THE FOLLOWING CHANGES ARE FOR FISCAL YEAR

08-09

Survey Dates
2008-2009

<u>Student, PK-12</u>

Survey 1:

       Survey Week July 14-18, 2008
       Due Date: August 1, 2008
       State Processing: July 28-September 19, 2008
       Final Update/Amendment Date: September 30, 2008

Survey 6:

       Survey Dates: August 29, September 5 & 12, 2008
       Due Dates: August 29, September 5 & 12, 2008
       State Processing: August 29 – September 17, 2008

Survey 2:

       Survey Week: October 13-17, 2008
       Due Date: October 31, 2008
       State Processing: October 20-November 14, 2008
       Final Update/Amendment Date: March 31, 2009

Survey 3:

       Survey Week: February 9-13, 2009
       Due Date: February 27, 2009
       State Processing: February 16-March 13, 2009
       Final Update/Amendment Date: July 31, 2009

Survey 4:

       Survey Week: June 8-12, 2009
       Due Date: June 26, 2009
       State Processing: June 22-July 10, 2009
       Final Update/Amendment Date: August 31, 2009

Survey 5:

       Due date: August 7, 2009
       State processing: August 3 - September 4, 2009
       Final Update/Amendment Date: February 28, 2010

Survey 9:

       Due date: December 12, 2008
       State Processing: December 8, 2008 - January 9, 2009
       Final Update/Amendment Date: March 31, 2009

Survey 7:

       Due date: January 12, 2009
       State processing: January 5 – January 16, 2008

Element Name:	Additional School Year Student

Definition/Domain

A code to indicate that the student being reported (1) has accepted a Certificate of Completion, but has returned to school during an additional school year beyond Grade Level 12 for the purpose of completing graduation requirements in order to be awarded a Standard Diploma or (2) is disabled, has not yet reached age 22, has met requirements for a Special Diploma, Certificate of Completion, Special Certificate of Completion, or GED and has opted to continue receiving FAPE*.

CODE	DEFINITION
S	Seeking a Standard Diploma (may be used for disabled or non-disabled)
F	Opting to continue to receive FAPE* (use this code for students with disabilities)
Z	Not Applicable

NOTE: *FAPE equals a free appropriate public education as defined in the Individuals with Disabilities Education Act (IDEA). Federal IDEA regulations require that districts must provide a free and appropriate education (FAPE) to all students who have not reached age 22 and who have not earned a regular high school diploma (34 CFR 300.101). This requirement applies even if the student has received a special diploma, a certificate of completion, or a special certificate of completion or a GED. Additionally, districts may choose to continue to offer FAPE through the school year in which students turn 22.

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic	All Secondary Programs
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Demographic Information DB9 13x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	
☐ **Migrant Tracking**	
Data Element Number:	
100125	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 D 6 ☒ 7 ☒ 9

RESPONSIBLE INSTRUCTOR – READING, WRITING AND MATHEMATICS – STATE VALIDATION/NULL EDIT RULES

51. **If Survey = 6, then each Responsible Instructor – Reading, Writing and Mathematics record must have a matching Staff Demographic record based on District Number; Survey Period Code; School/Fiscal Year, and Primary Instructor Responsible, Reading/Social Security Number (first nine positions). -state validation-**

EXAMPLE

The Responsible Instructor record listed below which is marked with an asterisk would fail the edit above because it does not have a matching Staff Demographic record.

Staff Demographic records

District Number	Social Security Number	Survey Period Code	Fiscal Year
01	CS9876544	6	****
01	119876545	6	****
01	CS9876546	6	****

Responsible Instructor – Reading, Writing and Mathematics records

District Number, Current Enrollment	Primary Instructor Responsible, Reading	Survey Period Code	School Year
01	CS9876544	6	****
01	119876545	6	****
* 01	019876546	6	****

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

DISTRICT RESPONSIBILITY

The district must review the Responsible Instructor - Reading, Writing and Mathematics record and either submit a matching Staff Demographic record or delete the Responsible Instructor - Reading, Writing and Mathematics record.

18.   If School Number, Current Enrollment is not 9995 or 9997, then there must be a valid association between the Grade Level listed below and the student's age. For Survey Periods 1-4, age will be determined as of Date Certain (Friday) of the survey period. For Survey Period 5, age will be determined as of Date Certain ⟵ of Survey 3.   For Survey Period 6, age will be determined as of September 12, 2008. For Survey Period 9, age will be determined as of November 28, 2008. For Survey Period 7, age will be determined as of the due date, January 12, 2009. – record rejected-

Grade Level	Age
PK	not equal to 9+
KG	not equal to 0-3, 11+
1	not equal to 0-4, 12+
2	not equal to 0-4, 13+
3	not equal to 0-4, 14+
4	not equal to 0-4, 15+
5	not equal to 0-4, 16+
6	not equal to 0-4, 18+
7	not equal to 0-4, 19+
8	not equal to 0-4, 20+
9	not equal to 0-4
10	not equal to 0-4
11	not equal to 0-4
12	not equal to 0-4

EXAMPLE

The records below without an asterisk would be loaded to the data base assuming no other reject rule would cause their rejection. The records below which are marked with an asterisk would be rejected because of the invalid association between the Grade Level of the student and the student's Birth Date.

Student Number Identifier, Florida	Year	Survey Period Code	Grade Level	Birth Date
* 123456788X	0607	2	02	02021990
123456786X	0607	2	08	05051988
123456785X	0607	2	PK	12022003
* 123456789X	0607	2	12	08172008

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 Grade Level or Birth Date so that there is a valid relationship between these two data elements and resubmit the records.

48.   If Grade Level = 30 or 31 or if Survey Period Code is 6, then English Language Learners: Home Language Survey Date may be zero-filled. If School Number, Current Enrollment is not 9995, and if Grade Level = PK-12, then English Language Learners: Home Language Survey Date must be a valid date that is not in the future. For Survey Periods 1-3, the date should be less than or equal to the date certain of survey week. For Survey Period 4, the date should be less than or equal to June 30 of the reporting year. For Survey Period 5, the date should be less than or equal to August 31 of the reporting year. For Survey Period 9, the date should be less than January 1 of the reporting year. For Survey Period 7, the date should be less than or equal to January 12, 2009. If School Number, Current Enrollment is 9995, then English Language Learners: Home Language Survey Date must be 00000000. -record rejected-

> ### EXAMPLE
>
> The first and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and third records would be rejected because the English Language Learners: Home Language Survey Date is an invalid date or is filled with zeros.

Student Number Identifier, Florida	Survey Period Code	Year	Grade Level	ELL: Home Language Survey Date
123456789X	2	****	12	01151999
* 123456790X	2	****	PK	06319999
* 123456791X	2	****	09	00000000
123456792X	5	****	31	00000000

**** = 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 English Language Learners: Home Language Survey Date and resubmit the records.

53.   If Survey Period Code is 2, 3 or 5 and if English Language Learners, PK-12 is LY or LF and if there is a matching Student Course Schedule or Student End of Year Status record, then there must be a matching English Language Learners Information record based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year. The match between Student Demographic and Student Course should be made based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Year/Fiscal Year. The match between Student Demographic and Student End of Year should be made based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Year/School Year.–state validation-

EXAMPLE

The Student Demographic records listed below which are marked with an asterisk would cause a message to be generated because there are no matching English Language Learners records.

Student Demographic records

District Number, Current Enrollment	School Number, Current Enrollment	Survey Period Code	Year	Student Number Identifier, Florida	English Language Learners, PK-12
37	0001	2	0708	3712345678	LY
37	0001	2	0708	3712345679	LF
* 37	0001	2	0708	3712345682	LF
* 37	0002	2	0708	3712345680	LY

English Language Learners records

District Number, Current Enrollment	School Number, Current Enrollment	Survey Period Code	School Year	Student Number Identifier, Florida
37	0001	2	0708	3712345678
37	0001	2	0708	3712345679
37	0001	2	0708	3712345681
37	0002	2	0708	3712345683

DISTRICT RESPONSIBILITY

The district must review the Student Demographic records and determine whether the students are English Language Learners. The district must either submit an English Language Learners record for each student or submit a revision to the English Language Learners, PK-12 element to indicate that the student is not an English Language Learner.

57. If Survey Period Code is 5 and if Graduation Option code = 4, and if Prior School Status/Student Attendance Term does not equal "Y", then Exceptionality, Primary or Exceptionality, Other on the Exceptional Student record must be reported with a code of C, G, H, J, K, O-P, S, V or W and these two fields must not contain T or U.

If Survey Period Code is 2 or 3 and if Graduation Option code = 4, and if Prior School Status/Student Attendance Term does not equal "Y", and if Withdrawal Date is 00000000; then Exceptionality, Primary or Exceptionality, Other on the Exceptional Student record must be reported with a code of C, G, H, J, K, O-P, S, V, or W and these two fields may not contain T or U. –state validation-

EXAMPLE

The third Student Demographic record listed below would cause a message to be generated because the correct relationship does not exist between Graduation Option and Exceptionality, Primary. The fourth Student Demographic record listed below would cause a message to be generated because the correct relationship does not exist between Graduation Option, Exceptionality, Primary; and Exceptionality, Other.

Student Demographic records

District Number, Current Enrollment	School Number, Current Enrollment	Survey Period Code	Year	Student Number Identifier, Florida	Graduation Option
37	0001	3	0304	3712345678	4
37	0001	2	0304	3712345679	4
* 37	0001	5	0304	3712345681	4
* 37	0001	3	0304	3712345680	4

Exceptional Student records

District Number, Current Enrollment	School Number, Current Enrollment	Survey Period Code	Year	Student Number Identifier, Florida	Exceptionality, Primary	Exceptionality, Other
37	0001	3	0304	3712345678	W	E
37	0001	2	0304	3712345679	F	J
37	0001	5	0304	3712345681	T	C
37	0001	3	0304	3712345680	I	L

Prior School Status/Student Attendance records

District Number, Current Enrollment	School Number, Current Enrollment	Survey Period Code	Year	Student Number Identifier, Florida	Term	Withdrawal Date
37	0001	3	0304	3712345678	3	00000000
37	0001	2	0304	3712345679	3	00000000
37	0001	5	0304	3712345681	3	05122004
37	0001	3	0304	3712345680	3	00000000

DISTRICT RESPONSIBILITY

The district must correct the Student Demographic, Prior School Status/Student Attendance, or Exceptional Student records so that the appropriate relationship exists between Graduation Option; Term; Exceptionality, Primary; Exceptionality, Other; and Withdrawal Date.

66.   If School Number, Current Enrollment is not 9995, there must be a valid association between the Grade Level listed below and the student's age.   For Survey Periods 1-4 and 6, age will be determined as of Date Certain (Friday) of the survey period. For Survey Period 5, age will be determined as of June 30. For Survey Period 9, age will be determined as of November 28, 2008. For Survey Period 7, age will be determined as of the due date, January 12, 2009. –exception report-

Grade Level	Age
3	not equal to 5
4	not equal to 5 or 6
5	not equal to 5 - 7
6	not equal to 5 - 8
7	not equal to 5 - 9
8	not equal to 5 – 10
9	not equal to 5 – 11
10	not equal to 5 – 12
11	not equal to 5 – 13
12	not equal to 5 – 14

EXAMPLE

The records below which are marked with an asterisk would cause an error message to be generated because of the invalid association between the Grade Level of the student and the student's Birth Date.

Student Number Identifier, Florida	Year	Survey Period Code	Grade Level	Birth Date
* 123456789X	0607	2	05	10222001
* 123456788X	0607	2	08	05062001
123456786X	0607	2	10	06021991
123456785X	0607	2	12	12021990

DISTRICT RESPONSIBILITY

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

2Z. Deleted 6/26/08. ~~If Survey Period is 6, the employee's Job Code, Primary must place the employee on lines 21-43, inclusive, of the Public Schools Staff Survey – EEO-5. -record rejected-~~

~~EXAMPLE~~

~~The two records listed below would be rejected because the codes in Job Code, Primary do not place them on the appropriate EEO-5 lines of the Public Schools Staff Survey.~~

~~District Number~~	~~Social Security Number~~	~~Survey Period Code~~	~~Fiscal Year~~	~~School Number, Primary/ Home~~	~~Florida Educators Certificate Number~~	~~Job Code, Primary~~
~~* 03~~	~~123456789~~	~~6~~	~~****~~	~~0081~~	~~0000112233~~	~~62022~~
~~* 03~~	~~123456780~~	~~6~~	~~****~~	~~0291~~	~~0000445566~~	~~61332~~

~~**** = 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, Primary and resubmit the records for processing.~~

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. For reporting periods 1 and 4, (summer session) district of enrollment (item 2) and district of instruction/service (item 1) will always be the same number and school of enrollment will be the school providing instruction or service.

9. 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.

10. 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.

11. 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).

12. 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.

13. 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.

14. 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

15. 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 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