

# **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](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: **171525**

Data Element Name: **Scheduling Method**

A code to indicate the scheduling method employed:

Code	Definition/Example
A	Alternate Week Schedule – Teacher meets with different groups of students in same course/classroom on same day, but alternate weeks.
B	Block Scheduling (any block scheduling method is applicable) – Course is scheduled so that students may earn one credit in the course in a semester.
C	Co-teaching – A classroom in which two or more teachers share responsibility for planning, delivering, and evaluating instruction for all students in a class. In order to be considered co-teaching, this delivery system is provided whenever a class/subject is taught by two or more teachers and must continue for the entire class period.
G	Individual or Small Group Instruction – Teacher meets with an individual student or small group of students in a separate classroom setting.
I	In-Class One-on-One – Teacher meets with an individual student or small group of students on an individualized basis within a traditional classroom but not as a co-teacher.
M	Multiple-Use Classroom or Pod – More than one class meets during the same period in a space designated by one FISH number but separated by temporary “walls.”
S	Self-contained – One teacher provides total instruction for the entire class period.
W	Wheel Class – Same course meets in the same room with the same teacher during the same period on multiple days of the week, but with different groups of students.
Z	Not applicable. Use this code for all records in survey periods 1 and 4.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0203

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** PK-12

**Programs Required:**

All Programs

**Formats Required:**

Teacher Course DB9 15x

Data Element Number: **171525**

Data Element Name: **Scheduling Method**

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**Surveys Required:**

Survey 1	Default
Survey 2	Yes
Survey 3	Yes
Survey 4	Default

**Appendixes:**

None

**Description of Changes:**

8/19/2011 Codes

Codes O, P & V were incorrectly included in the 2011-12 data element during the conversion process to a new data element format. These are very old codes. A correction is being made to remove these codes that are not appropriate for the 2011-12 reporting year.

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

Year: 2011-12

Data Element Number: **176375**

Data Element Name: **Test Accommodations**

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The type of special accommodations, if any, needed by the student when being tested.

<b>Code</b>	<b>Definition/Example</b>
C	Contracted Braille
L	Large Print
P	Paper-Based Test in lieu of Computer-Based Test
Q	Unique Accommodation (Rule 6A-1.0943, FAC)
R	Reading Passage Booklet
U	Uncontracted Braille
Z	Not Applicable. None of the above test accommodations are needed.

Note: This information will be used during the pre-identification process for administration of the Comprehensive English Language Learning Assessment (CELLA) and other statewide assessments.

**Length:** 1

**Data Type:** Alphabetic

**Year Implemented:** 0708

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

**Required Grades:** KG-12

**Programs Required:**

English Language Learners

Exceptional Student Education

**Formats Required:**

Federal/State Indicator Status DB9 22x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

Survey 5 Yes

Survey 7 Yes

**Appendixes:**

None

Data Element Number: **176375**

Data Element Name: **Test Accommodations**

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**Description of Changes:**

8/19/2011 Codes

This is not a revision, but a correction resulting from an error made during the conversion process to a new data element format. Two codes were omitted from the 2011-12 element that should have carried forward from 2010-11. Thus the codes Q and R are being added back to the data element page.

## FEDERAL/STATE INDICATOR STATUS – EXCEPTION REPORTS



**82. If Survey Period Code is 5 and there is a matching Exceptional Student record with an Exceptionality, Primary or Exceptionality, Other code other than L and Z; then the Section 504 Eligible code must be Z. The match is based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Fiscal Year/Year. - exception report--**

### EXAMPLE

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because the expected relationship does not exist between Section 504 Eligible and Exceptionality, Primary on the Exceptional Student record.

#### *Federal/State Indicator Status records*

District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year	Section 504 Eligible
* 01	019876545X	0021	5	****	Y
01	429876546X	0021	5	****	Z

#### *Exceptional Student records*


District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Year	Exceptionality, Primary	Other
01	019876545X	5	****	W	ZZZZZZZZZ
01	429876546X	5	****	K	ZZZZZZZZZ

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

### DISTRICT RESPONSIBILITY

The district must review the records and, if a code is in error, correct the record so that the expected relationship exists between Section 504 Eligible and Exceptionality, Primary on the Exceptional Student record. If the data are correct as reported no action is necessary.

**FEDERAL/STATE INDICATOR STATUS - STATE VALIDATION RULES**

 **67. If Survey Period Code is 2 or 3 and there is a matching Exceptional Student record with an Exceptionality, Primary or Exceptionality, Other code other than L and Z; then the Section 504 Eligible code must be Z. The match is based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Fiscal Year/Year. -state validation-**

**EXAMPLE**

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Section 504 Eligible and Exceptionality, Primary on the Exceptional Student record.

*Federal/State Indicator Status records*

District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year	Section 504 Eligible
* 01	019876545X	0021	2	****	Y
01	429876546X	0021	2	****	Z

*Exceptional Student records*

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Year	Exceptionality, Primary Other	
01	019876545X	2	****	W	<u>ZZZZZZZZZ</u>
01	429876546X	2	****	L	<u>ZZZZZZZZZ</u>

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

**DISTRICT RESPONSIBILITY**

The district must correct the records so that the appropriate relationship exists between Section 504 Eligible and Exceptionality, Primary on the Exceptional Student record.

## STUDENT COURSE TRANSCRIPT INFORMATION - EXCEPTION REPORT

- ➔ 86. If Course Grade does not equal F and if Course Flag is not X; then Credit Earned, Course must be 050 or 100. -exception report-

### EXAMPLE

The second, third and fourth records listed below would pass this edit. The first record would cause an error message to be generated because the student is reported as Course Grade B, but does not have a Credit Earned, Course of 050 or 100.

School Year	Course Number	Grade Level	Course Grade	Credit Earned, Course
* ****	1001350	10	B	000
****	1001350	10	A	100
****	1001370	11	B	100
****	1001370	11	F	000

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

### DISTRICT RESPONSIBILITY

The district should review the Course Grade and the Credit Earned, Course information and correct the record if it is in error.



FLORIDA DEPARTMENT OF EDUCATION  
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:  
 AUTOMATED STAFF INFORMATION SYSTEM  
 AUTOMATED STAFF DATA ELEMENTS

Year: 2011-12

Data Element Number: **217265**

Data Element Name: **Salary Schedule Pay Lane**

The pay lane on the district instructional salary matrix from which the individual is paid.

Code	Definition/Example
0	Not an instructional employee and/or is not paid on the regular instructional personnel salary schedule.
1	Bachelor's
2	Bachelor's Plus
3	Master's
4	Master's Plus
5	Beyond Master's Plus
6	Specialist
7	Doctorate
8	Flat Rate Example: JROTC instructors or instructional personnel hired on or after July 1, 2011 as per s. 1012.22(1)(c)3.

**Length:** 1

**Data Type:** Numeric

**Year Implemented:** 8990

**State Standard:** No

**Use Types:**

State Reporting: Yes

Local Accountability: Yes

**Formats Required:**

Staff Payroll Information DB9 30x

**Surveys Required:**

Survey 2 Yes

Survey 3 Yes

**Appendixes:**

None

**Description of Changes:**

6/19/2011 Surveys Req Deleted reference to Survey Period 5 – this data element is not required in Survey Period 5 nor is the Format required in Survey Period 5.

6/1/2011 Codes Revised definition of code 8 to include staff hired after July 1, 2011.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

33. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey, then the Fiscal Year Salary must not be greater than \$135,000. -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 Fiscal Year Salary is greater than \$135,000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Fiscal Year Salary
03	123456788	5	****	51051	008016988
* 03	123456789	5	****	51062	013632550
03	123456791	5	****	63012	005236459

\*\*\*\* = 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 Fiscal Year Salary and resubmit the record for processing.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

7. Fiscal Year Salary must be numeric, greater than or equal to 000000000 and less than or equal to 032500000. -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 listed below would be rejected because the Fiscal Year Salary is greater than 032500000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code	Fiscal Year Salary
03	123456789	5	****	0481	72000	006700000
* 03	123456780	5	****	0481	72000	520000000

\*\*\*\* = 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 Fiscal Year Salary to be less than 032500000 and resubmit the record for processing.

## STAFF PAYROLL INFORMATION \_ REJECT RULES

- ➔ 26. Personnel Evaluation code must be C-G or Z. If Survey Period Code = 2, then Personnel Evaluation code must be Z. -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 Personnel Evaluation code is not a valid code.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Personnel Evaluation
03	123456788	3	←****	0081	D ←
* 03	123456789	3	←****	0081	R

\*\*\*\* = 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 and resubmit the record for processing.

## STAFF PAYROLL INFORMATION \_ REJECT RULES

44. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the calculated annual salary (based on the formulas below) must not be greater than \$135,000. -record rejected-

### Formulas for calculating annual salary based on Pay Type:

If Pay Type is S, then multiply Pay Rate x Pay Frequency

If Pay Type is H, then multiply Pay Rate x Pay Frequency x Duty Days

If Pay Type is D, then multiply Pay Rate x Duty Days

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records below would be rejected because the calculated annual salary is greater than \$135,000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Pay Type	Pay Rate	Pay Frequency	Duty Days
03	123456780	2	****	51004	S	00364409	2200	199
* 03	123456781	2	****	52018	H	00006500	0800	260
* 03	123456782	2	****	63012	D	00058550	0500	251

\*\*\*\* = 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 Pay Frequency, Pay Rate, Duty Days or Pay Type, as appropriate, and resubmit the records for processing.

## STAFF PAYROLL INFORMATION \_ REJECT RULES

40. The calculated annual salary (based on the formulas below) must not be greater than \$325,000. -record rejected-

### Formulas for calculating annual salary based on Pay Type:

If Pay Type is S, then multiply Pay Rate x Pay Frequency

If Pay Type is H, then multiply Pay Rate x Pay Frequency x Duty Days

If Pay Type is D, then multiply Pay Rate x Duty Days

### EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second, third and fourth records below would be rejected because the calculated annual salary is greater than \$325,000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Primary	Pay Type	Pay Rate	Pay Frequency	Duty Days
03	123456780	2	****	51004	S	00712500	1200	199
* 03	123456789	2	****	53007	S	01275000	2600	244
* 03	123456781	2	****	63049	H	00017300	0800	253
* 03	123456782	2	****	72000	D	00092500	0500	365

\*\*\*\* = 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 Pay Frequency, Pay Rate, Duty Days or Pay Type, as appropriate, and resubmit the records for processing.

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

## **1011**

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**DEPARTMENT OF JUVENILE JUSTICE STUDENT EXIT ASSESSMENT -  
REJECT RULES**

-  **11. School Number, Current Enrollment must exist on the Master School Identification File as a valid active school (active in the current or previous school year) in the district of enrollment. -record rejected-**

**EXAMPLE**

The record listed below would be rejected because the School Number, Current Enrollment is not a valid and active school number on the Master School Identification File for the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
* 01	0001	012345678X

**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 Number, Current Enrollment and resubmit the record.



**DEPARTMENT OF JUVENILE JUSTICE STUDENT ENTRY ASSESSMENT –  
REJECT RULES**

-  **11. School Number, Current Enrollment must exist on the Master School Identification File as a valid active school (active in the current or previous school year) in the district of enrollment. -record rejected-**

**EXAMPLE**

The record listed below would be rejected because the School Number, Current Enrollment is not a valid and active school number on the Master School Identification File for the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
* 01	0001	012345678X

**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 Number, Current Enrollment and resubmit the record.

## FEDERAL/STATE INDICATOR STATUS - STATE VALIDATION RULES



**67. If Survey Period Code is 2 or 3 and there is a matching Exceptional Student record with an Exceptionality, Primary or Exceptionality, Other code other than L and Z; then the Section 504 Eligible code must be Z. The match is based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Fiscal Year/Year. -state validation-**

### EXAMPLE

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Section 504 Eligible and Exceptionality, Primary on the Exceptional Student record.

#### *Federal/State Indicator Status records*

District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year	Section 504 Eligible
* 01	019876545X	0021	2	****	Y
01	429876546X	0021	2	****	Z

#### *Exceptional Student records*

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Year	Exceptionality, Primary Other	
01	019876545X	2	****	W	<u>ZZZZZZZZZ</u>
01	429876546X	2	****	L	<u>ZZZZZZZZZ</u>

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

### DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Section 504 Eligible and Exceptionality, Primary on the Exceptional Student record.

## FEDERAL/STATE INDICATOR STATUS – EXCEPTION REPORTS



**82. If Survey Period Code is 5 and there is a matching Exceptional Student record with an Exceptionality, Primary or Exceptionality, Other code other than L and Z; then the Section 504 Eligible code must be Z. The match is based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Fiscal Year/Year. - exception report--**

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District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year	Section 504 Eligible
* 01	019876545X	0021	5	****	Y
01	429876546X	0021	5	****	Z

#### *Exceptional Student records*

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Year	Exceptionality, Primary	Other
01	019876545X	5	****	W	ZZZZZZZZZ
01	429876546X	5	****	K	ZZZZZZZZZ

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## STUDENT COURSE TRANSCRIPT INFORMATION - EXCEPTION REPORT

- ➔ 86. If Course Grade does not equal F and if Course Flag is not X; then Credit Earned, Course must be 050 or 100. -exception report-

### EXAMPLE

The second, third and fourth records listed below would pass this edit. The first record would cause an error message to be generated because the student is reported as Course Grade B, but does not have a Credit Earned, Course of 050 or 100.

School Year	Course Number	Grade Level	Course Grade	Credit Earned, Course
* ****	1001350	10	B	000
****	1001350	10	A	100
****	1001370	11	B	100
****	1001370	11	F	000

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### DISTRICT RESPONSIBILITY

The district should review the Course Grade and the Credit Earned, Course information and correct the record if it is in error.

## STAFF FISCAL YEAR SALARIES - REJECT RULES

-  7. Fiscal Year Salary must be numeric, greater than or equal to 000000000 and less than or equal to 032500000. -record rejected-

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* 03	123456780	5	****	0481	72000	520000000

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### DISTRICT RESPONSIBILITY

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## STAFF FISCAL YEAR SALARIES - REJECT RULES

33. If the employee's Job Code places the employee on lines 21-43, inclusive, of the Public Schools Staff Survey, then the Fiscal Year Salary must not be greater than \$135,000. -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 Fiscal Year Salary is greater than \$135,000.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code	Fiscal Year Salary
03	123456788	5	****	51051	008016988
* 03	123456789	5	****	51062	013632550
03	123456791	5	****	63012	005236459

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### 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 Fiscal Year Salary and resubmit the record for processing.