# THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

## 09-10

Education Information and Accountability Services is in the process of converting the 2009-10 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 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 1994-95 |
| July 1, 1994 |

# APPENDIX I

## TEST NAME TABLE

| NAME | CODE |
| --- | --- |
| Florida Alternate Assessment | FAA |
| Florida Assessments for Instruction in Reading (FAIR) Grades K-2 | FAI |
| Florida Assessments for Instruction in Reading (FAIR) Grades 3-12 | FAR |
| Florida Assessment for Instruction in Reading: MAZE (2008-09 only) | OMZ |
| Florida College Basic Skills Exit Test | FCB |
| Florida Comprehensive Assessment Test (FCAT)   **R\*** | FCA |
| Florida Competency Test on Personal Fitness | FCP |
| Florida Oral Reading Fluency | FOR |
| Florida Reading Assessment | FRA |
| Florida Scaffolded Discussion Template | SDT |
| Florida Writing Assessment Program | WAP |
| Gates-MacGinite Reading Test   **R** | GRT |
| Grade Ten Assessment Test | GTA |
| Gray Oral Reading Test (GORT-3) | GOR |
| Group Mathematics Assessment and Diagnostic Evaluation | GMD |
| Group Reading and Diagnostic Evaluation | GRD |
| Group Reading Assessment and Diagnostic Evaluation | GRE |
| Hammill Multiability Achievement Test | HMA |
| High School Competency Test (HSCT) | HSC |
| Idea:  Reading and Writing   **R, W** | IRW |
| International Baccalaureate | INB |
| International Baccalaureate Program | IBP |
| Iowa Test of Basic Skills (ITBS)   **R, W** | ITB |
| Johns Informal Reading Inventory | JIR |
| Kaufman Test of Educational Achievement (KTEA)   **R, W** | KEA |
| KeyMath Revised | KMR |
| Language Assessment Scales:  Reading and Writing Test   **R, W** | LRW |
| LAS Links   **L, S, R, W –** Placement Test Only | LLK |
| Lexia | LEX |
| Mather-Woodcock Group Writing Test | GWE |
| MAZE Procedure | MAZ |
| Metropolitan Readiness Test | MRT |
| Metropolitan Achievement Test (MAT)   **R, W** | MTS |
| Mini-Battery of Achievement   **R, W** | MBA |
| Minnesota Essentials Test | MET |
| National Test of Basic Skills   **R, W** | NTB |

**R\*** - Effective 7-01-08 for the 2008-09 school year and beyond, STA and NRT are no longer approved for entry/exit assessment for English language learners (ELLs). Prior to 7-01-08 for ELLs only, the NRT reading portion of FCAT may be used (i.e., the Stanford 10).  The code FCA may be used to report the scores previously reported using the Stanford Achievement Test (STA). If districts are using an abbreviated form of the Stanford Achievement Test to assess ELLs for reading/writing, then the Stanford Achievement Test with code STA must be used to report these scores

## APPENDIX L  (Continued)
## TEST SUBJECT CONTENT CODES  (Continued)

| TEST CODE | TEST SUBJECT CONTENT | 8 CHARACTER SUBJECT CODE |
|---|---|---|

**Specific Tests  (Continued)**

**OMZ: Florida Assessment for Instruction in Reading: MAZE (valid in 2008-09 only)**

| | | |
|---|---|---|
| **11** | Reading Comprehension | COMPREHE |

**HBA: Harcourt StoryTown Benchmark Assessment**

| | | |
|---|---|---|
| 11 | Reading Comprehension | COMPREHE |

**FAI:  Florida Assessment for Instruction in Reading (FAIR) Grades K-2**

| | | |
|---|---|---|
| SN | Broad Screen | BRDSCREN |
| 11 | Reading Comprehension | COMPREHE |
| 12 | Vocabulary | VOCAB |
| 13 | Word/Phonic Attack/Analysis | WORD |

**FAR:  Florida Assessment for Instruction in Reading (FAIR) Grades 3-12**

| | | |
|---|---|---|
| 11 | Reading Comprehension | COMPREHE |
| F1 | Words and Phrases in Context | FAR WPIC |
| F2 | Main Idea, Plot and Purpose | FAR MIPP |
| F3 | Comparisons and Cause/Effect | FAR COMP |
| F4 | Reference and Research | FAR REF |
| WR | Word Meaning | WORDMEAN |
| 13 | Word/Phonic Attack/Analysis | WORD |

**SDT: Florida Scaffolded Discussion Template**
| | | |
|---|---|---|
| 11 | Reading Comprehension | COMPREHE |

**DIS: Discovery Education**
| | | |
|---|---|---|
| 11 | Reading Comprehension | COMPREHE |

**FCB:  Florida College Basic Skills Exit Test**

| | | |
|---|---|---|
| 36 | Writing | WRITING |
| 09 | Reading | READING |
| 20 | Mathematics | MATH |

**LLK:  LAS Links**

| | | |
|---|---|---|
| 18 | Language Proficiency Level   **L, S** | LP/LEVEL |
| 30 | Language (Total)   **R, W** | LANGUAGE |

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

**Implementation Date:**
Fiscal Year 2008-09
July 1, 2008

## APPENDIX BB

## Canadian, Mexican and South American State Codes

| Country | State Name | State Postal/FIPS Code | |
|---|---|---|---|
| Chile (CI) | Aisén del General Carlos Ibañez | AI | |
| Chile (CI) | Antofagasta | AN | |
| Chile (CI) | Araucanía | AR | |
| Chile (CI) | Atacama | AT | |
| Chile (CI) | Bío-Bío | BI | |
| Chile (CI) | Coquimbo | CO | |
| Chile (CI) | Los Lagos | LL | |
| Chile (CI) | Magallanes y la Antártica Chilena | MA | |
| Chile (CI) | Maule | ML | |
| Chile (CI) | O'Higgins | LI | |
| Chile (CI) | Santiago Metropolitan Region | RM | |
| Chile (CI) | Tarapacá | TA | |
| Chile (CI) | Valparaíso | VS | |
| Colombia (CL) | Amazonas | MA | |
| Colombia (CL) | Antioquia | NT | |
| Colombia (CL) | Arauca | RA | |
| Colombia (CL) | Atlántico | TL | |
| Colombia (CL) | Bogotá D.C. | DC | |
| Colombia (CL) | Bolívar | BO | |
| Colombia (CL) | Boyacá | BY | |
| Colombia (CL) | Caldas | CA | |
| Colombia (CL) | Caquetá | CQ | |
| Colombia (CL) | Casanare | CS | |
| Colombia (CL) | Cauca | CU | |
| Colombia (CL) | Cesar | CE | |
| Colombia (CL) | Chocó | CH | |
| Colombia (CL) | Córdoba | CO | |
| Colombia (CL) | Cundinamarca | CD | ← |
| Colombia (CL) | Guainía | GU | |
| Colombia (CL) | Guaviare | GV | |
| Colombia (CL) | Huila | HU | |
| Colombia (CL) | La Guajira | LA | |
| Colombia (CL) | Magdalena | MC | ← |
| Colombia (CL) | Meta | ME | |
| Colombia (CL) | Nariño | NA | |
| Colombia (CL) | Norte de Santander | NS | |
| Colombia (CL) | Putumayo | PU | |
| Colombia (CL) | Quindío | QU | |
| Colombia (CL) | Risaralda | RI | |
| Colombia (CL) | San Andrés and Providencia | SA | |
| Colombia (CL) | Santander | SN | |

**Continued on Next Page**

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

**Implementation Date:**
Fiscal Year 2008-09
July 1, 2008

## APPENDIX BB

## Canadian, Mexican and South American State Codes

| Country | State Name | State Postal/FIPS Code |
|---|---|---|
| Peru  (PE) | Lambayeque | LM |
| Peru  (PE) | Lima Region and Lima | LI |
| Peru  (PE) | Loreto | LO |
| Peru  (PE) | Madre de Dios | MD |
| Peru  (PE) | Moquegua | MO |
| Peru  (PE) | Pasco | PA |
| Peru  (PE) | Piura | PI |
| Peru  (PE) | Puno | PU |
| Peru  (PE) | San Martín | SA |
| Peru  (PE) | Tacna | TA |
| Peru  (PE) | Tumbes | TU |
| Peru  (PE) | Ucayali | UC |
| Suriname  (SX) | Brokopondo | BR |
| Suriname  (SX) | Commewijne | CM |
| Suriname  (SX) | Coronie | CR |
| Suriname  (SX) | Marowijne | MA |
| Suriname  (SX) | Nickerie | NI |
| Suriname  (SX) | Para | PR |
| Suriname  (SX) | Paramaribo | PM |
| Suriname  (SX) | Saramacca | SA |
| Suriname  (SX) | Sipaliwini | SI |
| Suriname  (SX) | Wanica | WA |
| Uruguay  (UY) | Artigas | AR |
| Uruguay  (UY) | Canelones | CA |
| Uruguay  (UY) | Cerro Largo | CL |
| Uruguay  (UY) | Colonia | CO |
| Uruguay  (UY) | Durazno | DU |
| Uruguay  (UY) | Flores | FS |
| Uruguay  (UY) | Florida | FD |
| Uruguay  (UY) | Lavalleja | LA |
| Uruguay  (UY) | Maldonado | MA |
| Uruguay  (UY) | Montevideo | MO |
| Uruguay  (UY) | Paysandú | PA |
| Uruguay  (UY) | Río Negro | RN |
| Uruguay  (UY) | Rivera | RV |
| Uruguay  (UY) | Rocha | RO |
| Uruguay  (UY) | Salto | SA |
| Uruguay  (UY) | San José | SJ |
| Uruguay  (UY) | Soriano | SO |

**Continued on Next Page**

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

| Implementation Date: |
|---|
| Fiscal Year 2009-10 |
| July 1, 2009 |

# APPENDIX DD

## ACADEMIC ACHIEVEMENT THROUGH LANGUAGE ACQUISITION

## COURSES ELIGIBLE FOR ENGLISH LANGUAGE LEARNERS WEIGHTED FTE

## FOR SCHOOL YEAR 2009-10

*Note:  Course numbers and titles taken from the 2009-2010 FDOE Course Code Directory*

### MIDDLE/JUNIOR HIGH

COURSE #     COURSE TITLE

COMPUTER LITERACY
0200000        M/J Introduction to Computers
0200010        M/J Computer Applications 1


LANGUAGE ARTS
1000000        M/J Intensive Language Arts (MC)
1000010        M/J Intensive Reading (MC)
1000020        M/J Intensive Reading and Career Planning
1001010        M/J Language Arts 1
1001020        M/J Language Arts 1, Advanced
1001030        M/J Language Arts 1, IB
1001040        M/J Language Arts 2
1001050        M/J Language Arts 2, Advanced
1001060        M/J Language Arts 2, IB
1001070        M/J Language Arts 3
1001080        M/J Language Arts 3, Advanced
1001090        M/J Language Arts 3, IB
1002000        M/J Language Arts 1 Through ESOL
1002010        M/J Language Arts 2 Through ESOL
1002020        M/J Language Arts 3 Through ESOL
100218R        M/J Developmental Language Arts ESOL - Reading
1002180        M/J Developmental Language Arts
1008010        M/J Reading 1
1008020        M/J Reading 1, Advanced
1008040        M/J Reading 2
1008050        M/J Reading 2, Advanced
1008070        M/J Reading 3
1008080        M/J Reading 3, Advanced
1009000        M/J Creative Writing 1
1009010        M/J Creative Writing 2
1009020        M/J Creative Writing 3
1009030        M/J Expository Writing 1
1009040        M/J Expository Writing 2

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

| Implementation Date: |
|---|
| Fiscal Year 2009-10 |
| July 1, 2009 |

# APPENDIX DD

## ACADEMIC ACHIEVEMENT THROUGH LANGUAGE ACQUISITION

## COURSES ELIGIBLE FOR ENGLISH LANGUAGE LEARNERS WEIGHTED FTE

## FOR SCHOOL YEAR 2009-10

*Note: Course numbers and titles taken from the 2009-2010 FDOE Course Code Directory*

### SENIOR HIGH/ADULT (continued)

<u>COURSE #</u>     <u>COURSE TITLE</u>

<u>LANGUAGE ARTS (continued)</u>

| Course # | Course Title |
|---|---|
| 1002380 | Developmental Language Arts Through ESOL (MC) |
| 100238R | Developmental Language Arts Through ESOL -Reading |
| 1002520 | English 4 Through ESOL |
| 1004300 | Semantics and Logic |
| 1005300 | World Literature |
| 1005310 | American Literature |
| 1005320 | British Literature |
| 1005330 | Contemporary Literature |
| 1005340 | Classical Literature |
| 1005350 | Literature and the Arts 1 |
| 1005360 | Literature and the Arts 2 |
| 1005365 | Literature in the Media |
| 1005370 | AICE English Literature 1 |
| 1005375 | AICE English Literature 2 |
| 1005380 | Pre-AICE English Literature |
| 1008300 | Reading 1 |
| 1008310 | Reading 2 |
| 1008320 | Advanced Reading |
| 1008330 | Reading 3 |
| 1009300 | Writing 1 |
| 1009310 | Writing 2 |
| 1009320 | Creative Writing 1 |
| 1009330 | Creative Writing 2 |
| 1009331 | Creative Writing 3 |
| 1009332 | Creative Writing 4 |
| 1009333 | Creative Writing 5 |
| 1020810 | American Literature Honors |
| 1020820 | British  Literature Honors |
| 1020830 | Classical Literature Honors |
| 1020840 | Contemporary Literature Honors |
| 1020850 | World Literature Honors |
| 1020860 | Great Books |

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

| Implementation Date: |
|---|
| Fiscal Year 2009-10 |
| July 1, 2009 |

# APPENDIX DD

## ACADEMIC ACHIEVEMENT THROUGH LANGUAGE ACQUISITION

## COURSES ELIGIBLE FOR ENGLISH LANGUAGE LEARNERS WEIGHTED FTE

## FOR SCHOOL YEAR 2009-10

*Note: Course numbers and titles taken from the 2009-2010 FDOE Course Code Directory*

### SENIOR HIGH/ADULT (continued)

COURSE #   COURSE TITLE

MATHEMATICS
| 1200300 | Pre-Algebra |
|---|---|
| 1200310 | Algebra 1 |
| 1200320 | Algebra 1 Honors |
| 1200330 | Algebra 2 |
| 1200340 | Algebra 2 Honors |
| 1200370 | Algebra 1 A |
| 1200380 | Algebra 1 B |
| 1200390 | Algebra 1 Honors, IB Middle Year Program |
| 1200395 | Algebra 2 Honors, IB Middle Year Program |
| 1200400 | Intensive Mathematics |
| 1200500 | Advanced Algebra with Financial Applications |
| 1201300 | Math Analysis |
| 1201310 | Analysis of Function |
| 1201320 | IB Math Analysis |
| 1202300 | Calculus |
| 1202310 | Advanced Placement Calculus AB |
| 1202320 | Advanced Placement Calculus BC |
| 1202340 | Pre-Calculus |
| 1202352 | AICE Math 1 |
| 1202354 | AICE Math & Mech 1 |
| 1202356 | AICE Math & Mech 2 |
| 1202362 | AICE Math & Prob & Stat 1 |
| 1202364 | AICE Math & Prob & Stat 2 |
| 1202366 | AICE Math & Mech & Stat 2 |
| 1202370 | AICE Further Math |
| 1202371 | Pre-AICE Add Mth 3 |
| 1202375 | IB Pre-Calculus |
| 1202800 | Calculus IB |
| 1202810 | IB Calculus/Descriptive Statistics |
| 1202820 | IB Further Mathematics |
| 1202830 | IB Advanced Calculus |
| 1205370 | Consumer Math |
| 1205400 | Applied Math 1 |

# THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

## 09-10

## STAFF

Education Information and Accountability Services is in the process of converting the 2009-10 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 or (850) 245-0400.

**Deleted edit 53 of the Staff Payroll information format on 2/2/10.**

➡ 53. ~~If Employee Type is RF and if the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Frequency multiplied by Selected Benefits, Value) across all Staff Benefits records for the employee cannot exceed fifty percent of the calculated annual salary (based on the formulas below) for the employee. If Employee Type is RF and if the employee's Job Code places the employee on lines 44-54, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Frequency multiplied by Selected Benefits, Value) across all Staff Benefits records for the employee cannot exceed seventy-five percent of the calculated annual salary (based on the formulas below) for the employee. The Staff Benefits and Staff Payroll records should be matched based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -state validation 3-~~

> ~~**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 second Staff Payroll record listed below would not pass this edit because the total staff benefits for this employee is greater than fifty percent of the employee's calculated annual salary. The first Staff Payroll record listed below would pass this edit.~~
>
> ~~*Staff Payroll record*~~

| ~~District Number~~ | ~~Social Security Number~~ | ~~Survey Period Code~~ | ~~Fiscal Year~~ | ~~Employee Type~~ | ~~Pay Type~~ | ~~Pay Rate~~ | ~~Pay Frequency~~ | ~~Duty Days~~ |
|---|---|---|---|---|---|---|---|---|
| ~~03~~ | ~~123456789~~ | ~~2~~ | ~~****~~ | ~~RF~~ | ~~S~~ | ~~00175000~~ | ~~2600~~ | ~~244~~ |
| ~~* 03~~ | ~~123456782~~ | ~~2~~ | ~~****~~ | ~~RF~~ | ~~D~~ | ~~00032500~~ | ~~0500~~ | ~~260~~ |

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

*Staff Benefits record*

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type | Selected Benefits, Frequency | Selected Benefits, Value |
|---|---|---|---|---|---|---|
| 03 | 123456789 | 2 | **** | K | 1200 | 00012500 |
| 03 | 123456789 | 2 | **** | D | 1200 | 00020250 |
| 03 | 123456782 | 2 | **** | A | 1200 | 00165000 |
| 03 | 123456782 | 2 | **** | B | 1000 | 00087000 |
| 03 | 123456782 | 2 | **** | D | 2400 | 00063000 |

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

**DISTRICT RESPONSIBILITY**

The district must review the Staff Payroll record information and the benefits information on all Staff Benefits records for the employee and correct the data on the appropriate record(s).

66.     If Employee Type is RF and if the employee's Job Code places the employee on lines 1-43, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Frequency multiplied by Selected Benefits, Value) across all Staff Benefits records for the employee cannot exceed fifty percent of the calculated annual salary (based on the formulas below) for the employee.  If Employee Type is RF and if the employee's Job Code places the employee on lines 44-54, inclusive, of the Public Schools Staff Survey - EEO-5, then the sum of staff benefits (Selected Benefits, Frequency multiplied by Selected Benefits, Value) across all Staff Benefits records for the employee cannot exceed seventy-five percent of the calculated annual salary (based on the formulas below) for the employee.  The Staff Benefits and Staff Payroll records should be matched based on District Number, Social Security Number, Survey Period Code and Fiscal Year. -exception report-

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 second Staff Payroll record listed below would cause a message to be generated because the total staff benefits for this employee is greater than fifty percent of the employee's calculated annual salary.  The first Staff Payroll record listed below would pass this edit.

*Staff Payroll record*

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Employee Type | Job Code Primary | Pay Type | Pay Rate | Pay Frequency | Duty Days |
|---|---|---|---|---|---|---|---|---|---|
| 03 | 123456789 | 2 | **** | RF | 63105 | S | 00175000 | 2600 | 244 |
| * 03 | 123456782 | 2 | **** | RF | 51028 | D | 00032500 | 0500 | 260 |

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

*Staff Benefits record*

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Selected Benefits, Type | Selected Benefits, Frequency | Selected Benefits, Value |
|---|---|---|---|---|---|---|
| 03 | 123456789 | 2 | **** | K | 1200 | 00012500 |
| 03 | 123456789 | 2 | **** | D | 1200 | 00020250 |
| 03 | 123456782 | 2 | **** | A | 1200 | 00165000 |
| 03 | 123456782 | 2 | **** | B | 1000 | 00087000 |
| 03 | 123456782 | 2 | **** | D | 2400 | 00063000 |

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

## DISTRICT RESPONSIBILITY

The district must review the Staff Payroll record information and the benefits information on all Staff Benefits records for the employee and if in error correct the appropriate record.

**16.** **If Separation from Teaching code is A or F, then Voluntary Separation code must not be all Zs (ZZZZZ).  -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 correct relationship does not exist between the Separation from Teaching and Voluntary Separation codes.

| District Number | Social Security Number | Survey Period Code | Fiscal Year | Separation from Teaching | Voluntary Separation |
|---|---|---|---|---|---|
| 65 | 123456788 | 5 | **** | A | JZZZZ |
| * 65 | 123456789 | 5 | **** | F | ZZZZZ |

**** = 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 code for Separation from Teaching or Voluntary Separation and resubmit the record for processing.