

I&T/COMPUTER OPERATIONS/STATE REPORTING AREA HOW TO MAKE CORRECTIONS IN EXTERNAL FOR SURVEY 2 and 3

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

Student Demographic Edit Error Report (60.780) External Panel – E02 TERMS Panel = A03

Error *48

This error indicates that the Home Language Survey Date field on the E02 panel in External and the A03 panel in TERMS is incorrect. When correcting this error, schools must do the following:

1. Go to the **E02 panel** in External and input a valid date in Home Language Survey Date (LG SRVY) field, and press enter. Date **must be** less than or equal to the date certain of the survey week. A transaction code of an **“A”** should already exist.
2. Schools must email **Martha Villa in the Multicultural Department** (include student number and name) if you need to change an already existing date. This element on the **A03 panel in TERMS**, in order, to prevent this error in the future.

NOTE: This fill cannot be left blank or zero filled. Schools can get this date from the ESOL coordinator at your school location.

Exceptional Student Edit Error Report (61.034) External Panel = E06 TERMS Panel = A23 Type-S Detail

Error *09 Invalid Plan Date 7/1/19 thru 10/09/20 for Sruvey 2 and Survey 3 (7/1/19 thru 2/12/21)

This error indicates that the IEP Plan Date for the student ESE record is invalid. If the student is an active ESE student, *and Primary Code is not ‘L’*, then schools must input a **valid date within the current (2021) or previous school year (1920)**.

Or

For Survey 1, 2, 3, or 4, when Primary Exceptionality **equals** L then the IEP Plan Date must be a valid date **within the current (2021) or Four previous school years (1920), (1819), (1718), (1617)**.

1. Schools must proceed to the E06 panel in External and correct the IEP Plan Date (IEP Plan DT) field, then press enter. **Transaction code of “A”** should already exist.
2. If the student is still enrolled at your school, proceed to the **A23** type S Detail panel in TERMS and make corrections to ESE Plan Date (PLAN) field. This will prevent this error in the future.
3. If the student **does not have a valid IEP Plan Date (Out of Compliance)**, then school **must change the Program Code (PGM) field on the E03 panel to Basic** with a **“C” transaction code**, press enter.
4. Then proceed to the **E06 panel hit F10 to delete the record**. Transaction code must equal “A” to delete record.

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NOTE: Schools should consult the ESE Specialist or appropriate personnel from their locations for the valid date in order to prevent errors in the future.

Student Course Edit Error Report (60.781)

External Panel = E03 TERMS Panel = A10- detail

Errors *31

This error indicates that the program code is not in association with the grade level. Schools must correct the grade level **or** the program code. Please refer to the chart list below.

FEFP Program Numbers	Grade Levels
101 -----	PK - 03
102 -----	04 - 08
103 -----	09 - 12
111 -----	PK - 03
112 -----	04 - 08
113 -----	09 - 12
130 -----	KG -12
254-255 -----	PK -12

NOTE: A transaction code of an **“A”** already exists. Once the element has been corrected, just press enter.

Teacher Course Edit Error Report (60.781)

External Panel = E2 TERMS Panel = C17/C05

Error *11

This error indicates that the Teacher's Social Security Number is invalid **or** Zero filled which is incorrect. School must input a valid Social Security Number on the **E20 panel in External**. Schools must do the following to correct this error:

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

- 1. Proceed to the E19 panel and enter the teacher (BR/CH) personnel number. Press enter.**
- 2. Access the incorrect Teacher Course record on the E20 panel in External** that appears on the Teacher Course Edit error (60.782) report. Enter the teacher social security number, press enter. A transaction code of an **“A”** should already exist.

Error *41 Invalid Teacher Course Number

This error indicates that the teacher course number that were used have been dropped at the State; therefore, the course is invalid. In order to correct this error, you must do the following:

1. Access the **Teacher Course E20 panel in External** for the incorrect teacher course and print the screen.
2. After printing the screen. Leave the transaction code **“A”** and hit the **F10 key to delete the invalid teacher course record.**
3. Add the correct Teacher Course record with the new course number. Make sure everything else remains the same (fish number, period, term, and etc)

like the invalid record except the course number. Then place an **“A”** in the transaction code field and press enter.

4. Go to the **E03 panel in External** for those students enrolled in the incorrect course and put a “D” in the transaction code field on the invalid course number for that student. Then proceed to the next line and add the correct course with the same amount minutes, term, days, and program code,
5. Add the correct course number to the student course E03 panel with an **“A” in transaction code.**
6. Then you must access the TERMS C17 and A10 and make these corrections in TERMS as well. Using the C19 panel process.

English Language Learners Edit Error (62.234)

External Panel = E15 TERMS Panel = A23 Type=E and A20

Error *2H

If Basis of Entry code is **‘A’** and the Exit Date is **00000000**, then Tests Name for Listening and Speaking **CANNOT be ‘ZZZ’.**

1. Access E15 panel in External
2. Input the following information under the Tests: Listening and Speaking fields:
DATE: should be inputted in the form of **MMDDYYYY**
ID: Test Name is **“IPT” or “CELLA”**
SA: for **Listening** input code **“19”**
for **Speaking** input code **“17”**
TP: can ONLY BE **NP for “IPT” and ONLY “AL” for CELLA** (for National Percentile)
SCORE: can be left with zeroes 0000 (if you have a score, then place the score; (example: 0010)
3. **USE AN “A” TRANSACTION CODE and enter.**

Missing Test Name *2I

If basis of entry code is **‘R’** and the Exit Date is **00000000**, then Tests Name for Reading and Writing **CANNOT be ‘ZZZ’.**

1. Access the E15 panel in External
2. Input the following information under the Tests: Reading and Writing fields:
DATE: should be inputted in the form of **MMDDYY**
ID: Test name will ALWAYS BE **“KEA”**
SA: for Reading input code **“10”**
for Writing input code **“30”**
TP: Can only be **NP** (for **National Percentile**)
SCORE: Four digits (Ex. 0051 or 0000)
3. **USE AN “A” TRANSACTION CODE and enter.**

Please Note: Schools must input their IPT and KEA information on the A21 Terms Test panel. This test must have been given prior to **February 10, 2017.**

Error *09 For Survey 2 or 3, the English Language Learners Classification Date must be numeric and a valid date less than or equal to date certain of the reporting survey. **Survey 2 10/9/20) and Survey 3 (2/12/21).**

1. Access the E15 panel in External.
2. Input a valid Dates: Classification Date (Class) field.
3. Then place an “A” in the transaction code field and press enter.

Error *10 For Survey 2 or 3 English Language Learners Exit Date must be numeric and a valid date less than or equal to date certain of the reporting survey. **Survey 2 (10/9/20) and Survey 3 (2/12/21).**

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

Batch Error Reports

If in the batch update reports you received an error in the transaction code that is because of one of these reasons:

---If your "A" transaction code has rejected in any format on a batch report, it is because this record already exists at the State. Please do not re-add the record. If there is a correction to be made to this record, use a "C" transaction code. If no corrections are needed, just remove the "A" transaction code, press enter.

---If your "C" transaction code has rejected in any format on a batch report, it is because this record does not exist at the State. If there is a correction to be made to this record, make it then use an "A" transaction code and press enter.

If your "D" transaction code has rejected in any format, on a batch report it is because you are deleting a record that does not exist at the State. If you do not want that record, then just ignore that error and do nothing.

Student Course Batch Update Report (60.781)

External Panel = E03

TERMS Panel = A10

Error *43 Invalid Course Number

This error is telling school that the course numbers you are using are invalid. You must change the Teacher course record and Student course record to a valid course number. Schools must do the following when making corrections to this error:

1. Retrieve your Teacher Course Edit Error (60.782) report that was placed in Optispool.
2. Go to the E20 panel in External, pull up the Teacher Course record that received error *41.
3. Screen print the Teacher Course record with the incorrect course number, then **hit F10 to delete the record.**
4. Input all the same data that was on the incorrect Teacher Course record, with a valid course number, input **an “A” transaction code, and press enter.**
5. Then retrieve this report and go to the E03 panel in External.
6. Pull up each student that appears on this report that is in the incorrect course that you are correcting. Place a **“D” on the incorrect course record.** Then place an **“A” in the transaction code field** and create a record with the correct course record for the student with the new course number. Everything must be inputted the same and the course you are deleting at State, except for the course number. Then press enter.
7. You must make these corrections in TERMS, in order to prevent future errors.
8. **If these corrections are not done correctly, you could lose FTE funding for every student that appears on this report.**

Student Demographic Validation Report (60.802)

External panel = E02

TERMS panel = A03

Error *53

This error is telling schools that if the student is coded an LY or LF on the Demographic record, then there must be a valid English Language Learners record in External and TERMS.

1. If the ELL field on E02 panel in External is a LY **or** LF.
2. Grade Level equals PK-12.
3. If there is a Student Course (E03) panel in External.
4. If the District of Enrollment = District of Instruction (06).

Then you must input the Student English Language Learners information on the E15 panel in External, and place an **‘A’ in the transaction code**, then press enter

OR

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

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4. **Go to the E02 panel and change the ELL code to “ZZ”, and the Lang to “ZZ” with an “C” transaction code.**

Note: If you have an Edit code *2H on the E15 external panel, then schools must enter Listening and Speaking Test Name, transaction code of an “A.” press enter

Error *5A

This error is telling schools, if the schools are reporting ELL/Student Course records for an **LY or LF student, then the Classification Date cannot equal all zeroes.** Schools must do the following to make corrections in External:

1. If the English Language Learner (ELL) field on the E02 panel in External is a LY or LF
2. Grade level equals PK-12
3. If there is an existing English Language Learners (E15) panel in External.
4. If there is a Student Course (E03) panel in External.
5. If the district of Enrollment (06) = District of Instruction (06).
6. Then the Classification date must not equal zeroes.
7. Go into the E15 panel in External and input a valid **Classification date** and place a **‘C’ in the transaction code**. Then press enter. **Date must be less than or equal to reporting survey 10/09/20.**

Exception Error *68

Schools must **add** the Federal State Indicator Record **E13 panel** in External, in order to correct this error. If the student data has met the following criteria:

1. If school of enrollment is **not** = 3518, 9992, 9993, 9994, 9995, or 9997.
2. District of Instruction is **not** 71
3. Withdrawal code on Prior School Status (E18) panel in External is **not** equal to DNE.
4. Grade level is **not** 30 or 31
5. Then there must be a matching Federal/State Indicator record (E13) panel in External.
6. Schools must input in all the data on the E13 panel in External, then place a transaction code of an ‘A’ press enter.

Exception Error *69

Schools must **add** the Prior School Record **E18 panel** in External, if the student data has met the following criteria:

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

Student Course Validation Error Report (60.857)

External Panel = E03 Terms Panel = A10



State Reporting Hint: Schools must make all their corrections to this report and Student Course Edit in order to prevent FTE being null for Survey 2 on October 30th and be null for Survey 3 on February 19th.

Error *66 This error is telling you that you have students in this course but that the Teacher Course record is missing at State. In order to correct this error, you must:

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

Error *67 This error is telling you that the student’s Demographic record is missing at State. To correct this error, you must:

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

Error *69 This error is telling you that the student’s Exceptional record (E06) is missing at State. In order to correct this error, you must:

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

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

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

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

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

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

Error *73 DNE Record ON E18

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

1. School should verify that the student was not active in school on Date Certain of the survey week **for Survey 2 (2/9/20) or Survey 3 (2/21/21)**.
2. If the student is actually a NO SHOW (Entry and Withdrawal date) at their location, or if student was not enrolled in the district at all for this school year, then school should place a ‘D’ **transaction code** on all of the following panels in External in this order: **(E18, E13, E03, and E02 last)**. If student is ESOL then E15 or ESE, then E06 will also need to be deleted if they are in external.
3. Go to the A07 panel in TERMS, screen print it and **request that the Service Desk** remove the record with the DNE code (the same Entry and Withdrawal date) from the A07 TERMS panel in order to prevent error in the future.

OR

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4. If the student was at your school on **Date Certain for Survey 2 (2/9/20) or Survey 3 (2/12/21)**, and the information is missing on the E18 panel in External, then school must screen print the A07 panel, and input the information on the E18 panel **for the reporting school year only**, with an **'A' transaction code**. And place an "D" transaction on the E18 in front of the NO SHOW record.
5. Proceed to the E03 panel and place an "C" transaction in front of all the courses that appears on the **Student Course Validation report 60.857**
5. This error can cause loss of FTE funding if not corrected properly.

NOTE: When making correction to the **Student Course Validation report**, schools are automatically making corrections to their **Invalid Student Course Report (60.871, 60.984, 62.643, 62.644, 62.645)**. **Not making correction** to the Student Course Validation report correctly could cause loss of FTE.

Teacher Course Validation Error Report (60.858)

External Panel = E20 TERMS Panel = C05

Error *5F Schools are to ignore this error, unless otherwise directed by Angela Davis, State Reporting.

Error *51 These errors is telling you that you have reported a Teacher Course record with no students enroll in the class.

1. Please verify, if there should be any students in these courses or not. Verify by retrieving the Student Course Validation report (60.857).
2. If there are no student on the above report for that particular course, placed a **'D'** transaction code on the E20 external panel, press enter.

OR

3. If there are student course record for this course on the Student Course Validation report (60.857), then the teacher record is incorrect on the E20 panel.
4. School must proceed to the E19 panel, enter the teacher (BR/CH) number, press enter.
5. A list of courses that this teacher teaches will appear. Tab down to that course and press enter.
6. The E20 panel will appear. School must verify that the (course, sections, Term, period) is the same that appears on the **Student Course Validation report 60.857**. If not make corrections, the place a **Transaction code of "A"**. Then press enter. Doing this will correct both reports.

Error *64 – School must refer to the Educator Certification Lookup website to verify the teacher's certification number: <http://www.fldoe.org/edcert/public/asp>

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

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

Exceptional Student Validation/Exception Error (61.108)

External Panel = E06

TERMS Panel = A23

Error *31 This error is telling school that an active ESE student must have a valid IDEA code in the IDEA field. Schools must do the following when correcting this error:

1. First determine the age of the student, based on **Survey 2 Oct 9th or Survey 3 Feb 12th (Date Certain)**. IDEA age criteria are as follows:

Codes acceptable for ages 3 to 5: A, B, J, K, L, M or S. To determine age, use the Student's Birth Date **Survey 2 Oct 9th or Survey 3 Feb 12th (Date Certain)**. IDEA age criteria are as follows

Codes acceptable for ages 6 to 21: C, D, F, H, P or Z. To determine age, use the Student's Birth Date and **Survey 2 Oct 9th or Survey 3 Feb 12th (Date Certain)**. IDEA age criteria are as follows
Ages 0 to 2 the code must be Z.
2. Input a valid code in the IDEA field on the E06 External panel, with a **“C” transaction code**, press enter.
3. Then proceed to the E03 panel in External and place a **“C” on all the courses, press enter.**

Error *39

This error indicates that when using Primary Exceptionality code of a ‘T’ the student cannot be older than six years old on the first day of the survey week **Survey 2 Oct 9th or Survey 3 Feb 12th (Date Certain)**. IDEA age criteria are as follows Schools must do the following to make corrections to this error in external:

1. If the student is older than six years old on **Survey 2 Oct 9th or Survey 3 Feb 12th (Date Certain)**. IDEA age criteria are as follows, and Primary Exceptionality code of ‘T’ is the student only primary. Then hit F10 on the E06 pane is external to delete the panel. **Note: There must a transaction code of an “A” in order to delete record.**
2. Proceed to the E03 panel in external, change the student matrix number back to basic program code on all the courses. With a transaction code of “C”, then press enter.
3. If the student is an ESOL student as well, then change Core Courses only to 130, all other courses back to basic.
4. Place a transaction code of “C”, on all the courses, then press enter.

Error *30

This error indicates that the Student Demographic record is missing at State. Please take the following steps to make this correction:

1. Retrieve the Student Demographic Edit or Batch report (60.780) from Opti-spool.
2. **school more recent copy only.)**
3. Proceed to the Student Demographic (E02) panel. Make correction to the student error, place a transaction code of an “A”, press enter.
4. Proceed to the Student Course (E03) panel, place transaction code of a “C”, on all the courses, press enter.

English Language Learners Validation/Exception Error Report (62.238)

External Panel = E15

TERMS Panel = A23 Type E Detail

TERMS Panel = A20

Error *82 These errors is telling schools that the **Classification Date** must be greater than or equal to the Home Language Survey Date, which is located on the E02 panel. Schools must do the following to correct this error:

1. Access the **E15 panel in External**.
2. Input a date in the Classification Date (CLASS) field that is greater than or the same date as on the **Home Language Survey Date** (LG SRVY) field which is located on the E02 panel in External.
3. Once the Classification Date has been corrected on the E15 panel, then place **a “C” in the transaction code field, and press enter.**
4. Then proceed to the **A23 Type-E** detail to retrieve student ELL record and make corrections to the A23 panel, in order to prevent future errors.

Error *86 If Basis of Entry code is an **A, R, or T**, then test name for **Listening** and **Speaking** **CANNOT be ZZZ**. When making corrections in External, Schools must do the following: **For LY students only**

1. Access the **E15 panel in External**.
2. Input the following information under the Listening and Speaking fields:
DATE: should be inputted in the format of **MMDDYY**
ID: test name will ALWAYS BE **IPT**
SA: for **Listening** input code **19**
for **Speaking** input code **17**
TP: can ONLY BE **NP** (National Percentile)
SCORE: can be left with zeroes (0000) (**if you have a score, then place the score, i.e. 0010**)
4. Then place **a ‘C’ in the transaction** code field on the E15 panel, then press enter.

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

1. Access the **E15 panel in External**.
2. Input the following information under the Reading and Writing fields:
DATE: should be inputted in the form of **MMDDYY**
ID: test name will ALWAYS BE **KEA**
SA: for **Reading** input code **10** for **Writing** input code **30**
TP: can ONLY BE **NP** (National Percentile)
SCORE: can be left with zeroes (0000) (**if you have a score, then place the score, i.e. 0010**)
3. Then place **a ‘C’ in the transaction** code field on the E15 External panel, then press enter.

Error *91 Possibly Invalid Program Code on E03

This error is informing schools that the State has determined this student can no longer be funded with program 130.

1. If the student course program number is 130, school must change it to basic and the ELL Model (IM) field to Z. Place **“C” transaction** code on all the courses.

Prior School Status Validation/Exception Errors (70.223)

External Panel = E18 TERMS Panel = A07

Error *52 These errors are telling schools that the first Entry code for the reporting school year (year=17) must be an “E” entry code. Not an “R” entry code and the Withdrawal date is less than or equal to the Entry (Re-entry) date.

1. The first Entry Code for this reporting school year 17 must be a code of **E01, E02, E2A, E03, E3A, E04, E4A, E05, or E09 on the E18 panel in External.**
2. Schools should then place an **‘A’ transaction code** on the E18 panel in External, then press enter.
3. Refer to the “Entry/Re-Entry Code Chart” document ([located on http://terms.browardschools.com/Update-Codes](http://terms.browardschools.com/Update-Codes)) website for the appropriate entry/withdrawal codes.
4. School should make these corrections in TERMS as well, to prevent future errors for the next survey.

NOTE: Students coming from E001, E002, E003, and etc. your entry will be an “E” code. Students coming from McKay, Home Education, or Hospital Homebound your entry code should be an “E” code.

Exception Error *80 This error is telling school that you have a withdrawn code on the last record of entry. When using this withdrawal code, there must be another student record with an R02 and an Entry/Re-entry date greater than or equal to the Withdrawal date. Schools must do the following to correct this error:

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

OR

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

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

NOTE: Please keep in mind when making correction to the Prior School Status Validation/Exception Errors report schools need to **refer to the A07 panel in TERMS school year 21 only, in order to make the corrections on the E18 panel in external.**

Disciplinary Action Validation/Exception Errors (61.419)

External Panel = E10 TERMS Panel = C26

Error *33 These errors is telling schools when reporting a drug related incident (Use of Drugs code "Y") in the **DR field**, you must report the drug description code on the Environmental Safety Incident record E24 panel. Schools must do the following to correct these errors.

1. Access the Environmental Safety Incident **E24 panel** in External and input a valid code of **M, N, or O** in the Drug Description (DD) field, then place an **"A" transaction code**, press enter.
2. Then report the error to the appropriate personnel that enters student discipline into the DMS system to also be changed there.

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

External Panel = E24 Terms Panel = C26/DMS System

Error *60 These errors is telling schools that when an incident is being reported to State, there must be a Discipline record E10 panel at state for the student involved in the incident. Schools must do the following to make correction to these errors:

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

Federal/State Indicator Validation Report (61.377)

External panel = E13 TERMS panel = A08, A06

Error *50 These errors is telling schools that they are missing a Demographic record (E02) panel for student. Schools must do the following to correct these errors in External:

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

Error *60

If the grade level that appears on the Student Demographic record (E02) External panel equals PK then the Military Family element on the E13 panel must be a code of 'Z'.

1. Go to the Demographic (E02) panel in External and verify the student grade level GRD field.

Updated Angela Davis 10/13/20

2. If the student is PK, the school must proceed to the Federal State Indicator (E13) panel in External and change the Military Family (MFS) field to a code of 'Z'.
Then place a transaction code of a 'C', press enter

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

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

Please keep in mind this document only lists the majority of errors within each format. If you have any questions or concerns, regarding this document please contact I&T/State Reporting Team (Angela Davis, Traci Butler, Lorena Widgeon, or Latoya Thompson) via CAB email.

