



# Accountability Integrity Errors Guide

Arizona Department of Education

Last Updated May 2021

The following integrity errors relate to Accountability and/or withdrawal codes. For a comprehensive reference guide on integrity rules and errors, please visit the AzEDS Reference page on ADE's website by clicking [here](#). While not all of these integrity errors fall under Accountability, they have been included as Accountability often works alongside programs such as Exceptional Student Services (ESS) and School Finance regarding withdrawal codes.

Please click on the error code number for more information about that integrity error:

<a href="#">10081</a>	<a href="#">20004</a>	<a href="#">20016</a>	<a href="#">20031</a>	<a href="#">21004</a>
<a href="#">10118</a>	<a href="#">20005</a>	<a href="#">20017</a>	<a href="#">20038</a>	<a href="#">21005</a>
<a href="#">10119</a>	<a href="#">20009</a>	<a href="#">20018</a>	<a href="#">21000</a>	<a href="#">21006</a>
<a href="#">20001</a>	<a href="#">20011</a>	<a href="#">20020</a>	<a href="#">21001</a>	<a href="#">21010</a>
<a href="#">20002</a>	<a href="#">20012</a>	<a href="#">20023</a>	<a href="#">21002</a>	

[10081](#)

**Error Message:**

Student must be withdrawn from prior enrollment before being readmitted

**Description:**

If membership is received after previous membership in the same school for this fiscal year and there is no withdrawal on file for the previous membership, then report the discrepancy as an error.

**Troubleshooting:**

Check to make sure that there is a withdrawal date and code from the student's previous membership at the school.

[10118](#)

**Error Message:**

Withdrawal code WK requires an enrollment that begins on the next instructional day of the new calendar.

**Description:**

If the withdrawal code is WK and the subsequent enrollment's start date is not the next instructional day of the track of the subsequent enrollment, then report the discrepancy as an error.

**Troubleshooting:**

Check to make sure that the re-enrollment date is the next instructional day after the student was withdrawn with a WK.

## 10119

### **Error Message:**

Withdrawal code WP requires an enrollment that begins on the next instructional day of the new calendar.

### **Description:**

If the withdrawal code is WP and the subsequent enrollment's RP start date is not the next instructional day of the track of the subsequent enrollment, then report the discrepancy as an error.

### **Troubleshooting:**

Check to make sure that the re-enrollment date is the next instructional day after the student was withdrawn with a WP.

## 20001

### **Error Message:**

Withdrawal must occur before last day of school.

### **Description:**

If a student withdrawal is submitted on the last scheduled school day in session, report the discrepancy as an error, UNLESS the withdrawal is a W8 (deceased).

### **Troubleshooting:**

Make sure that the student was not withdrawn with a withdrawal code on the last scheduled school day (except for W8 cases). A Year-End Code (i.e. 'P', 'SC', 'C', etc.) should be used on the last scheduled school day instead of a withdrawal code.

## 20002

### **Error Message:**

Mid-year track change Withdrawal code WK must be followed with a mid- year track change Enrollment code EK.

### **Description:**

If a student changes track mid-year (as reflected by the withdrawal code of WK) then there must be a subsequent membership with the enrollment code EK.

### **Troubleshooting:**

Check to make sure that the student withdrawn with a WK has the enrollment code EK for their subsequent enrollment.

## 20004

### **Error Message:**

A student's first enrollment of the school year in a school must be an 'E' code.

### **Description:**

If the first enrollment of the year in a single track is not submitted with an "E" code for that student/school/grade, then report the discrepancy as an error.

### **Troubleshooting:**

Check to make sure that the student's first enrollment in this school year is submitted with an 'E' enrollment code.

## 20005

### **Error Message:**

Only one 'E' code is allowed for a student/school/grade in a single school year.

### **Description:**

If multiple "E" codes are submitted for a student/school/grade in a single year, then report the discrepancy as an error.

### **Troubleshooting:**

Check to make sure that there is not a previous enrollment this year with an 'E' entry code for the student.

## 20009

### **Error Message:**

Student can only have a Withdrawal Activity code of W7 (graduated) if student is in grade 9 or above.

### **Description:**

If a student is submitted with a withdrawal code of W7 and the grade is less than 9, including UE, then report the discrepancy as an error.

### **Troubleshooting:**

Check to make sure that the student is between grades 9 – 12 if a W7 (graduated) code is being used.

## 20011

### **Error Message:**

New readmission is prior to the withdrawal of the most recent membership during the fiscal year.

### **Description:**

If the readmission entry date is prior to the Membership date, then report the discrepancy as an error.

**Troubleshooting:**

Check to make sure that the entry date for the student's newest membership does not occur before their last withdrawal. The newest membership entry date must fall on a date after the last withdrawal.

## 20012

**Error Message:**

Student must be withdrawn from prior enrollment before being readmitted.

**Description:**

If readmission entry date is earlier than the withdrawal date of Membership, then report the discrepancy as an error.

**Troubleshooting:**

Check to make sure that the entry date for the student's newest membership does not occur before their last withdrawal. The newest membership entry date must fall on a date after the last withdrawal.

## 20016

**Error Message:**

Student cannot graduate from a CTED.

**Description:**

If a JTED Satellite or JTED Main submits a year end code of "G", or exit withdrawal codes of "W7", and "S7", then report the discrepancy as an error.

**Troubleshooting:**

If the school is JTED or CTED, make sure that the withdrawal or year-end code is not a graduation code. CTEDs and JTEDs cannot graduate students.

## 20017

**Error Message:**

Withdrawal code "WP" requires a subsequent enrollment with a higher grade.

**Description:**

If withdrawal activity is WP and no subsequent enrollment with a higher grade exists then, report the discrepancy as an error.

**Troubleshooting:**

'WP' is a code for a student being promoted to a higher grade **during** the school year. If the code 'WP' is used to withdraw a student, check to make sure that the student has a subsequent enrollment with a higher grade.

## 20018

### **Error Message:**

Withdrawal code "WD" requires a subsequent enrollment with a lower grade.

### **Description:**

If withdrawal activity is WD and no subsequent enrollment with a lower grade exists then, report the discrepancy as an error.

### **Troubleshooting:**

'WD' is a code for a student being demoted to a lower grade **during** the school year. If the code 'WD' is used to withdraw a student, check to make sure that the student has a subsequent enrollment with a lower grade.

## 20020

### **Error Message:**

Withdrawal code "WK" requires a subsequent enrollment with an EK enrollment code.

### **Description:**

If the withdrawal code is WK and there is not a subsequent enrollment date and code of EK in the same year, then report the discrepancy as an error.

### **Troubleshooting:**

Check to make sure that the student is re-enrolled with the code 'EK' in the same school year if they were withdrawn with a 'WK'.

## 20023

### **Error Message:**

Date falls outside this school's calendar.

### **Description:**

If the withdrawal date is not a valid school date, then report the discrepancy as an error.

### **Troubleshooting:**

Check to make sure that the withdrawal date does not fall on a day outside of the school's calendar. For issues regarding school calendars, please contact School Finance at [SchoolFinance@azed.gov](mailto:SchoolFinance@azed.gov).

## 20031

### **Error Message:**

The summer withdrawal dates for Summer early graduation (S7) student must be between July 1st and August 31st of the Fiscal Year.

### **Description:**

If an enrollment is submitted with a summer withdrawal code S7 and entry and exit dates are not between July 1st and August 31st of the Fiscal Year then, report discrepancy as an error.

**Troubleshooting:**

Check to make sure that **both** the withdrawal date when using an S7 (summer graduation) **and** the entry date is between July 1<sup>st</sup> and August 31<sup>st</sup> of the fiscal year.

20038

**Error Message:**

Withdrawal code "WK" requires subsequent enrollment of UE to KG or KG to UE or a change in calendar code.

**Description:**

If membership has a withdrawal code of WK and the student didn't switch calendars, move from UE to KG, or move from KG to UE, then report the discrepancy as an error.

**Troubleshooting:**

If the student did not switch calendars, make sure that when using the 'WK' withdrawal code that the student is either moving from grade 'UE' to "KG" **OR** the student is moving from grade 'KG' to 'UE'.

21000

**Error Message:**

Incorrect Year End Status Code submitted for this student's grade level.

**Description:**

If a student's grade and Year End Status code combination are not an approved combination, then report the discrepancy as an error.

**Troubleshooting:**

If the student is in grade 12, make sure the year end status is not 'P'. If the student is in grades PS-11, make sure the year end status is not 'G' or 'SC'. The year-end code must be applicable to the grade level.

21001

**Error Message:**

Every membership needs an exit date and reason. Please submit a Year End Status or Withdrawal code and exit date.

**Description:**

All student memberships must have a year-end status code. If a student's grade is PS-12 including UE and the Year End Status code is not submitted by May 1st of the current fiscal year, then report the discrepancy as an error.

**Troubleshooting:**

By May 1<sup>st</sup> of the current fiscal year, a year end code ('G', 'P', 'SC', etc.) and exit date must be assigned. After May 1<sup>st</sup>, check to make sure that the student has both an exit date and year end code.

## 21002

### **Error Message:**

Students need to have a cohort year established and be in grades 9-12 to graduate.

### **Description:**

If the student's withdrawal activity code = W7 (add W15, S7, G) and the student's cohort year by ADE is not established, then report the discrepancy as an error.

### **Troubleshooting:**

Students must have a cohort assigned in order to graduate. Check to make sure that a cohort has been assigned to a student with a graduation code **and** that the student is in a grade between 9 – 12.

## 21004

### **Error Message:**

Every membership needs an exit date and reason. Please submit a Year End Status or Withdrawal code and exit date.

### **Description:**

All student memberships must have a year-end status code. If a student's grade is PS-12 including UE and the Year End Status code is not submitted by April 1<sup>st</sup> of the current fiscal year, then report the discrepancy as a warning.

### **Troubleshooting:**

Check to make sure that after April 1<sup>st</sup> the student has a year-end/withdrawal code and an exit date.

## 21005

### **Error Message:**

Summer withdrawals other than S7 are only valid between July 1 and the first instructional day.

### **Description:**

If the withdrawal date is not between July 1 and the first instructional day of track 1 at the DOA and withdrawal type is any summer withdrawal code other than S7 report discrepancy as error.

### **Troubleshooting:**

Check to make sure than when using a summer withdrawal code (not including S7), the exit date is between July 1<sup>st</sup> and the first instructional day. Only S7 can be used outside of these dates.



## 21006

### **Error Message:**

Student with a summer withdrawal has no year-end status from the prior year at the same school.

### **Description:**

A student with a summer withdrawal and the exit date after June 30 must have a year-end status. The summer withdrawal and the year-end status must be from the same school.

### **Troubleshooting:**

Check to make sure that there is a year-end code ('P', 'SC', etc.) from the 'regular' school year before enrolling and withdrawing a student with a summer withdrawal. Summer withdrawals cannot be used without first exiting the student from the same school with an applicable year-end code.

## 21010

### **Error Message:**

The Year End status is outside of the last instructional day and June 30th.

### **Description:**

If the year-end statuses are not between the last instructional day and 6/30(End of FY) then report the discrepancy as an error.

### **Troubleshooting:**

Year-end codes ('P', 'G', 'SC', etc.) are only to be used between the last instructional day and June 30<sup>th</sup> (last day of the fiscal year). Check to make sure that when using a year-end code that the exit date falls between these dates.