

**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 2006-07 July 1, 2006
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Element Name	District Number, Zoned School						
Definition/Domain							
<p>The state assigned two-digit number for the Florida school district in which the student's home school is located, as outlined in State Board of Education Rule 6A-1.099822, F.A.C. and pursuant to sections 1008.34(3) and 1008.341, F.S. Home school is defined as the school to which the student would be assigned if he/she were not assigned to an alternative school.</p> <table border="0"> <thead> <tr> <th align="center"><u>CODE</u></th> <th align="center"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td align="center">01 - 67</td> <td>School districts assigned a unique number in the state Master School Identification file.</td> </tr> <tr> <td align="center">00</td> <td>Not applicable – The student was not in an alternative school during survey week or the student was not assigned to an alternative school instead of the student's home school.</td> </tr> </tbody> </table> <p>Note: This element should be zero filled for survey periods 1, 2, 4, 5, 7 and 9.</p>		<u>CODE</u>	<u>DEFINITION</u>	01 - 67	School districts assigned a unique number in the state Master School Identification file.	00	Not applicable – The student was not in an alternative school during survey week or the student was not assigned to an alternative school instead of the student's home school.
<u>CODE</u>	<u>DEFINITION</u>						
01 - 67	School districts assigned a unique number in the state Master School Identification file.						
00	Not applicable – The student was not in an alternative school during survey week or the student was not assigned to an alternative school instead of the student's home school.						
Length:	2						
Format:	Alphanumeric						
Compatibility Requirement:	State Standard						
Use Types:	Grades and Programs 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	Alternative Schools Students, Grades KG-12						
Data Element Number:	State Reporting Formats Requiring This Data Element:						
115629	Student Demographic Information, DB9 13x						
Revised: 8/25/08	Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 9						
Volume I	Effective: 7/08 Page Number: 87-35						

**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 Enrollment																			
Definition/Domain																			
<p>The state assigned four-digit school number in which the student is officially enrolled for graduation during the current school year.</p> <table border="1"> <thead> <tr> <th align="center"><u>CODE</u></th> <th align="center"><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>N998 *</td> <td>DPS/MIS reporting number for home education setting.</td> </tr> <tr> <td>N999 *</td> <td>DPS/MIS reporting number for out-of-state or PK-12 nonpublic in-state schools.</td> </tr> <tr> <td> 9994</td> <td>Private school students served with Fund Source D funds</td> </tr> <tr> <td>9995</td> <td>Private school students participating in Title I programs.</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>3518</td> <td>McKay Scholarship participants.</td> </tr> <tr> <td>7004</td> <td>Florida Virtual School franchise participants.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • See the next page for the appropriate use of school numbers N998 and N999. <p>Note: Although students do not enroll for graduation in district number 71, this district number and its valid school numbers are used by the Florida Virtual School for reporting District Number, Current Enrollment and School Number, Current Enrollment.</p>		<u>CODE</u>	<u>DEFINITION</u>	0001 - 9899	District school sites assigned a unique number in the state Master School ID File.	N998 *	DPS/MIS reporting number for home education setting.	N999 *	DPS/MIS reporting number for out-of-state or PK-12 nonpublic in-state schools.	 9994	Private school students served with Fund Source D funds	9995	Private school students participating in Title I programs.	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.	3518	McKay Scholarship participants.	7004	Florida Virtual School franchise participants.
<u>CODE</u>	<u>DEFINITION</u>																		
0001 - 9899	District school sites assigned a unique number in the state Master School ID File.																		
N998 *	DPS/MIS reporting number for home education setting.																		
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3518	McKay Scholarship participants.																		
7004	Florida Virtual School franchise participants.																		
Length: 4	Grades and Programs Requiring This Data Element:																		
Format: Alphanumeric	All Programs Grades PK-12																		
Compatibility Requirement: State Standard																			
Use Types:	State Reporting Formats Requiring This Data Element:																		
<input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> F.A.S.T.E.R. <input checked="" type="checkbox"/> Migrant Tracking	<p>On all formats with the exception of:</p> <table border="1"> <tr> <td>Dropout Prevention Program Data DB9 11x</td> <td>Department of Juvenile Justice Student Entry Assessment DB9 54x</td> </tr> <tr> <td>School Environmental Safety Incident Report DB9 42x</td> <td>Department of Juvenile Justice Student Exit Assessment DB9 55x</td> </tr> <tr> <td>Federal/State Compensatory Project Evaluation DB9 18x</td> <td>Teacher Course DB9 15x</td> </tr> <tr> <td>Student Assessment DB9 59</td> <td></td> </tr> </table>	Dropout Prevention Program Data DB9 11x	Department of Juvenile Justice Student Entry Assessment DB9 54x	School Environmental Safety Incident Report DB9 42x	Department of Juvenile Justice Student Exit Assessment DB9 55x	Federal/State Compensatory Project Evaluation DB9 18x	Teacher Course DB9 15x	Student Assessment DB9 59											
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Federal/State Compensatory Project Evaluation DB9 18x	Teacher Course DB9 15x																		
Student Assessment DB9 59																			
Data Element Number: 172825	Reported in Survey Periods: <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 checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 9																		
Revised: 8/21/08	Volume I Effective: 7/08 Page Number: 241-1																		

Attachment to School Number, Current Enrollment

Please use the matrix below as a guide for the correct use of school numbers N998 and N999 by format.

FORMAT	SURVEY	ALLOW N998/N999?
Department of Juvenile Justice Student Entry Assessment	5	No
Department of Juvenile Justice Student Exit Assessment	5	No
Dropout Prevention Program Data	5	NO
Exceptional Student	1, 2, 3, 4, 5, 7	YES
Exceptional Student Program	2, 3, 5	YES
Federal/State Indicator Status	2, 3, 5, 7	YES
English Language Learners Proficient Information	2, 3, 5, 7	YES
Prior School Status/Student Attendance	2, 3, 5	YES
Responsible Instructor - Reading, Writing, and Mathematics	3	NO
Student Assessment	2, 3, 5	NO
Student Course Schedule	1, 2, 3, 4	YES
Student Course Transcript Information	5	NO
Student Demographic Information	1, 2, 3, 4, 5, 6, 7, 9	YES (Except Survey 6 = No)
Student Discipline/Referral Action	2, 3, 4, 5	YES
Student End of Year Status	5	YES
Title I – Supplemental Educational Services	2, 3, 5, 9	NO
Vocational Student Course Schedule	5	YES

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

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

Element Name: School Number, Current Instruction/Service	
Definition/Domain	
The state assigned four-digit number of the school which provides instruction or services during the current school year.	
<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 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.
See Appendix F: Florida Public Community College and State University Reporting Numbers. Also see Appendix K: Private Postsecondary Institution Reporting Numbers.	
Note: For McKay Scholarship Program participants use private school number found in dataset DPS.DISTRICT.GH.70119.Yyyyyy.	
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: 172875	Reported in Survey Periods: <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
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**FLORIDA DEPARTMENT OF EDUCATION
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Implementation Date: Fiscal Year 2006-07 July 1, 2006
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Element Name	School Number, Zoned School						
Definition/Domain							
<p>→ The state assigned four-digit school number for the school to which the student would be assigned if he/she were not assigned to the alternative school, as outlined in State Board of Education Rule <u>6A-1.099822, F.A.C.</u>, and pursuant to sections 1008.34(3) and 1008.341, F.S..</p> <table border="0"> <thead> <tr> <th align="center"><u>CODE</u></th> <th align="center"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td align="center">0001 - 9899</td> <td>District school sites assigned a unique number in the state Master School ID file.</td> </tr> <tr> <td align="center">0000</td> <td>Not applicable – The student was not in an alternative school during survey week or the student was not assigned to an alternative school instead of the student's home school.</td> </tr> </tbody> </table> <p>Note: This element should be zero filled for survey periods 1, 2, 4, 5, 7 and 9.</p>		<u>CODE</u>	<u>DEFINITION</u>	0001 - 9899	District school sites assigned a unique number in the state Master School ID file.	0000	Not applicable – The student was not in an alternative school during survey week or the student was not assigned to an alternative school instead of the student's home school.
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0001 - 9899	District school sites assigned a unique number in the state Master School ID file.						
0000	Not applicable – The student was not in an alternative school during survey week or the student was not assigned to an alternative school instead of the student's home school.						
Length: 4	Grades and Programs Requiring This Data Element:						
Format: Alphanumeric	Alternative School Students, Grades KG-12						
Compatibility Requirement: 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 Demographic Information, DB9 13x						
Data Element Number: 173174	Reported in Survey Periods: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 9						
Revised: 8/25/08	Volume I						
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Implementation Date: Fiscal Year 1994-95 July 1, 1994
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**APPENDIX I
TEST NAME TABLE**

<u>NAME</u>	<u>CODE</u>
→ Florida Alternate Assessment	FAA
Florida Comprehensive Assessment Test (FCAT) R*	FCA
Florida Competency Test on Personal Fitness	FCP
→ Florida Oral Reading Fluency	FOR
Florida Reading Assessment	FRA
Florida Writing Assessment Program	WAP
Gates-MacGinite Reading Test R	GRT
Grade Ten Assessment Test	GTA
Gray Oral Reading Test (GORT-3)	GOR
Group Mathematics Assessment and Diagnostic Evaluation	GMD
Group Reading and Diagnostic Evaluation	GRD
Group Reading Assessment and Diagnostic Evaluation	GRE
Hammill Multiability Achievement Test	HMA
High School Competency Test (HSCT)	HSC
Idea: Reading and Writing R, W	IRW
International Baccalaureate	INB
International Baccalaureate Program	IBP
Iowa Test of Basic Skills (ITBS) R, W	ITB
Johns Informal Reading Inventory	JIR
Kaufman Test of Educational Achievement (KTEA) R, W	KEA
KeyMath Revised	KMR
Language Assessment Scales: Reading and Writing Test R, W	LRW
Lexia	LEX
Mather-Woodcock Group Writing Test	GWE
MAZE Procedure	MAZ
Metropolitan Readiness Test	MRT
Metropolitan Achievement Test (MAT) R, W	MTS
Mini-Battery of Achievement R, W	MBA
Minnesota Essentials Test	MET
National Test of Basic Skills R, W	NTB
New Century Education	NCE
Oral and Written Language Scales (OWLS)	OWL
Peabody Individual Achievement Test-Revised (PIAT-R)	PIA
PLATO	PLT
Preliminary Scholastic Aptitude Test (PSAT)	PSA

R* - For assessment of English language learners (ELLs), only the NRT reading portion of FCAT may be used (i.e., the Stanford 10). The code FCA may be used to report the scores previously reported using the Stanford Achievement Test (STA). If districts are using an abbreviated form of the Stanford Achievement Test to assess ELLs for reading/writing, then the Stanford Achievement Test with code STA must be used to report these scores

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Implementation Date: Fiscal Year 1994-95 July 1, 1994
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**APPENDIX I
TEST NAME TABLE**

Reserved for Local District Use	L, S, R, W	X_ _
Not Applicable		ZZZ

Tests Used to Determine Aural/Oral Language Proficiency of LEP Students

<u>NAME</u>	<u>CODE</u>	
Bahia Oral Language Test	L, S	BOL
Balado Bilingual Test of Listening	L, S	BLC
Basic Inventory of Natural Language	L, S	BIN
Bilingual Syntax Measure I and II	L, S	BSM
Bilingual Verbal Ability Test	L, S	BVA
Comprehensive Adult Student Assessment System (CASAS)	L, S	CAS
Crane Oral Dominance Test Comprehension	L, S	COD
Dade County Oral Language Proficiency Scale	L, S	DLD
Idea Oral Language Proficiency Test	L, S	IPT
Language Assessment Battery	L, S, R, W	LAB
Language Assessment Scales	L, S	LAS
Maculaitis Assessment Program	L, S, R, W	MAC
Michigan Oral Language Proficiency	L, S	MLP
Oral Language Evaluation	L, S	OLE
Peabody Vocabulary Test	L, S	PVT
Secondary Level English Proficiency Test	L, S, R, W	SLP
Test of Language Development	L, S, R, W	TLD
Woodcock - Munoz Language Survey	L, S, R, W	WM

NOTE: Appropriate tests for reporting LEP data are indicted as: L-listening; S-speaking, R-reading and W-writing, C-comprehension, V-vocabulary.

Other Evaluation Instruments

<u>NAME</u>	<u>CODE</u>
Developmental Reading Assessment	DRA
Fluent Reader	FRD
→ Jamestown Reading Navigator	JRN
Literacy First	LIT
On the Mark	OTM
Running Records	RUN
Reading Fluency/Reader's Record	RFR
Voyager Passport	VPP
→ Voyager Passport Journeys	VPJ

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**APPENDIX L (Continued)
TEST SUBJECT CONTENT CODES (Continued)**

TEST CODE	TEST SUBJECT CONTENT	8 CHARACTER SUBJECT CODE
Specific Tests (Continued)		
CAI: Cambridge Advanced International Certificate of Education (AICE) (Continued)		
DA	English Language	CAI ELA
HA	English Language and Literature	CAI ELL
IA	First Language Spanish	CAI FLS
JA	Afrikaans Language	CAI AFR
KA	Arabic/Arabic Language	CAI AAL
LA	Chinese/Chinese Language	CAI CCL
MA	Portuguese/Portuguese Language	CAI PPL
QA	Spanish/Spanish Language	CAI SSL
RA	French/French Language	CAI FFL
SA	German/German Language	CAI GGL
UA	Urdu/Urdu Language	CAI UUL
VA	English (half-credit)	CAI ENG
AA	Accounting	CAI ACC
AB	Art and Design	CAI AND
AC	Business Studies	CAI BUS
AD	Economics	CAI ECON
AE	General Paper	CAI GEN
AF	Geography	CAI GEO
AH	History	CAI HIS
AI	Chinese Literature	CAI CLIT
AJ	English Literature	CAI ELIT
AK	French Literature	CAI FLIT
AL	Portuguese Literature	CAI PLIT
AM	Spanish Literature	CAI SLIT
AO	Music	CAI MUS
AQ	Sociology	CAI SOC
→	VPJ: Voyager Passport Journeys	
→	11 Reading Comprehension	COMPREHE
→	JRN: Jamestown Reading Navigator	
→	11 Reading Comprehension	COMPREHE
→	FRA: Florida Reading Assessment	
→	11 Reading Comprehension	COMPREHE

**FLORIDA DEPARTMENT OF EDUCATION
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Implementation Date:
Fiscal Year 2003-04
July 1, 2003

APPENDIX S

CORE COURSES FOR CLASS SIZE REDUCTION

PK – 05

5007000 – 5007080 Foreign Languages
5010010 – 5010090 Language Arts
5012000 – 5012070 Mathematics
5020000 Science
5021000 Social Studies

Secondary

0700000 – 0717314 Foreign Languages (EXCEPT 0700220, 0700980, 0700990, 0701980, 0701990, 0702980, 0702990, 0703980, 0703990, 0791920)
1000000 – 1020860 Language Arts (EXCEPT 1000220, 1000990)
1200300 – 1298310 Mathematics (EXCEPT 1200220, 1200990)
1700372 – 1700374 Research and Critical Thinking
2000010 – 2020910 Science (EXCEPT 2000220, 2000990)
2100010 – 2120910 Social Studies (EXCEPT 2100220, 2100990)
2400000 Graded Self-Contained (6)

ESE PK - 5

7650030 – 7650130 PK Disabilities
7700010 – 7755050 Academic Subject (EXCEPT 7713010, 7715010, 7755020)
7763010 – 7763090 Special Courses (EXCEPT 7763030, 7763040, 7763050, 7763060, 7763070)

ESE 6-8

7855010 – 7855050 Academics (EXCEPT 7855020)
7810010 – 7821020 Academics Subject (EXCEPT 7813010, 7815010)
7863000 – 7863090 Special Skills (EXCEPT 7863060)

ESE 9-12

7910100 – 7961050 Academics-Subject (EXCEPT 7915010, 7919010, 7920050, 7921330)
7962010 – 7963140 Special Skills (EXCEPT 7963060)
7965010 – 7965040 Gifted (EXCEPT 7965030)

A list of the core Course Numbers for class size calculations is contained in ancillary file DPS.DISTRICT.GQ.F70554.Yyyyy.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

2. School Number, Current Enrollment must be numeric in the range 0001 to 9899 or 9994. -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 School Number, Current Enrollment is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Enrollment is not numeric.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345676X
01	0021	012345677X
* 01	9999	012345678X
* 01	C901	012346579X

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 Enrollment and resubmit the records.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

- 25. The School Number, Current Instruction/Service must be numeric and in the range 0001-9899 or 9994. -record rejected-

EXAMPLE

The first record would be loaded to the data base assuming no other reject rule would cause its rejection. The second, third and fourth records would be rejected because the School Number, Current Instruction/Service are invalid.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida
01	0021	012345675X
* 01	9901	012345678X
* 01	C929	012345677X
* 01	U981	012345676X

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.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

- 22. Career and Professional Academy Identifier (Second) must exist on Appendix Y of the DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual as a valid number for the District Number, Current Enrollment or it must be ZZZ. -record rejected-

EXAMPLE

The fifth record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first four records would be rejected because Career and Professional Academy Identifiers are not valid codes listed in Appendix Y.

District Number Current Enrollment	Student Number Identifier, Florida	Career and Professional Academy Identifier
* 01	012345675X	562
* 01	012345676X	258
* 01	012345677X	458
* 01	012345678X	589
01	012345679X	002

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 Career and Professional Academy Identifier codes and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

- 23. Career and Professional Academy Identifier (First) must not be the same as Career and Professional Academy Identifier (Second) unless both are ZZZ.
-record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The third record would be rejected because Career and Professional Academy Identifier (First) must not be the same as Career and Professional Academy Identifier (Second).

District Number, Current Enrollment	Student Number Identifier Florida	Career and Professional Academy Identifier (1 st)	Career and Professional Academy Identifier (2nd)
01	012345678X	001	002
01	601254693X	003	004
* 01	019876545X	001	001

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 Career and Professional Academy Identifier codes and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

- 24. Career and Professional Academy Identifier (First) must not be ZZZ if Career and Professional Academy Identifier (Second) is entered with a valid number that exists on Appendix Y of the DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.
-record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The third record would be rejected because Career and Professional Academy Identifier (First) must not be ZZZ if Career and Professional Academy Identifier (Second) is entered with a valid number.

District Number, Current Enrollment	Student Number Identifier Florida	Career and Professional Academy Identifier (1st)	Career and Professional Academy Identifier (2nd)
01	012345678X	002	ZZZ
01	601254693X	ZZZ	ZZZ
*01	019876545X	ZZZ	001

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 Career and Professional Academy Identifier codes and resubmit the records.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

- 45. Career and Professional Academy Identifier (first) must exist on Appendix Y of the DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual as a valid number for the District Number, Current Enrollment or it must be ZZZ. -record rejected-

EXAMPLE

The fifth record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first four records would be rejected because Career and Professional Academy Identifiers are not valid codes listed in Appendix Y.

District Number Current Enrollment	Student Number Identifier, Florida	Career and Professional Academy Identifier
* 01	012345675X	562
* 01	012345676X	258
* 01	012345677X	458
* 01	012345678X	589
01	012345679X	002

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 Career and Professional Academy Identifier codes and resubmit the records.

2008-2009 Federal/State Indicator Status


1. Submit this record during reporting periods 2, 3 and 5 for each PK-12th grade student in membership in the school district at any time during the school year.

2. For reporting period 7, submit this record for each KG-12 student identified as LY, LP or LF on the English Language Learners, PK-12 data element and whose Country of Birth as reported on the Student Demographic Information record is other than United States.

3. For reporting period 7, the following fields should be Z-filled or zero-filled as appropriate: Immunization Status; Homeless Student; PK-12; Homeless Unaccompanied Youth; Program Participation Prior to Kindergarten; Section 504 Eligible; Prekindergarten Program Participation; Career Academy Participant, Dropout Prevention/Juvenile Justice Programs; NCLB Option: Choice with Transportation; Mathematics Remediation Component; and NCLB Option, Supplemental Educational Services..

NOTE: Do not send Prekindergarten students or students with school number 3518 in reporting period 7.

4. IMMUNIZATION STATUS: It is very important to report the current status for all kindergarten and seventh grade students in membership in the school district during reporting period 2

5. CAREER ACADEMY PARTICIPANT: Report up to two applicable codes for each student who participated in a Career Academy at any time during the school year. 

6. DROP PREVENTION/JUVENILE JUSTICE PROGRAMS: Report the program, if any, the student attended during survey week. These codes are used to identify the proper status of students in the school grading system. For students in more than one of these programs, report code E (Alternative to Expulsion) and code R (Dropout Retrieval) prior to any of the other program codes. For survey 5, report code Z for all students on this format.

7. HOMELESS STUDENT, PK-12: All districts must report all homeless students regardless of whether the district receives grant funding to serve this student population.

8. MATHEMATICS REMEDIATION COMPONENT: For reporting periods 2 and 3 submit the Mathematics Remediation Component for each student receiving remediation during that reporting period. For reporting period 5 submit the Mathematics Remediation Component for any student who was in a mathematics remediation component at any time during the school year.

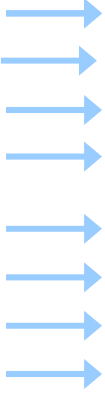
9. ERROR CODES: This field is used by the Department to report to districts the specific errors found in the record during the state edit process. This field should contain filler (spaces, blanks) when the record is transmitted to the Department.

10. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4 and 5. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

' * ' indicates key fields.

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

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Enrollment *
2	3-6	4	A/N/R	School Number, Current Enrollment *
3	7-16	10	A/N	Student Number Identifier, Florida *
4	17-17	1	A/N	Survey Period Code *
5	18-21	4	N	Fiscal Year *
6	22-22	1	A	Military Family Student
7	23-23	1	A/N	Immunization Status
8	24-25	2	A/N	Filler
9	26-26	1	A	Homeless Student, PK-12
10	27-27	1	A	Homeless Unaccompanied Youth
11	28-30	3	A/N	Career and Professional Academy Identifier (First)
12	31-33	3	A/N	Career and Professional Academy Identifier (Second)
13	34-34	1	A	Transaction Code
14	35-38	4	A/N	Filler
15	39-39	1	A	Program Participation Prior to Kindergarten
16	40-42	3	A/N	Filler
17	43-43	1	A	Fund Source
18	44-44	1	A/N	Section 504 Eligible
19	45-45	1	A	Prekindergarten Program Participation
20	46-46	1	A/N	Career Academy Participant
21	47-54	8	A/N	Date Entered United States
22	55-55	1	A/N	Immigrant Student
23	56-56	1	A	Dropout Prevention/Juvenile Justice Programs



Item No.	From-To	Size	Field Char.	Field Description
24	57-57	1	A/N	Test Accommodations
25	58-58	1	A	Reading Fluency
26	59-59	1	A/N	Filler
27	60-60	1	A	NCLB Option, Choice with Transportation
28	61-61	1	A	Mathematics Remediation Component
29	62-62	1	A	NCLB Option, Supplemental Educational Services
30	63-72	10	A/N	Student Number Identifier, Local
31	73-80	8	A/N	Filler/Error Codes

2008-2009 Student Demographic Information

1. For reporting periods 1-4 submit this record for each student receiving instruction/service during that reporting period. Also, send a Student Demographic Information record for each student for whom another record format is being submitted even if the student is not receiving instruction/service during the reporting period. These records include the following: Title I Supplemental Educational Services, Student Discipline/Referral Action, Student Assessment and Federal/State Indicator Status.

2. For reporting period 5 submit this record for any student (a) who was in membership at any time during the school year, (b) who was expected to attend school but did not enter as expected (c) for whom a Diploma Type of W43, W45 or W52 is being reported on the Student End of Year Status record, (d) who was identified as migrant ages 3-21, was not enrolled in school and has not graduated from high school, (e) who has been identified as disabled and received services at a private school from the public school district, and (f) who participated in a Title I program at a private school. No records are needed in Survey 5 for McKay Scholarship students unless they attended a course in the school district.

3. For reporting period 7 submit this record for each KG-12 student identified as LY or LP on the element English Language Learners, PK-12 at the time of submission. Also send a record for any student determined to be LF on the English Language Learners, PK-12 data element between May 28, 2007 and January 18, 2008. The following fields should be Z-filled or zero filled as appropriate: District Number, Zoned School; School Number Zoned School; Student Characteristic, Agency Programs; Graduation Options; Institution Number, Neglected/Delinquent (First) and Institution Number Neglected/Delinquent (Second).

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

4. For reporting period 9 submit this record for each student for whom an Institution Number, Neglected/Delinquent code is being reported and for each student for whom a Title I Supplemental Educational record format is being reported.

5. For reporting period 6 submit this record for each KG-12 student identified as in membership on the survey date. Exceptional Student Education Prekindergarten (PK) students and children of students in the Teenage Parent Program who are in membership on the survey date should also be submitted. Required fields to be reported are: District Number, Current Instruction/Service; District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Year; Student Number Identifier – Alias, Florida; Student Name, Legal; Gender; Grade Level; and Birth Date. Data may be sent for other fields, but the data is not needed and default values will be loaded to the data base for these non-required elements.

6. Do not send a Student Demographic Information record for a student who is in Home Education unless the student is also receiving instruction/service from the school district during the reporting period.

7. STUDENT NAME LEGAL: The district must submit student names for each student. The student name field will be used to ensure efficient editing and verification of records during reporting periods and to facilitate Department monitoring and auditing activities requiring access to district individual student records.

→
→ 8. SCHOOL NUMBER, CURRENT ENROLLMENT: For Survey 9, for students for whom an Institution Number, Neglected/Delinquent code is being reported, report the school of enrollment as of the time the student attended the Neglected/Delinquent Institution. To report more than two Institution Numbers, Neglected/Delinquent for a student submit additional Student Demographic Information formats using a different School Number, Current Enrollment on each format. For private school students who participated in a Title I program use 9995 for the School Number, Current Enrollment.

→ 9. YEAR: For reporting periods 1 through 4 and 9, this field will contain fiscal year. For reporting period 5, this field will contain school year. Refer to the element Year in the DOE Information Data Base Requirements: Volume I - Automated Student Information System for definitions.

→ 10. INSTITUTION NUMBER, NEGLECTED/DELINQUENT: The number assigned to the institution for neglected or delinquent children as defined in Title I, Parts A and D, of the Elementary and Secondary Education Act, as amended by Public Law 107-110.

Report this number in survey period 9 for students who are ages 5-17 inclusive who resided in an institution for neglected or delinquent children or an adult correctional facility for at least one day during the designated 30 day count period in the reporting year. The count period (which may be set separately for each institution) is 30 consecutive calendar days at least one of which falls within the month of October. Submit up to two eligible institutions on a Student Demographic Information format. Matching records are not required for these students in survey period 9.

For Survey Period 5 submit this number for any student who resided in a non-school institution for neglected or delinquent students at any time during the fiscal year (July 1 to June 30 of the reporting year).

- 11. ZONED DISTRICT AND SCHOOL: Submit this information in Survey Period 3 for each student enrolled in an alternative school during survey week. These elements should be zero-filled for survey periods 1, 2, 4, 5, 7 and 9.
- 12. LUNCH STATUS. For Survey Period 5, report a student as eligible for free or reduced price lunch if the student was eligible at any time during the school year.
- 13. KEY FIELDS: The key fields for this format are item numbers 1, 4, 5 and 6. If a key field needs to be changed, the record must be deleted and re-submitted as an add
- 14. 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.

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Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number, Current Instruction/Service *
2	3-4	2	N/R	District Number, Current Enrollment
3	5-8	4	A/N/R	School Number, Current Enrollment
4	9-18	10	A/N	Student Number Identifier, Florida *
5	19-19	1	N	Survey Period Code *
6	20-23	4	N	Year *
7	24-33	10	A/N	Student Number Identifier - Alias, Florida




Item No.	From-To	Size	Field Char.	Field Description
8	34-75	42	A/N/L	Student Name, Legal
9	76-77	2	A/N	District Number, Zoned School
10	78-81	4	A/N	School Number, Zoned School
11	82-82	1	A	Gender
12	83-83	1	A	Racial/Ethnic Category
13	84-93	10	A/N	Student Number Identifier, Local
14	94-96	3	A/N	Filler
15	97-98	2	A	English Language Learners, PK-12
16	99-99	1	A/N	Resident Status, State/County
17	100-101	2	A/N	Grade Level
18	102-102	1	A/N	Student Characteristic, Agency Programs
19	103-103	1	A	Transaction Code
20	104-105	2	A/N	Native Language, Student
21	106-106	1	A/N	Filler
22	107-108	2	A/N	Primary Language Spoken in Home
23	109-110	2	A/N	Country of Birth
24	111-118	8	A/N	English Language Learners: Home Language Survey Date
25	119-126	8	N	Birth Date
26	127-129	3	A/N	Filler
27	130-137	8	A/N	Qualifying Arrival Date (QAD) for Migrant Program Eligibility
28	138-138	1	A/N	Lunch Status
29	139-139	1	A	Filler
30	140-140	1	A	Additional School Year Student
31	141-141	1	A/N	Migrant Status Term
32	142-142	1	A/N	Graduation Option
33	143-146	4	A/N	Institution Number, Neglected/Delinquent (First)
34	147-150	4	A/N	Institution Number, Neglected/Delinquent (Second)
35	151-152	2	N	Residence County
36	153-160	8	A/N	Filler/Error Codes

**THE FOLLOWING CHANGES ARE
FOR FISCAL YEAR**

07-08

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

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

Element Name: School Number, Current Enrollment																			
Definition/Domain																			
<p>The state assigned four-digit school number in which the student is officially enrolled for graduation during the current school year.</p> <table border="0"> <thead> <tr> <th align="center"><u>CODE</u></th> <th align="center"><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>N998 *</td> <td>DPS/MIS reporting number for home education setting.</td> </tr> <tr> <td>N999 *</td> <td>DPS/MIS reporting number for out-of-state or PK-12 nonpublic in-state schools.</td> </tr> <tr> <td> 9994</td> <td>Private school students served with Fund Source D funds.</td> </tr> <tr> <td>9995</td> <td>Private school students participating in Title I programs.</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>3518</td> <td>McKay Scholarship participants.</td> </tr> <tr> <td>7004</td> <td>Florida Virtual School franchise participants.</td> </tr> </tbody> </table> <p>• See the next page for the appropriate use of school numbers N998 and N999.</p> <p>Note: Although students do not enroll for graduation in district number 71, this district number and its valid school numbers are used by the Florida Virtual School for reporting District Number, Current Enrollment and School Number, Current Enrollment.</p>		<u>CODE</u>	<u>DEFINITION</u>	0001 - 9899	District school sites assigned a unique number in the state Master School ID File.	N998 *	DPS/MIS reporting number for home education setting.	N999 *	DPS/MIS reporting number for out-of-state or PK-12 nonpublic in-state schools.	 9994	Private school students served with Fund Source D funds.	9995	Private school students participating in Title I programs.	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.	3518	McKay Scholarship participants.	7004	Florida Virtual School franchise participants.
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Format: Alphanumeric	All Programs Grades PK-12																		
Compatibility Requirement: State Standard																			
Use Types:	State Reporting Formats Requiring This Data Element:																		
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Revised: 8/21/08	Volume I Effective: 7/07 Page Number: 241-1																		

Attachment to School Number, Current Enrollment

Please use the matrix below as a guide for the correct use of school numbers N998 and N999 by format.

FORMAT	SURVEY	ALLOW N998/N999?
Department of Juvenile Justice Student Entry Assessment	5	No
Department of Juvenile Justice Student Exit Assessment	5	No
Dropout Prevention and Mentoring Program Data	5	NO
Exceptional Student	1, 2, 3, 4, 5, 7	YES
Exceptional Student Program	2, 3, 5	YES
Federal/State Indicator Status	2, 3, 5, 7	YES
English Language Learners Proficient Information	2, 3, 5, 7	YES
Prior School Status/Student Attendance	2, 3, 5	YES
Responsible Instructor - Reading, Writing, and Mathematics	3	NO
Student Assessment	2, 3, 5	NO
Student Course Schedule	1, 2, 3, 4	YES
Student Course Transcript Information	5	NO
Student Demographic Information	1, 2, 3, 4, 5, 6, 7, 9	YES (Except Survey 6 = No)
Student Discipline/Referral Action	2, 3, 4, 5	YES
Student End of Year Status	5	YES
Title I – Supplemental Educational Services	2, 3, 5, 9	NO
Vocational Student Course Schedule	5	YES

**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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Data Element Number: 172875	Reported in Survey Periods: <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: 8/21/08	Volume I																						
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	Page Number: 242-1																						

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

- 2. **School Number, Current Enrollment must be numeric in the range 0001 to 9899 or 9994. -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 School Number, Current Enrollment is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Enrollment is not numeric.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345676X
01	0021	012345677X
* 01	9999	012345678X
* 01	C901	012346579X

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 Enrollment and resubmit the records.

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

→ 25. The School Number, Current Instruction/Service must be numeric and in the range 0001-9899 or 9994. -record rejected-

EXAMPLE

The first record would be loaded to the data base assuming no other reject rule would cause its rejection. The second, third and fourth records would be rejected because the School Number, Current Instruction/Service are invalid.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida
01	0021	012345675X
* 01	9901	012345678X
* 01	C929	012345677X
* 01	U981	012345676X

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.

STUDENT DISCIPLINE/REFERRAL ACTION - STATE VALIDATION RULES

- 31. For surveys 2 and 3, each Student Discipline/Referral Action record must have a matching Student Demographic record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year unless School Number/Current Enrollment is N998 or N999. For survey 5, each Student Discipline/Referral Action record must have a matching Student Demographic and Student End of Year Status record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year unless School Number/Current Enrollment is N998 or N999. -state validation 3-

EXAMPLE

The first two records below would not pass this edit because they do not have matching Student Demographic records. The third record below would pass this edit because there is a matching Student Demographic Information record.

Student Discipline/Referral Action

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
* 01	012345678X	5	****
* 01	012345692X	2	****
01	012384567X	2	****

Student Demographic Information

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
01	012384567X	2	****

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

DISTRICT RESPONSIBILITY

The district must delete the Student Discipline/Referral Action records or add matching Student Demographic Information records .