

Name of Field	Rule #	Error Message	Field Length	Example
Designated Agency Code*	DA001	Designated Agency must be a valid value and cannot be blank.	4	1234
Program Code*	DA002	Designated Agency Program must be a valid value and cannot be blank.	4	1234
Social Security Number*	DA022 DA023 DA024 DA025	<ul style="list-style-type: none"> SSN is mandatory. SSN cannot be zero-filled. SSN must be numeric. SSN must be 9 digits. 	9	123456789
First Name*	DA003 DA004 DA005	<ul style="list-style-type: none"> First Name is mandatory. First Name must contain valid characters (a-z, A-Z, ' ', '-', ':', ';', '/'). First Name may only contain one space between name parts (e.g. MARY ANN). 	30	Text
	DA006	Possible duplicate header records (first name, last name, birth date).		
Last Name*	DA007 DA008 DA009	<ul style="list-style-type: none"> Last Name is mandatory. Last Name must contain valid characters (a-z, A-Z, ' ', '-', ':', ';', '/'). Last Name may only contain one space between name parts (e.g. VAN DYKE). 	30	Text
Gender*	DA010 DA011	<ul style="list-style-type: none"> Gender is an invalid code. Gender is mandatory 	2	01
Date of Birth*	DA012 DA013	<ul style="list-style-type: none"> Date of Birth is mandatory. Date of Birth must be a valid date. 	8	MMDDYYYY

	DA014	<ul style="list-style-type: none"> Age of the individual must be between 18 and 88. 		
Staff's Ethnicity: Hispanic or Latino*	DA015	Ethnicity: Hispanic or Latino is invalid.	1	0
Staff's Race: American Indian or Alaska Native*	DA019	Race American Indian is invalid.	1	0
Staff's Race: Asian*	DA016	Race Asian is invalid is invalid.	1	0
Staff's Race: Black or African American*	DA017	Race Black or African American is invalid.	1	0
Staff's Race: White*	DA020	Race White is invalid.	1	0
Staff's Race: Native Hawaiian or Other Pacific Islander*	DA018	Race Native Hawaiian or other Pacific Islander is invalid.	1	0
Race/Ethnicity Fields*	DA021	The five race fields ("Race: American Indian", "Race: Asian", "Race: Black", "Race: White", and "Race: Pacific Islander") cannot all = 0 (no). At least one race category must equal 1 (yes).	NA	NA
Enrollment Date*	DA028 DA029 DA045	<ul style="list-style-type: none"> Enrollment Date is mandatory. Enrollment Date must be a valid date. Enrollment date must be 8 digits. 	8	MMDDYYYY
Teacher or Principal*	DA026	Teacher or Principal value is invalid.	1	1
Year in Program*	DA027	Year in Program value is invalid.	1	1
Endorsement Area*	DA030 DA035 DA036	<ul style="list-style-type: none"> Endorsement Area is mandatory. Endorsement area needs to be a valid code for the Designated Agency. eKey value is invalid. 	4	1234
Enrollment Status*	DA032	<ul style="list-style-type: none"> Enrollment status is mandatory 		1

	DA043	<ul style="list-style-type: none"> Enrollment status is an invalid code. 		
Program Recommendation	DA031 DA047	<ul style="list-style-type: none"> Program Recommendation is mandatory if enrollment status is completed. Program recommendation must be blank when enrollment status is not set to completed. 	1	1
Completion Date	DA033 DA034 DA044 DA046 DA048	<ul style="list-style-type: none"> Completion date is mandatory. Completion date must be a valid date. Completion date must be 8 digits Candidate completion date is mandatory if enrollment status is completed. Candidate completion date must be blank when enrollment status is not set to completed 	8	MMDDYYYY