


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

## **1011**

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 Harold McLeod at [harold.mcleod@fldoe.org](mailto:harold.mcleod@fldoe.org) or (850) 245-0400.

## TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – REJECT RULES

-  2. **School Number, Current Enrollment must be numeric in the range 0001 to 9899, excluding 9001 or it may be N998. -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, N998 or N999.

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.

## TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – STATE VALIDATION

52. If Survey Period Code is 2, 3, 9 or 5, the Title I Supplemental Educational Services record must have a matching Student Demographic record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year. -state validation -

### EXAMPLE

The Title I Supplemental Educational Services record listed below marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

#### *Title I Supplemental Educational Services records*

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Year
* 01	012345678X	5	****
01	019876545X	5	****
01	429876546X	5	****

#### *Student Demographic records*

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Year
01	019876545X	5	****
01	429876546X	5	****

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

### DISTRICT RESPONSIBILITY

The district must delete the Title I Supplemental Educational Services record or add a Student Demographic record to match the above key fields.

## TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – EXCEPTION REPORT

80. If Survey Period Code equals 2, 3, 9 or 5 each Title I Supplemental Educational Services format record must have a matching Student Demographic format record with a Lunch Status code of 2, 3, or 4 -exception report -

### EXAMPLE

The first Title I Supplemental Educational Services record listed below would pass the edit because it has a matching Student Demographic record with Lunch Status Code 2, 3 or 4. The second Title I Supplemental Educational Services record listed below which is marked with an asterisk would cause an error message to be generated because the Lunch Status code is not 2, 3 or 4.

#### *Title I Supplemental Educational Service records*

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
01	0021	011234567X	9	****
* 01	0002	012345678X	2	****

#### *Student Demographic records*

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year	Lunch Status
01	0021	011234567X	9	****	2
* 01	0002	012345678X	2	****	0

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

### DISTRICT RESPONSIBILITY

The district should review the student's Lunch Status code and correct it if it is in error.

## **2010-2011 Title I Supplemental Educational Services**

1. This format record should only be reported for students who are eligible for Title I Supplemental Educational Services (SES) pursuant to No Child Left Behind Title I Sec. 1116(e)(1), ESEA.
2. For survey periods 2, 3 and 9, submit this record for each student who was assigned to receive Title I Supplemental Educational Services with a State-approved provider, as per Title I Sec. 1116(e)(1), ESEA, at any time from the beginning of the school year through the survey period.
3. For survey period 5, submit this record for any student who was assigned to receive Title I Supplemental Educational Services with a State-approved provider, as per Title I, Sec. 1116(e)(1), ESEA at any time during the school year and accompanying summer session(s).
4. **TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES - SERVICE PROVIDER:** For each student served submit a separate format for each State-approved Supplemental Educational Services - Service Provider. See Appendix T for a list of the approved service providers and their assigned provider numbers.

If the school district must provide SES to children with disabilities either directly or through a contract because there are no available state-approved providers, use code 0108. If the school district must provide SES to children with limited English proficiency (English Language Learners) either directly or through a contract because there are no available state-approved providers, use code 0109.

If the district does NOT have a state approved Title I Supplemental Education Services – Service Provider and has received Department of Education approval to offer Title I Supplemental Educational Services for a student, use codes 1001 - 1067 or 1072 – 1075, as appropriate. (Requests must be sent directly to the department to obtain assigned codes.)

5. **TERM:** To show the student participated in Title I Supplemental Educational Services during the regular school year, use code 3 (annual). To indicate summer participation, use code S (combined summer sessions). If the student participated in Title I Supplemental Educational Services during the regular school year and summer school, send separate records, one for each Term.

6. **TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES - HOURS OF CONTACT:** Record the cumulative number of hours of contact that the student had with the Title I Supplemental Educational Service Provider for the subject indicated. If the student has been assigned to a provider by the district (including students having an approved Student Learning Plan or students without approved Student Learning Plans), but has not been reported by the provider as receiving services, report 000 for the hours of contact. If the student has not been assigned to receive services in a specific subject area, report 999 for the hours. Title I Supplemental Educational Services – Hours of Contact must be reported separately for each term and each service provider.



7. **TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – BEGIN SERVICES DATE:** The date in this school year on which the student was first served by the Title I Supplemental Educational Services provider. For students served by more than one Title I Supplemental Educational Services provider, track the beginning date of services for each provider.



8. **TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – LENGTH OF PRESCRIBED PROGRAM:** Indicate the total hours of the student’s prescribed enrollment within each Title I Supplemental Educational Services provider’s tutoring program as stated in the individual Student Learning Plan (SLP). The prescribed program represents the number of tutoring hours the student is assigned to complete the SES provider’s program. If the student has been served by multiple SES providers, report the total hours of the prescribed program for each SES provider. For students receiving SES in multiple subject areas, report the total hours across all subject areas. Round the hours of the prescribed program to the nearest whole number.



9. **TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – ACHIEVEMENT GOALS** – Goal information is not needed for 2010-11. These fields may either be reported with actual data or with all zeros



10. **TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – ACHIEVEMENT GOALS MASTERED** – Goal information is not needed for 2010-11. These fields may either be reported with actual data or with all zeros.



11. **ERROR CODES:** This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.



12. **KEY FIELDS:** The key fields for this format are item numbers 1-5 and 9-10 . If a key field needs to be changed, the record must be deleted and re-submitted as an add.



'\*' indicates key fields.

<b>Item No.</b>	<b>From-To</b>	<b>Size</b>	<b><u>Field Char.</u></b>	<b>Field Description</b>
1	1-2	2	N/R	District Number, Current Enrollment *
2	3-6	4	A/N/R	School Number, Current Enrollment *
3	7-16	10	A/N	Student Number Identifier, Florida *
4	17-17	1	N	Survey Period Code *
5	18-21	4	N	Year *
6	22-23	2	N	Title I Supplemental Educational Services – Achievement Goals – Reading/Language Arts
7	24-25	2	N	Title I Supplemental Educational Services – Achievement Goals – Math
8	26-27	2	N	Title I Supplemental Educational Services – Achievement Goals – Science
9	28-31	4	A/N	Title I Supplemental Educational Services Service Provider *
10	32-32	1	A/N	Term *
11	33-33	1	A	Transaction Code
12	34-36	3	N	Title I Supplemental Educational Services - Length of Prescribed Program
13	37-39	3	N	Title I Supplemental Educational Services - Hours of Contact: Reading/Language Arts
14	40-42	3	N	Title I Supplemental Educational Services - Hours of Contact: Math
15	43-45	3	N	Title I Supplemental Educational Services - Hours of Contact : Science
16	46-49	4	N/R	Title I Supplemental Educational Services School
17	50-53	4	A/N	Filler
18	54-61	8	A/N	Title I Supplemental Educational Services - Begin Services Date
19	62-62	1	A/N	Filler

<b>Item No.</b>	<b>From-To</b>	<b>Size</b>	<b>Field Char.</b>	<b>Field Description</b>
20	63-72	10	A/N	Student Number Identifier, Local
21	73-74	2	N	Title I Supplemental Educational Services – Achievement Goals Mastered – Reading/Language Arts
22	75-76	2	N	Title I Supplemental Educational Services – Achievement Goals Mastered – Math
23	77-78	2	N	Title I Supplemental Educational Services – Achievement Goals Mastered – Science
24	79-152	74	A/N	Filler
25	153-160	8	A/N	Filler/Error Codes

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