

# **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](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**

<b>Implementation Date:</b> <b>Fiscal Year 2004-05</b> July 1, 2004
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**APPENDIX T**

**TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – SERVICE PROVIDERS**

<u>Identifier</u>	<u>Service Provider</u>	<u>Identifier</u>	<u>Service Provider</u>
0169	One on One Learning	0222	Sylvan Learning Center of Vero Beach
0170	Panhandle Area Educational Consortium	0230	Growing Minds Teaching Center, Inc.
0171	PCTA Learning Co-op	0231	Hope Haven Children’s Clinic and Family Center
0176	Sunshine Supplemental Educational Services (formerly Sunshine After School Child Care, Inc.)	0232	Huxtable Education Group, LLC
0177	Supplemental Instructional Services, Inc.	0233	I Know I Can Academy Educational Solutions, LLC
0178	Supplemental Academic Tutoring Service – SATS	0234	Innovative Educational Programs d/b/a Learning Alliances
 0180	Educational Outreach #2, Inc. dba Sylvan Learning Center - Hillsborough and Pasco (formerly Sylvan Learning Center - Hillsborough and Pasco County)	0237	Jay’s Learning Center I, Inc.
0184	Taylor County Middle School	0239	Joshua Christian Faith Center
0187	The Hampton Educational Services Group, Inc.	0241	A++ J.F.K. (Just for Kids) Tutoring Services, Inc.
0190	The Math Experts	0242	KnowledgePoints – Ft. Myers
0192	TutorWorks, Inc.	0243	Sylvan Learning Center – Royal Palm Beach (formerly Learning Resources RPB, Inc. d/b/a)
0193	Urban League of Broward County	0244	Sylvan Learning Center - Jupiter (formerly known as Learning Resources, Inc. d/b/a)
0194	Sylvan Learning Center of Tallahassee	0247	Sylvan Learning Center – Lake Worth (formerly known as LR II, Inc. d/b/a)
0195	“A” Wise Choice-Education Solutions, LLC	0249	A+ Markem, Inc. (formerly MarkEM, Inc. d/b/a Learning Curve Tutoring, Inc.)
0196	A to Z In-Home Tutoring, LLC	0254	Palm Harbour Prep.
0197	Abundant Living Citi Church	0259	Program & Project Management Services
0201	Hillsborough County Public Schools (formerly Academy for Success)	0261	Quantum Leap Educational Services, LLC
0202	ACE IT! TUTORING SERVICES POWERED BY SYLVAN LEARNING (formerly ACE IT! Tutoring Services)	0263	Ready 2 Learn, Inc.
0204	ADC Tutoring Corp.	0264	Rocket Learning
0205	After School Programs, Inc.	0267	Smart Start Tutoring, Inc.
0206	All About Achievement, Inc.	0268	Smart Teacher Smart Kid, Inc.
0207	!!!@All Things Through Learning, Inc.	0273	Sylvan Learning Center (formerly Sylvan Learning Center – Successful Academics)
0209	Basic Learning Skills, Inc.		

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## VOCATIONAL STUDENT COURSE SCHEDULE - REJECT RULES

 **4C. If Course Number is all zeros, then FEFP Program Number must be 999, Period Number must be 0000 and Term, Vocational/Adult General Education Completion Point Code, Modified Occupational Completion Point and Exceptional Student Vocational Course Setting must be Z-filled. -record rejected-**

### EXAMPLE

The first two records listed below would be loaded to the data base assuming no other edit would cause their rejection. The third record would be rejected because FEFP Program Number must be 999 if Course number is all zeros.

District Number, Current Instruction	Student Number Identifier, Florida	Course Number	FEFP Program Number	Term
01	019876543X	00000000	999	Z
01	019876544X	00000000	999	Z
* 01	019876545X	00000000	130	Z

### 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 Course Number or FEFP Program Number and resubmit the record.

## 2009-2010 Federal/State Indicator Status

1. Submit this record during reporting periods 2, 3 and 5 for each PK-12th grade student in membership in the school district at any time during the school year.
2. For reporting period 7, submit this record for each KG-12 student for whom an English Language Learners Information record is being submitted and whose Country of Birth as reported on the Student Demographic Information record is other than United States.
3. For reporting period 7, the following fields should be Z-filled or zero-filled as appropriate: Immunization Status; Homeless Unaccompanied Youth; District Number Current Instruction/Service: CAPE (First); District Number Current Instruction/Service: CAPE (Second); Section 504 Eligible; Prekindergarten Program Participation; Dropout Prevention/Juvenile Justice Programs; Homelessness Cause, Physical Education Waiver, NCLB Option: Choice with Transportation; Mathematics Remediation Component; and NCLB Option, Supplemental Educational Services. Use code N for Homeless Student, PK-12 and Career Academy Participant.


NOTE: Do not send Prekindergarten students or students with school number 3518 in reporting period 7.

4. IMMUNIZATION STATUS: It is very important to report the current status for all kindergarten and seventh grade students in membership in the school district during reporting period 2.
5. CAREER ACADEMY PARTICIPANT: Report an applicable code for each student who participated in a Career Academy at any time during the school year. If the student participated in more than one Career Academy during the year, report the most recent academy.
6. CAREER AND PROFESSIONAL ACADEMY IDENTIFIER: Report up to two applicable codes for each student who participated in a Career and Professional Academy at any time during the school year. If the student participated in more than two Career and Professional Academies during the year, report the most recent academies.
7. DROPOUT PREVENTION/JUVENILE JUSTICE PROGRAMS: Report the program, if any, the student attended during survey week. These codes are used to identify the proper status of students in the school grading system. For students in more than one of these programs, report code E (Alternative to Expulsion) and code R (Dropout Retrieval) prior to any of the other program codes. For survey 5, report code Z for all students on this format.

8. HOMELESS STUDENT, PK-12: All districts must report all homeless students regardless of whether the district receives grant funding to serve this student population.
9. MATHEMATICS REMEDIATION COMPONENT: For reporting periods 2 and 3 submit the Mathematics Remediation Component for each student receiving remediation during that reporting period. For reporting period 5 submit the Mathematics Remediation Component for any student who was in a mathematics remediation component at any time during the school year.
10. DISTRICT NUMBER, CURRENT INSTRUCTION/SERVICE - CAPE: Report the district in which the student received instruction for the Career and Professional Academy reported on this format. In most cases this will be the same as the District of Enrollment but, in some cases, the student will attend an academy in another school district.
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, 3, 4 and 5. If a key field needs to be changed, the record must be deleted and re-submitted as an add. 

' \* ' indicates key fields.


(Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
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	A/N	Survey Period Code *
5	18-21	4	N	Fiscal Year *
6	22-22	1	A	Military Family Student
7	23-23	1	A/N	Immunization Status
8	24-25	2	A/N	Filler
9	26-26	1	A	Homeless Student, PK-12
10	27-27	1	A	Homeless Unaccompanied Youth
11	28-30	3	A/N	Career and Professional Academy Identifier (First)
12	31-33	3	A/N	Career and Professional Academy Identifier

<b>Item No.</b>	<b>From-To</b>	<b>Size</b>	<b>Field Char.</b>	<b>Field Description</b>
				(Second)
13	34-34	1	A	Transaction Code
14	35-36	2	A/N/R	District Number, Current Instruction/Service: CAPE (First)
15	37-38	2	A/N/R	District Number, Current Instruction/Service: CAPE (Second)
16	39-39	1	A	Physical Education Waiver
17	40-42	3	A/N	Filler
18	43-43	1	A	Fund Source
19	44-44	1	A/N	Section 504 Eligible
20	45-45	1	A/N	Prekindergarten Program Participation
21	46-46	1	A/N	Career Academy Participant
22	47-54	8	A/N	Filler
23	55-55	1	A/N	Immigrant Student
24	56-56	1	A	Dropout Prevention/Juvenile Justice Programs
25	57-57	1	A/N	Test Accommodations
26	58-58	1	A	Reading Fluency
27	59-59	1	A/N	Homelessness Cause
28	60-60	1	A	NCLB Option, Choice with Transportation
29	61-61	1	A	Mathematics Remediation Component
30	62-62	1	A	NCLB Option, Supplemental Educational Services
31	63-72	10	A/N	Student Number Identifier, Local
32	73-80	8	A/N	Filler/Error Codes

Last Updated: 7/1/2009

## 2009-2010 Student Course Schedule

1. Submit a separate record for each course for which the student in grades PK-12 is in membership during reporting periods 1-4 regardless of whether the student is FTE eligible.
2. FEFP PROGRAM NUMBER: Record the appropriate number of the FEFP program for the course in which the student is in membership.
3. FTE EARNED COURSE: See the current year's "FTE General Instructions," for information on calculating FTE Earned, Course.
4. GRADE LEVEL: Record the grade level of the student as reported on the Student Demographic Information format. Only grade levels PK-12 are valid for reporting on this format.
5. 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.
6. KEY FIELDS: The key fields for this format are item numbers 3, 4, 5, 6, 7, 8, 9, 10 and 23. If a key field needs to be changed, the record must be deleted and re-submitted as an add 

### Appendix E: FEFP Program Numbers

' \* ' indicates key fields.

(Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
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	Fiscal Year *
6	22-23	2	N/R	District Number, Current Instruction/Service *
7	24-27	4	A/N/R	School Number, Current Instruction/Service *
8	28-34	7	A/N	Course Number *
9	35-39	5	A/N/L	Section Number *

<b>Item No.</b>	<b>From-To</b>	<b>Size</b>	<b>Field Char.</b>	<b>Field Description</b>
10	40-43	4	N	Period Number *
11	44-44	1	N	Days Per Week
12	45-49	5	A/N	Filler
13	50-53	4	N/R	Class Minutes, Weekly
14	54-56	3	N	FEFP Program Number
15	57-60	4	N/R	FTE Earned, Course
16	61-64	4	A/N	Filler
17	65-66	2	A/N	Grade Level
18	67-69	3	A/N	Virtual Instruction Provider
19	70-70	1	A	Transaction Code
20	71-71	1	A/N	English Language Learner: Instructional Model
21	72-72	1	A/N	Year-Round/Extended School Year FTE Indicator
22	73-73	1	A/N	Dual Enrollment Indicator
23	74-74	1	A/N	Term *
24	75-81	7	A/N	Vocational/Adult General Education Program Code
25	82-82	1	A	Day of Week Scheduled, Monday
26	83-83	1	A	Day of Week Scheduled, Tuesday
27	84-84	1	A	Day of Week Scheduled, Wednesday
28	85-85	1	A	Day of Week Scheduled, Thursday
29	86-86	1	A	Day of Week Scheduled, Friday
30	87-87	1	A	Day of Week Scheduled, Saturday
31	88-88	1	A	Day of Week Scheduled, Date Certain
32	89-89	1	A	Reading Intervention Component
33	90-142	53	A/N	Filler
34	143-152	10	A/N	Student Number Identifier, Local
35	153-160	8	A/N	Filler/Error Codes