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 1992-93
July 1, 1992

Element Name:	Disciplinary/Referral Action Code

Definition/Domain

A one-character code representing the type of disciplinary action taken. The discipline code will be associated with the corresponding School Number, Where Discipline/Referral Action Occurred.

CODE		DEFINITION
C	Corporal Punishment	Corporal punishment is defined as the moderate use of physical force or physical contact by a teacher or principal to maintain discipline or to enforce school rule. (Maintained for students in grades PK-12 only.)
I	Suspension, In-School	In-school suspension is defined as the temporary removal of a student from the school program not exceeding ten days. (Maintained for students in grades PK-12 only.)
O	Suspension, Out-of-School	Out-of-school suspension is defined as the temporary removal of a student from a school and the school program for a period not exceeding ten days. (Maintained for students in grades PK-12 only.)
H	Suspension Extended, Pending Hearing	Suspension (out-of-school) extended beyond 10 school days pending School Board hearing for expulsion. (This code should only be used when the district Superintendent grants an extension for suspension beyond 10 school days as per Ch. 1006.08, F.S.).
E	Expelled, Without Continuing Educational Services	Student expelled from regular school without continuing educational services provided by the district. (Maintained for students in grades PK-12 and adult)
F	Expelled, With Continuing Educational Services	Student expelled from regular school with continuing educational services, which may include a disciplinary program or second chance school, and/or referred to the criminal justice or juvenile justice system. (Maintained for students in grades PK-12 and adult)

CONTINUED ON NEXT PAGE

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	For those students who have been disciplined in any Program Grades PK-12
Compatibility Requirement:		Adult Secondary Education Adult Postsecondary Vocational
	Compatible	Adult Basic Skills

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Discipline/Referral Action DB9 19x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	
☐ **Migrant Tracking**	
Data Element Number:	
114425	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ 7 ☐ 9

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VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

| Implementation Date: |
| Fiscal Year 1992-93 |
| July 1, 1992 |

Element Name: Disciplinary/Referral Action Code (Continued)
Definition/Domain (Continued)

DEFINITION

CODE

P Placement in Alternative   Student is removed from the school for an offense,, i.e., disobedient,
     Educational Setting   disrespectful, violent, abusive, uncontrollable or disruptive behavior, not
                                       expelled, and placed in an alternative educational setting

U Change in Placement   Change in placement (not to exceed 45 days) due to a unilateral decision
                                       by school personnel following a drug, weapon or serious bodily injury
                                       offense. (This code is for students with disabilities <u>only</u>.)

S Other **SESIR** Defined   Other **SESIR** defined is all other types of disciplinary action administered
                                       for a **SESIR** defined incident that cannot be reported using any other code
                                       in this element. For example, this code may be used when districts
                                       require students to attend additional activities such as "Saturday School",
                                       tobacco cessation programs, drug prevention programs, counseling,
                                       anger management programs, or community service while they continue
                                       their regular course of study. (This code is to be **used only when** the
                                       action is **related to a SESIR defined incident**).

Notes:

CODE U: *Use Code "U" only for those students with disabilities involved in drug, weapon or serious bodily injury offenses who were unilaterally removed to an interim alternative education setting by school personnel other than the IEP team, in lieu of suspension/expulsion.*

LOCAL USE ONLY CODE D: *Districts may record other district-defined disciplinary/referral actions which cannot be reported using any other code in this element, and may assign them the code D in their local systems. These district-defined disciplinary/referral actions should not be included on the Student Discipline/Referral Action format.*

CODE H: *For survey 5, most students with a record coded with H should also have a record coded E, F or P based on School Board action. This note is a reminder to districts that Code (H) – Suspension Extended, Pending Hearing will be followed by a record with (E) – Expelled, Without Continuing Educational Services, (F) – Expelled, With Continuing Educational Services, or (P) – Placement in an Alternative Educational Setting code for survey 5, based on the final school board decision.*

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM
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Implementation Date:
Fiscal Year 1997-98
July 1, 1997

Element Name:	**Dual Enrollment Indicator**

Definition/Domain

A one character field that describes the type of dual enrollment in which the secondary student is engaged for the course or program being reported as per Section 1007.271, Florida Statutes. The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. Note that a student can be both academically and vocationally dually enrolled at the same time.

CODE	DEFINITION
A	Academic dual enrollment. Includes students working toward A.A., B.A. and B.S. degrees in community colleges and universities who are enrolled part-time in postsecondary classes.
B	Vocational college credit dual enrollment. Includes students working toward an A.A.S. or A.S. degree, an A.T.D., or working in a college credit certificate program.
C	Vocational certificate dual enrollment. Includes students working in a postsecondary adult vocational program at a school district institution or a community college designated area center.
E	Early admission student. Includes students who are working toward a high school diploma and are enrolled full-time at a postsecondary institution.
Z	Not Applicable. Includes all postsecondary students, grades 30 and 31, and all secondary students not dually enrolled.

Additional information on Dual Enrollment is available in section 1007.271, Florida Statutes.

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	Dual Enrollment, Grades 9-12
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Course DB9 14x
☒ **Local Accountability**	WDIS Student Course Schedule DB9 47x
☐ **F.A.S.T.E.R.**	
☐ **Migrant Tracking**	
Data Element Number: 115835	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☐ 7 ☐ 9 ☒ F ☒ W ☒ S ☒ G ☒ X ☒

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| Implementation Date: |
| Fiscal Year 1991-92 |
| July 1, 1991 |

Element Name:	Vocational/Adult General Education Program Code

Definition/Domain

For <u>secondary students</u>:

Record the seven-digit numeric program code listed in the <u>Course Code Directory</u>, which is associated with the vocational course in which the student is enrolled.

For all <u>postsecondary adult vocational students</u>:

Record the seven-digit alphanumeric program code listed in the <u>Course Code Directory</u>.

For the <u>adult general education students</u>:

Record the appropriate valid code from the <u>Course Code Directory</u>.

NOTE: To report the appropriate code for dually enrolled students in FTE Surveys 1-4:

◆ For regular secondary vocational students, enter the secondary program number. For a dually enrolled student taking a postsecondary adult vocational in a district setting, enter the postsecondary adult vocational program number. (See Appendix I in the WDIS Data Base Handbook for current program numbers.)

◆ If reporting a dually enrolled student taking an academic or vocational class through a state university or community college, zero fill this field.

In Survey 5, report only the instruction actually provided to the student by the school of instruction. Dual enrollment courses are reported in Survey 5 if the student took an industry certification or technical skill assessment listed in Appendix Z that is related to the dual enrollment course.

Length: 7	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	Vocational Education Grades 6-12
Compatibility Requirement: State Standard	Workforce Development Education (adult general education and postsecondary vocational education)
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Vocational Student Course Schedule DB9 16x
☒ **Local Accountability**	Student Course Schedule DB9 14x
☒ **F.A.S.T.E.R.**	WDIS Adult General Education Student Course DB9 48x
☐ **Migrant Tracking**	WDIS Vocational Student Course Schedule DB9 47x
	WDIS Supplemental Information DB9 60x
Data Element Number:	
185875	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 7 ☐ 9 ☒ F ☒ W ☒ S ☒ G ☒ X

51.   If English Language Learners: Entry Date is September 1, 2005 or greater Test Name Writing must be an approved test listed on the Test Name Table in Appendix I with an indicator code of W (Writing) or Test Name Writing may be ZZZ. If English Language Learners: Entry Date is prior to September 1, 2005, Test Name Writing must be on the Test Name Table in Appendix I, other than X__, or Test Name Writing may be ZZZ. If District Number is 68, then Test Name Writing may be X__. If District Number, Current Enrollment is 50 and Test Date: Writing is between 07/01/2007 and 06/30/2008, then Test Name: Writing may be X__. -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 Test Name is invalid. The third record would be rejected because ELL Entry Date is later than September 1, 2005 and the Test Name is valid only before that date.

Student Number Identifier, Florida	Test Date	Test Name	ELL Entry Date
123456789X	01172004	IRW	01172004
* 223456789X	09012005	SSL	09012005
* 345678901X	10012005	WIA	10012005

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 Test Name and resubmit the records.

56.   If the Test Date Writing is a valid date, then the Test Name Writing must be other than ZZZ. -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 Test Name is ZZZ.

Student Number Identifier, Florida	Test Date	Test Name
123456789X	01191998	TER
* 323456789X	01191998	ZZZ

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 Test Name and resubmit the record.

68.   If English Language Learners: Exit Date is 00000000 and if Test Name Reading is CEL, then Test Form Reading must be code 3. -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 Test Form is not 3.

Student Number Identifier, Florida	Test Name	Test Form	ELL: Exit Date
123456789X	CEL	3	00000000
* 323456789X	CEL	2	00000000

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 Test Form and resubmit the record.

27.   If Test Name is CAI then Test Date must be June 1 (0601), June 2 (0602) November 1 (1101) or November 2 (1102) of the school year being reported. -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 Test Date is not valid for the Test Name reported.

Student Number Identifier, Florida	Test Date	Test Name	Test Publication Year
123456789X	06012009	CAI	2009
* 301741234X	06112009	CAI	2009

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 Test Date and resubmit the record.

74.   If Survey Period Code is 2 or 3 and if School Number, Current Instruction/Service is 7001 and if Grade Level is KG-08, then all Student Course Schedule records for the student must have FTE Earned, Course equal to zero. The Student Course Schedule records should be identified using District Number, Current Instruction/Service; Fiscal Year; Survey Period Code and Student Number Identifier, Florida. – state validation/NULL –

FTE Earned, Course set to NULL value on ALL the student's Student Course Schedule records at the close of the State Records Processing Cycle

EXAMPLE

The Student Course Schedule records listed below would be flagged in error because the FTE Earned, Course amount in the third record is not zero for this student who is in Grade Level 3 and who has course records at School Number, Current Instruction/Service 7001.

Student Course Records

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Survey Period Code	Fiscal Year	Course Number	FTE Earned, Course	Grade Level
* 01	7001	012345679X	2	****	5012050	0000	3
* 01	7001	012345679X	2	****	5010040	0000	3
* 01	0421	012345679X	2	****	7763030	0100	3

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

DISTRICT RESPONSIBILITY

If the first two records are correct, then the district must correct the FTE Earned, Course on the third record so that it is zero. If the School Number, Current Instruction/Service on the first two records is incorrect, then the district must delete these records and resubmit them with the correct School Number, Current Instruction/Service.

44.   If Survey Period Code is equal to 5, and Disciplinary/Referral Action code is H, then there must be a matching Student Discipline/Referral Action record with code E, F, or P. The match should be done using District Number, Current Enrollment; Student Number Identifier, Florida; School Number, Where Discipline/Referral Action Occurred; Incident, Identifier, Survey Period Code; Incident Date; and School Year. –exception report-

EXAMPLE

The first set of records listed below would meet the criterion specified in the edit above. The second set of records would cause a message to be generated because the Disciplinary/Referral Action Code of H does not have a matching record with a Disciplinary/Referral Action Code of E, F, or P.

Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Incident Identifier
012345677X	E	12345678
* 012345677X	H	12345678

Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Incident Identifier
*012345678X	H	23456781
* 012345678X	U	23456781

DISTRICT RESPONSIBILITY

The district should verify the Disciplinary/Referral Action Code of H and correct it if it is in error. If it is not in error, the district should submit a matching record with a Disciplinary/Referral Action Code of E, F or P, if appropriate.

2009-2010 Student Assessment

1. Submit student assessment records during reporting periods 2, 3 and 5 for students in KG-12 membership who have been targeted for reading intervention consistent with the district's K-12 Comprehensive Reading Plan. Generally, report three scores a year; one in October, one in February and one at the end of the year. Send only assessment information that has not been sent in a previous reporting period and only assessment information that is not being reported via the Progress Monitoring and Reporting Network (PMRN).

2. Also submit student assessment records during reporting period 5 for students who took one or more Cambridge Advanced International Certificate of Education (AICE) exams during the school year. The Test Name code for this exam is CAI.

3. TEST SCORE: Submit up to two Test Score/Test Score Type combinations for the Test Subject Content area being reported. Zeroes may be a valid test score. If only one Test Score is being submitted on a record, report all zeroes for the second Test Score.

4. TEST SCORE – AICE: The valid test scores for the AICE exam are 8 (A*), 7 (A), 6 (B), 5 (C), 4 (D), 3 (E), 2 (F), 1 (G) and 0 (U). Test scores must be reported as numbers, not letters, on this format and must be four digits, right-justified with leading zeroes.

5. TEST SCORE TYPES: For standardized tests other than AICE exams, submit a normal curve equivalent (NC) for the first Test Score Type/Test Score combination and a scale score (SS) for the second Test Score Type/Test Score combination or a lexile score (LX) for the first Test Score Type/Test Score combination and a national percentile (NP) for the second Test Score Type/Test Score combination. Submit Test Score Type SS (Scale Score) for the AICE exam in the Test Score Type 1 field and ZZ in the Test Score Type 2 field.

6. TEST PUBLICATION YEAR: For the AICE exam the Test Publication Year is the year in which the exam was taken.

7. TEST DATE: For the AICE exam use June 1 or June 2 for the June administration of the exam and November 1 or November 2 for the November administration of the exam along with the year in which the exam was taken. This allows for the reporting of students who takes both levels of the AICE exam in the same month.

8. TEST SUBJECT CONTENT: Codes are provided in Appendix L.

9. TEST FORM: If no Test Form applies report 'Z' in this field. The AICE exam has no Test Form so 'Z' should be reported.

10. TEST LEVEL: If no Test Level applies, report 'ZZ' in this field. The AICE exam has two Test Levels, A (Advanced) and AS (Advanced Subsidiary).

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 items 1-6, 8 and 9.

' * ' 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	School Year *
6	22-24	3	A/N	Test Name *
7	25-28	4	A/N	Test Publication Year
8	29-36	8	A/N	Test Date *
9	37-38	2	A/N	Test Subject Content *
10	39-39	1	A/N	Test Form
11	40-41	2	A/N	Filler
12	42-43	2	A/N	Test Level
13	44-45	2	A/N	Test Score Type (1)
14	46-49	4	N/R	Test Score (1)
15	50-51	2	A/N	Test Score Type (2)
16	52-55	4	N/R	Test Score (2)
17	56-56	1	A/N	Transaction Code
18	57-62	6	A/N	Filler
19	63-72	10	A/N	Student Number Identifier, Local
20	73-80	8	A/N	Filler/Error Codes

Last Updated: 10/27/2009

2009-2010 Student Demographic Information

1. For reporting periods 1-4 submit this record for each student receiving instruction/service during that reporting period. Also, send a Student Demographic Information record for each student for whom another record format is being submitted even if the student is not receiving instruction/service during the reporting period. These records include the following: Title I Supplemental Educational Services, Student Discipline/Referral Action, Student Assessment and Federal/State Indicator Status.

2. For reporting period 5 submit this record for any student (a) who was in membership at any time during the school year, (b) who was expected to attend school but did not enter as expected (c) for whom a Diploma Type of W43, W45 or W52 is being reported on the Student End of Year Status record, (d) who was identified as migrant ages 3-21, was not enrolled in school and has not graduated from high school, (e) who has been identified as disabled and received services provided by a district through a services plan, (f) who participated in a Title I program at a private school. No records are needed in Survey 5 for McKay Scholarship students unless they attended a course in the school district.

3. For reporting period 7 submit this record for each KG-12 student identified as LY or LP on the element English Language Learners, PK-12 at the time of submission. Also send a record for any student determined to be LF on the English Language Learners, PK-12 data element between May 15, 2009 and January 15, 2010. The following fields should be Z-filled or zero filled as appropriate: District Number, Zoned School; School Number Zoned School; Student Characteristic, Agency Programs; Graduation Options; Institution Number, Neglected/Delinquent (First, Second and Third) and Primary Instructor Responsible, Reading.

NOTE: Do not send Prekindergarten students or students enrolled in school number 3518 in Survey 7.

4. For reporting period 9 submit this record for each student for whom an Institution Number, Neglected/Delinquent code is being reported and for each student for whom a Title I Supplemental Educational record format is being reported.

5. For reporting period 6 submit this record for each KG-12 student identified as in membership on the survey date. Exceptional Student Education Prekindergarten (PK) students and children of students in the Teenage Parent Program who are in membership on the survey date should also be submitted. Required fields to be reported are: District Number, Current Instruction/Service; District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Year; Student Number Identifier – Alias, Florida; Student Name, Legal; Gender; Grade Level; Birth Date and Primary Instructor Responsible, Reading. If the Student Number Identifier, Local is reported, it will be included on designated reports as in all other survey periods. Data may be sent for other fields, but the data is not needed and default values will be loaded to the data base for these non-required elements.

6. Do not send a Student Demographic Information record for a student who is in Home Education unless the student is also receiving instruction/service from the school district during the reporting period.

7. STUDENT NAME LEGAL: The district must submit student names for each student. The student name field will be used to ensure efficient editing and verification of records during reporting periods and to facilitate Department monitoring and auditing activities requiring access to district individual student records.

8. SCHOOL NUMBER, CURRENT ENROLLMENT: For Survey 9, for students for whom an Institution Number, Neglected/Delinquent code is being reported, report the school of enrollment as of the time the student attended the Neglected/Delinquent Institution. For private school students who participated in a Title I program use 9995 for the School Number, Current Enrollment.

9. YEAR: For reporting periods 1 through 4 and 9, this field will contain fiscal year. For reporting period 5, this field will contain school year. Refer to the element Year in the DOE Information Data Base Requirements: Volume I - Automated Student Information System for definitions.

10. RESPONSIBLE INSTRUCTOR, READING: Report during reporting period 6 for students in the Progress Monitoring and Reporting Network (PMRN). For middle and high school students who do not have a reading instructor the language arts teacher should be reported. All zeroes should be reported for students who do not participate in PMRN Reading and in all other survey periods.

11. INSTITUTION NUMBER, NEGLECTED/DELINQUENT: The number assigned to the institution for neglected or delinquent children as defined in Title I, Parts A and D, of the Elementary and Secondary Education Act, as amended by Public Law 107-110.

Report this number in survey period 9 for students who are ages 5-17 inclusive who resided in an institution for neglected or delinquent children or an adult correctional facility for at least one day during the designated 30 day count period in the reporting year. The count period (which may be set separately for each institution) is 30 consecutive calendar days at least one of which falls within the month of October. Submit up to three eligible institutions on a Student Demographic Information format. Matching records are not required for these students in survey period 9.

For Survey Period 5 submit this number for any student who resided in a non-school institution for neglected or delinquent students at any time during the fiscal year (July 1 to June 30 of the reporting year).

12. ZONED DISTRICT AND SCHOOL: Submit this information in Survey Period 3 for each student enrolled in an alternative school during survey week. These elements should be zero-filled for survey periods 1, 2, 4, 5, 7 and 9.

13. LUNCH STATUS. For Survey Period 5, report a student as eligible for free or reduced price lunch if the student was eligible at any time during the school year.

14. KEY FIELDS: The key fields for this format are item numbers 1, 4, 5 and 6. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

15. 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.

' * ' 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 Instruction/Service *
2	3-4	2	N/R	District Number, Current Enrollment
3	5-8	4	A/N/R	School Number, Current Enrollment
4	9-18	10	A/N	Student Number Identifier, Florida *
5	19-19	1	N	Survey Period Code *

Item No.	From-To	Size	Field Char.	Field Description
6	20-23	4	N	Year *
7	24-33	10	A/N	Student Number Identifier - Alias, Florida
8	34-75	42	A/N/L	Student Name, Legal
9	76-77	2	A/N	District Number, Zoned School
10	78-81	4	A/N	School Number, Zoned School
11	82-82	1	A	Gender
12	83-83	1	A	Racial/Ethnic Category
13	84-93	10	A/N	Student Number Identifier, Local
14	94-96	3	A/N	Filler
15	97-98	2	A	English Language Learners, PK-12
16	99-99	1	A/N	Resident Status, State/County
17	100-101	2	A/N	Grade Level
18	102-102	1	A/N	Student Characteristic, Agency Programs
19	103-103	1	A	Transaction Code
20	104-105	2	A/N	Native Language, Student
21	106-106	1	A/N	Filler
22	107-108	2	A/N	Primary Language Spoken in Home
23	109-110	2	A/N	Country of Birth
24	111-118	8	A/N	English Language Learners: Home Language Survey Date
25	119-126	8	N	Birth Date
26	127-129	3	A/N	Filler
27	130-137	8	A/N	Qualifying Arrival Date (QAD) for Migrant Program Eligibility
28	138-138	1	A/N	Lunch Status
29	139-139	1	A	Filler
30	140-140	1	A	Additional School Year Student
31	141-141	1	A/N	Migrant Status Term
32	142-142	1	A/N	Graduation Option
33	143-146	4	A/N	Institution Number, Neglected/Delinquent (First)

Item No.	From-To	Size	Field Char.	Field Description
34	147-150	4	A/N	Institution Number, Neglected/Delinquent (Second)
35	151-152	2	N	Residence County
36	153-153	1	A	Ethnicity
37	154-154	1	A	Race: American Indian or Alaska Native
38	155-155	1	A	Race: Asian
39	156-156	1	A	Race: Black or African American
40	157-157	1	A	Race: Native Hawaiian or Other Pacific Islander
41	158-158	1	A	Race: White
42	159-167	9	A/N	Primary Instructor Responsible, Reading
43	168-171	4	A/N	Institution Number, Neglected/Delinquent (Third)
44	172-232	61	A/N	Filler
45	233-240	8	A/N	Filler/Error Codes

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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.

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 PAYROLL INFORMATION - STATE VALIDATION RULES

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).