



Brevard County Student Information System
Data Quality Specialist Team

State Reporting 201

Understanding Errors
& Fixing Common Issues

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State Reporting 201:

Understanding Errors and Common ssues

- ★ Error Message types
 - Edits/Rejects, Validations & Exceptions
- ★ Common Errors & Omissions
- ★ Creating Error Explanation Guide

Error Reports Types- Edit Listing/Reject Reports



Edit Listing/Reject Reports: (The “Brick Wall”) These records never made it into the state database. If you don't fix these, the student essentially does not exist for that survey. For example they are missing birthdate or invalid school number, it is "rejected" and not loaded into the state database

Prior School/Attendance Error:

08) 'Birth Date' must be numeric, a valid date in the format MMDDYYYY, and must be less than or equal to the last day of the 'Survey Period'. **(Reject)**

Error Reports Types- Validation Reports



Validation Reports: (The “Matching Game”) Once the data is successfully loaded into the database, the state runs validation programs. These check for cross-format errors—meaning the data in one file must match data in another. For example, you reported a student for an ESOL course, but the state can't find an "English Language Learners" record for that student.

Student Course Schedule Error: 72) If 'FEFP Program Number' equals 130, student have ELL status of LY or LP. **(Validation/NULL)**

Error Reports Types- Exception Reports

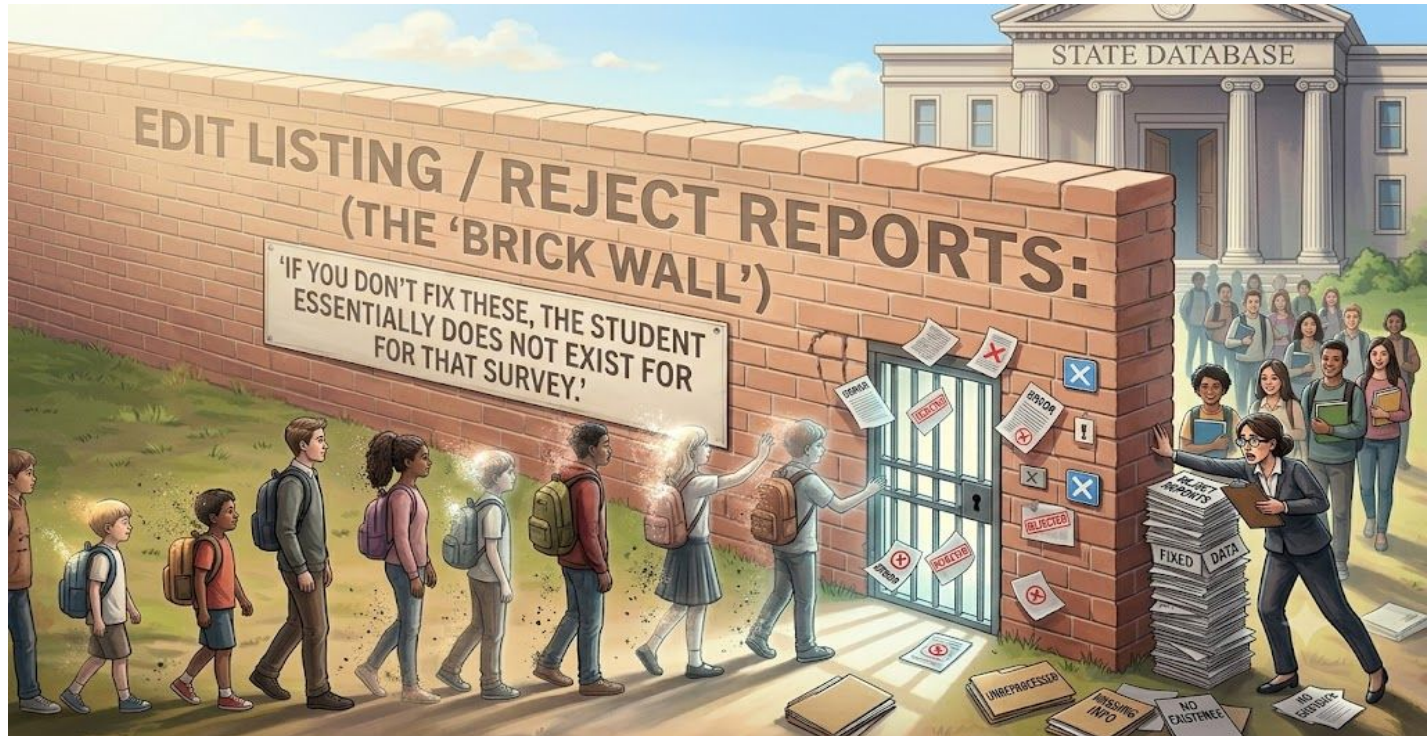


Exception Reports: (The “Audit Flags”) These highlight data that is technically "legal" but looks suspicious (e.g., a student reported for 4,000 minutes of instruction in a week) These won't stop funding, but they are “red flags” for state auditors.

Student Course Schedule Error

81) 'Class Minutes, Weekly' must not be greater than 2400. **(Exception)**

Edit Listing/Reject Reports BRICK WALL



Brick Wall: Edit Listing/Reject Reports

What Are Reject Reports?

- Reject reports are student records that failed validation and never made it into the state database. Think of them as hitting a "brick wall" - the data was submitted but blocked from entry.

Why Do They Occur?

- Records get rejected due to data errors, missing required fields, invalid codes, or formatting issues. Each rejection includes an error code explaining what went wrong and needs correction.

The Critical Impact

- If you don't fix these rejected records, the student essentially does not exist for that survey period. This affects funding, compliance reporting, and accurate student counts.

Brick Wall: Example of Edit/Reject Example Error

Example: ESE Error

09) If 'Exceptionality, Primary' is not L, then the 'Exceptional Student Plan Date' must be a valid date within the current or previous fiscal year. If 'Exceptionality, Primary' is L, then the 'Exceptional Student Plan Date' must be a valid date within the current or four previous fiscal years. **(Reject)**

- ★ This error is a reject error because the IEP Plan date isn't valid. Showing that this student has a overdue IEP and you cannot claim ESE FEFP Funding.
- ★ You have hit a “**brick wall**”, you must either update the Plan date with the new IEP date, or remove the FEFP Funding code and active ESE information on this student since they do not have an Active IEP.

The Brick Wall : Example of Edit/Reject Example Errors

Example: Fed/State Indicator

12) 'Immigrant Student' code must be Y or N. **(Reject)**

- ★ You have hit the “Brick Wall” . Check students Immigrant status most systems this defaults to “Z” and needs to be updated with Y or N.

Example: Prior school/Attendance

47) If 'Withdrawal Code, PK-12' = W05 then age must be 16 or greater as of the 'Withdrawal Date'. **(Reject)**

- ★ You have hit the “Brick Wall” Check students Date of Birth. The withdrawal code is incorrect for this student.

Matching Game: Validation Error

What are Validation Reports?

- Validation programs check that data in one file matches corresponding data in another. This includes verifying record counts, field values, and format compliance. Mismatched records are flagged for review, while resolved issues are logged for audit purposes.

Why do they occur?

- Errors occur when File A data doesn't align with File B data. Examples include mismatched student counts between enrollment and attendance files, inconsistent course identifiers across formats, or demographic data that conflicts between submissions. These discrepancies must be resolved before final acceptance.

The Critical Impact

- If you don't fix these errors the impact could result in the student's record being nulled. Those Null's will come out on the F71117 Null student Course Record, F70766 Student course records to be Nulled by edit reports.

Matching Game: Example of Validation Error

Example: Fed State Error

64) If the 'Immigrant Student' = Y, then the 'Country of Birth' on the Student Demographic record must not be US or PR. **(Validation)**

- ★ Review the student country of birth and immigrant status. Want to match up if the student was born outside the US or PR to verify if they should be coded immigrant or not.
- ★ You have entered the “**Matching Game**” this may require a little digging to make sure the correct data has been entered into the system. Validating if the place of birth is on the birth certificate.
- ★ Even though the validation is on the Fed State Format, the data that needs to be fixed may be on the matching Demographic format.

Matching Game: Example of Validation Error

Prior School/Attendance Error 51) If the 'Withdrawal Code, PK-12' is W21 on Prior School then there has to be a Student Discipline/Resultant Action records must be E. (Validation)

- The student must have an “E” Expulsion discipline resultant action on a referral to match the W21 expulsion withdrawal code on prior school/attendance format.
- The “Matching Game” is reviewing two different areas to validate the information Discipline and Enrollment need to align correctly for this error to be corrected.

Exceptional Student Error 3A) If 'Placement Date' is not zeros, then 'Placement Date' must be greater than 'Birth Date' on the Student Demographic Information record. (Validation)

- The ESE exceptionality placement date is incorrect or blank.
- The “Matching Game” is to get with the school to verify the information on what the placement date should be. They may need to submit information to the data clerk or pull that data from the IEP.

Exception Reports

Audit Flags



Audit Flags: Exception Reports

What are Exception reports?

- Exception reports identify data that is technically "legal" but appears suspicious or unusual based on predefined criteria.

Why do they occur?

- They catch potential fraud, errors, and policy violations that standard validation would miss, protecting your organization proactively.

The critical impact:

- If these errors are not cleaned up they and remain an audit flag. This Exception error must be backed up documentation. Each cleared exception requires a bulletproof audit trail, if the data looks unusual but is verified as correct. You must archive the timestamped system records alongside the principal signature to serve as there defence when a state auditors arrive.

Audit Flags: Exception Reports

Example: English Language Learner

91) If 'ELL, PK-12' on the Student Demographic Information record is not code LF and if 'ELL: Entry Date' is not zero, then it must be within six years of the Survey Date for 'Survey Period Codes' 2 or 3 or August 31 of the start of the next 'school year' for 'Survey Period Code' 5.

(Exception)

- ★ These students have been in the ELL program for over 6 years. They no longer are receiving funding.
- ★ Students that are “LY” can continue in the ELL program without funding.
- ★ Its an **Audit Flag** if the students have not been reviewed by the ELL contacts to verify they are in fact eligible for the ELL program.

Audit Flags: Exception Reports

SESIR

F1) If an incident is linked to a referral but the incident date on the referral doesn't match the linked incident. **(Exception)**

- ★ The referral and the SESIR discipline Incident dates do not match
- ★ This is an **“Audit Flag”** and should be corrected. Did the referral and the SESIR discipline incident happen on the same date?

Student Demographic

63) If 'Grade Level' is KG-12 and school of enrollment is not 9992, 9993, or 9995, the student must be at least 5 years old on or before September 1 of the school year being reported. **(Exception)**

- ★ The student must be at least 5 years old by September 1 of the school year.
- ★ **“Audit Flag”** This could be an exception to the rule if the student was not 5 by september 1st but was allowed to come to school because they were transferred from another state.

Common Errors & Omissions

COMMON ERRORS & OMISSIONS



Common Errors and Omissions

Student Schedule **Reject Error:**

51) 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**-

- ★ Remember Zero Minutes = Zero Funding
- ★ This is a common issue with schools not setting up the sections with minutes or there could be an issue with a Inclusion or Pull out course missing the minutes.
- ★ Note: Zero minute courses should not be reported to DOE. Example Study Hall- No grades, no credits, no funding.

Common Errors and Omissions

Student Course Schedule:

69) 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. **Validation/Null**

- ★ FTE Reported, Course set to NULL for all Student Course Schedule records for this student
- ★ Typically we find that the student was dismissed from there IEP, but the ESE FEFP code was not updated back to the Basic FEFP code for that grade level.

Common Errors and Omissions

School Related Arrests - Fed State

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.

- ★ N: No, the student was not arrested
- ★ Y: Yes, the student was arrested.

This is reported in Fed State indicator Format not discipline.



Victim of Bully or Harrasment - Fed State

FLDOE SIS Reporting Formats - **Federal/State Indicator status**

An indicator of whether the student was reported as being bullied or harassed on the basis of the student's disability, race, sex, religion, Sexual orientation during this school year.

This includes both **substantiated** and **unsubstantiated** bullying and harassment.

- ★ **N:** No, The student was reported as being bullied or harassed but it was not on the basis of the student's disability, race, sex, religion, sexual orientation.
- ★ **Y:** Yes, the student was reported as being bullied or harassed on the basis of the student's disability, race, sex, religion or sexual orientation
- ★ **Z:** The student was not bullied or harassed.

Note: Code Y or N must be used for students who are reported as the object of bullying or harassment coded as SESIR incident types Bullying (BUL), Unsubstantiated Bullying (UBL), or Unsubstantiated Harassment (UHR), Threat/Intimidation (TRE) as defined in Appendix P, or for incidents coded Y (yes) on Incident, Bullying-Related.

Creating Error Explanation guide

Having a reference guide for errors is essential for data quality. This guide is available to our schools to view and assist them with correcting there FTE Errors.

Error	Explanation
07) Each Exceptional Student record must be unique based on the keys of 'District Number, Current Enrollment'; 'Florida Education Identifier (FLEID)'; 'Survey Period Code'; and Year. (Reject)	Student's has 2 Exceptionalities that have been checked as the Primary exceptionality. There only can be One primary exceptionality.
08) 'Exceptionality, Other' must be C-M, O, P, S-Y, or Z. (Reject)	Exceptionality code missing
09) If 'Exceptionality, Primary' is not L, then the 'Exceptional Student Plan Date' must be a valid date within the current or previous fiscal year. If 'Exceptionality, Primary' is L, then the 'Exceptional Student Plan Date' must be a valid date within the current or four previous fiscal years. (Reject)	The student has an active IEP with an Overdue plan date. These need to be cleared up and fixed or they will not receive ESE funding

Discussion

What are some things you do in your county that help your schools clean up there Errors?

What are some tips you would like to share?

What Questions regarding FTE errors and common issues you would like to discuss. ?

Thank you for attending this session

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