

TEACHER COURSE

REJECT RULES

1.

District Number, Current Instruction/Service must be numeric in the range 01-68 or 71-75 or 80-83 and must be correct for the district submitting the data.

Record rejected

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The record indicated with the asterisk would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

| District Number, Current Instruction/ Service | School Number, Current Instruction | Social Security Number |
|---|--|------------------------------|
| 01 | 0021 | 012345677 |
| 01 | 0021 | 012345678 |
| *02 | 0021 | 012345679 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

TEACHER COURSE

REJECT RULES

2.

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.

Record rejected

EXAMPLE

The third record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The first and second records would be rejected because the School Number, Current Instruction/Service is not within the specified range.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Fiscal Year | Social Security Number |
|---|---|--------------------------|----------------|------------------------------|
| *31 | 0800 | 2 | **** | 123456789 |
| *31 | C801 | 2 | **** | 123456790 |
| 31 | 0021 | 2 | **** | 123456791 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the School Number, Current Instruction/Service and resubmit the records.

TEACHER COURSE

REJECT RULES

3.

Survey Period Code must be 1, 2, 3, or 4 and it must be correct for the submission specified by the district.

Record rejected

EXAMPLE

The Survey Period Code as specified in the transmission JCL or in the statements for tape transmission is identified as Survey Period Code "2" and records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Survey Period Code and resubmit the records.

TEACHER COURSE

REJECT RULES

4.

Fiscal Year must be correct for the submission specified by the district.

Record rejected

EXAMPLE

The Fiscal Year as specified in the Transmission JCL or in the statements for tape transmission is identified as the valid year for data submission but records being submitted have the previous Fiscal Year coded. All updates adds or deletes that have this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Fiscal Year and resubmit the records.

TEACHER COURSE

REJECT RULES

5.

Course Number must not contain blanks.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected since the Course Number contains blanks.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Fiscal Year | Course Number |
|---|---|--------------------------|----------------|------------------|
| 01 | 0401 | 2 | **** | 1002360 |
| *01 | 10401 | 2 | **** | 100237 |
| *01 | 0401 | 2 | **** | 100 31 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Course Number and resubmit the record.

TEACHER COURSE

REJECT RULES

6.

Section Number must not be all blanks. Allowable characters are 0-9, A-Z, space, hyphen (-), dollar sign (\$), pound sign (#), ampersand (&), percent (%), forward slash (/) and colon.

Record rejected

EXAMPLE

The first record would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Section Number contains all blanks.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Course Number | Section Number |
|---|---|------------------|-------------------|
| 01 | 0201 | 1002360 | 1 |
| *01 | 0201 | 1002360 | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Section Number and resubmit the records.

TEACHER COURSE

REJECT RULES

7.

Period Number must be numeric and greater than or equal to zero.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because the period number contains blanks or alphabetic characters.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Course Number | Section Number | Period Number |
|---|---|------------------|-------------------|------------------|
| 01 | 0201 | 1002360 | 00100 | 0000 |
| *01 | 0201 | 1002360 | 00200 | E801 |
| *01 | 0321 | 1002360 | 00300 | 02 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Period Number and resubmit the records.

TEACHER COURSE

REJECT RULES

8.

Florida Educators Certificate Number must be numeric with no embedded blanks.

Record rejected

EXAMPLE

The first record would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Florida Educators Certificate Number contains blanks.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Florida Educators Certificate Number |
|---|---|--------------------------|--|
| 59 | 0421 | 2 | 0000291125 |
| *59 | 0421 | 2 | |
| *59 | 0421 | 2 | 291125 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Florida Educators Certificate Number and resubmit the records.

TEACHER COURSE

REJECT RULES

9.

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

Record rejected

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Transaction Code and resubmit the records.

TEACHER COURSE

REJECT RULES

10.

Each Teacher Course record must be unique based on the following: District Number, Current Instruction/Service; School Number, Current

Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number; Period Number; and Social Security Number (or Staff Number Identifier).

First record accepted, all other duplicate records rejected

EXAMPLE

The first, second and third records would be loaded to the database assuming no other reject rule would cause their rejections. The fourth record would be rejected because the following fields: District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number; Period Number; and Social Security Number are duplicate fields as in the first record.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Term | Course Number | Section Number | Period Number | Social Security Number |
|--|--|--------------------|-------------|------|---------------|----------------|---------------|------------------------|
| 59 | 0421 | 2 | **** | 1 | 1200300 | 00200 | 0505 | 123456789 |
| 59 | 0421 | 2 | **** | 1 | 1206310 | 00100 | 0606 | 123456790 |
| 59 | 0421 | 2 | **** | 1 | 1205540 | 00200 | 0404 | 123456791 |
| *59 | 0421 | 2 | **** | 1 | 1200300 | 00200 | 0505 | 123456789 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the key items: District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number; Period Number; and Social Security Number and resubmit the record.

TEACHER COURSE

REJECT RULES

11.

Social Security Number (SSN) must be numeric and greater than zero, excluding the value 999999999, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine-character SSN's should be left-justified, with a trailing blank.

Record rejected

EXAMPLE

The first record would be loaded to the database assuming no other reject rule would cause their rejection. The second, third and fourth records would be rejected. The second record would be rejected because the Social Security Number is not numeric. The third record would be rejected because the Social Security Number is not left justified. The fourth record would be rejected because the Social Security Number contains a blank.

| District Number, Current Instruction/ Service | Florida Educators Certificate Number | Social Security Number |
|---|--|------------------------------|
| 01 | 0000291125 | 123456789 |
| *01 | 0000291126 | ZZZZZZZZZ |
| *01 | 0000291128 | 123456790 |
| *01 | 0000291129 | |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Social Security Number and resubmit the records.

TEACHER COURSE

REJECT RULES

UPDATED 04/03/2026

12.

If School Number, Current Instruction/Service = 7001, the Florida Educators Certificate Number must be a regular number assigned by the Bureau of Educator Certification of the Florida Department of Education in the following ranges: 0000000001 - 6001999999, 6002000001 - 6002999999, 6003000001 – 6003999999, 6004000001 - 6004999999, 6007000001– 6007999999, or 7777777777, excluding 0000999999, and may not contain blanks.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected since the Florida Educators Certificate Number is all zeros and not within the range of valid numbers. The third record would reject because the Florida Educators Certification Number contains blanks.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Fiscal Year | Florida Educators Certificate Number |
|---|---|--------------------------|----------------|--|
| 01 | 0401 | 2 | **** | 0004567890 |
| *01 | 0401 | 2 | **** | 0000000000 |
| *01 | 0401 | 2 | **** | |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Florida Educators Certificate Number and resubmit the record.

TEACHER COURSE

REJECT RULES

14.

If Survey Period Code is 1-4, the Term/Survey Indicator must be Y or N.

Record rejected

EXAMPLE

The first, second and third records would be loaded to the database assuming no other reject rule would cause their rejections. The fourth record would be rejected because the Term/Survey Indicator must be Y or N.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Term | Term/Survey Indicator | Social Security Number |
|--|--|--------------------|-------------|------|-----------------------|------------------------|
| 59 | 0421 | 2 | **** | 1 | Y | 123456789 |
| 59 | 0421 | 2 | **** | 1 | Y | 123456790 |
| 59 | 0421 | 2 | **** | 1 | Y | 123456791 |
| *59 | 0421 | 2 | **** | 2 | Z | 123456792 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY z

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Term/Survey Indicator or the Survey Period code and resubmit the record.

TEACHER COURSE

REJECT RULES

15.

If Survey Period Code is 1-4 and Term is 3, the Term/Survey Indicator must be Y.

Record rejected

EXAMPLE

The first, second and third records would be loaded to the database assuming no other reject rule would cause their rejections. The fourth record would be rejected because the Term/Survey Indicator must be Y.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Term | Term/Survey Indicator | Social Security Number |
|--|--|--------------------|-------------|------|-----------------------|------------------------|
| 59 | 0421 | 2 | **** | 3 | Y | 123456789 |
| 59 | 0421 | 2 | **** | 3 | Y | 123456790 |
| 59 | 0421 | 2 | **** | 3 | Y | 123456791 |
| *59 | 0421 | 2 | **** | 3 | N | 123456792 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Term/Survey Indicator or the Term and resubmit the record.

TEACHER COURSE

REJECT RULES

16.

If Survey Period Code is 2 and Term is 1, the Term/Survey Indicator must be Y.

Record rejected

EXAMPLE

The first, second and third records would be loaded to the database assuming no other reject rule would cause their rejections. The fourth record would be rejected because the Term/Survey Indicator must be Y.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Term | Term/Survey Indicator | Social Security Number |
|--|--|--------------------|-------------|------|-----------------------|------------------------|
| 59 | 0421 | 2 | **** | 1 | Y | 123456789 |
| 59 | 0421 | 2 | **** | 1 | Y | 123456790 |
| 59 | 0421 | 2 | **** | 1 | Y | 123456791 |
| *59 | 0421 | 2 | **** | 1 | N | 123456792 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Survey Period Code, Term, or Term/Survey Indicator and resubmit the record.

TEACHER COURSE

REJECT RULES

17.

If Survey Period Code is 3 and Term is 2, the Term/Survey Indicator must be Y.

Record rejected

EXAMPLE

The first, second and third records would be loaded to the database assuming no other reject rule would cause their rejections. The fourth record would be rejected because the Term/Survey Indicator must be Y.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Term | Term/Survey Indicator | Social Security Number |
|--|--|--------------------|-------------|------|-----------------------|------------------------|
| 59 | 0421 | 3 | **** | 2 | Y | 123456789 |
| 59 | 0421 | 3 | **** | 2 | Y | 123456790 |
| 59 | 0421 | 3 | **** | 2 | Y | 123456791 |
| *59 | 0421 | 3 | **** | 2 | N | 123456792 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Survey Period Code, Term, or Term/Survey Indicator and resubmit the record.

TEACHER COURSE

REJECT RULES

18.

If Course Number is 5100580 or 5100590, then Certification/Licensure/ Qualification Status code must be V.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Certification/Licensure/Qualification Status code is not valid for the course number.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Fiscal Year | Course Number | Social Security Number | Certification/ Licensure/ Qualification Status |
|---|---|--------------------|-------------|---------------|------------------------|--|
| 01 | 0071 | 2 | **** | 5100580 | 123456789 | V |
| *01 | 0071 | 2 | **** | 5100580 | 123456790 | O |
| *01 | 0071 | 2 | **** | 5100580 | 123456791 | I |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Certification/Licensure/Qualification Status codes or the Course Numbers and resubmit the records.

TEACHER COURSE

REJECT RULES

UPDATED 07/25/2025

19.

If Course Number does not equal 5100620, 5100580 or 5100590. Then Certification/Licensure/Qualification Status code must not be V.

Record rejected

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Certification/Licensure /Qualification Status code is not valid for the course.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Course Number | Social Security Number | Certification/Licensure/Qualification Status |
|--|--|--------------------|-------------|---------------|------------------------|--|
| 01 | 0021 | 2 | **** | 1200300 | 123456789 | I |
| 31 | 0021 | 2 | **** | 1200300 | 123456790 | O |
| *31 | 0021 | 2 | **** | 1200300 | 123456791 | V |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Certification/Licensure/Qualification Status code or the Course Number and resubmit the record.

TEACHER COURSE

REJECT RULES

20.

Facility Type code must be in the range 00 to 20.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Facility Type code is not within the specified range of 00 to 20.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Social Security Number | Facility Type |
|---|---|------------------------------|------------------|
| 01 | 0321 | 123456781 | 00 |
| *01 | 0321 | 123456782 | 99 |
| *01 | 0321 | 123456783 | 21 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Facility Type code and resubmit the record.

TEACHER COURSE

REJECT RULES

21.

For Survey Periods 1-4, Days in Term (for FTE purposes) must be numeric, greater than zero and less than 300.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and fourth records would be rejected because the Days in Term (for FTE Purposes) is not numeric or contains blanks.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Social Security Number | Survey Period Code | Days in Term (for FTE Purposes) |
|---|---|------------------------------|--------------------------|---------------------------------------|
| 01 | 0201 | 123456789 | 2 | 090 |
| *01 | 0201 | 234567891 | 2 | A90 |
| *01 | 0201 | 345678912 | 2 | 90 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct Days in Term (for FTE Purposes) and resubmit the records.

TEACHER COURSE

REJECT RULES

23.

Certification/Licensure/Qualification Status code must be A, B, C, H, I, L, M, N, O, P, S, T or V .

Record rejected

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Certification/Licensure/Qualification Status code is not valid.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Course Number | Social Security Number | Certification/Licensure/Qualification Status |
|--|--|--------------------|-------------|---------------|------------------------|--|
| 31 | 0021 | 2 | **** | 1200300 | 123456789 | I |
| 31 | 0021 | 2 | **** | 1200300 | 123456790 | O |
| *31 | 0021 | 2 | **** | 1200300 | 123456791 | Z |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Certification/Licensure/Qualification Status code and resubmit the record.

TEACHER COURSE

REJECT RULES

26.

If Survey Period Code is 2 or 3, then the first five positions and positions 7- 16 of Classroom Identification (FISH) Number must be numeric. Positions 17-21 may be alpha or numeric. If position 6 is O, positions 17-21 may be 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.

Record rejected

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because positions 7-11 of the Classroom Identification (FISH) Number are alphabetic instead of numeric.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Classroom Identification (FISH) Number | Survey Period Code |
|---|---|--|--------------------------|
| 01 | 0321 | 00256A0123400456ABCDE | 2 |
| 01 | 0321 | 00015O000014444412ABC | 2 |
| *01 | 0321 | 12365ABCDRF98745HMM21 | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Classroom Identification (FISH) Number and resubmit the record.

TEACHER COURSE

REJECT RULES

27.

If Survey Period Code is 2 or 3, then position 6 of the Classroom Identification (FISH) Number must be A, C, F or O.

Record rejected

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because position 6 of the Classroom Identification (FISH) Number is not valid.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Classroom Identification (FISH) Number | Survey Period Code |
|---|---|--|--------------------------|
| 01 | 0321 | 00256A0123400456ABCDE | 2 |
| 01 | 0321 | 00015O000014444412ABC | 2 |
| *01 | 0321 | 41236Z8524698745HMM21 | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Classroom Identification (FISH) Number and resubmit the record.

TEACHER COURSE

REJECT RULES

UPDATED 07/01/2025

28.

If Survey Period Code is 2 or 3, then Scheduling Method must be A, B, C, D, G, I, M, S or W. If Survey Period Code is 1 or 4, then Scheduling Method must be Z.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Scheduling Method codes are invalid.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Course Number | Section Number | Period Number | Scheduling Method | Survey Period Code |
|--|--|------------------|-------------------|------------------|----------------------|--------------------------|
| 01 | 0321 | 1002360 | 00100 | 0000 | A | 2 |
| 01 | 0321 | 1002360 | 00200 | 1111 | D | 2 |
| *01 | 0321 | 1002360 | 00300 | 1002 | R | 2 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Scheduling Method and resubmit the records.

TEACHER COURSE

REJECT RULES

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. 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.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because position 6 of the Classroom Identification (FISH) Number is O therefore Facility Type must not be 00. The third record would be rejected because position 6 of the Classroom Identification (FISH) Number is C and Facility Type is not 19.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Facility Type | Classroom Identification (FISH) Number |
|---|---|------------------|--|
| 01 | 0321 | 00 | 00256A0123400456ABCDE |
| 01 | 0321 | 00 | 00256O0123400456ABCDE |
| *01 | 0321 | 01 | 00256C0123400456ABCDE |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct either the Classroom Identification (FISH) Number or the Facility Type code and resubmit the record.

TEACHER COURSE

REJECT RULES

2A.

If Survey Period is 2 or 3, and If position 6 of the Classroom Identification (FISH) Number is A, C or F the number must be a valid FISH number on the FLDOE FISH database.

Record rejected

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Classroom Identification (FISH) Number is not a valid FISH number and position 6 is not O.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Classroom Identification (FISH) Number | Survey Period Code |
|---|---|--|--------------------------|
| 01 | 0321 | 00256A01234004561234 | 2 |
| 01 | 0321 | 00015F0000144444123AB | 2 |
| *01 | 0321 | 44444C4444444444444444 | 2 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Classroom Identification (FISH) Number and resubmit the record.

TEACHER COURSE

REJECT RULES

2B.

If Certification/Licensure/Qualification Status is H, I, M, O, P or S, then the

Florida Educators Certificate Number must not be 0000000000, 0000999999, 7777777777, 8888888888 or 9999999999.

Record rejected

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Certification/Licensure/Qualification Status code is not valid for the Florida Educators Certificate Number.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Course Number | Social Security Number | Certification/Licensure/Qualification Status | Florida Educators Certificate Number |
|--|--|--------------------|-------------|---------------|------------------------|--|--------------------------------------|
| 31 | 0021 | 2 | **** | 1200300 | 123456789 | H | 0000000001 |
| 31 | 0021 | 2 | **** | 1200300 | 123456790 | S | 0001000000 |
| *31 | 0021 | 2 | **** | 1200300 | 123456791 | O | 0000000000 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Certification/Licensure/Qualification Status code or the Course Number and resubmit the record.

TEACHER COURSE

REJECT RULES

2C.

If Certification/Licensure/Qualification Status code is A or T, then the Florida Educators Certificate Number must be 7777777777.

Record rejected

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Certification/Licensure/Qualification Status code is not valid for the Florida Educators Certificate Number.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Course Number | Social Security Number | Certification/Licensure/Qualification Status | Florida Educators Certificate Number |
|--|--|--------------------|-------------|---------------|------------------------|--|--------------------------------------|
| 31 | 0021 | 2 | **** | 1200300 | 123456789 | T | 7777777777 |
| 31 | 0021 | 2 | **** | 1200300 | 123456790 | A | 7777777777 |
| *31 | 0021 | 2 | **** | 1200300 | 123456791 | O | 7777777777 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Certification/Licensure/Qualification Status code or the Course Number and resubmit the record.

TEACHER COURSE

REJECT RULES

2D.

If Certification/Licensure/Qualification Status code is L, then the Florida Educators Certificate Number must be 8888888888.

Record rejected

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Certification/Licensure/Qualification Status code is not valid for the Florida Educators Certificate Number.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Course Number | Social Security Number | Certification/Licensure/Qualification Status | Florida Educators Certificate Number |
|--|--|--------------------|-------------|---------------|------------------------|--|--------------------------------------|
| 31 | 0021 | 2 | **** | 1200300 | 123456789 | L | 8888888888 |
| 31 | 0021 | 2 | **** | 1200300 | 123456790 | L | 8888888888 |
| *31 | 0021 | 2 | **** | 1200300 | 123456791 | O | 8888888888 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Certification/Licensure/Qualification Status code or the Course Number and resubmit the record.

TEACHER COURSE

REJECT RULES

2E.

If Scheduling Method is C or S, then the Primary Instructor Indicator code must be Y.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Scheduling Method codes are invalid for the Primary Instructor Indicator.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Course Number | Section Number | Period Number | Scheduling Method | Primary Instructor Indicator |
|--|--|---------------|----------------|---------------|-------------------|------------------------------|
| 01 | 0321 | 1002360 | 00100 | 0000 | C | Y |
| *01 | 0321 | 1002360 | 00200 | 1111 | S | N |
| *01 | 0321 | 1002360 | 00300 | 1002 | C | N |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Scheduling Method or Primary Instructor Indicator and resubmit the records.

TEACHER COURSE

REJECT RULES

2F.

If the Team Teacher Training code is not Z and Scheduling Method equals C, then Primary Instructor Indicator code must equal Y.

Record rejected

EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected because the Team Teacher Training and Scheduling Method codes are invalid for the Primary Instructor Indicator.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Social Security Number | Team Teacher Training | Primary Instructor Indicator | Scheduling Method |
|---|---|------------------------------|-----------------------------|------------------------------------|----------------------|
| 01 | 0321 | 123456781 | A | Y | C |
| *01 | 0321 | 123456782 | B | N | C |
| 01 | 0321 | 123456783 | C | Y | C |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Team Teacher Training code, Scheduling Method or Primary Instructor Indicator code and resubmit the record.

TEACHER COURSE

REJECT RULES

2G.

If Certification/Licensure/Qualification Status code is C, then the Classical indicator in the MSID file must be Y.

Record rejected

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the MSID Classical code is not valid for the Florida Educators Certificate Number.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Course Number | Social Security Number | Certification/Licensure/Qualification Status | MSID Classical Indicator |
|--|--|--------------------|-------------|---------------|------------------------|--|--------------------------|
| 31 | 0021 | 2 | **** | 1200300 | 123456789 | C | Y |
| 31 | 0021 | 2 | **** | 1200300 | 123456790 | C | Y |
| *31 | 0021 | 2 | **** | 1200300 | 123456791 | C | N |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Certification/Licensure/Qualification Status code or correct/confirm the MSID Classical indicator on the MSID database and resubmit the record.

TEACHER COURSE

REJECT RULES

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.

Record rejected

EXAMPLE

The first three records listed below would be loaded to the database assuming no other edit would cause their rejection. The fourth record would be rejected because the Staff Number Identifier, Local contains a symbol (@). The fifth record would be rejected because it is right-justified rather than left-justified.

| District Number, Current Enrollment | Staff Number Identifier, Local |
|--|-----------------------------------|
| 01 | 0123456789 |
| 01 | ABC123DEF9 |
| 01 | 3001 28K |
| *01 | 2121@xyz |
| *01 | 123456 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Staff Number Identifier, Local and resubmit the records.

TEACHER COURSE

REJECT RULES

33.

If Course Number Class Size Core Course Indicator on the Course Code Directory = Y, the last two digits of the Period Number are not 88, the Survey Period Code is 2 or 3, and Scheduling Method is C or I, then the Team Teacher Training code must be A-D.

Record rejected

EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected because the Team Teacher Training code is not A-D for a Scheduling Method of I.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Social Security Number | Team Teacher Training | Survey Period Code | Scheduling Method |
|---|---|------------------------------|-----------------------------|--------------------------|----------------------|
| 01 | 0321 | 123456781 | A | 2 | C |
| *01 | 0321 | 123456782 | Z | 2 | I |
| 01 | 0321 | 123456783 | B | 2 | C |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Team Teacher Training code or the Scheduling Method code and resubmit the record.

TEACHER COURSE

REJECT RULES

34.

For Survey Period Codes 2 and 3, Team Teacher Training must be A-D or Z. For Survey Period Codes 1 and 4, Team Teacher Training must be Z.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Team Teacher Training code is not valid for the survey period reported. The third record would be rejected because the Team Teacher Training code is not a valid code.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Social Security Number | Team Teacher Training | Survey Period Code |
|---|---|------------------------------|-----------------------------|--------------------------|
| 01 | 0321 | 123456781 | A | 2 |
| *01 | 0321 | 123456782 | B | 1 |
| 01 | 0321 | 123456783 | M | 2 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Team Teacher Training codes and resubmit the records.

TEACHER COURSE

REJECT RULES

35.

If District Number, Current Instruction/Service is in the range 01 – 68 or 72–75 or 80-83 and

- if School Number, Current Instruction/Service is not 7001, 7006 7004, or 7023 and
- if the School Number, Current Instruction/Service is not one that has a School Function Setting of V and a Charter School Status not equal to Z on the Master School Identification file, then Facility Type must not equal 20.

Record rejected

EXAMPLE

In the list below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because Facility Type equals 20.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Facility Type |
|---|---|------------------|
| 06 | 0021 | 00 |
| 29 | 7004 | 20 |
| *01 | 0021 | 20 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Facility Type or the School Number, Current Instruction/Service and resubmit the record.

TEACHER COURSE

REJECT RULES

36.

If District Number, Current Instruction/Service is 71, or if the School Number, Current Instruction/Service is one for which the School Function Setting = V and Charter School Status does not equal Z on the Master School Identification file, then Facility type must equal 20.

Record rejected

EXAMPLE

In the list below, the first record would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Facility Type does not equal 20.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Facility Type |
|---|---|------------------|
| 06 | 0500 | 20 |
| *71 | 0700 | 10 |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Facility Type and resubmit the record.

TEACHER COURSE

REJECT RULES

37.

If Survey Period Code is 2, or 3, then Fund Source: ESSA Title III must be coded Y or N. If Survey Period Code is 1 or 4, then Fund Source ESSA Title III must be Z.

Record rejected

EXAMPLE

The first and second records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Fund Source: ESSA Title III is blank.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Social Security Number | Fund Source ESSA Title III |
|---|---|------------------------------|----------------------------------|
| 06 | 0500 | 123456781 | Y |
| 01 | 0321 | 123456782 | N |
| *01 | 0700 | 123456783 | |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Fund Source: ESSA Title III code and resubmit the record.

TEACHER COURSE

REJECT RULES

38.

Florida Education Identifier (FLEID) is alphanumeric and must be entered as “FL” in the first 2 positions followed by twelve numeric digits. No blanks or spaces are allowable.

Record rejected

EXAMPLE

Florida Education Identifier:

- FL012345678910

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Florida Education Identifier and resubmit the record for processing.

TEACHER COURSE

REJECT RULES

NEW 07/01/2025

39.

If Course Number equals 5100620. Then Certification/Licensure/Qualification Status code must be I or V.

Record rejected

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Certification/Licensure /Qualification Status code is not valid for the course.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Fiscal Year | Course Number | Social Security Number | Certification/ Licensure/ Qualification Status |
|---|---|--------------------|-------------|---------------|------------------------|--|
| 01 | 0021 | 2 | **** | 1200300 | 123456789 | I |
| 31 | 0021 | 2 | **** | 1200300 | 123456790 | V |
| *31 | 0021 | 2 | **** | 1200300 | 123456791 | O |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Certification/Licensure/Qualification Status code or the Course Number and resubmit the record.

TEACHER COURSE

REJECT RULES

40.

School Number, Current Instruction/Service must be valid and active on the Master School Identification File or must be C901 to C928, U970 to U981, P001-P999, 9996, or N999.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because the School Number, Current Instruction/Service is not valid and active on the Master School Identification file.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Social Security Number |
|---|---|------------------------------|
| 01 | 0151 | 123456789 |
| *01 | 0661 | 123456781 |
| *01 | 0010 | 123456782 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the School Number, Current Instruction/Service and resubmit the records.

TEACHER COURSE

REJECT RULES

41.

All numeric Course Numbers must be on the Course Code Directory file unless School Number, Current Instruction/Service is P001-P999.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Course Numbers are not valid on the Course Code Directory file and School Number, Current Instruction/Service is not P001-P999.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Course Number | Period Number |
|---|---|------------------|------------------|
| 06 | 0151 | 2107810 | 0101 |
| *01 | 0151 | 0001111 | 0202 |
| *01 | 0151 | 3100000 | 0303 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Course Number and resubmit the records.

TEACHER COURSE

REJECT RULES

42.

The first two digits of Period Number must be 00 to 80. The last two digits of Period Number must be 00 to 80, or 88 and must be greater than or equal to the first two digits.

Record rejected

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second and third records would be rejected because the last two digits of Period Number are not greater than or equal to the first two digits.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Course Number | Period Number |
|---|---|------------------|------------------|
| 01 | 0151 | 2107810 | 1111 |
| *01 | 0151 | 2107810 | 0201 |
| *01 | 0151 | 2107810 | 4433 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Period Number and resubmit the records.

TEACHER COURSE

REJECT RULES

46.

All alphanumeric Course Numbers must be either on the Course Code Directory file or on the Statewide Course Numbering System file unless the School Number, Current Instruction/Service equals N999 or P001-P999.

Record rejected

EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected because the Course Number is not valid on the Course Code Directory file or the Statewide Course Numbering System file nor is the School Number, Current Instruction/Service N999 or P001-P999.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Course Number | Period Number |
|---|---|------------------|------------------|
| 01 | 0151 | A010301 | 0101 |
| *01 | 0151 | AAA1111 | 1111 |
| *01 | 0151 | H170103 | 0202 |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Course Number and resubmit the records.

TEACHER COURSE

REJECT RULES

48.

Primary Instructor Indicator code must be Y or N.

Record rejected

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Primary Instructor Indicator code is not valid.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Social Security Number | Course Number | Section Number | Period Number | Primary Instructor Indicator |
|--|--|------------------------|---------------|----------------|---------------|------------------------------|
| 18 | 0091 | 123456789 | 5100060 | 001 | 0106 | Y |
| 18 | 0091 | 123456790 | 5100070 | 002 | 0106 | N |
| *18 | 0091 | 123456791 | 5100080 | 003 | 0106 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Primary Instructor Indicator code and resubmit the record.

TEACHER COURSE

REJECT RULES

49.

Term must be either 1-9, B-O or S-X.

Record rejected

EXAMPLE

The records in the first and third examples listed below would be rejected because the Term code is invalid. The second record would be rejected because the Term code was left blank.

| Florida Education Identifier | Course Number | Term |
|------------------------------|---------------|------|
| * FL240123457000 | 1200310 | P |
| * FL240123457000 | 1001310 | |
| * FL240123457000 | 2000310 | A |

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Term and resubmit the record.

TEACHER COURSE

REJECT RULES

4A.

Blended Learning Course code must be Y or N.

Record rejected

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Blended Learning Course code is not valid.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Social Security Number | Course Number | Section Number | Period Number | Blended Learning Course |
|--|--|------------------------|---------------|----------------|---------------|-------------------------|
| 18 | 0091 | 123456789 | 5100060 | 001 | 0106 | Y |
| 18 | 0091 | 123456790 | 5100070 | 002 | 0106 | N |
| *18 | 0091 | 123456791 | 5100080 | 003 | 0106 | Z |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Blended Learning Course code and resubmit the record.

TEACHER COURSE

REJECT RULES

4B.

If School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023; or District Number, Current Instruction/Service =71; or Charter School Status is not Z and School Function/ Setting equals V on the Master School Identification file, then Blended Learning Course must equal N.

Record rejected

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Blended Learning Course code is not a valid code.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Florida Education Identifier | Course Number | Blended Learning Course |
|---|---|------------------------------------|------------------|-------------------------------|
| 01 | 0021 | FL123456789000 | 1200310 | Y |
| 01 | 0021 | FL123456790000 | 1200310 | N |
| *01 | 7001 | FL123456791000 | 1200300 | Y |

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Blended Learning Course code and resubmit the record.

TEACHER COURSE

STATE VALIDATION RULES

51.

Each Teacher Course Schedule record must have a matching Student Course Schedule record based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number and Period Number.

State validation

EXAMPLE

The first Teacher Course Schedule record listed below would pass this edit because it has a matching Student Course Schedule record based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number and Period Number. The second Teacher Course Schedule record listed below would cause a state validation error report message to be generated because there is no matching Student Course Schedule record.

Student Course Schedule records

| Florida Education Identifier | District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Term | Course Number | Section Number | Period Number |
|------------------------------|--|--|--------------------|-------------|------|---------------|----------------|---------------|
| FL101234567899 | 01 | 0421 | 2 | **** | 1 | 1200300 | 00200 | 04014 |
| FL101234567888 | 01 | 0421 | 2 | **** | 1 | 1200300 | 00200 | 0404 |
| FL101234567888 | 01 | 0421 | 2 | **** | 1 | 1200300 | 00100 | 0303 |

Teacher Course Schedule records

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Term | Course Number | Section Number | Period Number | Social Security Number |
|--|--|--------------------|-------------|------|---------------|----------------|---------------|------------------------|
| 01 | 0421 | 2 | **** | 1 | 1200300 | 00200 | 04014 | 123456789 |
| *01 | 0421 | 2 | **** | 1 | 1200300 | 00100 | 0404 | 123456790 |

**** = Valid fiscal year for data submission

DISTRICT RESPONSIBILITY

The district must verify if the Teacher Course Schedule record is valid, then submit a matching Student Course Schedule record for that class based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number; and Period Number.

TEACHER COURSE

STATE VALIDATION RULES

53.

If Survey Period Code equals 2 or 3 and

- District of Instruction is not = 68 or 71
- School of Instruction is not = 9996, or begins with an alpha character and
- School of Instruction’s function setting on MSID does not equal D or V (DJJ or Virtual) and
- Blended Learning Course = N and
- Period Number does not end in 88 and
- Facility Type = 00, 01, 03, 04, 11-20 and
- Facility Type = 09 with numeric course and
- Class Size Core Course Indicator on the Course Code Directory = Y,

Then for each Teacher Course record with a Scheduling Method equal to A, all other Teacher Course records with the same District Number, Current Instruction Service; School Number, Current Instruction/Service; Period Number; Term; Classroom Identification Number; Survey Period Code and Fiscal Year must have the same Scheduling Method unless the Scheduling Method is I.

OR

Then for each Teacher Course record with a Scheduling Method equal to C or M, at least one other Teacher Course record must exist with the same District Number, Current Instruction Service; School Number, Current Instruction/Service; Period Number; Term; Classroom Identification Number; Survey Period Code and Fiscal Year and a Scheduling Method of C or M.

State validation

EXAMPLE

The first and third Teacher Course records listed below would pass this edit. The second Teacher Course record would not pass this edit because Scheduling Method is not identical to another Teacher Course record based on the key fields listed in the edit nor does Scheduling Method equal I and Period Number does not end in 88.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Term | Period Number | Classroom Identification (FISH) Number | Scheduling Method | Survey Period Code | Fiscal Year |
|--|--|------|---------------|--|-------------------|--------------------|-------------|
| 62 | 0151 | 3 | 0106 | 12345A123451234512345 | A | 3 | **** |
| *62 | 0151 | 3 | 0106 | 12345A123451234512344 | C | 3 | **** |
| 62 | 0151 | 3 | 0106 | 12345A123451234512345 | I | 3 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

TEACHER COURSE

The district must verify whether the Teacher Course record is valid and, if so, submit a matching Teacher Course record based on School Number, Current Instruction/Service; Period Number; Term; Classroom Identification Number, Survey Period Code and Fiscal Year.

TEACHER COURSE

STATE VALIDATION RULES

54.

Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; and Period Number the following conditions must be true:

- If Survey Period Code is 2 or 3, Term is 6 and Term/Survey Indicator is Y, then records with Term 7 must have a Term/Survey Indicator of N.
- If Survey Period Code is 2 or 3, Term is 7 and Term/Survey Indicator is Y, then records with Term 6 must have a Term/Survey Indicator of N.

State validation

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because their Term codes are different, but their Term/Survey Indicator codes are both Y.

The two records below have been reported with the same Classroom Identification (FISH) Number.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Term | Course Number | Period Number | Term/Survey Indicator |
|--|--|--------------------|-------------|------|---------------|---------------|-----------------------|
| *59 | 0421 | 2 | **** | 6 | 1200300 | 0505 | Y |
| *59 | 0421 | 2 | **** | 7 | 1200300 | 0505 | Y |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

TEACHER COURSE

STATE VALIDATION RULES

55.

For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; and Period Number the following conditions must be true:

- If Survey Period Code is 2 or 3, Term is 8 and Term/Survey Indicator is Y, then records with Term 9 must have a Term/Survey Indicator of N.
- If Survey Period Code is 2 or 3, Term is 9 and Term/Survey Indicator is Y, then records with Term 8 must have a Term/Survey Indicator of N.

State validation

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because their Term codes are different, but their Term/Survey Indicator codes are both Y.

The two records below have been reported with the same Classroom Identification (FISH) Number.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Term | Course Number | Period Number | Term/Survey Indicator |
|--|--|--------------------|-------------|------|---------------|---------------|-----------------------|
| *59 | 0421 | 2 | **** | 8 | 1200300 | 0505 | Y |
| *59 | 0421 | 2 | **** | 9 | 1200300 | 0505 | Y |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

TEACHER COURSE

STATE VALIDATION RULES

56.

For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; and Period Number the following condition must be true:

If Survey Period Code is 2 and Term is J, K, or L, only one of these Terms may have a Term/Survey Indicator of Y.

State validation

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because two of the records have Term/Survey Indicator codes of Y.

The three records below have been reported with the same Classroom Identification (FISH) Number.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Term | Course Number | Period Number | Term/Survey Indicator |
|--|--|--------------------|-------------|------|---------------|---------------|-----------------------|
| *59 | 0421 | 2 | **** | J | 1200300 | 0505 | Y |
| *59 | 0421 | 2 | **** | K | 1200300 | 0505 | N |
| *59 | 0421 | 2 | **** | L | 1200300 | 0505 | Y |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

TEACHER COURSE

STATE VALIDATION RULES

57.

For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Survey Period Code; Classroom Identification (FISH) Number; Course Number and Period Number the following condition must be true:

If Survey Period Code is 3 and Term is M, N, or O, only one of these Terms may have a Term/Survey Indicator of Y.

State validation

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because two of the records have Term/Survey Indicator codes of Y.

The three records below have been reported with the same Classroom Identification (FISH) Number.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Term | Course Number | Period Number | Term/Survey Indicator |
|--|--|--------------------|-------------|------|---------------|---------------|-----------------------|
| *59 | 0421 | 3 | **** | M | 1200300 | 0505 | Y |
| *59 | 0421 | 3 | **** | N | 1200300 | 0505 | N |
| *59 | 0421 | 3 | **** | O | 1200300 | 0505 | Y |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

TEACHER COURSE

STATE VALIDATION RULES

58.

For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Survey Period Code; Classroom Identification (FISH) Number; Course Number and Period Number the following condition must be true:

If Survey Period Code is 2 or 3 and Term is E, F, G, H, or I, only one of these Terms may have a Term/Survey Indicator of Y.

State validation

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because two of the records have Term/Survey Indicator codes of Y.

The four records below have been reported with the same Classroom Identification (FISH) Number.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Fiscal Year | Term | Course Number | Period Number | Term/ Survey Indicator |
|---|---|--------------------|-------------|------|---------------|---------------|------------------------|
| *59 | 0421 | 3 | **** | E | 1200300 | 0505 | Y |
| *59 | 0421 | 3 | **** | F | 1200300 | 0505 | N |
| *59 | 0421 | 3 | **** | G | 1200300 | 0505 | N |
| *59 | 0421 | 3 | **** | H | 1200300 | 0505 | Y |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

TEACHER COURSE

STATE VALIDATION RULES

59.

For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Survey Period Code; Classroom Identification (FISH) Number; Course Number and Period Number the following condition must be true:

If Survey Period Code is 2 or 3 and Term is B, C or D, only one of these Terms may have a Term/Survey Indicator of Y.

State validation

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because two of the records have Term/Survey Indicator codes of Y.

The three records below have been reported with the same Classroom Identification (FISH) Number.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Fiscal Year | Term | Course Number | Period Number | Term/ Survey Indicator |
|--|---|--------------------------|----------------|------|------------------|------------------|------------------------------|
| *59 | 0421 | 3 | **** | B | 1200300 | 0505 | Y |
| *59 | 0421 | 3 | **** | C | 1200300 | 0505 | N |
| *59 | 0421 | 3 | **** | D | 1200300 | 0505 | Y |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

TEACHER COURSE

STATE VALIDATION RULES

5A.

For all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; and Period Number the following condition must be true:

If Survey Period Code is 2 or 3 and Term is T, U, V, W or X, only one of these Terms may have a Term/Survey Indicator of Y.

State validation

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because two of the records have Term/Survey Indicator codes of Y.

The four records below have been reported with the same Classroom Identification (FISH) Number.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Term | Course Number | Period Number | Term/Survey Indicator |
|--|--|--------------------|-------------|------|---------------|---------------|-----------------------|
| *59 | 0421 | 3 | **** | T | 1200300 | 0505 | Y |
| *59 | 0421 | 3 | **** | U | 1200300 | 0505 | N |
| *59 | 0421 | 3 | **** | V | 1200300 | 0505 | N |
| *59 | 0421 | 3 | **** | W | 1200300 | 0505 | Y |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey Indicator code that is in error.

TEACHER COURSE

STATE VALIDATION RULES

5B.

If Survey Period Code is 2 or 3, then all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; Period Number and Term must have the same Term/Survey Indicator.

State validation

EXAMPLE

The Teacher Course Schedule records listed below which are marked with an asterisk would cause a state validation error report message to be generated because they have different Term/Survey Indicator codes.

The two records below have been reported with the same Classroom Identification (FISH) Number.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Term | Course Number | Period Number | Term/Survey Indicator |
|--|--|--------------------|-------------|------|---------------|---------------|-----------------------|
| *59 | 0421 | 2 | **** | 6 | 1200300 | 0505 | Y |
| *59 | 0421 | 2 | **** | 6 | 1200300 | 0505 | N |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must review the records and correct the Term and/or Term/Survey code that is in error.

TEACHER COURSE

STATE VALIDATION RULES

5C.

If Survey Period Code is 2 or 3, then at least one Primary Instructor Indicator Code must be Y for Teacher Course Schedule records that are matched on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Classroom Identification (FISH) Number and Period Number.

State validation

EXAMPLE

The Teacher Course Schedule records listed below would cause a state validation error report message to be generated because there is no record with the Primary Instructor Indicator of Y for records matched based on District Number, Current

Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Classroom Identification (FISH) Number and Period Number.

| Social Security Number | District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Term | Classroom Identification (FISH) Number | Period Number | Term/Survey Indicator |
|------------------------|--|--|--------------------|------|--|---------------|-----------------------|
| *0123456789 | 01 | 0421 | 2 | 1 | # | 0404 | N |
| *0896456891 | 01 | 0421 | 2 | 1 | # | 0404 | N |
| *1258456766 | 01 | 0421 | 2 | 1 | # | 0404 | N |

The FISH NUMBER used in the examples above is 00421A000210000400121

DISTRICT RESPONSIBILITY

The district must determine which teacher is the primary instructor for the class listed and change the Primary Instructor Indicator on that Teacher Course Schedule record to Y.

TEACHER COURSE

STATE VALIDATION RULES

5E.

If Survey Period Code is 2 or 3 and if Teacher Course records match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Term; Course Number; Section Number; and Period Number; then Classroom Identification (FISH) Number must be the same.

State validation

EXAMPLE

The first set of Teacher Course records listed below would pass this edit because the matching Teacher Course records have the same Classroom Identification (FISH) Numbers. The second set of Teacher Course records listed below would cause a state validation error report message to be generated because the matching Teacher Course records have different Classroom Identification (FISH) Numbers.

Teacher Course records

| | Record 1 | Record 2 |
|--|-----------------------|-----------------------|
| District Number, Current Instruction/Service | 01 | 01 |
| School Number, Current Instruction/Service | 0421 | 0421 |
| Survey Period Code | 2 | 2 |
| Fiscal Year | **** | **** |
| Term | 1 | 1 |
| Course Number | 1200300 | 1200300 |
| Section Number | 00200 | 00200 |
| Period Number | 0202 | 0202 |
| Social Security Number | 123456789 | 226456790 |
| Classroom Identification (FISH) Number | 12345A123451234512345 | 12345A123451234512345 |

Teacher Course Records

| | Record 1 | Record 2 |
|--|----------|----------|
| District Number, Current Instruction/Service | 01 | 01 |
| School Number, Current Instruction/Service | 0421 | 0421 |
| Survey Period Code | 2 | 2 |
| Fiscal Year | **** | **** |
| Term | 1 | 1 |
| Course Number | 1200300 | 1200300 |

TEACHER COURSE

| | | |
|--|-----------------------|-----------------------|
| Section Number | 00200 | 00200 |
| Period Number | 0404 | 0404 |
| Social Security Number | 988654321 | 456897321 |
| Classroom Identification (FISH) Number | 12345A123451234512345 | 45365A778451234512345 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the two teachers are teaching the same class then the district must correct the Classroom Identification (FISH) Number on one of the Teacher Course records so that the two records have the same FISH number. If one of the Teacher Course records should not have been submitted, the district should delete this incorrect record.

TEACHER COURSE

STATE VALIDATION RULES

5F.

For Survey Periods 2 and 3,

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

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

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

State validation

EXAMPLE

The first Teacher Course Schedule record listed below would pass this edit because it has a matching Staff Demographic Information record based on District Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Social Security Number and Staff Number Identifier, Local. The second Teacher Course Schedule record listed below would cause a state validation error report message to be generated because there is no matching Staff Demographic Information record.

Teacher Course Schedule records

| District Number, Current Instruction/ Service | Survey Period Code | Fiscal Year | Social Security Number | Staff Number, Identifier, Local |
|---|--------------------------|----------------|------------------------------|---------------------------------------|
| 01 | 2 | **** | 123456789 | ABC123DEF9 |
| *01 | 2 | **** | 123456790 | BCD456EFG8 |

**** = Valid fiscal year for data submission.

TEACHER COURSE

Staff Demographic Information records

| District Number, Current Instruction/ Service | Survey Period Code | Fiscal Year | Social Security Number | Staff Number, Identifier, Local |
|---|--------------------------|----------------|------------------------------|---------------------------------------|
| 01 | 2 | **** | 123456789 | ABC123DEF9 |
| *01 | 2 | **** | 123456791 | BCD456EFG8 |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must verify that the Teacher Course Schedule record is valid and submit a matching Staff Demographic Information record on the Staff Information Database based on District Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Social Security Number and Staff Number Identifier, Local.

TEACHER COURSE

VALIDATION RULE

NEW 07/01/2025

5G.

If Survey Period Code is 2 or 3, and the Scheduling Method code is D, there must be a matching Staff Demographic Information record based on District Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Social Security Number; and Staff Number Identifier, Local; for which the Job Code on the matching Staff Demographic Information record must be 59050.

State validation

EXAMPLE

The first Teacher Course record listed below would pass this validation because there is a matching Staff Demographic Information record based on the key fields and Job Code is 59050 for Teacher Apprenticeship Program Indicator code of Y. The second Teacher Course record would not pass this edit because the matching Staff Demographic Information record does not have a Scheduling Method code D. The third Teacher Course record would not pass this edit because the Job Code on the matching Staff Demographic Information record is not 59050.

Teacher Course

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Term | Course Number | Section Number | SSN | Staff Number Identifier, Local | Scheduling Method |
|--|--|--------------------|-------------|------|---------------|----------------|-----------|--------------------------------|-------------------|
| 01 | 0421 | 2 | **** | 1 | 1200300 | 00200 | 123456789 | ABC123 | D |
| * 01 | 0421 | 2 | **** | 1 | 1206310 | 00100 | 987654321 | DEF456 | A |
| * 01 | 0421 | 3 | **** | 4 | 1206320 | 00100 | 997654321 | DEF123 | D |

Staff Demographic Information

| District Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Social Security Number | Staff Number Identifier, Local | Job Code | Teacher Apprenticeship Program Indicator |
|--|--------------------|-------------|------------------------|--------------------------------|----------|--|
| 01 | 2 | **** | 123456789 | ABC123 | 59050 | Y |
| *01 | 2 | **** | 987654321 | DEF456 | 59050 | Y |
| *01 | 3 | **** | 997654321 | DEF123 | 61000 | Y |

**** = Valid fiscal year for data submission.

TEACHER COURSE

DISTRICT RESPONSIBILITY

The district must verify the relationship between the Scheduling Method code on the Teacher Course record and the Job Code on the matching Staff Demographic Information record. If the Scheduling Method code is D and the Job Code is not 59050, the district must determine which code is incorrect. If the Job Code is incorrect, the district must correct the Job Code on the Staff Demographic Information record. If the Scheduling Method is incorrect, the district must correct the Scheduling Method code on the Teacher Course record to a valid code other than D for that staff member. Then, the corrected record(s) must be resubmitted.

TEACHER COURSE

VALIDATION RULE

NEW 07/01/2025

5H.

If Survey Period Code 2 or 3, for each Teacher Course record with a Scheduling Method equal to D there must exist at least one other Teacher Course record with a different Social Security Number and a different Scheduling Method that is not G, I, or D based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number; and Period Number.

State validation

EXAMPLE

The first and second Teacher Course records listed below will pass this edit. The third record listed below would not pass this edit because another Teacher Course record based on the indicated fields of the edit does not exist.

Teacher Course

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Fiscal Year | Term | Course Number | Section Number | Period Number | SSN | Staff Number Identifier, Local | Scheduling Method |
|--|--|--------------------------|----------------|------|------------------|-------------------|------------------|-----------|---|----------------------|
| 01 | 0421 | 2 | **** | 3 | 1200300 | 00200 | 0104 | 123456789 | ABC123 | D |
| * 01 | 0421 | 2 | **** | 3 | 1200300 | 00200 | 0104 | 987654321 | DEF456 | S |
| * 01 | 0421 | 2 | **** | 3 | 1206320 | 00100 | 0506 | 997654321 | DEF123 | D |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must verify whether the Teacher Course record is valid, and, if so, whether a matching Teacher Course record is needed based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Code; Fiscal Year; Term; Course Number; Section Number; and Period Number.

TEACHER COURSE

EXCEPTION REPORTS

UPDATED 04/03/2026

63.

Florida Educators Certificate Number must be in the following ranges: 0000000001 – 0000999998, 0001000000 - 6001999999, 6002000001 - 6002999999, 6003000001 - 6003999999, 6004000001 - 6004999999, 6007000001– 6007999999, or 0000000000, 0000999999, 7777777777, 8888888888 or 9999999999.

Exception report

EXAMPLE

The Teacher Course records below would cause an exception report to be generated because the Florida Educators Certificate Numbers are not valid or in the specified ranges.

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Social Security Number | Florida Educators Certificate Number |
|---|---|------------------------------|--|
| *01 | 0151 | 123456789 | 9999999998 |
| *01 | 0151 | 234567891 | 6123456789 |
| *01 | 0151 | 345678912 | 8888888889 |

DISTRICT RESPONSIBILITY

The district should verify the Florida Educators Certificate Numbers and correct if in error.

TEACHER COURSE

EXCEPTION REPORTS

65.

If Survey Period Code equals 2 or 3, for each Teacher Course record with a Scheduling Method equal to C or M there must exist at least one other Teacher Course record with a different Social Security Number and the same Scheduling Method (at least 2 C's, 2 M's) based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification/FISH Number; Survey Period Code and Fiscal Year.

Exception report

EXAMPLE

The first and second Teacher Course records listed below would pass this edit. The third record listed below would not pass this edit because another Teacher Course record based on the indicated fields of the edit does not exist.

The following records exist for Classroom Identification (FISH) Number 12345A123451234512345:

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Term | Period Number | Social Security Number | Scheduling Method | Survey Period Code | Fiscal Year |
|--|--|------|---------------|------------------------|-------------------|--------------------|-------------|
| *01 | 0151 | 3 | 0104 | 111223333 | C | 3 | **** |
| *01 | 0151 | 3 | 0104 | 444556666 | C | 3 | **** |
| *01 | 0151 | 3 | 0506 | 777889999 | C | 3 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must verify whether the Teacher Course record is valid, and, if so, whether a matching Teacher Course record is needed based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification/FISH Number, Survey Period Code and Fiscal Year.

TEACHER COURSE

EXCEPTION REPORTS

66.

If Survey Period Code equals 2 or 3 and District Number, Current Instruction/Service is not 71; for each Teacher Course record with a Scheduling Method equal to I and the end period is not equal to 88, there must exist at least one other Teacher Course record with a Scheduling Method equal to A, B, C, M, S or W based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification (FISH) Number; Survey Period Code and Fiscal Year, but with a different Social Security Number.

Exception report

EXAMPLE

The first and second Teacher Course records listed below would pass this edit. The third record listed below would not pass this edit because another Teacher Course record based on the indicated fields of the edit does not exist. The fourth and fifth records would not pass this edit because the two records have identical Social Security Numbers.

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Survey Period Code | Period Number | Classroom Identification (FISH) Number | Scheduling Method | Social Security Number | Fiscal Year |
|--|--|--------------------|---------------|--|-------------------|------------------------|-------------|
| 62 | 0151 | 3 | 0106 | 12345A123451234512345 | C | 123456789 | **** |
| 62 | 0151 | 3 | 0106 | 12345A123451234512345 | I | 123456780 | **** |
| *62 | 0151 | 3 | 0106 | 23456A234562345623456 | I | 123456781 | **** |
| *62 | 0151 | 3 | 0106 | 23456A234562345623457 | S | 123456782 | **** |
| *62 | 0151 | 3 | 0106 | 23456A234562345623457 | I | 123456782 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must verify whether the Teacher Course record is valid, and, if so, whether a matching Teacher Course record is needed (based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification (FISH) Number).

TEACHER COURSE

EXCEPTION REPORTS

67.

If Survey Period Code equals 2 or 3, for each Teacher Course record with a Scheduling Method equal to A, there must exist at least one other Teacher Course record with a different Course/Section combination and the same Scheduling Method (at least 2 A's), District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification (FISH) Number; Survey Period Code and Fiscal Year.

Exception report

EXAMPLE

The first and second Teacher Course records listed below would pass this edit. The third record listed below would not pass this edit because another Teacher Course record based on the indicated fields of the edit does not exist.

The following records exist for Classroom Identification (FISH) Number 12345A123451234512345:

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Course | Section Number | Period Number | Social Security Number | Scheduling Method | Survey Period Code | Fiscal Year |
|--|--|---------|----------------|---------------|------------------------|-------------------|--------------------|-------------|
| *01 | 0151 | 5010040 | 0104 | | 111223333 | A | 3 | **** |
| *01 | 0151 | 5010040 | 0104 | | 444556666 | A | 3 | **** |
| *01 | 0151 | 5012000 | 0506 | | 777889999 | A | 3 | **** |

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must verify whether the Teacher Course record is valid, and, if so, whether a matching Teacher Course record is needed based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Period Number; Classroom Identification/FISH Number, Survey Period Code and Fiscal Year.

TEACHER COURSE

EXCEPTION REPORTS

68.

If Survey Period Code is 2 or 3 and

- District of Instruction is not = 68 and
- School of Instruction is not = 9996, or begins with an alpha character and
- School of Instruction’s function setting on MSID does not equal D or V (DJJ or Virtual) and
- Blended Learning Course = N and
- Period Number does not end in 88 and
- Facility Type = 00, 01, 03, 04, 11-20 or
- Facility Type = 09 with a numeric course and
- Scheduling Method = C and
- Class Size Core Course Indicator on the Course Code Directory = Y,

then for all Teacher Course records that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service;

Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; Course Number; and Period Number and Scheduling Method “C”, the following conditions must be true:

- At least one Teacher Course record must have Certification/Licensure/ Qualification Status equal to A, H, I, L, M, P, S, T or V
- At least one teacher in the group of Teacher Course records must have at least a sum of three years’ experience on the Staff Experience format where Experience Type equals F, N, P or S. Must match by District Number, SSN, Survey Period, Year
- Same teacher does not need to satisfy both conditions

Exception report

EXAMPLE

The below records would cause an exception report to be generated because although the Certification/Licensure/Qualification Status is met, there must be at least one Staff Experience record where Experience Length is reported as three or more years for the team.

Teacher Course records

| District Number, Current Instruction/Service | School Number, Current Instruction/Service | Fiscal Year | Survey Period Code | Social Security Number | Course Number | Period Number | Scheduling Method | Certification/ Licensure/ Qualification Status |
|--|--|-------------|--------------------|------------------------|---------------|---------------|-------------------|--|
| 01 | 0151 | **** | 3 | 123456789 | 1002360 | 0106 | C | I |
| 01 | 0151 | **** | 3 | 345678910 | 1002360 | 0106 | C | M |

****= Valid fiscal year for data submission

Staff Experience records

TEACHER COURSE

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Survey Period Code | Fiscal Year | Experience Length |
|---|---|--------------------------|----------------|----------------------|
| 01 | 123456789 | 3 | **** | 1 |
| 01 | 345678910 | 3 | **** | 2 |

****= Valid fiscal year for data submission

DISTRICT RESPONSIBILITY

The district should verify the Certification/Licensure/Qualification Status on the Teacher Course record and the Experience Length on the Staff Experience format, and correct if in error.

TEACHER COURSE

EXCEPTION REPORTS

69.

If Survey Period Code is 2 or 3 and

- District of Instruction is not = 68 and
- School of Instruction is not = 9996, or begins with an alpha character and
- School of Instruction’s function setting on MSID does not equal D or V (DJJ or Virtual) and
- Blended Learning Course = N and
- Period Number does not end in 88 and
- Facility Type = 00, 01, 03, 04, 11-20 or
- Facility Type = 09 with a numeric course and
- Scheduling Method = I and
- Class Size Core Course Indicator on the Course Code Directory = Y,

then for all Teacher Course records that are also Class Size Core Course indicated with Y on the Course Code Directory that match on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Fiscal Year; Survey Period Code; Classroom Identification (FISH) Number; and Period Number, the following conditions must be true:

- At least one Teacher Course record must have Certification/Licensure/Qualification Status equal to A, H, I, L, M, P, S, T or V
- At least one teacher in the group of Teacher Course records must have at least a sum of three years’ experience on the Staff Experience format where Experience Type equals F, N, P or S.
- Must match by District Number, SSN, Survey Period, Year
- Same teacher does not need to satisfy both conditions

Exception report

EXAMPLE

The records listed below would cause an exception report to be generated because it does not have a matching Staff Experience record for at least one teacher on the team that meets the Experience Length of three or more years.

Teacher Course records

| District Number, Current Instruction/ Service | School Number, Current Instruction/ Service | Fiscal Year | Survey Period Code | Social Security Number | Course Number | Period Number | Scheduling Method | Certification/ Licensure/ Qualification Status |
|---|---|-------------|--------------------|------------------------|---------------|---------------|-------------------|--|
| 01 | 0151 | **** | 3 | 123456789 | 1004560 | 0505 | I | S |
| 31 | 0151 | **** | 3 | 123459876 | 1004560 | 0505 | S | I |

****= Valid fiscal year for data submission

TEACHER COURSE

Staff Experience records

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Experience Length |
|-----------------|------------------------|--------------------|-------------|-------------------|
| 01 | 123456789 | 3 | **** | 2 |
| 01 | 123459876 | 3 | **** | 1 |

****= Valid fiscal year for data submission

DISTRICT RESPONSIBILITY

The district should verify the Certification/Licensure/Qualification Status on the Teacher Course record and the Experience Length on the Staff Experience format, and correct if in error.