

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

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- 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

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- 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 2017 General Collection Student Record Maintenance Early Childhood Fall Teacher Student Data Link Early Childhood Spring Spring 2018 General Collection EOY 2018 General Collection Early Childhood EOP	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	Early Childhood EOP Early Childhood Fall Early Childhood Spring EOY 2018 General Collection Fall 2017 General Collection Spring 2018 General Collection Student Record Maintenance Teacher Student Data Link	Outstanding field-level validation issues
100.4	All students must have a unique {PersonalCore}.[UIC]	1	Fall 2017 General Collection Student Record Maintenance Early Childhood Fall Teacher Student Data Link Early Childhood Spring Spring 2018 General Collection EOY 2018 General Collection Early Childhood EOP	Multiple Students with same UIC
100.5	At least one student record must exist in the Staging area before certification can occur	1	Fall 2017 General Collection Student Record Maintenance Early Childhood Fall Teacher Student Data Link Early Childhood Spring Spring 2018 General Collection EOY 2018 General Collection Early Childhood EOP	No students found

## Collection Certification Business Rules

Last Updated: 7/9/2018

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 Fall Early Childhood Spring Early Childhood EOP	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 2018 General Collection Fall 2017 General Collection Spring 2018 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 Free (IsCertifiedFree) in the current school year	2	Early Childhood EOP Early Childhood Fall Early Childhood Spring EOY 2018 General Collection Fall 2017 General Collection Spring 2018 General Collection Student Record Maintenance	Students that are Directly Certified for free meals must be reported with Supplemental Eligibility Nutrition code 1 (Free) when the SNE Component is included in the student's record.
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 2017 General Collection Spring 2018 General Collection EOY 2018 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 2017 General Collection	Student Residency code '10' may not be reported when the district has previously claimed FTE for this student.

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Last Updated: 7/9/2018

100.15	The percentage of students with a value submitted for {SpecialEducation}.[PrimaryDisability] AND submission of the {InitialIEP} component cannot be > 20%	2	Fall 2017 General Collection Student Record Maintenance Spring 2018 General Collection EOY 2018 General Collection	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	Fall 2017 General Collection Student Record Maintenance Spring 2018 General Collection EOY 2018 General Collection	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 2017 General Collection Student Record Maintenance Spring 2018 General Collection EOY 2018 General Collection	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 not be certified after the Spring count day.
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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Last Updated: 7/9/2018

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 2017 General Collection Spring 2018 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 2017 General Collection Student Record Maintenance Early Childhood Fall Early Childhood Spring Spring 2018 General Collection EOY 2018 General Collection 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 And [FalseLEP] <> True the {LEP} component is required	2	Early Childhood Fall Fall 2017 General Collection Student Record Maintenance Early Childhood Spring Spring 2018 General Collection EOY 2018 General Collection Early Childhood EOP	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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Last Updated: 7/9/2018

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 2018 General Collection            Fall 2017 General Collection            Spring 2018 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 2017 General Collection            Student Record Maintenance            Spring 2018 General Collection            EOY 2018 General Collection</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 Fall            Fall 2017 General Collection            Student Record Maintenance            Early Childhood Spring            Spring 2018 General Collection            EOY 2018 General Collection            Early Childhood EOP</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>

## Collection Certification Business Rules

Last Updated: 7/9/2018

100.35	<p>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</p> <p>an {ECPrograms} component having [ECProgram] = "01" with a valid [ECProgramEndDate] is required</p>	1	Early Childhood EOP	<p>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.</p>
100.37	<p>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</p> <p>an {ECPrograms} component having [ECProgram] = "02" with a valid [ECProgramEndDate] is required</p>	1	Early Childhood EOP	<p>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.</p>
100.39	<p>If {SNE}.[SupplementalNutritionEligibility] = 2 the student must not have been reported as migrant in the current school year</p>	1	<p>Early Childhood Fall Fall 2017 General Collection Student Record Maintenance Early Childhood Spring Spring 2018 General Collection EOY 2018 General Collection Early Childhood EOP</p>	<p>Migrant-eligible students, as identified in the Migrant Education Data System (MEDS), must be reported with Supplemental Eligibility Nutrition code 1 (Free).</p>
100.40	<p>If {SNE}.[SupplementalNutritionEligibility] = 2 the student must not have been reported as "homeless" in the current school year</p>	1	<p>Early Childhood Fall Fall 2017 General Collection Student Record Maintenance Early Childhood Spring Spring 2018 General Collection EOY 2018 General Collection Early Childhood EOP</p>	<p>Students who have been reported as homeless in the current school year must be reported with Supplemental Eligibility Nutrition code 1 (Free).</p>

## Collection Certification Business Rules

Last Updated: 7/9/2018

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 Fall Fall 2017 General Collection Student Record Maintenance Early Childhood Spring Spring 2018 General Collection EOY 2018 General Collection Early Childhood EOP	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	Fall 2017 General Collection Student Record Maintenance Spring 2018 General Collection EOY 2018 General Collection	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.



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 Fall Fall 2017 General Collection Student Record Maintenance Early Childhood Spring Spring 2018 General Collection EOY 2018 General Collection Early Childhood EOP</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 Fall Fall 2017 General Collection Student Record Maintenance Early Childhood Spring Spring 2018 General Collection EOY 2018 General Collection Early Childhood EOP</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>
100.52	<p>If {ProgramParticipation} is submitted and [ProgramEligibilityParticipation] contains the value '9230' and the student is not in the first year of Kindergarten Then Code "9230" is not allowed</p>	1	<p>Fall 2017 General Collection Student Record Maintenance Spring 2018 General Collection EOY 2018 General Collection</p>	<p>Students are not allowed to be reported with Program Eligibility Participation Code "9230" after their first year of Kindergarten</p>
100.53	<p>If the student was submitted with {ProgramParticipation}. [ProgramEligibilityParticipation] = "3500" with {SchoolDemographics}.[GradeOrSetting] = "09", "10" or "11" in the previous school year and the student is now submitted with {ProgramParticipation}. [ProgramEligibilityParticipation] = "3500", by the same {SchoolDemographics}. [OperatingDistrictNumber] this year Then the student's grade should not be the same as in the prior school year.</p>	2	<p>EOY 2018 General Collection Fall 2017 General Collection Spring 2018 General Collection Student Record Maintenance</p>	<p>This Early Middle College participant is submitted with the same Grade or Setting that was reported in the previous school year, and will be considered "retained in grade" for reporting purposes. For these participants, only grade 12 is expected in consecutive school years. Please confirm that the reported Grade or Setting is correct.</p>

100.54	<p>If the student was submitted with {ProgramParticipation}.  [ProgramEligibilityParticipation] = "3500" in the previous certified collection (Fall, Spring, EOY or SRM) of the same school year or previous school year by the same {SchoolDemographics}.  [OperatingDistrictNumber]</p> <p>The student should be submitted with {ProgramParticipation}.  [ProgramEligibilityParticipation] = "3500" in the current collection by the same {SchoolDemographics}.  [OperatingDistrictNumber]</p>	2	EOY 2018 General Collection Fall 2017 General Collection Spring 2018 General Collection Student Record Maintenance	This Student was previously submitted with Program Participation code "3500" (Early Middle College). The Student is not submitted with "3500" in the current collection and will be considered exited from the Early Middle College program. Please confirm whether this Student is an active Early Middle College Program participant.
100.55	<p>If a {SchoolDemographics}.[SchoolFacilityNumber] has <math>\geq 10</math> students, the percentage of students with {Attendance}.[DaysAttended] = {Attendance}.  [TotalPossibleAttendance] in the same {SchoolDemographics}.[SchoolFacilityNumber] should not be <math>\geq 20</math></p>	2	EOY 2018 General Collection	The number of students reported with perfect attendance (Days Attended = Total Possible Attendance) is greater than or equal to 20% of the total number of students who are reported with the Attendance Component in the building. Please review your attendance data to make sure it is accurate.
100.56	<p>If a {SchoolDemographics}.[SchoolFacilityNumber] has <math>\geq 10</math> students, the percentage of students with {Attendance}.[DaysAttended] = 0 in the same {SchoolDemographics}.[SchoolFacilityNumber] should not be <math>\geq 20</math></p>	2	EOY 2018 General Collection	The number of students reported with 0 attendance (Days Attended = 0) is greater than or equal to 20% of the total number of students who are reported with the Attendance Component in the building. Please review your attendance data to make sure it is accurate.
100.58	<p>If the student was last reported with {ECPrograms}.  [ECProgram] = "01" or "02" and a value reported in [ECProgramEndDate] by the same {SubmittingEntity}.  [SubmittingEntityCode],  the student must be resubmitted with the same [ECProgram] and [FiscalEntityCode] and the [AdditionalEligibilityFactors], [QualifyingFactors], and [WorkingParents] characteristics.</p>	1	Early Childhood EOP	This student was last reported in a GSRP program with a Program End Date, and must be resubmitted in the EOP collection with the same GSRP program data and the three new characteristics (Additional Eligibility Factors, Qualifying Factors, Working Parents).

## Version History

Date	Description of Change	Rule Affected	TFS Number	Updated By
3/27/2017	Updated error message text for the 2017-2018 school year.	100.24		thielej
3/31/2017	Due to students moving need to keep this cert rule as a warning.	100.29	71645	hansknechta
7/12/2017	Updated verbiage for the Validation Message. Grammar issues.	100.52		baryob
8/29/2017	New Cert Rule	100.53	84259	baryob
8/29/2017	New Cert Rule	100.54	84257	baryob
9/7/2017	Updated to reflect correct applicable collection.	100.35		lozanos
9/7/2017	Updated to reflect correct applicable collection.	100.37		lozanos
10/4/2017	Flip to a warning to allow districts to submit 23a.	100.48		baryob
10/4/2017	updated for 23a adjustment	100.3		drakem4
10/4/2017	2017-18 Collection	100.3		drakem4
10/4/2017	2017-18 Collection	100.48		drakem4
10/4/2017	Switch to warning for 23a.	100.48		baryob
10/4/2017	Updated for the 17-18 school year to only compare to the list of students that are Directly Certified for free meals.	100.9	84032	mannd
10/4/2017	Switching back to an error.	100.48		baryob
10/4/2017	sec 23a adjustment	100.48		drakem4
10/4/2017	2017-18 School Year	100.48		drakem4
2/15/2018	Updating business rule to allow resubmitting of denied requests	100.24		drakem4
2/15/2018	New cert rule.	100.55	98536	baryob
2/15/2018	New cert rule.	100.56	98537	baryob
3/21/2018	Window for resubmitting denied 25e claims is over.	100.24		drakem4
5/1/2018	New rule added.	100.58	103280	lozanos
6/26/2018	Change BR to a Warning.	100.30	109350	hansknechta
6/29/2018	flip for certification.	100.7		hansknechta
6/29/2018	flip back	100.7		hansknechta
6/29/2018	Switched to warning to allow Ingham ISD to certify EOY	100.7		baryob
6/29/2018	Switched back to error.	100.7		baryob

## Collection Certification Business Rules

Last Updated: 7/9/2018

7/9/2018	Changing rule severity to warning to allow EOY reporting without errors from the final DC run. - DLM	100.9		mannd
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