

## Licensed Personnel Validation Errors

Description	Type of Error	Validations for "Save" Button	Validations for "Validate" Button
<b>Demographics</b>			
No licensed personnel records recorded and checkbox indicating no licensed personnel not checked.	Error		X
Licensed personnel records recorded and checkbox indicating no licensed personnel checked.	Error		X
First Name is required.	Error		X
Last Name is required.	Error		X
Date of Birth is required.	Error		X
Gender is required.	Error		X
Race is required.	Error		X
Ethnicity is required.	Error		X
Days Contract Period is required.	Error		X
Unexpected Age less than 18 or greater than 80 years old - verify the Date of Birth.	Warning		X
Unexpected Salary less than \$4,000 or greater than \$150,000 - verify the Salary.	Warning		X
<b>Experience</b>			
Years Educational Experience is required. (If no experience, enter a zero.)	Error		X
Employment Previous Year is required.	Error		X
Invalid Position Title for Administrative Experience. To enter Administrative Experience the Position Title must be one of: 67 – Superintendent of Schools, 66 – Assistant, Administrative Assistant, or Deputy Superintendent, 53 – Principal, 05 – Assistant Principal, 29 – Director, 04 – Assistant Director, 25 – County Superintendent or 33 – County Superintendent, Assistant.	Error		X
Years Administrative Experience must be less than or equal to Years Educational Experience.	Error		X
<b>Responsibilities</b>			
Major Assignment is required (must report Position Title, Area of Responsibility and % Time).	Error		X
The sum of % Time Devoted to Prekindergarten, Kindergarten, Grades 1-6, Grades 7-8 and Grades 9-12 must be equal to 100%.	Error		X
The sum of Assignment Times must be between 1 and 100 (inclusive).	Error		X
Major Assignment % Time must be greater than or equal to Other Assignment 1 % Time, Other Assignment 2 % Time, Other Assignment 3 % Time, and Other Assignment 4 % Time.	Error		X
Only one or two of Position Title, Area of Responsibility and % Time has been reported. All values of Major Assignment are required if one is reported.	Error		X
Only one or two of Position Title, Area of Responsibility and % Time has been reported. All values of Other Assignment 1 are required if one is reported.	Error		X
Only one or two of Position Title, Area of Responsibility and % Time has been reported. All values of Other Assignment 2 are required if one is reported.	Error		X

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Only one or two of Position Title, Area of Responsibility and % Time has been reported. All values of Other Assignment 3 are required if one is reported.	Error		X
Only one or two of Position Title, Area of Responsibility and % Time has been reported. All values of Other Assignment 4 are required if one is reported.	Error		X
The Same "Position Title" and "Area of Responsibility" combination cannot be reported more than once. Please combine the "% of Time" for the Major or Other Assignments 1, 2, 3 or 4.	Error		X
The Major Assignment responsibility for Position Code ' <PositionName> changed from the default responsibility <DR.ResponsibilityCode> to <ResponsibilityCode>. Please verify that the responsibility is correct.	Warning		X
The Other Assignment 1 responsibility for Position Code ' <PositionName> changed from the default responsibility <DR.ResponsibilityCode> to <ResponsibilityCode>. Please verify that the responsibility is correct.	Warning		X
The Other Assignment 2 responsibility for Position Code ' <PositionName> changed from the default responsibility <DR.ResponsibilityCode> to <ResponsibilityCode>. Please verify that the responsibility is correct.	Warning		X
The Other Assignment 3 responsibility for Position Code ' <PositionName> changed from the default responsibility <DR.ResponsibilityCode> to <ResponsibilityCode>. Please verify that the responsibility is correct.	Warning		X
The Other Assignment 4 responsibility for Position Code ' <PositionName> changed from the default responsibility <DR.ResponsibilityCode> to <ResponsibilityCode>. Please verify that the responsibility is correct.	Warning		X
The Assignment - Position: <Position Code/Position Name> Responsibility: <Responsibility> requires a Special Education Director Credential (SE01). Please contact the DPI Special Education Office @ 701-328-2652.	Warning		X
<b>Education</b>			
Highest Degree Level, Institution and Year Received are required.	Error		X
Bachelor Degree Institution and Bachelor Year Received is required if Highest Degree Level is 4 or greater.	Error		X
The Bachelor Degree Year is required if the Bachelor Degree Institution reported is not "888888 – Exception (Degree not Required)."	Error		X
<b>Courses</b>			
At least one course is required.	Error		X
No licensed personnel records completed.	Error		X
Course Number cannot have counts as the grade levels are only valid for Grades.	Error		X
Course Number Pre Kindergarten students are not counted towards Summer School.	Error		X
Grade is the lowest grade taught for Course Number. If you have any questions please call 328-4563.	Error		X
Weeks Per Year on Course Number...Max 52.	Error		X

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Weeks Per Year on Course Number...less than 1.	Error		X
Weeks Per Year is not allowed on Course Number.	Error		X
Weeks Per Year is required on Course Number.	Error		X
You have entered a closed school in the Other School Section, select correct school from drop down.	Error		X
Minutes Per Week on Course Number...Max 2400.	Error		X
Minutes Per Week is not allowed on Course Number.	Error		X
Minutes Per Week is required on Course Number.	Error		X
Period entry is not allowed on Course Number.	Error		X
Period entry is required on Course Number.	Error		X
Period entry is required on Course Number.	Error		X
Credit Code entry is not allowed on Course Number.	Error		X
Credit Code entry is required on Course Number.	Error		X
Either Electronic Media or Delivery Method can be selected on Course Number.	Error		X
Delivery Method entry is not allowed on Course Number.	Error		X
Delivery Method entry is required on Course Number.	Error		X
Enrollment entry is not allowed on Course Number.	Error		X
Enrollment entry is required on Course Number.	Error		X
Enrollment entry is not allowed on Course Number.	Error		X
Enrollment entry is required on Course Number.	Error		X
Grade is the highest grade taught for Course Number. If you have any questions please call 328-4647.	Error		X
Grade is the lowest grade taught for Course Number. If you have any questions please call 328-4647.	Error		X
Grade 10 is the lowest grade taught for Course Number, a Dual Credit course.	Error		X
A Student Performance Strategist Course must be reported under the courses section.	Error		X
No assignment exists for a Student Performance Strategist. Please Verify.	Error		X
Instructional Delivery is required for the Course Number.	Error		X
For course <Course Name> complete other school section when students are not enrolled at this <Entity Type>.	Warning		X
You may not be qualified to teach <course> because your teaching license or endorsement expiration is no longer valid or you do not hold the appropriate major/minor and/or major/minor equivalencies. Please refer to the teaching license for course areas authorized to teach. Contact ESPB at 328-9641.	Warning		X
This course requires a valid credential. Please contact DPI.	Warning		X
Weeks Per Year on Course Number...less than 1.	Warning		X
Students have been reported outside of the organization structure of the school for Course #.	Warning		X
You have entered an LEA (district) number in the Other School Section.	Warning		X
Total minutes Per week is greater than 2000 for license number. Typically there are 1950 minutes in a five day 6.5 hour school week.	Warning		X
The Out-of-State Course Instructor for the Course Number is providing Classroom Face-to-Face for Instructional Delivery. Please Verify.	Warning		X

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Course Number Timespan of Course Start and End Times do not match the Total Hours per Day.	Warning		X
Remedial elementary course class enrollment is greater than 15 students.	Warning		X
The teacher-student ratio on course exceeds 1 teacher per 15 students; another teacher is required.	Warning		X
The teacher-student ratio on course exceeds 1 teacher per 25 students; another teacher is required.	Warning		X
For Course Number :The amount of credit assigned is greater than that which can be assigned based upon the Total Classroom Hours of Instruction reported. Please verify.	Warning		X
For Course Number :The amount of credit assigned is less than that which could be assigned based upon the Total Classroom Hours of Instruction reported. Please verify.	Warning		X
Course Start Date or End Date cannot be a Sunday for course.	Warning		X
<b>Summer School Application</b>			
A Summer School Application needs to exist.	Error		X
A Summer School Program Type needs to be selected.	Error		X
<b>Import Errors</b>			
LicenseNumber is not valid or cannot be matched with an existing licensed personnel record.	Error		X
LicenseNumber is already reported on the licensed personnel report for school.	Error		X
SchoolYearPeriod must be 1 (regular school year) or 2 (summer school).	Error		X
Salary must be a whole number greater than zero.	Error		X
DaysContractPeriod must be a whole number greater than zero.	Error		X
YearsEducationalExperience must be a whole number greater than zero.	Error		X
YearsAdministrationExperience must be a whole number greater than zero.	Error		X
PercentDevotedPK must be a whole number between 0 and 100 (inclusive).	Error		X
PercentDevotedKindergarten must be a whole number between 0 and 100 (inclusive).	Error		X
PercentDevotedGrades1_6 must be a whole between 0 and 100 (inclusive).	Error		X
PercentDevotedGrades7_8 must be a whole number between 0 and 100 (inclusive).	Error		X
PercentDevotedGrades9_12 must be a whole number between 0 and 100 (inclusive).	Error		X
PositionCodeMajor must be a valid position code.	Error		X
ResponsibilityCodeMajor must be a valid responsibility code.	Error		X
PercentTimeMajor must be a whole number between 0 and 100 (inclusive).	Error		X
PositionCodeOther1 must be a valid position code.	Error		X
ResponsibilityCodeOther1 must be a valid responsibility code.	Error		X
PercentTimeOther1 must be a whole number between 0 and 100 (inclusive).	Error		X

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PositionCodeOther2 must be a valid position code.	Error		X
ResponsibilityCodeOther2 must be a valid responsibility code.	Error		X
PercentTimeOther2 must be a whole number between 0 and 100 (inclusive).	Error		X
PositionCodeOther3 must be a valid position code.	Error		X
ResponsibilityCodeOther3 must be a valid responsibility code.	Error		X
PercentTimeOther3 must be a whole number between 0 and 100 (inclusive).	Error		X
PositionCodeOther4 must be a valid position code.	Error		X
ResponsibilityCodeOther4 must be a valid responsibility code.	Error		X
PercentTimeOther4 must be a whole number between 0 and 100 (inclusive).	Error		X
HighestDegreeYearReceived cannot be a future date.	Error		X
BachelorDegreeYearReceived cannot be a future date.	Error		X
SchoolYear must be equal to the report/school year you are importing.	Error		X
SchoolYearPeriod must be equal to the report/school year you are importing.	Error		X
School must be equal to the school you are importing for.	Error		X
School must be equal to the school you are importing for or a school within the district/LEA.	Error		X
CourseNumber must be a valid course.	Error		X
School must represent a valid school.	Error		X
SchoolYear must be equal to the report/school year you are importing for.	Error		X
TeacherLicenseNumber must be valid <TeacherID>, if supplied.	Error		X
TeacherLicenseNumber must have a record in the Licensed Personnel (MIS03) collection for this school year.	Error		X
Instruction hours are required.	Error		X
OtherSchoolWhereTaught must be valid school.	Error		X
ClassCreditCodeValue must be 0, 1, .5, .125, .25, 2 or 9.	Error		X
InstructionalDelivery must be 1, 2, 3, 4, or 5.	Error		X
School must be equal to the school you are importing for.	Error		X
School must be equal to the school you are importing for or a school within the district/LEA.	Error		X
Remedial elementary courses must be have a classtypeID = 4.	Error		X
Summer school courses must have a class type of 1 or 10.	Error		X
Credit code cannot be (2) credits or Offered Not Taught during summer school.	Error		X
SchoolYear must be equal to the report/school year you are importing for.	Error		X
School must be equal to the school you are importing for.	Error		X
School must be equal to the school you are importing for or a school within the district/LEA.	Error		X
School must represent a valid school.	Error		X
Course demographics must be for a valid course taught at the school by the LicenseNumber.	Error		X

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LicenseNumber must be valid <TeacherID>.	Error		X
Student counts must be zero or a positive whole number.	Error		X
License Number must be a positive whole number.	Import Error	X	
Date of Birth must be a date in the format MM/DD/YYYY and must be less than or equal to the current date.	Import Error	X	
Total Salary must be zero or a positive whole number. (Exclude commas, decimals, and dollar signs.)	Import Error	X	
Days Contract Period must be a positive whole number between 1 and 365 (inclusive).	Import Error	X	
Days Employed must be a positive whole number between 1 and 365 (inclusive).	Import Error	X	
Years Educational Experience must be a positive whole number between 0 and 99 (inclusive).	Import Error	X	
Years Administrative Experience must be a positive whole number between 0 and 99 (inclusive).	Import Error	X	
% Time Devoted to Prekindergarten must be a positive whole number between 0 and 100 (inclusive).	Import Error	X	
% Time Devoted to Kindergarten must be a positive whole number between 0 and 100 (inclusive).	Import Error	X	
% Time Devoted to Grades 1-6 must be a positive whole number between 0 and 100 (inclusive).	Import Error	X	
% Time Devoted to Grades 7-8 must be a positive whole number between 0 and 100 (inclusive).	Import Error	X	
% Time Devoted to Grades 9-12 must be a positive whole number between 0 and 100 (inclusive).	Import Error	X	
Major Assignment % Time must be a positive whole number between 1 and 100 (inclusive).	Import Error	X	
% Time (other Assignment 1) must be a positive whole number between 1 and 100 (inclusive).	Import Error	X	
% Time (other Assignment 2) must be a positive whole number between 1 and 100 (inclusive).	Import Error	X	
% Time (other Assignment 3) must be a positive whole number between 1 and 100 (inclusive)	Import Error	X	
% Time (other Assignment 4) must be a positive whole number between 1 and 100 (inclusive).	Import Error	X	
Highest Degree Year Received must be year greater than 1900 and less than or equal to the current year.	Import Error	X	
Graduate Semester Hours must be zero or a positive whole number.	Import Error	X	
Bachelor Degree Year Received must be year greater than 1900 and less than or equal to the current year.	Import Error	X	
You may not be qualified to teach this course because your teaching license or endorsement expiration is no longer valid or you do not hold the appropriate major/minor and/or major/minor equivalencies. Please refer to the teaching license for course areas authorized to teach by ESPB.	Import Error	X	
This course requires a valid credential. Please contact DPI.	Import Error	X	
Weeks Per Year values must be a positive whole number 0 through 52.	Import Error	X	
Minutes Per Week values must be a positive whole number 0 through 2400.	Import Error	X	
Minutes Per Week is required.	Import Error	X	

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Description	Type of Error	Validations for "Save" Button	Validations for "Validate" Button
Male Students per Grade values must be 0 or a positive whole number.	Import Error	X	
Female Students per Grade values must be 0 or a positive whole number.	Import Error	X	
Reassignment date must be a date in the format MM/DD/YYYY or M/D/YYYY.	Import Error	X	