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Errors for Step 1: Transmit Data (Staff Roster Records)

The following errors occur when transmitting data (Staff Roster Records):

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Error Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0600</td>
<td>Data elements discontinued (SR34, SR35), should be 99. SR34 and SR35 have been discontinued. “Not Applicable” (99) should be reported for all staff.</td>
</tr>
<tr>
<td>2003</td>
<td>Invalid/Missing Race/Ethnicity (SR08) SR08 must be one of the valid codes for race/ethnicity listed in the EPIMS Data Handbook. It must not be blank or null.</td>
</tr>
<tr>
<td>2004</td>
<td>Invalid/Missing Employment Status (SR09) SR09 must be one of the valid codes for employment status listed in the EPIMS Data Handbook. It must not be blank or null.</td>
</tr>
<tr>
<td>2005</td>
<td>Invalid/Missing Reason for Exit (SR10) SR10 must be one of the valid codes for reason for exit listed in the EPIMS Data Handbook. It must not be blank or null.</td>
</tr>
<tr>
<td>2007</td>
<td>Invalid/Missing Fed Sal Source 1 (SR12) SR12 must be one of the valid codes for federal salary source listed in the EPIMS Data Handbook. It must not be blank or null.</td>
</tr>
<tr>
<td>2008</td>
<td>Invalid/Missing Fed Sal Source 2 (SR14) SR14 must be one of the valid codes for federal salary source listed in the EPIMS Data Handbook. It must not be blank or null.</td>
</tr>
<tr>
<td>2009</td>
<td>Invalid/Missing Fed Sal Source 3 (SR16) SR16 must be one of the valid codes for federal salary source listed in the EPIMS Data Handbook. It must not be blank or null.</td>
</tr>
<tr>
<td>2010</td>
<td>Invalid/Missing Degree Type 1 (SR18) SR18 must be one of the valid codes for degree type listed in the EPIMS Data Handbook. It must not be blank or null.</td>
</tr>
<tr>
<td>2011</td>
<td>Invalid/Missing Degree Subject 1 (SR20) SR20 must be one of the valid codes for degree subject listed in the EPIMS Data Handbook. It must not be blank or null.</td>
</tr>
<tr>
<td>2012</td>
<td>Invalid/Missing Degree Type 2 (SR21) SR21 must be one of the valid codes for degree type listed in the EPIMS Data Handbook. It must not be blank or null.</td>
</tr>
</tbody>
</table>
2013 — Invalid/Missing Degree Subject 2 (SR23)
SR23 must be one of the valid codes for degree subject listed in the EPIMS Data Handbook. It must not be blank or null.

2014 — Invalid/Missing Degree Type 3 (SR24)
SR24 must be one of the valid codes for degree type listed in the EPIMS Data Handbook. It must not be blank or null.

2015 — Invalid/Missing Degree Subject 3 (SR26)
SR26 must be one of the valid codes for degree subject listed in the EPIMS Data Handbook. It must not be blank or null.

2016 — Invalid Degree Institution 1 (SR19)
SR19 must be one of the valid codes for degree institution listed in the EPIMS Data Handbook. It must not be blank or null.

2017 — Invalid Degree Institution 2 (SR22)
SR22 must be one of the valid codes for degree institution listed in the EPIMS Data Handbook. It must not be blank or null.

2018 — Invalid Degree Institution 3 (SR25)
SR25 must be one of the valid codes for degree institution listed in the EPIMS Data Handbook. It must not be blank or null.

2019 — Invalid Percent Federal Salary Source1 (SR13)
SR13 is a numeric value equal to or less than 1.00. It requires a minimum of 2 and a maximum of 5 characters, including a decimal point, and must not be blank or null. If not applicable, the acceptable code is 00.

2020 — Invalid Percent Federal Salary Source2 (SR15)
SR15 is a numeric value equal to or less than 1.00. It requires a minimum of 2 and a maximum of 5 characters, including a decimal point, and must not be blank or null. If not applicable, the acceptable code is 00.

2021 — Invalid Percent Federal Salary Source3 (SR17)
SR17 is a numeric value equal to or less than 1.00. It requires a minimum of 2 and a maximum of 5 characters, including a decimal point, and must not be blank or null. If not applicable, the acceptable code is 00.

2034 — Invalid District Level Educator’s Professional Teacher Status (SR28)
SR28 must be one of the valid codes for Educator’s Professional Teacher Status listed in the EPIMS Data Handbook. It must not be blank or null.
2036 - Invalid Overall Annual Summative Evaluation or Formative Evaluation Rating (SR29)

SR29 must be one of the valid codes for Educator’s current school year overall Summative Evaluation rating or Formative Evaluation rating listed in . It must not be blank or null.

2038 - Invalid Standard (1) Evaluation Rating (SR30)

SR30 must be one of the valid codes for Educator’s current school year evaluation rating on Standard (1) listed in . It must not be blank or null.

2040 - Invalid Standard (2) Evaluation Rating (SR31)

SR31 must be one of the valid codes for Educator’s current school year evaluation rating on Standard (2) listed in . It must not be blank or null.

2042 - Invalid Standard (3) Evaluation Rating (SR32)

SR32 must be one of the valid codes for Educator’s current school year evaluation rating on Standard (3) listed in . It must not be blank or null.

2044 - Invalid Standard (4) Evaluation Rating (SR33)

SR33 must be one of the valid codes for Educator’s current school year evaluation rating on Standard (4) listed in . It must not be blank or null.

2048 – Invalid Beginner Educator Identifier (SR38)

SR38 must be one of the valid codes for Beginner Educator Identifier found in the EPIMS Data Handbook. It must not be blank or null.

4001 — Record reported more than once in SR file

Duplicate MEPID in a staff roster file. There should be only one staff roster record per individual submitted by a district.

6001 — License Number (SR03) must match MEPID on file

License number for a MEPID reported in the staff roster record must match the license number in ID Maintenance for that MEPID.

6002 — Invalid Employee Number / Length must be 1–20 (SR02)

SR02 must not be blank or null. If districts do not use a local employee number, the not applicable code of 0 must be used.

6008 — Employee Status (SR09) not valid with Reason for Exit (SR10)

SR09 must equal 04 if SR10 is not 00, and vice versa. If the employee has exited the district (SR09 = 04), then SR10 = 01–10. If the individual is employed (SR09 = 01–03), then SR10 = 00 (Not Applicable).
6011 — Federal Salary Source 3 (SR16) reported. Invalid Federal Salary Source 2 (SR14)

If there is a Federal Salary Source reported in the third source field (SR16), there should be a source reported in the second source field (SR14). If SR14 = 000 (Not Applicable), so should SR16.

6012 — If SR12/ SR14/ SR16 are reported then SR12 must not equal SR14 and SR14 must not equal SR16

Federal Salary sources must not be duplicated in a record. The first code for Federal Salary Source (SR12) should not be repeated in the second (SR14) or third (SR16) data elements for Federal Salary Source.

6013 — Federal Salary Source 1 (SR12) reported. Invalid Percent of Federal Salary Source 1 (SR13)

If SR12 is not 000, then SR13 must contain a percent greater than 0. SR13 must not equal 00 (Not Applicable) or be blank or null. If a Federal Grant code is entered, there must be a percent entered also.

6014 — Federal Salary Source 1 (SR12) not reported. Invalid SR13–SR17

If SR12 = 000, then all the subsequent Federal Salary Source and percent Federal Salary Source fields (SR13–SR17) must be not applicable. If there is no Federal Grant code entered in the first option for a Federal Salary Source, then there is no Federal Salary Source information to be reported.

6015 — Federal Salary Source 2 (SR14) reported. Invalid Federal Salary Source 1 (SR12)

If SR14 does not equal 000, then SR12 must not equal 000. Federal Salary information should be entered in Federal Salary Source 1, then 2, then 3.

6017 — Federal Salary Source 2 (SR14) reported. Invalid Percent of Federal Salary Source 2 (SR15)

If SR14 does not equal 000, then SR15 must not equal 00 (Not Applicable) or be blank or null. If a Federal Grant code is entered, there must also be a percent entered.

6018 — Federal Salary Source 2 (SR14) not reported. Invalid SR15–SR17

If SR14 = 000 then SR15, SR16, and SR17 must be not applicable. If there is no Federal Grant code in SR14, there should not be a percentage in the corresponding Percent of Federal Salary Source 2 (SR15) or any Federal Salary Source information in the 3rd group of fields (SR16 and SR17).

6019 — Federal Salary Source 3 (SR16) reported. Invalid Percent of Federal Salary Source 3 (SR17)

If SR16 does not equal 000, then SR17 must not equal 00 (Not Applicable) or be blank or null. If a Federal Grant code is entered, there must also be a percent entered.
6020 — Federal Salary Source 3 (SR16) not reported. Invalid Percent of Federal Salary Source 3 (SR17)

If SR16 = 000, then SR17 must equal 00. If a Federal Salary Source is entered as not applicable, the corresponding percent of that Federal Salary Source must also be not applicable.

6021 — Degree Type 1 (SR18) not applicable. Invalid Degree Type 2 (SR21) and Degree Type 3 (SR24)

If SR18 = 000, then SR21 and SR24 must equal 000. Fill in degree information in the fields for Degree Type 1 first, then 2, and then 3.

6022 — Degree Type 1 (SR18) invalid with Degree Institution 1 (SR19) and Degree Subject 1 (SR20) (A)

If SR18 = 000, 009, 010, 011, 012, or 013 then SR19 = 0000 and SR20 = 00. If the degree type information is not applicable, the corresponding institution and subject information is also not applicable.

6023 — Degree Type 1 (SR18) invalid with Degree Institution 1 (SR19) and Degree Subject 1 (SR20) (B)

If SR18 does not equal 000, 008, 009, 010, 011, 012, or 013, then SR19 must not equal 0000 and SR20 must not equal 00. If there is degree type information entered (other than “not applicable”), there must be the corresponding institution and subject information also entered.

6024 — Degree Type 2 (SR21) invalid with Degree Institution 2 (SR22) and Degree Subject 2 (SR23) (B)

If SR21 does not equal 000, 008, 009, 010, 011, 012, or 013, then SR22 must not equal 0000 and SR23 must not equal 00. If there is degree type information entered (other than “not applicable”), there must be the corresponding institution and subject information also entered.

6025 — Degree Type 2 (SR21) invalid with Degree Institution 2 (SR22) and Degree Subject 2 (SR23) (A)

If SR21 = 000, 009, 010, 011, 012, or 013, then SR22 = 0000 and SR23 = 00. If the degree type information is not applicable, the corresponding institution and subject information is also not applicable.

6026 — Degree Type 3 (SR24) invalid with Degree Institution 3 (SR25) and Degree Subject 3 (SR26) (B)

Do not use Degree Type 3 (SR24), with Degree Institution 3 (SR25) or Degree Subject 3 (SR26) (B).
6027 — Degree Type 3 (SR24) invalid with Degree Institution 3 (SR25) and Degree Subject 3 (SR26) (A)

If SR24 = 000, 009, 010, 011, 012, or 013, then SR25 = 0000 and SR26 = 00. If the degree type information is not applicable, the corresponding institution and subject information is also not applicable.

6032 — Degree Type 2 (SR21) reported. Degree Type 1 (SR18) must be reported

If SR21 is not 000, then SR18 must not equal 000. Fill in degree information in the fields for Degree Type 1 first, then 2, and then 3.

6033 — Degree Type 3 (SR24) reported. Degree Type 2 (SR21) must be reported

If SR24 is not 000, then SR21 must not equal 000. Fill in degree information in the fields for Degree Type 1 first, then 2, and then 3.

6034 — Invalid format for Date of Hire (SR11)

SR11 must be mm/dd/yyyy.

6035 — Invalid format for Date of Birth (SR07)

SR07 must be mm/dd/yyyy.

6037 — FN must match MEPID on file

The identifying characteristic of first name (FN) associated with a MEPID in the SR record must match the identifying characteristic associated with the MEPID in ID Maintenance.

6038 — MN/MI must match MEPID on file

The identifying characteristic of middle name/middle initial (MN/MI) associated with a MEPID in the SR record must match the identifying characteristic associated with the MEPID in ID Maintenance.

6039 — LN must match MEPID on file

The identifying characteristic of last name (LN) associated with a MEPID in the SR record must match the identifying characteristic associated with the MEPID in ID Maintenance.

6040 — DOB must match MEPID on file

The identifying characteristic of date of birth (DOB) associated with a non-exited MEPID in the SR record must match the identifying characteristic associated with the MEPID in ID Maintenance.

6042 — Inaccurate Grant Code (SR12, SR14, or SR16) reported

The grant code reported in (SR12, SR14, or SR16) must represent a federal grant allocation that the district is receiving.
6043 — MEPID (SR01) is Inactive
The MEPID reported in SR01 is inactive.

6044 — Date of Hire (SR11) Can Not be Less Than or Equal to Date of Birth (SR07)
SR11 can not be less than or equal to SR07.

6045 — Date or Birth (SR07) can not be less than 14 Years Old or More than 90 Years Old When Hired
DOB can not be less than 14 years old or more than 90 years old when hired.

6046 — MEPID does not exist in EPIMS
MEPID reported not valid and does not exist in EPIMS.

6048 — Gender Missing on File
Every MEPID reported in the Staff Roster file must have a Gender on file.

6049 - Date of Hire (SR11) must be on or prior to the EOY close date
The date of hire for a staff member must be prior to the collection closing date

6050 - Date of Hire (SR11) must be on or prior to the EOY close date for a Collaborative
The date of hire for a staff member must be prior to the collection closing date

6051 — Invalid Date of Exit (SR27). A date must be entered or NA if not applicable
SR27 must be formatted as mm/dd/yyyy if a date in reported. Otherwise, NA must be reported.

6052 — Date of Exit (SR27) must not be reported for employed staff
If Employment Status (SR09) does not indicate an exit (not equal to ‘04’), then an exit date should not be reported and NA should be reported in SR27.

6053 — Date of Exit (SR27) must be reported for exited staff
If Employment Status (SR09) indicates an exit (equal to ‘04’), then an exit date should be reported and must not equal NA.

6054 — Date of Exit (SR27) for exited staff must be between the Date of Hire (SR11) and the date of collection.
For exited staff, SR27 must be between the Date of Hire (SR11) and the date of collection (usually October 1 or the last day of school) inclusive.

6055 - Date of Exit (SR27) for exited staff must be between the Date of Hire (SR11) and the EOY close date
The exit date for a staff member must fall within a reasonable range.
6056 - Date of Exit (SR27) for exited staff must be between the Date of Hire (SR11) and the EOY close date for a collaborative

The exit date for a staff member must fall within a reasonable range.

6072 — Not Applicable must be reported in Educators Professional Teacher Status (SR28) for Charter Schools

For all Charter Schools, SR28 must be “Not Applicable”.

6074 — Evaluation Fields (SR29-SR33) must either be all N/A (99) or all valid evaluation codes.

SR29 through SR33 must reflect a consistent standard. If a staff member is not subject to reportable evaluation then all standards must be NA. If a staff member is subject to reportable evaluation then all evaluation standards must be not NA (99).

6076 - Ratings must be all Summative

If SR29 is a Summative rating, then SR30-SR33 must be all Summative ratings.

6077 - Ratings must be all Formative

If SR29 is a Formative rating, then SR30-SR33 must be all Formative ratings.

6079 — Overall Summative Rating (SR29) invalid with Standard Rating(s) (SR30-SR33)

For educators with job classifications that require an ESE license, if SR29 is not 00, then SR30 through SR33 must not be 00.

6081 — Overall Summative Rating (SR29) invalid with Standard Rating(s) (SR30-SR33)

For educators with job classifications that require an ESE license, if SR30 through SR33 is not 00, then SR29 must not be 00.

6083 — Overall Summative Rating (SR29) invalid with Standard (1) and/or Standard (2) Rating(s) (SR30-SR31) /Non-Administrators

For staff whose licensed job classifications are only non-administrative positions, SR30 and SR31 must be 13 through 20 if SR29 is 13 through 20.

6085 — Overall Summative Rating (SR29) invalid with Standard (1) Rating(s) (SR30) /Administrators

For administrative job classifications that require an ESE license, SR30 must be 13 through 20 if SR29 is 13 through 20.

6086 - If the Overall Evaluation is non-administrative, then Professional Teacher Status cannot be NA (99)

If a staff member in a public district has been evaluated as a non-administrator then the value of SR28 cannot be 99.
<table>
<thead>
<tr>
<th>Error Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6090</td>
<td><strong>Expected Days of Attendance must be less than 261 days.</strong> Expected Days of Attendance (SR37) must be less than 261 days.</td>
</tr>
<tr>
<td>6092</td>
<td><strong>Days of Attendance must be between 0 and 261</strong> Days of Attendance (SR36) must be between 0 and 261</td>
</tr>
<tr>
<td>6094</td>
<td><strong>Expected Days of Attendance must be greater than or equal to Days in Attendance</strong> The value of SR37 (Expected Days of Attendance) must not be less than the Days of Attendance.</td>
</tr>
<tr>
<td>6098</td>
<td><strong>Working Staff may not have 0 Expected Days of Attendance.</strong> A staff member reported as working and not on leave (SR09=01) must not be reported with 0 expected days of attendance.</td>
</tr>
</tbody>
</table>
Errors for Step 1: Transmit Data (Work Assignment Records)

0905 — Data elements discontinued (WA13, WA14, WA15), should be 99.
WA13, WA14 & WA15 have been discontinued. “Not Applicable” (99) should be reported for all staff.

2101 — Invalid/Missing District/School (WA06)
WA06 must be a valid district/school identification number. It must not be blank or null.

2102 — Invalid/Missing Job Classification (WA07)
WA07 must be a valid job classification code listed in the EPIMS Data Handbook. It must not be blank or null.

2103 — Invalid/Missing Grade (WA09)
WA09 must be a valid grade code listed in the EPIMS Data Handbook. It must not be blank or null.

2104 — Missing Subject Area–Course (WA10)
WA10 must be a valid subject area–course code listed in the EPIMS Data Handbook. It must not be blank or null.

2105 — Invalid/Missing Teacher/Paraprofessional Assignment (WA08)
WA08 must be a valid assignment code listed in the EPIMS Data Handbook. It must not be blank or null.

2110 — FTE (WA12) Invalid format
It requires a minimum of 2 and a maximum of 5 characters, including a decimal point, and must not be blank or null.

2111 — Invalid Class Section (WA11)
WA11 must not be blank or null.

2112 — Invalid/Missing Course Term (WA16)
WA16 must be a valid course term code listed in the EPIMS Data Handbook. It must not be blank or null.

2113 — Invalid/Missing Term Status (WA17)
WA17 must be a valid term status code listed in the EPIMS Data Handbook. It must not be blank or null.

6101 — Grade (WA09) must be reported for teachers
If Job Classification (WA07) = 2305, 2306, 2307, 2308, 2310, or 2325, then WA09 must not equal 00 (Not Applicable).
6103 — Class Section (WA11) must be reported for teachers in grades PK–12
If Job Classification (WA07) = 2305, 2306, 2307, 2308, 2310, or 2325, and Grade (WA09) = PK–12, K01, 0102, 88 or 99 then WA11 must not equal 0 (Not Applicable).

6104 — Title I School Type invalid for Assignment (WA08)
If a school does not have a Title I targeted assistance or school-wide program, then WA08 cannot be 401 (Title I paraprofessional).

6105 — School ID code (WA06) required for school level job classification
If Job Classification (WA07) is for a school position, then District/School ID (WA06) must be for a school. (1305, 1310, 1320, 2305, 2306, 2307, 2308, 2310, 2325, 3329, 3330, 3350, 3351, 3360, 3361, 3370, 3371, 4100, 5020, or 5021).

6107 — Invalid Employee Number / Length must be 1–20 (WA02)
WA02 must not be blank or null. If districts do not use a local employee number, a single alphanumeric symbol can be used in this field that is identical in all records, such as a 0.

6108 — District/School ID (WA06) invalid for the reporting district
WA06 must be valid school code for the district reporting the EPIMS data.

6110 — Grade (WA09) not valid with Subject Area/Course (WA10)
If WA09 = 00, then WA10 has to be 00000 and if WA09 does not equal to 00, then WA10 must not equal to 00000. If WA10 does not equal 00000, then WA09 must not equal 00.

6111 — Job Classification (WA07) not valid with Grade (WA09) and should be reported at the school level in District/School ID (WA06)
If WA07 = 1305, 1310, 1320, 3329, 3330, 3350, 3351, 3360, 3361, 3370, 3371, 5020, or 5021, then WA06 must equal a school code (the last four digits of the eight-digit number must not be 0000) and WA09 must equal 00.

6112 — Job Classification (WA07) not valid with Grade (WA09) and should be reported at the district level in District/School ID (WA06)
If WA07 = 1200, 1201, 1202, 1205, 1211, 1212 or 1226 then the WA06 must equal a district code (the last four digits of the eight-digit number must be 0000) and the WA09 must equal 00.

6115 — Invalid CIP (WA10) code
If the educator teaches in a Chapter 74–approved program, the subject area/course code (WA10) should be a seven-digit CIP code listed in the subject area/course codes found in the EPIMS Data Handbook. It should not be a five-digit NCES/EPIMS code, also found in the subject area/course code list.
6116 — Invalid Subject Area/Course (WA10) code
WA10 must be one of the valid codes for subject area/course listed in the EPIMS Data Handbook. It must not be blank or null.

6117 — District not approved for CIP program
WA10 must be the seven-digit (CIP) code if the vocational teacher is teaching in a Chapter 74–approved program. If the school is not Chapter 74–approved, the vocational teacher’s courses must be coded with the five-digit EPIMS/NCES codes.

6118 — Class Section (WA11) invalid
An alphanumeric string of 20 characters or less. Special characters other than hyphen, space, parentheses, underscore, forward slash and period are not acceptable. If no class section is required, the code “0” should be entered in this field.

6119 — FN must match MEPID on file
The identifying characteristic of first name (FN) associated with the MEPID in the WA record must match the identifying characteristic associated with the MEPID in ID Maintenance.

6120 — MN/MI must match MEPID on file
The identifying characteristic of middle name/middle initial (MN/MI) associated with the MEPID in the WA record must match the identifying characteristic associated with the MEPID in ID Maintenance.

6121 — LN must match MEPID on file
The identifying characteristic of last name (LN) associated with the MEPID in the WA record must match the identifying characteristic associated with the MEPID in ID Maintenance.

6125 — Prior-to-Secondary Course Code (WA10) required for Grade (WA09) reported
If WA09 = PK, K, 01, K01, 0102, 02, 03, 04, 05, 06, 07, or 08, then prior-to-secondary course code must be reported.

6126 — Secondary Course Code (WA10) required for Grade (WA09) reported
If WA09 = 09, 10, 11, or 12, then secondary course code must be reported.

6127 — FTE (WA12) Invalid value
WA12 must be equal to or less than 1.0 and cannot equal 0.

6128 — Not Applicable work assignment (WA08) not applied as required
If WA07 = 2305, 2306, 2307, 2308, 2310, 2325, or 4100, then WA08 cannot be 000 (not applicable), and if WA08 = 000, then WA07 cannot be 2305, 2306, 2307, 2308, 2310, 2325, or 4100.
6129 — Support Content work assignment (WA08) not applied as required
If WA07 = 2310, then WA08 must equal one of the following codes: 005, 006, 012, 014, 020, 208–304, 215 and if WA08 = 005, 006, 012, 014, 020, 215, then WA07 must equal 2310 or 2325.

6130 — Paraprofessional work assignment (WA08) not applied as required
If WA07 = 4100, then WA08 must equal 401–406, and if WA08 = 401–406, then WA07 must equal 4100.

6143 — MEPID Reported in WA01 is Inactive
MEPID reported in Work Assignment record is not active.

6144 — Subject Area-Course (WA10) not valid for Work Assignment (WA08) (A)
If WA08=011, then WA10=01008.

6146 — Subject Area-Course (WA10) not valid for Work Assignment (WA08) (B)
If WA08 = 010, then WA10 must equal 51008.

6147 — MEPID does not exist in EPIMS
MEPID reported not valid and does not exist in EPIMS.

6148 — Prior-to-Secondary Course Code (WA10) required for Assignment (WA08)
If WA08 = 001, 010, 014, 212 or 301, then a prior-to-secondary course code must be reported.

6149 — Secondary Course Code (WA10) required for Assignment (WA08)
If WA08 = 002, 011, 020, 208, 302, 303 or 213 then a secondary course code must be reported.

6150 - Subject Area-Course (WA10) not valid for Work Assignment (WA08) and Job Classification (WA07)
If WA07=2305, 2306, 2307, 2308, 2310 or 2325 and WA08 is a non-core assignment, then subject area course code (WA10) must not be 00000.

6153 — Job Classification (WA07=1312) must be reported at the school level (WA06)
If WA07=1312 (School Special Education Administrator), then WA06 must be a school code.

6154 — Term Status (WA17=Inactive) invalid with Course Term (WA16)
In EOY, the following terms (WA16) must be reported as active (WA17=01): full year (01), third trimester (33), second trimester (22), fourth quarter (44), and fifth Quinmester (55).
6155 — Term Status (WA17=Active) invalid with Course Term (WA16)
In EOY, the following terms (WA16) must be reported as inactive (WA17=02): first quarter (41), first semester (21), first trimester (31), and first quinmester (51).

6156 — Term Status (WA17=Inactive) invalid with Course Term (WA16)
In October, the following terms (WA16) must be reported as active (WA17=01): full year (01), first trimester (31), first semester (21), first quarter (41), and first quinmester (51).

6157 — Future Course Terms (WA16) should not be reported in October
In October, the following terms (WA16) must not be reported at all: Second Semester (22), Second Trimester (32), Third Trimester (33), Third Quarter (43), Fourth Quarter (44), Third Quinmester (53), Fourth Quinmester (54), and Fifth Quinmester (55).

6160 - Non Instructional Paraprofessionals (WA08) must have 00000 for a Course Code (WA10)
Non-instructional paraprofessionals (WA08=406) must have N/A for a Course Code (WA10 = 00000).

6164 - All Subjects course code (WA10=99999) is only valid for secondary SPED or ELL work assignments
If WA10=99999, then WA08 must be a Secondary SPED & ELL code (WA08 = '003','004','005', '006', '007','008','016', '020', '402' or '404').

6165 - All subjects course code (WA10=99999) is not valid for virtual classrooms
If WA10=99999, then WA07 must not be virtual (2307, 2308).

6166 - All subjects course code (WA10=99999) is not valid for prior-to-secondary classes
If WA10=99999, then grade (WA09) must be 09 to 12 or 88 or 99.

6167 - A virtual-only school may not report traditional classroom teachers (WA07=2305 or 2306)
If WA06 is a virtual school, then it cannot report 2305, 2306 for a work assignment.

6168 –Prior-to-Secondary Education Class WA10= 73039 must use a multiple grade code (WA09)
The course code (WA10) of 73039 is to be used for general education classes which cannot be differentiated by a single grade level. When reported, the value of WA09 must be K01, 0102, 88 or 99. When there is a predominant grade in a general education classroom, use the grade specific codes 73029 through 73038.

6174 - Core work assignment (WA08) not applied as required
If WA10 represents a core course code, then WA08 must either be a core assignment code (001-020) or an instructional paraprofessional code (401-405). If WA08 is a core assignment code (001-020), then WA10 must be a core course code.
Errors for Step 2: Validate Data

**6201 — Degree Information Required**

If SR03 = 00, 01 and WA07 = 3323, 3324, 3325, 3326, 3327, 3328, 4100, 3411, 3421, 3431, 3441, 3451, 3461 then SR18 must not equal 000 or be blank or null. (See Appendix E for job classifications requiring degree information.)

**6202 — Degree Type (SR18) not valid with License Number (SR03) Reported**

If SR03 = 00, 01 and if WA07 = 2305, 2306, 2307, 2308, 2310, 2325, 2330, 1200, 1201, 1202, 1205, 1210, 1211, 1212, 1213, 1214, 1215, 1216, 1217, 1218, 1219, 1220, 1221, 1222, 1223, 1224, 1225, 1226, 1305, 1310, 1320, 3329, 3330, 3350, 3351, 3360, 3361, 3370, 3371, 5020, 5021 then SR18 must not equal 000 or be blank or null.

**6203 — Working Staff (SR09=01) must have at least one work assignment record reported in an active term (WA17=01)**

If SR09 = 01, must have at least one work assignment record in an active term. If the employee is working, their MEPID must be reported at least once in a work assignment file.

**6204 — Total of FTE cannot be greater than 1.5 for an educator per term**

The sum of FTE (WA12) for all the records with the same MEPID, must be less than or equal to 1.5 for each inactive course term except for Multiple Quarters (45), Multiple Non-Consecutive Quarters (46), Multiple Quinmesters (56), Multiple Non-Consecutive Quinmesters (57), Multiple Mini-terms (78) and Multiple Non-Consecutive Mini-Terms (79).

**6205 — Total of FTE (WA12) cannot be greater than 1.5 for an educator for all active terms**

The sum of WA12 for all the records with the same MEPID, must be less than or equal to 1.5 for all active terms.

**6206 — MEPID needs to be reported once in SR file**

For every MEPID that appears in a work assignment record, there should be **EXACTLY ONE** corresponding staff roster record containing that MEPID. This error checks the uniqueness and existence of the MEPID in the staff roster records submitted.

**6207 — Sum of Federal Salary Percent (SR13 + SR15 + SR17) cannot be greater than 100%**

The sum of the sources of an individual’s salary cannot exceed 1.00.

**6209 — School(s) missing WAR(s)**

Every school in a district must submit at least one Work Assignment Record. This rule checks if any school is missing.
6210 — MEPID (WA01)/Job Classification (WA07)/Assignment (WA08)/Course (WA10)/Section (WA11)/Course Term (WA16) combination must be unique within School (WA06)
Determines uniqueness of a Work Assignment Record within a school by the combination of MEPID, Job Classification, Assignment, Subject Area/Course, Class Section and Course Term.

6211 — Superintendent Job Classification (WA07) required/must be one and only one WA record reported for your district
There must be exactly one work assignment record in a single active period reported with WA07 = 1200 for each school district for active records (SR09=01), including charter and Collaborative school districts.

6212 — Principal Job Classification (WA07) required
There must be one or more work assignment record for all active periods reported with WA07 = 1305 for each school or charter or collaborative school for active records (SR09=01).

6213 — Special Education Administrator Job Classification (WA07) required/must be one and only one WA record reported for your district
There must be exactly one work assignment record in a single active period reported with WA07 = 1212 for each school district, collaborative and charter school for active records (SR09=01).

6214 — Number of records with Grade (WA09) equaling 88 or 99 exceeds limit
The number of work assignment records a district submits where the grade is identified as multiple or all (WA09 = 88 or 99) for teachers (WA07 = 2305 or 2307) cannot exceed a reasonable rate

6215 — All individuals reported as active in the previous collection must have a staff roster record in current collection
If SR09 = 01, 02, or 03 for the previous reporting period, the individual must be reported in the SR file for the current collection period. If they have since exited, they should be reported as SR09 = 04.

6220 — HQ status for MEPID, Subject Area Course Code, Job Assignment and Grade must be consistent within each inactive term
For each combination of MEPID (WA01), Course Code (WA10), Assignment (WA08) and Grade (WA09) reported, the HQ status (WA14) must be the same within each inactive term.
6221 – Secondary Core Subject Area-Course Code (WA10) for Job Classification (WA07=2305, 2306, 2307, or 2308) must have multiple WA records & FTE (WA12) must be less than 1.0 per course term

If WA07=2305, 2306, 2307, or 2308 and WA10 is a secondary, core subject area-course code and does not equal CIP Code, then there must be more than one Work Assignment record and WA12 must be less than 1.0 per record per course term.

6223 – Title I school (WA06) requires Title I staff to be reported

If a school (WA06) is Title I (TA, TAP or SW), then at least one teacher or paraprofessional or an administrator must be reported with a Title I Federal salary source values in SR12 or SR14 or SR16 when SR09 is a working status.

6224 – Staff receiving Title I funding must be reported in Title I school(s) (WA06)

Staff receiving with Title I funding (SR12 or SR14 or SR16) must be reported in at least one Title I school.

6225 — Only one working Teaching assignment (WA07=2305 or 2307) may be reported for a class

For any unique combination of School (WA06), Course (WA10), Section (WA11) and Term (WA16), only one working (SR09=01) solo teacher (WA07=2305 or 2307) can be reported. If multiple teachers are assigned to a course, then they must be reported as Co-Teachers (WA07=2306 or 2308).

6226 – Only two working Co-Teaching assignments (WA07=2306 or 2308) may be reported for a class.

If co-teachers reported (job classification 2306 or 2308), only TWO working (SR09=01) co-teachers may be reported within a school for a subject area course code, class section, and course term.

6228 – A maximum of two Support Content assignments (WA07=2310) may be reported for a class

No more than two support content teachers (job classification 2310) may be reported within a school for a subject area course code, class section, course term, and term status.

6229 – The number of Co-Teaching assignment records (WA07=2306 or 2308) reported for a class must not equal 1

If co-teachers reported (Job Classification 2306 or 2308), then must not report one single co-teacher within a school for a subject area course code, class section, and course term.

6232 – Tutors (WA07=3323) may not be compensated with Title I funds

If WA07=3323 (tutor), then Federal Salary source must not be a Title I source. Tutors may not be compensated with Title I funds.
6233 – Virtual and traditional teachers may not be combined in the same class
Co-teachers (2306) must not be reported with virtual co-teacher (2308) for a class and vis versa. 2306 and 2308 must not be reported for the same class (WA06, WA10, WA11, WA16)

6234 - Staff Roster Record is not needed: Exited Staff reported with no work history
If a staff member is reported as exited (SR09=04) in the current period, then s/he must have worked or been on leave in the prior period (SR09 <>04) or have a work assignment record in the current period.

6235 - Expected Days of Attendance (SR37) is not consistent with the Termination date (SR27)
The number of days between the hire and termination date of a staff member should be consistent with working a standard 5 day work week.

6238 — SR28 through SR34 must be “Not Applicable” where no Work Assignment records have been reported
For educators who have no Work Assignments in the EOY collection, SR28 through SR34 must be “Not Applicable”.

6240 — Educator’s Professional Teacher Status (SR28) must be “Not Applicable” where Job Classifications do not require a License
For educators whose only job classifications are ones that do not require an ESE license, SR28 must be “Not Applicable”.

6242 — Summative/Formative Evaluation Rating (SR29) must be “Not Applicable” where Job Classifications do not require a License
For educators whose only job classifications are ones that do not require an ESE license in the EOY collection, SR29 must be “Not Applicable”.

6250 — Invalid Educator’s Professional Teacher Status (SR28)/ Admin
For educators with job classifications that require an ESE license and whose positions are only administrative, SR28 must be “Not Applicable”.

6252 — Teachers must report Professional Teacher Status (SR28)
In EOY, in non-Charter Public School Districts, for educators with job classifications that require an ESE license and whose positions are non-administrative, SR28 may not be “Not Applicable” (99).
6254 — Invalid Summative/Formative Evaluation Rating (SR29)

In EOY, for educators with job classifications require an ESE license, SR29 must not be “Not Applicable” with these exceptions: For 1205 (Other District Wide Administrators), 1224 (Supervisor/Director/Coordinator: Technology) and 1320 (Other School Administrator/ Coordinator) an evaluation is optional and may report N/A (99). For 2325 (Long Term Substitute teachers) who are employed for less than 3 months, districts may report N/A (99) in this field. Non-RTTT Commonwealth Charter Schools and Collaboratives may report N/A (99) for all staff regardless of license requirements.

6255 -Invalid Summative/Formative Evaluation Rating (SR29) - Non-District

Same as above except for non-district staff (SR09=05)

6270 — Educator Evaluation Data Missing

For educators with job classifications that require an ESE license, evaluation data must be reported in EOY. Collaboratives may report N/A (99) for all staff regardless of license requirements.

6272-Administrators may only be evaluated with administrative ratings.

In the EOY collection, if a staff member who is subject to evaluation has no non-administrative work assignments then their Ratings (SR29-SR33) cannot be non-administrative ratings.

6274-Non-Administrators may only be evaluated with non-administrative ratings.

In the EOY collection, if a staff member who is subject to evaluation has no administrative work assignments then their Ratings (SR29-SR33) cannot be administrative ratings.

6282-No In-District Staff reported

No staff was reported as being employed by the district (SR09=01).

6284-EOY Non-Administrative Rating in SR29 may not be re-characterized as Administrative in October

Staff evaluation data reported in October must be consistent in that a teacher rating can only be corrected to be a different teacher rating

6286-EOY Administrative Rating in SR29 may not be re-characterized as Non-Administrative in October

Staff evaluation data reported in October must be consistent in that an administrative or “not evaluated” rating can only be corrected to be a different administrative rating

6288-Evaluation data may only be reported in October if it is an update to EOY data.

Staff evaluation data reported in October must be different than that reported in EOY. The staff member must have been subject to evaluation in the EOY collection.
6290-A "Not Evaluated" rating for SR29 may only be reported in October if it is an update to EOY evaluation data.

If a staff member was reported as "Not Evaluated" in EOY, they may not be reported again as “Not Evaluated” in October. Report “99” (Not applicable) instead
## Revision History

<table>
<thead>
<tr>
<th>Version</th>
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<tbody>
<tr>
<td>8.00</td>
<td>09/01/17</td>
<td>09/01/17</td>
<td>Deleted 2032, 2046, 2106, 2107, 2108, 2114, 6028, 6047, 6096, 6109, 6113, 6114, 6124, 6142, 6161, 6162, 6163, 6172, 6176, 6178, 6218, 6219, 6220, 6227, 6280 &amp; 6292 Renumbered 6266 to 6083, 6268 to 6085 Added: 0600, 0905, 6049, 6050, 6055, 6056, 6235, 6255</td>
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<td>7.00</td>
<td>05/04/16</td>
<td>05/04/16</td>
<td>Deleted 6078, 6080, 6082, 6084 which refer to discontinued SR35</td>
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<tr>
<td>6.02</td>
<td>10/01/15</td>
<td>10/01/15</td>
<td>Added 2048</td>
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<tr>
<td>6.01</td>
<td>8/16/15</td>
<td>8/16/15</td>
<td>Deleted 6060 &amp; 6062 Restricted 6086 and 6252 to non-charter districts Restricted 6238, 6242, 6272 &amp; 6274 to EOY collection Renumbered 6264 to 6079 and made it a step 1 validation Renumbered 6265 to 6081 and made it a step 1 validation Added 6284, 6286, 6288 &amp; 6290</td>
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<td>6.0</td>
<td>8/15/15</td>
<td>8/15/15</td>
<td>Deleted 6064-6070, 6244-6249, 6256-6262 Updated text for 6074, 6250 Removed references to RTTT from 6254, 6270 Added 6282</td>
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<tr>
<td>5.2</td>
<td>5/15/15</td>
<td>5/15/15</td>
<td>Updated EPIMS2032 to allow for reporting SR34 Added EPIMS6280 Added EPIMS6252</td>
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<tr>
<td>5.1</td>
<td>2/4/15</td>
<td>2/4/15</td>
<td>Consolidated 6049 &amp; 6050 into 6028 (existing validation) Consolidated 6055 &amp; 6056 into 6054 (existing validation)</td>
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<td>5.0</td>
<td>08/27/14</td>
<td>08/27/14</td>
<td>Changed header of 6128-6130 Deleted 6131-6141, 6145 which have been consolidated in new validations Added 6174, 6176, 6178 6129 – added 2325 to valid WA07 codes 6076 – changed header and updated documentation 6077 – added documentation to existing validation. 6266, 6268 corrected typo in description. Changed “or” to “through”</td>
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<td>4.1</td>
<td>05/12/14</td>
<td>05/12/14</td>
<td>Added validations 2046, 6076, 6078, 6080, 6082, 6084, 6272, 6274, 6276, 6086, 6090, 6092, 6094, 6096 &amp; 6098 Altered validations 6242 &amp; 6254 to exclude certain classifications</td>
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<td>4.0</td>
<td>08/20/13</td>
<td>08/20/13</td>
<td>6060-6072 Removed RTTT restrictions and added collection period restrictions 6118 Added parentheses, underscore and forward slash to allowable values</td>
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| 3.3     | 05/15/13    | 05/15/13       | Modified 6072 to apply to all charter schools  
           |             |                | Removed 6252 as it is not needed          |
| 3.2     | 05/10/13    | 05/10/13       | Added: 2034 to 2044; 6074  
           |             |                | Modified 6254 to 6262, 6266              |
| 3.2     | 04/23/13    | 04/23/13       | Added validation 6238, 6072                 |
| 3.1     | 04/19/13    | 04/19/13       | Added validations 2032, 6060, 6062, 6064, 6066, 6068, 6070,  
           |             |                | 6240, 6242, 6244, 6246, 6248, 6249, 6250, 6252, 6254, 6256,  
           |             |                | 6258, 6260, 6262, 6264, 6265, 6266, 6268, 6270  |
| 3.0     | 09/30/12    | 09/30/12       | Prepared for FY13 with new docx format, version & date  
           |             |                | **Added**: Validation 6051-6056 for SR27   |
| 2.1     | 01/26/12    | 11/15/11       | Reviewd and prepared for posting. Changed date.  
           |             |                | **Added**: 6234  
           |             |                | **Updated**: 6113, 6142, 6164, 6168, 6224  
           |             |                | **Expiring**: WA10=73028                     |
|         |             | 09/27/11       | **Updated**:  
           |             |                | 6113 - If Assignment (WA08) = 001 and Subject Area-Course (WA10) = 73028 or 73029 or 73030 or 73031 or 73032 or 73033 or 73034 or 73035 or 73036 or 73037 or 73038 or 73039 or 73041, then WA15 must not equal 03–06. WA15 codes 03–06 are only valid for secondary school teachers and non-generalists. |
|         |             | 09/26/11       | **Updated**:  
           |             |                | 6142 – If WA08 = 000 or 406 and WA07<>3323, then WA09 must equal 00 AND WA10 must equal 00000 AND WA11 must equal 0 AND WA13 must equal 00 AND WA14 must equal 00 AND WA15 must equal 00.  
           |             |                | 6224 – Staff receiving Title I funding (SR12 or SR14 or SR16) must be reported in at least one Title 1 school. |
| 2.0     | 09/23/11    | 09/20/11       | Sent for posting. Updated 6001. Removed “non-exited” from rule. |
|         |             | 09/12/11       | **Updated**:  
           |             |                | 6164 – rework syntax, put codes in order, and deleted redundant second sentence.  
           |             |                | 6165 – deleted redundant second sentence.  
           |             |                | 6167 – deleted redundant second sentence.  
<pre><code>       |             |                | 6225 – added “or 2308”          |
</code></pre>
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| 1.2     |             | 09/09/11       | Updated guide with EPIMS Step 1 validations for October 2011:  
Updated validations: 2106, 6101, 6103, 6105, 6113, 6114, 6117, 6124, 6125, 6126, 6128, 6130, 6131, 6132, 6133, 6134, 6141, 6142, 6144, 6146, 6148, 6150.  
New validations: 6160, 6161, 6162, 6163, 6164, 6165, 6166, 6167, 6172.  
Updated guide with EPIMS Step 2 validations for October 2011.  
Updated validations: 6202, 6214, 6221, 6225, 6226, 6227, 6229.  
New validations: 6232, 6233. |
| 1.12    |             | 07/28/11       | Added one new rule:  
6220 – HQ Status for MEPID, Subject Area Course Code, Job Assignment and Grade must be consistent within each inactive term.  
Modified one rule:  
6219 – HQ Status for MEPID, Subject Area Course Code, Job Assignment and Grade must be consistent across all active terms. |
| 1.12    |             | 06/29/11       | Added one new rule:  
6050 – Date of Hire (SR11) must be on or prior to the EOY close date for a Collaborative.  
In EOY, SR11 must be on or prior to the EOY close date and must reflect no more than 82 years of service.  
Modified two rules:  
6028 - Date of Hire (SR11) must be on or prior to the date of collection in October.  
In October, SR11 must be on or prior to date of collection (usually October 1, of the collection year) and must reflect no more than 82 years of service.  
6204 — Total of FTE cannot be greater than 1.5 for an educator per term.  
The sum of FTE (WA12) for all the records with the same MEPID, must be less than or equal to 1.5 for each inactive course term except for Multiple Quarters (45), Multiple Non-consecutive Quarters (46), Multiple Quinmesters (56), Multiple Non-Consecutive Quinmesters (57), Multiple Mini-terms (78) and Multiple Non-Consecutive Mini-Terms (79). |
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<td>1.12</td>
<td>06/23/11</td>
<td></td>
<td>Added a new rule:</td>
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<td><strong>6049</strong> — <strong>Date of Hire (SR11) must be on or prior to the EOY close date</strong></td>
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<td>In EOY, SR11 must be on or prior to the district’s EOY close date and must reflect no more than 82 years of service.</td>
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<tr>
<td>1.11</td>
<td>04/29/11</td>
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<td>Modified Validations:</td>
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<td></td>
<td>6037 – removed “non-exited” text</td>
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<td>6038 - removed “non-exited” text</td>
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<td>6039 - removed “non-exited” text</td>
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<td></td>
<td>6045 – change “82” to “90” years of age</td>
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<td>6203 – If SR09=01, must have <strong>at least one</strong> work assignment record <strong>in an active term</strong>.</td>
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<td>6215 – removed “period’s” text</td>
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<td>6224 – Staff receiving Title I funding (SR13, SR15, or SR17) <strong>must</strong> be reported in at least one Title I school.</td>
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<td>6225 – replaced</td>
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<td>6226 – replaced</td>
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<td>1.10</td>
<td>03/21/11</td>
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<td>Modified Validations:</td>
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<td>6001 – added ‘for a non-exited MEPID’ text</td>
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<td>6037 – replaced ‘the’ with ‘a non-exited’ text</td>
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<td>6038 – replaced ‘the’ with ‘a non-exited’ text</td>
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<td>6040 – replaced ‘the’ with ‘a non-exited’ text</td>
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<td>6224 – Replaced:</td>
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<td></td>
<td><strong>6224 – Not Title I school (WA06)/ Title I staff reported</strong></td>
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<td>If a school (WA06) is not Title I, then staff roster records should not be reported with Title I Federal salary source values in SR12 or SR14 or SR16.</td>
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<td><strong>With:</strong></td>
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<td><strong>6224 - Staff Reported with Title I funding should work in Title I school(s) (WA06)</strong></td>
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<td>Staff reported with Title I funding (SR13 or SR15 or SR17) should be reported with at least one Title I school.</td>
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<td>6206 – Replaced ‘ONLY’ with ‘EXACTLY’; Added ‘and existence’ to second sentence.</td>
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<td>6215 – Replaced ‘year’s’ with ‘period’s’ in definition.</td>
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<td></td>
<td>Added New Validation 6229 - The number of Co-Teaching assignment records (WA07=2306) reported for a class must not equal 1.</td>
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<td>De-Activated and removed Validations 6216 and 6217.</td>
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| 1.9     |             | 01/06/11       | Added new WA validation:  
6157 – Future Course Terms (WA16) should not be reported in October. |
|         |             | 12/20/10       | Modified the following WA validation:  
6205 - Total of FTE (WA12) cannot be greater than 1.5 for an educator for all active terms.  
Added the following WA validation:  
6204 - Total of FTE cannot be greater than 1.5 for an educator for any term. |
| 1.8     |             | 11/10/10       | Added the following new (WA) validations:  
6154  
6155  
6156  
Modified the following (WA) validations:  
6211 – added - There must be exactly one WA record in a single active period…  
6212 – added – There must be one or more WA records for all active periods…  
6213 – added – There must be exactly one WA record in a single active period… |
| 1.7     |             | 09/24/10       | Updated cover with current date and new revision.  
Removed PILOT Watermark.  
Code 6144 – removed 020 from rule.  
Code 6146 – removed 014 from the rule.  
Code 6126 – removed ‘invalid’ and replaced with ‘required’.  
Code 6151 – de-activated.  
Code 6152 – de-activated.  
Code 6048 – new rule added.  
Code 2114 – fixed line and heading.  
Code 6205 – fixed line and heading.  
Replaced all instances of Courier New, 10pt., with Times New Roman, 12pt. throughout.  
Fixed pagination.  
Removed extra page. |
| 1.6     |             | 07/06/10       | Fixed error in description for 6026, which now reads:  
Do not use Degree Type 3 (SR24), with Degree Institution 3 (SR25) or Degree Subject 3 (SR26) (B). |
| 1.5     |             | 07/01/10       | Reformatted the EPIMS Validation Rules and Error List in our standard template, with Revision History.  
Incorporated modified rule for 6045 - DOB cannot be less than 14 years old or more than 82 years old when hired. |
| 1.4     |             | 06/15/10       | Under Errors for Step 2: Validate Data, updated text for modified rule 6226 and new rule 6228. |