

I&T/COMPUTER OPERATIONS/STATE REPORTING AREA

HOW TO MAKE CORRECTIONS IN EXTERNAL FOR SURVEY 5

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

Student Demographic Edit Errors (60.780)

Error *48 - Invalid Home Language Survey Date:

Schools must input a valid date that is [less than or equal to August 31st of the reporting school year.](#)

Schools must take the following steps to make corrections on the E02 External panel for this error:

1. Proceed to the E02 panel in External and input a valid date in the LG SRVY field.
2. Transaction code of an “A” should already exist on the panel. Schools only need to press enter.

End of the Year Edit Error (60.983)

Error *3K - Incorrect Diploma Type or Certificate of Completion:

If the student is in grade 12 and Grade Promotion Status equals (P); [either](#) Diploma Type or Certificate of Completion Type [must not equal](#) ZZZ.

If ESE student ONLY returns after Graduating, input = “P” in Promotion Status field and Diploma/Certificate Type “WD1” code, and the [withdrawal reason](#) = ZZZ. Then on E02 panel [on Additional School Year \(AS\)](#) field input a code of “D”.

[*State Reporting Hint:](#) Schools must proceed to the A04 (Hit F9) in TERMS and under the AS field enter the proper code to prevent errors in future surveys.

Error *3S – Possibly Incorrect Promotion Status Code

If the student is in grade 12th and the Diploma Type or Certificate of Completion Type **is not ZZZ**, or Grade PK-11th and Withdrawal Reason **is WPO**, the **Grade Promotion Status must be “P.”** and if it is an ESE Student with Diploma Type =WD1, then Grade Promotion Status must be a P or D.

Schools must take the following steps to make corrections on the E08 External panel for this error:

1. Proceed to the E08 panel in External and input a valid Promotion Status (PROMO STAT) field code of “P.” If Diploma Type = WD1 then promotion status must be f or D.
2. Transaction code of an “A” should already exist on the panel. Schools only need to press enter

Revised 8/28/19 AD

If ESE student returns after Graduating, input = “P” in Promotion Status field and Diploma/Certificate Type “WD1” code, and the withdrawal reason = ZZZ. Then on E02 panel on Additional School Year (AS) field input a code of “D”.

*State Reporting Hint: Schools must proceed to the A04 (Hit F9) in TERMS and under the AS field enter the proper code to prevent errors in future surveys.

Exceptional Student Edit Errors (61.034)

Error *2J - Invalid Primary Exceptionality Code:

Students with a Primary Exceptionality code of ‘Z’. The Placement Status code must equal R, E, I, or N.

Schools must take the following steps to make corrections on the E06 External panel for this error:

1. Proceed to the E06 panel in External and input a valid Placement Status (Status) field codes “R, E, I, or N”. Proceed to #3.
2. If the Primary Exceptionality code of “Z” is incorrect, then schools must input a valid Primary Exceptionality code. The Placement Status code will remain a ‘P’. Proceed to #3.
3. Transaction code of an “A” should already exist on the panel. Schools only need to press enter.

Error *2C – Invalid Eligibility Determination Date:

Students with a Placement Status code of R or E the Eligibility Determination Date must be zero filled

Example: (000000).

OR/IF

Students with a Placement Status code of I, N, or P must input a valid Eligibility Determination Date. This date cannot be all zeroes, but it must be less than or equal to August 31st of reporting school year.

Schools must take the following steps to make corrections on the E06 External panel for this error:

1. Proceed to the E06 panel in External. If the Placement Status equals R or E, change the Eligibility Determination Date (ELIG/INELIG) field to all zeroes. Proceed to #3.
2. If the Placement Status code equals I, N, or P, then input a valid Eligibility Determination Date. Proceed to #3.
3. Transaction code of an “A” should already exist on the panel. Schools only need to press enter.

English Language Learners Student Edit Errors (62.234)

Revised 8/28/19 AD

Error *2H - Missing Test Name:

If ELL Basis of Entry code is 'A', if the Exit Date is all zeroes (00000000) then Test Name/ (ID) fields for Listening and Speaking **CANNOT** be ZZZ.

Schools must take the following steps to make corrections on the E15 External panel for this error:

1. Proceed to the E15 panel in External.
2. Input the following information under the Tests: Listening and Speaking fields:
 - DATE: Should be inputted in the form of **MMDDYY**
 - ID: Test Name will ALWAYS BE **IPT**
 - SA: Field for Listening input code **19** **or** SA: Field for Speaking input code **17**
 - TP: Field can ONLY BE **NP** (National Percentile)
 - SCORE: Can be left with zeroes **0000** (If you have a score then input the score ex: **0010**)
3. Then input a transaction code of **"A"** in the Trans code field and press enter.

Error *2I - Missing Test Name:

If Basis of Entry code is 'R' and the Exit date is all zeroes then the Test Name/ (ID) for Reading and Writing **CANNOT** be ZZZ.

Schools must take the following steps to make corrections on the E15 External panel for this error:

1. Proceed to the E15 panel in External.
2. Input the following information under the Reading and Writing fields:
 - DATE: Should be inputted in the form of **MMDDYY**
 - ID: Test name will ALWAYS BE **KEA**
 - SA: Field for Reading input code **10** **or** SA: Field for Writing input code **30**
 - TP: Field can ONLY BE **NP** (National Percentile)
 - SCORE: **Input four digits (Ex. 0051 or 0000)**
3. Then input a transaction code of **"A"** in the Trans code field and press enter

Error *76 Incorrect ELL Code:

This error is stating that when a student has a valid exit date, then the ELL code must be LF or LZ. Schools must put an LF if the date is within two years monitoring period. School will use an LZ if the exit date is beyond two years. Schools must do the following to correct this error:

1. Proceed to the E02 panel in External.
2. Place and LF or LZ in the ELL field
3. Place a transaction code of an **"C"** on the E02 panel if the trans code field is blank, If there is an **"A"** in the trans code, then just press enter.

Environmental School Safety Edit Errors (62.949)

Error *46 - Invalid Incident Basis Disability Code:

If the Incident Type is **BUL, HAR, SXH, TRE, UBL, UHR**, or if **Bullying-Related** is **Y** then Incident Basis-Disability **must be** “**Y** or **N**”.

Schools must take the following steps to make corrections on the E24 External panel for this error:

1. Proceed to the E24 panel in External and change the Incident Type or Incident Basis Disability field to a valid code. (****Press F1 to access Help Screens**)
2. Then input an “**A**” in the transaction code field and press enter.

Error *47 - Invalid Incident Basis-Race Code:

If the Incident Type is **BUL, HAR, SXH, TRE, UBL, UHR**, or if **Bullying-Related** is “**Y**” then Incident Basis-Race **must be** “**Y** or **N**”.

Schools must take the following steps to make corrections on the E24 External panel for this error:

1. Proceed to the E24 panel in External and change the Incident Type or Incident Basis-Race code to a valid code. (****Press F1 to access Help Screens**)
2. Then input an “**A**” in the transaction code field and press enter.

Error *48 - Invalid Basis-Sex Code:

If the Incident Type is **BUL, TRE, UBL, UHR**, or if **Bullying-Related** is “**Y**” then Incident Basis-Sex must be **Y** or **N**.

If Incident Type is **HAR**, then Incident, Basis- Sex must be “**N**”.

If Incident Type is **SXH**, then Incident, Basis- Sex must be “**Y**”.

Schools must take the following steps to make corrections on the E24 External panel for this error:

1. Proceed to the E24 panel in External and change the Incident Type or Incident Basis - Sex code to a valid code. (****Press F1 to access Help Screens**)
2. Then input an “**A**” in the transaction code field, press enter.

Error *56 - Invalid Weapon Related Code:

If Incident Type is **UBL** or **UHR** then **Weapon Related code** must be “**Z**.”

Schools must take the following steps to make corrections on the E24 External panel for this error:

1. Proceed to the E24 panel in External and change the Weapon Related (WR) field to a code of “**Z**”.
2. Then input an “**A**” in the transaction code field and press enter.

Dropout Prevention Edit Errors (62.244)

Error * 16 - Invalid Dropout Prevention Withdrawal Date:

Dropout Prevention **Withdrawal** Date must be numeric, a valid date, [greater than or equal to 07/01/2018 and less than or equal to 08/31/2019](#).

Schools must take the following steps to make corrections on the E16 External panel for this error:

1. Proceed to the E16 panel in External and change the [Dropout Prgm Withdrawal Date \(DATES: WITHDRAWN\)](#) field to a valid date.
2. Then input an “A” in the transaction code field and press enter.

Prior School Edit Errors (70.217)

Error *27 - Invalid Entry Code:

If Entry Code is E02, then Prior District [must not be \(06 or 99\)](#).

If Entry Code is E2A, then Prior District [must be \(99\)](#).

Schools must take the following steps to make corrections on the E18 panel in External for this error:

1. If Entry Code is E02 then proceed to the E18 panel in External and input a **valid** Entry Code (CDE) field **or** valid Prior District Code (PRIOR DIST/County) field. See Appendix C: District Name Table. Proceed to #3.
2. If Entry Code is E2A then proceed to the E18 panel in External and input a **valid** Prior District/County Code. See Appendix C: District Name Table. Proceed to #3.
3. Then input an “A” in the transaction code field and press enter.

NOTE: E02 cannot have (99) in district/county field.

Error *33 - Invalid Country Appendix G or Entry Codes Appendix A:

If the Location: Country is not US, then the Entry Code must be E09 and Vice Versa, unless Term is ‘Y’.

Schools must take the following steps to make corrections on the E18 panel in External for this error:

1. See Appendix G: Country Codes **or** A: Attendance Required Codes.
2. Proceed to the E18 External panel and change the Prior School: Country (DATA CNTRY) **or** Entry Code (CDE) field to a valid code.
3. Then input an “A” in the transaction code field and press enter.

End of the Year Batch Report

Error *3K - Incorrect Diploma Type or Certificate of Completion:

If the student is in grade 12 and Grade Promotion Status equals (P); [either](#) Diploma Type or Certificate of Completion Type [must not equal](#) ZZZ.

If ESE student ONLY returns after Graduating, input = “P” in Promotion Status field and Diploma/Certificate Type “WD1” code, and the [withdrawal reason](#) = ZZZ. Then on E02 panel [on Additional School Year \(AS\)](#) field input a code of “D”.

*State Reporting Hint: Schools must proceed to the A04 (Hit F9) in TERMS and under the AS field enter the proper code to prevent errors in future surveys.

Error *3S – Possibly Incorrect Promotion Status Code

If the student is in grade 12th and the Diploma Type or Certificate of Completion Type **is not ZZZ**, or Grade PK-11th and Withdrawal Reason **is WPO**, the **Grade Promotion Status must be “P.”** and if it is an ESE Student with Diploma Type =WD1, then Grade Promotion Status must be a P or D.

Schools must take the following steps to make corrections on the E08 External panel for this error:

3. Proceed to the E08 panel in External and input a valid Promotion Status (PROMO STAT) field code of “P.” If Diploma Type = WD1 then promotion status must be P or D.
4. Transaction code of an “A” should already exist on the panel. Schools only need to press enter

If ESE student returns after Graduating, input = “P” in Promotion Status field and Diploma/Certificate Type “WD1” code, and the withdrawal reason = ZZZ. Then on E02 panel on Additional School Year (AS) field input a code of “D”.

*State Reporting Hint: Schools must proceed to the A04 (Hit F9) in TERMS and under the AS field enter the proper code to prevent errors in future surveys.

Student Course Transcript Validation/Exception Errors (62.428)

Error *81 - Incorrect Course Flag:

If this is an Exception please ignore.

If a middle school student takes a high school course and earns credit the school must input a course flag of (9).

School Environmental Safety Incident Validation/Exception Report (62.954)

Error *60 - Missing Student Discipline/ Record:

When a school is reporting a student Environmental Safety Incident (SESIR) record with an Incident Involvement type of “S or B”, there must be a Student Discipline/Resultant Action (SDRA) record with the same Incident and Incident Date.

Schools must take the following steps to make corrections on the E10 External panel for this error:

1. Proceed to the E10 panel in External and add the Student Disciplinary Action record data.
2. Transaction code of “A” should already exist if not, input the “A” transaction code and press enter.

Exceptional Student Validation/Exception Errors (61.108)

Error *30 - Missing Student Demographic Record:

Schools receiving this error are reporting an Exceptional Student record; then there **must be** a matching Student Demographic (E02) panel record created in External.

Schools must take the following steps to make corrections on the E02 panel in External for this error:

1. If a Student Demographic record (E02 panel) in External record already exists, refer to the Student Demographic Edit Error Report (60.780) received back in August. Make corrections to the element that is in error on the E02 panel in External. Proceed to #3.
2. If no E02 panel in External exists, access the panel and input the student’s information.
3. Input an “A” transaction code and press enter to add the Student Demographic record.

End of the Year (EOY) Validation/Exception Errors (61.420)

Error *41 - Missing Student Demographic Record:

When reporting End of the Year Status student data every student must have a Student Demographic record at State.

Schools must take the following steps to make corrections on the E02 panel in External for this error:

1. If a Student Demographic record (E02 panel) in External record already exists, refer to the Student Demographic Edit Error report (60.780) received back in August. Make corrections to the element that is in error on the E02 panel in External. Proceed to #3.
2. If no E02 panel in External exists, access the E02 panel and input the student’s information.
3. Once the field has been corrected input an “A” in the transaction code field and press enter.

Student Demographic Validation/Exception Report (60.802)

Error *53 - Missing ELL Record:

If the student is an active ELL student PK-12 (LY or LF) **and** Grade Level is KG-12, **and** a Student End of Year E08 panel in External, then there must be an English Language Learners E15 panel in External.

Schools must take the following steps to make corrections for this error:

1. If English Language Learners E15 panel in External record already exists, retrieve the English Language Learners Student Edit Errors (62.234) report received back in August and make necessary corrections to the elements that are in error on that report.
2. Then input a code of “A” in the transaction code field and press enter.
3. If the student record does not appear on the English Language Learners Student Edit Errors (62.234) report that the school received back in August, schools must input the entire student ELL information on the E15 panel.
4. Then input an “A” in the transaction code field and press enter.

Error *68 - Missing Federal/State Indicator:

If the student withdrawal code on matching Student Attend/Prior School (E18) record is not DNE; and the Grade Level is not 30 or 31, then the student should have an active Student Federal State Indicator (E13) record in External.

Schools must take the following steps to make corrections for this error:

1. If Student Federal State Indicator E13 panel in External record already exists, retrieve the Federal State Indicator Edit Error (61.372) report received back in August and make necessary corrections to the elements that are in error on that report.
2. Then input a code of “A” in the transaction code field and press enter.
3. If the student record does not appear on the Federal State Indicator Edit Error (61.372) report that the school received back in August, schools must input the entire student Federal State Indicator information on the E13 panel.
4. Input an “A” transaction code and press enter.

Dropout Prevention Validation and Exception Report (62.248)

Error*50 - Missing Student Demographic Record:

Students must have a valid Student Demographic E02 panel in External record at State in order to report a Dropout Prevention Program E16 panel in External record. Schools must add a Student Demographic record to be transmitted to State database.

Schools must take the following steps to make corrections for this error:

1. If the Student Demographic E02 panel in External record already exists, retrieve the Student Demographic Edit Error (60.780) report received back in August and make necessary corrections to the elements that are in error on that report.
2. Then input an 'A' in the transaction code field and press enter.
3. If the student record does not appear on the Student Demographic Edit Error (60.780) report that the school received back in August, schools must input the entire student information on the E02 panel.
4. Input an "A" transaction code and press enter.

Federal/State Indicator Validation Report (61.377)

Error *50 - Missing Student Demographic Record:

Students must have a valid E02 Student Demographic record at State in order to report a Federal/State Indicator record. Schools must add a Student Demographic record to be transmitted to State database.

Schools must take the following steps to make corrections for this error:

1. If the Student Demographic E02 panel in External record already exists, retrieve the Student Demographic Edit Error (60.780) report received back in August and make necessary corrections to the elements that are in error on that report.
2. Then input an 'A' in the transaction code field and press enter.
3. If the student record does not appear on the Student Demographic Edit Error (60.780) report that the school received back in August, schools must input the entire student information on the E02 panel in External.
4. Input an "A" transaction code and press enter.

Prior School Status Validation/Exception Errors (70.223)

Error *52 – Missing Prior School Record With A Withdrawal Date:

If the Entry (Re-Entry) Code, PK-12 is **R01, R02, R03**, there must be a matching Student Attendance/Prior School E18 panel record with an **Entry (Re-Entry) code, PK-12 of E01-E05, E2A, E3A, E4A, or E09**, and with a Withdrawal Date prior to or equal to the Entry (Re-Entry) date.

Schools must take the following steps to make corrections for this error:

1. If the Student Attendance/Prior School E18 panel in External record already exists, proceed to verify that the entry (re-entry) [CDE] field codes are correct.
2. Retrieve the Prior School Edit Error (70.217) report received back in August and make necessary corrections to the elements that are in error on that report.
3. Then input an ‘A’ in the transaction code field and press enter.
4. If the student record does not appear on the Prior School Edit Error (70.217) report that the school received back in August, schools must input the entire student information on the E18 panel in External.
5. Input a transaction code of an “A” and press enter.

If you have any questions or concerns, regarding this document please contact someone on the State Reporting Team (Angela Davis, Traci Butler, Lorena Widgeon, Latoya Thompson, or Theresa Underwood) at (754) 321-0493 or via email.