

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
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Element Name: School Number, Current Enrollment																					
Definition/Domain																					
<p>The state assigned four-digit school number in which the student is officially enrolled for graduation during the current school year.</p> <table border="0"> <thead> <tr> <th align="left"><u>CODE</u></th> <th align="left"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td>0001 - 9899</td> <td>District school sites assigned a unique number in the state Master School ID File.</td> </tr> <tr> <td>N998 *</td> <td>DPS/MIS reporting number for home education setting.</td> </tr> <tr> <td>N999 *</td> <td>DPS/MIS reporting number for out-of-state or PK-12 nonpublic in-state schools.</td> </tr> <tr> <td>9994</td> <td>Private school students served with Fund Source D (Title I, Part D, Neglected and Delinquent) funds or Title I, Part A, Neglected set-aside funds.</td> </tr> <tr> <td>9995</td> <td>Private school students participating in Title I programs.</td> </tr> <tr> <td>9997</td> <td>Migrant Non-Attendees – Reporting number for students identified as migrant, ages 3 through 21, who are not enrolled in school and have not graduated from high school.</td> </tr> <tr> <td>3518</td> <td>McKay Scholarship participants.</td> </tr> <tr> <td>7001</td> <td>School District Virtual Instruction Program</td> </tr> <tr> <td>7004</td> <td>Florida Virtual School franchise participants.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> See the next page for the appropriate use of school numbers N998 and N999. <p>Notes: 1. Although students do not enroll for graduation in district number 71, this district number and its valid school numbers are used by the Florida Virtual School for reporting District Number, Current Enrollment and School Number, Current Enrollment. 2. For Survey 5 Student End of Year Status, report the last school attended during the 180 school year. If the student only attended the district in the summer then report the summer school number.</p>		<u>CODE</u>	<u>DEFINITION</u>	0001 - 9899	District school sites assigned a unique number in the state Master School ID File.	N998 *	DPS/MIS reporting number for home education setting.	N999 *	DPS/MIS reporting number for out-of-state or PK-12 nonpublic in-state schools.	9994	Private school students served with Fund Source D (Title I, Part D, Neglected and Delinquent) funds or Title I, Part A, Neglected set-aside funds.	9995	Private school students participating in Title I programs.	9997	Migrant Non-Attendees – Reporting number for students identified as migrant, ages 3 through 21, who are not enrolled in school and have not graduated from high school.	3518	McKay Scholarship participants.	7001	School District Virtual Instruction Program	7004	Florida Virtual School franchise participants.
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Length: 4	Grades and Programs Requiring This Data Element:																				
Format: Alphanumeric	All Programs Grades PK-12																				
Compatibility Requirement: State Standard																					
Use Types:	State Reporting Formats Requiring This Data Element:																				
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> F.A.S.T.E.R. <input checked="" type="checkbox"/> Migrant Tracking	<p>On all formats with the exception of:</p> <table border="0"> <tr> <td>Dropout Prevention Program Data DB9 11x</td> <td>Department of Juvenile Justice Student Entry Assessment DB9 54x</td> </tr> <tr> <td>School Environmental Safety Incident Report DB9 42x</td> <td>Department of Juvenile Justice Student Exit Assessment DB9 55x</td> </tr> <tr> <td>Federal/State Compensatory Project Evaluation DB9 18x</td> <td>Teacher Course DB9 15x</td> </tr> <tr> <td>Student Assessment DB9 59</td> <td>McKay Prepayment Verification DB9 61x</td> </tr> </table>	Dropout Prevention Program Data DB9 11x	Department of Juvenile Justice Student Entry Assessment DB9 54x	School Environmental Safety Incident Report DB9 42x	Department of Juvenile Justice Student Exit Assessment DB9 55x	Federal/State Compensatory Project Evaluation DB9 18x	Teacher Course DB9 15x	Student Assessment DB9 59	McKay Prepayment Verification DB9 61x												
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Data Element Number: 172825	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/> D																				
Revised: 7/7/09	Volume I																				
Effective: 7/09	Page Number: 241-1																				

Attachment to School Number, Current Enrollment

Please use the matrix below as a guide for the correct use of school numbers N998 and N999 by format.

FORMAT	SURVEY	ALLOW N998/N999?
Department of Juvenile Justice Student Entry Assessment	5	No
Department of Juvenile Justice Student Exit Assessment	5	No
Dropout Prevention Program Data	5	NO
Exceptional Student	1, 2, 3, 4, 5, 7	YES
Exceptional Student Program	2, 3, 5	YES
Federal/State Indicator Status	2, 3, 5, 7	YES
English Language Learners Proficient Information	2, 3, 5, 7	YES
Prior School Status/Student Attendance	2, 3, 5	YES
Student Assessment	2, 3, 5	NO
Student Course Schedule	1, 2, 3, 4	YES
Student Course Transcript Information	5	NO
Student Demographic Information	1, 2, 3, 4, 5, 6, 7, 9	YES 
Student Discipline/Referral Action	2, 3, 4, 5	YES
Student End of Year Status	5	YES
Title I – Supplemental Educational Services	2, 3, 5, 9	NO
Vocational Student Course Schedule	5	YES

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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>
0003	"A+" Advanced Learning Centers, Inc. (formerly Advanced Learning Centers, Inc.)	0077	KnowledgePoints, Tampa Bay
0006	ATS Project Success	0082	MMWCB Tutoring Services, Inc.
0012	Club Z!, Inc.	0087	Next Level Educational Programs, LLC
0015	Cool Kids Learn, Inc. 0020 JFL Enterprises, Inc. d/b/a Failure Free Reading	0092	Patterson-Stewart Consulting Services, LLC
0022	Focus Learning Academy	0094	The Princeton Review, Inc.
0026	Huntington Learning Centers, Inc.	0095	Community Rehabilitation Center Foundation, Inc. d/b/a Project Reach Foundation (formerly Project Reach Foundation)
0029	A+ Tutor U (formally Knowledge Points of Central Florida)	0102	Bald Eagle Enterprises, Inc. d/b/a Sylvan Learning Center of Mandarin and Atlantic Blvd.
0030	Kumon North America, Inc.	0103	Sylvan Learning Center-North Jacksonville
0032	Learning Resource Center of Polk County, Inc.	0106	University of West Florida
0035	Manatee Stars/Braden River Elementary	0107	Urban League of Palm Beach County
0038	NonPublic Educational Services, Incorporated - NESI	0112	A+ Associated Therapy Professionals, Inc.
0049	Achievia Tutoring of Florida, Inc.	0115	A+C.A.T. (formerly Academic Consulting and Tutoring Services)
0050	Achieve of Suwannee, Inc	0118	ACES Academic Consulting & Educational Services, LLC
0053	The Mentoring Center, Inc.	0123	Alternatives Unlimited, Inc.
0057	"A+" Ability Plus, Inc.	0126	BiNet, Inc.
0066	Carter, Reddy & Associates	0132	Bright Sky Learning
0067	Child Hope, Inc.	0138	Educate Online (formerly Catapult Online)
		0139	Children Are Our Future
		0144	Byrnes ELC, LLC
		0149	Florida Educational Leadership Council (FELC)
		0155	H.I.G.H.E.R. Tutorial Services, Inc.
		0156	Heartland Educational Consortium – HEC
		0165	Marion County Children's Alliance




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

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0275	Sylvan Learning Center of Central Florida (formerly Sylvan Learning Center - Lakeland)	0341	Ivy League Kinder Kollege, Inc.
0276	Sylvan Learning Center - Avondale	0342	Kaleidoscope Kids Learning Center
0277	Sylvan Learning Center – Orange Park	0344	Learning Elements
0278	Sylvan – Ace It! H & R Enterprises, LLC (formerly Sylvan Learning Center – Alachua, Marion, and Volusia Counties)	0349	Miami-Dade County Public Schools
0279	Sylvan Learning Center of Escambia County	0351	Oh to Be Smart Learning Institute, LLC
0281	The Learning Curve Education Center (Abby’s Learning Curve)	0356	Read and Succeed, LLC
0283	A-Totley’s Leaning Center (formerly TOTLEY’S)	0358	School District of Palm Beach County
0288	A Plus Educational Corp.	0360	Sylvan Learning Center – Ft. Walton Beach
0289	Bari’s Tutoring, Inc.	0361	Sylvan Learning Center – Panama City
0292	Communities in Schools of Miami, Inc.	0362	Spirit Ministry, Inc.
0298	Speech and Reading Center, LLC	0363	St. Johns County Education Foundation, Inc.
0302	5-Star Tutoring Services, LLC	0364	Superior Therapy Services, Inc.
0303	A+ Grades Up (OPOKI, Inc)	0365	Sylvan Learning Center (d/b/a) (Legal Name – Advanced Learning Centers, Inc.)
0304	ABC Appletree, Inc	0366	Sylvan Learning Center – The North Dakota Girl, Inc. d/b/a
0309	Smart Kids	0367	Sylvan Learning Center of Clermont
0310	Aftercare Learning League, Inc.	0368	Sylvan Learning Center of Palm Coast AKA JDB Entities, Inc.
0313	Broward County Public Schools	0369	Sylvan Learning Center – Live Oak
0315	Classic School Products d/b/a Classic Tutoring	0373	Triunfo “Triumph” Academy
0316	Community Learning Center	0374	Tutor 4 Success, LLC
0317	Divine Sports, Inc.	0375	Twister Tutors, Inc.
0318	Dolphin School of Learning, Inc.	0380	Boys and Girls Clubs of Bay County, Inc.
0319	Downtown Computer Services Educational Center	0382	Central FL YMCA
0323	Education Advantage	0385	Reach for Tomorrow, Inc.
0324	ACALETICS "DBA"; Educational Development Associates, Inc.	0387	Sylvan at School, LLC
0326	EduSynergy, LLC	0391	100% Academic Achievement
0330	Florida Smart Kids Learning Institute, LLC	0392	1 st Choice for Educational Tutoring, LLC
0331	Freijo Tutoring Services, LLC	0395	A Place to Learn, Inc.
0332	Grace Place for Children and Families, Inc.	0396	A Smart Place to Be
0336	HELPS ~ High Expectations-Learning Promotes Success	0398	A Teacher’s Helping Hand, LLC.
0337	Helping Emotions and Learning Partners, LLC (formerly Helping Emotions and Learning Program (H.E.L.P.))	0400	A+ Scoring High Tutoring, Inc.
		0401	A+ Tutoring & Educational Services, Corp.
		0403	ABC Tutors Me
		0405	Academy of Champions
		0406	Accelerated Learning of Live Oak, Inc.

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0407	Ace It! – Sylvan of North Jacksonville	0462	Ace It! By Sylvan (formerly Sylvan of Lake and Polk County)
0408	Ace It! – Sylvan Learning Centers in Santa Rosa County	0463	Sylvan Learning Center – Spring Hill
0409	Ace It! of Sylvan Learning Leon and Pasco (formerly Ace It! of Sylvan Tallahassee)	0465	The Gray Foundation
0411	Alpha Academic Services, Inc.	0467	The Vita Academy, Inc.
0412	Anne Martin Educational Services (AMES)	0468	TutorSelect, LLC d/b/a Advanced Learners
0413	Beta Tau Zeta ROYAL Association, Inc.	0478	Academic Coaching & Tutoring
0414	Beyond the Bell SES Tutoring, Inc.	0479	! Achieve Success, LLC
0415	Boys and Girls Clubs of Central Florida, Inc.	0480	! Ayuda Academica!
0417	Champion Learning, Inc.	0481	!AMN GROUP LLC dba Tabula Rasa Tutoring
0418	Closing the Gaps Learning Center	0482	"A+" Educational Mapping, LLC
0420	Communities in Schools of Gadsden	0483	"AAA" Palm Beach Tutoring/LP
0421	Concerned African Women, Inc.	0484	~A+ Onpoint Tutoring Services
0422	Dominion Educational Services, LLC	0485	2 EXCEL LEARNING LLC
0424	Educational Tutorial Services	0486	A+ Onpoint tutoring Services
0425	Empowerment Tutoring & Consulting Group, LLC	0487	Abacus In-Home Tutoring Inc.
0426	Envision America, Inc.	0488	Abecedarian, Inc.
0428	Fairlawn Elementary Community School (formerly Fairlawn Elementary School)	0489	Abundant Life Institute
0429	Adult and Community Education, Flagler Count Schools (formerly Flagler County Adult and Community Education Department)	0490	Academic Achievers/S&L Consultants
0430	Innovative T.U.T.O.R.S., LLC (formerly Freedom Landscape & Lawn Maintenance, Inc. d/b/a Innovative T.U.T.O.R.S.)	0491	Academic Learning Curve, LLC dba Club Z! In-Home Tutoring
0434	FUNdamentals Free Tutoring	0492	Ace It! Sylvan Learning Center of Ponte Vedra Beach
0439	Learn It Systems	0493	Achieving Academic Excellence, Inc.
0441	Levy Learning Center, Inc.	0494	Adorno Educational Systems, Inc. dba/Sylvan Learning
0445	Macedonia Human Services Cultural Training Center, Inc.	0495	Advanced Home tutoring, LLC d/b/a Club Z!
0446	Math247.com	0496	Advantage On Site Tutoring
0447	Mt. Zion Human Services	0497	AHA Tutors
0448	New Life After School Program, Inc.	0498	Alachua Academics
0451	Pro Networking Plus	0499	ALL-Star Tutorials, Inc.
0452	Progreso Tutoring, LLC	0500	Benchmark Tutoring, Inc.
0453	PS Youth Outreach Center, Inc.	0501	Bravo Tutoring LLC
0457	"ATL" Advanced Tutoring & Learning Svc. (formerly Smart Start Advanced Tutoring, LLC)	0502	Brightstar Learning LLC
0460	Summit Learning Service	0503	Central Florida Charter School Development Corporation, Inc.
		0504	Christian M. Eve Elementary School
		0505	CRMG Services LLC
		0506	Diligent Learning
		0507	DR. JOHN A. MCKINNEY CHRISTIAN ACADEMY INCORPORATED AT NEW BIRTH BAPTIST CHURCH CATHEDRAL OF FAITH INTERNATIONAL, INC.
		0508	Elite Tutorial Services, Inc.
		0509	Empowering Youth Inc.



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0510	Excelle Management Group, Inc.	0546	New Beginnings International Inc.
0511	FloridaGroup Learning Centers, LLC, d/b/a Sylvan Learning Centers	0547	Leap for Learning, LLC
0512	Foundations First, Inc.	0548	BLAST OFF LEARNING, INC>
0513	FUNdamentals Plugged In LLC	0549	Academic Advantage
0514	Future Foundations LLC	0550	AKT Learning Centers
0515	Grand Scholars, Inc.	0551	Sylvan At School/Ace It of Escambia County
0516	Great Conjunctions Corporation	0552	Wewahitchka Elementary School
0517	121 Academy LLC	0553	Knowledgepoints – Suncoast
0518	Immokalee Technical Center	0554	Fun Time Tutors, LLC
0519	L.A.B. Productions, Inc. d/b/a First-Rate Readers	0555	Ethel Koger Beckham Elementary Laureate Training Center, Inc. d/b/a Laureate Learning Center
0520	Learning4Today	0556	Academics, Arts, Athletics Foundations, Inc.
0521	L&S Education Inc. d/b/a Learning RX	0558	Leon County School District
0522	Magic City Kids, Inc.	0560	Universal Learning Concepts, LLC
0524	Orion’s Mind LLC	0561	Pour Penmanship Inc.
0525	Orlando Group Learning Centers LLC	0562	Moore Youth Outreach
0526	Putnam County School Board	0563	JD Global
0527	School Board of Alachua County	0564	Kids World Enrichment Center
0529	Stuart Educational Services, Inc. dba Club Z In-Home Tutoring Services	0565	Light Bearer’s Inc.
0530	Supplemental Educational Center Inc.	0566	5 Star Learning
0532	Sylvan Learning Center – Panama City	0567	Be Smart Tutoring, Inc.
0533	Sylvan Learning Center of Fort Pierce	0568	DEES Educational Services
0534	Sylvan Learning of Lake county	0569	Emmanuel United Methodist Church, Inc.
0535	Sylvan Learning Center of Ocala (GT Learning Group, LLC dba Sylvan Learning Center of Ocala)	0570	Living Water Community Outreach, Inc.
0536	Sylvan Winter Park J-D Educators, LLC	0571	School District of Osceola County
0537	The Foundation for Dreams Community Development Center, Inc.	0572	College Nannies and Tutors
0538	Think Smart Academy, LLC	0573	Smart E. Pants Academy
0539	Tracey Holloway d/b/a Club Z! In-Home Tutoring	0574	The Learning Emporium
0540	Tutor U, Inc.	0575	Busy BEE Academy
0541	Tutors & More, Inc.	0576	Notre Dame D’Haiti After School Program
0542	Urban League of Greater Miami, Inc.	0577	The BEE Academy
0543	We Tutor the Future Inc. d/b/a Club Z!	0578	PREPWORKS FL LLC
0544	West Dade Educational Services Inc. d/b/a Club Z In Home Tutoring Services	0579	Apex Systems Inc.
0545	Wise Choice Tutoring Center	0580	The Children’s Village Inc. d/b/a The Resource Room
		0581	Golden Apple Learning Company LLC
		0582	Tutoring In Your Home, LLC

STUDENT COURSE SCHEDULE - REJECT RULES

On 9/12/09 deleted edit 54 of the student Course Schedule format.

→ 54. Deleted 9/21/09. If ~~Course Number is 5015025, 5015035, 5015045, 5015055, 5015065, 5015075, 1508001, 1508002, 1508003, 1500410, 1500420, 1500430, 1500440, 1500445, 1500450, or 1500460 (Physical Education Waiver) then FEFP must equal 999 and FTE Earned, Course must be 0000. —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 student's Course Number is 1508002 and FEFP Program Number is 102. The last record would be rejected because the student's Course Number is 1508003, and FTE Earned, Course is 0834.~~

Course Number	FEFP Program Number	FTE Earned, Course
5015025	999	0000
* 1508002	102	0000
* 1508003	999	0834


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 Course Number, FEFP Program Number and/or the FTE Earned, Course and resubmit the records.~~

STUDENT COURSE SCHEDULE - REJECT RULES


5Q. If School Number, Current Instruction/Service is equal to 7004, then FEFP Program Number must be 999, 102, 103, 112, or 113. -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 FEFP Program Number does not equal 999, 102, 103, 112, or 113. 

District Number, Current Enrollment	School Number, Current Instruction/Service	Student Number Identifier, Florida	Course Number	FEFP Program Number	FTE Earned, Course
06	7004	234567889X	2109370	103	0834
06	7004	234567890X	2109370	999	0000
* 06	7004	234567891X	0200050	130	0834

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 FEFP Program Number and resubmit the record. 

2009-2010 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. For Survey Period 3, report all hours of contact provided through May 1 of the school year. This is done by submitting batch updates to Survey 3 records after the survey processing but prior to the final update date for the survey.
7. For students who begin services after Survey 3 Date Certain as part of the annual term, report only the Title I Supplemental Educational Services format during Survey Period 3. All applicable formats should be submitted for the student during Survey Period 5.
8. **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.
9. **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.
10. **TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – ACHIEVEMENT GOALS** –The total number of student learning goals established in the Student Learning Plan for the subject indicated. If no goals have been established for the subject area indicated report 00.

11. **TITLE I SUPPLEMENTAL EDUCATIONAL SERVICES – ACHIEVEMENT GOALS MASTERED** – The total number of goals from the student learning plan that the student mastered for the subject indicated. If no goals were established for the subject area or if the student did not master any goals for the subject area, report 00. Also report 00 for all students for Survey Periods 2 and 9. All goals achieved or mastered on or before May 1 should be reported.

12. **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.

13. **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.

(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	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
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

Last Updated: 7/1/2009