# THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

# 1112

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.

Data Element Number:     **172825**

Data Element Name:  **School Number, Current Enrollment**

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The state assigned four-digit school number in which the student is officially enrolled for graduation during the current school year.

| Code | Definition/Example |
|------|--------------------|
| 0001-9899 | District school sites assigned a unique number in the state Master School ID File. |
| 3518 | McKay Scholarship participants. |
| 7001 | Virtual Instruction Program operated through a contract with a provider that is approved by the Department of Education under 1002.45(2), F.S., the Florida Virtual School or a community college. |
| 7004 | Florida Virtual School Franchise participants as per 1002.37(2)(i), F.S. |
| 7006 | School District Virtual Course Offerings as per section 1003.498(2), F.S. |
| 7023 | Virtual Instruction Program operated by the school district as per section 1002.45(1)(c)4, F.S. |
| 9994 | Private school students served with Fund Source D (Title I, Part D, Neglected and Delinquent) funds or Title I, Part A, Neglected set-aside funds. |
| 9995 | Private school students participating in Title I, Part A programs. |
| 9997 | Migrant Non-Attenders – Reporting number for students identified as migrant, ages 0 through 21, who are not enrolled in school and have not graduated from high school. |
| N998 | Reporting number for home education setting |
| N999 | Reporting number for out-of-state or PK-12 nonpublic in-state schools. |

See the next page for the appropriate use of school numbers N998 and N999.

Notes:

1.  Although students do not enroll for graduation in district number 71, this district number and its valid school numbers are used by the Florida Virtual School for reporting District Number, Current Enrollment and School Number, Current Enrollment.

2.  For Survey 5 Student End of Year Status, report the last school attended during the 180 day school year.  If the student only attended the district in the summer then report the summer school number.

3.  Prior to 2011-12 students in school number 7023 were reported using school number 7001.

**Length:**                4

**Data Type:**        Alphanumeric

**Year Implemented:**        9495

**State Standard:**        Yes

**Use Types:**

  State Reporting:        Yes

  Local Accountability:        Yes

  FASTER:        Yes

  Migrant Tracking:        Yes

**Required Grades:**        PK-12

**Programs Required:**
  All Programs

**Formats Required:**

Data Element Number: **172825**

Data Element Name: **School Number, Current Enrollment**

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Career and Technical Education Student Course Schedule DB9 16x

Dropout Prevention Program Data DB9 11x

English Language Learners Information DB9 10x

Exceptional Student DB9 23x

Federal/State Indicator Status DB9 22x

Prior School Status / Student Attendance DB9 55x

Student Assessment DB9 59x

Student Course Schedule DB9 14x

Student Course Transcript Information DB9 39x

Student Demographic Information DB9 13x

Student Discipline/Resultant Action DB9 19x

Student End of Year Status DB9 17x

Title I Supplemental Educational Services DB9 57x

**Surveys Required:**

| | |
|---|---|
| Survey 1 | Yes |
| Survey 2 | Yes |
| Survey 3 | Yes |
| Survey 4 | Yes |
| Survey 5 | Yes |
| Survey 6 | Yes |
| Survey 7 | Yes |
| Survey 8 | Yes |
| Survey 9 | Yes |
| Survey A | Yes |
| Survey B | Yes |
| Survey C | Yes |
| Survey D | Yes |

**Appendixes:**

None

**Description of Changes:**

| | | |
|---|---|---|
| 8/4/2011 | Notes | A note was added describing the change made to school number 7001 in 2011-12 and the addition of school 7023 that resulted from this change. |
| 8/4/2011 | Codes | Added school number 7006 for school district virtual course offerings and school number 7023 for virtual instruction programs operated by the school district.  These changes are in response to 2011 Legislative changes to virtual education. |
| 8/4/2011 | Codes | Revised definition of school number 7004 to include Florida statute number |

Data Element Number:    **172825**

Data Element Name:  **School Number, Current Enrollment**

| 8/4/2011 | Codes | Revision Description: Revised definition of school number 7001 to indicate that this is a virtual school whose provider is the Florida Virtual School, a community college or a provider approved by the Department of Education.  Removed "school district" from the name of the school program. |
| 6/1/2011 | Formats Required | Deleted DJJ Student Entry Assessment DB9 53x, DJJ Student Exit Assessment DB9 54x and Exceptional Student Program DB9 12x. |
| 6/1/2011 | Codes | Updated code 9995 to include "Part A." |

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

Year:  2011-12

Data Element Number:     **118400**

Data Element Name:  **Exceptionality**

A code to identify each exceptionality including the primary exceptionality and all other exceptionalities for any child or youth enrolled in or eligible for enrollment in the public schools of a district who requires special instruction or related services to take full advantage of or respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality.  The codes to be used follow:

| Code | Definition/Example |
|------|--------------------|
| C | Orthopedically Impaired |
| D | Occupational Therapy |
| E | Physical Therapy |
| F | Speech Impaired |
| G | Language Impaired |
| H | Deaf or Hard of Hearing |
| I | Visually Impaired |
| J | Emotional/Behavioral Disability |
| K | Specific Learning Disabled |
| L | Gifted |
| M | Hospital/Homebound |
| O | Dual-Sensory Impaired |
| P | Autism Spectrum Disorder |
| S | Traumatic Brain Injured |
| T | Developmentally Delayed |
| U | Established Conditions |
| V | Other Health Impaired |
| Z | Not Applicable |

Historical Notes:

1995-96 Code R was collapsed into Code  H
2007-08 Code Q was collapsed into Code J [s. 1003.01(3)(a), Florida Statutes]
2008-09 Codes A, B, and N were collapsed into Code  W [s. 1003.01(3)(a), Florida Statutes]

**Length:**                                 1

**Data Type:**            Alphabetic

**Year Implemented:**            9798

**State Standard:**            Yes

**Use Types:**

  State Reporting:            No

  Local Accountability:            Yes

  FASTER:            Yes

  Migrant Tracking:            No

**Required Grades:**            PK-12

Data Element Number:    **118400**

Data Element Name:  **Exceptionality**

**Programs Required:**
  Exceptional Student Education

**Formats Required:**
  None

**Surveys Required:**
  None

**Appendixes:**
None

**Description of Changes:**

| | | |
|---|---|---|
| 8/4/2011 | Surveys Required | Removed Exceptionality from all Surveys required. |
| 8/4/2011 | Formats Required | Removed Exceptionality from all formats required. |
| 8/4/2011 | Use Type | Removed State Reporting from Use Type. |

**Deleted edit 28 for fiscal year 2011-12**.

**28.    Each of the fields Title I Supplemental Educational Services – Achievement Goals Mastered - Reading/Language Arts; Title I Supplemental Educational Services - Achievement Goals Mastered - Math and Title I Supplemental Educational Services – Achievement Goals Mastered - Science must numeric, greater than or equal to 0 and less than or equal to 5.  -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 Title I Supplemental Educational Services – Achievement Goals Mastered – Reading/Language Arts is greater than 5.

| District Number, Current Enrollment | Student Number Identifier, Florida | Title I Supplemental Educational Services Achievement Goals Mastered Reading/ Language Arts | Title I Supplemental Educational Services Achievement Goals Mastered Math | Title I Supplemental Educational Services Achievement Goals Mastered Science |
|---|---|---|---|---|
| 37 | 123456789X | 03 | 03 | 03 |
| 37 | 123456790X | 00 | 00 | 00 |
| * 37 | 123456791X | 08 | 00 | 00 |

**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 Title I Supplemental Educational Services – Achievement Goals Mastered - Reading/Language Arts and resubmit the record.

**Deleted edit 27 for fiscal year 2011-12**.

~~**27.    Each of the fields Title I Supplemental Educational Services – Achievement Goals - Reading/Language Arts; Title I Supplemental Educational Services - Achievement Goals - Math and Title I Supplemental Educational Services – Achievement Goals - Science must be numeric, greater than or equal to 0 and less than or equal to 5.  -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 Title I Supplemental Educational Services – Achievement Goals – Reading/Language Arts is greater than 5.~~

| District Number, Current Enrollment | Student Number Identifier, Florida | Title I Supplemental Educational Services Achievement Goals Reading/ Language Arts | Title I Supplemental Educational Services Achievement Goals Math | Title I Supplemental Educational Services Achievement Goals Science |
|---|---|---|---|---|
| ~~37~~ | ~~123456789X~~ | ~~03~~ | ~~03~~ | ~~03~~ |
| ~~37~~ | ~~123456790X~~ | ~~00~~ | ~~00~~ | ~~00~~ |
| ~~* 37~~ | ~~123456791X~~ | ~~08~~ | ~~00~~ | ~~00~~ |

~~**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 Title I Supplemental Educational Services – Achievement Goals - Reading/Language Arts and resubmit the record.~~

# TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

**1.    District Number, Current Enrollment must be numeric and in the range 01-69 or 71-75.  -record rejected-**

### EXAMPLE

The first two records listed below would be written to the data base assuming no other reject rule would cause their rejection.  The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|:---:|:---:|:---:|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 00 | 0021 | 012345679X |

### 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 District Number, Current Enrollment and resubmit the record.

# FEDERAL/STATE INDICATOR STATUS - REJECT RULES

**1.    District Number, Current Enrollment 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 Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

| District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
|:---:|:---:|:---:|
| 01 | 0021 | 012345677X |
| 01 | 0021 | 012345678X |
| * 00 | 0021 | 012345679X |
| * 02 | 0021 | 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 Enrollment and resubmit the records.

**Deleted edit 27 for fiscal year 2011-12**.

27. **If the employee's Job Code places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), Employee Type is RF, RP or TF, and Employment Date, Current Position is between 20110701 and 20111001, then the Personnel Evaluation code must be C-G. -record rejected-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the correct relationship does not exist between the Personnel Evaluation code for the Job Code, Primary and the Employment Date, Current Position.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Personnel Evaluation | Employment Date, Current Position |
|---|---|---|---|---|---|---|
| 03 | 123456788 | 3 | **** | 51051 | D | 20110731 |
| *03 | 123456789 | 3 | **** | 51062 | Z | 20110801 |
| 03 | 123456791 | 3 | **** | 61232 | Z | 20110925 |

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

**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 Personnel Evaluation code, the Job Code, Primary or the Employment Date, Current Position and resubmit the record for processing.

**54.** **If the employee's Job Code places the employee on lines 21-33, inclusive, of the Public Schools Staff Survey - EEO-5, and if the Job Code is not 51080, 52080, 53080, 54080, 55080 or 59080 (Substitute Teachers), and if Employee Type is RF, RP or TF, and if Employment Date, Current Position on the Staff Demographic Information format is on or after 20110701, then the Personnel Evaluation code must be C-G.  -state validation-**

**EXAMPLE**

The first Staff Payroll record listed below would cause an error message to be generated because the Personnel Evaluation code is Z for an instructional, regular full-time employee whose Employment Date, Current Position on the Staff Demographic Information record is after 7-1-11.  The second record would pass the edit because the Personnel Evaluation code is appropriate for the instructional, regular full-time employee.

*Staff Payroll record*

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Job Code, Primary | Employee Type | Personnel Evaluation |
|---|---|---|---|---|---|---|
| * 03 | 123456789 | 2 | **** | 51071 | RF | Z |
| 03 | 444332222 | 2 | **** | 52003 | RF | D |

*Staff Demographic Information record*

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employee Type | Employment Date, Current Position |
|---|---|---|---|---|---|
| 03 | 123456789 | 2 | **** | RF | 20110822 |
| 03 | 444332222 | 2 | **** | RF | 20110725 |

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

**DISTRICT RESPONSIBILITY**

The district must determine which data are in error and revise the record(s) in error so the correct relationship exists between the codes.

# THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

## 1011

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**15.    If Survey Period Code = 5 and Migrant Status Term is D, E, S, B or X, Birth Date must be 09011988 through 08312011 inclusive.  (This edit does not apply to Survey Periods 6 and 8.).  -record rejected-**

**EXAMPLE**

The first record would be rejected because the Birth Date is less than 9/1/1989 The second and third records would be loaded to the data base assuming no other reject rule would cause their rejection.

| Student Number Identifier, Florida | Survey Period Code | Year | Migrant Status Term | Birth Date |
|---|---|---|---|---|
| * 0123456789X | 5 | **** | D | 09141983 |
| 0123456790X | 5 | **** | S | 01092003 |
| 0123456791X | 5 | **** | B | 10191999 |

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

**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 Birth Date or the Migrant Status Term and resubmit the record.