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

Surveys 2 & 3
(Rev 7/17/19)

State Reporting Team

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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

Only on
Initial
Edits
Transmit
all
Records

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

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

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

Initial
Transmissi
on
Date
Certain of
Survey
State Edit

All State
Reports
are titled
Florida
Departme
nt of
Education

Schools make
State Error
corrections in
External

State Reporting
Pulls down Edit

Legend:

← Initial Run Flow

⇦ Continuous
6 Month
Correction Cycle
Flow

Transmit
Records

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

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.

TERMS Website

http://terms.browardschools.com/ 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 Data Warehouse (DWH) http://web/dwh/ or http://www.broward.k12.fl.us/dwh/
  - 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.
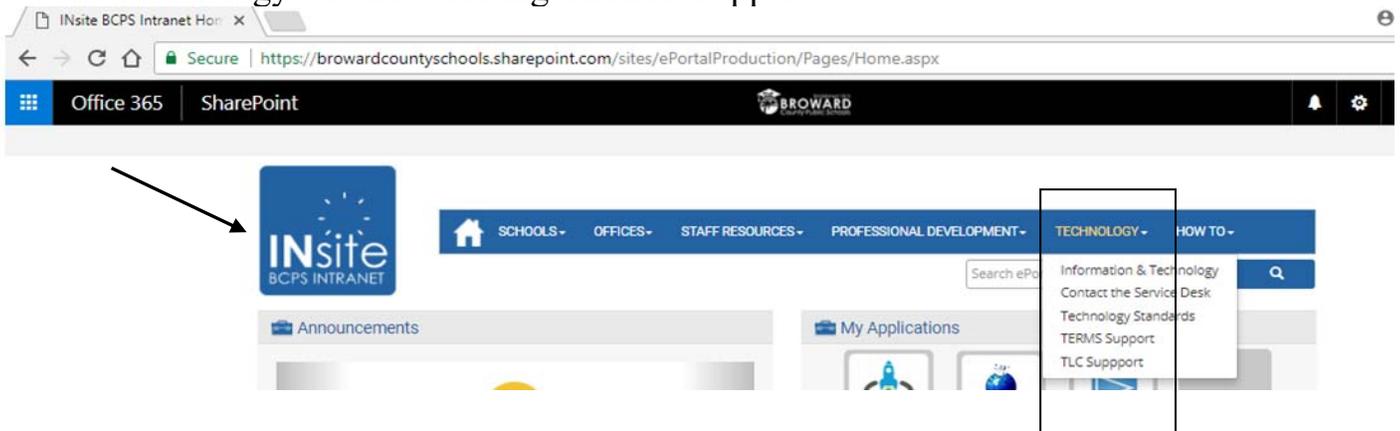
LAB (Learning Across Broward) Registration Tutorial

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 also 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. The Principal's Attendance Register for the FTE survey period must be signed by the principal and filed with other FTE documentation. To verify the accuracy of the database attendance, auditors will check the attendance documentation source, such as: Pinnacle, attendance cards, teacher grade books, student sign-in sheets, and OJT time cards signed by the employer.

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.

The FTE Survey "Audit Box"

The term "box" refers to any means used to organize the materials from each FTE survey. Most reports can be converted to PDF and saved to a CD or flash drive. Examples:

All printouts, such as the FTE-1 report (TS7006) listing students by course and the FTE reported for each survey, should be filed in such a way that individual student records can be traced and cross-referenced when errors are reported by the State and corrections are needed.

☐ All State and Local FTE reports, such as Fundable/Non-Fundable FTE, error reports (Edit, Validation, Exception and Batch update), TERMS External Reporting Series, FTE Summaries, etc., should be filed in chronological order thus keeping each survey separate from each other. New reports should be cross-referenced to the corrections that were made from previous reports to aid in making additional corrections. *A chronological trail of all corrections should be maintained.*

☐ Master Teacher Schedule in place during the FTE survey week.

☐ Class lists for each teacher reflecting the students in that class as of the last day of the FTE survey week (date certain).

☐ Schedules and entry and withdrawal records for Hospital/Homebound students.

☐ Student sign-in sheets.

☐ Special Program eligibility data reports and rosters for ESE and ELL students.

☐ FTE Eligibility ZSDBD098

☐ DWH School Reports ATT1004 – Average Daily Attendance for the 11-day count down period, signed by Principal.

Chapter 6A-1.04513 of the Florida Administrative Code states that these records shall be maintained in auditable condition, shall be made available to the Department of Education for auditing, and shall be kept for a period of three (3) years or until the completion of an audit by the state audit agency, whichever period is longer.

Helpful Hint: Wait until the final collection of FTE data from TERMS before generating school reports. The final pull from TERMS represents the data that will be submitted to the state for FTE purposes.

Survey Dates 2019-2020

Students PK-12

Survey 1:
Survey Week: July 8-12, 2019
Due Date: July 26, 2019
State Processing: July 22-September 13, 2019
Final Update/Amendment Date: September 30, 2019

Survey 8:
State Processing: July 22 – September 26, 2019

Survey 6:
Survey Dates: August 23 and September 6, 2019
Due Dates: August 23 and September 6, 2019
State Processing: August 23- September 13, 2019

Survey 2:
Survey Week: October 7-11, 2019 (Date Certain is October 11)
Due Date: October 18, 2019
State Processing: October 14-November 1, 2019(FTE Nulled)
Final Update/Amendment Date: December 15, 2019

Survey 3:
Survey Week: February 3-7, 2020 (Date Certain is February 7)
Due Date: February 14, 2020
State Processing: February 10-February 28, 2020(FTE Nulled)
Final Update/Amendment Date: April 15, 2020

Survey 4:
Survey Week: June 8-12, 2020
Due Date: July 2, 2020
State Processing: June 22-July 10, 2020
Final Update/Amendment Date: August 15, 2020

Survey 5:
Due date: July 24, 2020
State Processing: June 20 – August 21, 2020
Final Update/Amendment date: October 31, 2020

Survey 9:
 Due date: December 9, 2019
State Processing: November 25, 2019 – January 10, 2020

NOTE** Starting 2017-18 school year Survey 2 and 3 survey life span has been reduced to three months. I&T/State Reporting will be transmitting state error corrections on a weekly basis throughout the lifespan of the survey.

2019 -2020 Survey Reporting Formats in External

<mark>Survey 1</mark> **(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	

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

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

<mark>Survey 2</mark> **(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	

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

<mark>Survey 3</mark> **(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	

<mark>Survey 4</mark> **(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	

<mark>Survey 5</mark> **(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 Incident
E06 - Student Exceptional	E15 - English Language Learners	
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	

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
         _____  __                            DAYS        DATES        MINS
                   TCHR

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
```

II.   PRELIMINARY PROCESSING STAGE

Preliminary Samples – External Reporting

1. **TE2014 – Student Course Schedule**

PRELIMINARY SAMPLE 1

TE2014

Local Report Run in Error Mode

RPRT- TE2014 REQUEST- 01	TERMS - EXTERNAL REPORTING SERIES	DATE- 09/23/13 PG- 98
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY	STUDENT COURSE SCHEDULE	TIME- 10:22

FY-SURV- 1314 2
EN SCHL- 0123 SCHOOL NAME

```
                                   ENROLLED
DOE NUMBER ------------------NAME---------------- DS SCHL GRD  TERMS STDT
           --------CLASS-------                        D  MINS     FTE    D R VA   I  Y    L  A
           DS  SCHL COURSE SEC/M              T   PRDS Y WEEK PGM UNWGT E C PGM   M  R VIP S

0123456789 SAMPLE  SAMPLE  D            06  0123  09  0123456789
           06  0123  79630801  102 LRNG STRATEGIES 1   0707   5  250     113  .0834    Z  N 0000000 Z  Z  ZZZ  Z  A
                                                                    ----
                                                        TOTAL    .0834

                                                           EN SCHL 0123    1 RECORDS
```

Note: The program code is underlined, which indicate an error.

1

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
```

	E			ASGN		TIMES		DAYS		CLASS		S	
UNWGTD STDT NBR NAME	L	GR	COURSE	SEC	SCHL	PGM-S	FROM	TO	# CODES	MINS	MEMBRSHP	R	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
                              E              INST            TIMES     DAYS     CLASS              S  UNWGTD
STDT NBR  NAME                L GR COURSE   SEC SCHL PGM-S FROM  TO # CODES   MINS  MBRSHIP R  FTE

0123456789 SAMPLE, SAMPLE    Y  11 87250100  460A4321  300  0700-1000  45 MTWRF  900   15.0000     .1111
                                   87250200  470B4321  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  460A4321  300  0700-1000  45 MTWRF  900   15.0000     .1111
                                   EEV0010B  471B4321  103  0700-0830  45 MTWRF  450    7.5000     .0555
                                   EEV0100C  472C4321  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

SAMPLES

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**..

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 ZZZ in the LEP field on the A03 panel.

DT US SCHL – Date Enter US School: This date should be the date the student enters a U.S. school for the first time.

2. **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.

TE2014 (Continued)
Please Note: Program Code 300 is not valid for grades Pk-12, but is valid for a technical course for an high school student. School must change the program code to a valid code (basic code) that is associated with the student grade level

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 Handout attached.

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

SM – Scheduling Method This element is located on the C17 panel. 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 754-321-0493

FEC – Charter Schools must use code of 7777777 or 8888888888 in TERMs and Charter-Security when the teacher is as follows:

7777777777 – nondegree teacher of career and technical education courses.

TE2015 (Continued)
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 mention 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 in order 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.**

---

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

IEP DATE – This date must be in the date range of for Survey 2 (7/1/19 thru 10/11/19 and for Survey 3 7/1/19 thru 2/7/20. When in error, IMT/IMS must see the ESE Specialist for a valid date to enter on 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.

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, and Help Screen

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

---

5. **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.

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 A23-E ELL 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 and underline under this field, schools are to ignore this error.

6. **TE2050 Environmental Safety Incident Reporting Series   (DMS System/TERMS *C26*)**

<u>NOTE:</u> When in error schools must see the appropriate administrator at your school to correct this report on the C26 panel.

---

7. **TE2021 Student Discipline Actions Reporting Series (DMS System/TERMS *C26*)**

<u>NOTE:</u> When in error schools must see the appropriate administrator at your school to correct this report on the C26 panel.

---

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

<u>HIS – Immunization Status</u> – 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.

---

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

<u>EC- Entry Code</u> 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. It must be a valid district number.

<u>NOTE:</u> If you are the first school that the student entered for the 2018-19 school year then school must enter a valid "E" code for the student**. R01, R02, or R03 is invalid for this scenario.**

<u>WC – Withdrawal Code</u> – 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, or Latoya Thompson, in State Reporting/Production Control at (754) 321-0493

III. EXTERNAL PROCESSING STAGE

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
```

5

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
```

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
```

7

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   D S  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)       D S  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   FLORIDA DEPARTMENT OF EDUCATION   PAGE   1
COMPILE DATE: 10/18/18   PUBLIC SCHOOLS DATA BASE   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.
```

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.
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       REPORT SCHOOL NUMBER, CURRENT ENROLLMENT FOR STUDENTS PARTICIPATING IN THE OPPORTUNITY SCHOLARSHIP.
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       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.

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.
*50 - 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 DO.
*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

```
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  5  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
```

```
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
```

```
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
```

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

```
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   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: 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:  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)
```

HOW TO READ STATE ERROR REPORTS

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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
```

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    5 07  LF              66

  06     9     3  2106026 0702D 0303  06  5204 0220 102  0.0734 07  Z   Z   0    5 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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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


        *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)
```

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  (            )  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  (            )  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  (            )  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  (            )  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  (            )  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
```

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.
```

```
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 0R203    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 0R203    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
```

V.   MAKING CORRECTIONS IN EXTERNAL FOR SURVEYS 2 & 3

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

**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. A transaction code of an **"A"** should already exist.
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.

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

(7/1/18 - 10/11/19 for Survey 2 and 7/1/18 - 2/7/20 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 (1920) or previous school year (1819).

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 (1920) or Four previous school years (1819), (1718), (1618), (1516).

1. Schools must proceed to the **E06** panel in External and correct the IEP Plan Date (IEP Plan DT) field, then press Enter. Transaction code of **"A"** should already exist.
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)**, then school **must change the Program Code (PGM) field on the E03 panel to Basic** with a **"C"** transaction code. Then press Enter.
4. Following, proceed to the **E06 panel hit F10 to delete the record**. Transaction code must equal **"A"** to delete record.

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

NOTE: A Transaction Code of **"A"** already exists. Once the element has been corrected, just press Enter.

<u>Teacher Course Edit Error Report (60.781*)*</u>

<center>External Panel E2   TERMS Panel C17</center>

<u>Error *11</u>
This error indicates that the Teacher's Social Security Number is invalid **<u>or</u>** Zero filled, which is incorrect. School must input a valid Social Security Number on the **E20** panel in External.

The Teacher Social Security Number is a **<u>KEY FIELD</u>**; therefore, schools must do the following when correcting the error:

1. Proceed to the **E19** panel and enter the teacher (BR/CH) personnel number. Press Enter
2. On the **E20** panel in External, access the incorrect Teacher Course record that appears on the Teacher Course Edit error (60.782) report. Enter the teacher Social Security Number; press Enter. A transaction code of an "A" should already exist.

<u>Error *41 Invalid Teacher Course Number</u>
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 do the following:

1. Access the Teacher Course **E20** panel in External for the incorrect teacher course and print the screen.
2. After printing the screen, leave the transaction code "A" then hit the F10 key to delete the invalid Teacher Course record.
3. Add the correct Teacher Course record with the new course number. Make sure everything else remains the same (fish number, period, term, etc.) like the invalid record, except the course number. Then place an "A" in the transaction code field and press Enter.
4. Go to the **E03** panel in External for those students enrolled in the incorrect course and put a "D" in the transaction code field on the invalid course number for that student. Then proceed to the next line and add the correct course with the same amount of minutes, term, days, and program code.
5. Add the correct course number to the Student Course **E03** panel with an "A" in the transaction code.
6. Then you must access the TERMS **C17** and **A10** and make these corrections in TERMS as well, using the C19 panel process.

<center>3</center>

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'.**

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)
3. Use an "A" transaction code and Enter.

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'**.

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 **A21** TERMS Test panel. This test must have been given **Prior to 10/11/19**

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. Do not exceed **2/7/20.**

1. Access the E15 panel in External.
2. Input a valid Date: Classification Date (Class) field.
3. Place an **"A"** in the transaction code field and press Enter

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. Do not exceed 2/7/20

1. Access E15 panel in External
2. Input a valid Dates: Exit Date (Exit) field.
3. Place an **"A"** transaction code and press Enter

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.

Schools must do the following to make corrections to this error:
1. Retrieve your Teacher Course Edit Error (60.782) report that was placed in OptiSpool.
2. Go to the **E20** panel in External, pull up the Teacher Course record that *received error *41.*
3. Screen print the Teacher Course record with the incorrect course number, then hit F10 to delete the record.
4. Input all the same data that was on the incorrect Teacher Course record, with a valid course number, input an "A" transaction code, and press Enter.
5. Then retrieve this report and go to the **E03** panel in External.
6. Pull up each student listed on this report whom were assigned to the invalid course that you are correcting. Place a "D" on the invalid course record. Then place an "A" in the transaction code field and create a record for the student using the correct (valid) course number—all other information must remain the same as on the record you are deleting at State.   Then press Enter.
7. You must make these corrections in TERMS to prevent future errors.
8. **If these corrections are not done correctly, you could lose FTE funding for every student that appears on this report.**

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 record, then there must be a valid English Language Learners record in External and TERMS.

1. If the ELL field on **E02** panel in External is a LY **or** LF.
2. Grade Level equals PK-12.
3. If there is a Student Course (**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 **E15** panel in External, and place an "A" in the transaction code, then press Enter

OR

1. If the **E15** record is missing in External, contact the ELL person at your school to verify if the student is an ELL student.
2. If the student **is not an LY student, then go to the E03** panel and **change the program code back to basic**, with a "C" transaction code.
3. Also, on the **E03** panel **change the ELL Model (IM) field back to a code of "Z",** press Enter.
4. **Go to the E02 panel** and **change the ELL code to "ZZ", and the Lang to "ZZ"** with an "C' transaction code.

NOTE: If you have an Edit code *2H on the **E15** External panel, then school must enter Listening and Speaking Test Name, transaction code of an "A", press Enter.
.

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 External:
1. If the English Language Learner (ELL) field on the **E02** panel in External is a LY or LF
2. Grade level equals PK-12

Error *5A (Continued)
3. If there is an existing English Language Learners (**E15**) panel in External.
4. If there is a Student Course (**E03**) panel in External.
5. If the District of Enrollment (06) = District of Instruction (06).
6. Then the Classification date must not equal zeroes.
7. Go to the **E15** panel in External. Input a valid **<u>Classification date</u>** and place a "C" in the transaction code. Then press Enter. Date must be less than or equal to reporting survey **10/11/19**.

<u>Exception Error *68</u>
To correct this error, schools must **<u>add</u>** the Federal State Indicator Record E13 panel in External. If the student data has met the following criteria:
1. If school of enrollment is **<u>not</u>** = 3518, 9992, 9993, 9994, 9995, or 9997.
2. District of Instruction is **<u>not</u>** 71
3. Withdrawal code (CDE) field on Prior School Status (**E18**) panel in External is **<u>not</u>** equal to DNE.
4. Grade level is **<u>not</u>** 30 or 31
5. Then there must be a matching Federal/State Indicator record (**E13**) panel in External.
6. Schools must input all the data on the **E13** panel in External, place a transaction code of an **"A"**, then press Enter.

<u>Exception Error *69</u>
Schools must **<u>add</u>** the Prior School Record E18 panel in External, if the student data has met the following criteria:
1. Then schools must have at least one matching Prior School record on the E18 panel in External.
2. Input the student prior school data in External (which can be taken from the A07 panel in TERMS for the reporting year only), then place an 'A" in the transaction code field and press enter.
3. This is an Exception Error; therefore, if the information <u>is correct</u> in External, just ignore. The student is a NO SHOW for the reporting school year. The school must enter a "D" transaction code on each of the following panel is exist in external (E13, E03, E06, E15, E02) press enter

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 FTE being null for Survey 2 on November 1st and be null for Survey 3 on February 28th.

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, access the **E19** Teacher Course Query Panel in External. Enter the teacher personnel number, start with BR or Ch (charters).
2. A list of courses being taught by the teacher will appear on the **E19**. Then tab down to the first records, press Enter to bring up the **E20** panel.
3. On the **E20** panel, enter a valid Social Security number for the teacher, press Enter. Verify that everything is correct, then place an "A' transaction code on the correct record, press Enter again. Do these steps for every teacher course record that appeared on the **E19** panel.
4. Access the **E03** panel and place a "C" transaction code in front of all the courses that appear on the Student Course Validation Report 60.857, to correct the FTE at State.

Error *67

This error indicates that the student's Demographic record is missing at State. To correct this error, you must:

1. Retrieve the Demographic Edit or the Batch Error Report to determine the error that caused the Demographic record to be rejected at State.
2. Access the **E02** panel in External, correct the field in error, and place a transaction code of "A" *to re-send the record to State*.
3. Access the **E03** Student Course panel in External and place a transaction code of "C" *in front of all the courses that appear on the Student Course Validation report (60.857) to adjust the FTE at State.*

Error *69
This error indicates that the student's Exceptional record (**E06**) is missing at State. To correct this error, you must:

1. Retrieve the Exceptional Record Edit Error report to determine the error that caused the ESE record to be rejected at State.
2. Access the **E06** panel in External, correct the error, and place a transaction code of **"A"** *to re-send the record to State*.
3. Access the **E03** Student Course panel in External and place a transaction code of **"C"** *in front of all the courses to fix the FTE at State.*

If the student has incorrectly been coded as ESE and he/she is no longer in the program, then you must do the following:

1. Access the **E03** Student Course panel in External and place a **"C"** transaction code in front of all the courses and under the PGM field to change the matrix back to basic.
2. Access the **E06** panel in External and hit F10 to delete the records at State. There must be an **"A"** transaction when trying to delete the panel.
3. If there is a Speech course or any ESE pull-out, the IMT must place a **"D"** transaction code on the **E03** panel in External, in front of ESE course, then press Enter.

NOTE: Exceptional Student contained courses start with a seven (7).

Error *72
This error indicates that if you have courses coded on the **E03** panel with 130 program code, then the ELL field on the Demo **E02** panel **must be coded LY**. If the ELL code is LF, then the courses have to be coded with a basic program code. To correct this error, you must:

1. Verify that the student is a LY or LF, LZ. If the student is a LY, then input that on the **E02** panel with a transaction code of **"C"** press Enter. If the student is an LF or LZ which means no longer in the ESOL program, then change the **E02** ELL code to be ZZ.'
2. Access the **E03** panel in External and using a **"C"** transaction code change the program code back to basic and ELL Model (IM) field back to code of 'Z'. Place the **"C"** transaction code in front of all the courses in the **E03** panel in External.

Error *73 DNE Record on E18

This error indicates that you are reporting a course for FTE Funding when Prior School Attendance record on the **E18** External panel has a withdrawal code of DNE or missing the Prior School record. Schools must do the following to correct this error in External:

1. School should verify that the student was not active in school on Date Certain of the survey week **for Survey 2 (2/11/19) or Survey 3 (2/1/20).**
2. If the student is actually a NO SHOW (Entry and Withdrawal date) at their location, or if student was not enrolled in the District at all for this school year, then school should place a **"D"** transaction code on all of the following panels in External in this order: (**E18, E13, E03, and E02 last**). If student is ESOL then **E15** or ESE, then **E06** will also need to be deleted if they are in External.
3. Go to the **A07** panel in TERMS, screen print it and **request that the Service Desk** remove the record with the DNE code (the same Entry and Withdrawal date) from the **A07** TERMS panel to prevent error in the future.

<div align="center">

OR

</div>

1. If the student was at your school on **Date Certain for Survey 2 (2/11/19) or Survey 3 (2/1/20),** and the information is missing on the **E18** panel in External, then school must screen print the **A07** panel, and input the information on the **E18** panel for the reporting school year only, with an **"A"** transaction code. And also place an **"D"** transaction on the **E18** in front of the NO SHOW record.
2. Proceed to the **E03** panel and place an **"C"** transaction in front of all the courses that appear on the Student Course Validation report 60.857
3. This error can cause loss of FTE funding if not corrected properly.

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.

Teacher Course Validation Error Report (60.858)

External Panel E20   TERMS Panel C05

Error *5F

Schools are to ignore this error, unless otherwise directed by Angela Davis, State Reporting

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*, place a **"D"** transaction code on the **E20** External panel, press Enter.

OR

1. *If there are student course records for this course* on the Student Course Validation report (60.857), then the teacher record is incorrect on the **E20** panel.
2. School must proceed to the **E19** panel, enter the teacher (BR/CH) number, press Enter.
3. A list of courses taught by this teacher will appear. Tab down to that course and press Enter.
4. The **E20** panel will appear. School must verify that the: Course, Section, Term, Period is the same that appears on the **Student Course Validation report 60.857**. If not, make corrections, place a transaction code of **"A",** press Enter. Doing this will correct both reports

Error *64 –

School must refer to the Educator Certification Lookup website to verify the teacher's certification number:. http://www.fldoe.org/accountability/data-sys/database-manuals-updates

Once the certificate number is verified, make corrections on the **C05** TERMS panel and on the **E20** External panel with a "C" transaction code.

NOTE: This is an exception error. *If the certificate is correct, please ignore this error*. The Department of Education has not yet updated their table; therefore, it is possible that you have entered the correct number**.** *This will not cause loss of FTE Funding.*

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 (**E02**) panel. Make correction to the student error, place a transaction code of an "A", press Enter.
3. Proceed to the Student Course (**E03**) panel, place transaction code of a "C", on all the courses, press Enter

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 11th or Survey 3 **Feb 10th** (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 11th or Survey 3 **Feb 10th** (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 11th or Survey 3 **Feb 10th** (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 E06 External panel, with a "C" transaction code, press enter.
6. Then proceed to the E03 panel in External and place a "C" on all the courses, press enter.

Error *39
This error indicates that when using Primary Exceptionality code of a 'T' the student cannot be older than six years old on the first day of the survey week. **Survey 2 Oct 11ᵗʰ or Survey 3 Feb 10ᵗʰ (Date Certain).** 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 11ᵗʰ or Survey 3 Feb 10th (Date Certain)** and Primary Exceptionality code of "T' is the student's only primary—then, hit F10 on the **E06** panel is External to delete the panel. **Note**: *There must a transaction code of an "A" to delete record.*
2. Proceed to the **E03** panel in External. Change the student matrix number back to basic program code with a transaction code of "C", press Enter.
3. If the student is an ESOL student as well, then change *core courses only* to 130, all other courses back to basic.
4. Place a transaction code of "C", on all the courses, then press Enter.

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 **E02** panel. Schools must do the following to correct this error:

1. Access the **E15** 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 **E02** panel in External.
3. Once the Classification Date has been corrected on the **E15** panel, place a "C" in the transaction code field, and press Enter.
4. Then proceed to the **A23 Type-E** detail to retrieve student ELL record and make corrections to the **A23** panel to prevent future errors.

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 External, schools must do the following: **For LY students only**

1. Access the **E15** panel in External.
2. Input the following information under the **Listening** and **Speaking** fields:
   - 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)
3. Then place a **"C"** in the transaction code field on the **E15** panel, press Enter.

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

1. Access the **E15** panel in External.
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)
3. Then place a **"C"** in the transaction code field on the **E15** External panel and press Enter.

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=20) 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 20 must be a code of E01, E02, E2A, E03, E3A, E04, E4A, E05, or E09 on the E18 panel in External.
2. Schools should then place an **'A'** transaction code on the E18 panel in External, then press Enter.
3. Refer to the "Entry/Re-Entry Code Chart" document on the http://terms.browardschools.com/Update-Codes website for the appropriate entry/withdrawal codes.
4. School should also make these corrections in TERMS to prevent errors on the next survey.

NOTE: 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.

Exception Error *80

This error indicates that you have a withdrawn code on the last record of entry. When using this withdrawal code, there must be another student record with an R02 and an Entry/Re-entry date greater than or equal to the Withdrawal date. Schools must do the following to correct this error:

1. **If the student has a W02 and the Entry and Withdrawn date are the same--NO SHOW student** for your location, and the student never entered in a school, then you need to go to the **E18** panel in External and **place a "D" transaction code** on that record (E18, E13, E03, E02), then press Enter.**
2. **If student is ESE, then (E06) panel or ELL (E15) panel in External) will also need a 'D" transaction code.**

OR

1. If the student has two attendance records on **the E18 and one record with the same Entry and Withdrawal dates are the same, then a 'D' transaction code needs to be placed on that record, and a 'C' transaction code on the other record.**

2. For both situations' schools need to Contact the Service Desk to have the record that gets a 'D' transaction code on the **E18** External panel (with the same date for entry and withdrawn) to be removed from the **A07** TERMS panel.

NOTE: 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 1920 only, to make the corrections on the E18 panel in External.
.

Disciplinary Action Validation/Exception Errors (61.419)

External Panel E10   TERMS Panel C26

Error *33
This error is telling schools, when reporting a drug related incident (Use of Drugs code "**Y**") in the DR field you must report the drug description code on the Environmental Safety Incident record **E24** panel. Schools must do the following to correct these errors:
1. Access the Environmental Safety Incident **E24** panel in External and input a valid code of M, N, or O in the Drug Description (DD) field, then place an "A" transaction code, press Enter.
2. Next, report the error to personnel entering student discipline into the DMS system to also make the change there.

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

External Panel E24   Terms Panel C26/DMS System

Error *60
This error indicates that when an incident is being reported to State, there must be a Discipline record **E10** panel at State for the student involved in the incident. Schools must do the following to make corrections to these errors:

1. Schools must create the Disciplinary Action format on **E10** panel in External.
2. Transaction code of **"A"** should already exist, just press Enter.
3. If the student on the Environmental Safety report is missing a demo, you must first add the demo on the **E02** panel, and then add the **E10** panel.

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 (**E02**) panel for student. Schools must do the following to correct these errors in External:

Schools must create the Demographic record on the **E02** panel in External, Transaction code of **'A'** should already exist, press Enter.

Error *60
If the grade level that appears on the Student Demographic record (**E02**) External panel equals PK then the Military Family element on the **E13** panel must be a code of **"Z".**
1. Go to the Demographic (**E02**) panel in External and verify the student grade level GRD field.
2. If the student is PK, the school must proceed to the Federal State Indicator (**E13**) panel in External and change the Military Family (MFS) field to a code of **"Z".** Then place a transaction code of a **"C",** press Enter

Error *61
This error is telling schools that when you are reporting Immunization record for a student in 7th grade you must use codes of 0, 2, 3, 4, or 8, any other code is invalid. Schools must do the following to correct these errors.

1. Go to the **E13** panel in External and input one of the valid codes listed above in the Immunization Status (HIS) field, with a **"C"** transaction code, press Enter.
2. Then go to the **A06** panel in TERMS and do the same, to prevent future errors.

Please keep in mind this document only lists the majority of 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, or Latoya Thompson) at (754) 321-0493 or via CAB 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 FF: 2018– 2019 Rollover Tips

The Summer TERMS's Rollover date is June 22, 2019 for grades PK – 12th. On Saturday, June 22, 2019 at 7:00 a.m., I & T will shut down the TERMS files for all schools to roll the data from the regular school year to the Summer term.

Schools will not be able to view/update their TERMS data files during the rollover process. The rollover process will take approximately 1 – 2 days including the weekend. I & T will notify schools via bulletin as soon as the files are available.

Here are a few tips:

1. **Please remember to keep the A04 next school fields updated.** When a student withdraws from your school, please remember to clear the next school field on the A04 panel. Otherwise, they will be re-enrolled in your school during the rollover process. There are several withdrawn students who still have their next school as their last assigned school.

2. If a family notifies you that a student will not be returning to a Broward County District School next year, but is finishing out the school year, please enter the withdrawal code in the Next School field on the A04/E08 panel in TERMS. This lets everyone know the status of the student (not returning). Also, the student will be withdrawn using this withdrawal code during the rollover, which will make the Survey 5 FTE reporting more accurate.

3. If a student enrolls in your school during this time, please update the Next School field on the A04/E08 panel in TERMS (this includes 5th, and 8th graders) with the appropriate Middle or High School location number.

4. I & T updates the A04 boundary schools every night, so when you change a student's address on the A03 panel, the boundary schools on the A04 should be updated by the next day. I & T also updates the A04 Next fields for incoming magnet and Nova students who have been registered by their new school using the One Choice website twice a week.

5. Schools may easily verify the next fields & promotion/retention codes for students on the E08 panel. For students who will be promoted this year based on an

alternative assessment, the Good Cause Alt Assessment field has been split into 2 separate fields, one for Reading and one for Math.

6. Schools are not to purge any student's summer school schedule for students that have been present and/or rode the bus prior to the Initial Survey 4 1819 transmission.

7. Schools have the option to search by Title when using the C16 panel – Master Schedule Query.

8. After the Summer Rollover is complete, please **do not re-enroll** your students into the Fall Term. I & T will do this for you during the Fall Rollover process.

9. IMT/IMS, please look at your school's F05 panel in school year 20, and make sure that everything is up to date. If not, please contact Anne McDougall or Jessica Bonaparte via email with your location number, and the changes that need to be made.

10. Schools need to keep the L15 – Student Contact Information and Siblings information updated. Also remember that a student's contact information must be up-to-date on the A05 record.

Appendix GG: TERMS Procedures
END OF 2018/2019 SCHOOL YEAR

On Saturday, June 22, 2019 at 7:00 a.m., the Information and Technology (I&T) Department will shut down TERMS to roll the data files from the regular school year to the Summer term for grades PK – 12.
Schools will not be able to view/update their TERMS data files during the rollover process. The rollover may take **approximately 1-2** days including the weekend. I&T will notify schools via bulletin as soon as the files are available.

Important points concerning the first rollover:
- All students are presumed promoted if coded with a blank or "P".

- For **Elementary Schools:** I&T will code as retained "R" all students who do not meet promotion criteria in elementary grade levels based on statewide reading assessment scores for grade 3 and statewide assessment reading and math scores for grades 4 & 5. After I&T retains these students, the report will be placed in OptiSpool.

- For **Middle Schools:** Middle schools are responsible for retaining their 6th & 7th graders. I&T will retain any 8th grader who does not meet the promotions criteria. Schools must notify I &T if they want Retained and/or Promoted printed on the report cards for grades 06 and 07. Any 8th graders who are retained will have the word "RETAINED" printed on the report card.

- For **High Schools:** I & T will withdraw, and code as retained "R" all 12th graders who do not meet graduation requirements.

- Schools are responsible for **Retaining "R"** students for any other reason(s) on the A03 panel. **Elementary or Middle Schools** can code students **promoted** through **Good Cause/Alternative Criteria** on the A03 panel at any time after appropriate signatures. Elementary Schools must wait to code retained students promoted based on using **Alternative Assessments** identified in Policy 6000.1 until after I&T has retained students due to the statewide assessment scores. Elementary schools must retain all students prior to 4:00 PM on the Thursday, June 20, 2019, before the rollover.

Middle schools must post retains by Wednesday, June 12th at 4:00 PM or if report cards are delayed due to test scores, schools will be noticed via I&T Bulletins when retains must be in.

- Schools may pre-enroll students in the various Summer programs (3rd Grade Reading Camp, ESY, etc.) prior to the start of rollover on the morning of Saturday, June 22, 2019. Due to the multiple start dates of various Summer programs, all Summer school courses should be coded in TERMS as a Term S, with the school changing the C17 Master Schedule begin and ending dates to reflect the start and stop of the Summer course.

- The rollover on the **June 22, 2019 will withdraw all PK – 12th grade** students out of the current school year. Students with a school number in the Summer School Indicator field on the A04 panel or a Summer course on the A10 panel will be enrolled into Summer School. **Please keep in mind, the student's grade level will not change for Summer School.**

- Students who are enrolled in a Calendar 01 or 03 school will be withdrawn with a withdrawal code of W01 & a date of 06/05/2019.

Appendix HH: C13 F.T.E. Earnings

```
Document Name: untitled
```

```
 PANEL:                  C13. F.T.E. EARNINGS                     YEAR: 19

 SCHL:   0031 OAKLAND PARK ELEMENTARY            GRADE:            YEAR: 19
   FTE amounts do not include reductions due to FTE in error and FLVS courses
 PGM       PRD 1        PRD 2        PRD 3        PRD 4
 101          .00        91.02        93.58          .00
 102          .00        45.80        45.18          .00
 130          .00        92.66        97.73          .00
 251          .00        25.05        24.10          .00
 252          .00         4.00         5.52          .00
 253          .00        18.00        20.93          .00
 254          .00         1.00          .50          .00
 261          .00         3.50         3.00          .00
 TOT          .00       281.03       290.54          .00




 AS OF:            12/14/18    01/29/19
 PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
 No additional pages...Next?                            TERML: QPADEV
```

Appendix II: L03 Enrollment Counts

```
Document Name: untitled
............................................................................

   PANEL:                      L03. ENROLLMENT COUNTS                    YEAR: 19

   SCHL/TYP  0031     OAKLAND PARK ELEMENTARY        AREA:    Curr/Next: C 01/29/19

   GRADE     WHITE    BLACK   PACIF  INDIAN    ASIAN    MULTI      MALE  FEMALE    TOTAL     HISP
    KG         52       35      0       0        1        3         35     56       91       46
    PK         35       32      0       0        0        4         46     25       71       28
    01         44       37      0       0        0        4         45     40       85       38
    02         58       38      0       0        0        5         52     49      101       50
    03         54       31      0       0        0        4         46     43       89       54
    04         49       40      2       0        2        3         51     45       96       43
    05         54       30      1       0        2        3         52     38       90       48

   TOTAL      346      243      3       0        5       26        327    296      623      307
```

```
PF1=HELP 3=EXIT 5=REFRESH 6=PREVIOUS PANEL 7=BKWD 8=FWD 9=NEXT PANEL 12=ESCAPE
No additional pages...Next?                                     TERML: QPADEV
```

Appendix JJ: Sample Report TE2013--Student Demographics
External Reporting Series

```
RPRT- TE2013   REQUEST- 01               TERMS - EXTERNAL REPORTING SERIES              DATE- 01/28/19  PG-  44
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY          STUDENT DEMOGRAPHICS                   TIME- 10:08
FY-SURV- 1819 3
SCHL -   0581 MARGATE MIDDLE

                    DIST SCHL  ZONE   G CRGRD DATE        LANG               G MIGR                  A T         L RS
----NAME---- DOE  NUMBER INEN ENRL DS SCHL N HSLVL BIRTH    ELL STPG CN    ALIAS    O CD LG SRVY   TERMS STDT  S R QAD DATE  S CY
                    RSPINS-RD DLQ1 DLQ2 DLQ3 RACE:EWBAIP   DEUSS    FLEID

DIA         06191        0606 0581 06 0581 M Z3 07 11292005 LY SPSP CL 061    29 Z   Z 01222019 0619       Z A 00000000 F 06
                                                    --
            000000000 0000 0000 0000       YYNNNN 20190122 FL0    647834

MEJ         06191     0606 0581 06 0581 F Z3 06 05302007 LY SPSP ES 061    05 Z   Z 01232019 0619     Z A 00000000 0 06
                                                    --
            000000000 0000 0000 0000       YYNNNN 20190123 FL0    653098

                                                                           SCHL EN 0581   1,234 RECORDS  *
```

Appendix KK: Sample Report ZSDBD350—Prior School Status
External Reporting Series

```
RPRT- TE2013   REQUEST- 01                TERMS - EXTERNAL REPORTING SERIES                    DATE- 01/28/19  PG-  44
DIST- 06 SCHOOL BOARD OF BROWARD COUNTY            STUDENT DEMOGRAPHICS                         TIME- 10:08
FY-SURV- 1819 3
SCHL -   0581 MARGATE MIDDLE

                      DIST SCHL  ZONE   G CRGRD DATE         LANG            G MIGR                   A T        L RS
----NAME---- DOE  NUMBER INEN ENRL DS SCHL N HSLVL BIRTH   ELL STPG CN  ALIAS    O CD LG SRVY  TERMS STDT S R QAD DATE S CY
                      RSPINS-RD DLQ1 DLQ2 DLQ3 RACE:EWBAIP  DEUSS    FLEID

DIAZ         061          0606 0581 06 0581 M Z3 07 11292005 LY SPSP CL 061     Z  Z 01222019 061     Z A 00000000 F 06
                                                        --
             000000000 0000 0000 0000      YYNNNN 20190122 FL0    7834
MEJI         061          0606 0581 06 0581 F Z3 06 05302007 LY SPSP ES 061     Z  Z 01232019 061     Z A 00000000 0 06
                                                        --
             000000000 0000 0000 0000      YYNNNN 20190123 FL0    6098

                                                                      SCHL EN 0581   1,234 RECORDS  *
```

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

```
RPRT- TE2014   REQUEST- 01               TERMS - EXTERNAL REPORTING SERIES              DATE- 01/28/19  PG-  98
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               K   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        SAB               H   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               J        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
                                                                                                       ----------
0000     TBA ENV SCI           1741 20013400 202  ENV SCI          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
I Y-SURV- 1819 3
SCHL -   0231 COLBERT ELEMENTARY


                          ENROLLD                         P  ID A DISMISSD EXCEPTION G CONSENT- --EVAL-- ELIG/INELIG -PLACED- P R 6 T
DOE NBR   NAME---------------- DS SCHL GR TERMS STDT IEP DATE E LA A --DATE-- --OTHER-- E --DATE-- --DATE-- --DATE--    --DATE- S R O C TTSW FNDP FL EID

06120     BRO       N JASAHN 06 0231 05 06         05222015 L Z  7 00000000 ZZZZZZZZZ B 04192015 05122015 05222015    05222015 P Z N A 0000 0000 FL0000041
                                                   --------
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
                                                   ---------

                                                                              SCHL EN 0231   137 RECORDS  *
SCHL -   0231 PROCESSED:   137    VALID:   135    ERRORS:    2
```

NOTES: