THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

1213

Education Information and Accountability Services is in the process of converting the 2010-11 Database Manuals to a 508 compliant format. If you are visually impaired and need assistance reading the manuals, please contact Education Information and Accountability Services at askeias@fldoe.org or (850) 245-0400.

THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

1314

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Year: 2013-14

Data Element Number: **197241**

Data Element Name: **Location of Student**

The location of the student during the majority of the instructional time for the virtual instruction course.

Code	Definition/Example
N	The student is not located in a public school district facility during the regular school day for the virtual instruction course.
S	The student is located in a public school district facility during the regular school day for the virtual instruction course, excluding Florida Virtual School courses under contract with the district to be offered on the public school campus in a virtual learning lab.
T	The student is located in a public school district facility taking a Florida Virtual School (FLVS) course in a Virtual Learning Lab during the regular school day for the virtual instruction course. These are FLVS courses under contract with the district to be offered on the public school campus.
Z	Not applicable. This is not a virtual instruction course requiring this information.

This element is required for courses instructed in schools 7001, 7004, 7006 and 7023; for courses instructed in a virtual charter school; for courses instructed by the Florida Virtual School (district of instruction 71);and Florida Virtual School courses under contract with the district to be offered on the public school campus in Virtual Learning Labs.

Length: 1

Data Type: Alphabetic

Year Implemented: 1213

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

  FASTER: No

  Migrant Tracking: No

Required Grades: PK-12

Programs Required:

   Virtual Instruction

Formats Required:

  Student Course Schedule DB9 14x

Surveys Required:

  Survey 1   Yes

  Survey 2   Yes

  Survey 3   Yes

Data Element Number: **197241**

Data Element Name: **Location of Student**

Survey 4   Yes

Appendixes:

None

Description of Changes:

9/9/2013	Notes	Expanded note to include FLVS courses under contract with the district to be offered on the public school campus in Virtual Learning Labs.
9/9/2013	Codes	Added Code T.
9/9/2013	Codes	Expanded definition of Code S to exclude FLVS contracted VLL classes from being applied to this code.
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: **109625**

Data Element Name: **Course, State Subject Area Requirements**

A code indicating the subject in which credit toward high school graduation will apply upon earning the credit. See Course Code Directory.

Code	Definition/Example
A1	Algebra I or equivalent or any postsecondary course with a number of MAT 1033 or any MAC course completed through dual enrollment. Required for use with incoming ninth grade students in 2011-12 and subsequent years; optional for other students beginning with the 2011-12 academic year.
A2	Algebra 2 or equivalent. Required for use with incoming ninth grade students in 2012- 13 and subsequent years; optional for other students beginning with the 2012-13 academic year.
AG	American Government
AH	American History
BI	Biology or equivalent or any postsecondary course in the BSC prefix or PCB prefix course in Genetics completed through dual enrollment. Required for use with incoming ninth grade students in 2011-12 and subsequent years; optional for other students beginning with the 2011-12 academic year.
CH	Chemistry or equivalent course
EC	Economics
EL	Electives
EN	English
EQ	Equally rigorous course that counts for science credit
FL	World (Foreign) Language Elective
GE	Geometry or equivalent or any postsecondary course in the MTG prefix completed through dual enrollment. Required for use with incoming ninth grade students in 2011-12 and subsequent years; optional for other students beginning with the 2011-12 academic year.
MA	Mathematics
PA	Practical Arts with artistic content
PE	Physical Education
PF	Performing Fine Arts
PH	Physics or equivalent course

S3	Integrated Science 3; upon conclusion of the three-course Integrated Science (courses 2002400, 2002420, and 2002440) or honors (2002410, 2002430, and 2002450) series. A graduation code of S3 indicates that a student has earned credits toward Biology, Chemistry or Physics, and an equally rigorous science credit toward high school graduation.
SC	Science
SS	Social Studies Elective
VO	Career & Technical (excluding courses coded PA)
WH	World History

Obsolete – May not be assigned in the current school year.

CE	Computer Education (Effective 91-92, but may be used prior to effective date)
EX	Exceptional Student
LA	Language Arts Elective
LM	Life Management Skills (Effective for students who entered high school prior to the 2007-08 academic year.)
NC	Non Credit
SV	Half Science and Half career and technical education (Effective school year 0708)

Students entering grade nine on or after the 2007-08 school year may use Performing Fine Arts (PF) or Practical Arts with Artistic Content (PA) to meet graduation requirements as defined in section 1003.428(2)(a)5, Florida Statutes as follows: "One credit in fine or performing arts, speech and debate, or a practical arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination." A listing of courses that meet the PA definition can be found in the Course Code Directory.

The Arts graduation requirement may be fulfilled by substituting one of the basic Computer Education or Journalism courses on a curriculum equivalency basis. If a substitution is made, a 1 or $ should be shown in the Course Flag field. This is in effect for students entering grade nine through the 2008-09 school year.

Half of the credit earned in a course coded SV satisfies the graduation requirement for Science and half satisfies the graduation requirement in the Career and Technical Education area. (Effective school year 0708 through 1213)

Life Management Skills (LM) graduation requirement was effective for students entering grade nine prior to the 2007-08 school year.

Courses in the Social Studies section of the Course Code Directory which meet specific graduation requirements will be coded to match the graduation requirement which they address: EC - Economics, WH - World History, AH - American History, and AG - American Government.

Courses in World Languages should be coded as World Language (FL)

Beginning with the 2011-12 year, it is mandatory to use the codes A1, BI, or GE for the incoming 9th grade cohort for Mathematics and Science courses listed as Algebra 1 (or equivalent), Biology (or equivalent), Geometry (or equivalent) in the Course Code Directory.

Length: 2

Data Type: Alphabetic

Year Implemented: 9192

State Standard: Yes

Data Element Number: **109625**

Data Element Name: **Course, State Subject Area Requirements**

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 06-12, Adult

Programs Required:

All Programs

Formats Required:

Student Course Transcript Information DB9 39x

Surveys Required:

Survey 5   Yes

Appendixes:

None

Description of Changes:

9/12/2013	Codes	Reinstated code EC as a valid code.
9/9/2013	Notes	Deleted note: Code EL should be converted to spaces prior to state processing.
9/9/2013	Codes	Moved Code CE to the Obsolete Section. Reinstated Code SS as a valid code. Deleted (For local use only) language for Code EL.
8/26/2013	Notes	Revised note regarding code SV to include effective year through 1213.
8/26/2013	Codes	Added new codes and moving old ones to the obsolete section.
6/1/2012	Notes	Changed "Foreign" to "World" in notes.
6/1/2012	Codes	Added code A2. Revised code LM to apply only to students who entered high school prior to 2007-2008.
6/1/2011	Notes	Deleted the note regarding coding of Mathematics and Science courses and added note regarding coding of Algebra 1, Biology and Geometry courses.
6/1/2011	Codes	Added word "World" to code FL.
6/1/2011	Codes	Added three codes: A1, GE and BI.
6/1/2011	Definition	Delete "successful completion of the course" and replace with "earning the credit."

Year: 2013-14

Data Element Number: **109675**

Data Element Name: **Course Substituted, State Subject Area Requirements**

A code indicating the subject area in which credit towards high school graduation will apply. This field is used in conjunction with the Course Number, Substituted field which is used to record a second course, for which credit is also being earned. See Course Code Directory.

Code	Definition/Example
A1	Algebra 1 or equivalent or any postsecondary course with a number of MAT 1033 or any MAC course completed through dual enrollment. Required for use with incoming ninth grade students in 2011-12 and subsequent years; optional for other students beginning with the 2011-12 academic year.
A2	Algebra 2 or equivalent. Required for use with incoming ninth grade students in 2012-13 and subsequent years; optional for other students beginning with the 2012-13 academic year.
AG	American Government
AH	American History
BI	Biology or equivalent or any postsecondary course in the BSC prefix or PCB prefix course in Genetics completed through dual enrollment. Required for use with incoming ninth grade students in 2011-12 and subsequent years; optional for other students beginning with the 2011-12 academic year.
Blank	This course has no Course Number, Substituted associated with it.
CH	Chemistry or equivalent course
EC	Economics
EL	Electives
EN	English
EQ	Equally rigorous course that counts for science credit
GE	Geometry or equivalent or any postsecondary course in the MTG prefix completed through dual enrollment. Required for use with incoming ninth grade students in 2011-12 and subsequent years; optional for other students beginning with the 2011-12 academic year.
MA	Mathematics
PA	Practical Arts with artistic content
PE	Physical Education
PF	Performing Fine Arts
PH	Physics or equivalent course

S3	Integrated Science 3; upon conclusion of the three-course Integrated Science (courses 2002400, 2002420, and 2002440) or honors (2002410, 2002430, and 2002450) series. A graduation code of S3 indicates that a student has earned credits toward Biology, Chemistry or Physics, and an equally rigorous science credit toward high school graduation.
SC	Science
SS	Social Studies Elective
VO	Career & Technical (excluding courses coded PA)
WH	World History
. FL	World (Foreign) Language Electives

Obsolete – May not be assigned in the current school year.

CE	Computer Education (Effective 91-92, but may be used prior to effective date)
EX	Exceptional Student
LA	Language Arts Electives (Effective for students who entered high school prior to the 2007-08 academic year.)
LM	Life Management Skills (Effective for students who entered high school prior to the 2007-08 academic year.)
NC	Non Credit
SV	Half Science and Half career and technical education (Effective school year 0708)

Courses in the Social Studies section of the Course Code Directory which meet specific graduation requirements will be coded to match the graduation requirement which they address: EC - Economics, WH - World History, AH - American History, and AG - American Government

Courses in World Languages should be coded as World Language (FL).

Beginning with the 2011-2012 year, it is mandatory to use the codes A1, BI, or GE for the incoming 9th grade cohort for Mathematics and Science courses listed as Algebra 1 (or equivalent), Biology (or equivalent), or Geometry (or equivalent) in the Course Code Directory.

Students entering ninth grade on or after the 2007-08 school year may use Performing Fine Arts (PF) or Practical Arts with Artistic Content (PA) to meet graduation requirements as defined in section 1003.428(2)(a)5, Florida Statutes as follows: "One credit in fine or performing arts, speech and debate, or a practical arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination." A listing of courses that meet the PA definition can be found in the Course Code Directory.

The Arts graduation requirement may be fulfilled by substituting one of the basic Computer Education or Journalism courses on a curriculum equivalency basis. If a substitution is made, a 1 or $ should be shown in the Course Flag field. This is in effect for students entering grade nine through the 2008-09 school year.

Half of the credit earned in a course coded SV satisfies the graduation requirement for Science and half satisfies the graduation requirement in the Career and Technical Education area. (Effective school year 0708 through 1213)

Life Management Skills (LM) graduation requirement was effective for students entering grade nine prior to the 2007-08 school year.

Data Element Number: **109675**

Data Element Name: **Course Substituted, State Subject Area Requirements**

Note: This element is required beginning with the 2009-10 school year for Local and FASTER reporting by districts authorized to offer additional credit courses. This element must be used in connection with course(s) using a "+" course flag.

Length: 2

Data Type: Alphabetic

Year Implemented: 0809

State Standard: Yes

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

  FASTER: Yes

  Migrant Tracking: No

Required Grades: 09-12, Adult

Programs Required:

  All Programs

  Workforce Development

Formats Required:

  Student Course Transcript Information DB9 39x

Surveys Required:

  Survey 5   Yes

Appendixes:

None

Description of Changes:

9/9/2013	Notes	Deleted note: Code EL should be converted to spaces prior to state processing. Deleted the word "Electives" after World Language Electives (FL).
9/9/2013	Codes	Reinstated codes FL and SS as valid codes. Deleted (For local use only) language for Code EL.
6/26/2013	Notes	Revised note regarding code SV to include effective year through 1213.
6/26/2013	Codes	Added new codes and moving old ones to the obsolete section.
6/1/2012	Notes	Changed "Foreign" to "World" in notes.
6/1/2012	Codes	Added code A2. Revised code LM to apply only to students who entered high school prior to 2007-2008.
10/11/2011	Notes	Deleted note that referenced code '+', a code that was never used and subsequently removed. Also removed asterisk on the Life Manage Skills note because it was no longer useful.
6/1/2011	Codes	Deleted the note regarding coding of Mathematics and Science courses and added note regarding coding of Algebra 1, Biology and Geometry courses.
6/1/2011	Codes	Added three codes: A1, BI, and GE.
6/1/2011	Codes	Added word "World" to code FL.

Year: 2013-14

Data Element Number: **146025**

Data Element Name: **Lunch Status**

Lunch status is defined as the student's eligibility for participation in the Free, Reduced or Full Price Lunch Program of the district as evidenced by submission of an application.

Code	Definition/Example
0	The student did not apply for free or reduced price lunch.
1	The student applied for free or reduced price lunch but is not eligible.
2	The student is eligible for free lunch.
3	The student is eligible for reduced-price lunch.
4	The student is enrolled in a USDA-approved Provision 2 school.
6	The student is eligible for free meals based on direct certification which is the automatic approval for free meals but declines the free meals.
9	The student is eligible for free meals based on direct certification which is the automatic approval for free meals.
C	The student is enrolled in a USDA – approved Community Eligibility Provision (CEP) school and is identified as eligible for free meals based upon the Direct Certification determination or the extension of eligibility to the household due to eligibility of an identified direct certified student.
N	The student is enrolled in a USDA – approved Community Eligibility Provision (CEP) school and is NOT identified as eligible for free meals based upon the Direct Certification determination or the extension of eligibility to the household due to eligibility of an identified direct certified student.
Z	Unknown. This code should be used only for private school students participating in Title I programs and (optionally) for reporting survey 6 information.

NOTE: (a) Only codes 0, 1, 2, 3, C and N are submitted to the state. Codes 6 and 9 should be converted to code 2 prior to state reporting.

(b) If a student is eligible for free or reduced price lunch at any time during the school year, report the student as such in Survey 5.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9394

State Standard: No

Use Types:

 State Reporting: Yes

 Local Accountability: Yes

Data Element Number: **146025**

Data Element Name: **Lunch Status**

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Student Demographic Information DB9 13x

Student Discipline/Resultant Action DB9 19x

Surveys Required:

Survey 1   Yes

Survey 2   Yes

Survey 3   Yes

Survey 4   Yes

Survey 5   Yes

Survey 6   Default

Survey 7   Yes

Survey 9   Yes

Appendixes:

None

Description of Changes:

9/9/2013	Notes	Added the two new codes related to CEO to the note.
9/9/2013	Codes	Added two codes to capture student lunch status eligibility for those students enrolled in USDA - Community Eligibly Option schools.

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

Year: 2013-14

Data Element Number: **168273**

Data Element Name: **Reading Fluency**

A code to indicate the decoding and text reading efficiency status of a student who scored Level 1 or Level 2 on the FCAT Reading subtest. This determination is made through the use of a district assessment(s) as required by SBER 6A-6.054(2)(c) and (3)(c). Students with intervention needs in the areas of decoding and/or text reading efficiency must receive additional instructional time. The process for this determination is included in the district's K-12 Comprehensive Reading Plan.

This element applies to students in grades 06-12 only. Report a 'Z' code for all students in grades PK – 05.

Code	Definition/Example
D	The student has been determined to have intervention needs in the areas of decoding and/or text reading efficiency in Reading through the use of a district assessment(s).
F	student has been determined to be proficient in the areas of decoding and/or text reading efficiency in Reading through the use of a district assessment(s).
W	Senate Bill 1076 has removed the opportunity for students in middle school or in the ninth grade cohort during 2013-14 to receive a one-year exemption to intensive reading. However, Florida statute section 1003.428(b)(2) still applies to students in ninth grade cohorts in 2012-13 and prior, and states, "A high school student who scores at Level 1 or Level 2 on FCAT Reading but who did not score below Level 3 in the previous 3 years may be granted a 1 ¬year exemption from the reading remediation requirement; however, the student must have an approved academic improvement plan already in place, signed by the appropriate school staff and the student's parent, for the year for which the exemption is granted."
Z	Not applicable. The student is in grade level PK-05, in grade 6 in an elementary school or scored above Level 2 on the Reading subtest of the FCAT. Also use code Z for all students in Survey Period 7.

Length: 1

Data Type: Alphabetic

Year Implemented: 0809

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

  FASTER: No

  Migrant Tracking: No

Required Grades: 06-12

Programs Required:

   Reading

Formats Required:

   Federal/State Indicator Status DB9 22x

Data Element Number: **168273**

Data Element Name: **Reading Fluency**

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Survey 5   Yes

Survey 7   Default

Appendixes:

None

Description of Changes:

9/9/2013	Codes	Code W definition was revised.
6/1/2012	Codes	Added code 'W' and revised wording in codes 'F' and 'D' to use "decoding and text reading efficiency" rather than "fluency."
6/1/2012	Definition	Revised definition. Changed "reading fluency" to "decoding and text reading efficiency."

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

Year: 2013-14

Data Element Number: **197235**

Data Element Name: **Online Course**

An indicator of whether the student took this course under conditions that met the definition of an online course as per s. 1002.321(3) and s. 1003.428(2), F.S. An online course is one that is delivered using distance learning technology in an interactive learning environment.

An online course has these key characteristics:
- Curriculum is accessed and a majority of the instruction is delivered online; and
- Teacher-student interaction.

Code	Definition/Example
N	This course was not taken under conditions that met the requirements to be an online course as per s. 1002.321(3) and s. 1003.428(2), F.S.
Y	This course was taken under conditions that met the requirements of being an online course as per s. 1002.321(3) and s. 1003.428(2), F.S. Beginning with students who enter ninth grade in 2013-2014, a driver education course will not satisfy the online course requirement as per s. 1003.4282(4), F.S.

Note: Online courses designated with a 'Y' code must be within the 24 credits required for high school graduation.

A student may take either a .5 or a 1.0 credit course to satisfy the online course requirement under the 24 credit program in s. 1003.428.

Beginning with students who enter ninth grade in 2013-14, an online driver education course will be coded with an "N".

Length: 1

Data Type: Alphabetic

Year Implemented: 1112

State Standard: No

Use Types:

  State Reporting: Yes

  Local Accountability: Yes

  FASTER: Yes

  Migrant Tracking: No

Required Grades: 06-12

Programs Required:
  Virtual Instruction
Formats Required:
  Student Course Transcript Information DB9 39x

Surveys Required:
  Survey 5   Yes

Appendixes:
None

Data Element Number: **197235**

Data Element Name: **Online Course**

Description of Changes:

9/9/2013	Notes	Note amended to explain that the course may be either a .5 or a 1.0 credit to satisfy the requirement. Also added that students who enter 9th grade beginning in the 2013-14 school year will have an online driver education course coded with "N".
9/9/2013	Codes	Y code definition updated to exclude driver education course for students who enter 9th grade in the 2013-14 school year.
6/1/2012	Notes	Added note indicating that the course must be one of the 24 required for graduation.
10/24/2011		New Data Element

Year: 2013-14

Data Element Number: **204640**

Data Element Name: **Exempt from Public Records Law, Employee**

A one-digit code used to identify an employee, spouse or child of an employee who is exempt from the Florida Public Records Law (Section 119, Florida Statutes).

Code	Definition/Example
Y	Employee, spouse or child of an employee who is exempt from the Florida Public Records Law
Z	Not applicable

Length: 1

Data Type: Alphabetic

Year Implemented: 9596

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Surveys Required:

Survey 2   Yes

Survey 3   Yes

Survey 5   Yes

Survey 8   Yes

Appendixes:

None

Description of Changes:

9/9/2013 Codes   Updated language to code "Y" to align with revised definition.

9/9/2013 Definition   Updated the definition to align with language in statute identifying all parties eligible for exemption.

12.   Entry (Re-entry) Code, PK-12 must be E01, E02, E2A, E03, E3A, E04, E4A, E05, E09, R01, R02, or R03 unless Survey Period Code is 3 or 5 and Term is Y, in which case the field should be Z-filled. -record rejected-

Note: See DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual, Appendix A for acceptable entry or re-entry attendance codes for grades PK-12 students.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the Entry (Re-entry) Code, PK-12 is an adult entry code reported for a PK-12 student. The fourth record would be rejected since the Survey Period Code is 3 and the Entry (Re-entry) Code is E01.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Entry (Re-entry) Code, PK-12
01	012345678X	2	E01
01	012345679X	2	R03
* 01	012345670X	2	EA1
* 01	012345671X	3	E01

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Entry (Re-entry) Code, PK-12 and resubmit the record.

(Deleted)

➡ 77. ~~If Survey Period Code is 4 and the School Number, Current Enrollment on this and all of the matching* Student Course Schedule records in Survey 4 are not Department of Juvenile Justice (DJJ) schools and the student has one or more Student Course Schedule records with~~

- ~~a School Number, Current Instruction/Service of 7001, 7006, 7004 or 7023, or~~
- ~~District Number, Current Instruction/Service of 71 and School Number, Current Instruction/Service of 0300 or 0400, or~~
- ~~District Number, Current Instruction/Service of 71 and School Number, Current Instruction/Service of 0500 and Grade Level of 04 or 05, or~~
- ~~District Number, Current Enrollment of 71 and District Number Current Instruction of 71 and School Number , Current Enrollment of 0300 or 0400 and School Number, Current Instruction/Service of 0500, 0600 or 0700, or~~
- ~~A School Number, Current Instruction/Service that has a School Function Setting equal to V and Charter School Status not equal to Zon the Master School Identification file, or~~
- ~~A Period Number of 9800,~~

~~then a student's total FTE Earned, Course for the District Number, Current Instruction/Service for all Survey Period Code 4 records with~~

- ~~School Number, Current Instruction/Service of 7001, 7006, 7004 or 7023, or~~
- ~~District Number, Current Instruction/Service of 71 and School Number, Current Instruction/Service of 0300 or 0400, or~~
- ~~District Number, Current Instruction/Service of 71 and School Number, Current Instruction/Service of 0500 and Grade Level of 04 or 05, or~~
- ~~District Number, Current Enrollment of 71 and District Number Current Instruction of 71 and School Number , Current Enrollment of 0300 or 0400 and School Number, Current Instruction/Service of 0500, 0600 or 0700, or~~
- ~~A School Number, Current Instruction/Service that has a School Function Setting equal to V and Charter School Status not equal to Z on the Master School Identification file,~~
- ~~A Period Number of 9800,~~

~~and all Survey Period Code 2 and 3 records (excluding courses in Survey Period Codes 2 and 3 with the Year-Round/Extended School Year FTE Indicator set to "A" or "B") may not exceed 1.0000. DJJ schools are those with a School Function/Setting code of D on the Master School Identification file.   -state validation/NULL-~~

4B.   Location of Student must be N, S, T or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Location of Student code is not valid.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	Student Number Identifier, Florida	Course Number	Location of Student
31	7004	2	123456789X	0706320	N
31	0291	2	123456790X	1209800	Z
* 31	7004	2	123456791X	0706320	P

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Location of Student code and resubmit the record.

(New Edit for 1314)

➡️ **4H. If School Number Current Instruction/Service**

- **equals 7001, 7004, 7006, or 7023;**
- **or if District Number Current Instruction/Service equals 71;**
- **or District Number, Current Instruction/Service=50 and School Number, Current Instruction/Service = 7079;**
- **or Charter School Status is not Z and School Function/Setting = V on the Master School Identification file,**

➡️ **then Location of Student must be N or S.**

All other schools must be T or Z. – record rejected -

EXAMPLE

The first four records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fifth record would be rejected because the Location of Student code is not valid for the School Number, Current Instruction/Service.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	Student Number Identifier, Florida	Course Number	Location of Student
31	7004	2	123456789X	0706320	S
71	0500	4	123456790X	1209800	N
71	0600	3	123456791X	1209800	S
01	0300	3	123456792X	0706320	Z
*31	0021	2	123456793X	0706320	S

DISTRICT RESPONSIBILITY

The district must review the Location of Student code and the School Number and correct the item that is in error.

(New Edit for 1314)

2C. If
- **School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023;**
- **or District Number, Current Instruction/Service = 71;**
- **or District Number, Current Instruction/Service = 50 and School Number, Current Instruction/Service = 7079;**
- **or if School Number, Current Instruction/Service has a Charter School Status is not Z and School Function/Setting equals V on the Master School Identification file,**
- **or Location of Student equals T; and District Number, Current Instruction equals 01-69 or 72-75; and School Number, Current Instruction not equal 7001, 7004, 7006, 0r 7023;**

then Course Grade may not equal Z. All other schools must equal Z.

EXAMPLE

In the example below, records two and three would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Record one would be rejected since it contains an invalid code.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Grade
* 01	7023	123456789X	Z
01	7001	123456790X	IP
71	0600	123456791X	A-

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Course Grade and resubmit the record.

(New Edit for 1314)

2D. If

- **Survey Period Code is 1, 2, 3 or 4;**

- **and Course Number is 8709410, 8709420, 8709430, 8709440, 8709450, 8709460, 8709470, 8709480, 8709490, 8709491, 8709492 or 8709493;**

- **and District Number, Current Instruction/Service and School Number, Current Instruction/Service exists on the Non-fundable Automotive Service Technology file (F71340),**

then FTE Earned, Course must be .0000.

-record rejected-

The records listed below would be rejected because in each case District Number, Current Instruction/Service and School Number, Current Instruction/Service exists on Non-fundable Automotive Service Technology Program file (F#####)

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number	FTE Earned Course
* 10	0252	8709430	0035
* 12	0011	8709492	0024
* 13	7191	8709493	0005

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 FTE Earned, Course and resubmit the records.

(New Edit for 1314)
2E.   If School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023; or District Number, Current Instruction/Service =71; or District Number, Current Instruction/Service = 50 and School Number, Current Instruction/Service = 7079; or Charter School Status is not Z and School Function/ Setting equals V on the Master School Identification file), then Course Grade may not equal Z. All other schools must equal Z. -record rejected-

EXAMPLE

In the example below, records two and three would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Record one would be rejected since it contains an invalid code.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Grade
* 01	7023	123456789X	Z
01	7001	123456790X	IP
71	0600	123456791X	A-

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Course Grade and resubmit the record.

42.   School Number, Current Instruction/Service must exist on the Master School Identification File as a valid active number in the District Number, Current Instruction/Service or it must be C901-C928, U970-U978, P001-P999, or 9996. If Survey Period Code = 2 or 3, then School Number, Current Instruction/Service may be a private school number anywhere in Florida. -record rejected-

NOTE: If School Number, Current Instruction/Service is a private school number Course Number must be 2222222.

EXAMPLE

The last three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first two records would fail this edit because they do not exist on the Master School Identification File as a valid and active number for the District Number, Current Instruction. The third record would fail this edit because it is not in the valid range for alphanumeric numbers.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	Course Number
* 09	8131	2	1001010
* 13	0021	2	5012000
* 15	C999	2	SPN2010
57	0051	2	5012000
63	0031	2	5012000
67	C904	2	SPN2010

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 School Number, Current Instruction/Service so that it exists as a valid and active number in the District Number, Current Instruction/Service or is a valid and active alphanumeric school number and resubmit the records.

44.   If Grade Level equals PK-08, then the Dual Enrollment Indicator must equal Z. -record rejected-

EXAMPLE

The first record listed below would pass this edit. The second record would be rejected because the Grade Level is 8 and the Dual Enrollment Indicator is C.

Student Number Identifier, Florida	Grade Level	Dual Enrollment Indicator
630123457X	4	Z
* 630123458X	8	C

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between the Grade Level and the Dual Enrollment Indicator and resubmit the record.

54. **If the Virtual Instruction Provider code is:**
- **071 (Florida Virtual School) then Grade Level must be 09-12.**
- **301 (Florida Connections Academy, LLC) then Grade Level must be KG-08.**
- **307 (National Network of Digital Schools) Grade Level must be KG-05.**
- **308 (Somerset Academy, Inc.) Grade Level must be 06-12.**
- **309 (Edgenuity) Grade Level must be 06-12.**

-record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Grade Level is not valid for the Virtual Instruction Provider code.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	Student Number Identifier, Florida	Grade Level	Virtual Instruction Provider
31	7001	2	123456789X	04	301
31	7001	2	123456790X	09	071
* 31	7001	2	123456791X	09	301

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Virtual Instruction Provider or the Grade Level and resubmit the record.

5P.   If District Number, Current Instruction/Service is equal to 71 and School Number, Current Instruction/Service equals 0500, 0600, or 0700 then FEFP Program Number must equal 101, 102, 103, 111, 112, 113 or 300. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second record would be rejected because FEFP Program Number does not equal 101, 102, 103, 111, 112, 113 or 300.

District Number, Current Enrollment	District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	FEFP Program Number	School Number, Current Instruction/ Service
23	71	234567889X	2109370	103	0500
* 23	71	123456790X	2109370	254	0500

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the FEFP Program Number and resubmit the record.

39. **If Survey Period is 2 or 3, and**
   If Dual Enrollment Indicator is not B or C, and
   if School Number, Current Instruction/Service is
- **7001 (district virtual instruction program – contracted provider), or**
- **7004 (franchise of Florida Virtual School), or**
- **7006 (KG-12 virtual course offerings), or**
- **7023 (district virtual instruction program – district provider), or**
- **Location of Student = T; and District Number, Current Instruction equals 01-69 or 72-75; and School Number Current Instruction not equal 7001, 7004, 7006 or 7023,**
   then FTE Earned, Course must be 0000.

   If Survey Period is 2 or 3 and
- **The School Number, Current Instruction/Service has a School Function Setting of V on the Master School Identification file and**
- **The School Number, Current Instruction/Service has a Charter School Status not equal to Z on the Master School Identification file and**
- **Dual Enrollment Indicator is not "B" or "C",**
   then FTE Earned, Course must be 0000.

   -record rejected-

   EXAMPLE

The third and fourth records below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records below which are marked with an asterisk would be rejected because the FTE Earned, Course is not zero.

Student Number Identifier, Florida	Dist. Number, Current Instruction/ Service	Sch. Number, Current Instruction/ Service	FEFP Program Number	Survey Period	FTE Earned, Course
* 123456789X	01	7001	101	2	0834
* 123456788X	01	7001	103	2	0834
123456786X	01	7001	102	2	0000
123456785X	01	7001	102	2	0000

DISTRICT RESPONSIBILITY

13. **Course, State Subject Area Requirements must equal EN, MA, SC, AH, WH, EC, AG, VO, PF, PE, EL, FL, PA, A1, A2, BI, GE, CH, EQ, PH, SS, or S3. -record rejected-**

EXAMPLE

In the example below, records number two, five, six, and seven would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Records one, three and four would be rejected since the Course, State Subject Area Requirements codes are invalid.

Course Number	Course Sequence Number	Course, State Subject Area Requirements
* 1005300	1234A	E
0900310	2345B	EL
* 0400330	1235B	FP
* 1200330	3456C	MS
1302340	45678	PF
2109310	ABCDE	WH
1005320	123AB	EN

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 Course, State Subject Area Requirements and resubmit the records.

29.   Course Substituted, State Subject Area Requirements must equal EN, MA, SC, AH, WH, EC, AG, VO, PF, PE, EL, FL, PA, A1, A2, BI, GE, CH, EQ, PH, S3, SS or blank. If Course Number, Substituted is blank, Course Substituted, State Subject Area Requirements must be blank. If Course Substituted, State Subject Area Requirements is blank, then Course Number, Substituted must be blank. -record rejected-

EXAMPLE

In the example below, the first record would be loaded to the data base assuming no other reject rule would cause it to be rejected. The second record would be rejected since the Course Substituted, State Subject Area Requirements code is invalid.

Course Number	Course Number, Substituted	Course Substituted, State Subject Area Requirements
0800300	1802300	PE
*0800300	1802300	PP

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Course Substituted, State Subject Area Requirements code and resubmit the record.

35.   If School Number, Current Enrollment is not 9995, then Lunch Status must be 0, 1, 2, 3, 4, C or N. If School Number, Current Enrollment is 9995, then Lunch Status must be Z. (This edit does not apply to Survey Periods 6 and 8.) -record rejected-

EXAMPLE

Both records listed below would be rejected because the Lunch Status codes are invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Lunch Status
* 01	012345678X	2	5
* 01	012345679X	2	F

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 Lunch Status codes and resubmit the records.

(New Edit for 1314)

4B.   If School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023; or District Number, Current Instruction/Service =71; or District Number, Current Instruction/Service = 50 and School Number, Current Instruction/Service = 7079; or Charter School Status is not Z and School Function/ Setting equals V on the Master School Identification file), then Blended Learning Course must equal N.
-record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Blended Learning Course code is not a valid code.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	Blended Learning Course
01	0021	123456789X	1200310	Y
01	0021	123456790X	1200310	N
* 01	7001	123456791X	1200300	Y

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Blended Learning Course code and resubmit the record.

1.   **District Number, Current Instruction/Service must be numeric, in the range 01-69, or 71-75 and must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Instruction/Service	Student Number Identifier, Florida
01	012345677X
01	012345678X
* 00	012345679X
* 02	012345676X

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 District Number, Current Instruction/Service and resubmit the records.

49. **If Test Date Reading is greater than zero, then Test Subject Content Reading must be a valid code other than ZZ. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Subject Content is blank. The third record would be rejected because Test Subject Content is invalid.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type	Test Subject Content	Test Score
1234567892	01191998	CAT	RS	10	0071
* 301741234X	01191998	CAT	RS		0071
* 242124321X	01191998	CAT	RS	99	0071

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 Test Subject Content and resubmit the records.

(Deleted for 1314)

~~62.   If Survey Period Code is 1, 2 or 3 then~~

- ~~a student's total FTE Earned, Course during any one survey for a District Number, Current Instruction/Service may not exceed 0.5000,~~
    - ~~excluding FTE Earned, Course for those courses with the Year-Round/Extended School Year FTE Indicator set to "A" or "B" and~~
    - ~~excluding FTE Earned, Course for course records where District Number, Current Instruction equals 71 and School Number Current Instruction equals 0500, 0600 or 0700.~~

~~If Survey Period Code is 4 and no Student Course Schedule record for the Student Number Identifier, Florida has~~

- ~~a School Number, Current Instruction/Service of 7001, 7006, 7004, 7023 or~~
- ~~a School Number, Current Instruction/Service of 0300 or 0400 with a District Number, Current Instruction/Service of 71, or~~
- ~~A School Number, Current Instruction/Service of 0500 with a District Number, Current Instruction/Service of 71 and a Grade Level of 04 or 05,~~
- ~~A School Number, Current Instruction/Service that has a School Function Setting of V on the Master School Identification file and a Charter School Status not equal to Z on the Master School Identification file ,~~

~~Then the student's total FTE Earned, Course for the District Number, Current Instruction/Service may not exceed 0.5000 excluding FTE Earned, Course for those courses with the Year-Round/Extended School Year FTE Indicator set to "A" or "B" and excluding FTE Earned, Course for courses with a Period Number of 9800.~~

~~Matches between student course records should be done using the following fields: Fiscal Year; Survey Period Code; District Number, Current Instruction/Service and Student Number Identifier, Florida.~~

~~-state validation/NULL-~~

~~**FTE Earned, Course set to NULL after the close of the State Records Processing Cycle**~~

~~Note: FTE Earned is attributed to the school of instruction unless the school of instruction is a college, university or non-public school in which case the FTE Earned is attributed to the school of enrollment.~~

~~EXAMPLE~~