

ED166 ERROR MESSAGES

Below is a list of the error messages you may encounter. Note that the best practice is always to update your local student information system (SIS), extract a new batch, and upload again. These errors cannot be corrected directly in the ED166 application. Messages are listed in alphabetical order. All tables references below can be found in the ED166 User Guide which is posted on the ED166 Help Site Documentation page.

Error Message	Correction Needed
Arrested is invalid.	Be sure this field is populated with a valid value (Y or N).
Arrested is required.	Be sure this field is populated with a valid value (Y or N).
At least one Victim Category is required.	Some Incident Types require that a victim category be reported. See page 3 of the User Guide for a list of Incident Types that require a victim type.
Bullying code is invalid.	A valid Bullying Code must be input for all records. See Table K for valid values and definitions.
Bullying code is required.	A valid Bullying Code must be input for all records. See Table K for valid values and definitions.
Date of Incident cannot be a future date.	
Date of Incident is invalid.	A valid incident date must be included in your batch in the format MMDDYYYY (no slashes).
Date of Incident is required.	A valid incident date must be included in your batch in the format MMDDYYYY (no slashes).
DOB is invalid.	A valid DOB must be included in your batch in the format MMDDYYYY (no slashes). This date must match the DOB in the PSIS Registration Module.
DOB is required.	A valid DOB must be included in your batch in the format MMDDYYYY (no slashes). This date must match the DOB in the PSIS Registration Module.
Drug/Alcohol/Tobacco Involvement is invalid.	Be sure a valid value from Table E of the User Guide is listed in the Substance Involvement field.
Drug/Alcohol/Tobacco Involvement is required.	Incident Type 3800 (Drugs/Alcohol/Tobacco only) was reported however no substance was indicated in the Substance Involvement field. Be sure to populate this field with a value from Table D of the User Guide.
Education Provided is invalid.	A valid Education Provided code must be included for certain Sanctions. Education Provided codes are available in Table G.
Education Provided is required.	A valid Education Provided code must be included for certain Sanctions. Education Provided codes are available in Table G.
Facility code is required.	A valid 7-digit facility code must be included. This number must match the Facility Code 1 reported in PSIS Registration as of the incident date or 9990199 if the incident took place at the student's Facility Code 2.
Incorrect Reporting District was detected in the Batch File. Processing stopped.	The Reporting District field must be equal to your LEA's three-digit reporting code. See Table B for a list of valid codes.
Invalid SASID.	A valid 10-digit SASID must be included. You can verify the SASID in the PSIS Registration Module.
Location of Incident is invalid.	A valid Location code must be included. A list of codes is available in Table I.
Location of Incident is required.	A valid Location code must be included. A list of codes is available in Table I.
Number of Days Sanctioned is invalid.	This field must be a positive number in a .25 increment.

Error Message	Correction Needed
Number of Days Sanctioned is required.	This field must be a positive number in a .25 increment.
Number of Days Served cannot be greater than Number of Days Sanctioned.	The Number of Days Served field is the number of days the student was actually punished. It cannot be more than the Number of Days Sanctioned.
Number of Days Served is invalid.	This field must be a positive number in a .25 increment.
Number of Days Served is required.	This field must be a positive number in a .25 increment.
Number of Days to Carryover cannot be greater than Number of Days Sanctioned.	The Carryover field is the number of days to be served the next school year. It cannot be more than the Number of Days Sanctioned.
Number of Days to Carryover is invalid.	This field must be a positive number in a .25 increment.
Number of Days to Carryover is required.	This field must be a positive number in a .25 increment.
Only incidents for the current school year may be reported.	The Date of Incident cannot be a date beyond the current date. Check the date and adjust it as necessary.
Party Taking Action is invalid.	A valid Party Taking Action code must be reported. A list of codes is available in Table H.
Party Taking Action is required.	A valid Party Taking Action code must be reported. A list of codes is available in Table H.
Primary and Secondary Education Types can not have the same value.	The two Education Provided fields should not be equal. See the Multiple Incident Types/Sanctions Guide document for more information on how to report incidents with multiple sanctions.
Primary and Secondary Incident Types can not have the same value.	The two Education Provided fields should not be equal. See the Multiple Incident Types/Sanctions Guide document for more information on how to report incidents with multiple incident types.
Primary and Secondary Sanction Types can not have the same value.	The two Education Provided fields should not be equal. See the Multiple Incident Types/Sanctions Guide document for more information on how to report incidents with multiple sanctions.
Primary Days Sanctioned must be rounded to the nearest .25 (.00,.25, .50, .75).	This field must be a positive number in a .25 increment.
Primary Days Served must be rounded to the nearest .25 (.00,.25, .50, .75).	This field must be a positive number in a .25 increment.
Primary Days Served Next Year must be rounded to the nearest .25 (.00,.25, .50, .75).	This field must be a positive number in a .25 increment.
Primary Incident Type is invalid.	A valid Primary Incident Type code must be reported. A list of codes is available in Table C.
Primary Incident Type is required.	A valid Primary Incident Type code must be reported. A list of codes is available in Table C.
Referring Party is invalid.	A valid Referring Party code must be reported. A list of codes is available in Table J.
Sanction Type is invalid.	A valid Sanction Type code must be reported. A list of codes is available in Table F.
Sanction Type is required.	A valid Sanction Type code must be reported. A list of codes is available in Table F.
SASID (and DOB) does not match a student actively registered with your district.	This error can mean one of the following: 1)There is a discrepancy between the SASID in the ED166 and SASID in the PSIS Registration Module. Be sure the SASID is correct 2) There is a discrepancy between the DOB in the ED166 and SASID in the PSIS Registration Module. Be sure the DOB is correct, 3) The student was not registered to your LEA in the PSIS Registration Module on the day of the incident.
SASID is required.	The SASID must be included in the batch.

Error Message	Correction Needed
School Sponsored Activity is invalid.	Be sure this field is populated with a valid value (Y or N).
School Sponsored Activity is required.	Be sure this field is populated with a valid value (Y or N).
Secondary Days Sanctioned must be rounded to the nearest .25 (.00,.25, .50, .75).	This field must be a positive number in a .25 increment.
Secondary Days Served must be rounded to the nearest .25 (.00,.25, .50, .75).	This field must be a positive number in a .25 increment.
Secondary Days Served Next Year must be rounded to the nearest .25 (.00,.25, .50, .75).	This field must be a positive number in a .25 increment.
Student cannot be sanctioned with an out-of-school suspension of more than 10 consecutive school days for this incident.	Update the days sanctioned to value less than 11 or update the Sanction Type.
Sum of Number of Days Served and Number of Days to Carryover cannot be greater than Number of Days Sanctioned.	Update either the appropriate "Days" field.
The Facility Code in the batch does not match the facility the student was registered to in the PSIS Register Module on the day of the incident.	A valid 7-digit facility code must be included. This number must match the Facility Code 1 reported in PSIS Registration as of the incident date or 9990199 if the incident took place at the student's Facility Code 2.
The Number of Days Sanctioned cannot be negative.	This field must be a positive number in a .25 increment.
The Number of Days Served cannot be negative.	This field must be a positive number in a .25 increment.
The Number of Days to Carryover cannot be negative.	This field must be a positive number in a .25 increment.
The Party Taking Action may not apply this Sanction Type.	
There is a discrepancy between the Facility Code in the ED166 and Facility Code 1 in the PSIS Registration Module.	A valid 7-digit facility code must be included. This number must match the Facility Code 1 reported in PSIS Registration as of the incident date or 9990199 if the incident took place at the student's Facility Code 2.
This record appears to be a duplicate of a record that has already been entered. Both records have the same SASID, Local Incident Number (if provided), Date of Incident, Time of Incident (if provided), Incident Type, and Sanction Type. If you are attempting to edit an existing record go to Edit Incident or include the SAITN in your batch.	As stated in the error message add the SAITN if the uploaded record is an update or a record previously reported. You may also wish to review the Multiple Incident Types/Sanctions Guide for information on how to report and incident with multiple types or sanctions.
This record has an invalid State Assigned Incident Tracking Number. Please correct the number or leave this field blank.	If you are attempting to update a record previously reported a valid SAITN must be included. This number can be downloaded from the ED166 application. If you are reporting a new record this field should be blank.
Time of Incident is invalid.	If the record included the time it should be formatted as HH:MM AM/PM (example: 10:30 AM)
Victim - Certified Staff is invalid.	Some Incident Types require that a victim category be reported. A response of Y or N must be indicated for each Victim field. See page 3 of the User Guide for a list of Incident Types that require a victim type.
Victim - Certified Staff is required.	Some Incident Types require that a victim category be reported. A response of Y or N must be indicated for each Victim field. See page 3 of the User Guide for a list of Incident Types that require a victim type.

Error Message	Correction Needed
Victim - Non-Certified Staff is invalid.	Some Incident Types require that a victim category be reported. A response of Y or N must be indicated for each Victim field. See page 3 of the User Guide for a list of Incident Types that require a victim type.
Victim - Non-Certified Staff is required.	Some Incident Types require that a victim category be reported. A response of Y or N must be indicated for each Victim field. See page 3 of the User Guide for a list of Incident Types that require a victim type.
Victim - Non-School is required	Some Incident Types require that a victim category be reported. A response of Y or N must be indicated for each Victim field. See page 3 of the User Guide for a list of Incident Types that require a victim type.
Victim - Other Staff is invalid	Some Incident Types require that a victim category be reported. A response of Y or N must be indicated for each Victim field. See page 3 of the User Guide for a list of Incident Types that require a victim type.
Victim - Other Student is invalid.	Some Incident Types require that a victim category be reported. A response of Y or N must be indicated for each Victim field. See page 3 of the User Guide for a list of Incident Types that require a victim type.
Victim - Other Student is required.	Some Incident Types require that a victim category be reported. A response of Y or N must be indicated for each Victim field. See page 3 of the User Guide for a list of Incident Types that require a victim type.
Victim – Substitute Teacher is invalid.	Some Incident Types require that a victim category be reported. A response of Y or N must be indicated for each Victim field. See page 3 of the User Guide for a list of Incident Types that require a victim type.
Victim – Substitute Teacher is required.	Some Incident Types require that a victim category be reported. A response of Y or N must be indicated for each Victim field. See page 3 of the User Guide for a list of Incident Types that require a victim type.
Weapon Involvement is invalid.	Be sure a valid value from Table D of the User Guide is listed in the Weapons field.
Weapon Involvement is required.	Incident Type 3700 (Weapon only) was reported however no weapon was indicated in the Weapons field. Be sure to populate this field with a value from Table D of the User Guide.