

**THE FOLLOWING CHANGES ARE  
FOR FISCAL YEAR**

**08-09**



**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:	Course Flag (Continued)	Definition/Domain (Continued)	
		<u>CODE</u>	<u>DEFINITION</u>
		<b>I</b> = Include	Include in grade point average (used only in combination with an "X").
		<b>X</b> = Exclude	Exclude from state and local grade point average (used only in combination with an "I" for tracking forgiveness).
		<b>W</b> = Exclude from State GPA	Exclude from State GPA, but include in District GPA
		<b>1</b> = Sub for Arts Graduation Requirements.	Computer Education substitution for Arts ( <b>PA</b> ) 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 ( <b>PF</b> ) graduation requirement was in effect for students entering grade nine prior to 2007-08.
		<b>2</b> = Sub for BUS EN I 1001440	Vocational substitution for Business English I. The valid substitutions are courses 8200330, 8212110, 8212120, 8215120, and 8215130.
		<b>3</b> = 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.
		<b>4</b> = 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.
		<b>5</b> = 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.
		<b>6</b> = 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.
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<b>Revised: 6/23/09</b>		<b>Volume I</b>	<b>Effective: 7/08</b>
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**FLORIDA DEPARTMENT OF EDUCATION**  
**DOE INFORMATION DATA BASE REQUIREMENTS**  
 VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM  
 AUTOMATED STUDENT DATA ELEMENTS

<b>Implementation Date:</b> Fiscal Year 1994-95 July 1, 1994
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Element Name:	Course Flag (Continued)
Definition/Domain (Continued)	
<u>CODE</u>	<u>DEFINITION</u>
<b>7</b> = Sub for ANAT PHYSIO 2000350	Vocational substitution for Anatomy and Physiology. The valid substitutions are courses 8115110, 8417130-8417210, 8418300, and 8417230.
<b>8</b> = Sub for Pre-Algebra	Vocational substitution for Pre-Algebra. The valid substitution is course 8730091.
<b>9</b> = Ninth Grader	A student below the ninth grade has been declared a ninth grade student for this course and credit will apply toward high school graduation as provided through the district's pupil progression plan.
<b>P</b> = Course in Progress	For use in 1) interdistrict records transfer to indicate the courses the student was taking and had not yet completed at the time when he or she left the sending district; and 2) for Exceptional Student Education courses taken over a longer period of time than usual. Credit would be zero until the course is completed (Time Modification).
<b>B*</b> =Home Language and/or ESOL Instruction (Valid prior to 7/1/07)	English Language Learners: Instructional Strategy code indicating the type of instruction of the ELL student. (This code is only valid for elementary self-contained courses.)
<b>M*</b> =Home Language Instruction (Valid prior to 7/1/07)	English Language Learners: Instructional Strategy code indicating the ELL student is receiving instruction in their home language in the course. (Home Language instruction is valid in math, science, social studies and computer literacy.)
<b>D*</b> = ESOL Instruction (Valid prior to 7/1/07)	English Language Learners: Instructional Strategy code indicating the ELL student is receiving instruction in English in the course. (ESOL Instruction is valid in language arts, math, science, social studies and computer literacy.)
<b>A</b> = Sub for Science Graduation Requirements	JROTC Coast Guard substitution for Marine Science I (2002500). The valid JROTC Maritime substitution courses are the completion of program 1804320-1804350.
<b>F</b> = Sub for Science Graduation Requirements	JROTC Air Force substitution for Physical Science (2003310). The valid JROTC Aerospace substitution courses are the completion of program 1800300-1800320.
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	<b>Effective: 7/08</b>
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VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS**

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

Element Name:	Course Flag (Continued)
Definition/Domain (Continued)	
<u>CODE</u>	<u>DEFINITION</u>
<p><b>K</b> = Sub for Science Graduation Requirements</p>	<p>JROTC Navy Substitution for Physical Science. The valid JROTC Naval Science substitution courses are the completion of program 1802300-1802330.</p>
<p><b>O</b> = Sub for Life Management Skills Graduation Requirements (Effective through incoming 9<sup>th</sup> grade class of 0607)</p>	<p>JROTC Army substitution for Life Management Skills. The valid JROTC Army substitution courses are the completion of program 1801300-1801310.</p>
<p><b>Q</b> = Sub for Life Management Skills Graduation Requirements (Effective through incoming 9<sup>th</sup> grade class of 0607)</p>	<p>JROTC Marine Corps substitution for Life Management Skills. The Valid JROTC Marine Corps substitution courses are the completion of courses 1803300-1803310.</p>
<p><b>&amp;</b> = Sub for Life Management Skills Graduation Requirements. (Effective through incoming 9<sup>th</sup> grade class of 0607)</p>	<p>JROTC Air Force substitution for Life Management Skills. The valid JROTC Air Force substitution courses are the completion of program 1800400-1800410.</p>
<p><b>0(zero)</b> = Sub for Practical Arts Graduation Requirements</p>	<p>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.</p>
<p><b>\$</b> = Sub for Arts Graduation Requirements</p>	<p>Journalism substitution for Arts (<b>PA</b>) 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 (<b>PF</b>) graduation requirement was in effect for students entering grade nine prior to 2007-08.</p>
<p><b>+</b> = Additional Credit Courses (Effective 0809)</p>	<p>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.</p>

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

Element Name:	Course Flag (Continued)		
Definition/Domain (Continued)			
<p>* = Generic State Course Substitution Indicator</p> <p>Example: <b>RH9</b></p> <p>NOTE: Codes <b>C, J, L, U, V, Y</b> and <b>Z</b> are reserved for local district use. The Department will not assign values to those codes at any time in the future. Districts may also define other codes for local use, but should recognize that it is possible that the Department may define standard values for them sometime in the future.</p> <p>NOTE: Code <b>0 (zero)</b> is now state defined.</p>	<p>This flag is used to indicate that the course with which it is associated is being used as a Department of Education approved substitute for another course, the code for which is being supplied in a companion data element (Course Number, Substituted). For the time being, this indicator will only be used for course substitutions created on or after July 1, 2007. Course substitutions having course flags in existence prior to July 1, 2007, will continue to use their existing course flags.</p> <p>The course meets a university admissions requirement; it is being offered as an Honors course; the individual who is taking the course is a student below the ninth grade who is able to count the course toward fulfilling graduation requirements and university admissions requirements because the district's pupil progression plan addresses this specific situation.</p>		
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VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS**

<b>Implementation Date:</b> Fiscal Year 1991-92 July 1, 1991
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<b>Element Name:</b> Course, State Subject Area Requirements																																													
<b>Definition/Domain</b>																																													
<p>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>.</p> <table border="0"> <thead> <tr> <th><u>CODE</u></th> <th><u>SUBJECT AREA</u></th> <th><u>CODE</u></th> <th><u>SUBJECT AREA</u></th> </tr> </thead> <tbody> <tr> <td><b>EN</b></td> <td>English</td> <td><b>PF</b></td> <td>Performing Fine Arts</td> </tr> <tr> <td><b>MA</b></td> <td>Mathematics</td> <td><b>LM</b></td> <td>Life Management Skills</td> </tr> <tr> <td><b>SC</b></td> <td>Science</td> <td><b>PE</b></td> <td>Physical Education</td> </tr> <tr> <td><b>AH</b></td> <td>American History</td> <td><b>EX</b></td> <td>Exceptional Student</td> </tr> <tr> <td><b>WH</b></td> <td>World History</td> <td><b>EL</b></td> <td>Electives</td> </tr> <tr> <td><b>EC</b></td> <td>Economics</td> <td><b>FL</b></td> <td>Foreign Language Elective</td> </tr> <tr> <td><b>AG</b></td> <td>American Government</td> <td><b>LA</b></td> <td>Language Arts Elective</td> </tr> <tr> <td><b>VO</b></td> <td>Career &amp; Technical (excluding courses coded PA)</td> <td><b>SS</b></td> <td>Social Studies Elective</td> </tr> <tr> <td><b>SV</b></td> <td>Half Science and Half Vocational (Effective school year 0708)</td> <td><b>NC</b></td> <td>Non Credit</td> </tr> <tr> <td><b>PA</b></td> <td>Practical Arts with artistic content</td> <td><b>CE</b></td> <td>Computer Education (Effective 91-92, but may be used prior to effective date)</td> </tr> </tbody> </table> <p>Courses in the Language Arts section of the <u>Course Code Directory</u> will be coded as <b>EN</b> 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 (<b>EL</b>) or Language Arts Electives (<b>LA</b>) depending on district policy.</p>		<u>CODE</u>	<u>SUBJECT AREA</u>	<u>CODE</u>	<u>SUBJECT AREA</u>	<b>EN</b>	English	<b>PF</b>	Performing Fine Arts	<b>MA</b>	Mathematics	<b>LM</b>	Life Management Skills	<b>SC</b>	Science	<b>PE</b>	Physical Education	<b>AH</b>	American History	<b>EX</b>	Exceptional Student	<b>WH</b>	World History	<b>EL</b>	Electives	<b>EC</b>	Economics	<b>FL</b>	Foreign Language Elective	<b>AG</b>	American Government	<b>LA</b>	Language Arts Elective	<b>VO</b>	Career & Technical (excluding courses coded PA)	<b>SS</b>	Social Studies Elective	<b>SV</b>	Half Science and Half Vocational (Effective school year 0708)	<b>NC</b>	Non Credit	<b>PA</b>	Practical Arts with artistic content	<b>CE</b>	Computer Education (Effective 91-92, but may be used prior to effective date)
<u>CODE</u>	<u>SUBJECT AREA</u>	<u>CODE</u>	<u>SUBJECT AREA</u>																																										
<b>EN</b>	English	<b>PF</b>	Performing Fine Arts																																										
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<b>CONTINUED ON NEXT PAGE</b>																																													
<b>Length:</b> 2	<b>Grades and Programs Requiring This Data Element:</b>																																												
<b>Format:</b> Alphabetic	All Programs Grades 9-12																																												
<b>Compatibility Requirement:</b> State Standard	Adult Secondary Education																																												
<b>Use Types:</b> <input checked="" type="checkbox"/> <b>State Report</b> <input checked="" type="checkbox"/> <b>Local Accountability</b> <input checked="" type="checkbox"/> <b>F.A.S.T.E.R.</b> <input type="checkbox"/> <b>Migrant Tracking</b>	<b>State Reporting Formats Requiring This Data Element:</b> Student Course Transcript Information DB9 39x																																												
<b>Data Element Number:</b> 109625	<b>Reported in Survey Periods:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 7 <input type="checkbox"/> 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 1990-91  
July 1, 1990

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

**Definition/Domain (Continued)**

Courses in the Social Studies section of the Course Code Directory 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 Course Code Directory 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 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.



**FLORIDA DEPARTMENT OF EDUCATION  
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VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS**

<b>Implementation Date:</b> Fiscal Year 2008-09 July 1, 2008
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**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 Course 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 Government	LA	Language Arts Electives
VO	Career & Technical (excluding courses coded PA)	SS	Social Studies Elective
SV	Half Science and Half Vocational (Effective school year 0708)	NC	Non Credit
PA	Practical Arts with artistic content	CE	Computer Education (Effective 91-92, but may be used prior to effective date)

Courses in the Language Arts section of the Course Code Directory 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**

<b>Length:</b> 2	<b>Grades and Programs Requiring This Data Element:</b> All Programs Grades 9-12 Adult Secondary Education
<b>Format:</b> Alphabetic	
<b>Compatibility Requirement:</b> State Standard	
<b>Use Types:</b> <input type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> F.A.S.T.E.R. <input type="checkbox"/> Migrant Tracking	<b>State Reporting Formats Requiring This Data Element:</b>
<b>Data Element Number:</b> 109675	<b>Reported in Survey Periods:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 7 <input type="checkbox"/> 9
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**FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATA BASE REQUIREMENTS  
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**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 Course Code Directory 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 Course Code Directory 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.

**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.

Student Number Identifier, Florida	Test Score - Standard Score Reading	Test Score - Growth Scale Value Reading	Test Date Reading
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 –  
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.

Student Number Identifier, Florida	Test Score - Standard Score Mathematics	Test Score - Growth Scale Value Mathematics	Test Date 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.

Student Number Identifier, Florida	Test Score - Standard Score Language Arts	Test Score - Growth Scale Value Language Arts	Test Date 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.

Student Number Identifier, Florida	Test Score - Growth Scale Value Reading	Test Score - Growth Scale Value Mathematics	Test Score - Growth Scale 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.

Student Number Identifier, Florida	Test Score - Standard Score Reading	Test Score - Growth Scale Value Reading	↓ Test Date Reading
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 -  
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.

Student Number Identifier, Florida	Test Score - Standard Score Mathematics	Test Score - Growth Scale Value Mathematics	Test Date 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.

Student Number Identifier, Florida	Test Score - Standard Score Language Arts	Test Score - Growth Scale Value Language Arts	Test Date 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.

Student Number Identifier, Florida	Test Score - Growth Scale Value Reading	Test Score - Growth Scale Value Mathematics	Test Score - Growth Scale 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.

## STUDENT ASSESSMENT –REJECT RULES

- 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. ←

## STUDENT ASSESSMENT –REJECT RULES

- 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	CAI	ZZ
* 301741234X	11012008	CAI	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.

## STUDENT ASSESSMENT –REJECT RULES

- 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.

## STUDENT ASSESSMENT –REJECT RULES

- 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 Identifier, Florida	Test Date	Test Name	Test Publication 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.

## STUDENT ASSESSMENT –REJECT RULES

- 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.

## STUDENT ASSESSMENT –REJECT RULES

- 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 Identifier, Florida	Test Date	Test Name	Test Form
123456789X	06012009	CAI	Z
* 301741234X	06012009	CAI	A

### 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.



## STUDENT ASSESSMENT –REJECT RULES

- 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, Florida	Test Date	Test Name	Test 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.

## STUDENT ASSESSMENT –REJECT RULES

- 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, Florida	Test Date	Test Name	Test Score
123456789X	06012009	CAI	0007
* 301741234X	06012009	CAI	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 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.

'\*' indicates key fields.

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

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Enrollment*
2	3-6	4	A/N/R	School Number, Current Enrollment*
3	7-16	10	A/N	Student Number Identifier, Florida *
4	17-17	1	N	Survey Period Code *
5	18-21	4	N	School Year *
6	22-24	3	A/N	Test Name *
7	25-28	4	A/N	Test Publication Year
8	29-36	8	A/N	Test Date *
9	37-38	2	A/N	Test Subject Content *
10	39-39	1	A/N	Test Form
11	40-41	2	A/N	Filler
12	42-43	2	A/N	Test Level
13	44-45	2	A/N	Test Score Type 1
14	46-49	4	N/R	Test Score 1
15	50-51	2	A/N	Test Score Type 2
16	52-55	4	N/R	Test Score 2
17	56-56	1	A/N	Transaction Code
18	57-62	6	A/N	Filler
19	63-72	10	A/N	Student Number Identifier, Local
20	73-80	8	A/N	Filler/Error Codes

Last Updated: 6/19/2009

**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:	Course Flag (Continued)	Definition/Domain (Continued)						
	<u>CODE</u>	<u>DEFINITION</u>						
	<b>I</b> = Include	Include in grade point average (used only in combination with an "X").						
	<b>X</b> = Exclude	Exclude from state and local grade point average (used only in combination with an "I" for tracking forgiveness).						
	<b>W</b> = Exclude from State GPA	Exclude from State GPA, but include in District GPA						
→	<b>1</b> = Sub for Arts Graduation Requirements.	Computer Education substitution for Arts ( <b>PA</b> ) 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 ( <b>PF</b> ) graduation requirement was in effect for students entering grade nine prior to 2007-08.						
	<b>2</b> = Sub for BUS EN I 1001440	Vocational substitution for Business English I. The valid substitutions are courses 8200330, 8212110, 8212120, 8215120, and 8215130.						
	<b>3</b> = 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.						
	<b>4</b> = 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.						
	<b>5</b> = 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.						
	<b>6</b> = 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.						
<b>CONTINUED ON NEXT PAGE</b>								
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Revised: 6/23/09</td> <td style="width: 33%; border: none;">Volume I</td> <td style="width: 33%; border: none;">Effective: 7/09</td> </tr> <tr> <td style="width: 33%; border: none;">Page Number: 40-2</td> <td style="width: 33%; border: none;"></td> <td style="width: 33%; border: none;"></td> </tr> </table>			Revised: 6/23/09	Volume I	Effective: 7/09	Page Number: 40-2		
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**FLORIDA DEPARTMENT OF EDUCATION  
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VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS**

<b>Implementation Date:</b> Fiscal Year 1994-95 July 1, 1994
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Element Name:	Course Flag (Continued)
Definition/Domain (Continued)	
<u>CODE</u>	<u>DEFINITION</u>
<b>7</b> = Sub for ANAT PHYSIO 2000350	Vocational substitution for Anatomy and Physiology. The valid substitutions are courses 8115110, 8417130-8417210, 8418300, and 8417230.
<b>8</b> = Sub for Pre-Algebra	Vocational substitution for Pre-Algebra. The valid substitution is course 8730091.
<b>9</b> = Ninth Grader	A student below the ninth grade has been declared a ninth grade student for this course and credit will apply toward high school graduation as provided through the district's pupil progression plan.
<b>P</b> = Course in Progress	For use in 1) interdistrict records transfer to indicate the courses the student was taking and had not yet completed at the time when he or she left the sending district; and 2) for Exceptional Student Education courses taken over a longer period of time than usual. Credit would be zero until the course is completed (Time Modification).
<b>B*</b> =Home Language and/or ESOL Instruction (Valid prior to 7/1/07)	English Language Learners: Instructional Strategy code indicating the type of instruction of the ELL student. (This code is only valid for elementary self-contained courses.)
<b>M*</b> =Home Language Instruction (Valid prior to 7/1/07)	English Language Learners: Instructional Strategy code indicating the ELL student is receiving instruction in their home language in the course. (Home Language instruction is valid in math, science, social studies and computer literacy.)
<b>D*</b> = ESOL Instruction (Valid prior to 7/1/07)	English Language Learners: Instructional Strategy code indicating the ELL student is receiving instruction in English in the course. (ESOL Instruction is valid in language arts, math, science, social studies and computer literacy.)
<b>A</b> = Sub for Science Graduation Requirements	JROTC Coast Guard substitution for Marine Science I (2002500). The valid JROTC Maritime substitution courses are the completion of program 1804320-1804350.
<b>F</b> = Sub for Science Graduation Requirements	JROTC Air Force substitution for Physical Science (2003310). The valid JROTC Aerospace substitution courses are the completion of program 1800300-1800320.
<b>CONTINUED ON NEXT PAGE</b>	
<b>Revised: 6/23/09</b>	<b>Volume I</b>
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**FLORIDA DEPARTMENT OF EDUCATION  
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VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM  
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**Implementation Date:**  
Fiscal Year 1994-95  
July 1, 1994

Element Name:	Course Flag (Continued)
Definition/Domain (Continued)	
<u>CODE</u>	<u>DEFINITION</u>
<p><b>K</b> = Sub for Science Graduation Requirements</p>	<p>JROTC Navy Substitution for Physical Science. The valid JROTC Naval Science substitution courses are the completion of program 1802300-1802330.</p>
<p><b>O</b> = Sub for Life Management Skills Graduation Requirements (Effective through incoming 9<sup>th</sup> grade class of 0607)</p>	<p>JROTC Army substitution for Life Management Skills. The valid JROTC Army substitution courses are the completion of program 1801300-1801310.</p>
<p><b>Q</b> = Sub for Life Management Skills Graduation Requirements (Effective through incoming 9<sup>th</sup> grade class of 0607)</p>	<p>JROTC Marine Corps substitution for Life Management Skills. The Valid JROTC Marine Corps substitution courses are the completion of courses 1803300-1803310.</p>
<p><b>&amp;</b> = Sub for Life Management Skills Graduation Requirements. (Effective through incoming 9<sup>th</sup> grade class of 0607)</p>	<p>JROTC Air Force substitution for Life Management Skills. The valid JROTC Air Force substitution courses are the completion of program 1800400-1800410.</p>
<p><b>0(zero)</b> = Sub for Practical Arts Graduation Requirements</p>	<p>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.</p>
<p><b>\$</b> = Sub for Arts Graduation Requirements</p>	<p>Journalism substitution for Arts (<b>PA</b>) 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 (<b>PF</b>) graduation requirement was in effect for students entering grade nine prior to 2007-08.</p>
<p><b>+</b> = Additional Credit Courses (Effective 0809)</p>	<p>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.</p>

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

Element Name:	Course Flag (Continued)		
Definition/Domain (Continued)			
<p>* = Generic State Course Substitution Indicator</p> <p>Example: <b>RH9</b></p> <p>NOTE: Codes <b>C, J, L, U, V, Y</b> and <b>Z</b> are reserved for local district use. The Department will not assign values to those codes at any time in the future. Districts may also define other codes for local use, but should recognize that it is possible that the Department may define standard values for them sometime in the future.</p> <p>NOTE: Code <b>0 (zero)</b> is now state defined.</p>	<p>This flag is used to indicate that the course with which it is associated is being used as a Department of Education approved substitute for another course, the code for which is being supplied in a companion data element (Course Number, Substituted). For the time being, this indicator will only be used for course substitutions created on or after July 1, 2007. Course substitutions having course flags in existence prior to July 1, 2007, will continue to use their existing course flags.</p> <p>The course meets a university admissions requirement; it is being offered as an Honors course; the individual who is taking the course is a student below the ninth grade who is able to count the course toward fulfilling graduation requirements and university admissions requirements because the district's pupil progression plan addresses this specific situation.</p>		
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VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM  
AUTOMATED STUDENT DATA ELEMENTS**

<b>Implementation Date:</b> Fiscal Year 1991-92 July 1, 1991
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<b>Element Name:</b> Course, State Subject Area Requirements																																																	
<b>Definition/Domain</b>																																																	
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<b>Revised:</b> 6/23/09	<b>Volume I      Effective: 7/09      Page Number: 45-1</b>																																																

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

**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 Course Code Directory 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**.

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→ 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.

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

<b>Implementation Date:</b> Fiscal Year 2008-09 July 1, 2008
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<b>Element Name:</b> Course Substituted, State Subject Area Requirements																																													
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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)**

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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.

**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.

Student Number Identifier, Florida	Test Score - Standard Score Reading	Test Score - Growth Scale Value Reading	Test Date Reading
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 –  
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.

Student Number Identifier, Florida	Test Score - Standard Score Mathematics	Test Score - Growth Scale Value Mathematics	Test Date 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.

Student Number Identifier, Florida	Test Score - Standard Score Language Arts	Test Score - Growth Scale Value Language Arts	Test Date 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.

Student Number Identifier, Florida	Test Score - Growth Scale Value Reading	Test Score - Growth Scale Value Mathematics	Test Score - Growth Scale 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.

Student Number Identifier, Florida	Test Score - Standard Score Reading	Test Score - Growth Scale Value Reading	↓ Test Date Reading
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 -  
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.

Student Number Identifier, Florida	Test Score - Standard Score Mathematics	Test Score - Growth Scale Value Mathematics	Test Date 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.

Student Number Identifier, Florida	Test Score - Standard Score Language Arts	Test Score - Growth Scale Value Language Arts	Test Date 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.

Student Number Identifier, Florida	Test Score - Growth Scale Value Reading	Test Score - Growth Scale Value Mathematics	Test Score - Growth Scale 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.

## STUDENT ASSESSMENT –REJECT RULES

- 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. ←

## STUDENT ASSESSMENT –REJECT RULES

- 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	CAI	ZZ
* 301741234X	11012008	CAI	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.



## STUDENT ASSESSMENT –REJECT RULES

- 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.

## STUDENT ASSESSMENT –REJECT RULES

- 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 Identifier, Florida	Test Date	Test Name	Test Publication 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.

## STUDENT ASSESSMENT –REJECT RULES

- 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.

## STUDENT ASSESSMENT –REJECT RULES

- 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 Identifier, Florida	Test Date	Test Name	Test Form
123456789X	06012009	CAI	Z
* 301741234X	06012009	CAI	A

### 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.

## STUDENT ASSESSMENT –REJECT RULES

- 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, Florida	Test Date	Test Name	Test 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.

## STUDENT ASSESSMENT –REJECT RULES

- 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, Florida	Test Date	Test Name	Test Score
123456789X	06012009	CAI	0007
* 301741234X	06012009	CAI	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 Test Score and resubmit the record.

## 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.

'\*' indicates key fields.

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

<b>Item No.</b>	<b>From-To</b>	<b>Size</b>	<b>Field Char.</b>	<b>Field Description</b>
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