THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

08-09

6.   If Dropout Prevention/Juvenile Justice Programs code is U, R, A, E, P or D, then Dropout Prevention Program Enrollment Date must be numeric, a valid date, greater than or equal to 07/01/** and less than 08/31/****. If Dropout Prevention/Juvenile Justice Programs code is N, then Dropout Prevention Program Enrollment Date must be numeric, a valid date, greater than 07/01/1987 and less than 08/31/****. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Dropout Prevention Program Enrollment Date is not numeric. The fourth record would be rejected because the Dropout Prevention Program Enrollment Date is an invalid date.

Student Number Identifier, Florida	Survey Period Code	School Year	Dropout Prevention Program/ Juvenile Justice Programs	Dropout Prevention Program Enrollment Date
123456789X	5	****	U	09272002
123456788X	5	****	D	10152007
* 6212345678	5	****	U	XXXXXXXX
* 6212345679	5	****	U	14031984

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

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 Dropout Prevention Program Enrollment Date and resubmit the records.

7.   The School Number, Current Instruction/Service must be numeric in the range 0001-9899, or it must be C901-C928, U970-U980, or P001-P999.   -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the School Number, Current Instruction/Service is not within the valid range of numbers. The second record would be rejected because the School Number, Current Instruction/Service contains two blanks.

Student Number Identifier, Florida	District Number, Current Instruction/ Service	School Number, Current Instruction/ Service
* 011234567X	01	9901
* 011234568X	01	21

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 School Number, Current Instruction/Service and resubmit the records.

8. **If the School Number, Current Instruction/Service does not begin with C, P or U or if the Course Number does not begin with an alphabetic character, then the Vocational/Adult General Education Program Code must be a secondary program number from the Vocational/Adult General Education Program Edit file (F61730). If the School Number, Current Instruction/Service begins with C, P or U or if the Course Number begins with an alphabetic character, then the Vocational/Adult General Education Program Code must be a secondary program number from the Vocational/Adult General Education Program Edit file (F61730) or it must be all zeros. . -record rejected-**

Note: For more information on Vocational/Adult General Education Program Codes refer to the <u>Vocational Data Base Handbook Appendices</u>.

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 Vocational/Adult General Education Program Code is not a valid program number. The fourth record would be rejected because the Vocational/Adult General Education Program Code is not a secondary vocational program code.

Student Number Identifier, Florida	Course Number	Vocational/Adult General Education Program Code
630123457X	8772010	8772000
630123458X	8709210	8709200
* 630123459X	8506310	5806310
* 630123460X	8812100	M803010

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 Vocational/Adult General Education Program Code and resubmit the record.

9.   Course Number must not contain blanks. If School Number, Current Instruction/Service does not begin with C, P or U or if the Course Number does not begin with an alphabetic character; then the Course Number must be a valid <u>secondary</u> Vocational Course Number (other than "local use only transfer" courses) on the Vocational/Adult General Education Program Edit file (F61730), or an applicable exceptional education course number on the Vocational/Adult General Education Program Edit file (F61730). (See Vocational Data Base Handbook Appendices for a list of valid Course Code Directory courses.) If School Number, Current Instruction/Service begins with C or U, then the Course Number must be on the Statewide Course Numbering System file) -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Course Number contains blanks or it is a "local use only transfer" course. The fourth record would be rejected because the Course Number is not a secondary vocational Course Number.

School Number Current Instruction/ Service	Student Number Identifier, Florida	Course Number
* 0142	630123457X	87 3010
* 2533	631023458X	8199990
0031	630123459X	8206110
* 0045	630123460X	I480113

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Course Number and resubmit the records.

11.   Period Number must be numeric, and greater than or equal to zero. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Period Number contains a blank. The third record would be rejected because Period Number is not numeric.

Student Number Identifier, Florida	Course Number	Section Number	Period Number
031234567X	8751200	B01	0304
* 031234568X	8827110	01	0 00
* 031234569X	8206110	PP1 8	010B
031234570X	8775060	02	0103

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 Period Number and resubmit the records.

Edit 26 deleted 4/20/09

26. ~~If Course Number = W170205 (EMT Basic), District Number, Current Instruction/Service must be one of the following:~~

~~District Number,~~
~~Current Instruction/~~
~~Service~~

~~35~~
~~41~~
~~50~~
~~55~~
~~58~~
~~62~~

~~-record rejected-~~

~~**EXAMPLE**~~

~~The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the District Number, Current Instruction/Service is not valid for the Course Number W170205.~~

~~District Number, Current Instruction/ Service~~	~~Social Security Number~~	~~Course Number~~
~~62~~	~~123456789~~	~~W170205~~
~~* 56~~	~~123456790~~	~~W170205~~

~~**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 database, the district must correct the District Number, Current Instruction/Service and resubmit the record.~~

Edit 27 deleted 4/20/09

➡ **27.** **Deleted 4/20/09.** ~~If Course Number = W170206 (Paramedic), District Number, Current Instruction/Service must be one of the following:~~

~~District Number,
Current Instruction/
Service~~

~~35~~
~~41~~
~~55~~
~~58~~

~~-record rejected-~~

~~**EXAMPLE**~~

~~The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the District Number, Current Instruction/Service is not valid for the Course Number W170206.~~

~~District Number, Current Instruction/ Service~~	~~Social Security Number~~	~~Course Number~~
~~55~~	~~123456789~~	~~W170206~~
~~* 01~~	~~123456790~~	~~W170206~~

~~**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 database, the district must correct the District Number, Current Instruction/Service and resubmit the record.~~

Edit 28 deleted 4/20/09

➡️ **28.** ~~Course Number cannot be = M810015 (Insurance Claims Adjustor) or M810016 (Insurance Customer Service Representative). -record rejected-~~

~~**Note:** These courses are approved only for accredited institutions.~~

~~**EXAMPLE**~~

~~The records listed below would be rejected because the Course Numbers M810015 and M810016 are not valid for courses provided by districts.~~

~~District Number, Current Instruction/ Service~~	~~Social Security Number~~	~~Course Number~~
~~* 55~~	~~123456789~~	~~M810015~~
~~* 01~~	~~123456790~~	~~M810016~~

~~**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 database, the district must correct the Course Number and resubmit.~~

39.   FEFP Program Number must be 102, 103, 112, 113, 130, 254, 255, 300, or 999. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the FEFP Program Numbers are invalid.

District Number, Current Instruction/ Service	Student Number Identifier Florida	Course Number	FEFP Program Number
02	123456789X	2109370	300
* 02	123456790X	2109370	001
* 02	123456791X	2109370	118

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 FEFP Program Number and resubmit the records.

41.   If the School Number, Current Instruction/Service is not C901-C928, U970-U980, or P001-P999, then it must exist as a valid active number in the District Number, Current Instruction/Service on the Master School Identification File.. -record rejected-

EXAMPLE

The third, fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the School Number, Current Instruction/Service does not exist or is not active on the Master School Identification file.

District Number, Current Instruction/Service	School Number, Current Instruction/Service
* 09	8131
* 13	0021
15	C912
57	0051
63	0031

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 School Number, Current Instruction/Service and resubmit the records.

44.   If the Course Number is a valid vocational course on the Vocational/Adult General Education Program Edit file (F61730), then the Course Number must be valid for the Vocational/Adult General Education Program Code submitted. -record rejected-

Note: For more information on Course Numbers refer to the Vocational Data Base Handbook.

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 Vocational/Adult General Education Program Code is not valid for the course submitted. The course is a Business Education course but the program number submitted is for Industrial Education.

Student Number Identifier, Florida	Course Number	Vocational/Adult General Education Program Code
630123457X	8206110	8206100
* 630123458X	8206120	8721300

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 Vocational/Adult General Education Program Code or the Course Number and resubmit the record.

VOCATIONAL STUDENT COURSE SCHEDULE - STATE VALIDATION RULES

50.   If School Number, Current Instruction/Service does not begin with C, P or U; then each Vocational Student Course record must have a matching Vocational Teacher Course record based on the key fields of District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year; Course Number; Section Number; Period Number and Term. -state validation-

EXAMPLE

The first and second records listed below would pass the edit criteria. However, the third Vocational Student Course Schedule record would not pass this edit because of the failure to have a matching Vocational Teacher Course Schedule based on the keys of District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year; Course Number; Section Number; Period Number and Term.

Vocational Student Course Records

District Number, Current Instruc./ Service	School Number, Current Instruc./ Service	Student Number Identifier, Florida	School Year	Course Number	Sec. No.	Period Number	Term
01	0421	012345677X	****	8209010	00200	0404	1
01	0421	012345678X	****	8209010	00100	0202	1
* 01	0421	012345679X	****	8209010	00100	0303	1

Vocational Teacher Course Records

District Number, Current Instruc./ Service	School Number, Current Instruc./ Service	School Year	Course Number	Sec. No.	Period Number	Social Security Number	Term
01	0421	****	8209010	00200	0404	123456789	1
01	0421	****	8209010	00100	0202	123456789	1

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

VOCATIONAL STUDENT COURSE SCHEDULE - STATE VALIDATION RULES

DISTRICT RESPONSIBILITY

The district must correct the appropriate key field on the Vocational Student Course records or submit a matching Vocational Teacher Course 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. 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.

3. TEST SCORE TYPES: For standardized tests, 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.

4. TEST FORM: If no Test Form applies report 'Z' in this field.

5. TEST LEVEL: If no Test Level applies, report 'ZZ' in this field.

6. 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.

7. 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

1. Submit a separate record in reporting period 5 for each vocational and applicable vocational exceptional education course in which the student was in membership during the current school year and the associated summer session(s) for the current school year. Include dual enrollment courses if the student took an industry certification or technical skill assessment listed in Appendix Z that is related to the dual enrollment course.

2. INDUSTRY CERTIFICATION IDENTIFIER: Report the Industry Certification Identifier from Appendix Z for students who took or attempted an industry certification or technical skill attainment assessment in an area that applies to the course in which the student participated. If none of these are applicable, submit all Z's in this field.

3. KEY FIELDS: The key fields for this format are item numbers 3, 4, 5, 6, 7, 8, 9, 10 and 11. If a key field needs to be changed, the record must be deleted and re-submitted as an add. For item number 8, Course Number, the range of valid values may be found in Secondary Vocational Data Base Handbook: Appendix D.

4. ERROR CODES:This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.

' * ' indicates key fields.
(Click on the link to view or download a pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current 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	22-23	2	N/R	District Number, Current Instruction/Service *
7	24-27	4	A/N/R	School Number, Current Instruction/Service *
8	28-34	7	A/N	Course Number *
9	35-39	5	A/N	Section Number *

Item No.	From-To	Size	Field Char.	Field Description
10	40-43	4	N	Period Number *
11	44-44	1	A/N	Term *
12	45-61	17	A/N	Filler
13	62-63	2	A/N	Grade Level
14	64-68	5	A/N	Filler
15	69-75	7	A/N	Vocational/Adult General Education Program Code
16	76-76	1	A	Transaction Code
17	77-89	13	A/N	Filler
18	90-92	3	N	FEFP Program Number
19	93-96	4	A/N	Filler
20	97-102	6	A/N	Vocational/Adult General Education Completion Point Code
21	103-106	4	N	Filler
22	107-107	1	A/N	Modified Occupational Completion Point
23	108-108	1	A	Exceptional Student Vocational Course Setting
24	109-109	1	A/N	Internship Participant
25	110-110	1	A/N	Youth Apprenticeship
26	111-113	3	A/N	Filler
27	114-121	8	A/N	Industry Certification Identifier
28	122-122	1	A/N	Industry Certification Outcome
29	123-142	20	A/N	Filler
30	143-152	10	A/N	Student Number Identifier, Local
31	153-160	8	A/N	Filler/Error Codes