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## Appendix D – Error Messages and Explanations

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*The following are examples of error messages received when processing BIS Class records. This list may not be all-inclusive.*

**This File Contains Duplicate Contract Numbers; Contract Number Z1235 Is A Duplicate**

You have the same contract number assigned to two or more **classes** within the file you are trying to validate. NOTE: If you receive this error, the system will not validate any other fields or contract numbers until you have resolved this error.

**Contract: D4472 – Begin Date Or End Date Not Consistent With School Year**

You have entered a begin date and/or end date that is not consistent for the school year for which the class is being offered.

**Contract: D4472 – Contract Number Not Assigned To This School**

You are using a contract number not assigned to your school.

**Contract: D5437 - Duplicate Contract Number-Already On Bits File or Duplicate Contract Number Already Assigned**

This contract number has already been assigned and processed in a previously submitted file. You are either trying to resubmit the class again, or you have assigned the same contract number to a different class. NOTE: Due to the manner in which the validation checks the information, you will receive 2 errors for the contract number.

**Contract: D4472 - Invalid Begin Date = 20020827**

You have entered an incorrect year/month/day (e.g. 2040115) or the begin date is after the end date.

**Contract: A7414 - Invalid Clock Hours = 0.00**

You have entered all zeroes or left this field blank. Clock hours must be greater than 0.00.

**Contract: T2515 - Invalid Contract Number - Not On File**

This indicates you are trying to use contract numbers that are not assigned to your school for this school year. Replace contract number with a valid contract number.

**Contract: D4472 - Invalid End Date = 20030827**

You have entered an incorrect year/month/day (e.g. 2040115) or the end date is before begin date.

**Contract: A8662 - Invalid MIS Code – 0000**

You are using a MIS code that is not valid, in this instance 0000. Refer to the Appendix B in your guidebook and replace with a correct code.

**Contract: A8708 – Invalid Number Of Students**

You have entered '0' for the number of students or you have left this field blank.

**Contract: A0002 - Invalid Program Type = 87**

You have entered an invalid program type or left this field blank.

**Contract: B6479 - Invalid Teacher Last Name - Please Enter Name**

You have not provided the teacher's last name. For classes that are being taught online, you can enter the name of the individual facilitating the class or you can enter the name of the company (e.g. Education To Go).

***The following are examples of error messages received when processing BIS student records.  
This list may not be all-inclusive.***

**Contract: Z1650-Connie More ==> Industry Name Is Missing - Program Type = 16**

Enrollments submitted for program type '16' (or other industry specific program types) must have a business code identified. If students are not associated with an industry, you may enter the code for 'open' in the business field. If 50% or more of the student population for this class has "open" as industry name, check to see that the program type is correct.

**Contract: Z1818-David Mureez ==> Age < 16 Or > 99 (19990329), Age = 4, Prog Type = 16**

Age is less than 16. Validate that the date of birth is correct. If so, this student cannot be submitted for the class. If the entire class has students less than 16, it can be submitted as a program type 61.

**Contract: Z2008-David Mureez ==> Age/Grade Conflict Grade=32, Age=4**

Validate that the date of birth is correct. Validate the grade level/educational level is correct.

**Contract: Z8790-Sue Bryiant ==> Invalid Grade = 44**

This student has an invalid grade/education level code.

**Contract: Z0806-Terri Teevves ==> Invalid Gender =. Must Be "M" Or "F" or "U".**

Gender must be "M", "F" or "U"

**Contract: Z0680-Jackson Lawler ==> Invalid Clock Hours = 0000.00**

Clock hours must be greater than 0000.00

**Contract: -Jeffery Lawson ==> Blank Or Zero Contract Number**

Contract number is missing from this student's record

**Contract: 99873-Betty Petter ==> Process With Full-Time Students**

Students with a PID number must be submitted with full-time student enrollments.

**Contract: Z0000-Ricardo Miller ==> Invalid Contract Number**

This contract number is not valid for your school.

**Contract: Z0680-Irene ==> Invalid Student Name**

Student's first and last name must be entered.

**Contract: F0680-Jayne Lawler ==> Invalid Date of Birth**

The format for the date of birth is not valid or it is not complete. Valid format must be yyyyymmdd.