

The Collection Certification Business Rules specify rules related to any of the components that are enforced during the Quality Review process.

## Document Contents

<b>Quality Review/Certification Validations</b>	Contains the list of rules and validations that occur upon running Quality Review for a staging area. Note that some validations only apply to certain collections. (Excel Sheet 2)
<b>Version History</b>	Contains a history of updates made to the certification rule validations in this school year (Excel Sheet 3)

## Quality Review/Certification Validations

### Definitions & Guidance

- Text surrounded by {} indicates that this is a component
- Text surrounded by [] indicates that this is a characteristic
- A Severity of "1" indicates that the validation is an error; a "2" indicates that it is a warning
- *CollectionName* refers to the value of the "CollectionName" attribute in the collection schema
- *AsOfDate* refers to one of two values:
  - For single-certified collections, it is the State-defined certification as of date for the collection
  - For ongoing certified collections, it is the value of the [AsOfDate] characteristic in the {StudentRecordMaintenance} component

## Version History

### Notes

- TFS Number is used internally by CEPI for tracking purposes
- Each update to a validation or a wording change to the error/warning message will be noted here

## Quality Review/Certification Validations

Rule Number	Data Validation	Severity	Applicable Collections	Error/Warning Message
100.2	All records must have a valid {PersonalCore}.[UIC] and must not require resolution before certification can occur	1	Fall 2016 General Collection Spring 2017 General Collection EOY 2017 General Collection Student Record Maintenance Early Childhood Fall Early Childhood Spring Early Childhood EOP Teacher Student Data Link	Outstanding resolution issues
100.3	All records must have a validation status of "Error Free with Warnings" or "Error Free with No Warnings" before certification can occur	1	Fall 2016 General Collection Spring 2017 General Collection EOY 2017 General Collection Student Record Maintenance Early Childhood Fall Early Childhood Spring Early Childhood EOP Teacher Student Data Link	Outstanding field-level validation issues
100.4	All students must have a unique {PersonalCore}.[UIC]	1	Fall 2016 General Collection Spring 2017 General Collection EOY 2017 General Collection Student Record Maintenance Early Childhood Fall Early Childhood Spring Early Childhood EOP Teacher Student Data Link	Multiple Students with same UIC
100.5	At least one student record must exist in the Staging area before certification can occur	1	Fall 2016 General Collection Spring 2017 General Collection EOY 2017 General Collection Student Record Maintenance Early Childhood Fall Early Childhood Spring Early Childhood EOP Teacher Student Data Link	No students found

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Last Updated: 9/14/2017

100.6	If {ECPrograms}.[ECProgram] is submitted the child can only be actively enrolled with one {SubmittingEntity}.[SubmittingEntityCode] per {ECPrograms}.[ECProgram] across the state. If enrolled in another {SubmittingEntity}.[SubmittingEntityCode] for one of those programs, {ECPrograms}.[ECProgramEndDate] submitted in that entity must be prior to {ECPrograms}.[ECProgramStartDate]	2	Early Childhood EOP Early Childhood Fall Early Childhood Spring	This child is enrolled in the same early childhood program in multiple districts across the state. Please confirm that the program is correct. If the child is no longer enrolled in your district's program, please ensure that the correct end date is provided.
100.7	All open entities (as of the AsOfDate) in EEM of a "school" entity type (that are not a Shared Educational Entity) with at least one non-"AdultEd" actual educational setting with a child relationship to the {SubmittingEntity}.[SubmittingEntityCode] must have at least one record with {Enrollment}.[ExitStatus] = "19" before the collection can be certified	1	EOY 2017 General Collection Fall 2016 General Collection Spring 2017 General Collection	All open school buildings within your district must have continuing students reported before your General Collection can be certified.
100.9	If {SNE}.[SupplementalNutritionEligibility] = 2 the student must not have been directly certified for SNAP, TANF, or Foster in the current school year	1	Early Childhood EOP Early Childhood Fall Early Childhood Spring EOY 2017 General Collection Fall 2016 General Collection Spring 2017 General Collection Student Record Maintenance	Students that are directly certified must be reported with Supplemental Eligibility Nutrition code 1 (Free).
100.10	The sum of {GeneralEducationFTE}.[GeneralEdFTE] + {SpecialEducation}.[Section52FTE] + {SpecialEducation}.[Section53FTE] cannot be > 1.00 for a UIC per collection and {SchoolDemographics}.[OperatingDistrict]	1	Fall 2016 General Collection Spring 2017 General Collection EOY 2017 General Collection	Student is reported with more than 1.00 total FTE within this Operating District.
100.12	If the CollectionName = "Fall" AND {Membership}.[StudentResidency] = "10" {SchoolDemographics}.[OperatingDistrictNumber] must not have claimed FTE for this student in the past	1	Fall 2016 General Collection	Student Residency code '10' may not be reported when the district has previously claimed FTE for this student.

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100.15	The percentage of students with a value submitted for {SpecialEducation}.[PrimaryDisability] AND submission of the {InitialIEP} component cannot be > 20%	2	Fall 2016 General Collection Spring 2017 General Collection EOY 2017 General Collection Student Record Maintenance	The number of students with active IEPs reported with an Initial IEP is higher than expected. Please confirm that all students reported with the Initial IEP component are new special education students receiving an IEP for the first time.
100.16	The {InitialIEP} component can only be submitted if the student: has never been submitted as a special education participant OR if previously submitted as a special education participant, the student must have been exited from special education (i.e. the current record must not show the student as a current special education participant)	2	EOY 2017 General Collection Fall 2016 General Collection Spring 2017 General Collection Student Record Maintenance	The Initial IEP Component may only be reported once for any incident of special education services and/or programs under an IEP.
100.18	If the {SubmittingEntity}.[SubmittingEntityCode] is identified in EEM as a parent of a Shared Educational Entity the submitting entity must report students in the SEE before the collection can be certified	2	Fall 2016 General Collection Spring 2017 General Collection EOY 2017 General Collection Student Record Maintenance	Your district is identified as the parent district for a Shared Educational Entity (SEE). There are no students reported by your collection for the SEE. Please be sure that all students are reported appropriately before certifying your district's General Collection.
100.21	If the {Section23a} component is submitted {Section 23a}.[MonthClaimed] cannot be the same {Section 23a}.[MonthClaimed] as any other {SchoolDemographics}.[OperatingDistrictNumber]	1	Student Record Maintenance	When claiming Section 23a funding, the student must not have been previously claimed for the same month by any district.
100.24	When the {Section25} component is submitted the certification date must be > Fall General Collection certification end date and < Spring General Collection certification as of date	1	Student Record Maintenance	Section 25e requests may no longer be submitted in the 2016-2017 school year.
100.25	When the {Section25} component is submitted {GeneralEducationFTE}.[GeneralEdFTE] + {SpecialEducation}.[Section52FTE] + {SpecialEducation}.[Section53FTE] must be <= the student's total FTE from the Fall General collection of the same school year	1	Student Record Maintenance	Total FTE in the Section 25 request may not be greater than the total FTE submitted in the Fall General Collection for this student.

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100.26	The sum of {GeneralEducationFTE}.[GeneralEdFTE] + {SpecialEducation}.[Section52FTE] + {SpecialEducation}.[Section53FTE] for all records being certified for a UIC in a single SRM collection cannot be > 1.00 for a {SchoolDemographics}.[OperatingDistrict]	1	Student Record Maintenance	Student is reported with more than 1.00 total FTE within this Operating District.
100.27	All open entites (as of the AsOfDate) in EEM of a "school" entity type (that are not a Shared Educational Entity) with at least one non-"AdultEd" actual educational setting with a child relationship to the {SubmittingEntity}.[SubmittingEntityCode] must have {GeneralEducationFTE}.[GeneralEdFTE] + {SpecialEducation}.[Section52FTE] + {SpecialEducation}.[Section53FTE] before the collection can be certified	2	Fall 2016 General Collection Spring 2017 General Collection	All open school buildings within your district must have students reported with FTE before your General Collection can be certified.
100.28	If the student has been reported with the {Homeless} component in any collections during the current school year the {Homeless} component is recommended	2	Fall 2016 General Collection Spring 2017 General Collection EOY 2017 General Collection Student Record Maintenance Early Childhood Fall Early Childhood Spring Early Childhood EOP	This student has been reported as Homeless in a previous collection and is therefore eligible for services for the school year. Please alert the appropriate district staff to confirm the student's homeless status and determine if he/she needs continued services.
100.29	If the student has been reported with the {LEP} component in any certified collections AND the [LEPExitDate] is blank the {LEP} component is required	2	Early Childhood EOP Early Childhood Fall Early Childhood Spring EOY 2017 General Collection Fall 2016 General Collection Spring 2017 General Collection Student Record Maintenance	This student has been reported as English Learner eligible in a previous collection and has not been exited. Please report the student with continuing EL eligibility or provide the EL exit information.

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100.30	<p>If the student is &lt;= 26 years old as of September 1 of the current school year AND has been reported with the {SpecialEducation} component during the current school year with an AsOfDate &lt;= the active general collection's count date by the current [OperatingDistrictNumber] AND has not been exited from Special Education by any district</p> <p>after the AsOfDate of the current [OperatingDistrictNumber]'s enrolling {SpecialEducation} component submission the {SpecialEducation} component is required</p>	2	<p>EOY 2017 General Collection Fall 2016 General Collection Spring 2017 General Collection Student Record Maintenance</p>	<p>This student has been reported as having an active IEP by your district in a previous collection during this school year. You must report the Special Education Component for this student to identify the student's current special education information or exit information.</p>
100.31	<p>If the student is &lt;= 26 years old as of September 1 of the current school year AND has been reported with the {SpecialEducation} component during the current school year with an AsOfDate &lt;= the active general collection's count date by a different [OperatingDistrictNumber] AND has not been exited from Special Education by any district after the AsOfDate of the enrolling {SpecialEducation} component submission the {SpecialEducation} component is required</p>	2	<p>Fall 2016 General Collection Spring 2017 General Collection EOY 2017 General Collection Student Record Maintenance</p>	<p>This student has been reported as with an active IEP by another district, during this school year. Please alert district special education personnel and report all appropriate special education data.</p>
100.32	<p>If the student has been reported with the {LEP} component in any certified collections AND the reported [LEPReentryDate] was on or after the reported [LEPExitDate] the {LEP} component is required</p>	2	<p>Early Childhood EOP Early Childhood Fall Early Childhood Spring EOY 2017 General Collection Fall 2016 General Collection Spring 2017 General Collection Student Record Maintenance</p>	<p>This student has been reported as English Learner eligible in a previous collection and has not been exited. Please report the student with continuing EL eligibility or provide the EL exit information.</p>

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100.35	If a student was reported under the current {SubmittingEntity}.[SubmittingEntityCode] with an {ECPrograms} component having [ECProgram] = "01" in the "Early Childhood Fall" or "Early Childhood Spring" collection of the current school year AND was not reported with an associated [ECProgramEndDate] in the "Early Childhood Fall", "Early Childhood Spring", or "Early Childhood EOP" collection of the current school year an {ECPrograms} component having [ECProgram] = "01" with a valid [ECProgramEndDate] is required	1	Early Childhood EOP	This child was reported in GSRP (program code 01) in your Fall or Spring Early Childhood Collection without a program end date. Report this child in your EOP Early Childhood Collection with the appropriate GSRP Program End Date.
100.37	If a student was reported under the current {SubmittingEntity}.[SubmittingEntityCode] with an {ECPrograms} component having [ECProgram] = "02" in the "Early Childhood Fall" or "Early Childhood Spring" collection of the current school year AND was not reported with an associated [ECProgramEndDate] in the "Early Childhood Fall", "Early Childhood Spring", or "Early Childhood EOP" collection of the current school year an {ECPrograms} component having [ECProgram] = "02" with a valid [ECProgramEndDate] is required	1	Early Childhood EOP	This child was reported in GSRP/HS Blend (program code 02) in your Fall or Spring Early Childhood Collection without a program end date. Report this child in your EOP Early Childhood Collection with the appropriate GSRP Program End Date.
100.39	If {SNE}.[SupplementalNutritionEligibility] = 2 the student must not have been reported as migrant in the current school year	1	Early Childhood EOP Early Childhood Fall Early Childhood Spring EOY 2017 General Collection Fall 2016 General Collection Spring 2017 General Collection Student Record Maintenance	Migrant-eligible students, as identified in the Migrant Education Data System (MEDS), must be reported with Supplemental Eligibility Nutrition code 1 (Free).
100.40	If {SNE}.[SupplementalNutritionEligibility] = 2 the student must not have been reported as "homeless" in the current school year	1	Early Childhood EOP Early Childhood Fall Early Childhood Spring EOY 2017 General Collection Fall 2016 General Collection Spring 2017 General Collection Student Record Maintenance	Students who have been reported as homeless in the current school year must be reported with Supplemental Eligibility Nutrition code 1 (Free).

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100.43	If a student's [SubjectAreaCode] = "01"- "22" AND [CompletionStatus] <> "AU" or "OE" AND the student is migrant eligible for the current school year [CreditsGranted] cannot be blank	2	Teacher Student Data Link	When the Completion Status does not equal "AU" or "OE" and the Subject Area Code = 01-22, Credits Granted should be reported for Migrant eligible students.
100.44	If a student's [SubjectAreaCode] = "01"- "22" AND [CompletionStatus] <> "AU" or "OE" AND the student is migrant eligible for the current school year [CourseGrade] cannot be blank	2	Teacher Student Data Link	When the Completion Status does not equal "AU" or "OE" and the Subject Area Code = 01-22, Course Grade should be reported for Migrant eligible students.
100.45	If the [LEPreEntryDate] is blank AND the student was previously certified with a [LEPExitDate] [LEPreEntryDate] is required	1	Early Childhood EOP Early Childhood Fall Early Childhood Spring EOY 2017 General Collection Fall 2016 General Collection Spring 2017 General Collection Student Record Maintenance	This student has previously been reported as having exited the English Learner programs. If you are entering this student as an English Learner, you must supply the Re-Entry Date.
100.46	[AsOfDate] must be on or after the collection open date	1	Student Record Maintenance	The SRM As of Date must be after the effective date of the previous general collection and prior to the effective date of the next general collection.
100.47	If the {EarlyOn} component is submitted the {InitialIFSP} component must be submitted or must have been submitted previously for the child.	1	EOY 2017 General Collection Fall 2016 General Collection Spring 2017 General Collection Student Record Maintenance	A child must have an Initial IFSP in order to be enrolled in Early On.
100.48	The certification date of a record with the {Section23a} component cannot be > 30 calendar days after the last calendar day of the month value submitted for {Section23a}.[MonthClaimed].	1	Student Record Maintenance	Section 23a claims can only be certified within 30 calendar days of the last day of the month claimed.



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100.50	<p>If [LEPReEntryDate] has a value AND the student was exited from LEP The [LEPReEntryDate] must be &gt;= the most recent [LEPExitDate]</p> <p>If [LEPReEntryDate] has a value AND the student was previously certified as having re-entered LEP The [LEPReEntryDate] must be = the certified [LEPReEntryDate]</p> <p>This student was previously exited from English Learner programs. If you are re-entering the student as an English Learner, the re-entry date must be on or after the previously reported EL Exit Date</p>	1	<p>Early Childhood EOP Early Childhood Fall Early Childhood Spring EOY 2017 General Collection Fall 2016 General Collection Spring 2017 General Collection Student Record Maintenance</p>	<p>This student was previously exited from English Learner programs. If you are re-entering the student as an English Learner, the re-entry date must be on or after the previously reported EL Exit Date</p>
100.51	<p>If [LEPExitDate] has a value AND the student has re-entered LEP The [LEPExitDate] must be &gt;= the most recent [LEPReEntryDate]</p> <p>This student has previously been reported as having exited the English Learner programs. If you are exiting this student as an English Learner, you must supply the Re-Entry Date.</p>	1	<p>Early Childhood EOP Early Childhood Fall Early Childhood Spring EOY 2017 General Collection Fall 2016 General Collection Spring 2017 General Collection Student Record Maintenance</p>	<p>This student was previously submitted with an EL Re-Entry Date. If you are exiting this student from English Learner programs, the EL Exit Date must be on or after the most recent EL Re-Entry Date</p>

## Version History

Date	Description of Change	Rule Affected	TFS Number	Updated By
4/26/2016	The Date of Count characteristic has been retired for the 2016-2017 school year.	100.14	61968	thielej
4/26/2016	The Date of Count characteristic has been retired for the 2016-2017 school year.	100.17	61968	thielej
5/4/2016	Changing from warning to error to ensure more accurate reporting.	100.29	61581	hansknechta
5/4/2016	Changing from warning to error to ensure more accurate reporting.	100.32	61581	hansknechta
5/4/2016	Currently this rule is a field-level business rule, however it is necessary to run this rule during quality review as well.	100.46	62564	thielej
5/23/2016	Modified to take the removed programs (05 and 17) out of the rule.	100.6	62610	thielej
5/31/2016	Updating error message text for the 2016-2017 school year.	100.24		thielej
7/18/2016	New legislation requires Section 23a claims to be submitted within 30 calendar days of the last day of the month being claimed.	100.48	61711	thielej
7/18/2016	New legislation restricts Section 25e claims to students who have transferred to or from a strict discipline academy (SDA) between the fall and spring count dates.	100.49	61697	thielej
7/18/2016	New rule to ensure that a child reported for Early On services has an Initial IFSP reported.	100.47	61646	thielej
7/18/2016	New rule to require the English Learner re-entry date if a student was previously reported as exited and is subsequently re-reported as eligible.	100.45	56733	thielej
8/9/2016	Updated message to align with MDE's interpretation of the revisions to Section 25e of the state school aid act.	100.49		thielej
8/9/2016	Corrected spelling error	100.7		thielej
9/30/2016	Legislation did not pass.	100.49	61697	lillywhitea
10/10/2016	New rule to require the English Learner re-entry date if a student was previously reported as exited and is subsequently re-reported as eligible.	100.45	56733	benderd
10/18/2016	New rule to ensure re-entry dates used	100.45	56733	hansknechta
10/18/2016	New rule to ensure the EL Re-Entry date is after the previously reported EL Exit Date	100.50	69243	hansknechta
10/18/2016	New rule to ensure if exiting an EL student that has a previous re-entry date that the exit is on or after the previous re-entry date.	100.51	69246	hansknechta
10/26/2016	Updated rule	100.45	56733	hansknechta
10/26/2016	New LEP rule	100.50	69243	hansknechta
10/26/2016	New Rule	100.51	69246	hansknechta
10/26/2016	Changing to a warning.	100.29	71645	hansknechta
10/26/2016	Change from error to warning.	100.32	71645	hansknechta

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10/26/2016	changing from an error to warning	100.32	71645	hansknechta
11/1/2016	Changed severity from an Error to a Warning.	100.45	71923	baryob
11/1/2016	Changing the severity from an error to a warning.	100.50	71923	baryob
11/1/2016	Changing the severity from an error to a warning.	100.51	71923	baryob
11/15/2016	Flipped to Warning to allow certification	100.47		mannd
11/15/2016	Flipped back to error	100.47		mannd
11/16/2016	Flipped to warning for 53010 Sept claims because of system error.	100.48		mannd
11/16/2016	Flipped back into Error	100.48		mannd
11/16/2016	flip to allow	100.47		hansknechta
11/16/2016	flip to allow 70000 to cert	100.47		hansknechta
11/16/2016	Flip back to proper setting	100.47		hansknechta
12/27/2016	Modified rule to exclude buildings that solely server Adult Education participants.	100.7	71275	schalkt
12/27/2016	Modified rule to exclude buildings that solely server Adult Education participants.	100.27	71275	schalkt
1/25/2017	Update rule	100.29	71645	hansknechta
1/25/2017	Update rule	100.32	71645	hansknechta
1/25/2017	Update rule	100.50	69243	hansknechta
1/25/2017	update rule	100.51	69246	hansknechta
2/7/2017	Updated rule to allow accurate reporting	100.16	72034	hansknechta
2/7/2017	Correction of other cert rules enable this to be an error again	100.29	71645	hansknechta
2/7/2017	Correction of other cert rules enable this to be an error again	100.32	71645	hansknechta
2/7/2017	Correction of other cert rules enable this to be an error again	100.45	56733	hansknechta
2/7/2017	Rules updated and resetting back to error	100.50	71923	hansknechta
2/7/2017	Rules updated and resetting back to error	100.51	71923	hansknechta
2/7/2017	Switching temporarily to allow a district to certify. We just published this back to an error today after the district already certified.	100.50	73967	baryob
2/7/2017	Switching back to an Error.	100.50	73967	baryob
2/7/2017	Changing to a Warning	100.50	73967	baryob
2/7/2017	Changing to a Warning	100.50	73967	baryob
2/7/2017	Changing to a Warning	100.51	73967	baryob
2/7/2017	Switch to warning until stored procedures for SRM fixed.	100.45	71923	hansknechta

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2/7/2017	Changing to warning pending research	100.29	71645	hansknechta
2/7/2017	rule duplicated in br mgmt. tool	100.50	73967	hansknechta
2/7/2017	rule duplicated in br mgmt. tool	100.50	73967	hansknechta
2/8/2017	Modified business rule for resubmission window.	100.24		thielej
2/8/2017	Changing back to an error.	100.45	77221	baryob
2/8/2017	Changing back to an error.	100.50	77221	baryob
2/8/2017	Changing back to an error.	100.51	77221	baryob
2/16/2017	Changed from error to warning due to correcting rule to account for out of state SpEd students already reported with SpEd Component.	100.16	72034	hansknechta
3/6/2017	Changing to warning	100.32	73884	hansknechta
3/13/2017	Section 25e requests may no longer be submitted in the 2016-2017 school year.	100.24		thielej
6/12/2017	Exception granted	100.48		thielej
6/12/2017	Removed exception	100.48		thielej
6/30/2017	switched to warning for Ingham ISD to certify	100.47		mannd
6/30/2017	Switched back to error (Initial IFSP was completed by another ISD within the same collection)	100.47		mannd
7/13/2017	Changing to a warning to allow Vanderbilt to submit their collection.	100.30		baryob