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TECHNICAL ASSISTANCE PAPER

Tracking the In- and Out-Migration of Florida's PK-12 Students

Purpose

The purposes of this Technical Assistance Paper are the following:

1. To explain how to use Entry and Re-Entry Codes correctly in order to track the in- and out-migration of Florida's PK-12 students.
2. To explain how the Prior School/Location: District, State/Territory, and Country data elements are used with the Entry and Re-Entry Codes.
3. To help districts improve the quality of student enrollment data
 - a. To encourage districts to use the NWRDC CICS "Student Locator" to determine if an entering student has an existing Alias Student ID.
 - b. To encourage districts to use the FASTER system routinely to request student records.

Attachments:

Appendix A: Attendance Recordkeeping Required Codes for Grade PK-12 Students
Appendix C: District Name Table
Appendix H: State Codes
Appendix Q: United States Commonwealth and Territories
Appendix G: Country Codes
Reporting Format: Prior School Status/Student Attendance

TECHNICAL ASSISTANCE PAPERS are produced periodically by the Bureau of Education Information and Accountability Services to present discussion of current topics. The TA Papers may be used for inservice sessions, technical assistance visits, parent organization meetings, or interdisciplinary discussion groups. Topics are identified by state steering committees, district personnel, and individuals, or from program compliance monitoring.

Background

In an effort to project more accurately the number of PK-12 students attending Florida public schools, proviso language in the 2001 Appropriations Act directed the Department of Education (DOE) to develop a means to track the in- and out-migration of Florida's PK-12 students:

From the funds appropriated in Specific Appropriation 110 for maintenance of the state's student database, the Commissioner of Education shall convene a working group of school district and department staff responsible for student enrollment forecasts. This working group shall identify new data elements that shall be added to the state's student database in order to identify and explain trends that influence the in- and out-migration of students from districts. These additional data elements shall measure both economic and demographic trends and the effects of educational policy changes made by the department and by the Legislature. These data elements shall be collected beginning with the 2001-2002 school year and shall be reported sufficiently in advance of student enrollment estimating conferences to permit thorough analysis of the data.

The Department convened a working group in June 2001 made up of representatives from small, medium, and large school districts, a regional education consortium, Enrollment Estimating Conference personnel, and DOE staff. The results of this meeting included creating a new DOE Student Database reporting format, the Prior School Status format, to be collected five times a year to coincide with Florida Education Finance Program (FEFP) calculations. The new format incorporates revised Entry and Re-Entry Codes and six new data elements to determine a student's location prior to enrolling in Florida's public schools. The data is collected in five Reporting Periods each school year, with at least one Entry Code for each public school student and a subsequent Entry Code every time a student changes location and/or school type within a school year.

In 2002, the Prior School Status format and the Student Attendance format were combined and the Prior School Status Reporting periods were dropped in favor of collecting the data in Surveys 2, 3 and 5.

In 2003, the Entry Code E05 was added to differentiate between PK and KG students new to the district and students entering the district from out of the country (E09).

How to Use the Data Elements and Revised Entry/Re-Entry Codes

In 2001, a major revision in the function of Entry and Re-Entry Codes was necessary in order to provide the data requested by the Legislature. A revised set of Entry/Re-Entry Codes, along with three new data elements (Prior School/Location: District, Prior School/Location: State/Territory or Commonwealth, and Prior School/Location: Country) work together to provide information regarding the in- and out-migration of Florida's public school students. The revised Entry Codes focus on what type of school (public, private, or home education) the student attended prior to enrollment in the current district. The revised Re-Entry Codes allow for recording the prior school status of students who had no intervening educational experience between the time they withdrew from a school in the district and the date of re-entry within a single school year. The

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new data elements detail the location of the student’s school or residence prior to enrolling in a Florida public school.

Before the 2001-2002 school year, Entry Codes recorded “original” entries into Florida public schools for the current school year and Re-Entry Codes were used to record students who left a school or district and then re-enrolled in the same district. Formerly, a student would only have one Entry Code in a district in a school year. Now, a student may have numerous Entry Codes in a single district reflecting the student’s in- and out-migration. Re-Entry Codes are only assigned if the student has no intervening educational experience between withdrawing from a school in the district and re-enrolling in the same school year.

The change in focus from recording entries relevant to a school year to tracking the location and type of school a student previously attended resulted in the following data elements and Entry/Re-Entry Codes:

Relevant Data Elements

Prior School Location: District/County - A two-character code which identifies the district/county in which a student was enrolled in school prior to enrolling in the current school. This code is required for students who have an entry code of E01 – E05.

See *DOE Information Data Base Requirements: Volume 1, Appendix C* for district numbers.

CODE	DEFINITION
01 - 70 & 72 – 76	State assigned number for school district or other agency
99	For the purpose of Prior School Location: District/County, this code indicates that the student’s prior school/location was outside the State of Florida.

Prior School Location: State/Territory or Commonwealth - A two-character code which identifies the state/territory or commonwealth in which a student was enrolled in school prior to enrolling in the current school. This code is required for students who have an entry code of E01–E05. For students with an entry code of E09, this code should be Z-filled.

See *DOE Information Data Base Requirements: Volume 1, Appendix H* for States.
See *DOE Information Data Base Requirements: Volume 1, Appendix Q* for Commonwealths, and Territories.

Prior School Location: Country – A two-character code which identifies the country in which a student was enrolled in school prior to enrolling in the current school. This code is required for students who have an entry code of E01 – E05. For students with an entry code of E09, this code identifies the country in which the student resided prior to enrolling in the current school.

See *DOE Information Data Base Requirements: Volume 1, Appendix G* for Country codes.

Entry Codes

At the beginning of each school year, the district should assign the student an appropriate Entry Code to indicate whether the student was previously enrolled in a public school in the district; a public school in another district, state/territory or commonwealth; a private school; home education; never enrolled in school; or is entering school after having lived outside the United States. Every time a student enrolls in a Florida public school district throughout the school year, the district should assign either an Entry or a Re-Entry Code.

E01 - Any PK-12 student who was enrolled in a public school in this school district the previous school year.

Note: This code is entered in the student's record at the beginning of the school year if the student was enrolled in the same district the previous school year. A student should only have one E01 record per year. A Prekindergarten (PK) student who was enrolled in a district PK program the previous school year should be coded E01; see E05 for a PK student who was not previously in school. A Kindergarten student who is entering a district school from a public PK program in the same district should be coded E01; see E05 for a Kindergarten student who was previously in day care or has never attended school.

The Prior School/Location codes for a student whose Entry Code is E01 should be the current district number for the district, FL for the state/territory or commonwealth, and US for the country.

E02 - Any PK-12 student whose last school of enrollment was a public school outside of this district, in another Florida school district, or another state, or territory.

Note: This code is entered in the student's record if the student was previously in a **public school** outside of the district. If the student is entering school from outside of the United States, whether the student was enrolled in school or not, an E09 should be entered.

The Prior School/Location: District for a student coded with an E02 will never be the same as the district in which the student is enrolling.

E03 - Any PK-12 student whose last school of enrollment was a private school in any Florida school district, or another state, or territory.

Note: This code is entered in the student's record if the student was previously in a **private school**, either in or outside of the district. If the student is entering school from outside of the United States, whether the student was enrolled in school or not, an E09 should be entered.

The Prior School/Location for a student coded E03 should be the district, state/territory or commonwealth, and country (always US) in which the private school was located. If the student was living in Florida but enrolled in a correspondence course offered by a private school outside of the district or state, the district, state/territory or commonwealth, and

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country in which the student took the course should be entered (rather than the location of the private school).

E04 - Any PK-12 student who is enrolling in a public school in this district after having been in home education in any Florida school district, or another state, or territory.

Note: This code is entered in the student's record if the student was previously in **home education**, either in or outside of the district. If the student is entering school from outside of the United States, whether the student was enrolled in school or not, an E09 should be entered.

The Prior School/Location should be the district, state/territory or commonwealth, and country (always US) in which the student was enrolled in a home education program.

E05 – Any student entering school for the first time.

Note: This code is entered in the student's record if the student is entering a district school and has never previously been in a district or private school. If the is entering school from outside of the United States as of the previous June 1, an E09 should be assigned.

The Prior School/Location for a PK student enrolling for the first time in a district should be the district, state/territory or commonwealth, and country of the student's residence.

E09 – Any PK-12 student who enters a Florida school from out of the country.

Note: An E09 is the appropriate Entry Code for any student who is entering school from outside of the United States, whether the student was enrolled in school in another country or not.

For a student who is entering from outside of the United States, the district should be 99, the state/territory or commonwealth should be Z-filled, and the appropriate country code should be entered. The prior country should be the country in which the student was in residence the previous June 1.

Re-Entry Codes

Re-Entry Codes should be entered for a student who has at least one Entry Code for the school year in the current district, who has been withdrawn at some point during the school year, and is re-entering a school in the same district without having had any intervening educational experience, such as private school or home education. The Prior School/Location for a student assigned any Re-Entry Code should be the same district, state/territory or commonwealth, and country as the reporting district.

R01 - Any PK-12 student who was received from another attendance reporting unit in the same school.

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Note: An R01 is most commonly assigned to a student when the student finishes the school year, is withdrawn from the regular term, and re-enters the same public school in the district to attend class during summer term.

R02 - Any PK-12 student who was received from another school in the same district.

Note: An R02 is assigned to a student who has been withdrawn from school and re-enters another school in the same district without having had any intervening educational experience, such as private school or home education.

R03 - Any PK-12 student who unexpectedly reenters a school in the district after withdrawing or being discharged.

Note: An R03 is assigned to a student who has been withdrawn from school and re-enters a school in the same district after a period of time without having had any intervening educational experience, such as private school or home education.

Using Entry/Re-Entry Codes with Prior School Location Data Elements

Prior School Location and Type	Entry/ Re-Entry Code	Prior School/Location		
		District	State/Territory/ Commonwealth	Country
Same Public School District	E01	Same as Reporting District	FL	US
Public school outside district	E02	01-70, 72-76, 99, except reporting district	See Appendix H or Appendix Q	US
Private school	E03	01-70, 72-76, 99	See Appendix H or Appendix Q	US
Home education	E04	01-70, 72-76, 99	See Appendix H or Appendix Q	US
Never enrolled in school Previously enrolled as infant in Teen Age Parent program (but not enrolled in school since) Previously in day care (no instructional services)	E05	01-70, 72-76, 99	See Appendix H or Appendix Q	US
Out of country	E09	99	ZZ	See Appendix G
Already enrolled this school year; same district/same school; expected to reenroll; no intervening educational experience	R01	Same as Reporting District	FL	US
Already enrolled this school year; same district/different school; expected to reenroll; no intervening educational experience	R02	Same as Reporting District	FL	US
Already enrolled this school year; same district; not expected to reenroll; no intervening educational experience	R03	Same as Reporting District	FL	US

Improving the Accuracy of Student Enrollment Data

Two existing tools facilitate the ability of districts to maintain accurate enrollment data for their students: the Student Locator program and the Florida Automated System for Transferring Educational Records (FASTER) system.

Student Locator Program

In order to determine if an entering student previously attended another Florida public school, districts are encouraged to make use of the Student Locator program that is part of the DOE Information Data Base On-line System in the Student Component Menu. Based on the student's last name, birth date, and gender, the Student Locator program will find a student who was enrolled in a Florida public school if reported in either or both of the two most recent funding survey periods. In order to verify student identity, grade level, district number, and school numbers are provided, along with the Student Number Identifier and Alias Student Number Identifier. This same Alias Student Number Identifier should be entered for the student by the enrolling district. Doing so will eliminate duplicate records for identical students and should contribute to lower dropout rates and higher graduation rates.

FASTER

Districts are encouraged to use the FASTER system to request records from a student's prior Florida public school district. The Prior School Status format, which requires that districts report the location of each student's prior school, will facilitate this process by necessitating that districts determine the district where an in-state public school student previously attended school. An electronic transcript request will allow the previous school district to determine the correct withdrawal code for the student. In addition, if the student previously attended a Florida public school but was not reported in one of the two most recent funding survey periods (see Student Locator program, above), the FASTER transcript will show the Alias Student Number Identifier assigned to the student in that district. This number should be entered by the enrolling district for the student in order to maintain the identical Alias Student Identifier across districts.

Questions and Answers

- 1. A student is expelled, withdrawn, and assigned a withdrawal code of W21. What Entry Code should be assigned to the student when the student enrolls in the same district the following school year?*

An E01 code is appropriate because the student was enrolled in a public school in this district the previous school year. Even though the student was expelled and withdrawn, if there was no intervening educational experience in another district or state, and the student did not participate in home education, an E01 is the appropriate code.

- 2. A student is withdrawn from school at the end of the regular term and is assigned a withdrawal code of W01. During the summer, the student goes to another state and takes a Driver's Education course. What Entry Code should be assigned when the student enrolls in the same Florida school district the following school year?*

An E01 code would be appropriate because the student finished the regular term in the district was anticipated to return, and did return.

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3. *A ninth grade student who has previously attended a Department of Defense school in Italy enrolls in the district. What Entry Code should the student be assigned?*

The student should be assigned an E09 code because the student is entering a Florida school from out of the country. The student's Prior School/Location should be 99 for district, ZZ for state, and IT for country.

4. *A PK student who has previously been in a private day care program enrolls in the district. What Entry Code should be assigned to the student?*

The student should be assigned an E05 code if the facility only provided childcare, but no instructional services, and the Prior School/Location should be the student's district of residence, or a 99 if the student is from out-of-state, and the appropriate state/territory or commonwealth and country codes.

5. *A PK student enrolls in the district who was previously enrolled several years before as an infant in the Teenage Parent (TAP) program. What Entry Code should be assigned to the student?*

The student should be assigned an E05 if this is the student's first year in a PK program (not a TAP program).

6. *An entering Kindergarten student has previously been enrolled in a private PK program in the district. Should the student be assigned an E05 or an E03?*

The student should be assigned an E03 code if the student had been receiving instructional services at the private facility. If the facility only provided childcare, but no instructional services, the student should be coded as an E05.

The Prior School/Location should be the district in which the PK facility was located, and the appropriate state/territory or commonwealth, and country.

7. *An entering Kindergarten student has been enrolled in a Head Start program in the district that is not administered by the school district. What Entry Code should be assigned to the student?*

The student should be assigned an E01 code because Head Start programs are federally funded and thus considered "public schools." Since the program is located in the same district, an E01 is the appropriate Entry Code.

8. *A PK student from Belize enters school for the first time in August. Should the student be assigned an E05 or an E09?*

If the student was in the U.S. prior to June 1, then the student should be assigned an E05. If a new student enters the country on or after June 1 of the previous school year, then the student should be coded an E09.

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9. *A student was enrolled in a district school at the end of the year, takes a course in France over the summer, and returns to the district in August. Should the student be assigned an E01 or an E09?*

The student should be assigned an E01. The student's Prior School Location should reflect the student's district/state/country of residence as of the end of the previous 180-day school year.

10. *A student over compulsory attendance age leaves school voluntarily with no intention of returning (W05). The following school year, the student enrolls without having had any intervening educational experience. What entry code should be assigned to this student?*

An E01 code should be assigned to this student because the student did not attend another school between the time of withdrawal and the new school year.

11. *A student is withdrawn from school due to nonattendance (W15) in November and re-enrolls in April in a different school in the same district without having attended any school in the interim. Should the student be assigned an R02 or an R03?*

The student should be assigned an R03 code because the student was not expected to return to school in the district but did return without any intervening educational experience.

12. *What Entry/Re-Entry Code should be assigned when a student transfers from one school to another in the district in the same school year?*

An R02 code should be assigned in this case because the student is remaining in the district and there was no intervening educational experience.

13. *What Entry Code should be assigned to a student at the beginning of the school year if that student attended school in the district for the first time during summer school?*

The Entry Code should reflect the student's prior school/location for the previous 180 day school year. If the student was in a public school in another district or state/territory or commonwealth, then the student should be assigned an E02 code. If the student entered the country on or after June 1 of the previous school year, then the student should be coded an E09.

14. *What Entry Code should be assigned to a student who has withdrawn to an adult program (W26) at a community college, but returns to enroll in a district secondary school?*

If the student attended a State Community College in the same district as the secondary school, the student should be assigned an E01 code because the student is enrolling from a public school in the district. If the student attended a State Community College in another Florida school district, the student should be assigned an E02 code.