

DEMOGRAPHIC FILE ERRORS

Error	Description	Legend
001	Not a valid student PEN; Student not found on PEN database	If this student does not have a PEN contact the PEN department at www.bced.gov.bc.ca/PEN
002	Student not on TRAX database	INTERNAL TO MINISTRY PLEASE IGNORE
003	The submitted surname does not match the submitted PEN	To request that a correction be made to the surname, please submit legal documentation showing the correction. Include the PEN and clearly indicate it is the surname to be corrected. Fax to (250) 356-9460
03E	Current submitted birthdate does not match previously submitted birthdate	To request that a correction be made to the birthdate, please submit legal documentation showing the correction. Include the PEN and clearly indicate it is the birthdate to be corrected. Fax to (250) 356-9460
03F	Current submitted gender does not match previously submitted gender	To request that a correction be made to the gender, please submit legal documentation showing the correction. Include the PEN and clearly indicate it is the gender to be corrected. Fax to (250) 356-9460
004	Invalid surname, given or middle name	
05C	Invalid Program code	The first two digits of the coding must be 40, 41, 42, 43, or blank. The second two digits must be AD, BD, DC or blank. The start and end dates must be valid for the program code selected.
006	Missing student address	
007	Invalid student status; must be A, D, T, or blank	Coding must be A=active, D=deceased; T=terminated
07A	Invalid Grad reqt year; must be 1950, 1986 or 1996	Students on the Adult program must be coded 1950. Students on the regular grade 12 program must be coded 1996 if on the current 52 credit program or 1986 if a student graduated on the old 13 course program.
07B	Invalid grad program year and grade combination	Adult students must be coded with AD or AN and the year must be 1950. Regular grade 12 students must be coded 12 or OT and the year must be 1996.
07C	Mismatch on grad year/grade 11 year	Students entering grade 11 after 1996 must be placed on the 1995 program.
008	Invalid date of birth	The year, month, and day must be in the following format: YYYYMMDD
08A	Invalid Student Learning Plan date	This item is mainly for students who require a school completion certificate on the 1995 program and must be in valid date format YYYYMMDD.
009	Invalid gender	M=Male F=Female
010	Invalid citizenship code; must be C, O or blank	The citizenship must be C= Canadian or Landed Immigrant, O=other or left blank.

012	Invalid date entered grade 11	The date must be a valid 4 digit year.
013	Invalid transaction code	INTERNAL TO MINISTRY PLEASE IGNORE
14A	Age requirement is 19 to be on Adult program (AN or AD)	Student must be 19 years of age to be on the Adult program. Please see the <i>Handbook of Procedures</i> for further rules regarding the Adult program.
015	Invalid postal code for country submitted	The postal code must be in a valid layout for the country code submitted.
016	Invalid school ministry code	The ministry school code must be valid for the current school year.
017	Invalid local student ID	A local id number must be provided
019	Invalid province code	If the country is not Canada or the U.S. the province/state code should be left blank.
19A	Mismatch on Province and Country code	There must be a valid match between the country code and the province code.
020	Invalid country code	The country code must be valid and on the TRAX country code table.
021	Invalid grade; must be AD, AN, 12, OT or HS	The grade code must be AD= Adult graduating; AN= Adult not graduating; 12=regular grade 12 graduating; OT=grade 11 or 12 program not graduating; HS= Home School.
024	School is closed	There must be an open school for the ministry code submitted.
061	Student PEN has been merged with a pre-existing PEN	To determine the pre-existing PEN that was originally assigned to this student contact the PEN department at www.bced.gov.bc.ca/PEN
062	Student is Deceased	Data has been submitted for a student that is currently recorded as deceased. The ministry will not update this information unless the school confirms that the student is not deceased or that there is a special request to have the information placed on the file.
065	Invalid Programme Francophone flag; must be Y, N or blank	Field must be Y=yes, N=no or left blank.
085	NULL character in address line 1	INTERNAL TO MINISTRY PLEASE IGNORE
086	NULL character in address line 2	INTERNAL TO MINISTRY PLEASE IGNORE
087	Adult graduation status exists for student- cannot change to grade 12	The student has already graduated under the Adult program and the program code can no longer be changed.
089	Student not adopted to TRAX since status is T, D or M	Student can not be adopted to TRAX if the status is T= terminated; D=deceased, M= merged (student has had two PEN's issued and the one currently being submitted is not valid – contact PEN department for correct PEN).
091	Missing Student City	A city must be submitted.

EXAM FILE ERRORS

02A	Invalid number of credits – must be 4	This is a 4 credit course and can only be submitted for 4 credits unless course is flagged as “withdrawn”.
03D	No delete – Provincial exam has a school percent	A withdrawal flag is not valid for this record as a school percent already exists.
12A	Course type must be E= Equivalency; C=Challenge; or blank	
013	Invalid transaction code	INTERNAL TO MINISTRY PLEASE IGNORE
030	Course status must be A= Active or W= Withdrawn	
031	Course not on Exam table	The course code submitted is not valid on the TRAX exam table.
032	Exam session date is not valid.	Exam session date must be within the current school year and correct format YYYYMM.
035	Special case invalid	Field must be blank, R=rewrite or D=deferred.
037	No deletion allowed as Provincial exam has been written	An exam has been written for this session.
038	No delete- school scholarship exam written	A scholarship exam already exists on this file and can not be deleted.
043	School % missing or invalid	The school % must be 100% or less and should only be blank if a rewrite or withdrawal.
047	Interim letter grade is not valid according to letter grade table	The letter grade submitted is not valid according to the TRAX letter grade table.
071	School code differs from TRAX	INTERNAL TO MINISTRY PLEASE IGNORE
077	Interim % must be between 0-100	
078	An interim letter grade exists – percent also required	A percent must be submitted that is within the high and low of the letter grade table according to the ministry letter grade table.
081	Interim percent does not match letter grade	The percent submitted does not match the letter grade according to the ministry letter grade table.
084	Course already reported with aegrotat standing – cannot be overwritten	Aegrotat standing exists and can not be overwritten.
090	Invalid final percent	Final percent should be blank for current or future exam sessions. Final percent is calculated by the ministry.

X-COURSE FILE ERRORS

01A	Number of credits submitted for course invalid	The number of credits submitted does not equal the number of credits for the course. Check the <i>Course Information</i> book for the number of credits listed for the course.
01B	“Q” code submitted incorrectly	Please see the <i>Handbook of Procedures</i> for rules surrounding the use of “Q” codes.
01D	Zero credits have been reported for course	The credit field must have a value of at least 1.
03A	Invalid related course code for IDS course	The main course code must be “IDS” and the related course code must be a valid course code from the ministry table.

03C	Related course mismatch	The course code and the IDS course code must be related. Locally developed courses must have the “X” reported for both the IDS course code field and the related course code field. Please see the <i>Handbook of Procedures</i> for more information on reporting IDS courses.
04A	Course description invalid -only allowed for FNA; ASK or FNASK	Course descriptors can only be used for courses being submitted under the generic codes of FNA, ASK or FNASK and some External Language courses.
12A	Course type must be E=Equivalency; C=Challenge; or blank	
013	Invalid transaction code	INTERNAL TO MINISTRY PLEASE IGNORE
13A	Grad requirement type must be F, A, B or blank and number of credits must be valid	The course submitted does not meet the requirements of Fine Arts (FNA) or Applied Skills (ASK) therefore, coding of the course as such is not permitted. The course is being reported for an invalid number of credits. Please see the <i>Course Information</i> book for the correct number of credits to report for the course.
13C	Course does not meet the FNA or ASK requirements	Please see the <i>Course Information</i> book for requirements that this course does meet.
030	Course status must be A= Active or W= Withdrawn	
32A	Invalid session date– must be numeric and within 50 years of current date.	Must be in correct date format: YYYYMMDD.
040	Course code not found on Ministry Course Code table	Please see the <i>Course Information</i> book for correct course codes.
041	Course not open for session submitted	The course was not open for the date that it is being submitted. Please see the <i>Course Information</i> book for allowable submission dates.
042	Final letter grade submitted not found on letter grade table	The letter grade submitted is not on the ministry letter grade table.
045	Course assumed complete but missing final mark	If the student is completing the course at a future date from the one originally submitted, please change the date to when the student plans to complete the course. If the student has withdrawn from the course, enter “W” for “withdrawn” in the appropriate field.
046	Examinable course submitted in non-examinable file	Course submitted is provincially examinable and can only be submitted on this file with the use of a “Q”. For proper reporting and use of “Q codes” please see the <i>Handbook of Procedures</i> .
047	Interim letter grade is not valid according to letter grade table	The letter grade submitted is not valid according to the TRAX letter grade table.

066	Provincial exam already recorded for this course and session date	Course cannot be submitted on this file as student has already written the provincial exam.
066A	Course recorded as examinable but no exam written – q code request ok	INTERNAL TO MINISTRY PLEASE IGNORE
071	School code differs from TRAX	INTERNAL TO MINISTRY PLEASE IGNORE
077	Interim % must be between 0-100	
078	An interim letter grade exists – percent also required	A percent must be submitted that is within the high and low of the letter grade table according to the ministry letter grade table.
079	Final % should be 0-100 and match letter grade submitted	The percent must be between 0%-100% and match the letter grade submitted.
080	Final letter grade exists, percent also required	The percent and letter grade must match according to the ministry letter grade table.
081	Interim percent does not match letter grade	The percent submitted does not match the letter grade according to the ministry letter grade table.
082	Final percent does not match letter grade	Final percent must match letter grade according to the ministry letter grade table.
092	Partial credit not allowed for course submitted	Please see the <i>Course Information</i> book for the number of credits for this course. Please also see the <i>Handbook of Procedures</i> for rules around the use of partial credit.