THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

08-09

Edit 25 deleted 7/7/08.

→ **25.** **Deleted 7/7/08.** ~~If Test Name is CAI then Test Subject Content must be a code listed for this test in Appendix L.   -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 Subject Content code is not valid for the Test Name reported.~~

~~Student Number Identifier, Florida~~	~~Test Date~~	~~Test Name~~	~~Test Subject Content~~
~~123456789X~~	~~06012009~~	~~CAI~~	~~4A~~
* ~~301741234X~~	~~06012009~~	~~CAI~~	~~01~~

~~**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 Subject Content code and resubmit the record.~~

17. **If School Number, Current Instruction/Service is not 7001, Survey Period Code equals 1 or 4 and FTE Earned, Course is greater than zero, then a Study Hall Course Number may not be used. These Course Numbers are 5022000, 2200000 - 2200050, and 2200300 - 2200370. If School Number, Current Instruction/Service is 7001, Survey Period Code equals 1 or 4 and FTE Earned, Course is greater than zero, then a high school Study Hall Course Number may not be used. These Course Numbers are 2200300 - 2200370. -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 and third records would be rejected because Survey Period is 1, FTE Earned, Course is greater than zero and Course Number falls within the 5022000, 2200000 - 2200050, or 2200300 - 2200370 range for Study Hall.

Student Number Identifier, Florida	Survey Period Code	FTE Earned, Course	Course Number	Grade Level
242123456X	1	0500	2003340	08
* 242123457X	1	0250	2200310	09
* 242123458X	1	0250	2200320	10

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 appropriately correct the element(s) listed in the edit and resubmit the records.

THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

09-10

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 |

Element Name:	**School Number, Current Enrollment**

Definition/Domain

The state assigned four-digit school number in which the student is officially enrolled for graduation during the current school year.

CODE	DEFINITION
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-Attenders – 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.

- See the next page for the appropriate use of school numbers N998 and N999.

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.

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:**	
☒ **State Report**	On all formats with the exception of:	
☒ **Local Accountability**	Dropout Prevention Program Data DB9 11x	Department of Juvenile Justice Student Entry Assessment DB9 54x
☒ **F.A.S.T.E.R.**	School Environmental Safety Incident Report DB9 42x	Department of Juvenile Justice Student Exit Assessment DB9 55x
☒ **Migrant Tracking**	Federal/State Compensatory Project Evaluation DB9 18x	Teacher Course DB9 15x
	Student Assessment DB9 59	McKay Prepayment Verification DB9 61x

Data Element Number:		
172825	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 6 ☒ 7 ☒ 9 ☒ A ☒ B ☒ C ☒ D	

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 (Except Survey 6 = No)
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

	Implementation Date: Fiscal Year 1994-95 July 1, 1994

Element Name:	**School Number, Current Instruction/Service**

Definition/Domain

The state assigned four-digit number of the school which provides instruction or services during the current school year.

CODE	DEFINITION
0001 - 9899	District school sites assigned a unique number in the state Master School ID File.
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.
9996	Students with disabilities who receive services at a private school from the public school district. Students reported must have a Services Plan and be placed by their parents at the private school. If the student is also served by Title I funds at the private school use 9996 rather than 9995.
9997	Migrant Non-Attenders – Reporting number for students identified as migrant, ages 3 through 21, who are not enrolled in school and have not graduated from high school.
C901 - C928	DPS/MIS reporting number for public community colleges in Florida.
U970 - U980	DPS/MIS reporting number for public state universities in Florida.
N999	DPS/MIS reporting number for out-of-state schools or PK-12 nonpublic in-state schools. Valid for Student Course Transcript Information format only.
P001 - P999	DPS/MIS reporting number for eligible postsecondary nonpublic colleges and universities.
7001	School District Virtual Instruciton Program
7004	Florida Virtual School franchise participants.

See Appendix F: Florida Public Community College and State University Reporting Numbers.
Also see Appendix K: Private Postsecondary Institution Reporting Numbers.

Note: For McKay Scholarship Program participants use private school number found in dataset DPS.DISTRICT.GH.70119.Yyyyy.

Length:	4	**Grades and Programs Requiring This Data Element:**	
Format:	Alphanumeric	All Programs Grades PK-12	
Compatibility Requirement:		Workforce Development Education(adult general education and	
		postsecondary Vocational education)	
	State Standard		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report** ☒ **Local Accountability** ☐ **F.A.S.T.E.R.** ☐ **Migrant Tracking**	Student Course Schedule DB9 14x Teacher Course DB9 15x Vocational Teacher Course DB9 24x Vocational Student Course Schedule DB9 16x Federal/State Compensatory Project Evaluation DB9 18x Dropout Prevention Program Data DB9 11x WDIS Teacher Course DB9 49x WDIS Vocational Student Course Schedule DB9 47x WDIS Adult General Education Student Course DB9 48x
Data Element Number:	WDIS Student End of Term Status DB9 50x
172875	**Reported in Survey Periods:** ☒ **1** ☒ **2** ☒ **3** ☒ **4** ☒ **5** ☐ **7** ☐ **9** ☒ **F** ☒ **W** ☒ **S** ☒ **G** ☒ **X**

2.   The record must match a record on the McKay Prepayment Verification table on the DOE Student Data Base. The match is done on District Number, Current Enrollment; Student Number Identifier, Florida; School Year; and Survey Period Code. -record rejected-

EXAMPLE

The record listed below would be rejected because the key fields listed do not match these key fields for any record currently on the data base McKay Prepayment Verification table.

District Number, Current Enrollment	Student Number Identifier, Florida	School Year	Survey Period Code
* 01	0123456789	0910	B

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 key field(s) that is in error and resubmit the record.

➤ **8.** **Survey Period Code must be A, B, C, or D and must be correct for the submission specified by the district. -record rejected-**

EXAMPLES

The Survey Period Code as specified in the transmission JCL is identified as Survey Period Code "A" and records are coded with Survey Period Code "B". This record will be rejected.

The record in the example below would be rejected because the Survey Period Code is not valid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code
* 34	341234567X	F

DISTRICT RESPONSIBILITY

In the first example, the district must correct the Survey Period Code either on the records coming in or the transmission JCL and resubmit the record for processing. In the second example, the district must correct the Survey Period Code and resubmit the record for processing.

Edit 25 deleted 7/7/09.

➡ **25.** ~~Deleted 7/7/09.~~ **~~If Test Name is CAI then Test Subject Content must be a code listed for this test in Appendix L.~~ ~~-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 Subject Content code is not valid for the Test Name reported.~~

~~Student Number Identifier, Florida~~	~~Test Date~~	~~Test Name~~	~~Test Subject Content~~
~~123456789X~~	~~06012009~~	~~CAI~~	~~4A~~
* ~~301741234X~~	~~06012009~~	~~CAI~~	~~01~~

~~**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 Subject Content code and resubmit the record.~~

53 **If Survey Period Code equals 2 or 3 and if Period Number does not end in 88, then for each Teacher Course record with a Scheduling Method equal to A, all other Teacher Course records with the same District Number, Current Instruction Service; School Number, Current Instruction/Service; Period Number; Term; Classroom Identification Number; Survey Period Code and Fiscal Year must have the same Scheduling Method unless the Scheduling Method is I. If Survey Period Code equals 2 or 3 and if Period Number does not end in 88, then, for each Teacher Course record with a Scheduling Method equal to C or M, at least one other Teacher Course record must exist with the same District Number, Current Instruction Service; School Number, Current Instruction/Service; Period Number; Term; Classroom Identification Number; Survey Period Code and Fiscal Year and a Scheduling Method of C or M. –state validations-**

Example:

The first and third Teacher Course records listed below would pass this edit. The second Teacher Course record would not pass this edit because Scheduling Method is not identical to another Teacher Course record based on the key fields listed in the edit nor does Scheduling Method equal I and Period Number does not end in 88.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Term	Period Number	Classroom Identification/ FISH Number	Scheduling Method	Survey Period Code	Fiscal Year
62	0151	3	0106	12345A123451234512345	A	3	****
* 62	0151	3	0106	12345A123451234512344	C	3	****
62	0151	3	0106	12345A123451234512345	I	3	****

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

DISTRICT RESPONSIBILITY

The district must verify whether the Teacher Course record is valid and, if so, submit a matching Teacher Course record based on School Number, Current Instruction/Service; Period Number; Term; Classroom Identification Number, Survey Period Code and Fiscal Year.

2009-2010 English Language Learners Information

1. Submit a separate record during reporting periods 2, 3 and 5 for each student in KG-12 membership identified as "LY" for the English Language Learners, PK-12 data element. Also, submit a separate record for each student identified as "LF" for the English Language Learners, PK-12 data element, who has exited the program within the last two school years.

2. Submit a separate record during reporting periods 2, 3 and 5 for each 3-12 grade student in membership identified as "LP" for the data element English Language Learners, PK-12, if the "LP" student is enrolled in an English for Speakers of Other Languages (ESOL) program pending assessment. (If the grade 3-12 student is identified as "LP" and enrolled in a regular program, do not submit a record.)

3. If the student is identified as "LZ" for the English Language Learners, PK-12 data element, do not submit an English Language Learners Information Format because the English Language Learners: Post Reclassification Dates are for Local Accountability and District Records Transfer purposes only. Do not submit a record for English Language Learners Format if the student is identified as "ZZ".

4. For Survey Period 7 submit a separate record for each student identified as LY or LP for the English Language Learners, PK-12 data element. Also send a record for any student determined to be LF on the English Language Learners, PK-12 data element between May 15, 2009 (last day of prior year's CELLA testing) and January 15, 2010 (last day of Survey 7 state processing). All test related fields should be Z-filled or zero-filled as appropriate. Also Z-fill or zero-fill: English Language Learners: Extension of Instruction; English Language Learners: Reclassification Exit Date; English Language Learners: Basis of Entry; and English Language Learners: Basis of Exit (First), English Language Learners: Basis of Exit (Second) and Fund Source.

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

5. In Surveys 2, 3 and 5 for students identified as LY report the following entry test information:

    a) For students in grades KG-02 report the aural/oral test scores that determined the student eligible and in need of services. These are reported in the test fields for Listening and Speaking. No Reading and Writing scores are applicable for entry.

    b) For students in grades 03-12, report aural/oral test scores in the test fields for Listening and Speaking. Also, report Reading and Writing test scores for students who tested proficient in aural/oral skills based on assessment.

c) For students who have a reclassification date and an English Language Learners: Basis of Entry code of "L", test scores are optional.

Report initial entry test information in each Survey period until the student is identified as LF.

NOTE: Zeros may be valid test scores. In Surveys 2, 3 and 5 for students identified as LF, report exit test information as appropriate for the student's English Language Learners: Basis of Exit codes. Do not send CELLA, Test Forms 1 and 2, and FCAT scores as these are already available to the Department.

6. Report one or two English Language Learners: Basis of Exit codes. Codes B-G require two codes. If codes B, E, F or L are reported all test information may be Z-filled or zero-filled, as appropriate.

7. 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.

8. KEY FIELDS: The key fields for this format are items 1-5.

' * ' 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	School Year *
6	22-29	8	A/N	English Language Learners: Entry Date
7	30-30	1	A/N	Filler
8	31-38	8	A/N	English Language Learners: Student Plan Date
9	39-46	8	A/N	English Language Learners: Classification Date
10	47-54	8	A/N	English Language Learners: Exit Date
11	55-62	8	A/N	English Language Learners: Reevaluation Date
12	63-63	1	A/N	English Language Learners: Extension of Instruction

Item No.	From-To	Size	Field Char.	Field Description
13	64-71	8	A/N	English Language Learners: Reclassification Date
14	72-79	8	A/N	English Language Learners: Reclassification Exit Date
15	80-80	1	A/N	English Language Learners: Basis of Entry
16	81-81	1	A/N	English Language Learners: Basis of Exit (First)
17	82-84	3	A/N	Test Name: Listening
18	85-86	2	A/N	Test Score Type: Listening
19	87-88	2	A/N	Test Subject Content: Listening
20	89-92	4	N/R	Test Score: Listening
21	93-100	8	A/N	Test Date: Listening
22	101-103	3	A/N	Test Name: Speaking
23	104-105	2	A/N	Test Score Type: Speaking
24	106-107	2	A/N	Test Subject Content: Speaking
25	108-111	4	N/R	Test Score: Speaking
26	112-119	8	A/N	Test Date: Speaking
27	120-122	3	A/N	Test Name: Reading
28	123-124	2	A/N	Test Score Type: Reading
29	125-126	2	A/N	Test Subject Content: Reading
30	127-130	4	N/R	Test Score: Reading
31	131-138	8	A/N	Test Date: Reading
32	139-141	3	A/N	Test Name: Writing
33	142-143	2	A/N	Test Score Type: Writing
34	144-145	2	A/N	Test Subject Content: Writing
35	146-149	4	N/R	Test Score: Writing
36	150-157	8	A/N	Test Date: Writing
37	158-158	1	A	Transaction Code
38	159-159	1	A	Fund Source
39	160-160	1	A/N	English Language Learners: Program Participation

Item No.	From-To	Size	Field Char.	Field Description
40	161-161	1	A/N	English Language Learners: Basis of Exit (Second)
41	162-162	1	A	Test Form: Listening
42	163-164	2	A	Test Level: Listening
43	165-165	1	A	Test Form: Speaking
44	166-167	2	A	Test Level: Speaking
45	168-168	1	A	Test Form: Reading
46	169-170	2	A	Test Level: Reading
47	171-171	1	A	Test Form: Writing
48	172-173	2	A	Test Level: Writing
49	174-222	49	A/N	Filler
50	223-232	10	A/N	Student Number Identifier, Local
51	233-240	8	A/N	Filler/Error Codes

2009-2010 McKay Prepayment Verification Format

1. This format is used for the verification of eligibility of students who receive McKay Scholarships - prior to the payment of the scholarship each quarter.

2. Submit this record for reporting periods A, B, C and D for each student in dataset DPSxx.GQ.F70561.Yyyyys created by the Department of Education prior to the designated survey period. ('xx' indicates the district number, 'yyyy' indicates the school year and 's' indicates the survey period.)

3. ENTRY (RE-ENTRY) DATE and WITHDRAWAL DATE: The initial pre-payment eligibility verification file (DPSxx.GQ.F70571.Yyyyys) will contain zeroes in these date fields. School districts must insert either an Entry (Re-entry) Date or a Withdrawal Date (not both) and submit the file to NWRDC under the appropriate file name. All date fields should be in the MMDDYYYY format. The dates must be valid dates greater than (after) May 1, 2000.

4. STUDENTS NEVER ENROLLED: For students never enrolled in the school district all nines (99999999) should be entered in both the Entry (Re-entry) Date and Withdrawal Date fields.

5. UPDATES ONLY: All records submitted to the data base will be processed as updates. No records may be added or deleted from the McKay Prepayment Verification data base table.

6. Key Fields: The key fields for this format are item numbers 1, 5, 20 and 21.

   ' * ' 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	District Number, Current Enrollment*
2	3-14	12	A/N	District Name
3	15-18	4	A/N	School Number, Private
4	19-61	43	A/N	School Name, Private
5	62-71	10	A/N	Student Number Identifier, Florida *
6	72-88	17	A/N/L	Student Name, Legal - Last
7	89-100	12	A/N/L	Student Name, Legal - First

Item No.	From-To	Size	Field Char.	Field Description
8	101-102	2	A/N	Grade Level
9	103-105	3	N	FEFP Program Number - First
10	106-109	4	N	Class Minutes, Weekly - First
11	110-113	4	N	FTE Earned, Course- First
12	114-116	3	N	FEFP Program Number - Second
13	117-120	4	N	Class Minutes, Weekly - Second
14	121-124	4	N	FTE Earned, Course- Second
15	125-130	6	A/N	Record Identifier
16	131-134	4	A/N	School Number, Current Enrollment
17	135-142	8	A/N	Entry (Re-entry) Date
18	143-150	8	A/N	Withdrawal Date
19	151-151	1	A	Military Family Student
20	152-155	4	N	School Year *
21	156-156	1	A/N	Survey Period Code *
22	157-157	1	A	Ethnicity
23	158-158	1	A	Race: American Indian or Alaska Native
24	159-159	1	A	Race: Asian
25	160-160	1	A	Race: Black or African American
26	161-161	1	A	Race: Native Hawaiian or Other Pacific Islander
27	162-162	1	A	Race: White
28	163-232	70	A/N	Filler
29	233-240	8	A/N	Error Codes

Last Updated: 7/7/2009