



Colorado Department of Education

Business Rules

School Year: 2022-23

Dataset: Staff Profile & Assignments

File Type: Staff Evaluation

Data Element Name	Error/Warning Code	Error Type	Message	Rule Type Description	Status	Tier	Last Updated User	Last Updated Date
BIRTH_DATE_STAFF	ST020	Error	Date of Birth is mandatory.	Date of Birth is mandatory.	Active	1		
BIRTH_DATE_STAFF	ST021	Error	Date of Birth must be a valid date.	Date of Birth must be a valid date.	Active	1		
BIRTH_DATE_STAFF	ST091	Error	Age of the individual must be between 18 and 95.	Age of the individual must be between 18 and 95.	Active	1		
DISTRICT_CODE	ST001	Error	District code is invalid. District Codes list posted here: <a href="http://www.cde.state.co.us/dstapp/online/org_codes">http://www.cde.state.co.us/dstapp/online/org_codes</a> .	District and/or Administrative Unit code is invalid. To determine your administrative unit code, please reference the Administrative Unit and District Codes list posted here <a href="http://www.cde.state.co.us/dstapp/online/org_codes">http://www.cde.state.co.us/dstapp/online/org_codes</a> .	Active	1	costandine_j@cde.state.co.us	Apr 12, 2023 12:00:00 AM
DISTRICT_CODE	ST303	Error	District Code must be a valid member district	If Admin Unit, District Code must be a valid member district code	Active	1		
EDID	99998	Error	EDID Validation failed. First Name, Last Name, Date of Birth and Gender must match data fields in EDIS.	EDID Validation	Active	1		
EDID	ST045	Error	EDID in Staff Evaluation file must match an EDID from the Staff Profile file, EDID must be in both files	EDID in Staff Evaluation file must match an EDID from the Staff Profile file, EDID must be in both files	Active	1		
EDID	ST046	Error	EDID in Staff Evaluation file must match an EDID from the staff Assignment file, EDID must be in both files	EDID in Staff Evaluation file must match an EDID from the staff Assignment file, EDID must be in both files	Active	1		
EDID	ST310	Error	Duplicate EDIDs are not allowed in the Staff Evaluation file.	Duplicate EDIDs are not allowed in the Staff Evaluation file.	Active	1	costandine_j@cde.state.co.us	Apr 26, 2023 12:00:00 AM
FIRST_NAME_STAFF	ST007	Error	First Name is mandatory.	First Name is mandatory.	Active	1		
FIRST_NAME_STAFF	ST008	Error	First Name must contain valid characters (a-z, A-Z, ', ' ', ' ', ' ', ' ', ' ').	First Name must contain valid characters (a-z, A-Z, ', ' ', ' ', ' ', ' ', ' ').	Active	1	costandine_j@cde.state.co.us	Aug 26, 2022 12:00:00 AM
FIRST_NAME_STAFF	ST096	Error	Possible duplicate header records (first name, last name, birth date).	Possible duplicate header records (first name, last name, birth date).	Active	1		
FIRST_NAME_STAFF	ST202	Error	First Name may only contain one space between name parts (e.g. MARY ANN).	First Name may only contain one space between name parts (e.g. MARY ANN).	Active	1		
GENDER_STAFF	ST019	Error	Gender is an invalid code.	Sex is an invalid gender code.	Active	1		
JOB_CLASSIFICATION_CODE	ST362	Warning	Evaluation data is only required for the following job class codes: 105, 106, 201, 202, 206, 211, 216, 222, 223, 231, 233, 234, 235, 236, 237, 238, and 242	Evaluation data is only required for the following job class codes: 105, 106, 201, 202, 206, 211, 216, 222, 223, 231, 233, 234, 235, 236, 237, 238, and 242	Active	1	costandine_j@cde.state.co.us	Apr 25, 2023 12:00:00 AM
JOB_CLASSIFICATION_CODE	ST378	Error	If in teacher job class code (201, 202, 206, 216, 222, 223), the following fields must be 00 (SSP Overall Performance Evaluation Rating, SSP Quality Standard 1, SSP Quality Standard 2, SSP Quality Standard 3, SSP Quality Standard 4, SSP Measures of Student Learning, Principal Overall Performance Evaluation Rating, Principal Quality Standard 1, Principal Quality Standard 2, Principal Quality Standard 3, Principal Quality Standard 4, Principal Measures of Student Learning)	If in teacher job class code (201, 202, 206, 216, 222, 223), the following fields must be 00 (SSP Overall Performance Evaluation Rating, SSP Quality Standard 1, SSP Quality Standard 2, SSP Quality Standard 3, SSP Quality Standard 4, SSP Measures of Student Learning, Principal Overall Performance Evaluation Rating, Principal Quality Standard 1, Principal Quality Standard 2, Principal Quality Standard 3, Principal Quality Standard 4, Principal Measures of Student Learning)	Active	1	costandine_j@cde.state.co.us	May 15, 2023 12:00:00 AM
JOB_CLASSIFICATION_CODE	ST379	Error	If in SSP job class code (211, 231, 233, 234, 236, 237, 238, 242), the following fields must be 00 (Teacher Overall Performance Evaluation Rating, Teacher Quality Standard 1, Teacher Quality Standard 2, Teacher Quality Standard 3, Teacher Quality Standard 4, Teacher Measures of Student Learning, Principal Overall Performance Evaluation Rating, Principal Quality Standard 1, Principal Quality Standard 2, Principal Quality Standard 3, Principal Quality Standard 4, Principal Measures of Student Learning)	If in SSP job class code (211, 231, 233, 234, 235, 236, 237, 238, 242), the following fields must be 00 (Teacher Overall Performance Evaluation Rating, Teacher Quality Standard 1, Teacher Quality Standard 2, Teacher Quality Standard 3, Teacher Quality Standard 4, Teacher Measures of Student Learning, Principal Overall Performance Evaluation Rating, Principal Quality Standard 1, Principal Quality Standard 2, Principal Quality Standard 3, Principal Quality Standard 4, Principal Measures of Student Learning)	Active	1	costandine_j@cde.state.co.us	May 15, 2023 12:00:00 AM
JOB_CLASSIFICATION_CODE	ST380	Error	If in principal job class code (105, 106), the following fields must be 00 (Teacher Overall Performance Evaluation Rating, Teacher Quality Standard 1, Teacher Quality Standard 2, Teacher Quality Standard 3, Teacher Quality Standard 4, Teacher Measures of Student Learning, SSP Overall Performance Evaluation Rating, SSP Quality Standard 1, SSP Quality Standard 2, SSP Quality Standard 3, SSP Quality Standard 4, SSP Measures of Student Outcomes)	If in principal job class code (105, 106), the following fields must be 00 (Teacher Overall Performance Evaluation Rating, Teacher Quality Standard 1, Teacher Quality Standard 2, Teacher Quality Standard 3, Teacher Quality Standard 4, Teacher Measures of Student Learning, SSP Overall Performance Evaluation Rating, SSP Quality Standard 1, SSP Quality Standard 2, SSP Quality Standard 3, SSP Quality Standard 4, SSP Measures of Student Outcomes)	Active	1	costandine_j@cde.state.co.us	May 15, 2023 12:00:00 AM
LAST_NAME_STAFF	ST010	Error	Last Name is mandatory.	Last Name is mandatory.	Active	1	costandine_j@cde.state.co.us	Apr 26, 2023 12:00:00 AM
LAST_NAME_STAFF	ST011	Error	Last Name must contain valid characters (a-z, A-Z, ', ' ', ' ', ' ', ' ', ' ').	Last Name must contain valid characters (a-z, A-Z, ', ' ', ' ', ' ', ' ', ' ').	Active	1		
LAST_NAME_STAFF	ST205	Error	Last Name may only contain one space between name parts (e.g. VAN DYKE).	Last Name may only contain one space between name parts (e.g. VAN DYKE).	Active	1		
OVERALL_RATING_PRINCIPAL	ST044	Error	Principal Overall Performance Evaluation Rating is an invalid code.	Principal Overall Performance Evaluation Rating is an invalid code.	Active	1		
OVERALL_RATING_TEACHER	ST043	Error	Teacher Overall Performance Evaluation Rating is an invalid code.	Teacher Overall Performance Evaluation Rating is an invalid code.	Active	1	gudka_d@cde.state.co.us	Jan 6, 2023 12:00:00 AM
QUALITY_STANDARD_PRINCIPAL_1	ST111	Error	Quality Standard Principal Rating 1 must be a valid code.	Quality Standard Principal Rating 1 must be a valid code.	Active	1	costandine_j@cde.state.co.us	Apr 26, 2023 12:00:00 AM
QUALITY_STANDARD_PRINCIPAL_1	ST370	Error	Principal Quality Standard 1 must be > 00 for all principals (job class codes 105 and 106) when the Overall Performance Rating = 11, 12, 13, 14	Principal Quality Standard 1 must be > 00 for all principals (job class codes 105 and 106) when the Overall Performance Rating = 11, 12, 13, 14	Active	1	costandine_j@cde.state.co.us	Apr 26, 2023 12:00:00 AM
QUALITY_STANDARD_PRINCIPAL_2	ST112	Error	Quality Standard Principal Rating 2 must be a valid code.	Quality Standard Principal Rating 2 must be a valid code.	Active	1		
QUALITY_STANDARD_PRINCIPAL_2	ST371	Error	Principal Quality Standard 2 must be > 00 for all principals (job class codes 105 and 106) when the Overall Performance Rating = 11, 12, 13, 14	Principal Quality Standard 2 must be > 00 for all principals (job class codes 105 and 106) when the Overall Performance Rating = 11, 12, 13, 14	Active	1		
QUALITY_STANDARD_PRINCIPAL_3	ST113	Error	Quality Standard Principal Rating 3 must be a valid code.	Quality Standard Principal Rating 3 must be a valid code.	Active	1		
QUALITY_STANDARD_PRINCIPAL_3	ST372	Error	Principal Quality Standard 3 must be > 00 for all principals (job class codes 105 and 106) when the Overall Performance Rating = 11, 12, 13, 14	Principal Quality Standard 3 must be > 00 for all principals (job class codes 105 and 106) when the Overall Performance Rating = 11, 12, 13, 14	Active	1		
QUALITY_STANDARD_PRINCIPAL_4	ST114	Error	Quality Standard Principal Rating 4 must be a valid code.	Quality Standard Principal Rating 4 must be a valid code.	Active	1	costandine_j@cde.state.co.us	Apr 27, 2023 12:00:00 AM
QUALITY_STANDARD_PRINCIPAL_4	ST373	Error	Principal Quality Standard 4 must be > 00 for all principals (job class codes 105 and 106) when the Overall Performance Rating = 11, 12, 13, 14	Principal Quality Standard 4 must be > 00 for all principals (job class codes 105 and 106) when the Overall Performance Rating = 11, 12, 13, 14	Active	1		
QUALITY_STANDARD_PRINCIPAL_7	ST335	Error	Principal Measures of Student Learning must be > 00 for all principals and asst principals (job class codes 105 and 106) when the Overall Performance Rating = 11, 12, 13, 14	Principal Measures of Student Learning must be > 00 for all principals and asst principals (job class codes 105 and 106) when the Overall Performance Rating = 11, 12, 13, 14	Active	1	costandine_j@cde.state.co.us	Apr 28, 2023 12:00:00 AM
QUALITY_STANDARD_PRINCIPAL_7	ST364	Error	Principal Measures of Student Learning must be a valid code.	Principal Measures of Student Learning must be a valid code.	Active	1	costandine_j@cde.state.co.us	Apr 28, 2023 12:00:00 AM
QUALITY_STANDARD_TEACHER_1	ST101	Error	Quality Standard Teacher Rating 1 must be a valid code.	Quality Standard Teacher Rating 1 must be a valid code.	Active	1		
QUALITY_STANDARD_TEACHER_1	ST366	Error	Teacher Quality Standard 1 must be > 00 for all teachers, librarians, and interventionists (job class codes 201, 202, 206, 216, 222, and 223) when the Overall Performance Rating = 11, 12, 13, 14	Teacher Quality Standard 1 must be > 00 for all teachers, librarians, and interventionists (job class codes 201, 202, 206, 216, 222, and 223) when the Overall Performance Rating = 11, 12, 13, 14	Active	1		
QUALITY_STANDARD_TEACHER_2	ST102	Error	Quality Standard Teacher Rating 2 must be a valid code.	Quality Standard Teacher Rating 2 must be a valid code.	Active	1		
QUALITY_STANDARD_TEACHER_2	ST367	Error	Teacher Quality Standard 2 must be > 00 for all teachers, librarians, and interventionists (job class codes 201, 202, 206, 216, 222, and 223) when the Overall Performance Rating = 11, 12, 13, 14	Teacher Quality Standard 2 must be > 00 for all teachers, librarians, and interventionists (job class codes 201, 202, 206, 216, 222, and 223) when the Overall Performance Rating = 11, 12, 13, 14	Active	1	costandine_j@cde.state.co.us	Apr 25, 2023 12:00:00 AM
QUALITY_STANDARD_TEACHER_3	ST103	Error	Quality Standard Teacher Rating 3 must be a valid code.	Quality Standard Teacher Rating 3 must be a valid code.	Active	1		
QUALITY_STANDARD_TEACHER_3	ST368	Error	Teacher Quality Standard 3 must be > 00 for all teachers, librarians, and interventionists (job class codes 201, 202, 206, 216, 222, and 223) when the Overall Performance Rating = 11, 12, 13, 14	Teacher Quality Standard 3 must be > 00 for all teachers, librarians, and interventionists (job class codes 201, 202, 206, 216, 222, and 223) when the Overall Performance Rating = 11, 12, 13, 14	Active	1		
QUALITY_STANDARD_TEACHER_4	ST104	Error	Quality Standard Teacher Rating 4 must be a valid code.	Quality Standard Teacher Rating 4 must be a valid code.	Active	1		
QUALITY_STANDARD_TEACHER_4	ST369	Error	Teacher Quality Standard 4 must be > 00 for all teachers, librarians, and interventionists (job class codes 201, 202, 206, 216, 222, and 223) when the Overall Performance Rating = 11, 12, 13, 14	Teacher Quality Standard 4 must be > 00 for all teachers, librarians, and interventionists (job class codes 201, 202, 206, 216, 222, and 223) when the Overall Performance Rating = 11, 12, 13, 14	Active	1		
QUALITY_STANDARD_TEACHER_6	ST333	Error	Teacher Measures of Student Learning must be > 00 for all teachers, librarians, and interventionists (job class codes 201, 202, 206, 216, 222, and 223) when the Overall Performance Rating = 11, 12, 13, 14	Teacher Measures of Student Learning must be > 00 for all teachers, librarians, and interventionists (job class codes 201, 202, 206, 216, 222, and 223) when the Overall Performance Rating = 11, 12, 13, 14	Active	1	costandine_j@cde.state.co.us	Apr 28, 2023 12:00:00 AM
QUALITY_STANDARD_TEACHER_6	ST363	Error	Teacher Measures of Student Learning must be a valid code.	Teacher Measures of Student Learning must be a valid code.	Active	1	costandine_j@cde.state.co.us	Apr 28, 2023 12:00:00 AM
SSP_MEASURES_OF_SO	ST334	Error	SSP Measures of Student Outcomes must be > 00 for all Special Services Providers (SSPs) (job class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242) when the Overall Performance Rating = 11, 12, 13, 14	SSP Measures of Student Outcomes must be > 00 for all Special Services Providers (SSPs) (job class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242) when the Overall Performance Rating = 11, 12, 13, 14	Active	1	costandine_j@cde.state.co.us	Apr 28, 2023 12:00:00 AM
SSP_MEASURES_OF_SO	ST365	Error	SSP Measures of Student Outcomes must be a valid code.	SSP Measures of Student Outcomes must be a valid code.	Active	1	costandine_j@cde.state.co.us	Apr 28, 2023 12:00:00 AM
SSP_OVERALL_RATING	ST328	Error	SSP Overall Performance Evaluation Rating is an invalid code.	SSP Overall Performance Evaluation Rating is an invalid code.	Active	1		
SSP_QUALITY_STANDARD_1	ST329	Error	SSP Quality Standard 1 must be a valid code.	SSP Quality Standard 1 must be a valid code.	Active	1		
SSP_QUALITY_STANDARD_1	ST374	Error	Special Services Provider Quality Standard 1 must be > 00 for all SSPs (job class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242) when the Overall Performance Rating = 11, 12, 13, 14	Special Services Provider Quality Standard 1 must be > 00 for all SSPs (job class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242) when the Overall Performance Rating = 11, 12, 13, 14	Active	1		
SSP_QUALITY_STANDARD_2	ST330	Error	SSP Quality Standard 2 must be a valid code.	SSP Quality Standard 2 must be a valid code.	Active	1		
SSP_QUALITY_STANDARD_2	ST375	Error	Special Services Provider Quality Standard 2 must be > 00 for all SSPs (job class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242) when the Overall Performance Rating = 11, 12, 13, 14	Special Services Provider Quality Standard 2 must be > 00 for all SSPs (job class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242) when the Overall Performance Rating = 11, 12, 13, 14	Active	1		
SSP_QUALITY_STANDARD_3	ST331	Error	SSP Quality Standard 3 must be a valid code.	SSP Quality Standard 3 must be a valid code.	Active	1		
SSP_QUALITY_STANDARD_3	ST376	Error	Special Services Provider Quality Standard 3 must be > 00 for all SSPs (job class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242) when the Overall Performance Rating = 11, 12, 13, 14	Special Services Provider Quality Standard 3 must be > 00 for all SSPs (job class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242) when the Overall Performance Rating = 11, 12, 13, 14	Active	1		
SSP_QUALITY_STANDARD_4	ST332	Error	SSP Quality Standard 4 must be a valid code.	SSP Quality Standard 4 must be a valid code.	Active	1		
SSP_QUALITY_STANDARD_4	ST377	Error	Special Services Provider Quality Standard 4 must be > 00 for all SSPs (job class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242) when the Overall Performance Rating = 11, 12, 13, 14	Special Services Provider Quality Standard 4 must be > 00 for all SSPs (job class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242) when the Overall Performance Rating = 11, 12, 13, 14	Active	1	costandine_j@cde.state.co.us	Apr 24, 2023 12:00:00 AM