THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

08-09

Element Name:

Course Flag

Definition/Domain				
Up to four characters describing course attributes which give additional information needed by the district or state for counseling, tracking of credits, flagging for use with weighted grade point averages, etc. The letter or number codes defined below will be standard statewide. Any time one of the codes below is printed under "Course Flag" on the permanent record printout, it must correspond to the meaning given below. The field may also be used for locally defined codes which are consistent with state requirements for the use of state course numbers and titles.				
On the Student Course Transcript Information reporting format up to four codes may be reported for a specified course. The coded values do not have to appear in any specific order and must be left-justified.				
CODE	<u>DEFINITION</u>			
E = Academic Scholar - Elect (Code valid prior to 7/1/0)				
R = College Preparatory	The course meets a university admissions requirement. (Definition prior to 7/1/00: The course meets an academic Scholar requirement.)			
G = Gifted	The course section is entirely composed of gifted students.			
H = Honors	This is a course identified as "Honors" in the state Course Code Directory. To identify an honors course by district definition, use a code reserved for local district use.			
N = No Credit	No credit awarded - per district policy (e.g., 9-12 grade student did not meet the 135 hour rule).			
S = SLEP (Valid 7/1/82 – 6/30/87)	Credit awarded by passing the Secondary Level Examination Program (SLEP) examination.			
T = Transferred	Credit transferred from an out-of-state school or nonpublic school by equating of courses.			
	CONTINUED ON NEXT PAGE			
Length: 4	Grades and Programs Requiring This Data Element:			
Format: Alphanumeric	All Programs Grades PK-12			
Compatibility Requirement:	Adult Basic Skills (optional) Adult Secondary Education			
Compatible	Adult Postsecondary Vocational			
Use Types:	State Reporting Formats Requiring This Data Element:			
	Student Course Transcript Information DB9 39x			
☐ Local Accountability	·			
☐ F.A.S.T.E.R.				
☐ Migrant Tracking				
Data Element Number:				
	Percented in Common Periods.			
109125	Reported in Survey Periods:			
Revised: 6/23/09	Volume I Effective: 7/08 Page Number: 40-1			

Element Name: Course Flag (Continued)				
1	Definition/Domain (Continued)		
CODE	DEFINITION			
I = Include	Include in grade po	int average (used only in c	ombination with an "X").	
X = Exclude		e and local grade point n "I" for tracking forgivenes		
W = Exclude from State GPA	Exclude from State	GPA, but include in Distric	et GPA	
1 = Sub for Arts Graduation Requirements.	requirement. The 0200300-0200380, and 0200890 effect 09. The Combined	tion substitution for Avalid Computer Education 0200800-0200810, 02013 ive for students entering generatical and Performing For effect for students entering the formula of	substitution courses are 300-0201360, 0201380, rade nine through 2008-ine Arts (PF) graduation	
2 = Sub for BUS EN I 1001440		tion for Business English I 30, 8212110, 8212120, 821		
3 = Sub for BUS EN I 1001440 and/or BUS EN II 1001450		ution for Business Englis s are 8200330, 8212110, a		
4 = Sub for BUS MA I 1205540	substitutions are	ution for Business Mat courses 8200330, 820331 8212120, 8216110, and 8	10, 8203320, 8206010,	
5 = Sub for MA 1 1205380/II 1205390 (valid prior to 7/1/97.)		tion for Mathematics 1: C : Course Number 1205390		
6 = Sub for GEN SCI 2002310 (Valid prior to 7/1/01)	are courses 812	tion for General Science. 1600, 8121000, 8121300 8106400, 8118300, 8112	0, 8121400, 8106200,	
@ = Sub for BIO TECH 2000430 (Valid prior to 7/1/01)	are courses 812	tion for Biology Technology 1000, 8121300, 8121400 8112000, 8106500 and 81	0, 8121600, 8106200,	
# = Sub for ENV SCI 2001340 (Valid prior to 7/1/01)		tution for Environmental ourses 8113000, 8118300 a		
% = Sub for PHY SCI 2003310 (Valid prior to 7/1/01)		tion for Physical Science. 00, 8103200 and 8103300.		
CONTINUED ON NEXT PAGE				
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FLORIDA DEPARTMENT OF EDUCATION DOE INFORMATION DATA BASE REQUIREMENTS

VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM AUTOMATED STUDENT DATA ELEMENTS

ment Name: Course Flag (Cor			
	Definition/Domain (Continued)		
CODE	DEFINITION		
7 = Sub for ANAT PHYSIO 2000350	Vocational substitution for Anatomy and Physiology. The val substitutions are courses 8115110, 8417130-8417210, 8418300, ar 8417230.		
8 = Sub for Pre-Algebra	Vocational substitution for Pre-Algebra. The valid substitution course 8730091.		
9 = Ninth Grader	A student below the ninth grade has been declared a ninth grade student for this course and credit will apply toward high scho graduation as provided through the district's pupil progression plan.		
P = Course in Progress	For use in 1) interdistrict records transfer to indicate the courses student was taking and had not yet completed at the time when he she left the sending district; and 2) for Exceptional Student Educa courses taken over a longer period of time than usual. Credit would zero until the course is completed (Time Modification).		
B * =Home Language and/or ESOL Instruction (Valid prior to 7/1/07)	English Language Learners: Instructional Strategy code indicatir the type of instruction of the ELL student. (This code is only valid feelementary self-contained courses.)		
M * =Home Language Instruction (Valid prior to 7/1/07)	English Language Learners: Instructional Strategy code indicatir the ELL student is receiving instruction in their home language in the course. (Home Language instruction is valid in math, science, soci studies and computer literacy.)		
D* = ESOL Instruction (Valid prior to 7/1/07)	English Language Learners: Instructional Strategy code indicatir the ELL student is receiving instruction in English in the cours (ESOL Instruction is valid in language arts, math, science, soci studies and computer literacy.)		
A = Sub for Science Graduation Requirements	JROTC Coast Guard substitution for Marine Science I (2002500 The valid JROTC Maritime substitution courses are the completion program 1804320-1804350.		
F = Sub for Science Graduation Requirements	JROTC Air Force substitution for Physical Science (2003310). The valid JROTC Aerospace substitution courses are the completion program 1800300-1800320.		
CONTINUED ON NEXT PAGE			
rised: 6/23/09	Volume I Effective: 7/08 Page Number: 40-3		

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

• (ntinued)
	Definition/Domain (Continued)
CODE	DEFINITION
K = Sub for Science Graduation Requirements	JROTC Navy Substitution for Physical Science. The valid JROTC Naval Science substitution courses are the completion of program 1802300-1802330.
O = Sub for Life Management Skills Graduation Requirements (Effective through incoming 9 th grade class of 0607)	JROTC Army substitution for Life Management Skills. The valid JROTC Army substitution courses are the completion of program 1801300-1801310.
 Q = Sub for Life Management Skills Graduation Requirements (Effective through incoming 9th grade class of 0607) 	JROTC Marine Corps substitution for Life Management Skills. The Valid JROTC Marine Corps substitution courses are the completion of courses 1803300-1803310.
& = Sub for Life Management Skills Graduation Requirements. (Effective through incoming 9 th grade class of 0607)	JROTC Air Force substitution for Life Management Skills. The valid JROTC Air Force substitution courses are the completion of program 1800400-1800410.
0(zero) = Sub for Practical Arts Graduation Requirements	JROTC substitution for Practical Arts graduation requirement. The valid JROTC substitution courses are the completion of program 1800300-1800360, or 1801300-1801330, or 1802300-1802330, or 1803300-1803330, or 1804300-1804350.
\$ = Sub for Arts Graduation Requirements	Journalism substitution for Arts (PA) graduation requirement. The valid Journalism substitution courses are 1006300-1006330 effective for students entering grade nine through 2008-09. The Combined Practical and Performing Fine Arts (PF) graduation requirement was in effect for students entering grade nine prior to 2007-08.
= Additional Credit Courses (Effective 0809)	This flag is used to report additional credit courses. It is to be used to indicate that the course is associated with a second course for which credit is also awarded. The course number of the second course will be supplied in data element Course Number, Substituted. The state subject area of the second course should be recorded in the data element Course Substituted, State Subject Area Requirements. This code is authorized in 2008-09 only for Manatee County School District. Course credit is limited to Algebra 1A, Algebra 1B, Algebra 1, Geometry and Biology.

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FLORIDA DEPARTMENT OF EDUCATION

DOE INFORMATION DATA BASE REQUIREMENTS VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM AUTOMATED STUDENT DATA ELEMENTS

ment Name	e: Cour	se Flag (Continued)		
		Definition/Domai	n (Continued)	
	ic State Cour itution Indica	tor associated is be substitute for and a companion dat time being, this icreated on or after	ing used as a Department other course, the code for the element (Course Numb indicator will only be used or July 1, 2007. Course state or prior to July 1, 2007,	course with which it is not of Education approved which is being supplied in per, Substituted). For the d for course substitutions ubstitutions having course will continue to use their
Example:	H g u	he course meets a university onors course; the individual wherade who is able to count the coniversity admissions requiremental ddresses this specific situation.	no is taking the course is course toward fulfilling gra ents because the district	a student below the ninth duation requirements and
NOTE:	values to the use, but show	L, U, V, Y and Z are reserved for se codes at any time in the fut uld recognize that it is possible me in the future.	ture. Districts may also de	efine other codes for local
NOTE:	Code 0 (zero) is now state defined.		
vised: 6/2	2/00	Volume I	Effective: 7/08	Page Number: 40-5

Element Nam	Element Name: Course, State Subject Area Requirements			
		Definition	n/Domain	
	A code indicating the subject in which credit toward high school graduation will apply upon successful completion of the course. See Code Directory .			
CODE	SUBJECT AREA		CODE	SUBJECT AREA
EN	English		PF	Performing Fine Arts
MA	Mathematics		LM	Life Management Skills
sc	Science		PE	Physical Education
АН	American History		EX	Exceptional Student
WH	World History		EL	Electives
EC	Economics		FL	Foreign Language Elective
AG	American Governi	ment	LA	Language Arts Elective
VO	Career & Technica	al (excluding courses	SS	Social Studies Elective
	coded PA)		NC	Non Credit
sv	Half Science and (Effective school y		CE	Computer Education (Effective 91-92, but may be used prior to effective date)
PA	PA Practical Arts with artistic content			
Courses in the Language Arts section of the <u>Course Code Directory</u> will be coded as EN if they meet the specific graduation requirements for English. Those Language Arts courses which do not meet the graduation requirements for English would be coded as Electives (EL) or Language Arts Electives (LA) depending on district policy. CONTINUED ON NEXT PAGE				
Length:	2	Grades a	nd Prograi	ms Requiring This Data Element:
Format:	Alphabetic	All Programs Grades		
Compatibility	Requirement:	Adult Secondary Edu	cation	
S	tate Standard			
Use Types:		State Repo	orting Forn	nats Requiring This Data Element:
	oort	Student Course Trans	script Inforn	nation DB9 39x
□ Local Acceptage □ Local Accep	countability			
⊠ F.A.S.T.E	.R.			
☐ Migrant T	racking			
Data Element	Number:			
	109625	Reported in Survey	Periods:	
Revised: 6/2	3/09	Volume I	Eff	ective: 7/08 Page Number: 45-1

Implementation Date: Fiscal Year 1990-91 July 1, 1990

Element Name: Course, State Subject Area Requirements (Continued)

Definition/Domain (Continued)

Courses in the Social Studies section of the <u>Course Code Directory</u> which meet specific graduation requirements will be coded to match the graduation requirement which they address: **EC** - Economics, **WH** - World History, **AH** - American History, and **AG** - American Government. Social Studies courses which do not meet specific graduation requirements will be coded as Electives (**EL**) or Social Studies Electives (**SS**) depending on district policy.

Courses in Foreign Languages may be coded as Electives (*EL*) or as Foreign Language Electives (*FL*) depending on district policy. If the student is completing course work for college admissions or the Florida Academic Scholar Program, Foreign Language courses should be coded *FL*.

Since all Science and Mathematics courses currently listed in the <u>Course Code Directory</u> meet specific graduation requirements, any credits in Mathematics or Science taken above the minimum graduation requirements should be coded **MA** or **SC** as appropriate.

Computer Education (*CE*) may be substituted for an elective credit when a district's local policy requires a student to complete a computer education course in order to graduate.

Students entering grade nine on or after the 2007-08 school year may use Performing Fine Arts (**PF**) or Practical Arts with Artistic Content (**PA**) to meet graduation requirements as defined in section 1003.428(2)(a)5, Florida Statutes as follows: "One credit in fine or performing arts, speech and debate, or a practical arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination." A listing of courses that meet the PA definition can be found in the <u>Course Code Directory</u>.

The Arts graduation requirement may be fulfilled by substituting one of the basic Computer Education or Journalism courses on a curriculum equivalency basis. If a substitution is made, a 1 or \$ should be shown in the Course Flag field. This is in effect for students entering grade nine through the 2008-09 school year

Half of the credit earned in a course coded **SV** satisfies the graduation requirement for Science and half satisfies the graduation requirement in the Vocational area.

*Life Management Skills (*LM*) graduation requirement was effective for students entering grade nine prior to the 2007-08 school year.

Revised: 6/23/09 Volume I Effective: 7/08 Page Number: 45-2

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

Element Name: Course Substituted, State Subject Area Requirements					
		Definition	n/Domain		
A code indicating the subject area in which credit towards high school graduation will apply. This field is used in conjunction with the Course Number, Substituted field which is used to record a second course, for which credit is also being earned. See <u>Course Code Directory</u> .					
CODE	SUBJECT AREA		CODE	SUBJECT AREA	
EN	English		PF	Performing Fine Arts	
MA	Mathematics		LM	Life Management Skills	
sc	Science		PE	Physical Education	
AH	American History		EX	Exceptional Student	
WH	World History		EL	Electives	
EC	Economics		FL	Foreign Language Electives	
AG	American Governme	ent	LA	Language Arts Electives	
VO	Career & Technical coded PA)	(excluding courses	SS	Social Studies Elective	
SV	Half Science and Ha (Effective school ye		NC	Non Credit	
PA	Practical Arts with a	rtistic content	CE	Computer Education (Effective 91-92, but may be used prior to effective date)	
Courses in the Language Arts section of the <u>Course Code Directory</u> will be coded as EN if they meet the specific graduation requirements for English. Those Language Arts courses which do not meet the graduation requirements for English would be coded as Electives (EL) or Language Arts Electives (LA) depending on district policy. CONTINUED ON NEXT PAGE					
Length:	2	Grades a	nd Program	ns Requiring This Data Element:	
Format:	Alphabetic	All Programs Grades			
	ty Requirement:	Adult Secondary Educ			
-	State Standard	Tradit Goodinary Educ	Salion		
Use Types:		State Repo	rting Form	ats Requiring This Data Element:	
☐ State Re	port				
	ccountability				
F.A.S.T.	-				
∟ wiigi ant	Migrant Tracking				
Data Elemei	nt Number:				

Reported in Survey Periods:

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□ 2

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] 3

] 4

□ 5 □ 7

Page Number: 45-30

□ 9

109675

Revised: 6/23/09

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

Element Name: Course Substituted, State Subject Area Requirements (Continued)

Definition/Domain (Continued)

Courses in the Social Studies section of the <u>Course Code Directory</u> which meet specific graduation requirements will be coded to match the graduation requirement which they address: **EC** - Economics, **WH** - World History, **AH** - American History, and **AG** - American Government. Social Studies courses which do not meet specific graduation requirements will be coded as Electives (**EL**) or Social Studies Electives (**SS**) depending on district policy.

Courses in Foreign Languages may be coded as Electives (*EL*) or as Foreign Language Electives (*FL*) depending on district policy. If the student is completing course work for college admissions or the Florida Academic Scholar Program, Foreign Language courses should be coded *FL*.

Since all Science and Mathematics courses currently listed in the <u>Course Code Directory</u> meet specific graduation requirements, any credits in Mathematics or Science taken above the minimum graduation requirements should be coded **MA** or **SC** as appropriate.

Computer Education (*CE*) may be substituted for an elective credit when a district's local policy requires a student to complete a computer education course in order to graduate.

Students entering ninth grade on or after the 2007-08 school year may use Performing Fine Arts (**PF**) or Practical Arts with Artistic Content (**PA**) to meet graduation requirements as defined in section 1003.428(2)(a)5, Florida Statutes as follows: "One credit in fine or performing arts, speech and debate, or a practical arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination." A listing of courses that meet the PA definition can be found in the Course Code Directory.

The Arts graduation requirement may be fulfilled by substituting one of the basic Computer Education or Journalism courses on a curriculum equivalency basis. If a substitution is made, a 1 or \$ should be shown in the Course Flag field. This is in effect for students entering grade nine through the 2008-09 school year.

Half of the credit earned in a course coded **SV** satisfies the graduation requirement for Science and half satisfies the graduation requirement in the Vocational area.

*Life Management Skills (*LM*) graduation requirement was effective for students entering grade nine prior to the 2007-08 school year.

Note: Optional for the 2008-09 school year for Local and FASTER reporting and must be used in connection with course(s) using a "+" flag.

Revised: 6/23/09 Volume I Effective: 7/08 Page Number: 45-31

DEPARTMENT OF JUVENILE JUSTICE STUDENT ENTRY ASSESSMENT – REJECT RULES

45. If Test Score – Standard Score Reading is greater than zero and Test Date – Reading is greater than or equal to July 1, 2008 then Test Score – Growth Scale Value Reading must be greater than zero. If test Score – Growth Scale Value Reading is greater than zero, then Test Score – Standard Score Reading must be greater than zero. -record rejected-

EXAMPLE

The first and second 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 the Test Score - Standard Score Reading is greater than zero, the Test Date - Reading is greater than July 1, 2008 and the Test Score - Growth Scale Value Reading equals zero. The fourth record would be rejected because the Test Score - Growth Scale Value Reading is greater than zero and the Test Score - Standard Score Reading is zero.

Test Score -	Test Score - Growth	↓
Standard	Scale	Test
Score	Value	Date
Reading	Reading	Reading
0100	0045	07202008
0200	0030	01152009
0100	0000	08052008
0000	0300	12102008
	Score - Standard Score Reading 0100 0200 0100	Test Score - Score - Growth Standard Scale Score Value Reading Reading 0100 0045 0200 0030 0100 0000

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 appropriate Test Score and resubmit the record.

DEPARTMENT OF JUVENILE JUSTICE STUDENT ENTRY ASSESSMENT – REJECT RULES

47. If Test Score – Standard Score Mathematics, is greater than zero and Test

→ Date – Mathematics is greater than or equal to July 1, 2008, then Test Score –

Growth Scale Value Mathematics must be greater than zero. If Test Score –

Growth Scale Value Mathematics is greater than zero then Test Score – Standard Score Mathematics must be greater than zero. -record rejected-

EXAMPLE

The first and second 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 the Test Score - Standard Score Mathematics is greater than zero, the Test Date – Mathematics is greater than July 1, 2008 and the Test Score - Growth Scale Value Mathematics equals zero. The fourth record would be rejected because the Test Score – Growth Scale Value Mathematics is greater than zero and the Test Score – Standard Score Mathematics is zero.

		Test	
	Test	Score -	1
Student	Score -	Growth	•
Number	Standard	Scale	Test
Identifier,	Score	Value	Date
Florida	Mathematics	Mathematics	Mathematics
0123456789	0100	0045	07022008
012345679X	0200	0030	01152009
* 0123456781	0100	0000	08052008
* 123456999X	(0000	0300	12102008

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 appropriate Test Scores and resubmit the record.

DEPARTMENT OF JUVENILE JUSTICE STUDENT ENTRY ASSESSMENT – REJECT RULES

49. If Test Score – Standard Score Language Arts, is greater than zero and Test

Date – Language Arts is greater than or equal to July 1, 2008, then Test Score –

Growth Scale Value Language Arts must be greater than zero. If Test Score –

Growth Scale Value Language Arts is greater than zero then Test Score –

Standard Score must be greater than zero. -record rejected-

EXAMPLE

The first and second 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 the Test Score - Standard Score Language Arts is greater than zero, the Test Date - Language Arts is greater than July 1, 2008 and the Test Score - Growth Scale Value Language Arts equals zero. The fourth record would be rejected because the Test Score - Growth Scale Value Language Arts is greater than zero and the Test Score - Standard Score Language Arts is zero.

		Test	_
	Test	Score -	
Student	Score -	Growth	+
Number	Standard	Scale	Test
Identifier,	Score	Value	Date
Florida	Language Arts	Language Arts	Language Arts
0123456789	0100	0045	07202008
012345679X	0200	0030	01152009
* 0123456781	0100	0000	08052008
* 123456999X	0000	0300	12102008

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 appropriate Test Score and resubmit the record.

DEPARTMENT OF JUVENILE JUSTICE STUDENT ENTRY ASSESSMENT EXCEPTION REPORTS

85. If one of the three fields; Test Date – Reading or Test Date – Mathematics or Test Date – Language Arts is greater than or equal to July 1, 2008 then one of the three fields; Test Score – Growth Scale Value Reading, Test Score – Growth Scale Value Mathematics and Test Score – Growth Scale Value - Language Arts, must be greater than 0000. –exception report-

EXAMPLE

The first and second records listed below would not cause an error message. The third record would cause an exception error message to be generated because all three Test Scores are zero.

	Test	Test	Test
Student	Score -	Score -	Score -
Number	Growth	Growth	Growth
Identifier,	Scale	Scale	Scale
Florida	Value	Value	Value
	Reading	Mathematics	Language/Arts
0123456789	0100	0050	0000
012345679X	0000	0000	0120
* 0123456781	0000	0000	0000

DISTRICT RESPONSIBILITY

The district must review the test scores for the student and determine whether the student took the test and scored zero on each of the subtests. If this is the case, no action is required. If this is not the case, the district must either delete the record from the database or submit a correction to at least one of the Test Score element.

DEPARTMENT OF JUVENILE JUSTICE STUDENT EXIT ASSESSMENT - REJECT RULES

45. If Test Score – Standard Score Reading is greater than zero and Test Date – Reading is greater than or equal to July 1, 2008 then Test Score – Growth Scale Value Reading must be greater than zero. If test Score – Growth Scale Value Reading is greater than zero, then Test Score – Standard Score Reading must be great than zero. - record rejected -

EXAMPLE

The first and second 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 the Test Score - Standard Score Reading is greater than zero, the Test Date – Reading is greater than July 1, 2008 and the Test Score - Growth Scale Value Reading equals zero. The fourth record would be rejected because the Test Score – Growth Scale Value Reading is greater than zero and the Test Score – Standard Score Reading is zero.

	Test	
Test	Score -	
Score -	Growth	+
Standard	Scale	Test
Score	Value	Date
Reading	Reading	Reading
0100	0045	07202008
0200	0030	01152009
0100	0000	08052008
0000	0300	12102008
	Score - Standard Score Reading 0100 0200 0100	Test Score - Score - Growth Standard Scale Score Value Reading Reading 0100 0045 0200 0030 0100 0000

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 appropriate Test Score and resubmit the record.

DEPARTMENT OF JUVENILE JUSTICE STUDENT EXIT ASSESSMENT - REJECT RULES

47. If Test Score – Standard Score Mathematics, is greater than zero and Test

→ Date – Mathematics is greater than or equal to July 1, 2008, then Test Score –

Growth Scale Value Mathematics must be greater than zero. If Test Score –

Growth Scale Value Mathematics is greater than zero then Test Score – Standard Score Mathematics must be greater than zero. -record rejected-

EXAMPLE

The first and second 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 the Test Score - Standard Score Mathematics is greater than zero, the Test Date – Mathematics is greater than July 1, 2008 and the Test Score - Growth Scale Value Mathematics equals zero. The fourth record would be rejected because the Test Score – Growth Scale Value Mathematics is greater than zero and the Test Score – Standard Score Mathematics is zero.

		Test	_
	Test	Score -	
Student	Score -	Growth	+
Number	Standard	Scale	Test
Identifier,	Score	Value	Date
Florida	Mathematics	Mathematics	Mathematics
0123456789	0100	0045	07022008
012345679X	0200	0030	01152009
* 0123456781	0100	0000	08052008
* 123456999X	0000	0300	12102008

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 appropriate Test Scores and resubmit the record.

DEPARTMENT OF JUVENILE JUSTICE STUDENT EXIT ASSESSMENT - REJECT RULES

49. If Test Score – Standard Score Language Arts, is greater than zero and Test

Date – Language Arts is greater than or equal to July 1, 2008, then Test Score –

Growth Scale Value Language Arts must be greater than zero. If Test Score –

Growth Scale Value Language Arts is greater than zero then Test Score –

Standard Score must be greater than zero. -record rejected-

EXAMPLE

The first and second 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 the Test Score - Standard Score Language Arts is greater than zero, The Test Date – Language Arts is greater than July 1, 2008 and the Test Score - Growth Scale Value Language Arts equals zero. The fourth record would be rejected because the Test Score – Growth Scale Value Language Arts is greater than zero and the Test Score – Standard Score Language Arts is zero.

		Test	_
	Test	Score -	
Student	Score -	Growth	+
Number	Standard	Scale	Test
Identifier,	Score	Value	Date
Florida	Language Arts	Language Arts	Language Arts
0123456789	0100	0045	07202008
012345679X	0200	0030	01152009
* 0123456781	0100	0000	08052008
* 123456999X	0000	0300	12102008

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 appropriate Test Score and resubmit the record.

DEPARTMENT OF JUVENILE JUSTICE STUDENT EXIT ASSESSMENT - EXCEPTION REPORTS

85. If one of the three fields; Test Date – Reading or Test Date – Mathematics or Test Date – Language Arts is greater than or equal to July 1, 2008 then one of the three fields; Test Score – Growth Scale Value Reading, Test Score – Growth Scale Value Mathematics and Test Score – Growth Scale Value - Language Arts, must be greater than 0000. –exception report-

EXAMPLE

The first and second records listed below would not cause an error message. The third record would cause an exception error message to be generated because all three Test Scores are zero.

	Test	Test	Test
Student	Score -	Score -	Score -
Number	Growth	Growth	Growth
Identifier,	Scale	Scale	Scale
Florida	Value	Value	Value
	Reading	Mathematics	Language/Arts
0123456789	0100	0050	0000
0123456789 012345679X	0100 0000	0050 0000	0000 0120

DISTRICT RESPONSIBILITY

The district must review the test scores for the student and determine whether the student took the test and scored zero on each of the subtests. If this is the case, no action is required. If this is not the case, the district must either delete the record from the database or submit a correction to at least one of the Test Score element.

10. If Test Name is not CAI then Test Score Type 1 must be LX, NC, PF or RS. If Test Name is CAI then Test Score Type 1 must be SS. -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 Score Type 1 is not alid for the Test Name reported.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type 1
123456789X	01192007	STA	NC
* 301741234X	01192007	STA	SS

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 Score Type 1 or the Test Name and resubmit the record.

24. If Test Name is CAI then Test Score Type 2 must be ZZ. -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 Test Score Type 2 is not ZZ.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type 2
123456789X	11012008	CAL	ZZ
* 301741234X	11012008		SS

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 Score Type 2 and resubmit the record.

25. 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.

26. If Test Name is CAI then Test Publication Year must be the year the data is being reported or the previous year. -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 Publication Year is not valid for the Test Name reported.

Student Number			Test
Identifier,	Test	Test	Publication
Florida	Date	Name	Year
123456789X	06012009	CAI	2009
* 301741234X	06012009	CAI	2007

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 Publication Year and resubmit the record.

27. If Test Name is CAI then Test Date must be June 1 (0601) or November 1 (1101) 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.

28. If Test Name is CAI then Test Form must be Z. -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 valid for the Test Name reported.

Student Number			
ldentifier,	Test	Test	Test
Florida	Date	Name	Form
123456789X	06012009	CAI	Z
* 301741234X	06012009	CAI	Α

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.

29. If Test Name is CAI then Test Level must be A or AS. -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 Level is not valid for the Test Name reported.

Student Number			
Identifier,	Test	Test	Test
Florida	Date	Name	Level
123456789X	06012009	CAI	AS
* 301741234X	06012009	CAI	S

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 Level and resubmit the record.

30. If Test Name is CAI then Test Score must be 0000, 0001, 0002, 0003, 0004, 0005, 0006, 0007, or 0008. -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 Score is not valid for the Test Name reported.

Student Number			
Identifier,	Test	Test	Test
Florida	Date	Name	Score
123456789X	06012009	CAI	0007
* 301741234X	06012009	CAI	В

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 Score and resubmit the record.

2008-2009 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 for the June administration of the exam and November 1 for the November administration of the exam along with the year in which the exam was taken.
- 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.

(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: 6/19/2009

^{&#}x27;*' indicates key fields.

THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

09-10

Element Name:

Course Flag

Definition/Domain				
Up to four characters describing course attributes which give additional information needed by the district or state for counseling, tracking of credits, flagging for use with weighted grade point averages, etc. The letter or number codes defined below will be standard statewide. Any time one of the codes below is printed under "Course Flag" on the permanent record printout, it must correspond to the meaning given below. The field may also be used for locally defined codes which are consistent with state requirements for the use of state course numbers and titles.				
On the Student Course Transcript Information reporting format up to four codes may be reported for a specified course. The coded values do not have to appear in any specific order and must be left-justified.				
CODE	DEFINITION			
E = Academic Scholar - Elect	ive The course meets an Academic Scholar elective.			
(Code valid prior to 7/1/00	0.)			
R = College Preparatory	The course meets a university admissions requirement. (Definition prior to 7/1/00: The course meets an academic Scholar requirement.)			
G = Gifted	The course section is entirely composed of gifted students.			
H = Honors	This is a course identified as "Honors" in the state Course Code Directory. To identify an honors course by district definition, use a code reserved for local district use.			
N = No Credit	No credit awarded - per district policy (e.g., 9-12 grade student did not meet the 135 hour rule).			
S = SLEP (Valid 7/1/82 – 6/30/87)	Credit awarded by passing the Secondary Level Examination Program (SLEP) examination.			
T = Transferred	Credit transferred from an out-of-state school or nonpublic school by equating of courses.			
	CONTINUED ON NEXT PAGE			
Length: 4	Grades and Programs Requiring This Data Element:			
Format: Alphanumeric	All Programs Grades PK-12			
Compatibility Requirement:	Adult Basic Skills (optional) Adult Secondary Education			
Compatible	Adult Postsecondary Vocational			
Use Types:	State Reporting Formats Requiring This Data Element:			
	Student Course Transcript Information DB9 39x			
☐ Local Accountability				
☐ F.A.S.T.E.R.				
☐ Migrant Tracking				
Data Element Number:				
109125	Reported in Survey Periods:			
Revised:	Volume I Effective: 7/09 Page Number: 40-1			

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

Element Name: Course Flag (Cor	ntinued)			
Definition/Domain (Continued)				
CODE	DEFINITION			
I = Include	Include in grade point average (used only in combination with an "X").			
X = Exclude	Exclude from state and local grade point average (used only in combination with an "I" for tracking forgiveness).			
W = Exclude from State GPA	Exclude from State GPA, but include in District GPA			
1 = Sub for Arts Graduation Requirements.	Computer Education substitution for Arts (PA) graduation requirement. The valid Computer Education substitution courses are 0200300-0200380, 0200800-0200810, 0201300-0201360, 0201380, and 0200890 effective for students entering grade nine through 2008-09. The Combined Practical and Performing Fine Arts (PF) graduation requirement was in effect for students entering grade nine prior to 2007-08.			
2 = Sub for BUS EN I 1001440	Vocational substitution for Business English I. The valid substitutions are courses 8200330, 8212110, 8212120, 8215120, and 8215130.			
3 = Sub for BUS EN I 1001440 and/or BUS EN II 1001450	Vocational substitution for Business English I or II. The valid substitution courses are 8200330, 8212110, and 8212120.			
4 = Sub for BUS MA I 1205540	Vocational substitution for Business Mathematics. The valid substitutions are courses 8200330, 8203310, 8203320, 8206010, 8206020, 8212110, 8212120, 8216110, and 8216120.			
5 = Sub for MA 1 1205380/II 1205390 (valid prior to 7/1/97.)	Vocational substitution for Mathematics 1: Course number 1205380 and Mathematics II: Course Number 1205390.			
6 = Sub for GEN SCI 2002310 (Valid prior to 7/1/01)	Vocational substitution for General Science. The valid substitutions are courses 8121600, 8121000, 8121300, 8121400, 8106200, 8115110, 8106800, 8106400, 8118300, 8112100, 8112000, 8106500 and 8106100.			
@ = Sub for BIO TECH 2000430 (Valid prior to 7/1/01)	Vocational substitution for Biology Technology. The valid substitutions are courses 8121000, 8121300, 8121400, 8121600, 8106200, 8115110, 8106800, 8112000, 8106500 and 8106100.			
# = Sub for ENV SCI 2001340 (Valid prior to 7/1/01)	Vocational substitution for Environmental Science. The valid substitutions are courses 8113000, 8118300 and 8112100.			
% = Sub for PHY SCI 2003310 (Valid prior to 7/1/01)	Vocational substitution for Physical Science. The valid substitutions are courses 8103400, 8103200 and 8103300.			
	CONTINUED ON NEXT PAGE			

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FLORIDA DEPARTMENT OF EDUCATION DOE INFORMATION DATA BASE REQUIREMENTS

VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM AUTOMATED STUDENT DATA ELEMENTS

nent Name: Course Flag (Continued)				
	Definition/Domain (Continued)			
CODE	DEFINITION			
7 = Sub for ANAT PHYSIO 2000350	Vocational substitution for Anatomy and Physiology. The val substitutions are courses 8115110, 8417130-8417210, 8418300, ar 8417230.			
8 = Sub for Pre-Algebra	Vocational substitution for Pre-Algebra. The valid substitution course 8730091.			
9 = Ninth Grader	A student below the ninth grade has been declared a ninth grade student for this course and credit will apply toward high scho graduation as provided through the district's pupil progression plan.			
P = Course in Progress	For use in 1) interdistrict records transfer to indicate the courses student was taking and had not yet completed at the time when he she left the sending district; and 2) for Exceptional Student Educa courses taken over a longer period of time than usual. Credit would zero until the course is completed (Time Modification).			
B * =Home Language and/or ESOL Instruction (Valid prior to 7/1/07)	English Language Learners: Instructional Strategy code indicatir the type of instruction of the ELL student. (This code is only valid feelementary self-contained courses.)			
M * =Home Language Instruction (Valid prior to 7/1/07)	English Language Learners: Instructional Strategy code indicatir the ELL student is receiving instruction in their home language in the course. (Home Language instruction is valid in math, science, soci studies and computer literacy.)			
D* = ESOL Instruction (Valid prior to 7/1/07)	English Language Learners: Instructional Strategy code indicatir the ELL student is receiving instruction in English in the cours (ESOL Instruction is valid in language arts, math, science, soci studies and computer literacy.)			
A = Sub for Science Graduation Requirements	JROTC Coast Guard substitution for Marine Science I (2002500 The valid JROTC Maritime substitution courses are the completion program 1804320-1804350.			
F = Sub for Science Graduation Requirements	JROTC Air Force substitution for Physical Science (2003310). The valid JROTC Aerospace substitution courses are the completion program 1800300-1800320.			
CONTINUED ON NEXT PAGE				
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FLORIDA DEPARTMENT OF EDUCATION DOE INFORMATION DATA BASE REQUIREMENTS VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM

AUTOMATED STUDENT DATA ELEMENTS

ement Name: Course Flag (Co	•				
	Definition/Domain (Continued)				
CODE	DEFINITION				
K = Sub for Science Graduation Requirements	JROTC Navy Substitution for Physical Science. The valid JROT Naval Science substitution courses are the completion of progra 1802300-1802330. JROTC Army substitution for Life Management Skills. The value JROTC Army substitution courses are the completion of progra 1801300-1801310.				
O = Sub for Life Management Skills Graduation Requirements (Effective through incoming 9 th grade class of 0607)					
Q = Sub for Life Management Skills Graduation Requirements (Effective through incoming 9 th grade class of 0607)	JROTC Marine Corps substitution for Life Management Skills. The Valid JROTC Marine Corps substitution courses are the completion of courses 1803300-1803310.				
& = Sub for Life Management Skills Graduation Requirements. (Effective through incoming 9 th grade class of 0607)	JROTC Air Force substitution for Life Management Skills. The valid JROTC Air Force substitution courses are the completion of program 1800400-1800410.				
0(zero) = Sub for Practical Arts Graduation Requirements	JROTC substitution for Practical Arts graduation requirement. T valid JROTC substitution courses are the completion of progra 1800300-1800360, or 1801300-1801330, or 1802300-1802330, 1803300-1803330, or 1804300-1804350.				
\$ = Sub for Arts Graduation Requirements	Journalism substitution for Arts (PA) graduation requirement. The valid Journalism substitution courses are 1006300-1006330 effective for students entering grade nine through 2008-09. The Combined Practical and Performing Fine Arts (PF) graduation requirement was in effect for students entering grade nine prior to 2007-08.				
= Additional Credit Courses (Effective 0809)	This flag is used to report additional credit courses. It is to be used to indicate that the course is associated with a second course for which credit is also awarded. The course number of the second course will be supplied in data element Course Number, Substituted The state subject area of the second course should be recorded in the data element Course Substituted, State Subject Area Requirements. This code is authorized in 2008-09 only for Manated County School District. Course credit is limited to Algebra 1A Algebra 1B, Algebra 1, Geometry and Biology.				

FLORIDA DEPARTMENT OF EDUCATION

DOE INFORMATION DATA BASE REQUIREMENTS VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM AUTOMATED STUDENT DATA ELEMENTS

ement Name:	Course Flag	(Continued)		
		Definition/Domain	(Continued)	
* = Generic S Substitut	State Course iion Indicator	associated is bein substitute for anotl a companion data time being, this in created on or after	g used as a Departmenter course, the code for element (Course Numb dicator will only be used July 1, 2007. Course so prior to July 1, 2007,	course with which it is not of Education approved which is being supplied in per, Substituted). For the d for course substitutions ubstitutions having course will continue to use their
Example: R	Honors co grade who university	ourse; the individual who o is able to count the co	is taking the course is urse toward fulfilling gra	it is being offered as an a student below the ninth duation requirements and 's pupil progression plan
va us	lues to those code:	s at any time in the futu Inize that it is possible th	re. Districts may also de	Department will not assign efine other codes for local define standard values for
NOTE: Co	ode 0 (zero) is now	state defined.		
evised: 6/23/0	0	Volume I	Effective: 7/09	Page Number: 40-5

Element Nam	Element Name: Course, State Subject Area Requirements				
	Definition/Domain				
A code indicating the subject in which credit toward high school graduation will apply upon successful completion of the course. See <u>Course Code Directory</u> .					
CODE	SUBJECT AREA		CODE	SUBJECT AREA	
EN	English		PF	Performing Fine Arts	
MA	Mathematics		LM	Life Management Skills	
SC	Science		PE	Physical Education	
AH	American History		EX	Exceptional Student	
WH	World History		EL	Electives	
EC	Economics		FL	Foreign Language Elective	
AG	American Government		LA	Language Arts Elective	
VO	Career & Technic	al (excluding courses	SS	Social Studies Elective	
	coded PA)		NC	Non Credit	
SV	Half Science and Half Vocational (Effective school year 0708)		CE	Computer Education (Effective 91-92, but may be used prior to effective date)	
			PA	Practical Arts with artistic content	
Courses in the Language Arts section of the <u>Course Code Directory</u> will be coded as EN if they meet the specific graduation requirements for English. Those Language Arts courses which do not meet the graduation requirements for English would be coded as Electives (EL) or Language Arts Electives (LA) depending on district policy. CONTINUED ON NEXT PAGE					
Length:	2	_		ms Requiring This Data Element:	
Format:	Alphabetic	All Programs Grades 9-12			
		Adult Secondary Edu	cation		
State Standard					
Use Types:		State Reporting Formats Requiring This Data Element:			
State Report ■		Student Course Transcript Information DB9 39x			
Local Accountability					
F.A.S.T.E.R.					
☐ Migrant T	racking				
Data Element					
	109625	Reported in Survey		□ 1 □ 2 □ 3 □ 4 □ 5 □ 7 □ 9	
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REQUIREMENTS
DRMATION SYSTEM

Fiscal Year 1990-91
July 1, 1990

Implementation Date:

Element Name: Course, State Subject Area Requirements (Continued)

Definition/Domain (Continued)

Courses in the Social Studies section of the <u>Course Code Directory</u> which meet specific graduation requirements will be coded to match the graduation requirement which they address: **EC** - Economics, **WH** - World History, **AH** - American History, and **AG** - American Government. Social Studies courses which do not meet specific graduation requirements will be coded as Electives (**EL**) or Social Studies Electives (**SS**) depending on district policy.

Courses in Foreign Languages may be coded as Electives (*EL*) or as Foreign Language Electives (*FL*) depending on district policy. If the student is completing course work for college admissions or the Florida Academic Scholar Program, Foreign Language courses should be coded *FL*.

Since all Science and Mathematics courses currently listed in the <u>Course Code Directory</u> meet specific graduation requirements, any credits in Mathematics or Science taken above the minimum graduation requirements should be coded *MA* or *SC* as appropriate.

Computer Education (*CE*) may be substituted for an elective credit when a district's local policy requires a student to complete a computer education course in order to graduate.

Students entering grade nine on or after the 2007-08 school year may use Performing Fine Arts (**PF**) or Practical Arts with Artistic Content (**PA**) to meet graduation requirements as defined in section 1003.428(2)(a)5, Florida Statutes as follows: "One credit in fine or performing arts, speech and debate, or a practical arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination." A listing of courses that meet the PA definition can be found in the <u>Course Code Directory</u>.

The Arts graduation requirement may be fulfilled by substituting one of the basic Computer Education or Journalism courses on a curriculum equivalency basis. If a substitution is made, a 1 or \$ should be shown in the Course Flag field. This is in effect for students entering grade nine through the 2008-09 school year

Half of the credit earned in a course coded **SV** satisfies the graduation requirement for Science and half satisfies the graduation requirement in the Vocational area.

*Life Management Skills (*LM*) graduation requirement was effective for students entering grade nine prior to the 2007-08 school year.

Revised: 6/23/09 Volume I Effective: 7/09 Page Number: 45-2

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

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

Element Name: Course Substituted, State Subject Area Requirements				
Definition/Domain				
A code indicating the subject area in which credit towards high school graduation will apply. This field is used in conjunction with the Course Number, Substituted field which is used to record a second course, for which credit is also being earned. See Code Directory .				
CODE	SUBJECT AREA		CODE	SUBJECT AREA
EN	English		PF	Performing Fine Arts
MA	Mathematics		LM	Life Management Skills
SC	Science		PE	Physical Education
AH	American History		EX	Exceptional Student
WH	World History		EL	Electives
EC	Economics		FL	Foreign Language Electives
AG	American Governme	ent	LA	Language Arts Electives
VO	Career & Technical coded PA)	(excluding courses	SS	Social Studies Elective
sv	Half Science and Ha (Effective school year		NC	Non Credit
PA	Practical Arts with a	*	CE	Computer Education (Effective 91-92, but may be used prior to effective date)
Courses in the Language Arts section of the <u>Course Code Directory</u> will be coded as EN if they meet the specific graduation requirements for English. Those Language Arts courses which do not meet the graduation requirements for English would be coded as Electives (EL) or Language Arts Electives (LA) depending on district policy. CONTINUED ON NEXT PAGE				
Length:	2	Grades ar	nd Program	ns Requiring This Data Element:
Format:	Alphabetic	All Programs Grades		no requiring Tino Data Liellient.
	y Requirement:	Adult Secondary Educ		
-	State Standard	Addit Secondary Edde	alion	
		Ctata Dana		ata Daminina Thia Data Flamont.
Use Types:		State Repo	rting Form	ats Requiring This Data Element:
State Re	-			
	countability			
⊠ F.A.S.T.E	E.R.			
☐ Migrant	Tracking			
Data Elemen	nt Number:			
	109675	Reported in Survey F	Periods:	\Box 1 \Box 2 \Box 3 \Box 4 \Box 5 \Box 7 \Box 9

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

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

Element Name: Course Substituted, State Subject Area Requirements (Continued)

Definition/Domain (Continued)

Courses in the Social Studies section of the <u>Course Code Directory</u> which meet specific graduation requirements will be coded to match the graduation requirement which they address: **EC** - Economics, **WH** - World History, **AH** - American History, and **AG** - American Government. Social Studies courses which do not meet specific graduation requirements will be coded as Electives (**EL**) or Social Studies Electives (**SS**) depending on district policy.

Courses in Foreign Languages may be coded as Electives (*EL*) or as Foreign Language Electives (*FL*) depending on district policy. If the student is completing course work for college admissions or the Florida Academic Scholar Program, Foreign Language courses should be coded *FL*.

Since all Science and Mathematics courses currently listed in the <u>Course Code Directory</u> meet specific graduation requirements, any credits in Mathematics or Science taken above the minimum graduation requirements should be coded **MA** or **SC** as appropriate.

Computer Education (*CE*) may be substituted for an elective credit when a district's local policy requires a student to complete a computer education course in order to graduate.

Students entering ninth grade on or after the 2007-08 school year may use Performing Fine Arts (**PF**) or Practical Arts with Artistic Content (**PA**) to meet graduation requirements as defined in section 1003.428(2)(a)5, Florida Statutes as follows: "One credit in fine or performing arts, speech and debate, or a practical arts course that incorporates artistic content and techniques of creativity, interpretation, and imagination." A listing of courses that meet the PA definition can be found in the <u>Course Code Directory</u>.

The Arts graduation requirement may be fulfilled by substituting one of the basic Computer Education or Journalism courses on a curriculum equivalency basis. If a substitution is made, a 1 or \$ should be shown in the Course Flag field. This is in effect for students entering grade nine through the 2008-09 school year.

Half of the credit earned in a course coded **SV** satisfies the graduation requirement for Science and half satisfies the graduation requirement in the Vocational area.

*Life Management Skills (*LM*) graduation requirement was effective for students entering grade nine prior to the 2007-08 school year.

Note: Optional for the 2008-09 school year for Local and FASTER reporting and must be used in connection with course(s) using a "+" flag.

Revised: 6/23/09 Volume I Effective: 7/09 Page Number: 45-31

DEPARTMENT OF JUVENILE JUSTICE STUDENT ENTRY ASSESSMENT – REJECT RULES

45. If Test Score – Standard Score Reading is greater than zero and Test Date – Reading is greater than or equal to July 1, 2008 then Test Score – Growth Scale Value Reading must be greater than zero. If test Score – Growth Scale Value Reading is greater than zero, then Test Score – Standard Score Reading must be greater than zero. -record rejected-

EXAMPLE

The first and second 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 the Test Score - Standard Score Reading is greater than zero, the Test Date - Reading is greater than July 1, 2008 and the Test Score - Growth Scale Value Reading equals zero. The fourth record would be rejected because the Test Score - Growth Scale Value Reading is greater than zero and the Test Score - Standard Score Reading is zero.

Test Score -	Test Score - Growth	↓
Standard	Scale	Test
Score	Value	Date
Reading	Reading	Reading
0100	0045	07202008
0200	0030	01152009
0100	0000	08052008
0000	0300	12102008
	Score - Standard Score Reading 0100 0200 0100	Test Score - Score - Growth Standard Scale Score Value Reading Reading 0100 0045 0200 0030 0100 0000

DISTRICT RESPONSIBILITY

DEPARTMENT OF JUVENILE JUSTICE STUDENT ENTRY ASSESSMENT – REJECT RULES

47. If Test Score – Standard Score Mathematics, is greater than zero and Test

→ Date – Mathematics is greater than or equal to July 1, 2008, then Test Score –

Growth Scale Value Mathematics must be greater than zero. If Test Score –

Growth Scale Value Mathematics is greater than zero then Test Score – Standard Score Mathematics must be greater than zero. -record rejected-

EXAMPLE

The first and second 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 the Test Score - Standard Score Mathematics is greater than zero, the Test Date – Mathematics is greater than July 1, 2008 and the Test Score - Growth Scale Value Mathematics equals zero. The fourth record would be rejected because the Test Score – Growth Scale Value Mathematics is greater than zero and the Test Score – Standard Score Mathematics is zero.

		Test	
	Test	Score -	1
Student	Score -	Growth	•
Number	Standard	Scale	Test
Identifier,	Score	Value	Date
Florida	Mathematics	Mathematics	Mathematics
0123456789	0100	0045	07022008
012345679X	0200	0030	01152009
* 0123456781	0100	0000	08052008
* 123456999	(0000	0300	12102008
DISTRICT RE	ESPONSIBILIT	Υ	

DEPARTMENT OF JUVENILE JUSTICE STUDENT ENTRY ASSESSMENT – REJECT RULES

49. If Test Score – Standard Score Language Arts, is greater than zero and Test

Date – Language Arts is greater than or equal to July 1, 2008, then Test Score –

Growth Scale Value Language Arts must be greater than zero. If Test Score –

Growth Scale Value Language Arts is greater than zero then Test Score –

Standard Score must be greater than zero. -record rejected-

EXAMPLE

The first and second 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 the Test Score - Standard Score Language Arts is greater than zero, the Test Date - Language Arts is greater than July 1, 2008 and the Test Score - Growth Scale Value Language Arts equals zero. The fourth record would be rejected because the Test Score - Growth Scale Value Language Arts is greater than zero and the Test Score - Standard Score Language Arts is zero.

	Test	
Test	Score -	
Score -	Growth	+
Standard	Scale	Test
Score	Value	Date
Language Arts	Language Arts	Language Arts
0100	0045	07202008
0200	0030	01152009
0100	0000	08052008
0000	0300	12102008
	Score - Standard Score Language Arts 0100 0200 0100	Test Score - Score - Growth Standard Scale Score Value Language Arts Language Arts 0100 0045 0200 0030 0100 0000

DISTRICT RESPONSIBILITY

DEPARTMENT OF JUVENILE JUSTICE STUDENT ENTRY ASSESSMENT EXCEPTION REPORTS

85. If one of the three fields; Test Date – Reading or Test Date – Mathematics or Test Date – Language Arts is greater than or equal to July 1, 2008 then one of the three fields; Test Score – Growth Scale Value Reading, Test Score – Growth Scale Value Mathematics and Test Score – Growth Scale Value - Language Arts, must be greater than 0000. –exception report-

EXAMPLE

The first and second records listed below would not cause an error message. The third record would cause an exception error message to be generated because all three Test Scores are zero.

Student Number Identifier,	Test Score - Growth Scale	Test Score - Growth Scale	Test Score - Growth Scale
Florida	Value Reading	Value Mathematics	Value Language/Arts
0123456789	0100	0050	0000
012345679X	0000	0000	0120
* 0123456781	0000	0000	0000

DISTRICT RESPONSIBILITY

The district must review the test scores for the student and determine whether the student took the test and scored zero on each of the subtests. If this is the case, no action is required. If this is not the case, the district must either delete the record from the database or submit a correction to at least one of the Test Score element.

DEPARTMENT OF JUVENILE JUSTICE STUDENT EXIT ASSESSMENT - REJECT RULES

45. If Test Score – Standard Score Reading is greater than zero and Test Date – Reading is greater than or equal to July 1, 2008 then Test Score – Growth Scale Value Reading must be greater than zero. If test Score – Growth Scale Value Reading is greater than zero, then Test Score – Standard Score Reading must be great than zero. - record rejected -

EXAMPLE

The first and second 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 the Test Score - Standard Score Reading is greater than zero, the Test Date – Reading is greater than July 1, 2008 and the Test Score - Growth Scale Value Reading equals zero. The fourth record would be rejected because the Test Score – Growth Scale Value Reading is greater than zero and the Test Score – Standard Score Reading is zero.

	Test	_
Test	Score -	
Score -	Growth	+
Standard	Scale	Test
Score	Value	Date
Reading	Reading	Reading
0100	0045	07202008
0200	0030	01152009
0100	0000	08052008
0000	0300	12102008
	Score - Standard Score Reading 0100 0200 0100	Test Score - Score - Growth Standard Scale Score Value Reading Reading 0100 0045 0200 0030 0100 0000

DISTRICT RESPONSIBILITY

DEPARTMENT OF JUVENILE JUSTICE STUDENT EXIT ASSESSMENT - REJECT RULES

47. If Test Score – Standard Score Mathematics, is greater than zero and Test

→ Date – Mathematics is greater than or equal to July 1, 2008, then Test Score –

Growth Scale Value Mathematics must be greater than zero. If Test Score –

Growth Scale Value Mathematics is greater than zero then Test Score – Standard Score Mathematics must be greater than zero. -record rejected-

EXAMPLE

The first and second 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 the Test Score - Standard Score Mathematics is greater than zero, the Test Date – Mathematics is greater than July 1, 2008 and the Test Score - Growth Scale Value Mathematics equals zero. The fourth record would be rejected because the Test Score – Growth Scale Value Mathematics is greater than zero and the Test Score – Standard Score Mathematics is zero.

		Test	
	Test	Score -	
Student	Score -	Growth	+
Number	Standard	Scale	Test
Identifier,	Score	Value	Date
Florida	Mathematics	Mathematics	Mathematics
0123456789	0100	0045	07022008
012345679X	0200	0030	01152009
* 0123456781	0100	0000	08052008
* 123456999X	0000	0300	12102008

DISTRICT RESPONSIBILITY

DEPARTMENT OF JUVENILE JUSTICE STUDENT EXIT ASSESSMENT - REJECT RULES

49. If Test Score – Standard Score Language Arts, is greater than zero and Test

→ Date – Language Arts is greater than or equal to July 1, 2008, then Test Score –

Growth Scale Value Language Arts must be greater than zero. If Test Score –

Growth Scale Value Language Arts is greater than zero then Test Score –

Standard Score must be greater than zero. -record rejected-

EXAMPLE

The first and second 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 the Test Score - Standard Score Language Arts is greater than zero, The Test Date – Language Arts is greater than July 1, 2008 and the Test Score - Growth Scale Value Language Arts equals zero. The fourth record would be rejected because the Test Score – Growth Scale Value Language Arts is greater than zero and the Test Score – Standard Score Language Arts is zero.

		Test	_
	Test	Score -	
Student	Score -	Growth	+
Number	Standard	Scale	Test
Identifier,	Score	Value	Date
Florida	Language Arts	Language Arts	Language Arts
0123456789	0100	0045	07202008
012345679X	0200	0030	01152009
* 0123456781	0100	0000	08052008
* 123456999X	0000	0300	12102008

DISTRICT RESPONSIBILITY

DEPARTMENT OF JUVENILE JUSTICE STUDENT EXIT ASSESSMENT - EXCEPTION REPORTS

85. If one of the three fields; Test Date – Reading or Test Date – Mathematics or Test Date – Language Arts is greater than or equal to July 1, 2008 then one of the three fields; Test Score – Growth Scale Value Reading, Test Score – Growth Scale Value Mathematics and Test Score – Growth Scale Value - Language Arts, must be greater than 0000. –exception report-

EXAMPLE

The first and second records listed below would not cause an error message. The third record would cause an exception error message to be generated because all three Test Scores are zero.

	Test	Test	Test
Student	Score -	Score -	Score -
Number	Growth	Growth	Growth
Identifier,	Scale	Scale	Scale
Florida	Value	Value	Value
	Reading	Mathematics	Language/Arts
0123456789	0100	0050	0000
0123456789 012345679X	0100 0000	0050 0000	0000 0120

DISTRICT RESPONSIBILITY

The district must review the test scores for the student and determine whether the student took the test and scored zero on each of the subtests. If this is the case, no action is required. If this is not the case, the district must either delete the record from the database or submit a correction to at least one of the Test Score element.

→ 10. If Test Name is not CAI then Test Score Type 1 must be LX, NC, PF or RS. If Test Name is CAI then Test Score Type 1 must be SS. -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 Score Type 1 is not alid for the Test Name reported.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type 1
123456789X	01192007	STA	NC
* 301741234X	01192007	STA	SS

DISTRICT RESPONSIBILITY

24. If Test Name is CAI then Test Score Type 2 must be ZZ. -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 Test Score Type 2 is not ZZ.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type 2
123456789X	11012008	CAL	ZZ
* 301741234X	11012008		SS

DISTRICT RESPONSIBILITY

25. 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

26. If Test Name is CAI then Test Publication Year must be the year the data is being reported or the previous year. -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 Publication Year is not valid for the Test Name reported.

Student Number			Test
Identifier,	Test	Test	Publication
Florida	Date	Name	Year
123456789X	06012009	CAI	2009
* 301741234X	06012009	CAI	2007

DISTRICT RESPONSIBILITY

27. If Test Name is CAI then Test Date must be June 1 (0601) or November 1 (1101) 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

28. If Test Name is CAI then Test Form must be Z. -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 valid for the Test Name reported.

Student Number			
ldentifier,	Test	Test	Test
Florida	Date	Name	Form
123456789X	06012009	CAI	Z
* 301741234X	06012009	CAI	Α

DISTRICT RESPONSIBILITY

29. If Test Name is CAI then Test Level must be A or AS. -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 Level is not valid for the Test Name reported.

Student Number			
Identifier,	Test	Test	Test
Florida	Date	Name	Level
123456789X	06012009	CAI	AS
* 301741234X	06012009	CAI	S

DISTRICT RESPONSIBILITY

30. If Test Name is CAI then Test Score must be 0000, 0001, 0002, 0003, 0004, 0005, 0006, 0007, or 0008. -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 Score is not valid for the Test Name reported.

Student Number			
Identifier,	Test	Test	Test
Florida	Date	Name	Score
123456789X	06012009	CAI	0007
* 301741234X	06012009	CAI	В

DISTRICT RESPONSIBILITY

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 for the June administration of the exam and November 1 for the November administration of the exam along with the year in which the exam was taken.
- 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.

(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: 6/19/2009

^{&#}x27;*' indicates key fields.