

## LEA Directory Validation Errors

Description	Type of Error	Validations for "Save" Button	Validations for "Validate" Button
<b>Directory</b>			
<b>LEA Contact Information</b>			
Name cannot have commas, periods or extra spaces.	Error	X	
Phone Number must be a phone number in the format #####-####.	Error	X	
Phone Number Extension must be a positive whole number.	Error	X	
Fax Number must be a phone number in the format #####-####.	Error	X	
Fax Number Extension must be a positive whole number.	Error	X	
Website Address must be a valid address in the format http://www.mywebsite.edu.	Error	X	
Email Address must be a valid email address.	Error	X	
Mailing Address Zip must be five numbers.	Error	X	
Mailing Address Zip+4 must be four numbers.	Error	X	
Physical Address Zip must be five numbers.	Error	X	
Email Address must be a valid email address.	Error	X	
The LEA Name and Phone Number are required.	Error		X
The Phone Number for the LEA is required if the Phone Number Extension is entered.	Error		X
The Fax Number for the LEA is required if the Fax Number Extension is entered.	Error		X
Mailing address for the LEA is incomplete.	Error		X
Physical address for the LEA is incomplete.	Error		X
LEA's Email Address has an extension of .edu but is not a sendit.nodak.edu email address. Please verify the email address.	Warning		X
Mailing Address for the LEA has changed from the prior year. Please verify that the Zip + 4 is correct for the new address.	Warning		X
Mailing Address Zip+4 has not been entered. Please verify the Zip+4.	Warning		X
Your address is invalid. Please correct.	Warning		X
<b>Directory Contact Information</b>			
Administrator/Superintendent/CTE or Special Ed Director is required for an LEA of type High School LEA.	Error		X

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Administrator/Superintendent/CTE or Special Ed Director is required for a Special Education Unit.	Error		X
Administrator/Superintendent/CTE or Special Ed Director is required for a CTE.	Error		X
Business Manager is required for Public School Districts.	Error		X
Board President is required for Public School Districts.	Error		X
Enter the contact information for the person responsible for record checks for nonlicensed staff or indicate that nonlicensed staff are not employed by the LEA. Call the Bureau of Criminal Investigations at 328-5507 if you have questions.	Error		X
Email is required for [contact name]	Error		X
Phone Number is required for [contact name]	Error		X
Address (Street, Box or Rural Route, City, State, Zip) is required for [contact name]	Error		X
Email Address for [Contact Name] has an extension of .edu but is not a sendit.nodak.edu email address. Please verify the email address.	Warning		X
An assistant administrator has been entered. This staff member must meet the definition of assistant administrator/deputy superintendent as stated in the instructional manual of the Licensed Personnel Record (MIS03)	Warning		X
The [position] position is indicated as vacant. Refer to the instructional manual for instructions to update the contact information when the position is filled. If this position is not to be filled, delete the position.	Warning		X
A Phone Number Extension has been entered for [contact name] without a Phone Number. Please verify.	Warning		X
<b>Mailing &amp; Physical Address Information</b>			
Your address is invalid. Please correct.	Warning		X