

# **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.

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

**Implementation Date:**  
Fiscal Year 2010-11  
July 1, 2010

<b>Element Name:</b> <b>Adult Test Form</b>			
<b>Definition/Domain</b>			
A four-character code indicating the specific form of the test which was administered.			
<b>VALUES:</b>			
<b>TABE</b>			
9 = TABE form 9 10 = TABE form 10			
A = TABE CLAS E B = TABE CLAS E			
<b>BEST</b>			
1 = BEST Literacy 2 = BEST Literacy NA = BEST PLUS ("Form" is "Not Applicable" for BEST PLUS)			
<b>CASAS</b>			
27R = CASAS Beginning Literacy Reading Level A ←			
28R = CASAS Beginning Literacy Reading Level A ←			
11R = CASAS Employability Competency System Series Level A Reading			
12R = CASAS Employability Competency System Series Level A Reading			
13R = CASAS Employability Competency System Series Level B Reading			
14R = CASAS Employability Competency System Series Level B Reading			
114R = CASAS Employability Competency System Series Level B Reading			
15R = CASAS Employability Competency System Series Level C Reading			
16R = CASAS Employability Competency System Series Level C Reading			
116R = CASAS Employability Competency System Series Level C Reading			
17R = CASAS Employability Competency System Series Level D Reading			
18R = CASAS Employability Competency System Series Level D Reading			
<b>Length:</b> 4	<b>Grades and Programs Requiring This Data Element:</b> Workforce Development Education (adult general education)		
<b>Format:</b> Alphanumeric			
<b>Compatibility Requirement:</b> Compatible			
<b>Use Types:</b>	<b>State Reporting Formats Requiring This Data Element:</b>		
<input checked="" type="checkbox"/> <b>State Report</b>	Adult General Education Test Record DB9 62x		
<input type="checkbox"/> <b>Local Accountability</b>			
<input type="checkbox"/> <b>F.A.S.T.E.R.</b>			
<input type="checkbox"/> <b>Migrant Tracking</b>			
<b>Data Element Number:</b> 101742	<b>Reported in Survey Periods:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 7 <input type="checkbox"/> 9 <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> W <input type="checkbox"/> S <input checked="" type="checkbox"/> G <input type="checkbox"/> X		
<b>Revised:</b> 9/15/10	<b>Volume I</b>	<b>Effective:</b> 7/10	<b>Page Number:</b> 8-25

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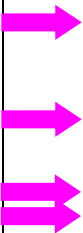
**Implementation Date:**  
Fiscal Year 2010-11  
July 1, 2010

**Element Name:       Adult Test Form (continued)**

**Definition/Domain (Continued)**

**CASAS (continued)**

51L = CASAS Life Skills Series Level A Listening  
52L = CASAS Life Skills Series Level A Listening  
53L = CASAS Life Skills Series Level B Listening  
54L = CASAS Life Skills Series Level B Listening  
55L = CASAS Life Skills Series Level C Listening  
56L = CASAS Life Skills Series Level C Listening  
31M = CASAS Life Skills Series Level A Mathematics  
32M = CASAS Life Skills Series Level A Mathematics  
33M = CASAS Life Skills Series Level B Mathematics  
34M = CASAS Life Skills Series Level B Mathematics  
35M = CASAS Life Skills Series Level C Mathematics  
36M = CASAS Life Skills Series Level C Mathematics  
37M = CASAS Life Skills Series Level D Mathematics  
38M = CASAS Life Skills Series Level D Mathematics  
31R = CASAS Life Skills Series Level A Reading  
32R = CASAS Life Skills Series Level A Reading  
33R = CASAS Life Skills Series Level B Reading  
34R = CASAS Life Skills Series Level B Reading  
35R = CASAS Life Skills Series Level C Reading  
36R = CASAS Life Skills Series Level C Reading  
37R = CASAS Life Skills Series Level D Reading  
38R = CASAS Life Skills Series Level D Reading  
81L = CASAS Life and Work Skills Series Level A Listening  
82L = CASAS Life and Work Skills Series Level A Listening  
83L = CASAS Life and Work Skills Series Level B Listening  
84L = CASAS Life and Work Skills Series Level B Listening  
85L = CASAS Life and Work Skills Series Level C Listening  
86L = CASAS Life and Work Skills Series Level C Listening  
81R = CASAS Life and Work Skills Series Level A Reading  
82R = CASAS Life and Work Skills Series Level A Reading  
81RX = CASAS Life and Work Skills Series Level A Reading  
82RX = CASAS Life and Work Skills Series Level A Reading  
83R = CASAS Life and Work Skills Series Level B Reading  
84R = CASAS Life and Work Skills Series Level B Reading  
85R = CASAS Life and Work Skills Series Level C Reading  
86R = CASAS Life and Work Skills Series Level C Reading  
185R = CASAS Life and Work Skills Series Level C Reading  
186R = CASAS Life and Work Skills Series Level C Reading  
187R = CASAS Life and Work Skills Series Level A Reading  
188R = CASAS Life and Work Skills Series Level A Reading



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<b>Implementation Date:</b> Fiscal Year 2010-11 July 1, 2010
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<b>Element Name: Adult Test Level</b>	
<b>Definition/Domain</b>	
A code provided by the test vendor indicating the difficulty level of the test.  <u>Values for TABE ONLY</u> L Literacy E Easy M Medium D Difficult A Advanced  <u>Values for CASAS ONLY (Reading for ESOL or ABE)</u> A Easy ← B Medium ← C Difficult ← D Advanced ←  <u>Values for TABE CLAS E ONLY</u> 1 Easy ← 2 Medium ← 3 Difficult ← 4 Advanced ←  <u>Values for BEST Literacy ONLY</u> B Easy ← C Medium ← D Difficult ←  <u>Value for BEST PLUS</u> NA ("Level" is "Not Applicable" for BEST PLUS)	
<b>Length:</b> 2	<b>Grades and Programs Requiring This Data Element:</b>
<b>Format:</b> Alphanumeric	Workforce Development Education (adult general education)
<b>Compatibility Requirement:</b> Compatible	
<b>Use Types:</b> <input checked="" type="checkbox"/> <b>State Report</b> <input type="checkbox"/> <b>Local Accountability</b> <input type="checkbox"/> <b>F.A.S.T.E.R.</b> <input type="checkbox"/> <b>Migrant Tracking</b>	<b>State Reporting Formats Requiring This Data Element:</b> Adult General Education Test Record DB9 62x
<b>Data Element Number:</b> 101759	<b>Reported in Survey Periods:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 7 <input type="checkbox"/> 9 <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> S <input type="checkbox"/> G <input type="checkbox"/> X
<b>Revised:</b> 9/15/10	<b>Volume I</b> <b>Effective:</b> 7/10 <b>Page Number:</b> 8-50



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VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS**

<b>Implementation Date:</b> Fiscal Year 2009-10 July 1, 2009
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<b>Element Name: Dropout Prevention: Actions Taken</b>																																			
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<p>Actions, reported by the student, that were taken by school personnel in an effort to keep the student enrolled in school.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 10%;"><u>CODE</u></th> <th style="text-align: left;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td><b>A</b></td> <td>Provided student counseling</td> </tr> <tr> <td><b>B</b></td> <td>Scheduled a conference with parent(s), guardian(s), student, and school staff</td> </tr> <tr> <td><b>C</b></td> <td>Discussed and offered options for tutoring</td> </tr> <tr> <td><b>D</b></td> <td>Discussed the consequences of dropping out</td> </tr> <tr> <td><b>E</b></td> <td>Discussed and offered options for continuing education in a different environment (e.g., adult education, home school, virtual school, hospital/homebound program)</td> </tr> <tr> <td><b>F</b></td> <td>Discussed and offered alternative options for graduation (e.g., diploma options, Performance-Based Exit Option, GED testing)</td> </tr> <tr> <td><b>G</b></td> <td>Conducted home visits</td> </tr> <tr> <td><b>H</b></td> <td>Referred student to agencies/programs to address problems interfering with school success (e.g., substance abuse counseling, psychological counseling, family counseling)</td> </tr> <tr> <td><b>I</b></td> <td>Discussed and offered participation in a credit recovery course/program</td> </tr> <tr> <td><b>J</b></td> <td>Discussed and offered access to Dropout Prevention Program(s) (e.g., alternative education, disciplinary, teenage parent)</td> </tr> <tr> <td><b>K</b></td> <td>Tracked student progress (by teacher, counselor, social worker, graduation coach, etc.)</td> </tr> <tr> <td><b>L</b></td> <td>Changed or revised course schedule</td> </tr> <tr> <td><b>M</b></td> <td>Implemented intervention contracts (e.g., attendance or behavior)</td> </tr> <tr> <td><b>N</b></td> <td>Student reported that school staff took no action</td> </tr> <tr> <td><b>O</b></td> <td>Other action not included above</td> </tr> <tr> <td><b>Z</b></td> <td>Not Applicable. Student did not drop out of school or did not provide information about actions taken.</td> </tr> </tbody> </table>		<u>CODE</u>	<u>DEFINITION</u>	<b>A</b>	Provided student counseling	<b>B</b>	Scheduled a conference with parent(s), guardian(s), student, and school staff	<b>C</b>	Discussed and offered options for tutoring	<b>D</b>	Discussed the consequences of dropping out	<b>E</b>	Discussed and offered options for continuing education in a different environment (e.g., adult education, home school, virtual school, hospital/homebound program)	<b>F</b>	Discussed and offered alternative options for graduation (e.g., diploma options, Performance-Based Exit Option, GED testing)	<b>G</b>	Conducted home visits	<b>H</b>	Referred student to agencies/programs to address problems interfering with school success (e.g., substance abuse counseling, psychological counseling, family counseling)	<b>I</b>	Discussed and offered participation in a credit recovery course/program	<b>J</b>	Discussed and offered access to Dropout Prevention Program(s) (e.g., alternative education, disciplinary, teenage parent)	<b>K</b>	Tracked student progress (by teacher, counselor, social worker, graduation coach, etc.)	<b>L</b>	Changed or revised course schedule	<b>M</b>	Implemented intervention contracts (e.g., attendance or behavior)	<b>N</b>	Student reported that school staff took no action	<b>O</b>	Other action not included above	<b>Z</b>	Not Applicable. Student did not drop out of school or did not provide information about actions taken.
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<b>Length:</b>	1	<b>Grades and Programs Requiring This Data Element:</b>																																	
<b>Format:</b>	Alphabetic	Dropouts, Grades 06-12																																	
<b>Compatibility Requirement:</b>	Compatible																																		
<b>Use Types:</b>		<b>State Reporting Formats Requiring This Data Element:</b>																																	
<input checked="" type="checkbox"/> <b>State Report</b>		Student End of Year Status DB9 17x																																	
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