

# **THE FOLLOWING CHANGES ARE FOR FISCAL YEAR 1112**

Education Information and Accountability Services is in the process of converting the 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](mailto:askeias@fldoe.org) or (850) 245-0400.

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

Year: 2011-12

Data Element Number: **107775**

Data Element Name: **Career and Professional Academy Identifier**

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The identifier assigned by the Department of Education to the Career and Professional Academy in which the student participated.

To be classified as a Career and Professional Academy, an academy must meet requirements in the Florida Career and Professional Education Act, s. 1003.493, F.S., and be registered with the Florida Department of Education.

See Appendix Y for a list of Career and Professional Academies and their identification numbers.

<b>Code</b>	<b>Definition/Example</b>
ZZZ	Not Applicable. On the Federal/State Indicator Status format, ZZZ means the student did not participate in a Career and Professional Academy. On the CTE Student Course Schedule format, ZZZ means the student did not participate in a Career and Professional Academy or the student did not earn an Industry Certification.

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**Length:** 3

**Data Type:** Alphanumeric

**Year Implemented:** 0708

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 06-12

**Programs Required:**

Workforce Development

**Formats Required:**

Career and Technical Education Student Course Schedule DB9 16x

Federal/State Indicator Status DB9 22x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

Appendix Y: Career and Professional Academies Registered with FLDOE

Data Element Number: **107775**

Data Element Name: **Career and Professional Academy Identifier**

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**Description of Changes:**

9/20/2012	Codes	Added information to definition of ZZZ to indicate the meaning for each of the formats on which this element occurs.
6/1/2011	Formats Required	Added Career and Technical Education Student Course Schedule as a required format.
6/1/2011	Grades Required	Added grade levels 06-08 making the grades required 06-12.

## CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

9. Course Number must not contain blanks. If School Number, Current Instruction/Service does not begin with C, P or U and if the Course Number does not begin with an alphabetic character and if the Course Number is not all zeros; then the Course Number must be a valid Course Number on the Career and Technical/Adult General Education Program Edit file for the School Year, Course Taken (DPS.DISTRICT.GQ.F61730.Yyyyy).

➔ If School Number, Current Instruction/Service does not begin with C, P, or U and if the Course Number begins with an alphabetic character and is not all zeros, then the Course Number must be a valid Program Number in the Course Code Directory.

If School Number, Current Instruction/Service begins with C or U and if the Course Number is not all zeros, then the Course Number must be on the Statewide Course Numbering System file for the School Year, Course Taken. -record rejected-

Note: DPS.DISTRICT.GQ.F61730.Yyyyy contains valid secondary Career and Technical and applicable exceptional education course numbers. These do not include "local use only" transfer courses. Course Code Directory number ranges for Career and Technical education programs and courses are also listed in Appendix D of the Secondary Career and Technical Data Base Handbook.

### EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Course Number contains blanks or it is a "local use only transfer" course. The fourth record would be rejected because the Course Number is not a secondary Career and Technical Course Number for the School Year, Course Taken.

School Number Current Instruction/ Service	Student Number Identifier, Florida	Course Number
* 0142	630123457X	87 3010
* 2533	631023458X	8199990
0031	630123459X	8206110
* 0045	630123460X	1480113

### 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 Number and resubmit the records.

## DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

-  2. School Number, Current Enrollment must be alphanumeric in the range 0001 to 9899, excluding 9001, or it may be 9994 or 9995. -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 School Number, Current Enrollment is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Enrollment is not numeric.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345676X
01	0021	012345677X
* 01	9999	012345678X
* 01	C901	012346579X

### 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 Enrollment and resubmit the records.

## DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

 25. The School Number, Current Instruction/Service must be alphanumeric and in the range 0001-9899, excluding 9001, or it may be 9994 or 9995. -record rejected-

### EXAMPLE


The first record would be loaded to the data base assuming no other reject rule would cause its rejection. The second, third and fourth records would be rejected because the School Number, Current Instruction/Service are invalid.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida
01	0021	012345675X
* 01	9901	012345678X
* 01	C929	012345677X
* 01	U981	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 School Number, Current Instruction/Service and resubmit the records.

## DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

 27. If School Number, Current Enrollment is not 9994 or 9995, then the School Number, Current Enrollment must exist on the Master School Identification File as a valid active school number for the District Number, Current Enrollment.  
-record rejected-

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. Records two, three and four would be rejected because the School Number, Current Enrollment in each case is not on the Master School Identification File as a valid active number for the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment
37	0021
* 01	8311
* 06	0001
* 09	0085

### 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 Enrollment and resubmit the records.

## DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

 **28. If School Number, Current Instruction/Service is not 9994 or 9995, then it must exist on the Master School Identification File as a valid active school in the district of instruction. -record rejected-**

### EXAMPLE

The fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. Records one, two and three would be rejected because the School Number, Current Instruction/Service do not exist on the Master School Identification File as valid active school numbers in the district of instruction.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service
* 09	8131
* 13	0021
* 15	C999
57	0051
63	0031

### 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 and resubmit the records.



# **THE FOLLOWING CHANGES ARE FOR FISCAL YEAR 1213**

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

Year: 2012-13

Data Element Number: **107775**

Data Element Name: **Career and Professional Academy Identifier**

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The identifier assigned by the Department of Education to the Career and Professional Academy in which the student participated.

To be classified as a Career and Professional Academy, an academy must meet requirements in the Florida Career and Professional Education Act, s. 1003.493, F.S., and be registered with the Florida Department of Education.

See Appendix Y for a list of Career and Professional Academies and their identification numbers.

<b>Code</b>	<b>Definition/Example</b>
ZZZ	Not Applicable. On the Federal/State Indicator Status format, ZZZ means the student did not participate in a Career and Professional Academy. On the CTE Student Course Schedule format, ZZZ means the student did not participate in a Career and Professional Academy or the student did not earn an Industry Certification.

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**Length:** 3

**Data Type:** Alphanumeric

**Year Implemented:** 0708

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

**Required Grades:** 06-12

**Programs Required:**

Workforce Development

**Formats Required:**

Career and Technical Education Student Course Schedule DB9 16x

Federal/State Indicator Status DB9 22x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

**Appendixes:**

Appendix Y: Career and Professional Academies Registered with FLDOE

Data Element Number: **107775**

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**Description of Changes:**

9/20/2012	Codes	Added information to definition of ZZZ to indicate the meaning for each of the formats on which this element occurs.
6/1/2011	Formats Required	Added Career and Technical Education Student Course Schedule as a required format.
6/1/2011	Grades Required	Added grade levels 06-08 making the grades required 06-12.

**PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - STATE VALIDATION RULES**

50. For Survey Period code 5, Each Prior School Status/Student Attendance record must have a matching Student Demographic record based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and School Year. -state validation 3-

**EXAMPLE**

The Prior School Status/Student Attendance record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

*Prior School Status/Student Attendance records*

District Number, Instruction/Service	Student Number Identifier, Florida	Survey Period Code	School Year
01	012345678X	5	****
* 01	019876545X	5	****
01	429876546X	5	****

*Student Demographic records*

District Number, Instruction/Service	Student Number Identifier, Florida	Survey Period Code	School Year
01	012345678X	5	****
01	429876546X	5	****

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

**DISTRICT RESPONSIBILITY**

The district must delete the Prior School Status/Student Attendance record or submit the matching Student Demographic record.

## STUDENT COURSE SCHEDULE - REJECT RULES

(New Edit for 1213)

 ~~2B. If District Number, Current Enrollment is 71 and School Number, Current Enrollment is 0300 or 0400,~~

- ~~• and if District Number, Current Instruction/Service is 71 and School Number, Current Instruction/Service is 0500, 0600 or 0700,~~
- ~~• then FTE Earned, Course must be zero. —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 the FTE Earned, Course is not zero for School Number, Current Enrollment of 0400 and School Number, Current Instruction/Service of 0600.~~

<del>District</del>	<del>School</del>	<del>School</del>	<del>FTE</del>
<del>Number,</del>	<del>Number,</del>	<del>Number,</del>	<del>Earned</del>
<del>Current</del>	<del>Current</del>	<del>Current</del>	<del>Instruction/</del>
<del>Enrollment</del>	<del>Enrollment</del>	<del>Enrollment</del>	<del>Service</del>
<del>71</del>	<del>0300</del>	<del>0700</del>	<del>0000</del>
<del>* 71</del>	<del>0400</del>	<del>0600</del>	<del>0834</del>

### ~~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 school numbers or the FTE Earned, Course and resubmit the record.~~

## STUDENT COURSE SCHEDULE - REJECT RULES

### 7. If Survey Period Code is 1, then

- School Number, Current Instruction/Service must be numeric in the range 0001 9899 or 9996 (excluding 7001, 7004, 7006, 7023, 9001; and excluding schools where the Charter School Status is not Z and School Function/Setting equals V on the Master School Identification file), or
- it must be C901-C928, U970-U980, or P001-P999.

### If Survey Period Code = 2 or 3, then

- School Number, Current Instruction/Service must be numeric in the range 0001-9899 (excluding 9001), 9996, C901-C928, U970-U980, P001-P999, or
- it may be a private school number.

### If Survey Period Code is 4, then

- School Number, Current Instruction/Service must be numeric in the range 0001-9899 (excluding 9001), 9996, , or
  - it must be C901-C928, U970-U980, or P001-P999.
- record rejected-

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

### EXAMPLE

The records listed below would be rejected because in each case the School Number, Current/Instruction Service is not within the valid range.

District Number, Current Instruction/Service	School Number, Current Instruction/Service	Student Number Identifier, Florida	Survey Period Code
* 01	9901	123456789X	2
* 01	C929	123456790X	2
* 01	U981	123456791X	2

### DISTRICT RESPONSIBILITY

## STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

73. For Surveys 2 and 3;

- if School Number, Current Enrollment is not 3518, N998, or N999; and
- • if School Number, Current Instruction/Service is not 0500, 0600 or 0700 within District Number, Current Instruction/Service 71, and
- if FTE Earned, Course is greater than zero, and
- if the student has a Withdrawal Code, PK-12 of DNE on a Prior School Status/Student Attendance record, or if there is no matching Prior School Status/Student Attendance record,

then FTE Earned, Course is set to NULL after the close of the state records processing cycle.

The match should be made using Year (School and Fiscal), Survey Period Code, District Number, Current Enrollment and Student Number Identifier, Florida. If the student has more than one Prior School Status/Student Attendance record, the match should be made to the record with the most recent Entry (Re-entry) Date.  
-state validation/NULL-

### EXAMPLE

In the example below all FTE Earned, Course amounts would be set to null after the end of the state processing period except for the FTE Earned in the third record. Student Course Schedule records should not be submitted for a student with a “Did Not Enter” Withdrawal Code.

*Prior School Status/Student Attendance records:*

School Year	Survey Period Code	District Number, Current Enrollment	Student Number Identifier, Florida	Withdrawal Code PK-12
****	2	03	111234563X	DNE
****	2	03	111234564X	DNE
****	2	03	111234565X	ZZZ
****	2	03	111234566X	DNE

*Student Course Schedule records:*

Fiscal Year	Survey Period Code	Student Number Identifier, Florida	Section Number	FEFP Program Number	FTE Earned, Course
****	2	* 111234563X	00100	103	0834
****	2	* 111234564X	00200	101	0012
****	2	111234565X	00500	102	0834
****	2	* 111234566X	A1500	111	0834

## STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

**\*\*FTE Earned, Course set to NULL value on ALL the student's Survey Period 4 Student Course records at the close of the State Records Processing Cycle.\*\***

### EXAMPLE

The FTE Earned, Course would be set to NULL at the end of the Survey Period 4 State Records Processing Cycle on ALL the Survey Period 4 Student Course records listed below because the student's total FTE Earned, Course in the district of instruction for the survey 2 and survey 4 records exceeds 1.0000.

#### *Student Course Records*

Student Number Identifier, Florida	Survey Period Code	District Number, Current Instruction/Service	School Number, Current Instruction/Service	Course Number	Grade Level	FTE Earned, Course
561234567X	2	56	0371	2103050	07	0834
561234567X	2	56	0371	1205040	07	0834
561234567X	2	56	0371	2002070	07	0834
561234567X	2	56	0371	1001040	07	0834
561234567X	2	56	0371	1501110	07	0834
561234567X	2	56	0371	1300010	07	0830

### Example

Student Number Identifier, Florida	Survey Period Code	District Number, Current Instruction/Service	School Number, Current Instruction/Service	Course Number	Grade Level	FTE Earned, Course
* 561234567X	4	56	7001	2103050	07	1667
* 561234567X	4	56	7001	1205040	07	1667
* 561234567X	4	56	7001	2002070	07	1667
* 561234567X	4	56	7001	1001040	07	1667
* 561234567X	4	56	7001	1501110	07	1666
* 561234567X	4	56	7001	1300010	07	1666
<b>Total FTE Earned, Course</b>						<b>1.5000</b>

(CONTINUED ON NEXT PAGE)



## CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

9. Course Number must not contain blanks. If School Number, Current Instruction/Service does not begin with C, P or U and if the Course Number does not begin with an alphabetic character and if the Course Number is not all zeros; then the Course Number must be a valid Course Number on the Career and Technical/Adult General Education Program Edit file for the School Year, Course Taken (DPS.DISTRICT.GQ.F61730.Yyyyy).

If School Number, Current Instruction/Service does not begin with C, P, or U and if the Course Number begins with an alphabetic character and is not all zeros, then the Course Number must be a valid Program Number in the Course Code Directory.

If School Number, Current Instruction/Service begins with C or U and if the Course Number is not all zeros, then the Course Number must be on the Statewide Course Numbering System file for the School Year, Course Taken. -record rejected-

Note: DPS.DISTRICT.GQ.F61730.Yyyyy contains valid secondary Career and Technical and applicable exceptional education course numbers. These do not include "local use only" transfer courses. Course Code Directory number ranges for Career and Technical education programs and courses are also listed in Appendix D of the Secondary Career and Technical Data Base Handbook.

### EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Course Number contains blanks or it is a "local use only transfer" course. The fourth record would be rejected because the Course Number is not a secondary Career and Technical Course Number for the School Year, Course Taken.

School Number Current Instruction/ Service	Student Number Identifier, Florida	Course Number
* 0142	630123457X	87 3010
* 2533	631023458X	8199990
0031	630123459X	8206110
* 0045	630123460X	1480113

### 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 Number and resubmit the records.

## DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

2. The School Number, Current Instruction/Service must be alphanumeric and in the range 0001-9899, excluding 9001, or it may be 9994 or 9995. -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 School Number, Current Enrollment is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Enrollment is not numeric.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345676X
01	0021	012345677X
* 01	9999	012345678X
* 01	C901	012346579X

### 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 Enrollment and resubmit the records.

## DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

 25. The School Number, Current Instruction/Service must be alphanumeric and in the range 0001-9899, excluding 9001, or it may be 9994 or 9995. -record rejected-

### EXAMPLE

The first record would be loaded to the data base assuming no other reject rule would cause its rejection. The second, third and fourth records would be rejected because the School Number, Current Instruction/Service are invalid.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida
01	0021	012345675X
* 01	9901	012345678X
* 01	C929	012345677X
* 01	U981	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 School Number, Current Instruction/Service and resubmit the records.

## ENGLISH LANGUAGE LEARNERS INFORMATION - REJECT RULES

(New Edit for 1213)

6A. If Survey Period Code is 3, Date Entered United States School must be numeric, a valid date in the format MMDDYYYY and between date certain and 15 years prior to current date certain or it must be 00000000 or 88888888.

If Survey Period Code is 2, 5 or 7, Date Entered United States School must be zero filled. -record rejected-

### EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because Date Entered United States School is not numeric. The second record would be rejected because Date Entered United States School is an invalid date.

Student Number Identifier, Florida	Survey Period Code	Year	Date Entered United States School
* 012345678X	3	****	<u>ZZZZZZZZ</u>
* 012345679X	3	****	09312011

\*\*\*\* = 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 Date Entered United States School and resubmit the records.

## DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

➔ 27. If School Number, Current Enrollment is not 9994 or 9995, then the School Number, Current Enrollment must exist on the Master School Identification File as a valid active school number for the District Number, Current Enrollment.  
-record rejected-

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. Records two, three and four would be rejected because the School Number, Current Enrollment in each case is not on the Master School Identification File as a valid active number for the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment
37	0021
* 01	8311
* 06	0001
* 09	0085

### 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 Enrollment and resubmit the records.

## DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

 **28. If School Number, Current Instruction/Service is not 9994 or 9995, then it must exist on the Master School Identification File as a valid active school in the district of instruction. -record rejected-**

### EXAMPLE

The fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. Records one, two and three would be rejected because the School Number, Current Instruction/Service do not exist on the Master School Identification File as valid active school numbers in the district of instruction.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service
* 09	8131
* 13	0021
* 15	C999
57	0051
63	0031

### 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 and resubmit the records.