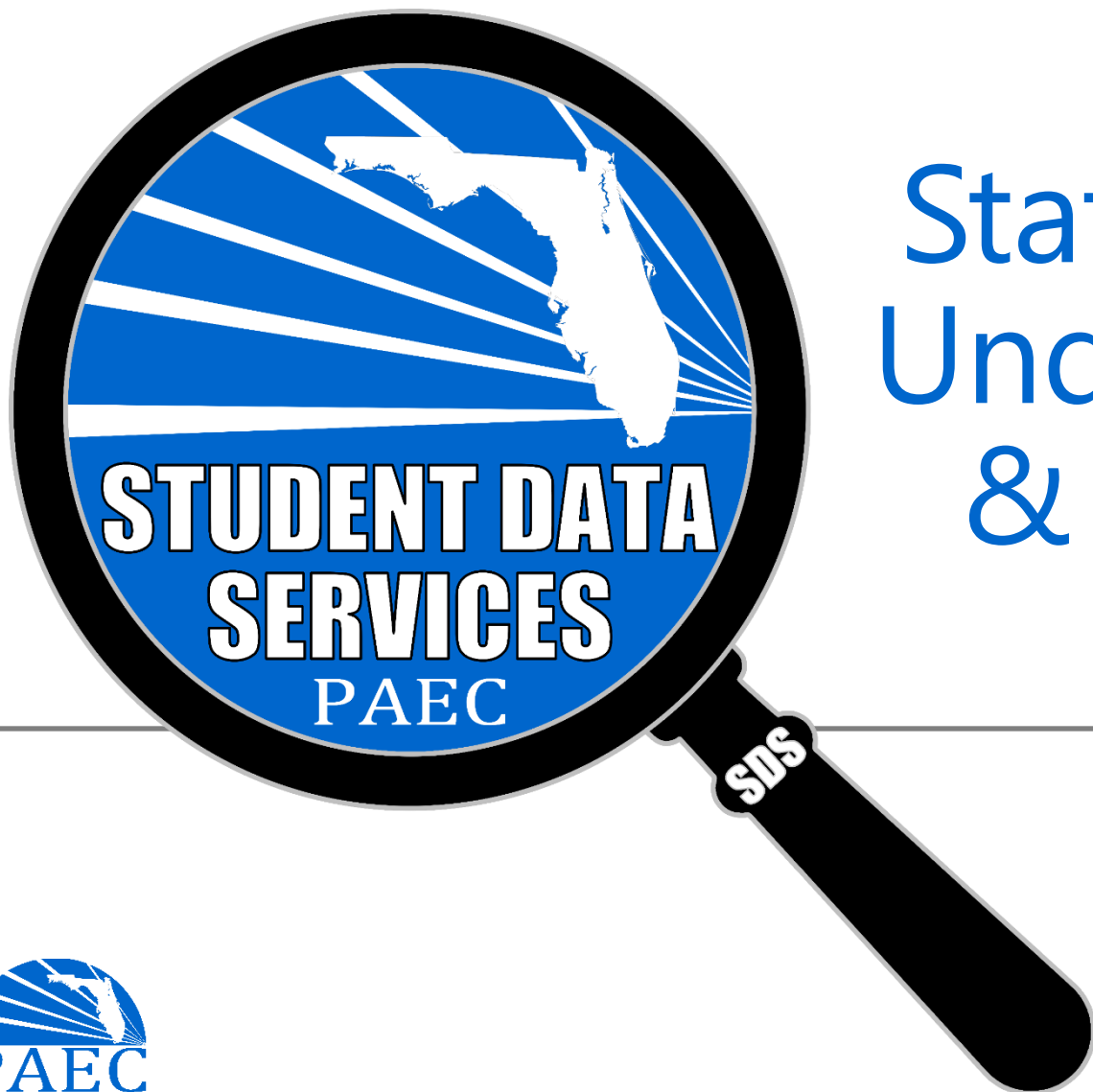




State Reporting 201: Understanding Errors & Fixing Common Issues

JUNE 23, 2025 | 3:00-3:45AM

AARON NICELY

CARIBBEAN BALLROOM 7

5-Part Series for New MIS



1. State Reporting 101: Foundations
Monday, June 23: 10:45 - 11:30 AM
2. **State Reporting 201: Understanding Errors & Fixing Common Issues**
Monday, June 23: 3:00 - 3:45 PM
3. State Reporting 301: Building a Local Data Quality
Tuesday, June 24: 10:55 - 11:40 AM
4. FTE Fundamentals
Tuesday, June 24: 12:45 - 1:30 PM
5. Virtual FTE & Reporting
Tuesday, June 24: 1:45 - 2:30 PM



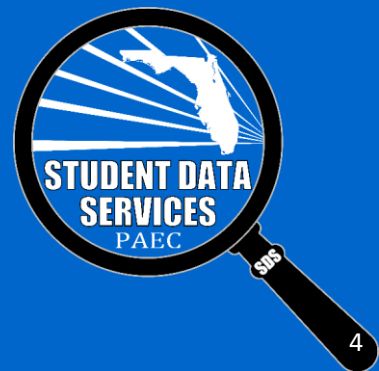


State Reporting 201: Agenda

- Error Reports & Components
- Breaking down the Error Messages
- Common Errors & Omissions
- What Errors are OK and NOT OK



Error Reports & Components



Processing Reports from FLDOE



Every time you send an initial or batch, FLDOE automatically generates:

- **Edit Listing** – Explanation of each reject rule and the applicable record that was rejected.
- **Records in Error** – Just a copy of the records that did not pass the reject rule edits.
- **Duplicate Report (Initial Only)** – List of records that are duplicated based on key fields.

DISTRICT: 20 GADSDEN

YEAR: 22-23

SURVEY: 3

DISTRICT ENRL: 20 GADSDEN

SCHOOL ENRL: 0052 WEST GADSDEN MIDDLE SCHOO

REJECTS:

- *01 - DISTRICT OF INSTRUCTION MUST BE 20.
- *02 - DISTRICT OF ENROLLMENT MUST BE A NUMBER IN THE RANGE OF 01-68 OR 71-75 OR 80.
- *03 - IF SURVEY = 1-4 OR 9, SCHL ENRL MUST BE NUMERIC (0001-9899, 9992, 9993, 9997, EXCLUDING 9001) OR N998, N999.
IF SURVEY = 5, SCHL ENRL MUST BE NUMERIC (0001-9899, 9992, 9993, 9995, 9997, EXCLUDING 9001) OR N998, N999.
IF SURVEY = 6 OR 8, SCHL ENRL MUST BE NUMERIC (0001-9899, EXCLUDING 3900, 9001).
- *05 - SURVEY PERIOD MUST BE 3.
- *06 - FISCAL YEAR MUST BE 2223.
- *08 - TRANSACTION CODE MUST BE A, C, OR D.
- ADD REJECTED - RECORD ALREADY ON DATABASE.
- CHANGE REJECTED - RECORD NOT FOUND.
- DELETE REJECTED - RECORD NOT FOUND.
- *10 - STUDENT LOCAL ID MAY BE ANY COMBINATION OF LETTERS, NUMBERS, AND BLANKS. ALL BLANKS ARE ALLOWED. IT MUST BE LEFT-JUSTIFIED.
- *11 - IF SURVEY IS 5 OR 9, INSTITUTION NUMBER, NEGLECTED/DELINQUENT (FIRST); INST., NEG./DEL. (SECOND); AND INST., NEG./DEL. (THIRD) MUST BE NUMERIC IN THE RANGE 0000 TO 9899 OR MUST BE A DISTRICT-ASSIGNED 3 DIGIT NUMBER PRECEDED BY AN A.
IF SURVEY IS NOT 5 OR 9, THEN ALL INST., NEG./DEL. MUST BE 0000.
- *12 - IF ANY INST., NEG/DEL IS NOT 0000, THEN IT MUST BE A VALID INSTITUTION FOR NEGLECTED/DELINQUENT CHILDREN IN THE DIST ENRL.
- *13 - IF INST., NEG./DEL. (FIRST) IS 0000, THEN INST, NEG./DEL. (SECOND) MUST ALSO BE 0000. IF INST., NEG./DEL. (FIRST) OR (SECOND) IS 0000, INST, NEG./DEL. (THIRD) MUST ALSO BE 0000.
- *14 - IF SURVEY = 2 OR 3 AND GRADE = 30 OR 31, THEN SCHL ENRL MUST BE 9997.
- *15 - IF MIGRANT TERM IS B, D, E, S, T, U, V, W, OR X, BIRTHDATE MUST BE 09/02/2000 THROUGH 08/31/2023.
- *16 - IF SURVEY = 1, 4, 5, OR 9, THEN DISTRICT NUMBER, ZONED SCHOOL MUST BE FILLED WITH ZEROES.
IF SURVEY = 2 OR 3, THEN DISTRICT NUMBER, ZONED SCHOOL MUST BE 00-67.
- *17 - IF SURVEY = 1, 4, 5, OR 9, THEN SCHOOL NUMBER, ZONED SCHOOL MUST BE FILLED WITH ZEROES.
IF SURVEY = 2 OR 3, DIST INST NOT = 71, GRADE = KG-12, AND SCHL ENRL: = 0001-9899 BUT NOT 3900,7001,7004,7006,7023;
SCHL FUNCTION SETTING NOT = D; CHARTER SCHL STATUS = Z; ACCOUNTABILITY ESE CENTER IS Y OR PRIMARY SERVICE TYPE IS B; AND
NEGLECTED, DELINQUENT STATUS IS NOT D OR N; THEN THE SCHOOL NUMBER, ZONED SCHOOL MUST BE ACTIVE FOR THE DISTRICT NUMBER₆
ZONED SCHOOL, EXCEPT DIST INST = 68 OR DIST ENRL = 68 CAN ALSO BE ZEROES. ANY OTHER SCHL ENRL CAN ALSO REPORT ZEROES.

DISTRICT: 20 GADSDEN YEAR: 22-23 SURVEY: 3 DISTRICT ENRL: 20 GADSDEN SCHOOL ENRL: 0052 WEST GADSDEN MIDDLE SCHOOL

DIST	SCHL	YEAR	S	FLEID	NAME:...LAST.....APP.FIRST.....MIDDLE....	BIRTH DT	GEN	MIG	ADDL	ELL	CNTRY	HOME	SVY/	RES	LNCH	T										
IN	EN	ENRL	V		RES	INST	NEG	DELIN	DI	SCHL	GRAD	..NEW	RACES..	TRM	YR											
			Y	(LOCAL ID)	GR	CTY	CHAR	1ST..2ND..3RD	ZONED		OPT	ETH	I	A	B	P	W	/PRI	READ	NAT	PRI	DATE	US	SCHL	N	
20	20	0052	2223	3	FL999999999999	SMITH				JOHN		12252000	M	Z	Z					LY	MX	10052010	3	C	A	
					(9999999999)	07	20	Z	0000	0000	0000	00	0000		Z	Y	N	N	N	Y	0000000000	SP	SP	00000000	08172015	*08

TOTALS FOR 0052 WEST GADSDEN MIDDLE SCHOOL

RECORDS READ: 1

RECORDS ADDED: 0

RECORDS CHANGED: 0

RECORDS DELETED: 0

REJECT ERRORS: 1

REJECT ERRORS:

EDIT

ERROR

#

CNT

08

1

Reports for Request

- **Validation Reports** – Like edit report but run for records across multiple formats or for multiple records in one format. Can indicate data that will be excluded from the final database and reports and may NULL FTE funding.

67. Each Student Course Schedule must have a matching Student Demographic

Student Demographic			Student Course Schedule	
Student ID	Name		Student ID	Course
1	Doe, John	←	1	Algebra 1
2	Doe, Jane	✗	3	Algebra 1

- **Exception Reports** - Show records with data that look suspicious, do not reflect what is expected. However, because of "exceptions to the general rule" the records may *not* be in error. The exception report is a way of flagging records that should be reviewed by the district and corrected if they are in error.

FTE Null and Comparison Report

The attached Survey 2 FTE Null and Comparison reports (F70772, F70777, F71477, F71511) are as of **Friday, November 15, 2024**. Please review the data's accuracy and make any necessary updates to your district's data before the closure of Survey 2 at 4:00pm EST on December 15, to avoid loss of funding from any FTE to be nulled.

Survey 2 Processing Schedule

- October 7 – October 11, Survey Week
- October 14 – November 1, State Processing
- November 12 – December 6, Amendment Period MWF Schedule:
 - Batch files will process at 4:00 pm EST on Mondays, Wednesdays, and Fridays.
 - Requested reports will be processed on Mondays, Wednesdays, and Fridays in the evenings and be available the next morning.
 - Note: November 11th is a Holiday, Tuesday November 12th will be an additional processing day.
- December 9 – December 13, Amendment Period Daily Schedule:
 - Batch files will be processed daily at 4:00 pm EST.
 - Requested reports will be processed daily in the evenings and be available the next morning.
- December 15, Survey 2 closes:
 - Batch files must be loaded by 4:00 pm EST.
 - No more Amendments will be accepted after survey closes at 4:00 pm EST.

Thank you,

FTE-CS Team

Florida Department of Education

325 West Gaines Street, Suite 852

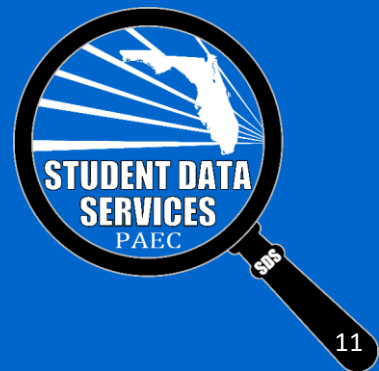
Tallahassee, FL 32399-0400



FTE Reports Email Attachment

DISTRICT NUMBER	DISTRICT NAME	SCHOOL NUMBER	SCHOOL NAME	FTE REPORTED PRIOR YEAR	FTE REPORTED CURRENT YEAR	DIFFERENCE PRIOR TO CURRENT YEAR	PERCENT DIFFERENCE	FTE TO BE NULLED AS OF 11.15.2024	COURSE RECORDS COUNT
				68.7149	138.4986	69.7837	101.6	0.0000	1,838
				0.0000	0.0000	0.0000	0.0	0.0000	0
				0.0000	0.0000	0.0000	0.0	0.0000	0
				68.7149	138.4986	69.7837	101.6	0.0000	1,838

Breaking down the Error Messages



STUDENT DEMOGRAPHIC – REJECT 19

If Survey Period Code is 1-4 or 5, and English Language Learners, PK-12 code = LY or LP, and Grade Level is not PK, then Date Entered United States School must be numeric and a valid date in the format MMDDYYYY. Date Entered United States School may be 00000000 for all others. For Survey Period 9, Date Entered United States School must be 00000000. (This edit does not apply to Survey Period 6.). - record rejected

STUDENT DEMOGRAPHIC – REJECT 19

If **Survey Period Code** is 1-4 or 5, —————→ We are in Survey 2
and **English Language Learners, PK-12 code = LY or LP**, —→ Student is LY
and **Grade Level is not PK**, —————→ Grade is 3

then **Date Entered United States School** must be —————→ Oh no DEUSS is blank!
numeric and a valid date in the format MMDDYYYY.

~~Date Entered United States School may be 00000000
for all others. For Survey Period 9, Date Entered United
States School must be 00000000. (This edit does not
apply to Survey Period 6.). record rejected~~

STUDENT DEMOGRAPHIC – STATE VALIDATION 52

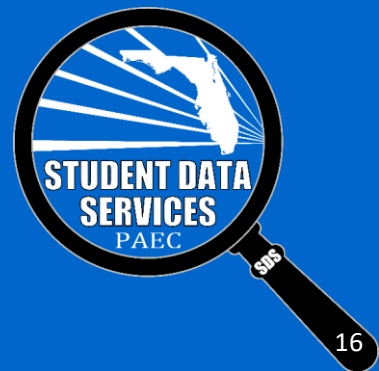
52. If Survey Period Code is 2, 3 or 5, and If English Language Learners, PK-12 is LF and if there is a matching English Language Learners Information record and if there is a matching Student Course Schedule or Student End of Year Status record, then the English Language Learners: Basis of Exit (First) must not = Z. The match between the Student Demographic Information record and the English Language Learners Information record should be based on District Number, Current Instruction Service; Florida Education Identifier; Survey Period Code and Fiscal/School Year. The match between the Student Demographic Information record and the Student Course Schedule record should be based on District Number, Current Instruction; District Number, Current Enrollment; Florida Education Identifier; Survey Period Code; Year/Fiscal Year and District of Instruction is equal to District of Enrollment. The match between Student Demographic Information and Student End of Year Status record should be made based on District Number, Current Enrollment; Florida Education Identifier; Survey Period Code; and Year/School Year. –state validation

STUDENT DEMOGRAPHIC – STATE VALIDATION 52

52. If **Survey Period Code** is 2, 3 or 5, —————→ We are in Survey 2
and If **English Language Learners, PK-12** is LF —————→ Student is LF
and if there is a matching English Language Learners Information
record and if there is a matching Student Course Schedule or —————→ Student has schedule
Student End of Year Status record,
then the English Language Learners: **Basis of Exit** (First) must not = Z. —————→ Oh no Basis of Exit is Z!

The match between the Student Demographic Information record and the English Language Learners Information record should be based on District Number, Current Instruction Service; Florida Education Identifier; Survey Period Code and Fiscal/School Year. The match between the Student Demographic Information record and the Student Course Schedule record should be based on District Number, Current Instruction; District Number, Current Enrollment; Florida Education Identifier; Survey Period Code; Year/Fiscal Year and District of Instruction is equal to District of Enrollment. The match between Student Demographic Information and Student End of Year Status record should be made based on District Number, Current Enrollment; Florida Education Identifier; Survey Period Code; and Year/School Year. —state validation

Common Errors & Omissions



STUDENT COURSE SCHEDULE – EDIT 51

STATE ERROR

If Survey Period = 1-4 and the student's Grade Level is 7-12, Class Minutes, Weekly must be greater than zero. If Period Number is 9800, Class Minutes, Weekly must be equal to zero. -record rejected-

TRANSLATION

Data entry has not filled in the minutes on the schedule. You definitely want to check the reports in your system to see who has less than a full-time minutes and correct.

Remember Minutes = FTE!

STUDENT COURSE SCHEDULE – VALIDATION 69

STATE ERROR

If Survey Period Code = 1-4, each Student Course Schedule record with FEFP Program Number equal to 111-113 or 254-255 must have a matching Exceptional Student record based on District Number, Current Enrollment; School Number, Current Enrollment; Florida Education Identifier (FLEID); Survey Period Code and Fiscal Year unless Survey Period Code = 2 or 3 and School Number, Current Instruction/Service is a private school number. -state validation/NULL- **FTE Reported, Course set to NULL for all Student Course Schedule records for this student**

TRANSLATION

Likely the student was dismissed but their FEFP code(s) were not updated back to unweighted.

Must fix or you will get 0 FTE!

STUDENT COURSE SCHEDULE – EDIT 13

STATE ERROR

The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the database; if C or D is specified then the record must exist on the database. - record rejected

TRANSLATION

Your initial or batch contains invalid adds/changes/deletes.

For FOCUS you must have requested an o-file and had it processed prior to submission. (Note: you lose a day of processing after the initial submission due to this cycle)

Similar error messages exist on all formats.

STUDENT COURSE SCHEDULE – VALIDATION 5F

State Error

For Survey Periods 2 and 3,

- If the course is not a dual enrollment course at a postsecondary institution, and
- If School Number, Current Instruction/Service is not 7001 or 7006, and
- If School Number, Current Instruction/Service is not 7004 and 7023 in one of the following District Numbers, Current Instruction/Service: 02, 04, 07, 12, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 28, 30, 32, 33, 34, 38, 39, 40, 44, 45, 46, 47, 54, 62, 65, 67, 73 and 75
- If Charter School Status is not R, C, T or B and School Function Setting is not V,
- If Location of Student code is not T on the Student Course Schedule record (matching on District Number, Current Instruction/Service; School Number Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number and Period Number),

then each Teacher Course Schedule record must have a matching Staff Demographic Information record based on District Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Social Security Number and Staff Number Identifier, Local,

Dual enrollment records are those with School Number, Current Instruction/Service of C901-C928, U970-U981 or P001-P999 and those with an alphanumeric course number at any School Number, Current Instruction/Service.

Translation

Teacher on the student side does not match any teachers reported on the staff side.

Double check your staff Local ID, and SSNs reported in the staff and student sides. Make sure you get ofiles so you can see how the data was actually reported rather than just how it is stored.

Double check if the courses should be coded virtual or Dual Enrollment.

Contracted employees should be reported on the staff side as well although they are not part of a district's payroll system.

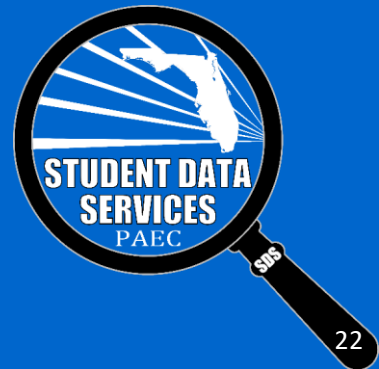
School Related Arrests

When a student was arrested for an activity conducted on school grounds, during off-campus school activities (including while taking school transportation), or due to a referral by any school official during this school year you must mark this on the student who was arrested.

This is reported in the Fed State Indicator format NOT discipline.



What Errors are OK and NOT OK



What Errors are OK and NOT OK

Generally speaking...

- **Edit Errors** – These end with the message –record rejected- and MUST be corrected for the data to load into the database. There are times when the last submission contains a record in error that was sent by mistake, if you do not have a subsequent submission to the database the edit errors will “stay” on the report since the Edit report only runs when new data is submitted. This is the only time and Edit error is OK.
- **Validation Errors** - Can indicate data that will be excluded from the final database and reports and may NULL FTE funding. Generally speaking, should be corrected.
- **Exception Errors** - Show records with data that look suspicious, do not reflect what is expected. However, because of "exceptions to the general rule" the records may not be in error. Generally speaking, review and make corrections but it is OK if they remain.

If Survey Period is 2 or 3 and English Language Learners, PK-12 code on the Student Demographic Information record = LY, and if Survey Date is greater than the English Language Learners: Entry Date on the English Language Learners Information record in excess of six years, then FEFP Program Number on the Student Course Schedule record must not be 130. Match the Student Demographic record to the Student Course Schedule record based on District Number, Current Instruction/Service; Florida Education Identifier; Survey Period Code and Year. - exception report-

ELL 94 – NOT OK: should be a validation



Data Element Number: **173825**

Data Element Name: **Social Security Number**

Federal social security number. Left justified.

STAFF SOCIAL SECURITY NUMBER: Report the social security number for all instructional staff on the Teacher Course and the Career and Technical Education Teacher Course formats.

NOTE: For contracted or charter school staff for whom the school district cannot obtain a Social Security Number, the district must assign a Staff Number Identifier for the employee using the following method:

First Two Positions

CS The first two positions in the Social Security Number field must be coded with the letters “CS”.

Last Seven Positions

NNNNNNN The last seven positions must be numeric.

NOTE: The district-defined Staff Number Identifier must result in a unique staff number within the district.

When do we need to report staff SSNs?

When do we NOT need to report staff SSNs?

- Contracted virtual teachers (not employed directly by the district)
- Postsecondary Dual Enrollment Staff
- Postsecondary Career Instruction Provided at a Technical Center Located in another School District



asking for these people's socials!

Teacher Course 5F

Sometimes OK

Incorrectly flags
Postsecondary Career
Instruction Provided at a
Technical Center Located in
another School District

5F. For Survey Periods 2 and 3,

- If the course is not a dual enrollment course at a postsecondary institution, and
- If School Number, Current Instruction/Service is not 7001 or 7006, and
- If School Number, Current Instruction/Service is not 7004 and 7023 in one of the following District Numbers, Current Instruction/Service: 02, 04, 07, 12, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 28, 30, 32, 33, 34, 38, 39, 40, 44, 45, 46, 47, 54, 62, 65, 67, 73 and 75
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-state validation-

Recap + Q&A



Today we learned:

- Key elements of the error reports, how to see when the report was run, how many errors we have etc.
- How to break down an error message into its essential components and disregard extra language.
- Understand some of the most common errors and their cause.
- What Errors are OK and NOT OK