

**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
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Element Name: School Number, Current Instruction/Service																							
Definition/Domain																							
<p>The state assigned four-digit number of the school which provides instruction or services during the current school year.</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>CODE</u></th> <th style="text-align: left;"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td>0001 - 9899</td> <td>District school sites assigned a unique number in the state Master School ID File.</td> </tr> <tr> <td>9994 →</td> <td>Private school students served with Fund Source D (Title I, Part D, Neglected and Delinquent) funds or Title I Part A Neglected set-aside funds.</td> </tr> <tr> <td>9995</td> <td>Private school students participating in Title I programs.</td> </tr> <tr> <td>9996</td> <td>Students with disabilities who receive services at a private school from the public school district. Students reported must have a Services Plan and be placed by their parents at the private school.</td> </tr> <tr> <td>9997</td> <td>Migrant Non-Attendees – Reporting number for students identified as migrant, ages 3 through 21, who are not enrolled in school and have not graduated from high school.</td> </tr> <tr> <td>C901 - C928</td> <td>DPS/MIS reporting number for public community colleges in Florida.</td> </tr> <tr> <td>U970 - U980</td> <td>DPS/MIS reporting number for public state universities in Florida.</td> </tr> <tr> <td>N999</td> <td>DPS/MIS reporting number for out-of-state schools or PK-12 nonpublic in-state schools. Valid for Student Course Transcript Information format only.</td> </tr> <tr> <td>P001 - P999</td> <td>DPS/MIS reporting number for eligible postsecondary nonpublic colleges and universities.</td> </tr> <tr> <td>7004</td> <td>Florida Virtual School franchise participants.</td> </tr> </tbody> </table> <p>See Appendix F: Florida Public Community College and State University Reporting Numbers. Also see Appendix K: Private Postsecondary Institution Reporting Numbers.</p> <p>Note: For McKay Scholarship Program participants use private school number found in dataset DPS.DISTRICT.GH.70119.Yyyyyy.</p>		<u>CODE</u>	<u>DEFINITION</u>	0001 - 9899	District school sites assigned a unique number in the state Master School ID File.	9994 →	Private school students served with Fund Source D (Title I, Part D, Neglected and Delinquent) funds or Title I Part A Neglected set-aside funds.	9995	Private school students participating in Title I programs.	9996	Students with disabilities who receive services at a private school from the public school district. Students reported must have a Services Plan and be placed by their parents at the private school.	9997	Migrant Non-Attendees – Reporting number for students identified as migrant, ages 3 through 21, who are not enrolled in school and have not graduated from high school.	C901 - C928	DPS/MIS reporting number for public community colleges in Florida.	U970 - U980	DPS/MIS reporting number for public state universities in Florida.	N999	DPS/MIS reporting number for out-of-state schools or PK-12 nonpublic in-state schools. Valid for Student Course Transcript Information format only.	P001 - P999	DPS/MIS reporting number for eligible postsecondary nonpublic colleges and universities.	7004	Florida Virtual School franchise participants.
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Length: 4	Grades and Programs Requiring This Data Element:																						
Format: Alphanumeric	All Programs Grades PK-12																						
Compatibility Requirement:	Workforce Development Education(adult general education and postsecondary Vocational education)																						
State Standard																							
Use Types:	State Reporting Formats Requiring This Data Element:																						
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input type="checkbox"/> F.A.S.T.E.R. <input type="checkbox"/> Migrant Tracking	Student Course Schedule DB9 14x Teacher Course DB9 15x Vocational Teacher Course DB9 24x Vocational Student Course Schedule DB9 16x Federal/State Compensatory Project Evaluation DB9 18x Dropout Prevention Program Data DB9 11x WDIS Teacher Course DB9 49x WDIS Vocational Student Course Schedule DB9 47x WDIS Adult General Education Student Course DB9 48x WDIS Student End of Term Status DB9 50x																						
Data Element Number:	Reported in Survey Periods:																						
172875	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 7 <input type="checkbox"/> 9 <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> S <input checked="" type="checkbox"/> G <input checked="" type="checkbox"/> X																						
Revised: 1/26/08	Volume I																						
	Effective: 7/08																						
	Page Number: 242-1																						

TEACHER COURSE - STATE VALIDATIONS/NULL EDIT RULES

→ **5F. For Survey Periods 2 and 3, each Teacher Course Schedule record must have a matching Staff Demographic Information record based on District Number, Current Instruction/Service; Survey Period Code; Fiscal Year and Social Security Number, unless the course is a dual enrollment course at a postsecondary institution. Dual enrollment records are those with School Number, Current Instruction/Service of C901-C928, U970-U980 or P001-P999. -state validation 3-**

EXAMPLE

The first Teacher Course Schedule record listed below would pass this edit because it has a matching Staff Demographic Information record based on District Number, Current Instruction/Service; Survey Period Code; Fiscal Year and Social Security Number. The second Teacher Course Schedule record listed below would cause a state validation error report message to be generated because there is no matching Staff Demographic Information record.

Teacher Course Schedule records

District Number, Current Instr./Service	School Number, Current Instr./Service	Survey Period Code	Fiscal Year	Term	Course Number	Section Number	Period Number	Social Security Number
01	0421	2	****	1	1200300	00200	0404	123456789
* 01	0421	2	****	1	1200300	00100	0202	123456790

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

Staff Demographic Information records

District Number	Survey Period Code	Fiscal Year	Social Security Number
01	2	****	123456789
01	2	****	123456791

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

DISTRICT RESPONSIBILITY

The district must verify that the Teacher Course Schedule record is valid and submit a matching Staff Demographic Information record on the Staff Information Database based on District Number, Current Instruction/Service; Survey Period Code; Fiscal Year and Social Security Number.

STAFF ADDITIONAL JOB ASSIGNMENTS - REJECT RULES

- 7. Job Code FTE must be numeric and less than or equal to 100. If Job Code FTE is not equal to zero, then it must be greater than 009. -record rejected-

EXAMPLE

The two records below would be rejected due to incorrect Job Code FTE. In the first record, the Job Code FTE is not numeric. In the second record, the Job Code FTE is not less than 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Job Code, Additional	Job Code FTE
* 03	123456789	2	****	53007	ZZZ
* 03	123456780	2	****	51004	200

**** = 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 Job Code FTE and resubmit the records for processing.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

57. Birth Date must be in the range beginning with 01011932 and ending with 12311993. This edit does not apply to Survey 6. –exception report-

EXAMPLE

The first record listed below would pass this edit. The second and third records would cause an error message to be generated because Birth Date is not within the specified range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Birth Date
04	012352847	2	****	04131960
* 04	025123478	2	****	02031994
* 04	025123482	2	****	02031927

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

DISTRICT RESPONSIBILITY

The district should verify the Birth Date and if in error correct the record.

STAFF EXPERIENCE - STATE VALIDATION RULES

→ 22. Experience Length must not be greater than the number computed when subtracting 20 from the calculated age (using Birth Date from the Staff Demographic Information record). -state validation 3-

[Edit assumption: Staff member began employment in these positions no earlier than age 20.]

EXAMPLE

Staff Experience record

The second Staff Experience record below would not pass this edit because Experience Length is greater than the calculated age value (based on the employee's Birth Date).

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
03	123456789	2	****	P	20
* 03	123456780	2	****	F	15

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Birth Date
03	123456789	2	****	05061961
03	123456780	2	****	04131977

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

DISTRICT RESPONSIBILITY

The district must verify the Experience Length on the Staff Experience record and the Birth Date on the Staff Demographic Information record to determine which is valid, then resubmit the corrected record for processing.

STAFF EXPERIENCE - STATE VALIDATION RULES

→ 23. The sum of the values for Experience Types F, S, P and N must not be greater than the number computed when subtracting 20 from the calculated age (using Birth Date from the Staff Demographic Information record). -state validation 3-

[Edit assumption: Staff member began employment in these positions no earlier than age 20.]

EXAMPLE

Staff Experience record

The Staff Experience records below would not pass this edit because the sum of the values for the combined Experience Types for the employee is greater than the calculated value (based on the employee's Birth Date).

District Number	Social Security Number	Survey Period Code	Fiscal Year	Experience Type	Experience Length
* 03	123456780	2	****	F	7
* 03	123456780	2	****	S	9
* 03	123456780	2	****	N	2

Staff Demographic Information record

District Number	Social Security Number	Survey Period Code	Fiscal Year	Birth Date
03	123456780	2	****	04131977

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

DISTRICT RESPONSIBILITY

The district must verify the values of each Experience Type on the Staff Experience record and the Birth Date on the Staff Demographic Information record to determine which are valid, then resubmit the corrected record(s) for processing.

STAFF EXPERIENCE – EXCEPTION REPORTS

→ 50. Experience Length must not be greater than 40. -exception report-

EXAMPLE

The second Staff Experience record below would not pass this edit because the Experience Length is greater than 40.


District Number	Social Survey Security Number	Period Code	Fiscal Year	Experience Type	Experience Length
03	123456738	2	****	C	02
*03	123456786	2	****	F	48
03	123456790	2	****	D	15

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

DISTRICT RESPONSIBILITY

The district should verify the Experience Length and if in error correct the record.

STAFF PAYROLL INFORMATION - REJECT RULES

 7. Job Code FTE must be numeric, greater than or equal to zero, and less than or equal to 100. If Job Code FTE is not equal to zero, then it must be greater than 009.
-record rejected-

EXAMPLE

The three records listed below would not be loaded to the data base. The first record would be rejected because the Job Code FTE is not numeric. The second record would be rejected because the Job Code FTE is blank. The third record would be rejected because the Job Code FTE is greater than 100.

District Number	Social Security Number	Survey Period Code	Fiscal Year	School Number, Primary/Home	Job Code, Primary	Job Code FTE
* 03	123456789	2	****	0481	53007	ZZZ
* 03	123456780	2	****	0481	51004	
* 03	123456781	2	****	0481	51005	101

**** = 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 Job Code FTE and resubmit the records for processing.