

**THE FOLLOWING CHANGES ARE FOR
FISCAL YEAR
1314**

STAFF PAYROLL INFORMATION _ REJECT RULES

➔ **49. Contract Status code must be AC, CC, MY, PC, PS, or SS for employees whose Salary Schedule Pay Type is 1-9, A or B, unless the employee's Job Code places the employee on lines 09-20, inclusive, of the Public Schools Staff Survey – EEO-5, then Contract Status code must be ZZ. All others must be ZZ. -record rejected-**

EXAMPLE

The two records listed below would not be loaded to the data base. The first and second records would be rejected because the Contract Status code for each is incorrect.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code Primary	Contract Status	Salary Schedule Pay Type
* 03	123456789	2	****	0481	51051	ZZ	4
* 03	123456780	2	****	0481	64005	AC	0

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Contract Status and resubmit the records for processing.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2013-14

Data Element Number: **108125**

Data Element Name: **Certificate of Completion, Type**

The type of certificate of completion awarded to the student in lieu of a high school diploma.

Code	Definition/Example
W08	<p>Certificate of Completion:</p> <p>Certificate awarded to students who have completed the minimum number of credits and all other requirements prescribed by the local school board but failed to earn passing scores on the state approved graduation test or an alternate assessment or to achieve a cumulative grade point average of 2.0 on a 4.0 scale</p>
W09	<p>Special Certificate of Completion:</p> <p>Certificate awarded to students who have been properly classified as educable mentally handicapped, trainable mentally handicapped, profoundly mentally handicapped, deaf or hard-of-hearing, specific learning disabled, orthopedically impaired, other health impaired, traumatic brain injured, language impaired, emotional/behavioral disabled, dual-sensory impaired, or autism spectrum disorder and who have met all applicable requirements prescribed by the local school board but are unable to meet the appropriate special state minimum requirements.</p>
W44	<p>Adult Certificate of Completion:</p> <p>Certificate of Completion, see definition above, awarded to an adult student enrolled in the adult secondary education program.</p>
W53	<p>Adult Postsecondary Education Readiness Test (P.E.R.T.)-Eligible Certificate of Completion:</p> <p>Certificate awarded to an adult student who completed all of the requirements to receive an adult standard high school diploma, including a cumulative grade point average of 2.0 on a 4.0 scale, except passing the state approved graduation test or alternate assessment. Students who receive this certificate of completion are eligible to take the Postsecondary Education Readiness Test and be admitted to remedial or credit courses at a state community college, as appropriate.</p>
W8A	<p>Postsecondary Education Readiness Test (P.E.R.T.)-Eligible Certificate of Completion:</p> <p>Certificate awarded to students who have completed all requirements for the standard high school diploma, including a cumulative grade point average of 2.0 on a 4.0 scale, except for passage of the state approved graduation test or alternate assessment. Students who receive a P.E.R.T. -Eligible certificate of completion are allowed to take the Postsecondary Education Readiness Test (P.E.R.T.)-and be admitted to remedial or credit courses at a state community college, as appropriate.</p>
ZZZ	Not applicable.

Length: 3

Data Type: Alphanumeric

Year Implemented: 9192

Data Element Number: **108125**

Data Element Name: **Certificate of Completion, Type**

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: Yes

Required Grades: 12, Adult

Programs Required:

All Programs

Workforce Development

Formats Required:

Student End of Year Status DB9 17x

WDIS Student End of Term Status DB9 50x

Surveys Required:

Survey 5 Yes

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

10/31/2013 Codes

W53 – Update the definition and replaced the ‘College Placement Test’ with the Postsecondary Education Readiness Test

7/1/2013 Codes

CPT is replaced with PERT (Postsecondary Education Readiness Test)

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
 AUTOMATED STUDENT INFORMATION SYSTEM
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2013-14

Data Element Number: **114025**

Data Element Name: **Diploma Type**

The type of diploma awarded to the student upon high school graduation.

Code	Definition/Example
W06	Standard High School Diploma
W07	Special Diploma (option one)
W10	State of Florida High School Performance-Based Diploma (GED and State Approved Graduation Test)
W27	Special Diploma (option two)
W43	Adult Standard High School Diploma
W45	Adult State of Florida Diploma (GED)
W52	Adult Standard High School Diploma (Alternate Assessment)
W6A	Standard High School Diploma (Career Prep Option) NOTE: This will not be a valid diploma option beginning with 2014-15 school year.
W6B	Standard High School Diploma (Career Prep Option) NOTE: This will not be a valid diploma option beginning with 2014-15 school year.
WFA	Standard High School Diploma (College Prep Option and Alternate Assessment)
WFB	Standard High School Diploma (Career Prep Option and Alternate Assessment)
WFT	Standard High School Diploma (Alternate Assessment)
WFW	Standard High School Diploma (FCAT waiver)
WGA	State of Florida High School Performance-Based Diploma (GED and Alternate Assessment)
WGD	State of Florida Diploma (GED only)
WXL	Standard High School Diploma (Academically Challenging Curriculum to enhance Learning (ACCEL) options.)
ZZZ	Not applicable

Terms:

Differentiated Diploma:

Data Element Number: 114025

Data Element Name: **Diploma Type**

Diploma awarded in lieu of the standard diploma to those students exceeding the prescribed minimums. Differentiated diplomas are to be recorded as standard diplomas (W06).

Special Diploma:

Diploma awarded to students who have been properly identified as intellectually disabled, deaf or hard-of-hearing, specific learning disabled, emotional/behavioral disabled, orthopedically impaired, dual sensory impaired, other health impaired, traumatic brain injury, autism spectrum disorder, or language impaired. Effective with the 1994-95 school year, school boards may award Special Diplomas based on two (2) options.

- a) Option one shall include procedures for determining and certifying mastery of student performance standards for exceptional students as prescribed in Rule 6A-1.09961(1)(a), FAC. (W07)
- b) Option two shall include procedures for determining and certifying mastery of demonstrated employment and community competencies in accordance with Rule 6A-1.09961(1)(b), FAC. (W27)

Standard Diploma using an Alternate Assessment:

Standard diploma awarded to students who have satisfied the state approved graduation test requirement through an alternate assessment, successfully completed the minimum number of academic credits as identified in Section 1003.43, F.S. or Section 1003.428, F.S., achieved a cumulative grade point average of 2.0 on a 4.0 scale, and successfully completed any other requirements prescribed by the state or the local school board. (WFT)

Standard diploma awarded to students who have met all of the requirements to graduate based on the 18-credit college preparatory graduation option and who have satisfied the state approved graduation test requirement through an alternate assessment. (WFA)

Standard diploma awarded to students who have met all of the requirements to graduate based on the 18-credit career preparatory graduation option and who have satisfied the state approved graduation test requirement through an alternate assessment. (WFB)

Diplomas awarded to adult students who have satisfied the state approved graduation test requirement through an alternate assessment and successfully met all other requirements for a standard diploma.* (W52)

*Note: A Florida Department of Education approved standardized test for which scores that are concordant with the passing scores on the state approved graduation test may be used to satisfy graduation requirements for a standard diploma, (Section 1008.22(9), F.S.).

Standard Diploma:

Diploma awarded to students who have earned passing scores on the state approved graduation test, successfully completed the minimum number of academic credits as identified in Section 1003.43, F.S. or Section 1003.428, F.S., achieved a cumulative grade point average of 2.0 on a 4.0 scale, and successfully completed any other requirements prescribed by the state or the local school board. (W06)

Standard diploma awarded to students with disabilities who have received an FCAT waiver, successfully completed the minimum number of academic credits as identified in Section 1003.43, F.S. or Section 1003.428, F.S., achieved a cumulative grade point average of 2.0 on a 4.0 scale, and successfully completed any other requirements prescribed by the state or the local school board. (WFW)

Standard diploma awarded to students who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(3).

Standard diploma awarded to students who have met all of the requirements to graduate based on the 18-credit college preparatory graduation option and passed the state approved graduation test. (W6A)

Standard diploma awarded to students who have met all of the requirements to graduate based on the 18-credit career preparatory graduation option and passed the state approved graduation test. (W6B)

Diploma awarded to adult students who have earned passing scores on the state approved graduation test, successfully completed the minimum number of academic credits as identified in Section 1003.43, F.S. or

Data Element Number: **114025**

Data Element Name: **Diploma Type**

Section 1003.428, F.S., achieved a cumulative grade point average of 2.0 on a 4.0 scale, and successfully completed any other requirements prescribed by the state or the local school board. (W43)

State of Florida Diploma (GED):

Diploma awarded to students based on the student's satisfactory completion of the General Education Development Test.

a) Diploma awarded to high school students who successfully completed the GED Exit Option Model Program requirements, successfully passed the GED, but did not pass the state approved graduation test. (WGD)

b) Diplomas awarded to adult students should be recorded as W45.

NOTE: This information can be derived from the attendance system.

NOTE: This information can be derived from the attendance system.

State of Florida High School Performance-Based Diploma

Performance-based diploma awarded to students who successfully completed the GED Exit Option Model Program requirements and have passed the GED Tests and the state approved graduation test. (W10)

Performance-based diploma awarded to students who have successfully completed the GED Exit Option Model Program requirements, passed the GED Tests, and who have satisfied the state approved graduation test requirement through an alternate assessment*. (WGA)

Note: Students in the GED Exit Option Model must be in the 10th grade or higher in order to take the state approved graduation test.

Length: 3

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 12

Programs Required:

All Programs

Workforce Development

Formats Required:

Student End of Year Status DB9 17x

WDIS Student End of Term Status DB9 50x

Surveys Required:

Survey 5 Yes

Survey F Yes

Data Element Number: 114025

Data Element Name: Diploma Type

Survey W Yes

Survey S Yes

Appendixes:

None

Description of Changes:

10/31/2013	Codes	W6A and W6B – Added a note within the definition of the codes.
9/17/2013	Notes	Added note for diploma type: WXL.
9/17/2013	Codes	Addition of new diploma type: WXL.
7/1/2013	Codes	The definitions for codes W10 and WGA are modified. They are not diploma codes.
6/1/2012	Notes	Revised description of Special Diploma under Terms. Deleted educable, trainable and profoundly mentally handicapped and replaced with intellectually disabled.

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
 AUTOMATED STUDENT INFORMATION SYSTEM
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2013-14

Data Element Number: **197242**

Data Element Name: **Online Course Exempt**

An indicator of whether the student is exempt from the requirement of taking an online course as per s. 1002.321(3) and 1003.428(2)(c), F.S.

Code	Definition/Example
D	This requirement does not apply to this student because the student has an individual educational plan under s. 1003.57, F. S. which indicates that an online course would be inappropriate.
T	<p>T This requirement does not apply to this student because of one of the following reasons:</p> <ul style="list-style-type: none"> •The student is enrolled in a Florida high school and has less than one academic year remaining in high school •The student is not in a cohort of students who must meet this requirement for graduation •This requirement does not apply to this student because the student is pursuing a standard diploma by completing one of the following: <ul style="list-style-type: none"> - An International Baccalaureate (IB) curriculum under s. 1003.428, F.S. - An Advanced International Certificate of Education (AICE) curriculum under s. 1003.428, F.S. - A three-year, 18-credit college preparatory program under s. 1003.429, F.S. (NOTE: This will not be a valid diploma option beginning with 2014-15 school year.) - A three-year, 18-credit career preparatory program under s. 1003.429, F.S. (NOTE: This will not be a valid diploma option beginning with 2014-15 school year.)
Z	This student has no exemption.

Notes: See the data element Online Course for additional information.

Length: 1

Data Type: Alphanumeric

Year Implemented: 1213

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:
All Programs

Formats Required:
Student End of Year Status DB9 17x

Surveys Required:
Survey 5 Yes

Data Element Number: 197242

Data Element Name: Online Course Exempt

Appendixes:

None

Description of Changes:

10/31/2013	Codes	T – Added a note within the definition of the code.
3/27/2013	Codes	Reword Code Z to include only the fact that the student has no exemption.
3/27/2013	Codes	Add the three-year, 18 credit career preparatory program exemption to Code T.
2/4/2013	Codes	Added the second and third bulleted items to the definition of Code T. These include students in a cohort not requiring this course and students in IB, AICE and 18-credit programs.
6/1/2012		New Element

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
 AUTOMATED STUDENT INFORMATION SYSTEM
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2013-14

Data Element Number: **197249**

Data Element Name: **Algebra I Assessment Passed**

Code	Definition/Example
E	Student has exempted all or part of the course, and passed the Algebra I assessment through the Credit Acceleration Program, as specified in Section 1003.4295(3), Florida Statutes (F.S.), and thereby has successfully met the Algebra I assessment requirement. The Algebra I course credit will be awarded.
I	Include course credit - Use this code when it is your district's policy to grant course credit for a failed Algebra I course, when the student has passed the Algebra I assessment or earned a comparative PERT mathematic score. The Algebra I course credit will be awarded.
N	Student has NOT yet taken and/or successfully satisfied the Algebra I assessment requirement.
Y	<p>Student has successfully met the Algebra I assessment requirement by:</p> <ol style="list-style-type: none"> 1) being enrolled, or previously enrolled, in Algebra I, and either passing the assessment or earning a comparative PERT mathematic score, or 2) receiving an assessment results waiver, or 3) receiving a transfer student exemption. <p>Note: It is the responsibility of the district to send the Algebra I course, grade, and course credit information on the FASTER I/S04 record.</p>
Z	Not applicable

Notes:
 It is the responsibility of the district to send the Algebra I course, grade, and credit information on the FASTER I/S04 course record.

If using the Postsecondary Education Readiness Test (PERT) mathematics cut score of 97 to satisfy the Algebra I assessment, use code 'Y'.

Length: 1
Data Type: Alphabetic
Year Implemented: 1314
State Standard: Yes
Use Types:
 State Reporting: No
 Local Accountability: No
 FASTER: Yes
 Migrant Tracking: No
Required Grades: 09-12

Data Element Number: 197249

Data Element Name: Algebra I Assessment Passed

Programs Required:

All Programs

Formats Required:

None

Surveys Required:

None

Appendixes:

None

Description of Changes:

10/31/2013

New Element

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
 AUTOMATED STUDENT INFORMATION SYSTEM
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2013-14

Data Element Number: **197250**

Data Element Name: **Biology Assessment Passed**

Code	Definition/Example
E	Student has exempted all or part of the course, and passed the Biology assessment through the Credit Acceleration Program, as specified in Section 1003.4295(3), Florida Statutes (F.S.), and thereby has successfully met the Biology assessment requirement. The Biology course credit will be awarded.
I	nclude course credit - Use this code when it is your district's policy to grant course credit for a failed Biology course, when the student has passed the Biology assessment. The Biology course credit will be awarded.
N	Student has NOT yet taken and/or successfully satisfied the Biology assessment requirement.
Y	<p>Student has successfully met the Biology assessment requirement by:</p> <ol style="list-style-type: none"> 1) being enrolled, or previously enrolled, in Biology and passing the assessment, or 2) receiving an assessment results waiver, or 3) receiving a transfer student exemption. <p>Note: It is the responsibility of the district to send the Biology course, grade, and course credit information on the FASTER I/S04 record.</p>
Z	Not applicable

Notes:
 It is the responsibility of the district to send the Biology course, grade, and credit information on the FASTER I/S04 course record.

Length: 1

Data Type: Alphabetic

Year Implemented: 1314

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:
 All Programs

Formats Required:
 None

Data Element Number: **197250**

Data Element Name: **Biology Assessment Passed**

Surveys Required:

None

Appendixes:

None

Description of Changes:

10/31/2013

New Element

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
 AUTOMATED STUDENT INFORMATION SYSTEM
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2013-14

Data Element Number: **197251**

Data Element Name: **Geometry Assessment Passed**

Code	Definition/Example
E	Student has exempted all or part of the course, and passed the Geometry assessment through the Credit Acceleration Program, as specified in Section 1003.4295(3), Florida Statutes (F.S.), and thereby has successfully met the Geometry assessment requirement. The Geometry course credit will be awarded.
I	Include course credit - Use this code when it is your district's policy to grant course credit for a failed Geometry course, when the student has passed the Geometry assessment. The Geometry course credit will be awarded.
N	Student has NOT yet taken and/or successfully satisfied the Geometry assessment requirement.
Y	<p>Student has successfully met the Geometry assessment requirement by:</p> <ol style="list-style-type: none"> 1) being enrolled, or previously enrolled, in Geometry and passing the assessment, or 2) receiving an assessment results waiver, or 3) receiving a transfer student exemption. <p>Note: It is the responsibility of the district to send the Geometry course, grade, and course credit information on the FASTER I/S04 record.</p>
Z	Not applicable

Notes:
 It is the responsibility of the district to send the Geometry course, grade, and credit information on the FASTER I/S04 course record.

Length: 1

Data Type: Alphabetic

Year Implemented: 1314

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:
 All Programs

Formats Required:
 None

Data Element Number: **197251**

Data Element Name: **Geometry Assessment Passed**

Surveys Required:

None

Appendixes:

None

Description of Changes:

10/31/2013

New Element

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
 AUTOMATED STUDENT INFORMATION SYSTEM
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2013-14

Data Element Number: **197252**

Data Element Name: **U.S. History Assessment Passed**

Code	Definition/Example
E	Student has exempted all or part of the course, and passed the U.S. History assessment through the Credit Acceleration Program, as specified in Section 1003.4295(3), Florida Statutes (F.S.), and thereby has successfully met the U.S. History assessment requirement. The U.S. History course credit will be awarded.
I	Include course credit - Use this code when it is your district's policy to grant course credit for a failed U.S. History course, when the student has passed the U.S. History assessment. The U.S. History course credit will be awarded.
N	Student has NOT yet taken and/or successfully satisfied the U.S. History assessment requirement.
Y	<p>Student has successfully met the U.S. History assessment requirement by:</p> <ol style="list-style-type: none"> 1) being enrolled, or previously enrolled, in U.S. History and passing the assessment, or 2) receiving an assessment results waiver, or 3) receiving a transfer student exemption. <p>Note: It is the responsibility of the district to send the U.S. History course, grade, and course credit information on the FASTER I/S04 record.</p>
Z	Not applicable

Notes:
 It is the responsibility of the district to send the U.S. History course, grade, and credit information on the FASTER I/S04 course record.

Length: 1

Data Type: Alphabetic

Year Implemented: 1314

State Standard: Yes

Use Types:

State Reporting: No

Local Accountability: No

FASTER: Yes

Migrant Tracking: No

Required Grades: 09-12

Programs Required:
 All Programs

Formats Required:

Data Element Number: **197252**

Data Element Name: **U.S. History Assessment Passed**

Surveys Required:

None

Appendixes:

None

Description of Changes:

10/31/2013

New Element