 08  ZZ           69
06[   ]0   3  1205070 0383A 0303  06  0343 0440 255  0.1467 08  Z  Z   07[ ]4 08  ZZ           69
06[   ]0   3  2003010 0385  0505  06  0343 0270 255  0.0900 08  Z  Z   07[ ]4 08  ZZ           69
06[   ]0   3  2100015 0384  0404  06  0343 0270 255  0.0900 08  Z  Z   07[ ]4 08  ZZ           69
06[   ]0   3  8600042 0396  0606  06  0343 0280 255  0.0934 08  Z  Z   07[ ]4 08  ZZ           69
06[   ]7   3  1000010 6362A 0202  06  0343 0265 102  0.0884 06  Z  Z   04[ ]6 06  ZZ                   73
06[   ]7   3  1001010 0363A 0303  06  0343 0440 102  0.1467 06  Z  Z   04[ ]6 06  ZZ                   73
06[          ]7   3  1205010 0364A 0404  06  0343 0270 102  0.0900 06  Z  Z   04[ ]6 06  ZZ           73
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HOW TO READ STATE ERROR REPORTS

```
FILE: 60.857                    F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N                PAGE   2
COMPILE DATE: 07/26/17             P U B L I C   S C H O O L S   D A T A   B A S E                   RUN DATE: 12/20/17
COMPILE TIME: 17.01.07                    STUDENT COURSE VALIDATION ERRORS                          RUN TIME: 21:19:56

DISTRICT: 06 BROWARD          YEAR: 17-18   SURVEY: 2   SCHOOL: 5[_____]

                    STUDENT COURSE DATA                              STUDENT DEMOGRAPHIC
         -------------------------------------------------------------- --------------------

                   SEC-  PE-  DIST SCHL MIN/       FTE-RE    ELL STUD BIRTH-  GR-
STU/(LOC ID) TERM COURSE TION RIOD ENRL ENRL WEEK FEFP PORTED GR MOD LOCT  DATE  ADE ELL  ---------- ERROR CODES -------------

06[____]0    3  2106016 07603 0606  06  5204 0220 102  0.0734 07  Z   Z   0[___]6 07  LF           66

06[___]9    3  2106026 0702D 0303  06  5204 0220 102  0.0734 07  Z   Z   0[___]6 07  ZZ           66



              TOTALS FOR SCHOOL    5[_____]

                 ROWS PROCESSED FROM THE STUDENT COURSE TABLE              1,759

                 ROWS WITH VALIDATION ERRORS                                   2
                      COUNT OF ERRORS BY TYPE                   60             0
                                                               61             0
                                                               62             0
                                                               66             2
                                                               67             0
                                                               69             0
                                                               72             0
                                                               73             0
                                                               75             0
```

3. SAMPLE REPORT 60.782 -- Teacher Course Edit Errors

```
FILE: 60.782              F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N            PAGE   1
COMPILE DATE: 07/26/17         P U B L I C   S C H O O L S   D A T A   B A S E               RUN DATE: 09/29/17
COMPILE TIME: 17.02.14                     TEACHER COURSE EDIT ERRORS                         RUN TIME: 08:24:16

DISTRICT: 06 BROWARD       YEAR: 17-18   SURVEY: 2  SCHOOL: C902 BROWARD COLLEGE

       *01 - DISTRICT OF INSTRUCTION MUST BE 06.
       *02 - SCHOOL NUMBER, CURRENT INSTRUCTION/SERVICE MUST BE NUMERIC IN THE RANGE 0001 TO 9899
             (EXCLUDING 9001), 9996 OR IT MUST BE C901 TO C928, U970 TO U981, P001-P999 OR N999.
       *03 - SURVEY PERIOD MUST BE 2.
       *04 - FISCAL YEAR MUST BE 1718.
       *05 - COURSE NUMBER MUST NOT CONTAIN BLANKS.
       *06 - SECTION CODE MUST NOT BE ALL BLANKS. ALLOWABLE CHARACTERS ARE 0-9, A-Z, SPACE, HYPHEN (-), DOLLAR SIGN ($),
             POUND SIGN (#), AMPERSAND (&), PERCENT (%), FORWARD SLASH (/) AND COLON (:).
       *07 - PERIOD MUST BE NUMERIC AND GREATER THAN OR EQUAL TO ZERO.
       *08 - TEACHER CERTIFICATE NUMBER MUST BE NUMERIC WITH NO EMBEDDED BLANKS.
       *09 - TRANSACTION CODE MUST BE A (THE LETTER).
       *11 - SSN MUST BE NUMERIC AND GREATER THAN ZERO (EXCLUDING 999999999), UNLESS IT IS A STAFF NUMBER ID AND
             THE FIRST TWO POSITIONS ARE "CS" AND THE LAST SEVEN POSITIONS ARE NUMERIC. NINE CHARACTER SSN'S MUST BE
             LEFT JUSTIFIED WITH A TRAILING BLANK.
       *12 - IF SCHOOL INSTRUCTION = 7001, THE FLORIDA EDUCATORS CERT NUMBER MUST BE NUMBERS IN THE RANGE OF:
             0000000001 - 0000999998  AND 0001000000 - 0009999999 AND MAY NOT CONTAIN BLANKS.
       *14 - IF SURVEY IS 1-4, THE TERM/SURVEY INDICATOR MUST BE Y OR N.
       *15 - IF SURVEY IS 1-4 AND TERM IS 3, THE TERM/SURVEY INDICATOR MUST BE Y.
       *16 - IF SURVEY IS 2 AND TERM IS 1, THE TERM/SURVEY INDICATOR MUST BE Y.
       *17 - IF SURVEY IS 3 AND TERM IS 2, THE TERM/SURVEY INDICATOR MUST BE Y.
       *18 - IF COURSE NUMBER IS 5100580 OR 5100590, THEN CERTIFICATE/LICENSURE/QUALIFICATION STATUS MUST BE V.
       *19 - IF COURSE NUMBER IS NOT 5100580 OR 5100590, THEN CERTIFICATE/LICENSURE/QUALIFICATION STATUS MUST NOT BE V.
       *20 - FACILITY TYPE CODE MUST BE 00 TO 20.
       *21 - DAYS IN TERM MUST BE NUMERIC AND GREATER THAN ZERO AND LESS THAN 300.
       *23 - CERTIFICATION/LICENSURE/QUALIFICATION STATUS CODE MUST BE A, B, H, I, O, M, S, N, V, OR P.
       *26 - IF SURVEY PERIOD CODE IS 2 OR 3,
             THE FIRST FIVE POSITIONS AND POSITIONS 7-16 OF CLASSROOM IDENTIFICATION (FISH) NUMBER MUST BE NUMERIC.
             POSITIONS 17-21 MUST BE ALPHABETIC/NUMERIC, LEFT JUSTIFIED WITH NO EMBEDDED SPACES AND MAY NOT BE ALL BLANKS.
             IF POSITION 6 = "O", THEN POSITIONS 17-21 MAY INCLUDE SYMBOLS.
             IF SURVEY PERIOD CODE IS 1 OR 4, THEN EACH POSITION OF THE CLASSROOM IDENTIFICATION (FISH) NUMBER MUST CONTAIN
             ONE OF THE FOLLOWING: BLANK (SPACE), Z, OR ZERO.
       *27 - IF SURVEY = 2 OR 3, POSITION 6 OF THE CLASSROOM IDENTIFICATION (FISH) NUMBER MUST BE A, B, C, F, O, OR S.
       *28 - IF SURVEY PERIOD CODE IS 2 OR 3, SCHEDULING METHOD MUST BE A, B, C, G, I, M, S, OR W.
             IF SURVEY IS 1 OR 4, THEN SCHEDULING METHOD MUST BE Z.
       *29 - IF SURVEY PERIOD CODE IS 2 OR 3 AND IF POSITION 6 OF THE CLASSROOM IDENTIFICATION (FISH) NUMBER IS O, THEN
             FACILITY TYPE MUST NOT BE 00. IF SURVEY PERIOD CODE IS 2 OR 3 AND IF POSITION 6 OF THE CLASSROOM IDENTIFICATION
             (FISH) NUMBER IS C, THEN FACILITY TYPE MUST BE 19.
       *2A - IF SURVEY PERIOD IS 2 OR 3 AND IF POSITION 6 OF THE CLASSROOM ID (FISH) = A, B, C, F, OR S, THE NUMBER
             MUST BE VALID ON FLDOE FISH DATABASE.
       *31 - THE STAFF NUMBER IDENTIFIER, LOCAL MAY BE ANY COMBINATION OF LETTERS, NUMBERS, AND BLANKS.
             (ALL BLANKS ARE NOT ALLOWABLE).  IT MUST BE LEFT-JUSTIFIED WITH TRAILING BLANKS.
       *33 - IF COURSE NUMBER CLASS SIZE CORE COURSE INDICATOR ON THE COURSE CODE DIRECTORY = Y, THE LAST 2 DIGITS OF THE
             PERIOD ARE NOT 88, THE SURVEY IS 2 OR 3 AND SCHED METHOD IS C OR I, THEN TEAM TEACHER TRAINING CODE MUST BE A-D.
       *34 - IF SURVEY = 2 OR 3, TEAM TEACHER TRAINING MUST BE A-D OR Z. IF SURVEY = 1 OR 4, IT MUST BE Z.
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HOW TO READ STATE ERROR REPORTS

FILE: 60.782   F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N   PAGE   2
COMPILE DATE: 07/26/17   P U B L I C   S C H O O L S   D A T A   B A S E   RUN DATE: 09/29/17
COMPILE TIME: 17.02.14   TEACHER COURSE EDIT ERRORS   RUN TIME: 08:24:16

DISTRICT: 06 BROWARD   YEAR: 17-18   SURVEY: 2 SCHOOL: C902 BROWARD COLLEGE

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       *35 - IF DISTRICT NUMBER, CURRENT INSTRUCTION/SERVICE IS IN THE RANGE 01 - 68 OR 72 - 75 AND:
              ..IF SCHOOL INSTR/SERVICE IS NOT 7001, 7004, 7006 OR 7023 AND
              ..IF SCHOOL INSTR/SERVICE IS NOT 7079 IN DISTRICT INSTR/SERVICE 50 AND
              ..IF SCHOOL INSTR/SERVICE IS NOT ONE THAT HAS A SCHL FUNCTION OF V AND CHARTER SCHL STAT NOT EQUAL TO Z ON MSID.
                 -- THEN FACILITY TYPE MUST NOT EQUAL 20.
       *36 - IF DISTRICT INSTR/SERVICE IS 71 OR IF THE SCHOOL INSTR/SERVICE IS ONE FOR WHICH THE SCHOOL FUNCTION SETTING = V
                 AND CHARTER SCHOOL STATUS DOES NOT EQUAL Z ON THE MSID,  THEN FACILITY TYPE MUST EQUAL 20.
       *37 - IF SURVEY PERIOD CODE IS 2 OR 3, THEN FUND SOURCE: NCLB TITLE III MUST BE Y OR N.
                 IF SURVEY PERIOD CODE IS 1 OR 4, THEN FUND SOURCE: NCLB TITLE III MUST BE Z.
       *38 - FLORIDA EDUCATION IDENTIFIER (FLEID) IS ALPHANUMERIC AND MUST BE ENTERED AS "FL" IN THE FIRST TWO POSITIONS
       *40 - SCHOOL OF INSTRUCTION MUST BE VALID AND ACTIVE ON THE MASTER SCHOOL ID FILE OR MUST BE C901-C928,
                 U970-U981, P001-P999, 9996, OR N999.
       *41 - ALL NUMERIC COURSE CODES MUST BE ON THE COURSE CODE DIRECTORY UNLESS SCHOOL OF INSTRUCTION EQUALS P001-P999.
       *42 - THE FIRST TWO DIGITS OF PERIOD NUMBER MUST BE 00 TO 80.  THE LAST TWO DIGITS MUST BE 00 TO 80 OR 88 AND GREATER
                 THAN OR EQUAL TO THE FIRST TWO DIGITS.
       *46 - ALL ALPHANUMERIC COURSE NUMBERS MUST BE EITHER ON THE COURSE CODE DIRECTORY FILE OR ON THE STATEWIDE COURSE
                 NUMBERING SYSTEM UNLESS THE SCHOOL OF INSTRUCTION EQUALS N999 OR P001-P999.
       *48 - PRIMARY INSTRUCTOR INDICATOR MUST BE Y OR N.
       *49 - TERM MUST BE EITHER 1-9, B-O, OR S-X.
       *4A - BLENDED LEARNING COURSE MUST BE Y OR N.
       *4B - IF SCHOOL INSTR/SERVICE IS 7001, 7004, 7006, OR 7023; OR DISTRICT INSTR/SERVICE IS 71;
                 OR DISTRICT INSTR/SERVICE IS 50 AND SCHOOL INSTR/SERVICE IS 7079; OR CHARTER SCHOOL STATUS IS
                 NOT Z AND SCHOOL FUNCTION SETTING IS V ON MSID, THEN BLENDED LEARNING COURSE MUST EQUAL N.

       NOTE:  PARENTHESES "( )" SURROUNDING A STUDENT ID INDICATES A LOCAL ID. E.G., (LOCAL ID)
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HOW TO READ STATE ERROR REPORTS

```
FILE: 60.782                F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N                PAGE  63
COMPILE DATE: 07/26/17         P U B L I C   S C H O O L S   D A T A   B A S E               RUN DATE: 09/29/17
COMPILE TIME: 17.02.14                      TEACHER COURSE EDIT ERRORS                       RUN TIME: 08:24:16


DISTRICT: 06 BROWARD      YEAR: 17-18   SURVEY: 2  SCHOOL: (                        )


DIST SCHL SRVY YEAR/ COURSE  SECTN TERM-SRVY PER TERM  SSN OR(LOCAL) FAC  DAYS  PRI  CERT-NUM/  CERT-LIC  FUND   TEAM  BLEND   TRN
INST INST            ......FISH NUMBER........         / FLEID       TYPE TERM INSTR SCHD-METHD  STATUS  SOURCE TRAIN CRSE    CDE

06  C902  2   1718  ZOOL010 L103    Y     1111  1   (B         )  09   090   Y   0000240073    I       N      Z     N       A

    (REC CONT)        00000 O 00000 00060 BCC                                    S                                 =REC NOT LOADED=
                                                     *38

06  C902  2   1718  ZOOL010 L104    Y     1212  1   (B         )  09   090   Y   0000240073    I       N      Z     N       A

    (REC CONT)        00000 O 00000 00060 BCC                                    S                                 =REC NOT LOADED=
                                                     *38

06  C902  2   1718  ZOO2010 1102    Y     1010  1   (B        )   09   090   Y   0000240073    I       N      Z     N       A

    (REC CONT)        00000 O 00000 00060 BCC                                    S                                 =REC NOT LOADED=
                                                     *38

06  C902  2   1718  ZOO2010 1104    Y     1212  1   (B         )  09   090   Y   0000240073    I       N      Z     N       A

    (REC CONT)        00000 O 00000 00060 BCC                                    S                                 =REC NOT LOADED=
                                                     *38

06  C902  2   1718  ZOO2010 1105    Y     1313  1   (B         )  09   090   Y   0000240073    I       N      Z     N       A

    (REC CONT)        00000 O 00000 00060 BCC                                    S                                 =REC NOT LOADED=
                                                     *38


                   TOTALS FOR SCHOOL C902   BROWARD COLLEGE
                           RECORDS WRITTEN TO LOAD FILE WITHOUT ERRORS:     102
                            DUPLICATE RECORDS NOT WRITTEN TO LOAD FILE:       0
                           ALL OTHER RECORDS NOT WRITTEN TO LOAD FILE:      665
                                            TOTAL RECORDS READ:             767
```

10

4. SAMPLE REPORT 60.782 – Teacher Course Batch Update Report

```
FILE: 60.782              F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N              PAGE   1
COMPILE DATE: 07/26/17        P U B L I C   S C H O O L S   D A T A   B A S E              RUN DATE: 12/01/17
COMPILE TIME: 17.02.29               TEACHER COURSE BATCH UPDATE REPORT                     RUN TIME: 16:21:56

DISTRICT: 06 BROWARD      YEAR: 17-18   SURVEY: 2  SCHOOL: 0161 WEST HOLLYWOOD ELEMENTARY SCHO

        *01 - DISTRICT OF INSTRUCTION MUST BE 06.
        *02 - SCHOOL NUMBER, CURRENT INSTRUCTION/SERVICE MUST BE NUMERIC IN THE RANGE 0001 TO 9899
              (EXCLUDING 9001), 9996 OR IT MUST BE C901 TO C928, U970 TO U981, P001-P999 OR N999.
        *03 - SURVEY PERIOD MUST BE 2.
        *04 - FISCAL YEAR MUST BE 1718.
        *05 - COURSE NUMBER MUST NOT CONTAIN BLANKS.
        *06 - SECTION CODE MUST NOT BE ALL BLANKS. ALLOWABLE CHARACTERS ARE 0-9, A-Z, SPACE, HYPHEN (-), DOLLAR SIGN ($),
              POUND SIGN (#), AMPERSAND (&), PERCENT (%), FORWARD SLASH (/) AND COLON (:).
        *07 - PERIOD MUST BE NUMERIC AND GREATER THAN OR EQUAL TO ZERO.
        *08 - TEACHER CERTIFICATE NUMBER MUST BE NUMERIC WITH NO EMBEDDED BLANKS.
        *09 - TRANSACTION CODE MUST BE A, C, OR D.
            - ADD REJECTED -- RECORD ALREADY ON DATABASE.
            - CHANGE REJECTED -- RECORD NOT FOUND.
            - DELETE REJECTED -- RECORD NOT FOUND.
        *11 - SSN MUST BE NUMERIC AND GREATER THAN ZERO (EXCLUDING 999999999), UNLESS IT IS A STAFF NUMBER ID AND
              THE FIRST TWO POSITIONS ARE "CS" AND THE LAST SEVEN POSITIONS ARE NUMERIC. NINE CHARACTER SSN'S MUST BE
              LEFT JUSTIFIED WITH A TRAILING BLANK.
        *12 - IF SCHOOL INSTRUCTION = 7001, THE FLORIDA EDUCATORS CERT NUMBER MUST BE NUMBERS IN THE RANGE OF:
              0000000001 - 0000999998  AND 0001000000 - 0009999999 AND MAY NOT CONTAIN BLANKS.
        *14 - IF SURVEY IS 1-4, THE TERM/SURVEY INDICATOR MUST BE Y OR N.
        *15 - IF SURVEY IS 1-4 AND TERM IS 3, THE TERM/SURVEY INDICATOR MUST BE Y.
        *16 - IF SURVEY IS 2 AND TERM IS 1, THE TERM/SURVEY INDICATOR MUST BE Y.
        *17 - IF SURVEY IS 3 AND TERM IS 2, THE TERM/SURVEY INDICATOR MUST BE Y.
        *18 - IF COURSE NUMBER IS 5100580 OR 5100590, THEN CERTIFICATE/LICENSURE/QUALIFICATION STATUS MUST BE V.
        *19 - IF COURSE NUMBER IS NOT 5100580 OR 5100590, THEN CERTIFICATE/LICENSURE/QUALIFICATION STATUS MUST NOT BE V.
        *20 - FACILITY TYPE CODE MUST BE 00 TO 20.
        *21 - DAYS IN TERM MUST BE NUMERIC AND GREATER THAN ZERO AND LESS THAN 300.
        *23 - CERTIFICATION/LICENSURE/QUALIFICATION STATUS CODE MUST BE A, B, H, I, O, M, S, N, V, OR P.
        *26 - IF SURVEY PERIOD CODE IS 2 OR 3,
              THE FIRST FIVE POSITIONS AND POSITIONS 7-16 OF CLASSROOM IDENTIFICATION (FISH) NUMBER MUST BE NUMERIC.
              POSITIONS 17-21 MUST BE ALPHABETIC/NUMERIC, LEFT JUSTIFIED WITH NO EMBEDDED SPACES AND MAY NOT BE ALL BLANKS.
              IF POSITION 6 = "O", THEN POSITIONS 17-21 MAY INCLUDE SYMBOLS.
              IF SURVEY PERIOD CODE IS 1 OR 4, THEN EACH POSITION OF THE CLASSROOM IDENTIFICATION (FISH) NUMBER MUST CONTAIN
              ONE OF THE FOLLOWING: BLANK (SPACE), Z, OR ZERO.
        *27 - IF SURVEY = 2 OR 3, POSITION 6 OF THE CLASSROOM IDENTIFICATION (FISH) NUMBER MUST BE A, B, C, F, O, OR S.
        *28 - IF SURVEY PERIOD CODE IS 2 OR 3, SCHEDULING METHOD MUST BE A, B, C, G, I, M, S, OR W.
              IF SURVEY IS 1 OR 4, THEN SCHEDULING METHOD MUST BE Z.
        *29 - IF SURVEY PERIOD CODE IS 2 OR 3 AND IF POSITION 6 OF THE CLASSROOM IDENTIFICATION (FISH) NUMBER IS O, THEN
              FACILITY TYPE MUST NOT BE 00. IF SURVEY PERIOD CODE IS 2 OR 3 AND IF POSITION 6 OF THE CLASSROOM IDENTIFICATION
              (FISH) NUMBER IS C, THEN FACILITY TYPE MUST BE 19.
        *2A - IF SURVEY PERIOD IS 2 OR 3 AND IF POSITION 6 OF THE CLASSROOM ID (FISH) = A, B, C, F, OR S, THE NUMBER
              MUST BE VALID ON FLDOE FISH DATABASE.
        *31 - THE STAFF NUMBER IDENTIFIER, LOCAL MAY BE ANY COMBINATION OF LETTERS, NUMBERS, AND BLANKS.
              (ALL BLANKS ARE NOT ALLOWABLE).  IT MUST BE LEFT-JUSTIFIED WITH TRAILING BLANKS.
        *33 - IF COURSE NUMBER CLASS SIZE CORE COURSE INDICATOR ON THE COURSE CODE DIRECTORY = Y, THE LAST 2 DIGITS OF THE
              PERIOD ARE NOT 88, THE SURVEY IS 2 OR 3 AND SCHED METHOD IS C OR I, THEN TEAM TEACHER TRAINING CODE MUST BE A-D.
        *34 - IF SURVEY = 2 OR 3, TEAM TEACHER TRAINING MUST BE A-D OR Z. IF SURVEY = 1 OR 4, IT MUST BE Z.
```

HOW TO READ STATE ERROR REPORTS

```
FILE: 60.782                    F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N                PAGE    2
COMPILE DATE: 07/26/17          P U B L I C   S C H O O L S   D A T A   B A S E                   RUN DATE: 12/01/17
COMPILE TIME: 17.02.29                    TEACHER COURSE BATCH UPDATE REPORT                      RUN TIME: 16:21:56


DISTRICT: 06 BROWARD        YEAR: 17-18   SURVEY: 2  SCHOOL: 0161 WEST HOLLYWOOD ELEMENTARY SCHO
            *35 - IF DISTRICT NUMBER, CURRENT INSTRUCTION/SERVICE IS IN THE RANGE 01 - 68 OR 72 - 75 AND:
                  ..IF SCHOOL INSTR/SERVICE IS NOT 7001, 7004, 7006 OR 7023 AND
                  ..IF SCHOOL INSTR/SERVICE IS NOT 7079 IN DISTRICT INSTR/SERVICE 50 AND
                  ..IF SCHOOL INSTR/SERVICE IS NOT ONE THAT HAS A SCHL FUNCTION OF V AND CHARTER SCHL STAT NOT EQUAL TO Z ON MSID.
                    -- THEN FACILITY TYPE MUST NOT EQUAL 20.
            *36 - IF DISTRICT INSTR/SERVICE IS 71 OR IF THE SCHOOL INSTR/SERVICE IS ONE FOR WHICH THE SCHOOL FUNCTION SETTING = V
                    AND CHARTER SCHOOL STATUS DOES NOT EQUAL Z ON THE MSID,  THEN FACILITY TYPE MUST EQUAL 20.
            *37 - IF SURVEY PERIOD CODE IS 2 OR 3, THEN FUND SOURCE: NCLB TITLE III MUST BE Y OR N.
                  IF SURVEY PERIOD CODE IS 1 OR 4, THEN FUND SOURCE: NCLB TITLE III MUST BE Z.
            *38 - FLORIDA EDUCATION IDENTIFIER (FLEID) IS ALPHANUMERIC AND MUST BE ENTERED AS "FL" IN THE FIRST TWO POSITIONS
                    FOLLOWED BY TWELVE NUMERIC DIGITS.  NO BLANKS OR SPACES ARE ALLOWABLE.
            *40 - SCHOOL OF INSTRUCTION MUST BE VALID AND ACTIVE ON THE MASTER SCHOOL ID FILE OR MUST BE C901-C928,
                    U970-U981, P001-P999, 9996, OR N999.
            *41 - ALL NUMERIC COURSE CODES MUST BE ON THE COURSE CODE DIRECTORY UNLESS SCHOOL OF INSTRUCTION EQUALS P001-P999.
            *42 - THE FIRST TWO DIGITS OF PERIOD NUMBER MUST BE 00 TO 80.  THE LAST TWO DIGITS MUST BE 00 TO 80 OR 88 AND GREATER
                    THAN OR EQUAL TO THE FIRST TWO DIGITS.
            *46 - ALL ALPHANUMERIC COURSE NUMBERS MUST BE EITHER ON THE COURSE CODE DIRECTORY FILE OR ON THE STATEWIDE COURSE
                    NUMBERING SYSTEM UNLESS THE SCHOOL OF INSTRUCTION EQUALS N999 OR P001-P999.
            *48 - PRIMARY INSTRUCTOR INDICATOR MUST BE Y OR N.
            *49 - TERM MUST BE EITHER 1-9, B-O, OR S-X.
            *4A - BLENDED LEARNING COURSE MUST BE Y OR N.
            *4B - IF SCHOOL INSTR/SERVICE IS 7001, 7004, 7006, OR 7023; OR DISTRICT INSTR/SERVICE IS 71;
                    OR DISTRICT INSTR/SERVICE IS 50 AND SCHOOL INSTR/SERVICE IS 7079; OR CHARTER SCHOOL STATUS IS
                    NOT Z AND SCHOOL FUNCTION SETTING IS V ON MSID, THEN BLENDED LEARNING COURSE MUST EQUAL N.


            NOTE:  PARENTHESES "( )" SURROUNDING A STUDENT ID INDICATES A LOCAL ID. E.G., (LOCAL ID)
```
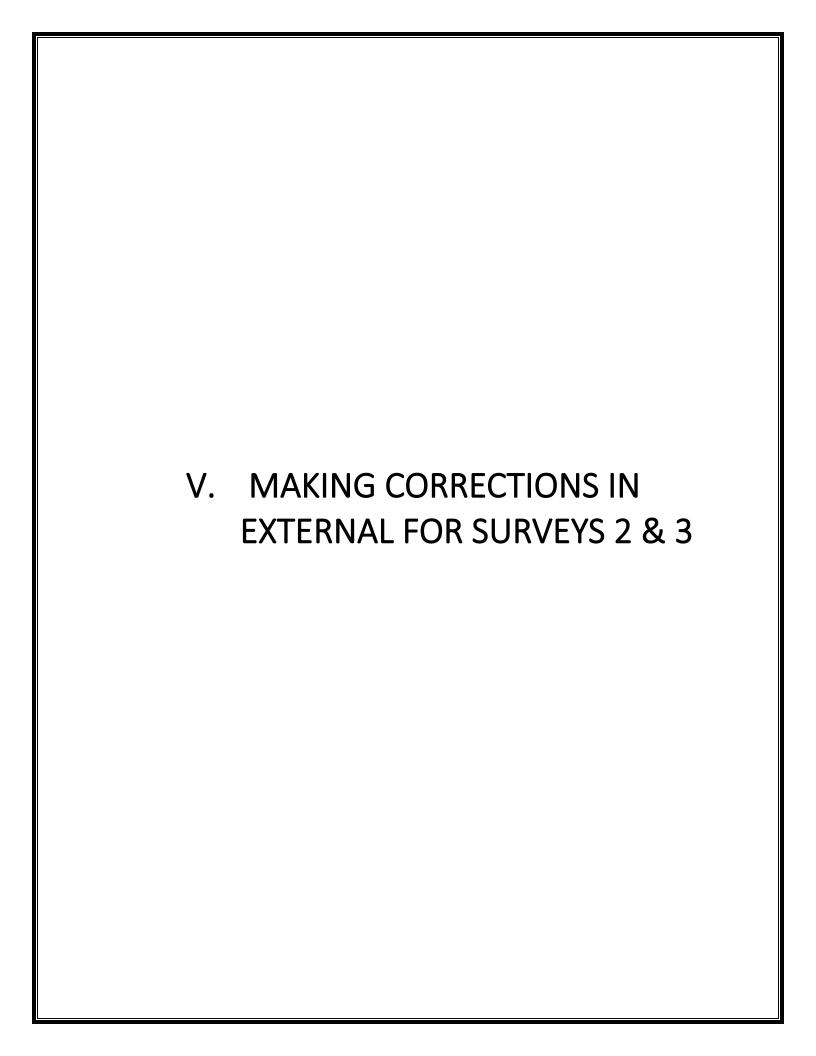
HOW TO READ STATE ERROR REPORTS

```
FILE: 60.782                    F L O R I D A   D E P A R T M E N T   O F   E D U C A T I O N          PAGE    3
COMPILE DATE: 07/26/17          P U B L I C   S C H O O L S   D A T A   B A S E                   RUN DATE: 12/01/17
COMPILE TIME: 17.02.29                  TEACHER COURSE BATCH UPDATE REPORT                         RUN TIME: 16:21:56

DISTRICT: 06 BROWARD       YEAR: 17-18   SURVEY: 2  SCHOOL: [                              ]


DIST SCHL SRVY YEAR/ COURSE  SECTN TERM-SRVY PER TERM  SSN OR(LOCAL) FAC  DAYS PRI  CERT-NUM/   CERT-LIC FUND TEAM BLEND   TRN
INST INST             ......FISH NUMBER........        / FLEID      TYPE TERM INSTR SCHD-METHD  STATUS  SOURCE TRAIN CRSE  CDE

06   0161  2   1718 5010043 OR203    Y     0101  3    (B         )  00   090  Y   0001221670     H        Z     Z    N      A
                                                                                                         *37
      (REC CONT)         00010 A 00011 00001 212      FL00      1                      S


06   0161  2   1718 5010043 OR203    Y     0202  3    (B         )  00   090  Y   0001221670     H        Z     Z    N      A
                                                                                                         *37
      (REC CONT)         00010 A 00011 00001 212      FL00      4                      S


06   0161  2   1718 5012040 00203    Y     0303  3    (B         )  00   090  Y   0001221670     H        Z     Z    N      A
                                                                                                         *37
      (REC CONT)         00010 A 00011 00001 212      FL00      1                      S


06   0161  2   1718 5012040 00203    Y     0404  3    (B         )  00   090  Y   0001221670     H        Z     Z    N      A
                                                                                                         *37
      (REC CONT)         00010 A 00011 00001 212      FL00      1                      S


06   0161  2   1718 5020030 00203    Y     0505  3    (B         )  00   090  Y   0001221670     H        Z     Z    N      A
                                                                                                         *37
      (REC CONT)         00010 A 00011 00001 212      FL00      1                      S



            TOTALS FOR SCHOOL [                              ]

                    RECORDS ADDED TO DATABASE:                    0
                    RECORDS CHANGED ON DATABASE:                  0
                    RECORDS DELETED FROM DATABASE:                0

                    RECORDS REJECTED DUE TO ERRORS:               5

                    TOTAL RECORDS READ:                           5
```

13

V. MAKING CORRECTIONS IN EXTERNAL FOR SURVEYS 2 & 3

<div style="border:1px solid; background-color:#7a0000; color:white; text-align:center;">

**I&T SCHOOL APPLICATIONS/ STATE REPORTING AREA
HOW TO MAKE CORRECTIONS IN EXTERNAL
FOR SURVEYS 2 & 3**

</div>

**Note: Please use the F1 key to access the Help Text which will assist with further instructions, codes, and examples for entering into fields.

Student Demographic Edit Error Report (60.780)

External Panel E02   TERMS Panel A03

Error *48

This error indicates that the Home Language Survey Date field on the **E02** panel in External and the **A03** panel in TERMS is incorrect. When correcting this error, schools must do the following:

1. Go to the **E02 panel** in External and input a valid date in Home Language Survey Date (LG SRVY) field, and press Enter. Date **must be** less than or equal to the date certain of the survey week.
2. Schools must email **Martha Villa in the Multicultural Department** (include student number and name) if in need of changing an already existing date. This element is on the **A03** panel in **TERMS –** correct to prevent this error in the future. Then email someone on the team with the information to make corrections in external.

NOTE: This field cannot be left blank or zero filled. Schools can get this date from the ESOL coordinator at their school location.

Exceptional Student Edit Error Report (61.034)

External Panel E06   TERMS Panel A23 Type-S Detail

Error *09 Invalid Plan Date

(7/1/20 - 10/15/21 for Survey 2 and 7/1/20 - 2/11/22 for Survey 3)

This error indicates that the IEP Plan Date for the student ESE record is invalid. If the student is an active ESE student, *and Primary Code* **is not** *'L',* then schools must input a valid date within the current (2122) previous school year (2021).

OR

Error *09 Invalid Plan Date (Continued)

For Surveys 1, 2, 3, or 4, when Primary Exceptionality **equals** L then the IEP Plan Date must be a valid date within the current (2122) or four previous school years (2021), (1920), (1819), (1718).

1. Schools must proceed to the **E06** panel in External and correct the IEP Plan Date (IEP Plan DT) field, then press Enter
2. If the student is still enrolled at the school, proceed to the **A23** type S Detail panel in TERMS and make corrections to ESE Plan Date (PLAN) field. This will prevent this error in the future.
3. If the student **does not have a valid IEP Plan Date (Out of Compliance)**, For Survey 2 then do nothing in TERMS, student may become in Compliance by Survey 3. But if student is enrolled in a course that starts with an (7) ESE Contained only then school must change the student out of the course to prevent loss of FTE funding. Then email someone on the team with the information to make corrections in external.

NOTE: To prevent errors in the future, schools should consult the ESE Specialist or appropriate personnel at their location for the valid date.

Student Course Edit Error Report (60.781)

External Panel E03   TERMS Panel A10 Detail

Error *31
This error indicates that the program code is not in association with the grade level. Schools must correct the grade level **or** the program code. Please refer to the chart list below:

FEFP Program Numbers	Grade Levels
101	PK - 03
102	04 - 08
103	09 - 12
111	PK - 03
112	04 - 08
113	09 - 12
130	KG -12
254-255	PK -12

Teacher Course Edit Error Report (60.781*)*

External Panel E2   TERMS Panel C17

Error *11
This error indicates that the Teacher's Social Security Number is invalid **or** Zero filled, which is incorrect. School must input a valid Social Security Number on the **C05** panel in TERMS. Then email someone on the team with the information to make corrections in external.

Error *41 Invalid Teacher Course Number
This error indicates that the teacher course number that were used have been dropped at the State; therefore, the course is invalid. To correct this error, you must see your principal or guidance counselor at your school for valid course number.

Once you received a valid course number, then must implement the C19 process to drop incorrect course and add correct course. See page 14 on this manual for the C19 process. Then email someone on the team with the information to make corrections in external.

English Language Learners Edit Error (62.234)

External Panel E15   TERMS Panel A23 Type E

Error *2H
If Basis of Entry code is **'A' and the Exit Date is 00000000**, then Tests Name for Listening and Speaking **CANNOT be 'ZZZ'. IMS/IMT need to get testing information from their ELL personnel at their school location to enter on A20 panel in terms.** Then email someone on the team with the information to make corrections in external.

1. Access **E15** panel in External
2. Input the following information under the Tests Listening and Speaking fields:
   - **DATE:** Should be inputted in the format **MMDDYYYY**
   - **ID:** Test Name **will always be "IPT"**
   - **SA:** For **Listening** input code **"19"**
           For **Speaking** input code **"17"**
   - **TP:** **Can only be "NP"** (for **National Percentile**)

SCORE: Can be left with zeroes 0000 (if you have a score, then place the score; (example: 0010)

Missing Test Name *2I

If basis of entry code is **'R' and the Exit Date is 00000000**, then Tests Name for Reading and Writing **CANNOT be 'ZZZ'**. IMS/IMT must get testing information from ELL personnel aat their school location to enter it on the A20 panel in terms, Then email someone on the team with the information to make corrections in external.

1. Access the E15 panel in External
2. Input the following information under the Tests Reading and Writing fields:
   DATE: Should be inputted in the format of **MMDDYY**
   ID: Test name **will always be"KEA"**
   SA: For Reading input code **"10"**
   For Writing input code **"30"**
   TP: **Can only be** "**NP"** (for **National Percentile**)
   SCORE: Four digits (Ex. 0051 or 0000)
3. Use an "A" transaction code and Enter.

Note: Schools must input their IPT and KEA information on the **A20** TERMS Test panel. This test must have been taken **Prior to date certain of the reporting survey.**

Error *09
For Survey 2 or 3, the English Language Learners Classification Date must be numeric and a valid date less than or equal to date certain of the reporting survey.

1. Access the A23 E-panel in TERMS and/or E15 panel in External.
2. Input a valid Date: Classification Date (Class) field. Then email someone on the team with the information to make corrections in external.

Error *10
For Survey 2 or 3 English Language Learners Exit Date must be numeric and a valid date less than or equal to date certain of the reporting survey.

1. Access A23 E-panel in TERMS and E15 panel in External
2. Input a valid Dates: Exit Date (Exit) field. Then email someone on the team with the information to make corrections in external.

Batch Error Reports

If the batch update report you received shows an error in the transaction code, it is because of one of these reasons:

----**If your "A" transaction code has rejected in any format on a batch report, it is because this record already exists at the State. Please do not re-add the record. If there is a correction to be made to this record, use a "C" transaction code. If no corrections are needed, just remove the "A" transaction code, press Enter.**

----**If your "C" transaction code has rejected in any format on a batch report, it is because this record does not exist at the State. If there is a correction to be made to this record, make it then use an "A" transaction code and press Enter.**

----**If your "D" transaction code has rejected in any format on a batch report, it is because you are deleting a record that does not exist at the State. If you do not want that record, then just ignore that error and do nothing.**

Student Course Batch Update Report (60.781)

External Panel E03   TERMS Panel A10

Error *43 Invalid Course Number

This error is telling school that the course numbers used are invalid. You must change the Teacher Course record and Student Course record to a valid course number. Then email someone on the team with the information to make corrections in external.

***Schools Refer to page 14 and follow the C19 Utility process.

Student Demographic Validation Report (60.802)

External Panel E02   TERMS Panel A03

Error *53
This error is telling school that if the student is coded a LY or LF on the Demographic (A03) record, then there must be a valid English Language Learners record in External and TERMS.

1. If the ELL field on A03 in TERMS or **E02** panel in External is a LY **or** LF.
2. Grade Level equals PK-12.
3. If there is a Student Course A10) or (**E03**) panel in External.
4. If the District of Enrollment = District of Instruction (06).

Then, you must input the Student English Language Learners information on the A23 Type=E in TERMS. Then email someone on the team with the information to make corrections in external.

Error *5A
This error is telling school that if the school is reporting ELL/Student Course records for an **LY or LF student, then the Classification Date cannot equal all zeroes**.

Schools must do the following to make corrections in TERMS:
 Proceed to the A23 Type=E panel in TERMS and enter a valid Classification date. Then email someone on the team with the information to make corrections in external.

Student Course Validation Error Report (60.857)

External Panel E03   Terms Panel A10

State Reporting Hint: Schools must make all their corrections to this report and Student Course Edit to prevent Loss of FTE funding.

Error *66
This error indicates that you have students in this course but that the Teacher Course record is missing at State. To correct this error, you must:

1. Retrieve Teacher Course Edit. If the Social Security number is missing error *11, access the **C05** panel in TERMS. Enter teacher valid social security number. Then email someone on the team with the information to make corrections in external.

Error *67
This error indicates that the student's Demographic(A03) record is missing at State. To correct this error, you must:

1. Retrieve the Demographic Edit or the DemographicsBatch Error Report to determine the error that caused the Demographic record to be rejected at State.
2. Access the A03 pane in TERMS, correct the field in error, email someone on the state reporting team with the information that needs to be change in external.

Error *69
This error indicates that the student's Exceptional record (**A23 Type-S**) is missing in TERMS. IMT/IMS needs to see their ESE Specialist for this information, then enter it in TERMS and email someone on state reporting team to make corrections in external.

NOTE: If an ESE student is dismissed out of the program and is enrolled in a self-contain course that starts with an (7), student needs to be removed out of this course.

Error *72
This error indicates that if you have courses coded on the **A10** panel with 130 program code, then the ELL field on the Demo **A03** panel **must be coded LY**. If the ELL code is LF, then all the courses must be coded with a basic program code. Then email someone on the state reporting team with the information and directives to what to do in external.

Error *73 DNE Record on A07
This error indicates that you are reporting a course for FTE Funding for an No Show student.
1. Go to the **A07** panel in TERMS, screen print it and **request that the Service Desk** delete the record with the DNE code (the same Entry and Withdrawal date) from the **A07** TERMS panel to prevent error in the future.
2. If the student is an no show at your school, go to the A10 panel and place a code of 'D' on all the courses. Press enters

NOTE: When making corrections to the **Student Course Validation report**, schools are automatically making corrections to their **Invalid Student Course Report (60.871, 60.984, 62.643, 62.644, 62.645).** Not making corrections to the Student Course Validation report properly could cause loss of FTE funding.

Teacher Course Validation Error Report (60.858)

External Panel E20   TERMS Panel C05

Error *5F

Error *51

This error indicates that you reported a Teacher Course record with no students enrolled in the class.

1. Please *verify if there should be any students in these courses or not*. Verify by retrieving the Student Course Validation report (60.857).
2. *If there are no students on the above report for that particular course*, Then email someone on the team to delete the teacher record in external.

Exceptional Student Validation/Exception Error (61.108)

External Panel E06   TERMS Panel A23

Error *30

This error indicates that the Student Demographic record is missing at State. Please take the following steps to make this correction:

1. Retrieve the Student Demographic Edit or Batch report (60.780) from OptiSpool –*school's most recent copy only.*
2. Proceed to the Student Demographic (**A03**) panel. Then email someone on the team with information to correct in external.

Error *31

This error indicates that an active ESE student must have a valid IDEA code in the IDEA field. Schools must do the following when correcting this error:

1. First determine the age of the student, based on Survey 2 Oct 15th or Survey 3 **Feb 11th** (Date Certain). IDEA age criteria are as follows:
2. **Codes acceptable for ages 3 to 5**: A, B, J, K, L, M or S. To determine age, use the Student's Birth Date Survey 2 Oct 15th or Survey 3 **Feb 11th** (Date Certain). IDEA age criteria are as follows
3. **Codes acceptable for ages 6 to 21**: C, D, F, H, P or Z. To determine age, use the Student's Birth Date and **Survey** 2 Oct 15th or Survey 3 **Feb 11th** (Date Certain). IDEA age criteria are as follows
4. Ages 0 to 2 the code must be Z.

5. Input a valid code in the IDEA field on the A23 panel
6. Then email someone on the team with the information to correct in external

Error *39
This error indicates that when using Primary Exceptionality code of a 'T' the student cannot be older than six years old as of date certain of **Survey 2 Oct 11th or Survey 3 Feb 11th.** IDEA age criteria are as follows and schools must do the following to make corrections to this error in External:

1. If the student is older than six years old on **Survey 2 Oct 15th or Survey 3 Feb 11th (Date Certain)** and Primary Exceptionality code of "T' is the student's only primary—then student must be dismissed from the program on the A23 Type=S.
2. See ESE Specialist for the Dismissal date to enter on A23 panel. Then email someone on the team the information to enter in external.

English Language Learners Validation/Exception Error Report (62.238)

External Panel E15   TERMS Panel A23 Type E Detail

Error *82
This error indicates that the **Classification Date** *must be greater than or equal to* the **Home Language Survey Date**, which is located on the **A23 Type=E** panel. Schools must do the following to correct this error:

1. Access the **A23** panel in External.
2. Input a date in the Classification Date (CLASS) field that *is greater than or the same date as* on the Home Language Survey Date (LG SRVY) field, which is located on the **A03** panel in Terms. Then email someone on the team with the information to correct in external.

Error *86
If Basis of Entry code is an **A, R, or T** then test name for **Listening** and **Speaking CANNOT be ZZZ**. When making corrections in TERMS, schools must do the following: **For LY students only**

1. Access the **A20** panel in TERMS.

2. Schools must contact someone on the team with the following information to make corrections in external:

> DATE: Should be entered in the format of **MMDDYY**
> ID: Test name *will always be* IPT
> SA: For **Listening** input code 19
> For **Speaking** input code 17
> TP: Can *only be* NP (National Percentile)
> SCORE: Can be left with zeroes (0000) (If you have a score, then place the score, i.e. 0010)

If Basis of Entry code is **R**, then test name for **Reading** and **Writing CANNOT be ZZZ.**

1. Access the **A20** panel in TERMS.
2. Input the following information under the **Reading** and **Writing** fields:

> DATE: Should be entered in the format of **MMDDYY**
> ID: Test name *will always be* KEA
> SA: For **Reading** input code 10
> For **Writing** input code 30
> TP: Can *only be* NP (National Percentile)
> SCORE: Can be left with zeroes (0000) (If you have a score, then place the score, i.e. 0010)

Error *91
Possibly Invalid Program Code on E03
This error indicates the State determined that this student can no longer be funded with program 130.

Prior School Status Validation/Exception Errors (70.223)

External Panel #18   TERMS Panel A07

Error *52
This error indicates that the first Entry code for the reporting school year (Angela to provide year -year=22) must be an "E" entry code. Not an "R" entry code and the Withdrawal date is less than or equal to the Entry (Re-entry) date.
   1. The first Entry Code for this reporting school year 22 must be a code of E01, E02, E2A, E03, E3A, E04, E4A, E05, or E09 on the E18 panel in TERMS on the A03 and A07 panels.

Refer to the "Entry/Re-Entry Code Chart" website for the appropriate entry/withdrawal codes.

<u>NOTE</u>: Students coming from E001, E002, E003, etc. – your entry will be an "E" code. Students coming from McKay, Home Education, or Hospital Homebound your entry code should be an "E" code.

<u>NOTE</u>: Please keep in mind when making correction to the Prior School Status Validation/Exception Errors report that schools need to refer to the **A07** panel in TERMS school year 2122 only.

Error *31 Duplicate Number
This error indicates the student has possible duplicate student number or FLEID numbers. School must contact someone on the team for assistance with making corrections in TERMS and External.
.

Disciplinary Action Validation/Exception Errors (61.419)

External Panel E10   DMS System

Error *33
This error is telling schools, when reporting a drug related incident (Use of Drugs code "**Y**") in the DR field, then you must report the drug description code in the (DD) field on the Environmental Safety Incident record **in the DMS system**.

IMS/IMT must give this report to their administrator to make corrections in the DMS system and then email someone on the team with the information to correct in external.

School Environmental Safety Incident Validation/Exception Error Report (62.954)

External Panel E24   DMS System

Error *60
This error indicates that when an incident is being reported to State, there must be a Discipline record in the DMS system.

IMS/IMT must give this report to their administrator to make corrections in the DMS system and then email someone on the team with the information to correct in external

Error *20
Is still being investigate by the State Reporting Team. Will get back with you soon.

Federal/State Indicator Validation Report (61.377)

External Panel E13   TERMS Panel A08, A06

Error *50
This error indicates that school is missing a Demographic record (**A03**) panel for student. Schools must do the following to correct these errors in External:

> Schools must retrieve the Demographic Batch record from Optispool, to find out what error the record has been flagged. Then make corrections on the **A03** panel in TERMS

> Email someone on the team with the correct information to enter in external.

Please keep in mind this document only lists most errors within each format. If you have any questions or concerns, regarding this document please contact I&T/State Reporting Team (Angela Davis, Traci Butler, Lorena Widgeon, Latoya Thompson, or Theresa Underwood) via email.

VI.   I&T BULLETIN SAMPLES

Survey Batch Transmission

Title	Bulletin 2017 183
Subject	Survey 3 1617 Batch Transmission
Body	Bulletin 2017 183

April 13, 2017

TO ALL SCHOOLS

External is now open for Survey 3 1617. All State and Local reports are available in Optispool dated, April 13th.

The next scheduled transmission for Survey 3 1617 will take place Friday, April 21st at noon. Schools should have all corrections done in External by noon to ensure all corrections are sent in this transmission. Please make corrections to these reports 62.643, 62.644, 62.645,60.984,70.751, first in External, then proceed to making correction to all of your other reports.

Please Note: When making corrections to an edit error (always an "A' transaction code) on one of the following panels E02, E03,E06, E13,E15,E18, E20, during this stage of a survey, schools must place a "C" transaction on every course on the E03 panel in External. Not placing the "C" transaction code on the courses, the error will be corrected but the funding will not get generated (FTE Null).

Schools will receive the results from the 4/21/17 transmission the following week. Please wait for a bulletin to inform you that a new set of error reports are available in Optispool.

If you have any questions or concerns please contact Angela Davis, Traci Butler, Lorena Widgeon or Latoya Thompson in State Reporting/Production Control at 754-321-0493.

All the latest bulletins can be found on the TERMS website at terms.browardschools.com or in the TERMS share point conference at browardcountyschools.sharepoint.com/sites/initiatives/TERMS/SitePages/Home.aspx

Expires	
Subject	
Enterprise Keywords	
Attachments	External for Survey 3 Mar 6.pdf

Created at 4/13/2017 10:49 AM by ☐ Nicolette A. Galliani
Last modified at 4/13/2017 10:49 AM by ☐ Nicolette A. Galliani

Close

Survey State Edit Error Report

Title	Bulletin 2017 154
Subject	Survey 3 1617 State Edit Error Reports
Body	Bulletin 2017 154

February 15, 2017

To All Schools

I&T/Production Conrol/State Reporting would like to encourage schools to make corrections to Survey 3 1617 first, then proceed to continue correcting state errors for all other surveys. This survey will be sent again this Friday, February 17 at noon.

Also schools may ignore the following errors:

Student Demographic Error *4b

Student Course Edit *4c

If you have any questions or concern, please contact Production Control/State Reporting team (Angela Davis, Traci Butler, Lorena Widgeon, or Latoya Thompson) at (754) 321-0493 via email.

VII. APPENDICES

Appendix A: Attendance Recordkeeping Required Codes for Grades PK-12

https://www.browardschools.com/terms

Appendix G: Country Codes

https://www.browardschools.com/terms

Appendix H: State Codes

https://www.browardschools.com/terms

Appendix Q: United States Commonwealth and Territories

https://www.browardschools.com/terms

Appendix BB: Canadian, Mexican, and South American State Codes

https://www.browardschools.com/terms

Appendix CC: Virtual Instruction Providers

https://www.browardschools.com/terms

Appendix EE: Vaccine Status and Date

https://www.browardschools.com/terms

Appendix FF: Rollover Tips

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Coming in May 2022

Appendix GG: TERMS Procedures
END OF 2021/2022 SCHOOL YEAR

Coming in May 2022

Appendix LL: Sample Report TE2014--Student Course Schedule
External Reporting Series

```
RPRT- TE2014    REQUEST- 01                TERMS - EXTERNAL REPORTING SERIES              DATE- 01/28/19  PG-  9
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY            STUDENT COURSE SCHEDULE                TIME- 10:11
FY-SURV- 1819 3
EN SCHL- 0951 FORT LAUDERDALE HIGH

                                                ENROLLED
DOE NUMBER -------------------NAME------------------- DS   SCHL GRD   TERMS STDT
                   --------CLASS--------              .                     D  MINS        FTE  D R  VA     I  Y        L CRS A
                DS  SCHL COURSE  SEC/M                T   PRDS Y  WEEK PGM UNWGT E C  PGM   M  R  VIP   S GRD C
589972443X NAZAIRE            CH   STINA            06  0951 12  060511  90

589972443X ----CONT----        CH   STINA          06  0951 12  060511  90
                06  C9   ENC1102E 201  COMPOSITION II  2  0909 5  450 103 .1500 E N 0000000  Z  Z  ZZZ   Z  Z A
                06  C9   STA2023E 202  INTRO TO STATIS 2  1010 5  450 103 .1500 E N 0000000  Z  Z  ZZZ   Z  Z A
                                                                                -
                                                                             TAL    .3000

060      NOE                  LA   A             06  0951 12  060703  42
                06  C9   ENC1102E 201  COMPOSITION II  2  0909 5  450 103 .1500 E N 0000000  Z  Z  ZZZ   Z  Z A
                                                                                -
                                                                             TAL    .1500

060      NOE                  RO   N    ALEXANDER  06  0951 12  060705  99
                06  C9   ENC1102E 201  COMPOSITION II  2  0909 5  450 103 .1500 E N 0000000  Z  Z  ZZZ   Z  Z A
                                                                                -
                                                                             TAL    .1500

060      PLA                  KA   ICIA    ANNE    06  0951 12  060607  10
                06  C9   ENC1102E 201  COMPOSITION II  2  0909 5  450 103 .1500 E N 0000000  Z  Z  ZZZ   Z  Z A
                06  C9   STA2023E 202  INTRO TO STATIS 2  1010 5  450 103 .1500 E N 0000000  Z  Z  ZZZ   Z  Z A
                                                                                -
                                                                             TAL    .3000

060      ROB                  CH   STEN    NAOMI   06  0951 12  060614  77
                06  C9   ACG2001E 201  PRIN OF ACCOUNT 2  0909 5  450 103 .1500 E N 0000000  Z  Z  ZZZ   Z  Z A
                06  C9   ENC1102E 202  COMPOSITION II  2  1010 5  450 103 .1500 E N 0000000  Z  Z  ZZZ   Z  Z A
                                                                                -
                                                                             TAL    .3000

060      SAE                  HI   AM            06  0951 12  060702  06
                06  C9   ENC1102E 201  COMPOSITION II  2  0909 5  450 103 .1500 E N 0000000  Z  Z  ZZZ   Z  Z A
                                                                                -
                                                                             TAL    .1500

060      SAI                  JA       A         06  0951 12  060814  54
                06  C9   ENC1102E 201  COMPOSITION II  2  0909 5  450 103 .1500 E N 0000000  Z  Z  ZZZ   Z  Z A
                06  C9   STA2023E 202  INTRO TO STATIS 2  1010 5  450 103 .1500 E N 0000000  Z  Z  ZZZ   Z  Z A
                                                                             TOTAL    .3000

060      SAI                  KIM       FARRAN    06  0951 12  0609011762
----CONT----
```

Appendix MM: Sample Report TE2015—Teacher Course Records
External Reporting Series

```
RPRT- TE2015   REQUEST- 01                  TERMS - EXTERNAL REPORTING SERIES              DATE- 01/28/19  PG- 218
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY           TEACHER COURSE RECORDS                   TIME- 10:09
FY-SURV- 1819 3
SCHOOL    1741 BOYD H. ANDERSON HIGH

FEC NUMBER --------NAME-------- SCHL COURSE  SEC/M TITLE--------------- PRDS FAC DAY ISCHL  SSN------- TCH T C P TRM  TSI
                               FISH-----------------                        SM  TTT FS BLC FLEID

0000        TBA ENV SCI        1741 20013400 201  ENV SCI               0505 00  090  1741  000000000  016 A N Y  2    Y
                               00114A0011500006606                             S   Z  N   N  FL0000000000000
0000        TBA ENV SCI        1741 20013400 202  ENV SCI               0707 00  090  1741  000000000  016 A N Y  2    Y
                               00114A0011500006606                             S   Z  N   N  FL0000000000000
0000        TBA ENV SCI        1741 20013400 203  ENV SCI               0101 00  090  1741  000000000  016 A N Y  2    Y
                               00114A0011500006606                             S   Z  N   N  FL0000000000000
0000        TBA ENV SCI        1741 20013400 209  ENV SCI               0202 00  090  1741  000000000  016 A N Y  2    Y
                               00114A0011500006606                             S   Z  N   N  FL0000000000000
0000        TBA ENV SCI        1741 20013400 211  ENV SCI               0303 00  090  1741  000000000  016 A N Y  2    Y
                               00114A0011500006606                             S   Z  N   N  FL0000000000000

                                                                                    SCHOOL   1741     82 TEACHERS *
                                                                                    SCHOOL   1741    545 RECORDS  *

SCHL -   1741 # RECORDS PROCESSED:    545      # ERRORS:     5
```

Appendix NN: Sample Report TE2035—Student Limited English Proficiency
External Reporting Series

```
RPRT- TE2035   REQ- 01                    TERMS - EXTERNAL REPORTING SERIES                         DATE- 01/28/19  PG-  30
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY   STUDENT LIMITED ENGLISH PROFICIENCY                       TIME- 10:10
FY-SURV- 1819 3
SCHL -    0403 HALLANDALE HIGH

                            ENROLL       ENTRY     PLAN      CLASS     EXIT      REEVAL    RECLASS   EEEE ---------TEST---------- TFE
DOE NUMBER -----NAME------ DS SCHL TERMS STDT   DATE      DATE      DATE      DATE      DATE      DATE      E12I     DATE   ID SA TP SCOR RSP

0619    LAI      LIN  06 0403 061          08242016 01182019 08242016 00000000 00000000 00000000 AZZZ 00000000 ZZZ ZZ ZZ 0000 AEE
                                                                                                       -           ---
                                                                   TIER =Z      EXIT - 00000000           00000000 ZZZ ZZ ZZ 0000
                                                                                                                   ---
0613    RIV    Z, K 06 0403 061          01302013 12112018 01302013 TIER =Z      EXIT - 00000000 AZZZ 00000000 ZZZ ZZ ZZ 0000 AEE
                                         EDIT #94                                                       -           ---
0619    SAN      ERTO 06 0403 061         02012017 01072019 02012017 00000000 00000000 00000000 AZZZ 00000000 ZZZ ZZ ZZ 0000 AEE
                                                                                                       -           ---
                                                                   TIER =Z      EXIT - 00000000           00000000 ZZZ ZZ ZZ 0000
                                                                                                                   ---
0619    SAN      NA M 06 0403 061         02012017 01072019 02012017 00000000 00000000 00000000 AZZZ 00000000 ZZZ ZZ ZZ 0000 AEE
                                                                                                       -           ---
                                                                   TIER =Z      EXIT - 00000000           00000000 ZZZ ZZ ZZ 0000
                                                                                                                   ---

                                                     SCHL EN    0403      7 ERRORS        160 RECORDS  *
```

Appendix OO: Sample Report TE2020—Student Exceptional Records
External Reporting Series

```
RPRT- TE2020   REQUEST- 01                 TERMS - EXTERNAL REPORTING SERIES                        DATE- 01/28/19  PG-  19
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY          STUDENT EXCEPTIONAL RECORDS                        TIME- 10:09
LY-SURV- 1819 3
SCHL -   0231 COLBERT ELEMENTARY

                           ENROLLD                      P  ID A DISMISSD EXCEPTION G CONSENT- --EVAL-- ELIG/INELIG -PLACED- P R 6 T
DXE NBR    NAME---------------- DS SCHL GR TERMS STDT TEP DATE E LA A --DATE-- --OTHER-- E --DATE-- --DATE-- --DATE--   --DATE-- S R O C TTSW ENDP FLEID

0612[ ]    BRD[    ]N JASAHN 06 0231 05 06[    ]  05222015 L Z  7 00000000 ZZZZZZZZZ B 04192015 05122015 05222015   05222015 P Z N A 0000 0000 FL000004[  ]
                                                   .........

0613[ ]    SOT[   ]S         06 0231 KG 06[    ]  09102015 H Z  Y 00000000 TZZZZZZZZ Z 09042015 09042015 09042015   09102015 P Z N A 0000 0000 FL0000076[ ]
                                                   .........         1

                                                                           SCHL EN 0231    137 RECORDS  *

SCHL -   0231 PROCESSED:    137    VALID:    135    ERRORS:     2
```

NOTES: