

No. FY 2014-03
November 2014
Education Information
Services



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MSID APPLICATION GUIDELINES

**Master School Identification File
Background and Use**

The Master School Identification (MSID) file is maintained by the Florida Department of Education (FDOE) to ensure the Department provides accurate identification and directory information on each Florida public school in the state. This file contains information for all public PK-12 schools as well as for adult and technical schools operated by district school boards.

Information from this file is used for direct communication to the schools as well as for reporting data for each school. The Master School Identification file is used to edit all records submitted to the Department's Student, Staff and Finance Automated Database Systems. The MSID provides the universe for accountability reporting, including annual school grades. It is the basis for reporting to the U.S. Department of Education (USDE) via the Education Data Exchange Network (EDEN) reporting system as well as the Consolidated State Performance Report (CSPR). The federally-assigned identification numbers, which are required for certain grant applications and for assignment of E-rate funds, are provided to the FDOE the year following submission of new school information to the USDE.

Master School Identification File

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Master School Identification File

Summary of Changes

The Master School Identification (MSID) file has items that have been removed and items that have been revised for clarification. A summary of these changes follows.

Changed the name of Office of Evaluation and Reporting to Bureau of Accountability Reporting in several places.

Activating a school

- Added language regarding the request for new school numbers in the middle of the school year. (1314)
- Added language regarding a school having its own location (second bullet). (1213)
- Added language regarding the reuse of school numbers (5th bullet). (1314)
- Added language from rule 6A-1.0016, FAC regarding the Department's Issuance of School Numbers
- Added language from rule 6A-1.0016, FAC regarding the Department's Review of Existing MSID Numbers

Charter Schools

- added language regarding activating a new charter school. (1314)

Future Schools

- Added language regarding the availability of school numbers. (1314)

Categorizing schools

- Deleted grade category 6-12 from combination school type.

School Function/Setting

- Added descriptions of each category. (1314)
- Removed "university laboratory."

Accountability Type

- Removed reference to adequate yearly progress (1213) and replaced "FCAT" with "state assessments."

Alternative School for Accountability Purposes

- Removed section, School In Need of Improvement Status (SINI). (1213)
- Added language regarding the documentation a charter school must submit to be designated as an alternative school. (1314)

Accountability ESE Center

- Added Accountability ESE Center field

Differentiated Accountability (DA)

- Updated language regarding Differentiated Accountability (DA).
- Removed old DA categories and added new DA categories.

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- Added language for Turnaround and Monitoring Status, Turnaround Option and DA Region Codes.

Institutions for Neglected or Delinquent Children

- Removed multi-purpose status

Routing Code

- Removed section

A Business Community (ABC) School Program

- Removed section (1314)

Facility Number

- Removed section (1314)

School or Program of Choice

- Added section (1314)

Special use school numbers

- Added school number 9045 Contracted Residential Services
- Added school numbers 9992 and 9993 (1415)

APPENDIX A - Master School Identification File Elements

- Removed “university laboratory” under School Function/Setting.
- Removed School in Need of Improvement (SINI) Status and all of the SINI codes.
- Removed categories 1-5 under Differentiated Accountability (DA) and added categories 6-8.
- Removed categories 6-8 under Differentiated Accountability (DA) and added categories 9-15. Added DA fields- Turnaround and Monitoring Status, Turnaround Option and added field- DA Region Codes.
- Removed “Multipurpose” category in Neglected/Delinquent Classification.
- Removed Routing Code field.
- Removed fields for three previous school numbers and the years the numbers were used and removed the field for a subsequent school number.
- Removed AYP Status field and the associated codes. (1213)
- Removed A Business Community (ABC) School Status (1314)
- Removed Facility Number (1314)

APPENDIX B-Grade Codes School Types

- Added grade codes 112-117 (1415)

Accessing the File

Appendix A provides a list of the elements contained in the Master School Identification file.

Master School Identification File

MSID information for each Florida public school is available on the web at: <http://doeweb-prd.doe.state.fl.us/EDS/MasterSchoolID/>. The data are presented in three sections – 1) Addresses, 2) Administration and 3) Accountability. Three ways are provided for the user to look up a school: 1) by the school name, 2) by the district in which the school is located and 3) by the city/town in which the school is located.

Information about the number of schools by type in each district is located at <http://www.fldoe.org/eias/eiaspubs/default.asp#school>.

The Master School Identification information is also stored at North West Regional Data Center (NWRDC) in a file named DPS.DISTRICT.G4.F25031.Yyyyy. This file can be accessed by district information services staff with access to NWRDC. The format layout is available in DPS.DISTRICT.FORMAT.Yyyyy.

Activating a School

Department review of a MSID Application for Issuance of a School Number

In reference to MSID Rule 6A-1.0016, F.A.C., a school district planning for the opening of a new school should request a school number from the Florida Department of Education using the MSID Application Form (MSID01). The district should gather the needed information about the school and enter it into the MSID Application Form which is available online at the link below. A hard copy may be obtained by contacting the Division of Accountability, Research and Measurement via email at ASKEIAS@fldoe.org

[MSID Application Form.pdf](#).

The department shall notify the district of any missing information and permit the district fifteen (15) calendar days to supplement its application. The Department is authorized to request clarifying information at any time from the district.

School Approval Committee

When an application is received, the request is put on the agenda to be reviewed by the School Approval Committee which meets every other week. This committee submits recommendations to the department for schools to be given “active” status on the MSID file.

The following criteria are reviewed by the committee to determine whether the standard for assignment of a MSID number has been met:

- A school has a principal that is not shared with another school;
- At least fifty (50) percent of a school’s administrative and teaching staff are not shared with another public school. School administrative staff means principals, assistant principals, curriculum coordinators and deans;

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- A school has a separate population of students enrolled in the school;
- A school has a separate location and facility not shared with another public school;
- A school is not a school within a school as defined in Section 1003.02(4), F.S.;
- A new or existing facility is populated by a newly formed student body that is created by more than fifty (50) percent from one or more previous school's population;
- A student body has not relocated from one school facility to another;
- A school is not a program within a school such as Advanced Placement (AP), International Baccalaureate (IB), Exceptional Student Education (ESE) or Career Academy as defined in Section 1003.02(4), F.S.;
- A charter school is approved and has an executed contract with the district; and
- Any other factors regarding a school's student population, administrators, faculty, facility or education programs relevant to the standard for the award of a MSID number as set forth above.

The time frames for submission of a MSID application are as follows:

Department of Juvenile Justice, adult, hospital/homebound and virtual facilities may submit MSID number applications to the department throughout the calendar year. All other applications shall be submitted to the department no later than June 1 and no earlier than three (3) calendar years prior to the beginning of the school year that the school is scheduled to open. An inactive MSID number shall be considered void if the school does not open within three (3) calendar years of the issuance of a MSID number. Only active school numbers will be accepted for Student and Staff Database reporting. Records with inactive school numbers will be rejected. The request for a new school number requires the approval of the district superintendent. The department shall notify the district superintendent in writing of the approval or denial of an application. The department shall assign a MSID number when a district demonstrates that the proposed school is fully functioning and operating as a district entity and that assignment of a MSID number will not undermine school accountability.

The department assigns school numbers based on availability. Specific school numbers are not always available because non-public schools use the same pool of school numbers. A non-public school and public school cannot be assigned the same school number. Guidelines the department uses for issuing MSID numbers, as outlined above can be found in [6A-1.0016](#) (3)F.A.C., the Department's review of MSID applications.

The Department will review applications for new schools and changes to existing school types. Any change to the information required in Sections A-F of the MSID application form, number MSID01, requires the district to submit a MSID form with updated information within thirty (30) calendar days of the change.

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The Department Review of Existing MSID Numbers

The department shall review existing MSID numbers, and when a school no longer meets the criteria set forth in 6A-1.0016(4), the department shall notify the district superintendent in writing.- Prior to revocation of the number, the district shall be afforded a minimum of thirty (30) calendar days to provide information to the department to support maintaining the MSID number assigned to the school. This information shall include a completed Florida Department of Education Master School Identification (MSID) Application Form, form number MSID01. The department is authorized to request information from school districts in order to conduct the review of MSID numbers, and districts shall comply with written requests from the department for information within thirty (30) calendar days. The district superintendent may submit a request to the department for an extension of time. The department shall grant a request for an extension of time, not to exceed forty-five (45) days, if the request is submitted in writing and received within thirty (30) days of the department's original request for information. The department shall notify the district superintendent in writing of the approval or denial of an extension. The department shall review all information a district provides in determining whether a school meets the standard set forth in 6A-1.0016(4). Where the district has not provided documentation demonstrating that the school meets the criteria set forth in subsection (4) of the rule, the department shall revoke the school's MSID number and notify the district superintendent in writing.

Charter Schools

Charter school MSID number applications must be submitted to the department by the district within thirty (30) calendar days of the approval of the charter school application by the district; [6A-1.0016\(2\)\(b\)1.](#), F.A.C.. Each active charter school must have a separate charter contract.

Future Schools

Applications for a MSID number submitted to the department one to three calendar years in advance of the school opening shall remain inactive until the district requests activation. A request for activation shall consist of the submission of an updated MSID Application Form, form number MSID01, no later than June 1 prior to the beginning of the school year that the school is scheduled to open. Submission of the application form for a new school number a year prior to the opening of the school facilitates the assignment of a federal school number, which occurs following the annual EDEN submission.

Closed Schools

Sections A, G and H on the MSID Application Form should be used to notify the department of a closed school.

Categorizing Schools

There are many ways schools can be placed into categories (e.g., grade level of students, type of curriculum offered, governing body, type of students served, etc.) and many purposes for categorizing schools (school grading, providing information to the public, reporting to the U.S. Department of Education, funding, etc.). The various school categories used in the MSID are explained below.

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Grade Code

The Grade Code is an indication of the grade levels of the students served by the school. For example, a school's Grade Code could indicate that the school serves grades 9-12. A list of the Grade Codes used in the MSID file (and their relation to School Types) is provided in Appendix B.

School Type

School Type is an indication of the level of instruction offered at the school. The School Type is derived directly from the Grade Code reported for the school.

- Elementary Schools: Schools providing instruction at one or more grade levels from PK through grade 5. May include schools serving grade 6 if also serving one or more grades PK through 5 (e.g., a K-6 school).
- Middle/Junior High Schools: Schools providing instruction in middle school configurations (grades 6-8) and junior high school configurations (grades 7-9). This school type can also include schools serving a single grade in the 6-8 range (e.g., a 6th grade center).
- Senior High Schools: Schools providing instruction at one or more grade levels from 9 to 12; includes regular high schools and 9th grade centers.
- Combination Elementary and Secondary Schools: Schools providing instruction in grade groupings that include more than one of the categories described above (e.g., PK-8, K-12, etc.).

Adult Schools: Schools providing adult education instruction.

Primary Service Type

The Primary Service Type indicates the main educational program offered at the school.

- K-12 General Education – regular or basic instruction.
- Special Education s.1003.01(3)(b), F.S. – modified education programs for students identified as exceptional education students.
- Alternative Education s.1003.53, F.S. – education delivered via an alternative education delivery system to a specially designated student population.
- Career and Technical Education s.1004.91, F.S. – education specifically designed to assist the student in obtaining specific job skills.
- Adult Education s.1004.02 (3), F.S. – basic or supplemental instruction designed for the adult population.

School Function/Setting

This element indicates the special function that the school serves or the special setting in which the instruction is taking place.

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The categories of School Function/Setting are:

Adult General Education - s. 1004.02(3), F.S. - comprehensive instructional programs designed to improve the employability of the state's workforce through adult basic education, adult secondary education, English for Speakers of Other Languages, vocational-preparatory instruction, and instruction for adults with disabilities.

Department of Juvenile Justice (DJJ) – s. 1003.(11). F.S. – Juvenile justice education programs or schools - programs or schools operating for the purpose of providing educational services to youth in Department of Juvenile Justice programs, for a school year. Juvenile justice provider- Department of Juvenile Justice or a private, public, or other governmental organization under contract with the Department of Juvenile Justice that provides treatment, care and custody, or educational programs for youth in juvenile justice intervention, detention, or commitment programs.

Home Education – s. 1002.01, F.S. – Home education is the sequentially progressive instruction of a student directed by his or her parent or guardian, in order to satisfy the requirement for compulsory education as defined in Section 1002.01, F.S. Current law does **not** prescribe a curriculum or course of study for home education programs.

County Jail/State Prison – Educational services offered to juvenile justice students who have not graduated from high school and are detained in a local jail. The services are offered by the local school district. Students must be enrolled in appropriate grades or programs - PK-12, adult, exceptional, or career and technical courses.

Hospital – A homebound or hospitalized student is a student who has a medically diagnosed physical or psychiatric condition which is acute or catastrophic in nature, or a chronic illness, or a repeated intermittent illness due to a persisting medical problem and that confines the student to home or hospital, and restricts activities for an extended period of time. The corresponding definition is found in Rule 6A-6.03020, F.A.C.

Hospital/Homebound – A homebound or hospitalized student is a student who has a medically diagnosed physical or psychiatric condition which is acute or catastrophic in nature, or a chronic illness, or a repeated intermittent illness due to a persisting medical problem and that confines the student to home or hospital, and restricts activities for an extended period of time. The corresponding definition is found Rule 6A-6.03020, F.A.C.

Title I Migrant Non-Enrolled Students – Students identified as Migrant, ages 0 through 21, who are not enrolled in school, and have not graduated from high school.

The John M. McKay Scholarship for students with Disabilities Program – Section 1002.39, F.S. The program was originally created in 1999, provides scholarships for eligible students with disabilities to attend an eligible public or private school of their choice. Students with disabilities include K-12 students who are documented as having an intellectual disability; a speech or language impairment; a hearing impairment, including deafness; a visual impairment, including blindness; a dual sensory impairment; an emotional or behavioral disability; a specific learning disability, including,

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but not limited to, dyslexia, dyscalculia, or developmental aphasia; a traumatic brain injury; a developmental delay; or autism spectrum disorder.

Career and Technical Education Center – Section 1001.44, F.S.- Education specifically designed to assist the student in obtaining specific job skills.

Virtual Instruction Program – Section 1002.45(1), F.S., defines a “virtual instruction program” as one that takes place in an interactive learning environment created through technology in which the student and teacher are separated from each other by time or space or both.

Accountability Type

The Accountability Type is the category in which the school is classified for calculation of school grades. This school type is assigned by the department’s Bureau of Accountability Reporting. The Accountability Type categories are:

- Elementary – Instruction provided and state assessments administered in grades 3, 4 and/or 5.
- Middle – Instruction provided and state assessments administered in grades 6, 7 and/or 8.
- High – Instruction provided and state assessments administered in grades 9, 10, 11 and/or 12.
- Combination – Instruction provided and state assessments administered in a grade combination that spans elementary, middle and/or high school.
- Department of Juvenile Justice (DJJ) School – Instruction provided in a school operated for youth in a Department of Juvenile Justice facility. Schools in this category must be on the list of DJJ schools obtained from the Department of Juvenile Justice.

Alternative School for Accountability Purposes

Section 1008.341(3)(a)2, F.S., provides alternative schools the option of earning a school improvement rating in lieu of a school grade. Rule 6A-1.099822 more fully defines the provisions of this statute. Schools with a Primary Service Type of Alternative Education are designated by the Bureau of Accountability Reporting as alternative schools for accountability purposes.

The following documentation is required for both traditional and charter schools to be designated as alternative schools:

- Statement of current mission,
- Indication of whether the students receive all their instruction at the school site; and, if not, examples of their schedules.
- Description of the targeted student population, including how the students are chosen to participate in the program.
- Explanation of enrollment procedures.
- Indication of whether the program/school has its own principal and staff.

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- Verification that a majority of enrolled students are at-risk or low-performing students exhibiting discipline or attendance problems.
- Indication of whether the students will be enrolled for the entire year, and if not, an indication of how many weeks they will be enrolled.

A charter school may be defined as an alternative school if its mission, as currently expressed in its charter application and contract, clearly identifies its intention to operate as an alternative school.

Educational programs operated or contracted by Department of Juvenile Justice facilities and district school board programs that serve students officially enrolled in dropout retrieval programs are not identified for accountability purposes as alternative schools.

Accountability ESE Center

According to Rule 6A-1.099828, F.A.C., an Accountability ESE Center is a school where all students in grades K-12 are reported with a disability. Accountability ESE Center schools are designated by the Bureau of Accountability Reporting as Accountability ESE Centers.

Charter School Status

This field indicates schools with recognized charter school status as approved by the District School Board. Charter schools can be charter schools under s. 1002.33, F.S., conversion charter schools under s. 1002.33(3)(b), F.S., charter technical career centers under s. 1002.34, F.S. or conversion/charter technical career centers under s. 1002.34 (4), F.S.

Southern Association of Colleges and Schools

This field indicates whether or not the school is accredited by the Southern Association of Colleges and Schools (SACS), the main accrediting body for schools in Florida.

Title I Status

Title I Status is designated by the school district based upon criteria in the No Child Left Behind legislation. A school's status is reported to the Department's Bureau of Student Assistance and is supplied to the MSID file by that office. Title I schools may operate school-wide programs or targeted assistance programs.

School Grade and Improvement Rating

These school ratings are calculated and assigned by the department's Bureau of Accountability Reporting based on state statutes and federal regulations.

Differentiated Accountability

Florida's Differentiated Accountability (DA) system is a statewide network of strategic support, differentiated by need according to performance data, and provided to schools and districts in order to improve leadership capacity, teacher efficacy and student outcomes. Through a problem-solving process, DA field teams collaborate with district and school leadership to design, implement and refine school improvement plans, and provide direct instructional support, as needed.

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DA Regions

Florida's DA statewide network of strategic support is divided into regions, with each school district assigned to a region based primarily upon its geographic location within the state. Each region is served by a field team led by a Regional Executive Director. Regional lines are assessed annually and modified if needed to ensure the ratio of DA-supported schools to DA field staff remains balanced across regions.

DA Categories

Traditional public schools are classified each year (which began in 2012-13), based upon the most recently released school grades, into one of the following DA Categories:

- Not in DA – schools with a current school grade of A or B who have not received a grade of F in the past three years; charter schools; ungraded schools
- Monitoring Only – schools with a current school grade of A or B who have received a grade of F in the past three years
- Prevent – schools with a current school grade of C
- Focus – schools with a current school grade of D
 - Year 1 – schools that declined to a D from a C or higher
 - Year 2 – schools that earned a second consecutive D or an F followed by a D. These schools are planning for possible turnaround
 - Year 3 – schools that earned a third consecutive D, or an F followed by two consecutive grades of D. These schools are implementing turnaround
- Priority – schools with a current school grade of F
 - Year 1 – schools that declined to an F. These schools are planning for possible turnaround
 - Year 2 – schools that earned two consecutive grades of F. These schools are implementing turnaround

DA Turnaround and Monitoring Statuses

Additionally, schools in DA are subject to one or more of the following Turnaround and Monitoring Statuses:

- Planning – Focus Year 2 and Priority Year 1 schools are given a turnaround planning year to prepare for possible turnaround implementation should the school grade not improve
- Former F – schools that earned a grade of F within the past three years but have since improved their grade to D or higher. The school improvement plans for Former F schools are monitored by the department
- Post-Priority Planning – in the year immediately following an improvement from an F, a former F school must continue to refine and submit its turnaround plan in preparation for the possibility that the school grade returns to a grade of F in the subsequent year
- Implementing – Focus Year 3 and Priority Year 2 schools, and any school who does not improve in the first implementation year are required to implement turnaround

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DA Turnaround Options

Turnaround options are as follows:

1. DMT: Convert to a district-managed turnaround school
2. Closure: Reassign students to another school or schools and monitor progress of each reassigned student
3. Charter: Close and reopen the school as one or more charter schools, each with a governing board that has a demonstrated record of effectiveness
4. External Operator: Contract with an outside entity that has a demonstrated record of effectiveness to operate the school
5. Hybrid: Implement a hybrid of turnaround options (a)-(d) or other turnaround models that have demonstrated record of effectiveness

Institutions for Neglected or Delinquent Children

Institutions for neglected or delinquent children are defined in Title I, Parts A and D of the Elementary and Secondary Education Act, as amended by Public Law 107-110 as follows:

- A public or private residential facility, other than a foster home, that is operated for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable State law, due to abandonment, neglect, or death of their parents or guardians [section 1432(4)(A)]; or
- A public or private residential facility for the care of children who have been adjudicated to be delinquent or in need of supervision [section 1432(4)(B)]; or
- A facility in which persons (including persons under 21 years of age) are confined as a result of a conviction for a criminal offense [section 1432(1)].

Examples of institutions that might meet the definitions in this legislation are juvenile detention centers, children's homes, halfway houses, county jails, marine institutes and wilderness institutes.

Schools should be coded "N" (institution for neglected children) if the school meets the first definition above. Schools meeting the first definition but which are not residential schools should be coded "B".

Schools should be coded "D" (institution for delinquent children) if the school meets the second or third definitions above. Schools meeting the second or third definitions but which are not residential schools should be coded "C".

The category of an institution (neglected or delinquent) should not change from year to year unless there has been an official change in the purpose for which the institution is operated. For example, if an institution is operated for the care of neglected children, but the majority of the children residing in the institution are children adjudicated to be delinquent, the institution should still be reported as an institution for neglected children until its charter or purpose is officially changed to show that it is an institution operated for the care of delinquent children.

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In addition, institutions for neglected and delinquent youth are classified into one of the following categories:

- Neglected Programs (NP) - An institution for neglected children and youth is a public or private residential facility, other than a foster home, that is operated primarily for the care of children who have been committed to the institution or voluntarily placed under applicable State law due to abandonment, neglect or death of their parents or guardians.
- Juvenile Detention (JD) - Detention facilities are shorter-term institutions that provide care to children who require secure custody pending court adjudication, court disposition or execution of a court order, or care to children after commitment.
- Juvenile Corrections (JC) - An institution for delinquent children and youth is a public or private residential facility other than a foster home that is operated for the care of children and youth who have been adjudicated delinquent or in need of supervision. Include any programs serving adjudicated youth (including non-secure facilities and group homes) in this category.
- Not applicable (NA) – The school is not an institution for neglected or delinquent students.

Magnet Status

Magnet schools and magnet programs offer a specialized curriculum to students outside the school's normal attendance boundaries.

- Magnet School-Wide is defined as an elementary, middle/junior, or high school that offers, to all students enrolled in the school, a special curriculum capable of attracting substantial numbers of students of different social, economic, ethnic and racial backgrounds.
- Magnet Program is an elementary, middle/junior or high school that offers, to a group of students, a special curriculum that is designed to attract substantial numbers of students of different social, economic, ethnic and racial backgrounds.

Magnet Specialty Areas

Magnet school and program specialty areas include Academically Talented, Advanced Placement, Career Academy, Criminal Justice, Foreign Language, International Baccalaureate, Medical, Performing Arts, Science/Math, Technology and others.

Magnet Purpose

A magnet school or program is also flagged to indicate whether it was designed to eliminate racial isolation.

In addition to its inclusion in other reports, the information about magnet schools is used by the Bureau of Student Achievement through Language Acquisition to fulfill obligations under the League of United Latin American Citizens (LULAC) et. al. v. State Board of Education Consent Decree, United States District Court for the Southern District of Florida, August 14, 1990.

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School or Program of Choice

Pursuant to Section 1002.31, F.S., the average number of students at the school level shall be used as the basis for determining compliance with maximum class size requirements for public schools of choice.

ROI Type

The Return on Investment (ROI) Type is determined by the Department based on a school's student population, including grade levels taught, type of special student population, etc. This school type is used to categorize schools for Return on Investment reports.

Year Round Schools

Year round schools are schools with a year-round academic calendar, shorter summers and more frequent breaks during the period of instruction (as opposed to a 9-month calendar). The schools are structured in one of the following ways:

- Single-Track (S) - All students are on one schedule (track) at the same time.
- Multi-Track (M) - Groups of students are on different schedules (tracks) and attend school at different times.
- Not Year Round (N)-All students are on a traditional 10-month school calendar (August-June)

School Addresses

The Master School Identification file contains the school mailing address and the school's location address. The address is maintained with no punctuation and using the abbreviations approved by the U.S. Post Office.

For example, a familiar street name might be listed as any of the following: Martin Luther King Blvd, Martin Luther King Jr Blvd, Dr Martin Luther King Blvd, MLK Blvd and MLK Jr Blvd. The school address should use the street name presented as it is assigned to that area's street by the U.S. Post Office.

School districts should review each school address prior to submitting the address to the Department to see that it matches the address used by the U.S. Post Office. This can be done by visiting the Post Office website at <http://zip4.usps.com/zip4/welcome.jsp>. This site will also supply the correct zip code plus the four number code.

The Department uses the location address to find the school's latitude and longitude. These coordinates allow plotting of the school's location on a map. The Department also collaborates with the Department of Community Affairs to provide that office with updated school location information. That Department coordinates with the Federal Emergency Management Agency (FEMA), which uses schools as shelters in case of an emergency, such as a hurricane.

Due to the extensive use of the school addresses on the Master School Identification file, school districts should be especially vigilant to send school address changes to the Department's MSID Contact person year round as soon as they are known. The

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Department's MSID file is perceived to be the one best source for accurate school address information and is used by agencies across the state.

Location District

This is one of Florida's 67 counties – the one in which the school is physically located. For most schools the Location District is the same as the school district to which the school belongs. For schools in special school districts (non-county districts beyond number 67) and for a few other schools, the school district to which the school belongs administratively is not the same as the county in which the school is actually located.

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Office of Funding and Financial Reporting (OFFR) District Number

A district number used by the FDOE Office of Funding and Financial Reporting.

Other School Numbers

The following types of school numbers are also stored on the MSID file.

ETS/CEEB Number

The ETS/CEEB number is the number assigned to high schools by the Educational Testing Service or the College Entrance Examination Board. This number is obtained from these entities for new high schools.

Federal Numbers

Numbers are assigned to school districts and schools by the National Center for Education Statistics (NCES). The district number is seven digits and the school number is five digits long. These numbers are required for submission of certain grant applications to the federal government and for assignment of E-rate funds.

The federal identification numbers are assigned to new schools following the submission of the school's information to the U.S. Department of Education via the Education Data Exchange Network (EDEN) reporting system.

Grants Management Agency Codes

The agency number is a three-character field used by the FDOE Grants Management office to identify each grant project recipient. Each of the 67 counties in Florida is denoted as a geographic location and the 1st and 2nd characters are assigned to the counties in alphabetical sequence, beginning with Alachua County (01) and ending with Washington County (67). Other agency numbers are assigned by the Department of Education Comptroller's Office. The 3rd character usually denotes the agency within the county.

Special Use School Numbers

There are several school numbers that are designated for special use across the state. They are listed below.

- 3518 McKay Scholarship Program
- 7001 Virtual Instruction Program operated through a contract with a provider that is approved by the Department of Education under section 1002.45(2), F.S., The Florida Virtual School or a community college.
- 7004 Florida Virtual School franchise as per section 1002.37(2)(i), F.S.
- 7006 District Virtual Course Offerings as per section 1003.498(2), F.S.
- 7023 Virtual Instruction Program operated by the school district as per section 1002.45(1)(c)4, F.S.
- 9001 Superintendent's Office
- 9045 Contracted Residential Services
- 9992 Private school students participating in the Title I, Part C (Migrant) programs
- 9993 Migrant (Title I, Part C) students serviced in a home education setting

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- 9994 Private school students served with Title I Part D, Neglected and Delinquent or Part A, Neglected set-aside funds
- 9995 Private school students participating in Title I, Part A programs
- 9996 Private school students with disabilities receiving services at the private school.
- 9997 Title I Migrant Non-enrolled Students
- N998 Home School
- N999 Nonpublic Florida school or out-of-state PK-12 school

Master School Identification File

Contact Information

Questions concerning the Master School Identification file and requests for school information from the file should be directed to:

Florida Department of Education
Deputy Commissioner, Division of Accountability, Research and Measurement
Turlington Building, Suite 544
325 West Gaines Street, Tallahassee, Florida 32399

or askeias@fldoe.org

Master School Identification File

Appendix A Master School Identification File Data Elements

| Item No. | Size | Name | Description |
|----------------------------------|------|---|--|
| 1 | 4 | *Fiscal Year | The state fiscal year running from July 1 to June 30. |
| 2 | 2 | *District Number | Assigned district number: 01 to 69, and 71-75. |
| 3 | 12 | *District Name | Name of school district - assigned by FDOE. |
| 4 | 4 | School Number | Four digit number - assigned by FDOE. |
| 5 | 2 | Location District | The Florida district in which the school is physically located (01-67). |
| 6 | 2 | Office of Funding and Financial Reporting District (OFFR) | District number used by the FDOE Office of Funding and Financial Reporting (OFFR). |
| 7 | 3 | Grants Management Agency Code | The agency number is a three-character field used by the FDOE Grants Management office to identify each grant project recipient. |
| 8 | 100 | Long School Name | Full school name. |
| 9 | 45 | Short School Name | School name abbreviated to 45 characters. |
| 10 | 1 | Activity Code | Indicator of active/inactive status. A = Active C = Closed (historical) F = Future school – currently inactive |
| 11 | 8 | Date Active | The date the school became active. (MMDDYYYY) |
| 12 | 8 | Date Closed | The date the school closed or became temporarily inactive. (MMDDYYYY) |
| 13 | 4 | Projected Opening School Year | School year the school will open, as projected by the school district. Example: 1415 = school will open for the 2014-15 school year. |
| Physical/Location Address | | | |
| 14 | 80 | Address | |
| 15 | 20 | City or town | |
| 16 | 2 | State | |
| 17 | 9 | Zip code | Five digit zip plus four |
| Mailing Address | | | |
| 18 | 40 | Line 1 address | |
| 19 | 40 | Line 2 address | |
| 20 | 20 | City or town | |
| 21 | 2 | State | |
| 22 | 9 | Zip code | Five digit zip plus four |
| 23 | 10 | Telephone Number | Area code and seven digit number |
| 24 | 7 | Suncom Number | Seven digit Suncom number |
| 25 | 10 | Fax Number | Area code and seven digit number |
| 26 | 100 | School Web Address | School web site address/URL |
| 27 | 80 | Email Address Primary | Email address for general school contact person |

Master School Identification File

| Item No. | Size | Name | Description |
|----------|------|-----------------------------|--|
| 28 | 30 | Principal's Last Name | |
| 29 | 20 | Principal's First Name | |
| 30 | 1 | Principal's Middle Initial | |
| 31 | 1 | Principal's Title | 1 = Mr. 2 = Ms. 3 = Mrs. 4 = Miss 5 = Dr. 6 = Other/Unknown |
| 32 | 3 | Grade Code | Indication of the grade levels of the students served by the school. 00, 01-88, 90, 99, 100-111. (00 = not yet assigned.) |
| 33 | 2 | *School Type | Indication of level of instruction offered at the school. 00 = Not yet assigned 01 = Elementary 02 = Middle/Jr. High 03 = Senior High 04 = Combination Elementary and Secondary 05 = Adult 07 = Other |
| 34 | 1 | Charter School Status | Indicator of charter school type, if any. R = Charter school (under s. 1002.33, F.S.) C = Conversion charter school (under s. 1002.33(3)(b), F.S.) T = Charter technical career center (under s. 1002.34, F.S.) B = Conversion /Charter technical career center (under s. 1002.34(4), F.S.) Z = Not a charter school |
| 35 | 9 | Charter School Opening Year | The school year the charter school became active. Example: 2013-2014 school year |
| 36 | 1 | School Function/Setting | The function/setting of the school. B = Adult General Education D = Department of Juvenile Justice (DJJ) H = Home Education J = County Jail/State Prison L = Hospital M = Hospital/Homebound N = Title I Migrant Non-Enrolled Students P = McKay Scholarship T = Career and Technical Education Center V = Virtual Instruction Program Z = Not applicable |

Master School Identification File

| Item No. | Size | Name | Description |
|----------|------|---|--|
| 37 | 1 | *Title 1 Status | Type of Title 1 Basic School Status that applies, if any. S = Title 1 School-wide T = Title 1 Targeted Assistance Z = Not a Title 1 School Populated from a file received from the Bureau of Student Assistance. |
| 38 | 2 | *Differentiated Accountability (DA) Category | 0 = Schools not required to participate in DA strategies 9 = Monitoring Only 10 = Prevent 11 = Focus Year 1 12 = Focus Year 2 13 = Focus Year 3 or more 14 = Priority Year 1 15 = Priority Year 2 or more |
| 39 | 1 | * Differentiated Accountability (DA) Turnaround and Monitoring Status | Former F 0 = No 1 = Yes Post-Priority Planning 0 = No 1 = Yes Planning 0 = No 1 = Yes Implementing 0 = No 1 = Yes |
| 40 | 1 | * Differentiated Accountability (DA) Turnaround Option | 1 = District-Managed Turnaround 2 = Closure 3 = Charter 4 = External Operator 5 = Hybrid 0=No Turnaround Option |
| 41 | 1 | *Differentiated Accountability (DA) Region Code | 0 = Statewide 1 = Panhandle 2 = Crown 3 = East Central 4 = West Central 5 = South |

Master School Identification File

| Item No. | Size | Name | Description |
|----------|------|--|---|
| 42 | 1 | Primary Service Type | The main educational program offered at the school. R = K-12 General Education S = Special Education B = Alternative Education V = Career and Technical Education A = Adult General Education O = Other |
| 43 | 3 | *Accountability Type | School type used for school grading. 01 = Elementary 02 = Middle 03 = High 04 = Combination 10 = DJJ 99 = Closed/Inactive/No grades 3-10 00 = Not yet assigned |
| 44 | 1 | Neglected/ Delinquent Status | School's status regarding neglected and delinquent criteria. N = Neglected, Residential B = Neglected, Non-residential D = Delinquent, Residential C = Delinquent, Non-residential Z = Not applicable |
| 45 | 2 | Neglected/ Delinquent Classification | School's neglected/delinquent classification (NP) Neglected Programs (JD) Juvenile Detention (JC) Juvenile Corrections (NA) Not applicable |
| 46 | 2 | *ROI Type | Return on Investment type 01 = Elementary 02 = Middle/Jr. High 03 = Senior High 21 = ESE (Exceptional Student Education) 22 = DJJ/Alternative 55 = Inactive - Closed 77 = New school not open yet 88 = Do not include in ROI, no cost data 99 = Do not include in ROI, no FTE and no cost data |
| 47 | 1 | Year Round School | Year Round School Type S = Year Round School, Single Track M = Year Round School, Multi-Track N = Not Year Round |

Master School Identification File

| Item No. | Size | Name | Description |
|----------|------|-----------------------------|---|
| 48 | 1 | Magnet Status | School's status regarding magnet criteria. S = Magnet School-Wide P = Magnet Program Z = Not Applicable |
| 49 | 1 | Magnet Specialty | Type of magnet program at the school. A Academically Talented B Criminal Justice C Foreign Language D International Baccalaureate E Medical F Performing Arts G Science/Math H Technology I Advanced Placement J Career Academy O Other Z Not a magnet school/program |
| 50 | 1 | Magnet Purpose | Is the magnet school/program designated to eliminate racial isolation? Y Yes N No Z Not a magnet school/program. |
| 51 | 1 | School or Program of Choice | Is this a school or program of choice pursuant to s. 1002.31, F.S. for maximum class size compliance purposes? Y Yes N No |
| 52 | 1 | SACS Accreditation | Accredited by the Southern Association of Colleges and Schools. Y = Yes, accredited N = No, not accredited Z = Unknown |
| 53 | 7 | *Federal District Number | Assigned by National Center for Education Statistics (7 digits) – from Common Core of Data file and Education Data Exchange Network. |
| 54 | 5 | *Federal School Number | Assigned by National Center for Education Statistics (5 digits) – from Common Core of Data file and Education Data Exchange Network. |
| 55 | 6 | *ETS/CEEB Number | Number assigned to high schools by the Educational Testing Service (ETS) or College Entrance Examination Board (CEEB). |
| 56 | 7 | Latitude | The first 2 numbers of the code represent the number of degrees from the prime meridian; the last 5 digits represent the fraction of the next degree carried out to five decimal places, with an implied decimal. |

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| Item No. | Size | Name | Description |
|----------|------|---------------------------------|---|
| 57 | 7 | Longitude | The first position is always a negative sign (-) indicating that the position is west of the Prime Meridian. The first 2 numbers of the code represent the number of degrees from the equator; the last 5 digits represent the fraction of the next degree carried out to five decimal places, with an implied decimal. |
| 58 | 45 | *Comments | Historical or other comments regarding the school. |
| 59 | 1 | *Region Code | Part of the state in which the district/school is located. 0 = Statewide 1 = Panhandle 2 = Crown 3 = East Central 4 = West Central 5 = South |
| 60 | 2 | *Congressional District | The assigned Congressional District for the area in which the school is located. |
| 61 | 3 | *House District | The assigned Florida House of Representatives District for the area in which the school is located. |
| 62 | 2 | *Senate District | The assigned Florida Senate District for the area in which the school is located. |
| 63 | 1 | *School Grade | Grade (A-F) earned based upon the School Accountability Report. N = No grade. P = Points Only – For alternative schools only. Z = School not graded. |
| 64 | 1 | *Improvement Rating | I Improving M Maintaining D Declining Z Not applicable |
| 65 | 1 | Accountability ESE Center | Accountability ESE Center Y Yes N No |
| 66 | 8 | *Date Added | Date this record was added to the file. |
| 67 | 4 | *Added User ID | Identification number of person who added this record. |
| 68 | 8 | *Date Changed | Date this record was last changed. |
| 69 | 4 | *Changed User ID | Identification number of person who changed this record most recently. |
| 70 | 8 | *Accountability Date Changed | Date any of the accountability items on this record were last changed. |
| 71 | 4 | *Accountability Changed User ID | Identification number of the person who most recently changed any of the accountability items on this record. |

Master School Identification File

Appendix B Grade Codes and School Types

School Grade Codes

| Grade Code | Grade Combination | School Type |
|------------|-------------------|-------------|
| 01 | PK | 01 |
| 02 | KG | 01 |
| 03 | KG-1 | 01 |
| 04 | PK-2 | 01 |
| 05 | KG-2 | 01 |
| 06 | KG-3 | 01 |
| 07 | PK-3 | 01 |
| 08 | PK-5 | 01 |
| 09 | KG, 3-5 | 01 |
| 10 | KG, 3-6 | 01 |
| 11 | KG-4 | 01 |
| 12 | PK-KG | 01 |
| 13 | KG, 4-6 | 01 |
| 14 | PK-12 | 04 |
| 15 | KG-5 | 01 |
| 16 | PK-4 | 01 |
| 17 | KG, 5-6 | 01 |
| 18 | KG-6 | 01 |
| 19 | KG, 6 | 01 |
| 20 | KG, 1, 6 | 01 |
| 21 | KG, 6-8 | 04 |
| 22 | KG-7 | 04 |
| 23 | KG, 7 | 04 |
| 24 | KG, 7-12 | 04 |
| 25 | KG-8 | 04 |
| 26 | KG-9 | 04 |
| 27 | PK-8 | 04 |
| 28 | KG-12 | 04 |
| 29 | PK-9 | 04 |
| 30 | 2 | 01 |
| 31 | 1-2 | 01 |
| 32 | 1-3 | 01 |
| 33 | 1-4 | 01 |
| 34 | 1-5 | 01 |
| 35 | 1-6 | 01 |
| | | |
| | | |
| | | |

| Grade Code | Grade Combination | School Type |
|------------|-------------------|-------------|
| 36 | PK, 3-5 | 01 |
| 37 | PK, 9-12 | 03 |
| 38 | PK-KG, 3-5 | 01 |
| 39 | PK-KG, 5-6 | 01 |
| 40 | 1-7 | 04 |
| 41 | 2-3 | 01 |
| 42 | 2-4 | 01 |
| 43 | 3-5 | 01 |
| 44 | 3-6 | 01 |
| 45 | 3-7 | 04 |
| 46 | 3-4 | 01 |
| 47 | KG-11 | 04 |
| 48 | PK-KG, 4-6 | 01 |
| 49 | PK, 4-5 | 01 |
| 50 | 4 | 01 |
| 51 | 4-5 | 01 |
| 52 | 4-6 | 01 |
| 53 | 4-8 | 04 |
| 54 | 6 | 02 |
| 55 | PK, 6-12 | 04 |
| 56 | PK-6 | 01 |
| 57 | 3-8 | 04 |
| 58 | 5 | 01 |
| 59 | 5-6 | 02 |
| 60 | 5-7 | 02 |
| 61 | 5-8 | 02 |
| 62 | 7-11 | 04 |
| 63 | 5-12 | 03 |
| 64 | 7-9, 12 | 03 |
| 65 | Not in use | |
| 66 | 6-7 | 02 |
| 67 | 6-8 | 02 |
| 68 | 6-9 | 04 |
| 69 | 6-12 | 03 |
| 70 | 8-10 | 03 |
| | | |
| | | |
| | | |

| Grade Code | Grade Combination | School Type |
|------------|-------------------|-------------|
| 71 | 2-6 | 01 |
| 72 | 7 | 02 |
| 73 | 7-8 | 02 |
| 74 | 7-9 | 02 |
| 75 | 7-12 | 03 |
| 76 | 6-10 | 04 |
| 77 | 4-12 | 04 |
| 78 | 7-10 | 03 |
| 79 | 8-9 | 02 |
| 80 | 8-12 | 03 |
| 81 | 7-Adult | 03 |
| 82 | 9 | 03 |
| 83 | 9-10 | 03 |
| 84 | 9-11 | 03 |
| 85 | 9-12 | 03 |
| 86 | 10-12 | 03 |
| 87 | 11-12 | 03 |
| 88 | 9-Adult | 03 |
| 90 | Adult | 05 |
| 99 | Unassigned | 07 |
| 100 | K-10 | 04 |
| 101 | 1-8 | 04 |
| 102 | 2-8 | 04 |
| 103 | 6-11 | 04 |
| 104 | PK-1 | 01 |
| 105 | 1-12 | 04 |
| 106 | 2-7 | 04 |
| 107 | 4-9 | 04 |
| 108 | 2-12 | 04 |
| 109 | PK-7 | 04 |
| 110 | 6-Adult | 03 |
| 111 | 12 | 03 |
| 112 | KG-10 | 04 |
| 113 | 03-10 | 04 |
| 114 | 03-12 | 04 |
| 115 | 11-Adult | 03 |
| 116 | 5-11 | 03 |
| 117 | 12-Adult | 03 |

School Types

| Code | Type |
|------|---------------|
| 01 | Elementary |
| 02 | Middle/Junior |
| 03 | Senior High |

| Code | Type |
|------|--------------------------------------|
| 04 | Combination Elementary and Secondary |
| 05 | Adult |
| 07 | Other Types |

- Retired Grade Codes: 89, 91-98.
- Retired School Types: 06, 08, 09, 10.

Master School Identification File

- School type changes: Grade Code 37 changed from 04 to 03 (0910)
- Added Grade Codes: Codes 108, 109, 110 & 111 (1112)
- Added Grade Codes: Codes 112, 113, 114, 115, 116 & 117 (1415)