DOE INFORMATION DATA BASE REQUIREMENTS:

VOLUME I--AUTOMATED STUDENT INFORMATION SYSTEM

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM
Effective July 1, 2003

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PREFACE

Section 1008.385(2), Florida Statutes, mandates that each school district and the Florida Department of Education develop and implement a comprehensive management information system which is made up of compatible components and links all level of the state education system.

In order to support the statewide process of implementing compatible local- and state-level automated information systems, the Florida Department of Education has developed the following documents:

> *DOE INFORMATION DATA BASE REQUIREMENTS:
> VOLUME I--AUTOMATED STUDENT INFORMATION
> SYSTEM
>
> *DOE INFORMATION DATA BASE REQUIREMENTS:
> VOLUME II--AUTOMATED STAFF INFORMATION
> SYSTEM
>
> *DOE INFORMATION DATA BASE REQUIREMENTS:
> VOLUME III--AUTOMATED FINANCE INFORMATION
> SYSTEM

This document contains the required data elements, functions and timelines which each automated information system component must incorporate within its automated student information system. Further information or questions concerning this document should be addressed to the Administrator, Education Information Services, Florida Department of Education, 852 Turlington Building, Tallahassee, Florida 32399-0400.

A. AUTOMATED STUDENT INFORMATION SYSTEM REQUIREMENTS

AUTOMATED STUDENT INFORMATION SYSTEM REQUIREMENTS

Section 1008.385(2), F.S., requires the development and implementation of a comprehensive management information system linking all levels of the state education system. Each school district and the Florida Department of Education shall implement an automated information system component containing student information which is compatible with the statewide comprehensive management information system.

The automated student information system functions and timelines implemented by the Florida Department of Education and each school district are as follows:

<u>HISTORY</u>

1. An automated student information system is to be implemented in each school district by June 30, 1987.

    Each school district shall install an automated student information system which includes the data elements prescribed in Section B of this document and which contains the procedures for performing the automated state reporting and records transfer functions defined in subsections 4. and 5. Each system shall provide all district schools with the local automated functions of basic student information recordkeeping, course scheduling, attendance, test recordkeeping and academic grade and credit reporting (report cards, permanent records and postsecondary transcripts). Automated report cards for elementary schools will be optional for each district.

2. State-level automated student information data base design is to be implemented in the Florida Department of Education by July 1, 1987.

    A state-level student data base of information shall be installed for access by state and local education managers and the Legislature. The data base design shall integrate existing Department reports now collected separately from school districts within the automated reporting formats defined in subsection 5., thereby reducing data burden, improving compatibility among data elements, and providing a more comprehensive and flexible data base of information. The Florida Department of Education shall implement strict controls for privacy and security of student records as contained in Section C of this document.

3. Automated state reporting functions are to be implemented by each school district beginning July 1, 1987.

    Current state reporting functions are defined in subsection 5.

4. Automated state records transfer of postsecondary transcripts, permanent records and selected Category B information is to implemented by each school district using the procedures described in the Florida Automated System for Transferring Educational Records (F.A.S.T.E.R.) document provided by the Florida Department of Education.

The Florida Automated System for Transferring Records (F.A.S.T.E.R.) is an electronic mail system customized to meet the student transfer need of the Florida school districts, community colleges and universities. The F.A.S.T.E.R. system is used to request the transfer of student records from districts or postsecondary institutions and to respond to such requests. The sending district or postsecondary institution will transmit student records through the Florida Information Resources Network (FIRN), which will be stored at Northwest Regional Data Center and then forwarded to the requesting district, postsecondary institution, the Florida Department of Education or other approved entity.

Each school district shall implement electronic transfer of records with other school districts and public postsecondary institutions as listed below. The timelines may differ among districts depending on the district's F.A.S.T.E.R. Implementation Plan, but will be no later than June 30, 1993, for students in grades PK-12, Adult Basic and Adult Secondary Education.

December 1, 1991

All school districts must electronically transfer student records using state-defined record formats containing permanent record and appropriate Category B information for students in grades 9 through 12 to Florida public postsecondary institutions and between Florida public school districts.

April 1, 1992

All school districts must electronically transfer student records using state-defined record formats containing permanent record and selected Category B information for students in grades 6 through 8 who transfer between Florida public school districts.

December 1, 1992

All school districts must electronically transfer student records using state-defined record formats containing permanent record and selected Category B information for students in grades PK through 5 who transfer between Florida public school districts.

All school districts must electronically transfer student records using state-defined record formats for transcripts when adult students transfer between Florida public school districts or apply for admission to public postsecondary institutions.

AUTOMATED STATE REPORTING FUNCTIONS

5. Each school district shall implement the following automated state reporting functions according to the timelines provided.

AUTOMATED STUDENT REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	2003-2004 Survey Period					
		JUL 1	OCT 2	DEC 9	FEB 3	JUN 4	AUG 5
Student Demographic Information	DB9 13x	A	A	S	A	A	A
Student Course Schedule	DB9 14x	A	A	S	A	A	
Teacher Course	DB9 15x	A	A	S	A	A	
Exceptional Student Program	DB9 12x		S		S		S
Exceptional Student	DB9 23x	S	S	S	S	S	S
Federal/State Indicator Status	DB9 22x		S				
Student End of Year Status	DB9 17x						A
Student Discipline/Referral Action	DB9 19x		S		S	S	S
Vocational Teacher Course	DB9 24x						S
Vocational Student Course Schedule	DB9 16x						S
Federal/State Compensatory Project Evaluation	DB9 18x						S
Dropout Prevention Program Evaluation	DB9 11x						S
Limited English Proficient Student Information	DB9 10x		S		S		
Student Dropout/Match Information	DB9 38x		V		V		
Student Course Transcript Information	DB9 39x						S
School Environmental Safety Incident Report	DB9 42x		S		S	S	S
Responsible Instructor – Reading, Writing and Mathematics	DB9 52x				S		
Department of Juvenile Justice Student Entry Assessment	DB9 53x						S
Department of Juvenile Justice Student Exit Assessment	DB9 54x						S
Prior School Status/Student Attendance	DB9 55x		A		A		A

A = ALL STUDENTS   S = SELECTED STUDENTS   V = VOLUNTARY

X = WILL BE AN "A", "B", OR "C' DEPENDING ON THE FISCAL YEAR

AUTOMATED STATE REPORTING FUNCTIONS (continued)

AUTOMATED STUDENT REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	2003-2004 Survey Period		
		September Fall	February Winter	June Summer
WDIS Student Demographic Information	DB9 46x	S	S	S
WDIS Vocational Student Course Schedule	DB9 47x	S	S	S
WDIS Adult General Education Student Course	DB9 48x	S	S	S
WDIS Teacher Course	DB9 49x	S	S	S
WDIS Student End of Term Status	DB9 50x	S	S	S

A = ALL STUDENTS   S = SELECTED STUDENTS   V = VOLUNTARY

X = WILL BE AN "A", "B", OR "C' DEPENDING ON THE FISCAL YEAR

Survey Dates
2003-2004

Student, PK-12

Survey 1:
> Survey week: July 14 - 18, 2003
> Due date: August 1, 2003
> State processing: July 28 - September 19, 2003
> Final Update/Amendment Date: April 30, 2004

Survey 2:
> Survey week: October 13 - 17, 2003
> Due date: October 31, 2003
> State processing: October 27 - November 14, 2003
> Final Update/Amendment Date: July 30, 2004

Survey 3:
> Survey week: February 2 - 6, 2004
> Due date: February 20, 2004
> State processing: February 16 - March 5, 2004
> Final Update/Amendment Date: November 19, 2004

Survey 4:
> Survey week: June 14 - 18, 2004
> Due date: July 2, 2004
> State processing: June 28 - July 16, 2004
> Final Update/Amendment Date: April 1, 2005

Survey 5:
> Due date: August 6, 2004
> State processing: August 2 - September 10, 2004
> Final Update/Amendment Date: May 6, 2005

Survey 9:
> Due date: December 5, 2003
> State Processing: December 1, 2003 - January 9, 2004
> Final Update/Amendment Date: September 3, 2004

For exceptional reporting in Survey 9, as of date is December 1, 2003 or the date nearest December 1 when an auditable count can be made.

Survey Dates
2003-2004

<u>Staff</u>

Survey 2:
        Survey week: October 6 - 10, 2003
        Due date: October 24, 2003
        State processing: October 20 – November 7, 2003
        Final Update/Amendment Date: July 23, 2004

Survey 3:
        Survey week: February 2 - 6, 2004
        Due date: February 20, 2004
        State processing: February 16 - March 5, 2004
        Final Update/Amendment Date: November 19, 2004

Survey 5:
        Due date: August 6, 2004
        State processing: August 2 - September 10, 2004
        Final Update/Amendment Date: May 6, 2005

Survey Dates

WDIS, Postsecondary Vocational and Adult General Education

Window F:
2003-2004 WDIS Summer Term(s) data are reported:
September 8, 2003 to October 24, 2003.
Due Date: September 19, 2003.

Window W:
2002-2003 WDIS Fall Term(s) data are reported:
February 3, 2004 to March 3, 2004.
Due Date: February 13, 2004.

Window S:
2002-2003 WDIS Winter Term(s) data are reported:
June 14, 2004 to July 30, 2004.
Due Date: July 8, 2004.

B.   AUTOMATED STUDENT INFORMATION SYSTEM

DATA ELEMENTS

INTRODUCTION

All automated student data elements included in this volume must be incorporated within each school district's automated student information system. Districts may add additional data elements within their local automated system to meet local needs.

The student data elements have been reviewed by the Data Advisory Committee of the School District Council on Comprehensive Management Information Systems. Subsequent updating of this volume will utilize the data base review procedure developed by the Florida Department of Education and the Data Advisory Committee.

DEFINITION/DOMAIN

Definition/Domain provides a working definition associated with the data element, along with applicable examples, codes, notes and exception.

LENGTH AND FORMAT

Length and format define the technical field characteristics to be maintained in the automated system for each element.

GRADES AND PROGRAMS REQUIRING THIS DATA ELEMENT

The automated student data elements contained in this volume will not apply uniformly to all grade levels or instructional programs within the school districts. Accordingly, each data element page lists the specific grade levels and programs which are applicable to the data element. For example, "Diploma Type" on page 56-1 pertains only to grade 12 and Workforce Development Education (adult general education) students.

COMPATIBILITY REQUIREMENT

All elements must use the specified length, format and coding definitions provided whenever:

1)   automated state reporting is performed;
2)   a permanent record is built for internal district use;
3)   interdistrict transfer of automated permanent records occurs; or
4)   automated transcripts are sent to postsecondary institutions.

The degree of required compatibility between state and local elements varies. Many elements listed in this document need merely be **compatible**, while others must meet stricter **state standards**.

"Compatible" elements:

For data elements which are designated as **Compatible**, the coding structures used by the districts, the data element names presented in user documentation, the length and format of the data fields may be the same as that contained in this volume or they may be completely locally defined depending on the district's student information needs. If local definitions are used, it must be possible to convert the information into the state-required codes, descriptors and formats by calculation, computer procedures or subroutines whenever state formats are required (see **Compatibility Requirement**).

District documentation of locally defined elements must reference the state data elements for which they are surrogates.

Even though the state does not require the use of the state-defined codes for these **Compatible** elements, districts are encouraged to keep each of these elements in state format whenever possible to minimize the need for and cost of conversion.

"State Standard" elements:

For data elements which are designated as **State Standard**, the coding structures used by the district, the data element names presented in user documentation, the length and format of the data fields for all external occurrences of information in reports, user documentation and display and entry screens must be the same as those contained in this volume.

Thus, **State Standard** elements must meet these additional requirements:

1)   the state codes **must be used locally exactly as defined** in this document for automated student data elements;

2)   user documentation must list the **State Standard** data element name;

3)   input and output documents and reports must use the state-defined codes; and

4)   local screen displays must use the state-defined codes.

These requirements do not address the **physical storage** of the data on tape, disk or other medium, but only how the data elements are to be presented to users in the paper format or on screen displays. The stricter definition of **State Standard** still allows the district the flexibility to use its own district-defined codes for **physically** storing elements in the student record system while, at the same time, using **State Standard** codes for display, input, reports, and user documentation. For example, a date might be required to appear always to the user as MMDDYYYY or MM/DD/YYYY but could be physically stored as YYDDD with nonusers system documentation recording this fact.

In many of the data element definitions included in this volume, a code has been defined for "not applicable." In case of very specialized data elements, such as "Disciplinary/Referral Action Code" or "Exceptionality, Primary," it would seem more sensible in terms of the design of the student records system to record information for such specialized elements only for students to whom the element is pertinent. For both **Compatible** and **State Standard** data elements, the codes defined as "not applicable" need not be maintained in the local data records or displayed on local screens. At the time of reporting, if it is determined that a particular characteristic or condition is "not applicable" for an individual student, the value meaning "not applicable" may be programmatically inserted into the reporting structure at that time.

This interpretation should allow segmentation of records: for example, discipline records should be maintained only for those students who had been disciplined by school officials. The data element, "Adult Fee Status", should be maintained only for adult students. This should help reduce the need to store large numbers of characters of "noninformation" in the local data records and thus reduce the need for disk or other data storage space.

Use Types

Use Types define the major purposes for which information is collected, maintained and utilized as follows:

State report means the data element is required for an automated state report to be forwarded to the Florida Department of Education.

Postsecondary transcript indicates the data element is to be included in a postsecondary transcript to be sent by school districts to state community colleges or universities upon request of the student.

Local accountability identifies those data elements which the school district must maintain as an audit trail in support of statutorily required activities.

District records transfer involves forwarding to a requesting school district a prescribed set of data elements pertaining to a student to facilitate an initial and prompt placement of the student in the receiving district's programs. District records transfer will include all permanent record elements plus Category B information deemed to be essential for initial placement of the student.

Permanent record data elements include those Category A items which school districts must maintain on a permanent basis for each student as required by Rule 6A-1.0955, FAC.

STATE REPORTING FORMATS REQUIRING THIS DATA ELEMENT

A section is included with this document which specifies the state reporting formats which school districts must utilize in performing automated state reporting functions. Each data element page lists the specific automated state reporting formats which will require the data element.

DATA ELEMENT NUMBER:

The data element number is an internal number assigned by the Education Information and Accountability Section, to facilitate the data base review activity of the Data Advisory Committee. School districts need not maintain this number in their local automated system.

REPORTED IN SURVEY PERIODS

See data element "Survey Period Code" on page 153.1 for an explanation of this element.

DATES

There are three dates associated with each data element:
> **Revised;**
> **Implementation Date;** and
> **Effective.**

The **Revised** date, located at the bottom left-hand corner of the page, indicates the **month and year of the last change to the data element page**. Revisions may be *minor* (such as corrections to typographical errors or additions of examples for further clarification of the definition) or *substantive* (those affecting state reporting; affecting the population for which the data element is to be maintained; additions, changes or deletions to codes; or complete revisions).

The **Implementation Date** and the associated fiscal year are located in the upper right corner of the data element page. In general, **the date indicates implementation at the beginning of the fiscal year following the date first adopted by the State Board of Education as part of Rule 6A-1.0014, FAC.** If subsequent changes to the data element are *minor*, the Implementation Date will remain the same. If subsequent changes are *substantive*, the Implementation Date will be changed to the beginning of the next fiscal year except where Emergency Rule procedures have been implemented. In those cases, the Implementation Date may be a date in the current fiscal year.

The **Effective** date, located at the bottom of the page, **indicates the beginning month and Fiscal Year that this version of Volume I is in effect**. This date will only change once each year and all pages in the document will reflect the same effective date.

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	Implementation Date:
	Fiscal Year 2003-2004
	July 1, 2003

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* - Required for State Reporting
X - Revised Effective 7/03

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AUTOMATED STUDENT DATA ELEMENTS

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 or a Special Certificate of Completion 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 300.121). This requirement applies even if the student has received a special diploma, a certificate of completion, or a special certificate of completion. 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.**	
Data Element Number:	
100125	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 8 ☒ 9

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

Element Name: **Address, Mailing**

Definition/Domain

The student's mailing address as follows:

(25 characters)	Line 1	Street number and name, P. O. Box, or route and box number.
(10 characters)	Line 2	Apartment number, building number, etc.
(20 characters)	Line 3	City and state. Positions 19-20 must always be the two-character state code. See Appendix H: State Codes.
(9 characters)	Line 4	Zip code left justified.

Length: 64	**Grades and Programs Requiring This Data Element:**	
Format: Alphanumeric	All Programs Grades PK-12	Adult Secondary Education
Compatibility Requirement:	Adult Basic Skills	
Compatible	Adult Postsecondary Vocational	
Use Types:	**State Reporting Formats Requiring This Data Element:**	
☐ **State Report**	None	
☒ **Local Accountability**		
☒ **F.A.S.T.E.R.**		
Data Element Number:		
100225	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9	

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Implementation Date:
Fiscal Year 1993-94
July 1, 1993

Element Name:	**Address, Residence**

Definition/Domain

The student's residence address (if different from mailing address).

This is a free-form field.

Length:	64	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades PK-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
100425	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1994-95
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Element Name:	Adult Educational Functioning Level, Initial

Definition/Domain

A federally-defined code indicating the Adult General Education or English Language functioning level of the adult student upon initial entrance into the course.

A student may be assigned only one initial adult educational functioning level for each course on each reporting record. Based upon the instruction being reported on the record, select the most appropriate response from those listed under either Adult General Education (Adult Basic Education and Adult Secondary Education), Literacy for Adult ESOL Learners, Adult ESOL, or Adult VESOL.

For the initial Adult General Education functioning level, use the following codes to relate functioning levels to grade levels. See Appendix M for grade levels crosswalked by year. If you use a "Comprehensive" course, enter the code for the lowest "score" and track that through the end of the reporting period.

CODE	DEFINITION
B	ABE Beginning Literacy (grade level 0 through 1.9),
F	ABE Beginning Basic Education (grade level 2.0 through 3.9),
H	ABE Intermediate Low (grade level 4.0 through 5.9),
J	ABE Intermediate High (grade level 6.0 through 8.9),
K	Adult Secondary Education Low (grade level 9.0 through 10.9),
L	Adult Secondary Education High (grade level 11.0 through 12.9 **WITHOUT** a high school diploma or its equivalent),
M	Adult Secondary Education High (grade level 11.0 through 12.9, **WITH** a high school diploma or its equivalent).

See the next page for the codes and definitions to be used for Literacy for Adult ESOL Learners, Adult ESOL and Adult VESOL initial functioning levels.

CONTINUED ON NEXT PAGE

Length:	1	Grades and Programs Requiring This Data Element:
Format: Alphanumeric		Workforce Development Education (adult general education)
Compatibility Requirement: Compatible		

Use Types:	State Reporting Formats Requiring This Data Element:
☒ **State Report**	WDIS Adult General Education Student Course DB9 48x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
101075	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9 ☒ F ☒ W ☒ S

Element Name:	**Adult Rural Resident**

Definition/Domain

A one-character code to reflect the rural resident status of the adult education participant upon entrance into the program.

CODE	DEFINITION
R	Adults in Rural areas. (Adult residents of places of less than 2,500 inhabitants and outside urbanized areas.)
Z	Not Applicable.

Note: Rural areas do **not** include these Florida designated SMSA counties:
Broward
Miami-Dade
Duval
Escambia
Hillsborough
Pinellas
Leon
Orange
Palm Beach

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric		Workforce Development Education (adult general education)
Compatibility Requirement: Compatible		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	WDIS Student Demographic Information DB9 46x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
100925	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9 ☒ F ☒ W ☒ S

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Implementation Date:
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Element Name:	Adult Educational Functioning Level, Initial (Continued)

Definition/Domain

For additional ESOL code conversions refer to the Division of Workforce Development's Technical Assistance Paper cited at http://www.firn.edu/doe/workforce/pdf/vocscr.pdf

NOTE: When testing on an instrument that that assesses two or more subject areas, always place and promote the student according to the lowest score.

Beginning in 2002-03 there is a new course called *Literacy For Adult ESOL Learners* for adult ESOL students who are <u>functioning initially at less than the second grade level</u> **AND** <u>who are illiterate in their native language</u>. For these <u>students, use Code 1.</u> Code 1 students should <u>not</u> be included in Codes 2-7 or Codes C, D, or E in the charts that follow.

CODE	DEFINITION	CASAS SCORE	TABE Grade Level Equivalents
1	Literacy for Adult ESOL Learners	0-190	0.0-1.9

For the <u>initial Adult **ESOL** functioning level</u>, use the following codes to relate functioning level to CASAS Scores, or TABE Grade Level Equivalents.

CODE	DEFINITION	CASAS SCORE	TABE Grade Level Equivalents
2	ESL Beginning Literacy/Foundation	0-190	0.0-1.9
3	ESL Beginning	191-200	2.0-2.9
4	ESL Intermediate Low	201-210	3.0-4.5
5	ESL Intermediate High	211-220	4.6-5.9
6	ESL Low Advanced	221-235	6.0-7.4
7	ESL High Advanced	236-245	7.5-8.9

For the <u>initial Adult **VESOL** functioning level</u>, use the following codes to relate functioning level to CASAS Scores, or TABE Grade Level Equivalents. Students whose initial functioning level is below the 1.0 grade level equivalent may <u>not</u> enroll in Adult VESOL programs.

CODE	DEFINITION	CASAS SCORE	TABE Grade Level Equivalents
C	Beginning	181-200	1.0-2.9
D	Intermediate	201-220	3.0-5.9
E	Advanced	221-245	6.0-8.9

Z   Not Applicable

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

Element Name:	Adult Fee Status

Definition/Domain

Indicate, using the codes below, the fee status of adult general education and postsecondary vocational students.

CODE	DEFINITION
R	**Fee Required:** Fee payment required. Fee was not waived, deferred or exempted (1009.22, F.S.) ←
W	**Fee Waived:** Eligible fee has been waived. Fee payment waived by district school board (1009.26(1), F.S.) ←
→ **S**	**Fee Waived:** Fees shall be waived for certain active members of the National Guard (1009.26(8), F.S.)
D	**Fee Deferred:** Fee payment deferred when:

→ 1. Financial aid from a federal or state assistance program is delayed in transmissions to a student through circumstances beyond the control of the student, not including failure to make timely applications for such aid (1009.27(1),F.S.

→ 2. A veteran or other student eligible for benefits under Chapter 30, 31, 32, 34 or 35 of Title 38, U. S. Code, or Chapter 106 of Title 10, U.S. Code is entitle to one deferment each academic year and an additional deferment each time there is a delay in the receipt of benefits for fee payment (1009.27(2),F.S.

→ 3. The district has a written authorization for payment or charges for fees, books and supplies from an approved business, industry, governmental unit, nonprofit organization or civic organization; (Rule 6A-6.084(0), F.A.C.)

4. Fees are delayed because of a district-adopted criterion of need or adopted installment payment schedule (Rule 6A-6.084(11) F.A.C.). ←

CONTINUED ON NEXT PAGE

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic	Workforce Development Education (adult general education and postsecondary vocational education)
Compatibility Requirement: State Standard	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	WDIS Adult General Education Student Course DB9 48x
☒ **Local Accountability**	WDIS Vocational Student Course Schedule DB9 47x
☐ **F.A.S.T.E.R.**	
Data Element Number:	
101325	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9 ☒ F ☒ W ☒ S

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Implementation Date:
Fiscal Year 1994-95
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Element Name:	**Adult Fee Status (Continued)**

Definition/Domain

Fee Exempt Categories

CODE | DEFINITION

F   **Fee Exempt:** The student **does not have a high school diploma or its equivalent;** (1009.25(1)(a), F.S.) and is enrolled in adult basic skills, adult secondary education, or vocational preparatory instruction.

G   **Fee Exempt:** The student **has a high school diploma or its equivalent;** and is enrolled in adult basic skills, adult secondary education or vocational preparatory instruction; and has basic skills which have been determined to be at or below the eighth grade level as provided for by State Board Rule (1009.25(1)(b), F.S.)

I   **Fee Exempt:** The student is **a dependent of a deceased or disabled veteran** pursuant to Section 295.01 or 295.016, F.S.

J   **Fee Exempt**: The student is **a dependent of a special risk member** (as defined in Section 121.021(15),F.S.)

K   **Fee Exempt**: The student **is enrolled in an approved registered apprenticeship program** as defined in s. 446.021, F.S. (1009.25(2)(b)F. S.)

L   **Fee Exempt:** The student is **mentally handicapped** (as defined in Rule 6A-6.03011, FAC and Rule 6A-6.084, FAC)

M   **Fee Exempt:** The student is a recipient of a Road-to-Independence Scholarship, or who is or was at the time he or she reached 18 years of age in the custody of a relative under s. 39.5085, F.S. or who **was adopted from the Department of Children and Family Services after May 5, 1997**.

N   **Fee Exempt:** The student is **enrolled in an employment and training program** under the welfare transition program to (s. 1009.25(2)(d),, F.S.)

P   **Fee Exempt:** Any student who **lacks a fixed, regular and adequate nighttime residence** or whose primary nighttime residence is a public or private shelter designed to provide temporary residence for **individuals intended to be institutionalized**, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (1009.25(2)(e), F.S.)

Q   **Fee Exempt:** The student is enrolled in a dual enrollment or early admission program and has taken the basic skills assessment within the first six weeks of enrollment (1009.25(2)(a); 1007.271(2)).

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

Element Name:	**Adult Educational Functioning Level, Final**

Definition/Domain

A federally defined code indicating the Adult General Education or English Language functioning level of the adult student for the <u>course</u> at the end of the reporting period.

A student may be assigned only one final adult educational functioning level <u>for each course</u> on each reporting record. Based upon the instruction being reported on the record, select the most appropriate response from those listed under either Adult General Education (Adult Basic Education and Adult Secondary Education), Literacy for Adult ESOL Learners, Adult ESOL, or Adult VESOL.

For the <u>final Adult General Education functioning level</u>, use the following codes to relate functioning levels to grade levels. See Appendix M for grade levels crosswalked by year. <u>If you use a "Comprehensive" course, enter the code for the lowest "score" and track that through the end of the reporting period.</u>

CODE	DEFINITION
B	ABE Beginning Literacy (grade level 0 through 1.9),
F	ABE Beginning Basic Education (grade level 2.0 through 3.9),
H	ABE Intermediate Low (grade level 4.0 through 5.9),
J	ABE Intermediate High (grade level 6.0 through 8.9),
K	Adult Secondary Education Low (grade level 9.0 through 10.9),
L	Adult Secondary Education High (grade level 11.0 through 12.9 WITHOUT a high school diploma or its equivalent),
M	Adult Secondary Education High (grade level 11.0 through 12.9, WITH a high school diploma or its equivalent).

See the next page for the codes and definitions to be used for Literacy for Adult ESOL Learners, Adult ESOL and Adult VESOL final functioning levels

CONTINUED ON NEXT PAGE

Length: 1	**Grades and Programs Requiring This Data Element:**	
Format: Alphanumeric		
Compatibility Requirement: Compatible		
Use Types:	**State Reporting Formats Requiring This Data Element:**	
☐ State Report		
☒ **Local Accountability**		
☐ F.A.S.T.E.R.		
Data Element Number:		
100700	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9 ☐ F ☐ W ☐ S	

Element Name:	Adult Educational Functioning Level, Final (Continued)

Definition/Domain

For additional ESOL code conversions refer to the Division of Workforce Development's Technical Assistance Paper cited at http://www.firn.edu/doe/workforce/pdf/vocscr.pdf

NOTE: When testing on an instrument that that assesses two or more subject areas, always place and promote the student according to the lowest score.

Beginning in 2002-03 there is a new course called *Literacy For Adult ESOL Learners* for adult ESOL students who are functioning initially at less than the second grade level AND who are illiterate in their native language. For these students, use Code 1. Code 1 students should not be included in Codes 2-7 or Codes C, D, or E in the charts that follow.

CODE	DEFINITION	CASAS SCORE	TABE Grade Level Equivalents
1	Literacy for Adult ESOL Learners	0 - 190	0.0-1.9

For the final Adult ESOL functioning level, use the following codes to relate functioning level to CASAS Scores, or TABE Grade Level Equivalents.

CODE	DEFINITION	CASAS SCORE	TABE Grade Level Equivalents
2	ESL Beginning Literacy/Foundation	0 - 190	0.0-1.9
3	ESL Beginning	191-200	2.0-2.9
4	ESL Intermediate Low	201-210	3.0-4.5
5	ESL Intermediate High	211-220	4.6-5.9
6	ESL Low Advanced	221-235	6.0-7.4
7	ESL High Advanced	236-245	7.5-8.9

For the final Adult VESOL functioning level, use the following codes to relate functioning level to CASAS Scores, or TABE Grade Level Equivalents.

CODE	DEFINITION	CASAS SCORE	TABE Grade Level Equivalents
C	Beginning	181-200	1.0-2.9
D	Intermediate	201-220	3.0-5.9
E	Advanced	221-245	6.0-8.9

Z   Not Applicable

	Implementation Date: Fiscal Year 1998-99 July 1, 1998

Element Name:	**Alternate Assessment Administered**
Definition/Domain	

A one-digit alpha indicator used to identify whether or not a student with disabilities is administered an alternate assessment at grades 3-10. The codes to be used are:

CODE	DEFINITION
Y	Yes, an alternate assessment was/will be administered.
N	No assessment administered.
P	Student took partial or total FCAT and an alternate assessment.
Z	Student took statewide FCAT or student is in grade other than 3-10.

    NOTE: This element is to be used only for students with disabilities. Students identified as gifted only must be coded Z.

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic	Exceptional Student Education Grades 3-10
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Exceptional Student DB9 23x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	
Data Element Number:	
102125	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ 9

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Implementation Date:
Fiscal Year 2002-03
July 1, 2002

Element Name:	Advanced International Certificate Program

Definition/Domain

A code which indicates that the student completed the Advanced International Certificate Program.

CODE   DEFINITION
Y   Yes
N   No
Z   Not Applicable

Length:	1	Grades and Programs Requiring This Data Element:
Format: Alphabetic		All Programs Grades 9-12
Compatibility Requirement: State Standard		

Use Types:	State Reporting Formats Requiring This Data Element:
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
101825	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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

Element Name:	**Attendance, Adult**

Definition/Domain

A three-character code which indicates the presence or absence of the adult student for each scheduled class meeting of the course. Attendance records are to be kept for each course in which the adult student is enrolled. See Automated Student Attendance Recordkeeping for procedures.

For **all adult students**, use the following method of indicating presence and absence.

CODE	DEFINITION
A	**Not** present (Absent)
P or **blank**	**Present.**
hhmm	**Present** (A numeric value).

With an implied: (colon) between the second and third positions indicate to the nearest minute the total amount of time the student was actually present:

1) if the adult students attend classes at their convenience whether or not an overall schedule has been established; or

2) if a secondary student is taking the course for high school credit in order to earn a regular high school diploma and he or she is in class less than the number of hours he or she is scheduled to be in class.

NOTE: Some districts have adult courses that meet longer than 9 hours and 59 minutes in one class period. Those districts may expand the field length to four characters. Those districts which need only three characters may leave the field length as three in their local systems.

Length: 4	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	Adult Basic Skills
Compatibility Requirement:	Adult Secondary Education
Compatible	Adult Postsecondary Vocational
Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	
Data Element Number:	
102625	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

	Implementation Date: Fiscal Year 1987-88 July 1, 1987

Element Name:	**Attendance, Daily**

Definition/Domain

A one-character code which indicates the daily presence or absence of the PK-12 student in school as required by state statute. Code an **A, U, E** or **T** or leave blank for the student as defined by district policy. Codes **A, Blank** and **T** as required. **E** and **U** codes may optionally replace code **A**. See Automated Student Attendance Recordkeeping for procedures.

CODED	DEFINITION
Blank	Present
A	Absent
U	Unexcused absence as defined by district policy
E	Excused absence as defined by district policy
T	Tardy

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades PK-12
Compatibility Requirement: Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☐ State Report		None
☒ Local Accountability		
☐ F.A.S.T.E.R.		
Data Element Number: 102825		
		Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1991-92
July 1, 1991

Element Name:	Attendance, Period

Definition/Domain

A one-character code which indicates the presence or absence of the 9-12 student for each period for which the student is scheduled. Code *A, U, E* or *T (optional)* or leave blank for the student as defined by district policy and in accordance with Section 232.2462(2), F.S. See Automated Student Attendance Recordkeeping for procedures.

CODE	DEFINITION
Blank	Present
A	Absent
U	Unexcused absence as defined by district policy
E	Excused absence as defined by district policy
T	Tardy (Optional)

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades 9-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☐ **F.A.S.T.E.R**	
.	

Data Element Number:	
103025	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	Birth Date

Definition/Domain

The numeric representation of the date on which the student was born.

MMDDYYYY   Example: 12011969 = December 1, 1969

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades PK-12
Compatibility Requirement: Compatible		Workforce Development Education (adult general education and postsecondary vocational education)
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Student Demographic Information DB9 13x
☒ **Local Accountability**		Student Dropout/Match Information DB9 38x
☒ **F.A.S.T.E.R.**		WDIS Student Demographic Information DB9 46x
Data Element Number: 104025		
		Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9 ☒ F ☒ W ☒ S

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Implementation Date:
Fiscal Year 1991-92
July 1, 1992

Element Name:	**Birth Date Verification**

Definition/Domain

A one-character code which indicates the legal evidence for verifying the student's Birth Date as specified in Section 1003.21, F.S. The definitions listed below are in summary form.

CODE	DEFINITION
1	A duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of record births.
3	Baptismal certificate showing date of birth and place of baptism, accompanied by parents' sworn affidavit.
4	Insurance policy on child which has been in force at least two years.
5	Bible record of child's birth accompanied by parents' sworn affidavit.
6	Passport or certificate of arrival in the United States showing age of child.
7	School record, at least four years prior, showing date of birth.
8	Parents' sworn affidavit accompanied by a certificate of examination from a health officer or physician verifying the child's age.
T	Verification obtained from out-of-state transfer records or from the MSRTS record for a migrant student. (Not valid for entrance into Prekindergarten and Kindergarten.)
9	No verification.

NOTE: For code 6, a copy of the passport or certificate of arrival may not be placed in the student's permanent record.

NOTE: Both the official birth registration card and the official birth certificate are sufficient documentation for code 1. Local district policy may require other information for registration purposes in addition to the birth registration card. Passports or certificates of arrival may not be required as birth date verification, but may be accepted if voluntarily offered.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric		All Programs Grades PK-12
Compatibility Requirement: State Standard		Optional for <u>All</u> Adult Programs

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
104425	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1989-90
July 1, 1989

Element Name:	Birth Place

Definition/Domain

The city, state/territory or foreign country where the student was born. Free-form field.

See Appendices G and H for State and Country Code Tables.

Length:	18	Grades and Programs Requiring This Data Element:	
Format:	Alphanumeric	All Programs Grades PK-12	
Compatibility Requirement:		Optional for <u>All</u> Adult Programs	
	Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☐ **State Report**		None	
☐ **Local Accountability**			
☒ **F.A.S.T.E.R.**			
Data Element Number:			
	104825	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9	

Implementation Date:
Fiscal Year 1987-88
July 1, 1987

Element Name:	**Bus Number**

Definition/Domain

The official number of each bus to which the student is assigned for transportation purposes.

See ESE 233 FEFP Transportation Survey.

> **XXXXX**   The number

Length: 5	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	Those students in grades PK -12 who are transported.
Compatibility Requirement: Compatible	

Use Types:

☐ **State Report**

☒ **Local Accountability**

☐ **F.A.S.T.E.R.**

State Reporting Formats Requiring This Data Element:

None

Data Element Number:

105225

Reported in Survey Periods: ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5   ☐ 9

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| **Implementation Date:** |
| Fiscal Year 1990-91 |
| July 1, 1990 |

Element Name:	**Bus Route Number**

Definition/Domain

The number assigned to each school bus route to which the student is assigned.

XXXXXXXX   The number

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	Those students in grades PK-12 who are transported.
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
105625	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	Bus Stop Number

Definition/Domain

The number of the location where the student is picked up by the school bus.

XXXX   The number

Length:	4	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	Those students in grades PK-12 who are transported.
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ State Report	None
☒ Local Accountability	
☐ F.A.S.T.E.R.	

Data Element Number:	
106025	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1998-99
July 1, 1998

Element Name:	**Career Academy Participant**

Definition/Domain

Indicate whether the student participated in a <u>Career Academy</u> during the current reporting year.

A Career Academy may be identified by the following characteristics:
- High school magnet program or school-within-a-school structure, and
- Students are taught both academic and technical curricula within the context of an industry or career area

<u>CODE</u>	<u>DEFINITION</u>
Y	The student participated in a Career Academy during the current reporting year.
N	The student did not participate in a Career Academy during the current reporting year.

Length:	1	**Grades and Programs Requiring This Data Element:**	
Format: Alphanumeric		Vocational Education Grades 9-12	
Compatibility Requirement: Compatible			
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**		Student End of Year Status DB9 17x	
☒ **Local Accountability**			
☒ **F.A.S.T.E.R.**			
Data Element Number:			
107525		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 8 ☐ 9	

Implementation Date:
Fiscal Year 1989-90
July 1, 1989

Element Name:	**Certificate of Completion, Date**

Definition/Domain

The month, day and year the certificate was awarded, normally the last day of the term.

MMDDYYYY   Example: 12101982

NOTE: This information can be derived from the attendance system.

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grade 12
Compatibility Requirement:		Adult Secondary Education
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
108025	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Implementation Date:
Fiscal Year 1991-92
July 1, 1991

Element Name:	Certificate of Completion, Type

Definition/Domain

The type of certificate of completion awarded to the student in lieu of a high school diploma.

CODE   DEFINITION

W08   **Certificate of Completion:**

Certificate awarded to students who have completed the minimum number of credits and all other requirements prescribed by local school board but failed to pass both sections of the High School Competency Test (HSCT or SSAT-II).

W09   **Special Certificate of Completion:**

Certificate awarded to students who have been properly classified as educable mentally handicapped, trainable mentally handicapped, hearing impaired, specific learning disabled, physically impaired, language impaired, or emotionally handicapped, and who have met all applicable requirements prescribed by the local school board but are unable to meet the appropriate special state minimum requirements. In addition, a student who has been properly classified as profoundly handicapped and who meets the special requirements of the district school board is eligible for a special certificate of completion if all school requirements for students who are profoundly handicapped have been met.

W44   **Adult Certificate of Completion:**

Certificate of Completion, see definition above, awarded to an adult student enrolled in the adult secondary education program.

ZZZ   **Not applicable.**

Length:	3	Grades and Programs Requiring This Data Element:					
Format: Alphanumeric		All Programs Grade 12					
Compatibility Requirement: State Standard		Workforce Development Education (adult general education)					
Use Types:		State Reporting Formats Requiring This Data Element:					
☒ **State Report**		Student End of Year Status DB9 17x					
☒ **Local Accountability**		WDIS Student End of Term Status DB9 50x					
☐ **F.A.S.T.E.R.**							
Data Element Number:							
108125		Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9 ☒ F ☒ W ☒ S					

	Implementation Date: **Fiscal Year 1996-97** July 1, 1996

Element Name:	**Certification/Licensure Status**

Definition/Domain

A code indicating the type of certification, licensure, or qualification status applicable to the teacher's position in the class being reported.

CODE	DEFINITION
A	Instructional staff member holding an adjunct teaching certificate as per s. 1012.57, F.S.
B	Substitute teacher.
I	Instructional staff member certified/licensed in the field being taught.
O	Instructional staff appointed by the school board to teach out-of-field under Rule 6A-1.0503, FAC.
M	Instructional staff member teaching in a field that was the teacher's minor field of study, as per s. 1012.42, F.S.
S	Instructional staff members teaching in a field in which the teacher has demonstrated sufficient subject area expertise, as per s. 1012.42, F. S.
N	Non certificated instructional staff member possessing expert skill in or knowledge of a particular subject or talent appointed by the school board under Rule 6A-1.0502, FAC.

Length:	1	**Grades and Programs Requiring This Data Element:**	
Format:	Alphanumeric	All Programs Grades PK-12	
Compatibility Requirement:		Adult Postsecondary Vocational	
	Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**		Teacher Course DB9 15x	
☒ **Local Accountability**			
☐ **F.A.S.T.E.R.**			
Data Element Number:			
108150		**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☒ 9	

Implementation Date:
Fiscal Year 2003-04
July 1, 2003

Element Name:	**Citizenship Status**	➡ ****NEW ELEMENT****

<table>
<tr><td colspan="3" align="center">Definition/Domain</td></tr>
<tr><td colspan="3">

Record the code that best identifies the status of the postsecondary student's citizenship and/or residency in the United States.

CODE	DEFINITION
A	Non-Resident alien
C	U. S. Citizen
P	Permanent Resident Alien
X	Unknown or not reported

</td></tr>
</table>

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric		Workforce Development Education
Compatibility Requirement:		
Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		WDIS Student Demographic Information DB9 46x
☐ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
108275		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9 ☒ F ☒ W ☒ S

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Implementation Date:
Fiscal Year 1988-89
July 1, 1988

Element Name:	**Class Minutes, Weekly**

Definition/Domain
The actual number of instructional membership minutes during the week for which the student is enrolled in a course in grades PK-12. This may or may not be the same as FEFP Membership Minutes Weekly upon which FTE is based. See the FTE General Instructions for further explanation concerning the reporting of "Class Minutes, Weekly" for grades PK-5 course.

Length:	4	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades PK-12
Compatibility Requirement:		
	State Standard	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Course Schedule DB9 14x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
108425	**Reported in Survey Periods:** ☒1 ☒2 ☒3 ☒4 ☐5 ☒9

	Implementation Date: Fiscal Year 1990-91 July 1, 1990

Element Name:	**Class Rank, Effective Date**

Definition/Domain

The date the student's class rank is determined.

MMDDYYYY   Example: 01161990   Class rank was determined on January 16, 1990.

                       00000000   Not applicable or class rank has not been determined.

NOTE: Optional and may be blank at district discretion.

          This data element is used in the T1 format (Student Information) of the F.A.S.T.E.R. System.

Length:	8	**Grades and Programs Requiring This Data Element:**					
Format:	Alphanumeric	All Programs Grades 11-12					
Compatibility Requirement: Compatible							
Use Types:		**State Reporting Formats Requiring This Data Element:**					
☐ **State Report**		None					
☐ **Local Accountability**							
☐ **F.A.S.T.E.R.**							
Data Element Number: 108500		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9					

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Implementation Date:
Fiscal Year 1987-88
July 1, 1987

Element Name:	Class Rank, Numerical Position

Definition/Domain

The numerical position of the graduating high school student in the completion group based on district grade point average.

Length:	4	**Grades and Programs Requiring This Data Element:**	
Format:	Numeric	All Programs Grades 11-12	
Compatibility Requirement:			
	Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☐ State Report		None	
☐ Local Accountability			
☒ F.A.S.T.E.R.			
Data Element Number:			
	108525	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9	

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Implementation Date:
Fiscal Year 1987-88
July 1, 1987

Element Name:	Class Rank, Percentile

Definition/Domain

The percentile rank indicating the position of the graduating high school student in the completion group. This will be based on the district grade point average.

Length:	2	Grades and Programs Requiring This Data Element:
Format:	Numeric	All Programs Grades 11-12
Compatibility Requirement:		
	Compatible	

Use Types:	State Reporting Formats Requiring This Data Element:
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
108625	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1987-88
July 1, 1987

Element Name:	**Class Rank, Total Number**

Definition/Domain

The total number of graduating high school students in the completion group.

Length:	4	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades 11-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
108725	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Implementation Date:
Fiscal Year 2002-03
July 1, 2002

Element Name:	**Classroom Identification (FISH) Number**

Definition/Domain

This element is based on the FISH number assigned by each district to every classroom in the district. If a FISH number has been assigned, then the FISH (Florida Inventory of School Houses) number should be entered in the following configuration:

Facility -	Positions 1 - 5, numeric, right justified with leading zeroes.
Facility Suffix -	Position 6. Must be 'A' for FISH standard, single-use school. For parcels and/or buildings for which the district does not have legal responsibility (e.g., a Department of Juvenile Justice Facility, charter school, hospital, jail, storefront program, Homebound student, etc.), enter 'O'. *
Parcel -	Positions 7 - 11, numeric, right justified with leading zeroes.
Building -	Positions 12 - 16, numeric, right justified with leading zeroes.
Room -	Positions 17 - 21, alphanumeric, left justified.

*Note: For parcels and/or buildings for which the district does not have legal responsibility, the district must generate a unique number following the above scheme to designate the Parcel/ Building/ Room, with Position 6 always 'O'.

Length:	21	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric		All Programs Grades pk-12
Compatibility Requirement: Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Teacher Course DB9 15x
☐ **FASTER**		
☐ **Local Accountability**		
Data Element Number:		
108732		**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 199-00
July 1, 1999

Element Name:	**Class Size Reduction/Supplemental Instruction**

Definition/Domain

Student received intensive, regularly scheduled academic instruction funded by the Class Size Reduction/Supplemental Academic Instruction Categorical Fund. (Supplemental instructional strategies may include, but not be limited to, modified curriculum, reading instruction, after school instruction, tutoring, mentoring, class size reduction, extended school year, or intensive skills development in summer school. Instruction may be provided to student in any manner and at any time during or beyond the regular 180-day term.)

CODE	DEFINITION
Y	Yes
Z	Not Applicable

Length: 1	**Grades and Programs Requiring This Data Element:**	
Format: Alphabetic	All Programs Grades K-12	
Compatibility Requirement: Compatible		
Use Types:	**State Reporting Formats Requiring This Data Element:**	
☐ **State Report**	None	
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number: 108738		
	Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 8 ☐ 9	

Element Name:	College Ready Diploma

Definition/Domain

A code which indicates that the diploma earned by the student is a College Ready Diploma.

Code	Definition
Y	Yes
N	No
Z	Not Applicable

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic	All Programs Grades 9-12
Compatibility Requirement: State Standard	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
108763	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
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Element Name:	Comment

Definition/Domain

A field used to send comments on a FASTER format.

Length:	80	Grades and Programs Requiring This Data Element:
Format: Alphabetic		All Programs Grades PK-12
Compatibility Requirement:		
State Standard		

Use Types:	State Reporting Formats Requiring This Data Element:
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:

108767

Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

	Implementation Date: Fiscal Year 2002-03 July 1, 2002

Element Name:	**Communications, Date Passed for Graduation Purposes**

Definition/Domain

A six-digit field used to indicate the month and year when the regular student passed the communications section of a test used to determine graduation eligibility.

MMYYYY   Example: 031999   Test passed March 1999

Length:	6	**Grades and Programs Requiring This Data Element:**
Format: Numeric		All Programs Grades 9-12
Compatibility Requirement: State Standard		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☐ **State Report** ☐ **Local Accountability** ☒ **F.A.S.T.E.R.**		None
Data Element Number:		
108771		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	**Community Service Hours**

Definition/Domain

The number of hours of Community Service the student has earned toward Social Studies and/or elective credit for graduation, as provided in Section 1003.43(1), F.S.

NNN   Example: 007   7 hours of Community Service
015   15 hours of Community Service

Length:	3	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades 9-12
Compatibility Requirement: Compatible		Adult Secondary Education

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number: 108775

Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Revised: 10/01   **Volume I**   **Effective: 7/03**   **Page Number: 28-3**

Implementation Date:
Fiscal Year 1998-99
July 1, 1998

Element Name:	**Community Service Requirement Met**

Definition/Domain

A code indicating that the student has satisfied the community Service Hours requirement established by the school district.

CODE	DEFINITION
Y	Yes
N	No
Z	Not Applicable

Length:	**Grades and Programs Requiring This Data Element:**
Format:	All Program Grades 9-12
Compatibility Requirement:	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
108781	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 8 ☐ 9

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Implementation Date:
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Element Name:	**Country of Birth**

Definition/Domain

A two-character code which identifies the country of birth of the student.

See Appendices G and Q for countries, United States Commonwealths and Territories.

Length:	2	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric		All Programs Grades PK-12
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.**	

Data Element Number:

108800

Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9

Element Name: Cost Reporting Code

Definition/Domain

Report the appropriate Workforce Development Cost Reporting Code for the postsecondary instruction provide to the adult student for the term (1011.80(1), F.S.)

CODE	DEFINITION
340	**Continuing Workforce Education** instruction listed under the seven-digit code assigned to program/course (E910100) or Quick Response program/course (M899993) (1004.02(13) F.S.
350	Postsecondary vocational instruction under the *Course Code Directory* seven-digit codes assigned to **vocational certificate** programs/courses including Pre-apprenticeship. In accordance with 1011.80(9), a dual enrolled student (1007.271(2), F.S.) is not eligible for workforce development funding unless the student has completed the basic skills assessment requirement (1004.91, F.S.)
360	Postsecondary vocational instruction under the *Course Code Directory* seven-digit codes assigned to **applied technology diploma** programs/courses. In accordance with 1011.80(9), a dual enrolled student (1004.91 F.S.) is not eligible for workforce development funding unless the student has completed the basic skills assessment (1007.271(2), F.S.)
370	Postsecondary vocational instruction in an approved **Registered** Apprenticeship program (446.021, F.S.)
400	**Adult general education** instruction under the *Course Code Directory* seven-digit codes assigned to adult general education (1004.02(3), F.S.)

Length:	3	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric		Workforce Development Education (adult general education and postsecondary vocational education)
Compatibility Requirement: Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		WDIS Adult General Education Student Course DB9 48x
☒ **Local Accountability**		WDIS Vocational Student Course Schedule DB9 47x
☐ **F.A.S.T.E.R.**		
Data Element Number:		
108791		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 8 ☐ 9 ☒ F ☒ W ☒ S

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Element Name:	**Course Absences**

Definition/Domain

The number of periods of instruction which a grade 9-12 student has not attended while in course membership.

Length:	3	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades 9-12
Compatibility Requirement:		
State Standard		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
108825	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Element Name:	**Course Flag**

Definition/Domain

Up to four characters describing course attributes which give additional information needed by the district for counseling, tracking of credits, flagging for use with weighted grade point averages, etc. The letter or number codes defined below will be standard statewide. Any time one of the codes below is printed under "Course Flag" on the permanent record printout, it must correspond to the meaning given below. The field may also be used for locally defined codes which are consistent with state requirements for the use of state course numbers and titles. The coded values do not have to appear in any specific order.

CODE

DEFINITION

E = Academic Scholar - Elective
(Code valid prior to 7/1/00.)

The course meets an Academic Scholar elective.

R = College Preparatory

The course meets a university admissions requirement. (Definition prior to 7/1/00: The course meets an academic Scholar requirement.)

G = Gifted

The course section is entirely composed of gifted students.

H = Honors

This is an honors course as designated by the state Course Code Directory. To designate an honors course by district definition, use a code reserved for local district use.

N = No Credit

No credit awarded - per district policy (i.e., 9-12 grade student did not meet the 135 hour rule).

S = SLEP

Credit awarded by passing the SLEP examination.

T = Transferred

Credit transferred from an out-of-state school or nonpublic school by equating of courses.

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Length: 4	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	All Programs Grades PK-12
Compatibility Requirement:	Adult Basic Skills (optional) Adult Secondary Education
Compatible	Adult Postsecondary Vocational
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Course Transcript Information DB9 39x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	
Data Element Number:	
109125	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9
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Element Name:	**Course Flag (Continued)**

Definition/Domain (Continued)

CODE	DEFINITION

I = Include — Include in grade point average (used only in combination with an "X").

X = Exclude — Exclude from state and local grade point average (used only in combination with an "I" for tracking forgiveness).

W = Exclude from State GPA — Exclude from State GPA, but include in District GPA

1 = Sub for Practical Arts Graduation Requirements. — Computer Education substitution for Practical Arts graduation requirement. The valid Computer Education substitution courses are 0200300-0200380, 0200800-0200810, 0201300-0201360, 0201380, and 0200890.

2 = Sub for BUS EN I 1001440 — Vocational substitution for Business English I. The valid substitutions are courses 8203300, 8212000 and 8215100.

3 = Sub for BUS EN I 1001440 and/or BUS EN II 1001450 — Vocational substitution for Business English I or II. The valid substitution is course 8212000.

4 = Sub for BUS MA I 1205540 — Vocational substitution for Business Mathematics. The valid substitutions are courses 8212000, 8206300, 8207200, 8203300, 8215100 and 8216100.

5 = Sub for MA 1 1205380/II 1205390 (valid prior to 7/1/97.) — Vocational substitution for Mathematics 1: Course number 1205380 and Mathematics II: Course Number 1205390.

6 = Sub for GEN SCI 2002310 (Valid prior to 7/1/00) — Vocational substitution for General Science. The valid substitutions are courses 8121600, 8121000, 8121300, 8121400, 8106200, 8115110, 8106800, 8106400, 8118300, 8112100, 8112000, 8106500 and 8106100.

@ = Sub for BIO TECH 2000430 — Vocational substitution for Biology Technology. The valid substitutions are courses 8121000, 8121300, 8121400, 8121600, 8106200, 8115110, 8106800, 8112000, 8106500 and 8106100.

= Sub for ENV SCI 2001340 — Vocational substitution for Environmental Science. The valid substitutions are courses 8113000, 8118300 and 8112100.

% = Sub for PHY SCI 2003310 — Vocational substitution for Physical Science. The valid substitutions are courses 8103400, 8103200 and 8103300.

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Element Name:	Course Flag (Continued)

Definition/Domain (Continued)

CODE	DEFINITION
7 = Sub for ANAT PHYSIO 2000350	Vocational substitution for Anatomy and Physiology. The valid substitutions are courses 8417130-8417210, 8418300, and 8417230.
8 = Sub for Pre-Algebra	Vocational substitution for Pre-Algebra. The valid substitution is course 8730000.
9 = Ninth Grader	A student below the ninth grade has been declared a ninth grade student for this course and credit will apply toward high school graduation as provided through the district's pupil progression plan.
P = Course in Progress	For use in 1) interdistrict records transfer to indicate the courses the student was taking and had not yet completed at the time when he or she left the sending district; and 2) for Exceptional Student Education courses taken over a longer period of time than usual. Credit would be zero until the course is completed (Time Modification).
B* =Home Language and/or ESOL Instruction	Limited English Proficient: Instructional Strategy code indicating the type of instruction of the LEP student. (This code is only valid for elementary self-contained courses.)
M* = Home Language Instruction	Limited English Proficient: Instructional Strategy code indicating the LEP student is receiving instruction in their home language in the course. (Home Language instruction is valid in math, science, social studies and computer literacy.)
D* = ESOL Instruction	Limited English Proficient: Instructional Strategy code indicating the LEP student is receiving instruction in English in the course. (ESOL Instruction is valid in language arts, math, science, social studies and computer literacy.)
A = Sub for Science Graduation Requirements	JROTC Coast Guard substitution for Marine Science I. The valid JROTC Maritime substitution courses are the completion of program 1804320-1804350.
F = Sub for Science Graduation Requirements	JROTC Air Force substitution for Physical Science. The valid JROTC Aerospace substitution courses are the completion of program 1800300-1800320.

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Element Name:	Course Flag (Continued)

Definition/Domain (Continued)

CODE	DEFINITION
K = Sub for Science Graduation Requirements	JROTC Navy Substitution for Physical Science. The valid JROTC Naval Science substitution courses are the completion of program 1802300-1802330.
O = Sub for Life Management Skills Graduation Requirements	JROTC Army substitution for Life Management Skills. The valid JROTC Army substitution courses are the completion of program 1801300-1801310.
Q = Sub for Life Management Skills Graduation Requirements	JROTC Marine Corps substitution for Life Management Skills. The Valid JROTC Marine Corps substitution courses are the completion of courses 1803300-1803310.
& = Sub for Life Management Skills Graduation Requirements.	JROTC Air Force substitution for Life Management Skills. The valid JROTC Air Force substitution courses are the completion of program 1800400-1800410.
0(zero) = Sub for Practical Arts Graduation Requirements	JROTC substitution for Practical Arts graduation requirement. The valid JROTC substitution courses are the completion of program 1800300-1800360, or 1801300-1801330, or 1802300-1802330, or 1803300-1803330, or 1804300-1804350.
$ = Sub for Practical Arts Graduation Requirements	Journalism substitution for Practical Arts graduation requirement. The valid Journalism substitution courses are 1006300-1006330.

*NOTE: The LEP student's Instructional Strategy code (B, M or D) must be submitted to the state in survey periods 2 and 3 in the "Limited English Proficient: Instructional Strategy" data element for each course being reported to the state.

Example: **RH9**   The course meets a university admissions requirement; it is being offered as an Honors course; the individual who is taking the course is a student below the ninth grade who is able to count the course toward fulfilling graduation requirements and university admissions requirements because the district's pupil progression plan addresses this specific situation.

NOTE: Codes **C, J, L, U, V, Y** and **Z** are reserved for local district use. The Department will not assign values to those codes at any time in the future. Districts may also define other codes for local use, but should recognize that it is possible that the Department may define standard values for them sometime in the future.

NOTE: Code **0 (zero)** is now state defined.

Element Name:	**Course Grade**

Definition/Domain

The academic letter or number grade earned by a student in a course or other codes to indicate the current course status.

Right justify. Use leading blanks.

Coding values:
A+ A A- B+ B B- C+ C C- D+ D D- F I = Incomplete
NNN = Numeric Grade   **P** = Passing   **FL** = Fail on a Pass/Fail basis
  N = Needs Improvement   **S** = Satisfactory   **NG** = No Grade Assigned
  U = Unsatisfactory   **WP** = Withdrew Passing   **WF** = Withdrew Failing
                                             E = Excellent

Grades 9-12, Adult Secondary Education, Adult Postsecondary Vocational (optional)

Beginning with School Year 2001-02, Section 1003.437, F.S., requires that the following scale be used in determining high school grades:

  A = 90%-100%, B = 80%-89%, C = 70%-79%, D = 60%-69%, F = 0%-59%

The district may use either a letter or a numeric grade on the permanent report card and transcript. Plus ("+") or minus ("-") signs may be displayed on the local report card, automated permanent record, and transcript but cannot be included in calculating the state grade point average.

Grades PK-8, Adult Basic Skills (optional)

For grades PK-8, use any designator which falls within the three alphanumeric character definitions.

Codes displayed for PK-8 grades other than those listed must be defined in the text section of the automated permanent record file.

Length:	3	**Grades and Programs Requiring This Data Element:**	
Format:	Alphanumeric	All Programs Grades PK-12	
Compatibility Requirement:		Adult Secondary Education	Adult Basic Skills (optional)
	Compatible	Adult Postsecondary Vocational (optional)	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Course Transcript Information DB9 39x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
109225	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

Implementation Date:
Fiscal Year 1989-90
July 1, 1989

Element Name:	**Course In Progress Hours**

Definition/Domain

The number of classroom hours which a grade 9-12 student attended a class for a course not completed for credit or grade up to the date the student withdraws from school. This element is necessary for the receiving district to determine whether a transferring student meets the 135 hour attendance requirement for high school graduation credit.

Length:	3	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades 9-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
109325	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Element Name: **Course Number**

Definition/Domain

The official state number assigned to school district courses listed or referenced in the <u>Course Code Directory</u>, community college or state university courses listed or referenced in the Statewide Course Numbering System, *or* the private postsecondary institution course number for students dually enrolled in private postsecondary institutions as provided in Section 1011.62, F.S.

The postsecondary course numbers for lab or combined lecture and lab courses (which use eight character numbers) will need to be recoded to seven-character numbers using the following conventions:

Lecture Courses: Postsecondary Format = XXX9999 in the Statewide Course Numbering System

                                    Use the actual seven-character alphanumeric course number.

Lab Courses: Postsecondary Format = XXX9999L in the Statewide Course Numbering System

                                    Replace the first numeric character with L.

                                    Example: PHY1050L would be reported PHYL050.

Combined   Lecture   and   Lab   Postsecondary Format = XXX9999C in the Statewide Course
Courses: Numbering System

                                    Replace the first numeric character with C.

                                    Example: PHY1050C would be reported PHYC050.

Length: 7	**Grades and Programs Requiring This Data Element:**	
Format: Alphanumeric	All Programs Grades PK-12	
Compatibility Requirement: State Standard	Workforce Development Education (adult general education and postsecondary vocational education)	
Use Types:	**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**	Student Course Schedule DB9 14x	WDIS Adult General Education Student Course DB9 48x
☒ **Local Accountability**	Teacher Course DB9 15x	WDIS Teacher Course DB9 49x
☒ **F.A.S.T.E.R.**	Vocational Teacher Course DB9 24x	WDIS Vocational Student Course Schedule DB9 47x
	Vocational Student Course Schedule DB9 16x	
	Student Course Transcript Information DB9 39x	

Data Element Number:
 	
          109525
	Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9
	                                   ☒ F ☒ W ☒ S

Element Name:	**Course, Sequence Number**

Definition/Domain

A five-character code, assigned by the district, to each course record transmitted to the state in the Student Course Transcript Information format in Survey 5, The code must be unique for each course sent for a student within a school year. The code may be generated at the time the district generates the course records to be submitted to the state.

NOTE: The sequence number is needed in order to provide a unique identifier for each course sent for a student within the same school year.

Length:	5	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades 9-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Course Transcript Information DB9 39x
☐ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
109600	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

Element Name:	Course, State Subject Area Requirements

Definition/Domain

A code indicating the subject in which credit toward high school graduation will apply upon successful completion of the course. See Course Code Directory.

CODE	SUBJECT AREA	CODE	SUBJECT AREA
EN	English	**PF**	Performing Fine Arts
MA	Mathematics	**LM**	Life Management Skills
SC	Science	**PE**	Physical Education
AH	American History	**EX**	Exceptional Student
WH	World History	**EL**	Electives
EC	Economics	**FL**	Foreign Language Elective
AG	American Government	**LA**	Language Arts Elective
VO	Vocational (either Practical Arts	**SS**	Social Studies Elective
	Vocational or Exploratory Vocational)	**NC**	Non Credit
		CE	Computer Education (Effective 91-92, but may be used prior to effective date)

Courses in the Language Arts section of the Course Code Directory will be coded as **EN** if they meet the specific graduation requirements for English. Those Language Arts courses which do not meet the graduation requirements for English would be coded as Electives (**EL**) or Language Arts Electives (**LA**) depending on district policy.

CONTINUED ON NEXT PAGE

Length:	2	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades 9-12
Compatibility Requirement: State Standard		Adult Secondary Education

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Course Transcript Information DB9 39x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number: 109625	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

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Implementation Date:
Fiscal Year 1990-91
July 1, 1990

Element Name:	Course, State Subject Area Requirements (Continued)

Definition/Domain (Continued)

Courses in the Social Studies section of the Course Code Directory which meet specific graduation requirements will be coded to match the graduation requirement which they address: *EC* - Economics, *WH* - World History, *AH* - American History, and *AG* - American Government. Social Studies courses which do not meet specific graduation requirements will be coded as Electives (*EL*) or Social Studies Electives (*SS*) depending on district policy.

Courses in Foreign Languages may be coded as Electives (*EL*) or as Foreign Language Electives (*FL*) depending on district policy. If the student is completing course work for college admissions or the Florida Academic Scholar Program, Foreign Language courses should be coded *FL*.

Since all Science and Mathematics courses currently listed in the Course Code Directory meet specific graduation requirements, any credits in Mathematics or Science taken above the minimum graduation requirements should be coded *MA* or *SC* as appropriate.

Computer Education (*CE*) may be substituted for an elective credit when a district's local policy requires a student to complete a computer education course in order to graduate.

The Practical Arts graduation requirement may be fulfilled by substituting one of the basic Computer Education courses on a curriculum equivalency basis. If a substitution is made, a 1 should be shown in the Course Flag field.

Element Name:	Course Title, Abbreviated

Definition/Domain

The abbreviated title assigned to courses listed in the Course Code Directory.

Length:	20	**Grades and Programs Requiring This Data Element:**	
Format:	Alphanumeric	All Programs Grades PK-12	
Compatibility Requirement:		Adult Basic Skills	Adult Secondary Education
	State Standard	Adult Postsecondary Vocational	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
109725	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	Course Title, Official

Definition/Domain

The official title assigned to courses listed in the Course Code Directory.

Length:	70	**Grades and Programs Requiring This Data Element:**	
Format:	Alphanumeric	All Programs Grades PK-12	
Compatibility Requirement:		Adult Basic Skills	Adult Secondary Education
	State Standard	Adult Postsecondary Vocational	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
109825	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1991-92
July 1, 1991

Element Name:	**Credit Attempted, Course**

Definition/Domain

The number of credits attempted in a term for a grade 9-12 course. Credit attempted for a course cannot exceed the number of credits allocated to the course in the state curriculum framework, if applicable.

NNN	0.50	One-half credit
	1.00	One credit
	0.00	Noncredit course

Length:	3	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades 9-12
Compatibility Requirement:		Adult Secondary Education
	Compatible	Adult Postsecondary Vocational (optional)

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Course Transcript Information DB9 39x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
110125	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

	Implementation Date: Fiscal Year 1987-88 July 1, 1987

Element Name:	**Credit Attempted, Cumulative**

Definition/Domain

The total number of credits attempted to date in grade 9-12 courses by the student.

> **NNNN** 12.50 Twelve and one-half credits attempted

Length:	4	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades 9-12
Compatibility Requirement:		Adult Secondary Education
	Compatible	Adult Postsecondary Vocational (optional)

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
110225	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	Credit Attempted, Term

Definition/Domain

The total number of credits attempted in a term for grade 9-12 courses by the student.

NNNN   06.50   Six and one-half credits attempted

Length:	4	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades 9-12
Compatibility Requirement:		Adult Secondary Education
	Compatible	Adult Postsecondary Vocational (optional)

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ State Report	None
☒ Local Accountability	
☐ F.A.S.T.E.R.	

Data Element Number:	
110325	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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| Implementation Date: |
| Fiscal Year 1991-92 |
| July 1, 1991 |

Element Name:	Credit Earned, Course

Definition/Domain

The number of credits earned in a term for a course based upon successful completion of the course. Credit earned for a course cannot exceed the number of credits allocated to the course in the state curriculum framework, if applicable.

NNN	0.50	One-half credit
	1.00	One credit
	0.00	For noncredit or failing grade

Length:	3	Grades and Programs Requiring This Data Element:
Format:	Numeric	All Programs Grades 9-12
Compatibility Requirement:		Adult Secondary Education
	State Standard	Adult Postsecondary Vocational (optional)

Use Types:	State Reporting Formats Requiring This Data Element:
☒ **State Report**	Student Course Transcript Information DB9 39x
☐ **Local Accountability**	
☒ **F.A.S.T.E.R**	
.	

Data Element Number:	
110425	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

Implementation Date:
Fiscal Year 1989-90
July 1, 1989

Element Name:	Credit Earned, Cumulative

Definition/Domain

The total number of credits earned by the student in grades 9-12 upon successful completion of courses.

NNNN   07.00   Seven credits earned

Length:	4	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades 9-12
Compatibility Requirement:		Adult High School
	State Standard	Adult Postsecondary Vocational (optional)

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ State Report	None
☐ Local Accountability	
☐ F.A.S.T.E.R.	

Data Element Number:

110525

Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1989-90
July 1, 1989

Element Name:	**Credit Earned, State Subject Area Requirements**
Definition/Domain	

The total number of credits earned in each state subject area toward state high school graduation requirements based upon successful completion of courses in the subject area. See Course, State Subject Area Requirements.

NNN   2.50   Two and one-half credits earned in English

Length:	3	**Grades and Programs Requiring This Data Element:**					
Format:	Numeric	All Programs Grades 9-12					
Compatibility Requirement: State Standard		Adult Secondary Education					
Use Types:		**State Reporting Formats Requiring This Data Element:**					
☐ **State Report**		None					
☐ **Local Accountability**							
☐ **F.A.S.T.E.R.**							
Data Element Number:							
110625		**Reported in Survey Periods:**	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 9
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| Implementation Date: |
| Fiscal Year 1989-90 |
| July 1, 1989 |

Element Name:	**Credit Earned, Term**

Definition/Domain

The total number of credits earned by the student in grades 9-12 based on successful completion of courses taken during one term.

   NNNN   07.00   Seven credits earned

Length:	4	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades 9-12
Compatibility Requirement:		Adult Secondary Education
	State Standard	Adult Postsecondary Vocational (optional)

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
110725	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	Credit Needed, State Subject Area Requirements

Definition/Domain

The number of credits to be earned by the student in each state subject area taken to meet state high school graduation requirements. See Course, State Subject Area Requirements.

NNN   1.50   One and one-half credits needed to complete state requirements in English

Length:	3	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades 9-12
Compatibility Requirement: State Standard		Adult Secondary Education

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:

110825

Reported in Survey Periods: ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5   ☐ 9

Element Name:	**Credit Value, Course**

Definition/Domain

The numeric value of the course may not exceed the value indicated in the state curriculum framework where a curriculum framework exists.

NNN	0.50	One-half credit
	1.00	One credit
	1.50	One and one-half credits
	0.00	For noncredit or failing grade

Length:	3	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades 9-12
Compatibility Requirement:		Adult Secondary Education
	Compatible	Adult Postsecondary Vocational (optional)

Use Types:

☐ State Report

☒ Local Accountability

☐ F.A.S.T.E.R.

State Reporting Formats Requiring This Data Element:

None

Data Element Number:

110925

Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	**Credits Needed, Local Subject Area Requirements**

Definition/Domain

The number of credits to be earned by the student in each local subject area taken to meet local high school graduation requirements. (Two implied decimal places.)

NNNN   0150 One and one-half credits needed to complete local requirements in the subject area.

Length:	4	**Grades and Programs Requiring This Data Element:**
Format: Numeric		All Programs Grades 9 – 12
Compatibility Requirement:		Adult Secondary
State Standard		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☐ **State Report**		None
☒ **Local Accountability**		
☒ **F.A.S.T.E.R.**		
Data Element Number:		
111063		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1996-97
July 1, 1996

Element Name:	**Critical/Chronic Health Information - 911 Medical Alert**

Definition/Domain

Medical alert of a potentially life-threatening condition.

CODE	DEFINITION
Y	Yes
N	No

Length:	1	**Grades and Programs Requiring This Data Element:**	
Format:	Alphabetic	All Programs Grades PK-12	
Compatibility Requirement: Compatible		Migrant Students Birth-21 Years Old	
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☐ **State Report**		None	
☒ **Local Accountability**			
☒ **F.A.S.T.E.R.**			
Data Element Number: 111200			
		Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9	
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| Implementation Date: |
| Fiscal Year 1996-97 |
| July 1, 1996 |

Element Name:	**Critical/Chronic Health Information - 911 Medical Alert Contact**

Definition/Domain

The name and telephone number of the school contact designated to provide critical/chronic health information - 911 medical alert information on the student.

Length:	45	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades PK-12
Compatibility Requirement:		Migrant Students Birth-21 Years Old
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
111210	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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| Implementation Date: |
| Fiscal Year 2002-03 |
| July 1, 2002 |

Element Name:	**Day of Week Scheduled, Friday**

Definition/Domain

A code indicating that a student is scheduled in a course/section on Friday.

Code	Definition
Y	The student is scheduled in a course/section on this day.
N	The student is NOT scheduled in a course/section on this day.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic		All Programs Grades PK-12
Compatibility Requirement: Compatible		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ State Report	Student Course Schedule DB9 14x
☐ FASTER	
☒ Local Accountability	

Data Element Number: 112625	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	**Day of Week Scheduled, Monday**

Definition/Domain

A code indicating that a student is scheduled in a course/section on Monday.

Code	Definition
Y	The student is scheduled in a course/section on this day.
N	The student is NOT scheduled in a course/section on this day.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic		All Programs Grades PK-12
Compatibility Requirement: Compatible		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Course Schedule DB9 14x
☐ **FASTER**	
☒ **Local Accountability**	

Data Element Number:	
112635	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 2002-03
July 1, 2002

Element Name:	Day of Week Scheduled, Saturday

Definition/Domain

A code indicating that a student is scheduled in a course/section on Saturday.

Code	Definition
Y	The student is scheduled in a course/section on this day.
N	The student is NOT scheduled in a course/section on this day.

Length:	1	Grades and Programs Requiring This Data Element:
Format: Alphabetic		All Programs Grades PK-12
Compatibility Requirement: Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ State Report		Student Course Schedule DB9 14x
☐ FASTER		
☒ Local Accountability		
Data Element Number: 112645		
		Reported in Survey Periods: ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

Implementation Date:
Fiscal Year 2002-03
July 1, 2002

Element Name:	**Day of Week Scheduled, Thursday**

Definition/Domain

A code indicating that a student is scheduled in a course/section on Thursday.

Code	Definition
Y	The student is scheduled in a course/section on this day.
N	The student is NOT scheduled in a course/section on this day.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic		All Programs Grades PK-12

Compatibility Requirement:
Compatible

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Course Schedule DB9 14x
☐ **FASTER**	
☒ **Local Accountability**	

Data Element Number:	
112655	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 2002-03
July 1, 2002

Element Name:	Day of Week Scheduled, Tuesday

Definition/Domain

A code indicating that a student is scheduled in a course/section on Tuesday.

Code	Definition
Y	The student is scheduled in a course/section on this day.
N	The student is NOT scheduled in a course/section on this day.

Length:	1	Grades and Programs Requiring This Data Element:
Format: Alphabetic		All Programs Grades PK-12
Compatibility Requirement: Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ State Report		Student Course Schedule DB9 14x
☐ FASTER		
☒ Local Accountability		
Data Element Number: 112665		
		Reported in Survey Periods: ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

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| Implementation Date: |
| Fiscal Year 2002-03 |
| July 1, 2002 |

Element Name:	Day of Week Scheduled, Wednesday

Definition/Domain

A code indicating that a student is scheduled in a course/section on Wednesday.

Code	Definition
Y	The student is scheduled in a course/section on this day.
N	The student is NOT scheduled in a course/section on this day.

Length:	1	Grades and Programs Requiring This Data Element:
Format: Alphabetic		All Programs Grades PK-12
Compatibility Requirement: Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Student Course Schedule DB9 14x
☐ **FASTER**		
☒ **Local Accountability**		
Data Element Number: 112675		
		Reported in Survey Periods: ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

| **Implementation Date:** |
| Fiscal Year 1992-93 |
| July 1, 1992 |

| **Element Name:** | **Days Absent, Annual** |

Definition/Domain

A numeric value representing the total days the student is absent from a school or district during the 180 day school year.

This is a calculated value using daily attendance.

NOTES: a) For the Student Attendance format (DB9 40x), Days Absent, Annual means the total number of days the student is absent for each entry or reentry in each school in which the student is enrolled during the 180 school year.

   b) For the permanent record, Days Absent, Annual means the total number of days the student is absent from all district schools during the 180 day school year.

Length: 3	**Grades and Programs Requiring This Data Element:**
Format: Numeric	All Programs Grades PK-12
Compatibility Requirement: State Standard	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Attendance DB9 40x
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number: 112025

Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

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Implementation Date:
Fiscal Year 2001-02
July 1, 2001

Element Name:	Days Absent, Reporting Period

Definition/Domain

A numeric value representing the total days the student is absent in a school or district during the reporting period.

Length:	2	Grades and Programs Requiring This Data Element: *
Format: Numeric		All Program Grades PK-12
Compatibility Requirement: Compatible		

Use Types:	State Reporting Formats Requiring This Data Element:
☒ **State Report**	Prior School Status DB9 55x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:

112037

Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9
Reporting Periods ☒ A ☒ B ☒ C ☒ D ☒ E

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| Implementation Date: |
| Fiscal Year 1992-93 |
| July 1, 1992 |

Element Name:	**Days Absent, Summer Terms**

Definition/Domain

A numeric value representing the total days the student is absent from a school or district during the summer terms or intersessions.

This is a calculated value using daily attendance.

NOTES: a)   For the Student Attendance format (DB9 40x), Days Absent, Summer Terms means the total number of days the student is absent for each entry or reentry in each school in which the student is enrolled during the summer terms or intersessions.

b)   For the permanent record, Days Absent, Summer Terms means the total number of days the student is absent from all district schools during the summer terms or intersessions.

Length:	3	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades PK-12
Compatibility Requirement:		
	State Standard	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Attendance DB9 40x
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
112050	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

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

Element Name:	**Days In Term (For FTE Purposes)**

Definition/Domain

The number of school days in the term for which the course is scheduled to meet during the term reported for the survey.

    Examples:

    Survey Periods 2 and 3 should have the value **090** if the course is scheduled for the entire semester.

    For reporting PK-12 short courses scheduled during the regular 180-day school year, use the actual number of days the course is schedule to meet.

    Survey Periods 1 and 4 (summer sessions) record **the actual number of days the course meets.**

    For adult short courses in all surveys, record the actual number of days the course meets.

    For reporting Prekindergarten Early Intervention students in all surveys, record the actual number of days the course meets.

Length:	3	**Grades and Programs Requiring This Data Element:**	
Format:	Numeric	All Programs Grades PK-12	
Compatibility Requirement:		Adult Basic Skills	Adult Secondary Education
	State Standard	Adult Postsecondary Vocational	
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**		Teacher Course DB9 15x	
☒ **Local Accountability**			
☐ **F.A.S.T.E.R.**			
Data Element Number:			
	112425	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☐ 9	

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Implementation Date:
Fiscal Year 1992-93
July 1, 1992

Element Name:	**Days Present, Annual**

Definition/Domain

A numeric value representing the total days the student is present in a school or district during the 180 day school year.

This is a calculated value using daily attendance.

NOTES: a) For the Student Attendance format (DB9 40x), Days Present, Annual means the total number of days the student is present for each entry or reentry in each school in which the student is enrolled during the 180 day school year.

b) For the permanent record, Days Present, Annual means the total number of days the student is present at all district schools during the 180 day school year.

Length:	3	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades PK-12
Compatibility Requirement:		
State Standard		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Attendance DB9 40x
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
113225	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

Revised: 10/01	**Volume I**	**Effective: 7/03**	**Page Number: 54-1**

Element Name:	**Days Per Week**

Definition/Domain

The number of days per week the PK-12 student is scheduled to attend a course.

Adult students will report 0 (zero) in state reporting formats.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades PK-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Course Schedule DB9 14x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
112825	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 2001-02
July 1, 2001

Element Name:	**Days Present, Reporting Period**

Definition/Domain
A numeric value representing the total days the student is present in a school or district during the reporting period.

Length:	2	**Grades and Programs Requiring This Data Element: ***
Format: Numeric		All Program Grades PK-12
Compatibility Requirement:		
Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Prior School Status DB9 55x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
113237		

Reported in Survey Periods:	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9
Reporting Periods	☒ A ☒ B ☒ C ☒ D ☒ E

Element Name:	**Days Present, Summer Terms**

Definition/Domain

A numeric value representing the total days the student is present in a school or district during the summer terms or intersessions.

This is a calculated value using daily attendance.

NOTES: a) For the Student Attendance format (DB9 40x), Days Present, Summer Terms means the total number of days the student is present for each entry or reentry in each school in which the student is enrolled during the summer terms or intersessions.

b) For the permanent record, Days Present, Summer Terms means the total number of days the student is present at all district schools during the summer terms or intersessions.

Length:	3	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades PK-12
Compatibility Requirement: State Standard		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Student Attendance DB9 40x
☐ **Local Accountability**		
☒ **F.A.S.T.E.R.**		
Data Element Number: 113250		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

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Implementation Date:
Fiscal Year 2002-03
July 1, 2002

Element Name:	Differentiated Diploma

Definition/Domain

A code which indicates that a Differentiated Diploma was awarded in lieu of the standard diploma to a student who exceeded the prescribed minimums. Differentiated diplomas are to be recorded as standard diplomas (W06).

Code	Definition
1	Superintendent's Diploma of Distinction
Z	Not Applicable

Length:	1	Grades and Programs Requiring This Data Element:
Format: Alphanumeric		All Programs Grades 9-12
Compatibility Requirement: State Standard		

Use Types:	State Reporting Formats Requiring This Data Element:
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
113532	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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| Implementation Date: |
| Fiscal Year 1989-90 |
| July 1, 1989 |

Element Name:	**Diploma Date**

Definition/Domain

The date the diploma was awarded to the student *or* the last day of the term, if different.

MMDDYYYY   Example: 06121983

NOTE: This information can be derived from the attendance system.

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grade 12
Compatibility Requirement:		Adult Secondary Education
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
113625	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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

Element Name:	Diploma Type

Definition/Domain

The type of diploma awarded to the student upon high school graduation.

CODE	DEFINITION	CODE	DEFINITION
W06	Standard High School Diploma	**W27**	Special Diploma (option two)
W07	Special Diploma (option one)	**W43**	Adult Standard High School Diploma
W10	Standard High School Diploma (GED and Graduation Test)	**W45**	Adult State of Florida Diploma (GED)
WFW	Standard High School Diploma (FCAT waiver)	**ZZZ**	Not applicable
WGD	State of Florida Diploma (GED only)		

Terms:

Standard Diploma:

Diploma awarded to students who have passed both sections of the Graduation Test, successfully completed the minimum number of academic credits as identified in Section 1003.43, F.S., and successfully completed any other requirements prescribed by the state or the local school board.

Standard diploma awarded to students who have received a FCAT waiver, successfully completed the minimum number of academic credits as identified in Section 1003.43, F.S. and successfully completed any other requirements prescribed by the state or the local school board.

Standard Diploma using the GED Exit Option Model:
Standard diploma awarded to students who have passed the GED Tests and the Graduation Test. These Standard diplomas are to be recorded as W10 for high school students.

CONTINUED ON NEXT PAGE

Length:	3	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grade 12
Compatibility Requirement:		Workforce Development Education (adult general education)
	State Standard	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student End of Year Status DB9 17x
☒ **Local Accountability**	WDIS Student End Term Status DB9 50x
☐ **F.A.S.T.E.R.**	

Data Element Number:	
114025	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9 ☒ F ☒ W ☒ S

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

Element Name:	Diploma Type (Continued)

Definition/Domain (Continued)

Differentiated Diploma:

Diploma awarded in lieu of the standard diploma to those students exceeding the prescribed minimums. Differentiated diplomas are to be recorded as *standard diplomas* **(W06)**.

Special Diploma:

Diploma awarded to students who have been properly identified as educable mentally handicapped, trainable mentally handicapped, hearing impaired, specific learning disabled, emotionally handicapped, physically impaired, or language impaired.

Effective with the 1994-95 school year, school boards may award Special Diplomas based on two (2) options.

a) Option one shall include procedures for determining and certifying mastery of student performance standards for exceptional students as prescribed in Rule 6A-1.0996(3)-(10), FAC.

b) Option two shall include procedures for determining and certifying mastery of demonstrated employment and community competencies in accordance with Rule 6A-1.0996(12), FAC.

State of Florida Diploma (GED):

Diploma awarded to students based on the student's satisfactory completion of the General Education Development Test.

a) Diploma (WGD) awarded to high school students who participated in the GED Exit Option Model, successfully completed the GED, but did not pass the Graduation Test.

b) Diplomas awarded to adult students should be recorded as W45.

NOTE: This information can be derived from the attendance system.

Implementation Date:
Fiscal Year 1992-93
July 1, 1992

Element Name:	Disciplinary/Referral Action Code

<div align="center">Definition/Domain</div>

A five-character code representing the type of disciplinary action and the school number at which the disciplinary action occurred.

CODE   DEFINITION

First-character   A code representing the type of action taken.

A   Alternative   Student went through the expulsion process, but was offered and
      Placement   placed in alternative placement instead of expulsion.   ⟵

C   Corporal   Corporal punishment is defined as the moderate use of physical force
      Punishment   or physical contact by a teacher or principal to maintain discipline or
                            to enforce school rule. (Maintained for students in grades PK-12
                            only.)

I   Suspension,   In-school suspension is defined as the temporary removal of a
      In-School   student from the school program not exceeding ten days.
                            (Maintained for students in grades PK-12 only.)

O   Suspension,   Out-of-school suspension is defined as the temporary removal of a
      Out-of-School   student from a school and the school program for a period not
                            exceeding ten days. (Maintained for students in grades PK-12 only.)

E   Expelled   Expelled from school is defined as a student who has been expelled
      From School   from school one or more times during the school year. (Maintained for
                            students in grades PK-12 and adult.)   ⟵

<div align="center">CONTINUED ON NEXT PAGE</div>

Length:	5	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	For those students who have been disciplined in any Program Grades PK-12
Compatibility Requirement:		Adult Secondary Education Adult Postsecondary Vocational
	Compatible	Adult Basic Skills

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Discipline/Referral Action DB9 19x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
114425	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 9

Element Name:	Disciplinary/Referral Action Date

Definition/Domain

The date upon which each disciplinary or referral action (corporal punishment, initiation of in-school or out-of-school suspensions, expulsion or court or juvenile referral) occurred.

MMDDYYYY   Example: 09121985

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	For those students who have been disciplined in any Program Grades PK-12
Compatibility Requirement:		Adult Secondary Education Adult Postsecondary Vocational
	Compatible	Adult Basic Skills

Use Types:	State Reporting Formats Requiring This Data Element:
☐ **State Report**	None
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
114825	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1992-93
July 1, 1992

Element Name:	Disciplinary/Referral Action Code (Continued)
Definition/Domain (Continued)	

CODE | DEFINITION

First-character | (continued)

NOTE: For state reporting purposes, only grade PK-12 students showing W21 sometime during the year should be sent to the state.

D Other District Defined | Other District defined is all other types of discipline which may be administered by a school district that cannot be reported using any other code in this element. (This code is for local use only. It is not to be reported to the state.)

U Change in Placement | Change in placement (not to exceed 45 days) due to a unilateral decision by school personnel following a drug or weapon offense. (This code is for students with disabilities only.)

S Other SESIR Defined | Other SESIR defined is all other types of disciplinary action administered for a SESIR defined incident that cannot be reported using any other code in this element. (This code is to be used only when the action is related to a SESIR defined incident).

NOTE: Use Code "U" only for those students with disabilities involved in drug or weapon offenses who were unilaterally removed to an interim alternative education setting by school personnel other than the IEP team, in lieu of suspension/expulsion.

Characters 2 through 5 | Enter the four-digit school number for each school in which the student was disciplined one or more times during the school year. The school number will be associated with the discipline code in the first position of the field.

Examples:

C1234 denotes that the student received corporal punishment one or more times during the school year at school number 1234.

I2356 denotes that the student received one or more in-school suspensions during the school year at school 2356.

O2289 denotes that the student received one or more out-of-school suspensions during the school year at school number 2289.

E5678 denotes that the student was expelled during the school year from school 5678.

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| Implementation Date: |
| Fiscal Year 1994-95 |
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Element Name:	District Number, Current Enrollment

Definition/Domain

The two-digit number for the current school district or other agency in which the student is officially enrolled for graduation.

See Appendix C: District Name Table.

CODE	DEFINITION
01 - 70 & 72 - 76	State assigned number for school district or other agency
99	Other than Florida public school

NOTE: If the student is enrolled in a nonpublic school, **District Number, Current Enrollment** will be coded for state reporting purposes as the number of the reporting district. For students enrolled in Florida public schools, use the appropriate code in the range of 01 - 70 and 72 - 76. Code 99 is only valid when used on the permanent record or for interdistrict records transfer.

Length: 2	**Grades and Programs Requiring This Data Element:**
Format: Numeric	All Programs Grades PK-12
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report** ☒ **Local Accountability** ☒ **F.A.S.T.E.R.**	Key element. This data element occurs on all record formats with the exception of Teacher Course, Federal/State Compensatory Project Evaluation and Vocational Teacher. ⟵

This data element is not a key element on the Student Course Schedule, Vocational Student Course Schedule, and Dropout Prevention Program Evaluation. |
| **Data Element Number:** 115225 | **Reported in Survey Periods:**   ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 8 ☒ 9 |

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Implementation Date:
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Element Name:	District Number, Current Instruction/Service

Definition/Domain

The two-digit number for the current school district or other agency which is providing instruction or services. See Appendix C: District Name Table.

CODE | DEFINITION

01 - 70 & 72 - 76 State assigned number for school district or other agency

Length:	2	**Grades and Programs Requiring This Data Element:**
Format: Numeric		All Programs Grades PK-12
Compatibility Requirement:		Workforce Development Education (adult general education and postsecondary vocational education)
Compatible		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report** ☒ **Local Accountability** ☐ **F.A.S.T.E.R.**	This data element appears on all record formats with the exception of Exceptional Student Program DB9 12x, Exceptional Student DB9 23x, Federal/State Indicator Status DB9 22x, Student End of Year Status DB9 17x, Student Discipline/Referral Action DB9 19x, Statewide Assessment Program DB9 20x, Limited English Proficient Student Information DB9 10x, Student Course Transcript Information DB9 39x, Student Attendance DB9 40x, School Environmental Safety Incident Report DB9 42x, Department of Juvenile Justice Student Entry Assessment DB9 53x and Department of Juvenile Justice Student Exit Assessment DB9 54x.
Data Element Number:	
115325	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9 ☒ F ☒ W ☒ S

Element Name:	**District Number, Reporting District**

Definition/Domain

The two-digit number for the current school district or other agency which is reporting the incident.

See Appendix C: District Name Table.

CODE	DEFINITION
01 - 70 & 72 - 76	State assigned number for school district or other agency
99	Other than Florida public school

Length:	2	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades PK-12
Compatibility Requirement:		
	State Standard	
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		School Environmental Safety Incident Report DB9 42x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
	115475	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 9

Revised: 5/03	**Volume I Effective: 7/03**	**Page Number: 60-65**

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| Implementation Date: |
| Fiscal Year 1991-92 |
| July 1, 1991 |

Element Name:	**District Number, Where Credit Earned**

Definition/Domain

The two-digit number for the district or other agency in which the student earned credit (for permanent record and transcripts).

CODE	DEFINITION
01 - 70 & 72 - 76	State assigned number for school district or other agency
99	Other than Florida public school
AL-WY	Two-character code for out-of-state districts in which the student earned credit. See Appendix H: State Codes.
AF-ZA	Two-character code for foreign country in which the student earned credit.
	See Appendices G: Country Codes, H: State Codes and Q: United States Commonwealth and Territories.

Length:	2	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades PK-12
Compatibility Requirement:		Adult Secondary Education
	Compatible	Adult Postsecondary Vocational

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Course Transcript Information DB9 39x
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
115625	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

	Implementation Date: Fiscal Year 1988-89 July 1, 1988

lement Name:	**GED Exit Option Test Results**

Definition/Domain

A one-character code to indicate the status of a student participating in the GED Exit Option Model as approved by the American Council on Education.

CODE | DEFINITION

P   The student took the GED Tests and passed
F   The student took the GED Tests and failed
Z   Not applicable

Note: Students receiving a code of P for GED Exit Option Test Results must receive one of the following for Diploma Type:

W10 (Any student participating in the GED Exit Option Model who passed the GED Tests and the Graduation Test and was awarded a standard high school diploma.)

Or

WGD (Any student participating in the GED Exit Option Model who passed the GED Tests, but did not pass the Graduation Test and was awarded a State of Florida diploma.)

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	Grades 9-12
Compatibility Requirement: Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Student End of Year Status DB9 17x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
115657		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9
Revised: 10/01	**Volume I**	**Effective: 7/03** **Page Number: 61-8**

Element Name:	**Dropout Prevention Length of Prescribed Program**

Definition/Domain

The length (in school days) of the student's prescribed enrollment within each Dropout Prevention program at each school. In DJJ programs, the length of the prescribed program equals the length of adjudication. If a participant in a DJJ program is not adjudicated, then this data element does not apply.

Example:

180   The student was placed in an Educational Alternatives program for the full school year (180 days).

090   The student was placed in a Teenage Parent program for the second semester (90 days).

014   The student was placed in a Disciplinary program for 14 days.

000   The student was committed to a Detention Facility, but not adjudicated.

Length:	3	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	Dropout Prevention Programs Grades PK-12
Compatibility Requirement:		
	Compatible	
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Dropout Prevention Program Evaluation DB9 11x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
	115660	**Reported in Survey Periods:** ☐ **1** ☐ **2** ☐ **3** ☐ **4** ☒ **5** ☐ **9**

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Implementation Date:
Fiscal Year 1992-93
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Element Name:	**Dropout Prevention Length of Program Participation**

Definition/Domain

The length (in school days) of the student's actual participation (attendance) in each Dropout Prevention program at each school.

Example:

166   The student participated in an Educational Alternative program for 166 school days.

Length:	3	**Grades and Programs Requiring This Data Element:**	
Format:	Numeric	Dropout Prevention Programs Grades PK-12	
Compatibility Requirement:			
	Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**		Dropout Prevention Program Evaluation DB9 11x	
☒ **Local Accountability**			
☐ **F.A.S.T.E.R.**			
Data Element Number:			
	115662	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9	

Element Name:	**Dropout Prevention/Juvenile Justice Outcomes**

Definition/Domain

A set of codes which indicate minimum outcomes on <u>each</u> Dropout Prevention program at each school as described below:

CODE	DEFINITION

Educational Alternatives (Dropout Prevention Program Code U)

Y	Improvement in academic performance
D	Improvement in attendance
N	No improvement in academic performance/attendance

(Up to two codes apply)

Teenage Parent (Dropout Prevention Program Code P)

Y	Improvement in parenting skills
N	No improvement in parenting skills
P	Previously assessed and reported
Z	Not assessed or not applicable

(Only one code applies)

Disciplinary (Dropout Prevention Program Code A)

E	Decrease in number of expulsions
S	Decrease in number of suspensions
R	Decrease in number of disciplinary referrals
N	No decrease in disciplinary action(s)
T	Continued progress or completed transition plan

(Up to three codes apply)

CONTINUED ON NEXT PAGE

Length: 3	**Grades and Programs Requiring This Data Element:**	
Format: Alphanumeric	Dropout Prevention Programs Grades 4-12	
Compatibility Requirement:		
Compatible		
Use Types:	**State Reporting Formats Requiring This Data Element:**	
☐ **State Report**		
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
115664	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9	

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| Implementation Date: |
| Fiscal Year 1991-92 |
| July 1, 1991 |

Element Name:	Dropout Prevention/Juvenile Justice Outcomes (Continued)

Definition/Domain   (Continued)

CODE   DEFINITION

Education Services in Department of Juvenile Justice (DJJ) Programs (Code D)

A   Received academic services
V   Received vocational services
W   Received academic and vocational services
X   Has integrated educational treatment plan
Y   Has integrated transition plan

(Up to three codes apply)

Note: Students in DJJ programs receiving academic **or** vocational services, the corresponding code A or V should be selected.   Students in DJJ programs receiving academic services **and** vocational services, the W code should be selected.

Element Name:	**Dropout Prevention/Juvenile Justice Placement Reasons**

Definition/Domain

A set of codes which indicate the allowable reasons for the student's placement in **each** Dropout Prevention program at **each** school. Codes consist of one character fields which may occur a maximum of five times. At least one placement reason code is required. Codes for allowable placement reasons in Dropout Prevention programs are as follows:

CODE	DEFINITION	CODE	DEFINITION
	Educational Alternatives		**Disciplinary**
A	Retained in grade	H	Suspension(s)
B	Academically unsuccessful	I	Alternative Placement*
C	Attendance/tardiness problems	J	Disciplinary referral(s)
N	Habitual Truancy	T	Transition from Department of Juvenile Justice
	Teenage Parent		
E	Expectant parent		
F	Parent		
G	Child		

Education Services in the Department of Juvenile Justice Programs

Z   Not applicable

*Note: For Disciplinary Programs, code I should be used for students who are expelled and then offered an alternative placement.

Length:	5	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	Dropout Prevention Programs Grades PK-12
Compatibility Requirement:	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
115666	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
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Element Name:	Dropout Prevention Length of Program Participation

Definition/Domain

The length (in school days) of the student's actual participation (attendance) in each Dropout Prevention program at each school.

Example:

166   The student participated in an Educational Alternative program for 166 school days.

Length:	3	Grades and Programs Requiring This Data Element:
Format:	Numeric	Dropout Prevention Programs Grades PK-12
Compatibility Requirement:		
	Compatible	

Use Types:	State Reporting Formats Requiring This Data Element:
☒ **State Report**	Dropout Prevention Program Evaluation DB9 11x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
115662	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

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| Implementation Date: |
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Element Name:	**Dropout Prevention Program Enrollment Date**
Definition/Domain	

The date on which the student was first enrolled in <u>each</u> Dropout Prevention program within each school in accordance with Rule 6A-6.0521, FAC. For students enrolled in more than one Dropout Prevention program, track the enrollment date for each program within each school.

MMDDYYYY   Example: 10051985

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	Dropout Prevention Programs Grades PK-12
Compatibility Requirement:		
	Compatible	
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Dropout Prevention Program Evaluation DB9 11x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
	115675	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

Element Name:	Dropout Prevention/Juvenile Justice Programs

Definition/Domain

For students participating in more than one program, record the code for **each** program at **each** school in which the student participates. A student participating in a Dropout Prevention/Juvenile Justice program should be coded as follows:

CODE | DEFINITION

U **Educational Alternative Programs:**
Educational programs which are designed to offer variations of traditional instructional programs and strategies for the purpose of increasing the likelihood that students who are unmotivated or unsuccessful in traditional programs remain in school and obtain a high school diploma or its equivalent.

A **Disciplinary Programs:**
Programs designed to provide intervention for students who are disruptive in the traditional school environment. Note: This may include in-school suspension programs.

P **Teenage Parent Programs:**
Educational programs which are designed to provide a specialized curriculum and other services to meet the needs of students who are pregnant, students who are parents or babies of TAP students.

D **Education Services in Department of Juvenile Justice Programs:**
Educational programs provided to students participating in Department of Juvenile Justice prevention (diversion), detention, commitment programs, and Children In Need of Services (truant, ungovernable, and runaway) and other rehabilitation programs.

Z **Not Applicable**

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	Dropout Prevention Programs Grades PK-12
Compatibility Requirement: State Standard		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Dropout Prevention Program Evaluation DB9 11x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:

115680

Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

Revised: 10/01	Volume I	Effective: 7/03	Page Number: 63-1

	Implementation Date: Fiscal Year 1991-92 July 1, 1991

Element Name:	**Dropout Prevention Program Withdrawal Date**

Definition/Domain

The <u>last</u> date on which the student officially withdrew or was dismissed from <u>each</u> Dropout Prevention program within each school. For students enrolled in more than one Dropout Prevention program, track the withdrawal date for each program.

MMDDYYYY   Example: 12201985

Length: 8		**Grades and Programs Requiring This Data Element:**	
Format: Alphanumeric		Dropout Prevention Programs Grades PK-12	
Compatibility Requirement: Compatible			
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**		Dropout Prevention Program Evaluation DB9 11x	
☒ **Local Accountability**			
☐ **F.A.S.T.E.R.**			
Data Element Number: 115685			
		Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9	

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Implementation Date:
Fiscal Year 1996-97
July 1, 1996

Element Name:	**Dropout Prevention Student Support and Assistance Component**

Definition/Domain

A one character indicator as to whether a student is participating in the Student Support and Assistance Component.

CODE | DEFINITION

   Y   Yes, the student is a participant in the Student Support and Assistance Component.

   Z   Not applicable

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	Dropout Prevention Programs Grades 4-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
115770	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Revised: 10/01	**Volume I**	**Effective: 7/03**	**Page Number: 64-13**

Element Name:	Dual Enrollment Indicator

Definition/Domain

A one character field that describes the type of dual enrollment in which the secondary student is engaged for the course or program being reported. Note that a student can be both academically and vocationally dually enrolled at the same time.

CODE	DEFINITION
A	Academic dual enrollment. Includes students working toward A.A., B.A. and B.S. degrees in community colleges and universities.
B	Vocational College credit dual enrollment. Includes students working toward an A.A.S. or A.S. degree, an A.T.D., or working in a college credit certificate program.
C	Vocational certificate dual enrollment. Includes students working in a postsecondary adult vocational program at a school district institution or a community college designated area center.
Z	Not Applicable. Includes all postsecondary students, grades 30 and 31, and all secondary students not dually enrolled.

NOTE: Early Admission is a form of dual enrollment. The Early Admission data element is reported on the Federal/State Indicators format.

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	All Programs Grades PK-12
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ State Report	Student Course DB9 14x
☒ Local Accountability	
☐ F.A.S.T.E.R.	
Data Element Number: 115835	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☒ 9

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Implementation Date:
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July 1, 1995

Element Name:	Duration, Disciplinary Action

Definition/Domain

A three-digit number locally assigned within a district to indicate the duration for the following disciplinary actions: in-school suspension, out-of-school suspension, expulsion or alternative placement (result of expulsion process).

Example:

008   Students served in-school suspension lasting eight school days

010   Students served out-of-school suspension lasting ten school days

000   Not applicable (student was not suspended, expelled or given alternative placement after expulsion process).

Note: The field must not contain blanks.

S. 1000.01, F.S.

(25)   SUSPENSION. —

(a) Suspension, also referred to as out-of-school suspension, is the temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal or the principal's designee, for a period not to exceed 10 school days and remanding of the student to the custody of the student's parent with specific homework assignments for the student to complete.

(b) In-school suspension is the temporary removal of a student from the student's regular school program and placement in an alternative program, such as that provided in s. 1003.53, F.S. under the supervision of school district personnel, for a period not to exceed 10 school days.

(26)   EXPULSION – Expulsion is the removal of the right and obligation of a student to attend a public school under conditions set by the school board, and for a period of time not to exceed the remainder of the term or school year and 1 additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly.

Length:	3	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades PK-12
Compatibility Requirement:		
	Compatible	
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Student Discipline/Referral Action DB9 19x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
115855		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

Implementation Date:
Fiscal Year 1998-99
July 1, 1998

Element Name: Economically Disadvantaged
Definition/Domain

Indicate whether the vocational or adult general education student, for this course, qualifies under one or more of the following categories of economic disadvantagement. Enter as many responses as are correct.

CODE | DEFINITION

F   Meets the <u>funding</u> definition requirements for inclusion in the calculations of the distribution formula for the Carl D. Perkins postsecondary adult federal vocational funds. The student is an adult vocational job preparatory enrollee <u>AND</u> is a recipient of or a participant in one or more of the following programs: Student Education Opportunity Grant, programs assisted under the Job Training Partnership Act, Workstudy or Pell Grant.

P   Meets the <u>program</u> definition of the economically disadvantaged student under the Carl D. Perkins federal vocational act. The student meets the disadvantaged criteria <u>AND</u> the special services and assistance requirements of the federal vocational law. "Economic disadvantaged" means individuals (other than individuals with disabilities) who have economic disadvantages and who require special services and assistance in order to succeed in vocational education programs. This includes individuals who are members of economically disadvantaged families. The term "economically disadvantaged family or individual" means such families or individuals who are determined to be low income according to the latest available data from the Department of Commerce (PL 101-392, the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990).

O   Does <u>NOT</u> meet either of the above descriptions, but is a vocational or adult general education student classified as economically disadvantaged under other federal or state definitions.

Z   Not applicable

Length: 2	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	Workforce Development Education (adult general education and postsecondary vocational education)
Compatibility Requirement: Compatible	Vocational Education Grades 6-12
Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report** ☒ **Local Accountability** ☐ **F.A.S.T.E.R.**	
Data Element Number: 116150	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐5 ☐ 8 ☐ 9 ☐ F ☐ W ☐ S

Element Name:	**Early Admission Student**

Definition/Domain

A one-character code indicating if the student has matriculated in a college or university full time instead of completing high school studies.

CODE	DEFINITION
Y	Early Admission Student
Z	Not Applicable

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades 9-12
Compatibility Requirement: State Standard		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Federal/State Indicator Status DB9 22x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
116025	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	**Entry (Re-Entry) Code, Adult**

Definition/Domain

A code indicating the status under which an adult student entered a course.

See Appendix B: Attendance Recordkeeping Required Codes for Adults.

NOTE: This data element is kept locally for all adult general education and postsecondary vocational education students, but is not reported to the state for either type.

Length:	3	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	Workforce Development Education (adult general education and postsecondary vocational education)
Compatibility Requirement:		
	State Standard	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:

116225

Reported in Survey Periods: ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5   ☐ 9

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Element Name:	Entry (Re-Entry) Code, PK-12

Definition/Domain

A code indicating the status under which the PK-12 student entered school.

See Appendix A: Attendance Recordkeeping Required Codes for Grades PK-12 Students.

Length:	3	**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:**
☒ **State Report**		Prior School Status/Student Attendance DB9 55x ⬅
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number: 116425		
		Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

Revised: 4/03	**Volume I**	**Effective: 7/03**	**Page Number: 67-1**

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

Element Name:	**Entry (Re-Entry) Date**

Definition/Domain

The numeric representation of the date on which the PK-12 student entered his or her current school.

MMDDYYYY   Example: 03121981

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades PK-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Attendance DB9 40x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
116625	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

Element Name:	**Entry Date, First Time in District**

Definition/Domain

The date of the first entry into the district in which the student is currently enrolled.

MMDDYYYY   Example: 09081981

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades PK-12
Compatibility Requirement:		Optional for <u>all</u> Adult Programs
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
116825	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1990-91
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Element Name:	Evaluation Completion Date

Definition/Domain

The date the applicable initial evaluation procedures prescribed in Rules 6A-6.03011 through 6A-6.03031, FAC, are completed for the purpose of determining a student's eligibility for each special program.

MMDDYYYY   Date evaluation procedures completed

Example: 10151988

Length:	8	Grades and Programs Requiring This Data Element:
Format: Alphanumeric		Exceptional Student Education Grades PK-12
Compatibility Requirement: Compatible		

Use Types:	State Reporting Formats Requiring This Data Element:
☒ **State Report**	Exceptional Student Program DB9 12x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
116800	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

Revised: 10/01	**Volume I**	**Effective: 7/03**	**Page Number: 69-5**

Implementation Date:
Fiscal Year 1995-96
July 1, 1995

Element Name:	Even Start Family Literacy Program Participation

Definition/Domain

A code which indicates whether or not the child birth through age seven and their family are participating in the Even Start Family Literacy Program.

CODE	DEFINITION
Y	Yes
N	No
Z	Not Applicable

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-3
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ State Report	None
☒ Local Accountability	
☒ F.A.S.T.E.R.	

Data Element Number:	
116925	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1993-94
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Element Name:	**Exceptional Student, Dismissal Date**

Definition/Domain

The code indicating the date of dismissal from each special program by the ESE administrator or designee.

Dismissal date occurs:

(1) After dismissal staffing or after the Individual Education Plan/Family Support Plan/Education Plan meeting;

(2) After the parent is provided informed notice of dismissal; and

(3) As a result of a staffing that is documented by a staffing report that includes a recommendation for dismissal by the staffing committee and approval of this recommendation by the ESE administrator or designee.

This element must be carried for the current and previous year for local accountability.

MMDDYYYY   Date dismissed from ESE program
Example: 05211985

NOTE: Do not enter a withdrawal date in the Exceptional Student Dismissal Date field at the time a student moves between schools/districts, graduates or withdraws unless the student was actually dismissed from the program.

NOTE: Report the most recent Exceptional Student, Dismissal Date in Survey 5 for any student who has exited **all** Exceptional programs during the school year and is no longer receiving special education and related services.

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	Exceptional Student Education Grades PK-12
Compatibility Requirement:		
	Compatible	
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Exceptional Student DB9 23x
☒ **Local Accountability**		
☒ **F.A.S.T.E.R.**		
Data Element Number:		
	117225	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9
Revised: 10/01	**Volume I**	**Effective: 7/03** **Page Number: 71-1**

Implementation Date:
Fiscal Year 1990-91
July 1, 1990

Element Name:	**Exceptional Student Eligibility Determination Date**

Definition/Domain

The date the eligibility or ineligibility determination for each ESE program was verified by the ESE administrator or designee. This occurs after eligibility staffing that is documented by a staffing report in which the staffing committee made a recommendation regarding the student's eligibility or ineligibility.

MMDDYYYY   Date eligibility determination

Example: 10011986

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	Exceptional Student Education Grades PK-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Exceptional Student Program DB9 12x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
117425	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

Revised: 10/01	**Volume I**	**Effective: 7/03**	**Page Number: 72-1**

	Implementation Date: Fiscal Year 2002-03 July 1, 2002

Element Name:	**Exceptional Student Extended School Year Services**

Definition/Domain

A one digit alpha indicator used to identify whether or not a student with disabilities received extended school year (ESY) services in accordance with the student's individual education plan (IEP). The code to be use are:

CODE   DEFINITION

Y   The student received extended school year services in accordance with an IEP team decision.

N   The IEP team determined that ESY services were not necessary.

Z   The student is not identified as a student with a disability (gifted).

Note: Report this element **only** in Survey 5.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic		Exceptional Student Education Grades PK-12
Compatibility Requirement: Compatibility		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Exceptional Student DB9 23x
☒ **Local Accountability**		
☒ **F.A.S.T.E.R.**		
Data Element Number:		
117475		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

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Implementation Date:
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Element Name:	**Exceptional Student, IDEA Educational Environments**
	Definition/Domain

A one character code to identify the educational environment in which a student with disabilities is served. Working down the list, select the first code applicable to the student. For students identified as gifted who are not also identified as disabled use code Z. For all students ages 0-2, use code Z.

CODE   **DEFINITION**

FOR ALL STUDENTS, DETERMINE IF CODES C OR P APPLY:

C   **Correction Facility** - Students with disabilities receiving special education in Department of Juvenile Justice facilities (School Type 10 in Master School Identification File), Department of Corrections facilities, or City/County Jails.

P   **Private Schools** - Students with disabilities enrolled by their parents or guardians in regular parochial or other private schools and who receive special education and related services at public expense from a local educational agency. Includes Opportunity Scholarship schools; does not include charter schools.

FOR ALL STUDENTS AGES 3-5 NOT CODED AS C OR P, DETERMINE IF CODES A, B OR S APPLY:

A   **Home** - Children with disabilities who receive all of their special education and related services in the principal residence of the child's family or caregivers.

B   **Residential Facility** -Children with disabilities who receive all of their special education and related services in publicly or privately operated residential schools or residential medical facilities on an inpatient basis.

S   **Separate School** - Children with disabilities who receive all of their special education and related services in educational programs in public or private day schools specifically for children with disabilities. (Also known as center schools, where all of the students are disabled.)

(CONTINUED ON NEXT PAGE)

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic	Exceptional Student Education Grades PK-12
Compatibility Requirement: State Standard	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report** ☒ **Local Accountability** ☐ **F.A.S.T.E.R.**	Exceptional Student DB9 23X
Data Element Number: 117525	
	Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ 9

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| Implementation Date: |
| Fiscal Year 2000-01 |
| July 1, 2000 |

| **Element Name:** | **Exceptional Student, IDEA Educational Environments (Continued)** |

Definition/Domain

CODE   DEFINITION

FOR ALL STUDENTS AGES 6-21 NOT CODED AS C OR P, DETERMINE IF CODES D, E, F, G, OR H APPLY:

D   **Public Separate Facility** - Students with disabilities receiving special education and related services for greater than 50 percent of the school day in **non-residential** public separate facilities. (Also known as center schools, where all of the students are disabled.)

E   **Private Separate Facility** - Students with disabilities receiving special education and related services, at public expense, for greater than 50 percent of the school day in **non-residential** private separate facilities. This involves a contract between the school district and a private day school.

F   **Public Residential Facility** - Students with disabilities receiving special education and related services for greater than 50 percent of the school day in public **residential** facilities (e.g., Florida School for the Deaf and the Blind).

G   **Private Residential Facility** - Students with disabilities receiving special education and related services, at public expense, for greater than 50 percent of the school day in private residential facilities. This involves a contract between the school district and a private residential school.

H   **Home/Hospital** - Students with disabilities receiving special education and related services at home or in a hospital.

FOR ALL OTHERS (INCLUDING STUDENTS 0-2 AND STUDENTS IDENTIFIED AS GIFTED AND NOT ALSO IDENTIFIED AS DISABLED) USE THE FOLLOWING CODE:

Z   **None of the Above** - For these students, educational environment will be calculated using the two elements, Time, Total School Week and Time with Non-disabled Peers found on the Exceptional Student Format.

Placement should be determined as of December 1 of the school year. The element is only reported for exceptional students during Survey 9. Districts may Z-fill this element for other survey periods.

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| Implementation Date: |
| Fiscal Year 1993-94 |
| July 1, 1993 |

Element Name:	**Exceptional Student Plan Date**

Definition/Domain

The date of the most recent Individual Educational Plan, Family Support Plan or Educational Plan development or review meeting.

MMDDYYYY   Example: 05101983

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	Exceptional Student Education Grades PK-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Exceptional Student DB9 23x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
117625	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9

Element Name:	**Exceptional Student Placement Date**

Definition/Domain

The date the student was first enrolled in the class, course or received services prescribed in the Individual Education Plan (IEP), Family Support Plan (FSP) or Education Plan (EP).

Except for students ages birth through two who have an interim FSP, placement date occurs <u>after</u>:

(1) eligibility staffing;

(2) ESE administrator or designee verifies the staffing committee's recommendation regarding the student's eligibility;

(3) the development of the IEP/FSP/EP; and

(4) parent is provided informed notice and gives written consent.

      MMDDYYYY   Example: 03251987   The student was placed in the program on March 25, 1987.

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	Exceptional Student Education Grades PK-12
Compatibility Requirement:	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Exceptional Student Program DB9 12x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	
Data Element Number:	
161125	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	**Exceptional Student Placement Status**

Definition/Domain

A code defining the eligibility and placement status of the exceptional student for each Exceptional Student program.

CODE	DEFINITION
R	Referred and pending evaluation
P	Determined eligible and placed
I	Evaluated and ineligible
N	Determined eligible and not placed
T	Temporarily placed
Z	Not applicable

NOTE: **Codes P and T will be reported on the Exceptional Student Program format in all surveys. Codes R, I and N will only be reported in survey 5 for students who were (1) referred but are pending evaluation, (2) evaluated and determined ineligible, or (3) were determined eligible but have not been placed at the end of the school year. For students reported with Code R for Survey 5, data is required in fields 1-13 and 18; all other fields may be 0-filled for these students. For students reported with codes I and N for Survey 5, data is required in fields 1-14 16 and 18; all other fields may be 0-filled for these students.**

The code I should be transmitted only for students who have not already been placed in any other exceptional program.

		Grades and Programs Requiring This Data Element:
Length:	1	Exceptional Student Education Grades PK-12
Format:	Alphabetic	
Compatibility Requirement:		
	Compatible	
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Exceptional Student Program DB9 12x
☒ **Local Accountability**		
☒ **F.A.S.T.E.R.**		
Data Element Number:		
	118025	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ 9

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Implementation Date:
Fiscal Year 2002-03
July 1, 2002

Element Name:	**Exceptional Student Referral Reason**

Definition/Domain

A code which gives the reason for which the student referral is made.

CODE	DEFINITION
D	The student is suspected of having a disability.
G	The student is suspected of being gifted.
Z	Not applicable

NOTE: Codes D and G will be reported on the Exceptional Student Program format in Survey 5 for students whose Exceptional Student Placement Status is R and I and is not already served in any Exceptional Student Program. For all other surveys, enter Code Z.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic		Exceptional Student Education Grades PK-12
Compatibility Requirement:		
Compatible		
Use Types: *		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Exceptional Student Program DB9 12x
☒ **Local Accountability**		
☒ **F.A.S.T.E.R.**		
Data Element Number:		
118125		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐3 ☐ 4 ☒ 5 ☐ 9

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| Implementation Date: |
| Fiscal Year 1996-97 |
| July 1, 1996 |

Element Name:	**Exceptional Student Current Evaluation/Re-evaluation Date**
Definition/Domain	

The date of the first evaluation (tests) administered during an initial evaluation for determining a student's initial eligibility for a special program

or

The beginning date of the reevaluation process (which may or may not include a formal test) for determining a student's continued eligibility for a special program.

MMDDYYYY   Example: 10241996 The first evaluation (test) of the initial evaluation was administered on October 24, 1996

or

The reevaluation process began on October 24, 1996.

Note: This can be used to determine the date on which the student's reevaluation must be completed. To meet the required date for completion of the first three-year reevaluation, the reevaluation process must be completed by the three-year anniversary date of the first evaluation (test) administered during the initial preplacement evaluation process. For subsequent reevaluations, the reevaluation must be completed by the three-year anniversary date of the beginning of the previous reevaluation process.

Length:	8	**Grades and Programs Requiring This Data Element:**	
Format:	Alphanumeric	Exceptional Student Education Grades PK-12	
Compatibility Requirement:			
	Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☐ **State Report**			
☒ **Local Accountability**			
☒ **F.A.S.T.E.R.**			
Data Element Number:			
	117200	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9	

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| Implementation Date: |
| Fiscal Year 2002-03 |
| July 1, 2002 |

Element Name:	**Exceptional Student Vocational Course Setting**

Definition/Domain

The following codes are used only for secondary vocational students with exceptionalities (excluding gifted) to identify certain characteristics of the instructional setting for this vocational course.

The vocational student with exceptionalities (excluding gifted) is:

CODE	DEFINITION
M	Mainstreamed for this instruction.
E	Mainstreamed with modified outcomes and/or student performance standards.
S	Receiving this instruction in a separate class for exceptional students.
Z	Not Applicable

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic		Vocational Education Grades 6-12
Compatibility Requirement: Compatible		Workforce Development Education (postsecondary vocational education)
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Vocational Student Course Schedule DB9 16x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
118313		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

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Implementation Date:
Fiscal Year 1997-98
July 1, 1997

Element Name:	Exceptionality

Definition/Domain

A code to identify each exceptionality including the primary exceptionality and all other exceptionalities for any child or youth enrolled in or eligible for enrollment in the public schools of a district who requires special instruction or related services to take full advantage of or respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality. The codes to be used follow:

CODE	EXCEPTIONALITY	CODE	EXCEPTIONALITY
A	Educable Mentally Handicapped	L	Gifted
B	Trainable Mentally Handicapped	M	Hospital/Homebound
C	Orthopedically Impaired	N	Profoundly Mentally Handicapped
D	Occupational Therapy	O	Dual-Sensory Impaired
E	Physical Therapy	P	Autistic
F	Speech Impaired	Q	Severely Emotionally Disturbed
G	Language Impaired	S	Traumatic Brain Injured
H	Deaf or Hard of Hearing	T	Developmentally Delayed
I	Visually Impaired	U	Established Conditions
J	Emotionally Handicapped	V	Other Health Impaired
K	Specific Learning Disabled	Z	Not Applicable

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic	Exceptional Student Education Grades PK-12
Compatibility Requirement: State Standard	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report** ☒ **Local Accountability** ☒ **F.A.S.T.E.R.**	Exceptional Student Program DB9 12x
Data Element Number:	
118400	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

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

Element Name: **Exceptionality, Primary**

Definition/Domain

A code to identify the primary exceptionality for any child, youth or adult postsecondary student enrolled in or eligible for enrollment in the public schools of a district who requires special instruction or related services to take full advantage of or respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality. Primary indicates that exceptionality which most affects the student's ability to learn. The codes to be used follow:

CODE	EXCEPTIONALITY	CODE	EXCEPTIONALITY
A	Educable Mentally Handicapped	M	Hospital/Homebound
B	Trainable Mentally Handicapped	N	Profoundly Mentally Handicapped
C	Orthopedically Impaired	O	Dual-Sensory Impaired
F	Speech Impaired	P	Autistic
G	Language Impaired	Q	Severely Emotionally Disturbed
H	Deaf or Hard of Hearing	S	Traumatic Brain Injured
I	Visually Impaired	T	Developmentally Delayed
J	Emotionally Handicapped	U	Established Conditions
K	Specific Learning Disabled	V	Other Health Impaired
L	Gifted	Z	Not Applicable

Length: 1	**Grades and Programs Requiring This Data Element:**	
Format: Alphabetic	Exceptional Student Education Grades PK-12	
Compatibility Requirement: State Standard	Workforce Development Education (adult general education and postsecondary vocational education)	
Use Types:	**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**	Exceptional Student DB9 23x	
☒ **Local Accountability**	WDIS Student Demographic Information DB9 46x	
☒ **F.A.S.T.E.R.**		
Data Element Number:		
118575	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 8 ☒ 9 ☒ F ☒ W ☒ S	

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Implementation Date:
Fiscal Year 1987-88
July 1, 1987

Element Name:	**Extracurricular Eligibility**

Definition/Domain

A code indicating that a student scheduled to participate in extracurricular activities was ruled ineligible at least one time during the school year due to grade point average as defined by state statute.

CODE	DEFINITION
I	Ineligible
Z	Not applicable

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades 9-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
119025	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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

Element Name:	Facility Type

Definition/Domain

Facility Type denotes the principal site of instruction.

CODE	DEFINITION	CODE	DEFINITION
00	School District Facility	10	Home
01	Church	11	Work Site
02	Hospital	12	Public Library
03	DCF Residential Institution	13	Community-Based Organization Facility
04	DCF Community-Based Program	14	Private Residential Facility
05	State Correctional Facility	15	Private Day School
06	Federal Correctional Facility	16*	Learning Center
07	County Correctional Facility	17**	Community Correctional Programs
08	City Correctional Facility	18***	Public/Private Nonprofit Organizations
09	Other Facility operated or owned by an agency or other provider other than the school district in which instructional services or classes are conducted.	19	Charter School/Conversion Charter

CONTINUED ON NEXT PAGE

Length:	2	**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)
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Teacher Course DB9 15x
☒ **Local Accountability**	Vocational Teacher Course DB9 24x
☐ **F.A.S.T.E.R.**	WDIS Teacher Course DB9 49x

Data Element Number:

120025

Reported in Survey Periods:	☒ 1	☒ 2	☒ 3	☒ 4	☒ 5	☒ 9
	☒ F	☒ W	☒ S			

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Implementation Date:
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Element Name:	Facility Type (continued)

Definition/Domain

*Federally defined as "...an adult instructional setting that features (1) extensive use of programmed instruction, (2) flexible participant scheduling and attendance, and (3) being open for extended periods of time and on a daily basis...". Due to Florida accountability data needs, one modification is required in the federal instructions regarding reporting of Learning Center data. In cases where a Learning Center is found in any of the other types of locations listed, participants should be counted as attending <u>that other facility and not a Learning Center</u>.

** Federally defined as "...adults who are required to attend or live in a community-based rehabilitation facility or halfway house."

*** Federally defined as "...agencies established as nonprofit in accordance with Section 501(3)(c) of the Internal Revenue code."

Element Name:	**Federal Impact Aid Eligibility Indicator**

Definition/Domain

A code indicating whether the student is eligible to generate PL 81-874 funding.

CODE	DEFINITION
A	The student **resides on federal property** and the **parent is employed on federal property** and the **parent is not in the Uniformed Services** of the United States. [Section 3(a)(1)]
B	The student **resides in low rent housing** and the **parent is employed on low rent housing or other federal property** and the **parent is not in the Uniformed Services** of the United States. [Section 3(a)(1) LRH]
C	The student **resides on federal property** and the **parent is on active duty in the Uniformed Services** of the United States. [Section 3(a)(2)]
D	The student **resides in low rent housing** and the **parent is on active duty in the Uniformed Services** of the United States. [Section 3(a)(2) LRH]
E	The student **resides on Indian lands**. [Section 3(a)(2) IND]
F	The student is a **special education (handicapped) student** who **resides on federal property** and has a **parent on active duty in the Uniformed Services** of the United States. [Section 3(a)(2) SPED]
G	The student is a **special education (handicapped) student** who **resides in low rent housing** and has a **parent on active duty in the Uniformed Services** of the United States. [Section 3(a)(2) SPED LRH]

CONTINUED ON NEXT PAGE

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-12
Compatibility Requirement: Compatible		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report** ☒ **Local Accountability** ☐ **F.A.S.T.E.R.**	None

Data Element Number:

120225

Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1987-88
July 1, 1987

Element Name:	Federal Impact Aid Eligibility Indicator (Continued)

Definition/Domain   (Continued)

CODE   DEFINITION

H   The student is **a special education (handicapped) student** who **resides on Indian lands**. [Section 3(a)(2) SPED IND]

I   The student **resides on federal property** and the **parent is not employed on federal property**. [Section 3(b)(1)]

J   The student **resides in low rent housing** and the **parent is not employed on federal property**. [Section 3(b)(1) LRH]

K   The student **resides on nonfederal property** with **a parent employed on federal property situated in whole or in part in the county in which the school district is located**. [Section 3(b)(2)(A)]

L   The student **resides on nonfederal property** with **a parent employed on low rent housing property situated in whole or in part in the county in which the school district is located**. [Section 3(b)(2)(A) LRH]

M   The student **resides on nonfederal property** with **a parent employed on federal property situated in whole or in part within the state in which the school district is located**. [Section 3(b)(2)(B)]

N   The student **resides on nonfederal property** with **a parent employed on low rent housing situated in whole or in part within the state in which the school district is located**. [Section 3(b)(2)(B) LRH]

O   The student **resides on nonfederal property** and has **a parent on active duty in the Uniformed Services** of the United States. [Section 3(b)(3)]

P   The student is a **special education (handicapped) student** who **resides on nonfederal property** and has a **parent on active duty in the Uniformed Services** of the United States. [Section 3(b)(3) SPED]

Z   Not applicable.

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

Element Name:	Federal/State Project, Area and Model

Definition/Domain

A numeric indication of the project type, subject area and model for the instruction received by the student during the project year.

NNNNN   First Digit   **Project Type**

1	Title 1	**5**	Title 1/Title 1 Migrant
2	Title 1 - Migrant	**6**	Title 1 Migrant/State Migrant
3	State Migrant		

Second Digit   **Subject Area**

0	Other *	**5**	Multidisciplinary Studies/Tutorial
1	Language Arts	**6**	Readiness Skills **
2	Math	**7**	Transition Skills **
3	Language Arts/Math	**8**	Science
4	ESOL	**9**	Social Studies

  * May not be used in summer term   ** May only be used in summer term

Third - Fourth Digits   **Model**

00 School-Wide Project
01 Targeted Assistance
08 Add-on
09 Other Approved Model

Fifth Digit

0 Not Applicable

Length:	5	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric		All Programs Grades PK-12
Compatibility Requirement: Compatible		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Federal/State Compensatory Project Evaluation DB9 18x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:

120425

Reported in Survey Periods: ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☒ 5   ☐ 9

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Implementation Date:
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Element Name:	Federal/State Project - Placement Date

Definition/Domain

The date the student was enrolled in a Federal Title 1 or Migrant program in the district or the date the student was served in the Homeless Children and Youth program that was funded by the Stewart B. McKinney Act, P.L. 101-645, for the year being reported.

MMDDYYYY   Example: 09271994   The student first enrolled in the program September 27, 1994.

00000000   Not applicable or district is not maintaining the date.

NOTE: This data element is optional for districts that elect to include an enrollment date in their approved Title 1 Plan and Application. Code the enrollment date for the year being reported, not the date the child was first placed in the program.

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades PK-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Federal/State Compensatory Project Evaluation DB9 18x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
122120	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

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

Element Name:	**Federal/State Project - Support Services**

Definition/Domain

This data element is used to record the type(s) of Title 1 or Title 1 Migrant funded support services provided to any Title 1 Basic, Title 1 Migrant or State Migrant participants. Codes consist of one-character fields which may occur a maximum of four times. Allowable support services codes are as follows:

CODE	DEFINITION	CODE	DEFINITION
A	Attendance, Guidance, Psychological Services	**S**	Social Work
D	Dental Services	**T**	Transportation
H	Health Services	**X**	Needs Assessment
N	Nutrition	**Z**	Not Applicable
O	Outreach, Advocacy		
R	At-risk		

Examples:

AHZZ   Student received support services in Guidance and Health

ZZZZ   Not applicable. (Student did not receive support services.)

Length:	4	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades PK-12
Compatibility Requirement: Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report** ☒ **Local Accountability** ☐ **F.A.S.T.E.R.**		Federal/State Compensatory Project Evaluation DB9 18x
Data Element Number: 122160		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

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| Implementation Date: |
| Fiscal Year 1990-91 |
| July 1, 1990 |

Element Name:	Federal/State Project Indicator: Title V	➡ ****DELETED****

Definition/Domain

A one-character code indicating whether or not the student is receiving Title V services either directly or indirectly.

CODE	DEFINITION
Y	The PK-12th grade student is receiving Title V services either directly or indirectly.
Z	The PK-12th grade student is not receiving Title V services either directly or indirectly or the student is not a PK-12th grade student.

Deleted for 2003-04

Indirect receipt of Title V services means that the student receives Title V services other than direct instruction. This includes media/materials/services purchased through a Title V project.

Length: 1	**Grades and Programs Requiring This Data Element:**	
Format: Alphabetic	All Programs Grades PK-12	
Compatibility Requirement: Compatible		
Use Types:	**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**	Federal/State Indicator Status DB9 22x	
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number: 120900	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9	

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Implementation Date:
Fiscal Year 1990-91
July 1, 1990

Element Name:	**FEFP Membership Minutes, Weekly**

Definition/Domain

The number of instructional minutes (carried to four decimal places) for which the grade PK-12 student is eligible for funding in a course during the FTE survey week.

The FEFP membership minutes for all classes reported may not exceed a maximum total of 1500 minutes for the week for PK-12 students during Survey Periods 2 and 3.

   NNNN.NNNN   Example: 1500.0000   1500 (Minutes)

Length:	8	**Grades and Programs Requiring This Data Element:**					
Format:	Numeric	All Programs Grades PK-12					
Compatibility Requirement:							
	Compatible						
Use Types:		**State Reporting Formats Requiring This Data Element:**					
☐ **State Report**		None					
☒ **Local Accountability**							
☐ **F.A.S.T.E.R.**							
Data Element Number:							
	122200	**Reported in Survey Periods:**	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 9
Revised: 10/01		**Volume I**	**Effective: 7/03**		**Page Number: 93-1**		

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Implementation Date:
Fiscal Year 1989-90
July 1, 1989

Element Name:	**FEFP Program Number**

Definition/Domain
The number of the Florida Education Finance Program in which a student earns FTE in a class or section of a course.
For Vocational dually enrolled students, report FTE earned under FEFP program number 103 (9-12 basic) ONLY on Student Course Schedule, Surveys 1-4, and NOT on Vocational Student Course Schedule, Survey 5.
See Appendix E: FEFP Program Numbers.

Length:	3	**Grades and Programs Requiring This Data Element:**					
Format:	Numeric	All Programs Grades PK-12					
Compatibility Requirement:							
State Standard							
Use Types:		**State Reporting Formats Requiring This Data Element:**					
☒ **State Report**		Student Course Schedule DB9 14x					
☒ **Local Accountability**		Vocational Student Course Schedule DB9 16x					
☒ **F.A.S.T.E.R.**							
Data Element Number:							
122225		**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9					
Revised: 10/01		**Volume I**	**Effective: 7/03**		**Page Number: 94-1**		

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| Implementation Date: |
| Fiscal Year 1999-00 |
| July 1, 1999 |

Element Name:	Financial Assistance

Definition/Domain

Indicate whether the vocational or adult general education student received any of the following forms of need-based financial assistance for the instruction and term being reported. The record is for postsecondary vocational and adult general education. Enter as many responses as apply, left justified.

CODE	DEFINITION
A	Pell Grant
B	SEOG - Supplemental Educational Opportunity Grant
C	Workstudy
D	ITA - Individual Training Account through the Workforce Investment Act
E	Other need-based financial assistance, such as scholarships or loans
F	District Financial Aid, need-based only (Section 1009.22(5), F.S.)
Z	Did NOT receive need-based financial assistance for this instruction

Length: 5	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic	
Compatibility Requirement: Compatible	Workforce Development Education (adult general education and postsecondary vocational education)
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ State Report	
☒ Local Accountability	WDIS Adult General Education Student Course DB9 48x
☐ F.A.S.T.E.R.	WDIS Vocational Student Course Schedule DB9 47x
Data Element Number:	
122394	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 8 ☐ 9 ☒ F ☒ W ☒ S

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Implementation Date:
Fiscal Year 1997-98
July 1, 1997

Element Name:	Exceptionality, Other

Definition/Domain

A code to identify each exceptionality beyond the primary exceptionality for any child or youth enrolled in or eligible for enrollment in the public schools of a district who requires special instruction or related services to take full advantage of or respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality. A maximum of nine exceptionalities may be included. The codes to be used follow:

CODE	EXCEPTIONALITY	CODE	EXCEPTIONALITY
A	Educable Mentally Handicapped	L	Gifted
B	Trainable Mentally Handicapped	M	Hospital/Homebound
C	Orthopedically Impaired	N	Profoundly Mentally Handicapped
D	Occupational Therapy	O	Dual-Sensory Impaired
E	Physical Therapy	P	Autistic
F	Speech Impaired	Q	Severely Emotionally Disturbed
G	Language Impaired	S	Traumatic Brain Injured
H	Deaf or Hard of Hearing	T	Developmentally Delayed
I	Visually Impaired	U	Established Conditions
J	Emotionally Handicapped	V	Other Health Impaired
K	Specific Learning Disabled	Z	Not Applicable

Length: 9	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic	Exceptional Student Education Grades PK-12
Compatibility Requirement: State Standard	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report** ☒ **Local Accountability** ☒ **F.A.S.T.E.R.**	Exceptional Student DB9 23x
Data Element Number: 118475	

Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 8 ☒ 9

| **Implementation Date:** |
| Fiscal Year 1998-99 |
| July 1, 1998 |

Element Name: First-Time Student Indicator

Definition/Domain

A representation of the first-time enrollment status of a student in any postsecondary instruction.

CODE	**DEFINITION**
Y	A first-time student in any postsecondary education, other than dual enrollment or early admission. Includes a student enrolled in the fall term who attended the postsecondary institution for the first time in the prior summer term, but was not at that time reported as a first-time enrollment.
D	A first-time student in any postsecondary dual enrollment, or an early admission student. Includes a student enrolled in the fall term who attended the postsecondary institution for the first time in the prior summer term, but was not at that time reported as a first-time enrollment.
N	Not a first-time student in postsecondary education, postsecondary dual enrollment, nor an early admission student.

Note: A student may only be reported as a First-Time Student <u>one time</u>, i.e., in only one term.

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	Workforce Development Education (adult general education and postsecondary vocational education)
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	WDIS Student Demographic Information DB9 46x
☒ **Local Accountability**	
☐ **District Records Transfer**	

Data Element Number: 122244	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 8 ☐ 9 ☒ F ☒ W ☒ S
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Element Name:	**Fiscal Year**

Definition/Domain

The state fiscal year (running from July 1 to June 30) for which the reported data are applicable.

NNNN   Example: 8788   Fiscal Year July 1, 1987 through June 30, 1988

Length:	4	**Grades and Programs Requiring This Data Element:**	
Format:	Numeric	All Programs Grades PK-12	
Compatibility Requirement:			
	Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**		Student Course Schedule DB9 14x	
☒ **Local Accountability**		Teacher Course DB9 15x	
☐ **F.A.S.T.E.R.**		Federal/State Indicator Status DB9 22x	
		Exceptional Student Program DB9 12x	
Data Element Number:			
	122425	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9	

Element Name:	**Florida Educators Certificate Number**

Definition/Domain

The ten-digit number that is either assigned by the Department of Education for a teacher or a district assigned number given in accordance with the assignment codes below:

CODE	DEFINITION
0000000000:	Employee has no assigned certificate number.
0000000001 - 0000999998, **0001000000 - 0009999999**	The regular number assigned by the Certification Section of the Florida Department of Education.
0000999999:	A number assigned to a community college or university instructor for reporting purposes.
9999999999:	A number assigned to a teacher providing special education programs through contractual arrangements in a nonpublic school or facility in accordance with Rule 6A-6.0361, FAC.

All numbers should be right justified.

Length: 10	**Grades and Programs Requiring This Data Element:**
Format: Numeric	All Programs Grades PK-12
Compatibility Requirement: State Standard	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Teacher Course DB9 15x
☒ **Local Accountability**	Vocational Teacher Course DB9 24x
☐ **F.A.S.T.E.R.**	

Data Element Number:	
122300	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9

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Implementation Date:
Fiscal Year 1995-96
July 1, 1995

Element Name:	Florida First Start Program Participation

Definition/Domain

A code which indicates whether or not the child birth through age three and their family are participating in the Florida First Start Program.

CODE	DEFINITION
Y	Yes
N	No
Z	Not applicable

Length:	1	Grades and Programs Requiring This Data Element:
Format:	Alphabetic	All Programs Grade PK
Compatibility Requirement:	Compatible	

Use Types:	State Reporting Formats Requiring This Data Element:
☐ State Report	None
☒ Local Accountability	
☒ F.A.S.T.E.R.	

Data Element Number:	
122363	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 2002-03
July 1, 2002

Element Name:	**FTE Earned, Advanced International Certificate of Education Diploma**

Definition/Domain

The weighted FTE earned by a student who earns an Advanced International Certificate of Education. Two decimal places are assumed.

NNN	0.30	Standard value is .3
	0.00	Not applicable

Length:	3	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades 9-12
Compatibility Requirement: State Standard		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ State Report		Student End of Year Status DB9 17x
☒ Local Accountability		
☐ F.A.S.T.E.R.		
Data Element Number: 122525		
		Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

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| Implementation Date: |
| Fiscal Year 2002-03 |
| July 1, 2002 |

Element Name:	**FTE Earned, Advanced International Certificate of Education Score**
Definition/Domain	

The weighted FTE generated by a student who earns a score of two or higher on an advanced International Certificate of Education subject examination who has been enrolled in a full-credit course taken during the current year is 0.24. For each student enrolled in a half-credit Advanced International Certificate of Education Course who receives a score of 1 or higher on a subject examination, a value of 0.12 full-time equivalent student membership shall be calculate. Two decimal places are assumed to the right of the decimal.

NNN	0.12	One-half credit course with score of 1 or higher on exam
	0.24	One credit course with score of 2 or higher on exam
	0.96	Four courses at 0.24 each
	0.00	Not applicable

Note: Records submitted with values that are not multiples of .12 will be rejected

Length:	3	**Grades and Programs Requiring This Data Element:**	
Format:	Numeric	All Programs Grades 9-12	
Compatibility Requirement:			
State Standard			
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**		Student End of Year Status DB9 17x	
☒ **Local Accountability**			
☐ **F.A.S.T.E.R.**			
Data Element Number:			
122575		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9	
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Implementation Date:
Fiscal Year 1990-91
July 1, 1990

Element Name:	FTE Earned, College Entrance Examination Board Advanced Placement Test

Definition/Domain

The weighted FTE earned by a student for a score of three or higher on a CEEB advanced placement examination taken during the current year. Two decimal places are assumed to the right of the decimal.

NNN   0.24   Standard value is .24

0.96   Four courses at .24 each

0.00   Not applicable

Length:	3	**Grades and Programs Requiring This Data Element:**						
Format:	Numeric	All Programs Grades 9-12						
Compatibility Requirement: State Standard								
Use Types:		**State Reporting Formats Requiring This Data Element:**						
☒ **State Report**		Student End of Year Status DB9 17x						
☒ **Local Accountability**								
☐ **F.A.S.T.E.R.**								
Data Element Number:								
122625		**Reported in Survey Periods:**	☐ 1	☐ 2	☐ 3	☐ 4	☒ 5	☐ 9

Element Name:	**FTE Earned, Course**

Definition/Domain

The four-decimal numeric value for the FTE earned under the Florida Education Finance Program (FEFP) by the student in each course listed or referenced in the state <u>Course Code Directory</u>. For dually enrolled students, enter the FTE earned by the student for courses listed in the state <u>Course Code Directory</u> or, if necessary, the Statewide Course Numbering System.

Note: For vocational dually enrolled students, report FTE earned under FEFP program number 103 (9-12 basic) <u>ONLY</u> on Student Course Schedule, Surveys 1-4, and NOT on Vocational Student Course Schedule, Survey 5.

Note: FTE earned is a calculated value based on state requirements and procedures.

Length:	4	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades PK-12
Compatibility Requirement:		
State Standard		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Course Schedule DB9 14x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:

122825

Reported in Survey Periods: ☒ 1   ☒ 2   ☒ 3   ☒ 4   ☐ 5   ☐ 9

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Implementation Date:
Fiscal Year 1990-91
July 1, 1990

Element Name:	**FTE Earned, International Baccalaureate Diploma**

Definition/Domain

The weighted FTE earned by a student who earns an International Baccalaureate Diploma. Two decimal places are assumed.

NNN   0.30 Standard value is .3

0.00 Not applicable

Length:	3	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades 9-12
Compatibility Requirement: State Standard		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Student End of Year Status DB9 17x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number: 122850		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

Element Name:	FTE Earned, International Baccalaureate Score

Definition/Domain

The weighted FTE earned by a student for a score of four or higher on a subject exam for an International Baccalaureate course. Two decimal places are assumed.

NNN	Examples:	0.24	Standard value is .24
		1.20	Five courses at .24 each
		0.00	Not applicable

Length:	3	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades 9-12
Compatibility Requirement: State Standard		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Student End of Year Status DB9 17x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R**		
.		
Data Element Number: 122875		

Reported in Survey Periods:	☐ 1	☐ 2	☐ 3	☐ 4	☒ 5	☐ 9

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

Element Name:	FTE Eligibility

Definition/Domain

A one-character code indicating that the student is eligible for FTE funding during the survey period based upon state requirements.

This code must be maintained for each survey period during the fiscal year in which FTE is reported to the state.

CODE DEFINITION

Y　　**Eligible** and **earns FTE:** The student meets program membership <u>and</u> attendance requirements. See procedures for automated FTE.

N　　The student **meets program membership requirements** but **does not meet attendance requirements**. See procedures for automated FTE.

X　　The student is **not eligible to earn FTE**.

Length:	1	**Grades and Programs Requiring This Data Element:**	
Format:	Alphabetic	All Programs Grades PK-12	
Compatibility Requirement:		Adult Basic Skills	Adult Secondary Education
	State Standard	Adult Postsecondary Vocational	
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☐ State Report		None	
☒ Local Accountability			
☐ F.A.S.T.E.R.			
Data Element Number:			
	123025	**Reported in Survey Periods:** ☐ 1　☐ 2　☐ 3　☐ 4　☐ 5　☐ 9	

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Implementation Date:
Fiscal Year 1996-97
July 1, 1996

Element Name:	**Full - Time Aide Indicator**

Definition/Domain

A number that indicates the percentage of one full-time aide for the class being reported.

CODE | DEFINITION

NNN A three digit numeric field that would represent the percentage of one full-time equivalent aide for the class being reported.

NNN Examples: 100 (100%) = One full time equivalent teacher aide assigned to this class.

050 (50%) = 1/2 full time equivalent teacher aide assigned to this class.

033 (33%) = 1/3 full time equivalent teacher aide assigned to this class.

025 (25%) = 1/4 full time equivalent teacher aide assigned to this class.

Note: This element refers to the assignment of a percentage of an aide full-time to an individual teacher for the school day.

Length:	3	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades K-6 (elementary grades)
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Teacher Course DB9 15x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
123075	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☒ 9

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| **Implementation Date:** |
| Fiscal Year 1998-99 |
| July 1, 1998 |

Element Name:	**Gateway Education, Adult General Education**

Definition/Domain

The following codes are used to indicate whether the adult general education class was provided through the special program initiative.

CODE	DEFINITION
Y	This special initiative class provided activities funded under special Section 322 of the Adult Education Act which includes Gateway Grants.
N	Not Gateway Education.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric		Workforce Development Education (adult general education)
Compatibility Requirement: Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☐ **State Report**		None
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
123233		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 8 ☐ 9

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Implementation Date:
Fiscal Year 1994-95
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Element Name:	**Gender**

Definition/Domain

The student's gender.

CODE	DEFINITION
M	Male
F	Female

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-12
Compatibility Requirement: State Standard		Workforce Development Education (adult general education and postsecondary vocational education)

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Demographic Information DB9 13x
☒ **Local Accountability**	Student Dropout/Match Information DB9 38x
☒ **F.A.S.T.E.R.**	WDIS Student Demographic Information DB9 46x

Data Element Number: 173625	
Reported in Survey Periods:	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 8 ☒ 9 ☒ F ☒ W ☒ S

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Implementation Date:
Fiscal Year 1994-95
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Element Name:	**Grade Level**

Definition/Domain

The student's current grade level placement or the grade level for which data are being reported:

CODE	GRADE OR LEVEL
PK	Prekindergarten
KG	Kindergarten
01-12	First through twelfth grade
23	Student eligible for Certificate of Completion at the end of grade 12 who elects to remain in a remedial program for one additional school year.
30	Adult, Nonhigh School graduate
31	Adult, High School graduate

NOTE: If a student is in an ungraded setting, assign the student to the grade in which he or she would normally be enrolled.

The grade level on the Statewide Assessment Program format represents the grade level the student was in at the time the test was administered.

Obsolete Grade Level Codes are listed below:

13	Postsecondary Vocational Technical, first year (applicable for years prior to 1988-89)
14	Postsecondary Vocational Technical, second year (applicable for years prior to 1988-89)
15	Adult Vocational Technical, Supplemental (applicable for years prior to 1988-89)
16	Preapprenticeship-Vocational Technical (applicable for years prior to 1988-89)
17	Apprenticeship-Vocational Technical (applicable for years prior to 1988-89)
20	Adult General, Elementary (K-8) (applicable for years prior to 1988-89)
21	Adult General, Secondary (9-12) (applicable for years prior to 1988-89)
22	Adult, Community Instructional Services (applicable for years prior to 1987-88)
24	Adult Lifelong Learning (applicable for 1987-88 only)

Length:	2	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric		All Programs Grades PK-12
Compatibility Requirement: State Standard		Workforce Development Education (adult general education and postsecondary vocational education)

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report** ☒ **Local Accountability** ☒ **F.A.S.T.E.R.**	Student Demographic Information DB9 13x WDIS Adult General Education Student Student Course Schedule DB9 14x Course Schedule DB9 48x Vocational Student Course Schedule DB9 16x WDIS Student Demographic Information Statewide Assessment Program DB9 20x DB9 46x Student Dropout/Match Information DB9 38x WDIS Student End of Term Status DB9 50x Student Course Transcript Information DB9 39x WDIS Vocational Student Course Schedule Student End of Year Status DB9 17x DB9 47x
Data Element Number: 124025	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 8 ☒ 9 ☒ F ☒ W ☒ S

Revised: 10/01	**Volume I**	**Effective: 7/03**	**Page Number: 99-1**

Element Name:	**Grade Point Average District, Cumulative**

Definition/Domain

One or more calculated numeric grade point averages for all courses completed in grades 9-12 for credit toward graduation. Each calculation is a locally defined item.

District grade point averages may be either weighted or unweighted. The district Grade Point Average Scale used on the automated permanent record must be defined in the comment section of the automated permanent record and academic transcript.

NNNNN   Example: 3.2560
                                          074.10

NOTE: District grade point averages, if different from the state grade point average, may only be used for local functions.

Length:	5		**Grades and Programs Requiring This Data Element:**
Format:	Numeric		All Programs Grades 9-12
Compatibility Requirement:			Adult Secondary Education
Compatible			

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	
Data Element Number:	
124825	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	**Grade Point Average District, Term**

Definition/Domain

The calculated numeric grade point average for all courses completed during the current term in grades 9-12 for credit toward graduation. The calculation is a locally defined item.

      NNNNN   Example: 3.2560
                                  074.10

NOTE: District grade point averages, if different from the state grade point average, may only be used for local functions.

Length: 5	**Grades and Programs Requiring This Data Element:**	
Format: Numeric	All Programs Grades 9-12	
Compatibility Requirement: Compatible	Adult Secondary Education	
Use Types:	**State Reporting Formats Requiring This Data Element:**	
☐ **State Report**	None	
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number: 125225	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9	

	Implementation Date: Fiscal Year 1992-93 July 1, 1992

Element Name:	**Grade Point Average State, Cumulative**

Definition/Domain

The numeric value of the student's cumulative grade point average calculated on an unweighted 4.0 scale, <u>if different from the Grade Point Average District, Cumulative</u>. **The Grade Point Average State, Cumulative is used to determine if the student has met the state high school graduation requirements of a minimum of 24 credits and a 2.0 GPA based on a 4.0 scale. See Section 1003.43, F.S., for general requirements for high school graduation.**

This grade point average will be calculated as specified in Section 1003.437, F.S., by assigning quality points of "A" = 4, "B" = 3, "C" = 2, "D" = 1, "F" = 0, "Incomplete" = 0 to the letter grades displayed on the automated permanent record ("+" and "-" signs will be ignored).

If the district's Cumulative Grade Point Average for the student is based on a different scale than the 4.0 scale noted above, the district must calculate a Grade Point Average State, Cumulative.

The Grade Point Average District, Cumulative and the Grade Point Average State, Cumulative, if different from the district's average, will be displayed on the automated permanent record and the transcript. This State Grade Point Average will be used for all state-defined functions. See Section 1003.437, F.S., for the statewide grading scale.

      NNNNN   Example: 3.6250
                                 0.0000   Not applicable

NOTE: GPA State, Cumulative must be reported for all students in grades 9-12 and should be reported for any students in grades 6-8 where it is applicable.

Length: 5	**Grades and Programs Requiring This Data Element:**
Format: Numeric	All Programs Grades 9-12 (mandatory)
Compatibility Requirement: State Standard	All Programs Grades 6-8 (optional)
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report** ☒ **Local Accountability** ☒ **F.A.S.T.E.R.**	Student End of Year Status DB9 17x
Data Element Number:	
125625	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

Element Name:	Grade Point Average State, Term

Definition/Domain

The numeric value of the student's term grade point average calculated on an unweighted 4.0 scale, <u>if different from the Grade Point Average District, Term.</u>

See Grade Point Average State, Cumulative.

NNNNN   Example: 2.1325

Length:	5	Grades and Programs Requiring This Data Element:
Format:	Numeric	All Programs Grades 9-12
Compatibility Requirement:		Adult Secondary Education
	State Standard	

Use Types:	State Reporting Formats Requiring This Data Element:
☐ **State Report**	None
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:

126025

Reported in Survey Periods: ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5   ☐ 9

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| Implementation Date: |
| Fiscal Year 1993-94 |
| July 1, 1993 |

Element Name:	Grade Promotion Status

Definition/Domain

Grade promotion status is defined as the change in grade assignment at the end of a regular school year or summer session. For example, if a PK-12 student meets all criteria for advancement to the next highest grade in his or her current school at the end of the regular 180 day school year or the 45 day summer session, that student is considered to have been promoted. Conversely, any PK-12 student who has not met all criteria for advancement to the next highest grade should be considered as retained. Codes and definitions follow:

CODE   DEFINITION

A   Promoted to a higher grade without meeting levels of performance for pupil progression based on limited circumstances for exceptions or good cause.

D   Student with disabilities opted to remain in school.

P   Academically promoted to a higher grade, graduated or completed.

R   Retained in same grade at the end of the school year.

N   Not enrolled in a KG-12 program in the district at the end of the school year.

Z   Promotion status not applicable. (Use this code for PK unless the PK student is promoted to kindergarten; for students in continuous progress schools who have not been promoted; for students in grade 23.

COMMENT: Definitions are abbreviated on the permanent record. See Automated Student Permanent Record document.

NOTE: The Individuals with Disabilities Education Act (IDEA) requires 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 300.121). This requirement applies even if the student has received a special diploma, a certificate of completion, or a special certificate of completion. 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 Programs Grades PK-12
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student End of Year Status DB9 17x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	
Data Element Number:	
126425	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

Element Name:	**Graduation Requirement Basis**

Definition/Domain

A two-character code used to indicate under what requirements a high school student will earn or has earned a regular or special high school diploma.

CODE	DEFINITION
Blank	Not Applicable
EX	Exceptional Student
xx	State, Territory or Country Code

See Appendices G, Q and H for countries, United States Commonwealth and Territories and States.

NOTE: Optional and may be blank at district discretion.

This data element is used in the TI format (Student Information) of the F.A.S.T.E.R. System.

Length:	2	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades PK-12
Compatibility Requirement: Compatible		Adult Secondary Education

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number: 126525	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

	Implementation Date: Fiscal Year 2002-03 July 1, 2002

Element Name:	**Grade Promotion Status: Good Cause Exemption**

Definition/Domain

As defined in Section 1008.25(6), F.S., one of the following Good Cause Exemptions must be assigned to any Grade 3 student whose Grade Promotion Status = A (Promoted to a higher grade without meeting levels of performance for pupil progression based on limited circumstances for exceptions or good cause.)

CODE   DEFINITIONS

1   Limited English Proficient Students who have had less than 2 years of instruction in an English for Speakers of Other Languages program.

2   Students with disabilities whose individual education plan indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of State Board of Education Rule.

3   Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education.

4   Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the Sunshine State Standards in reading equal to at least a Level 2 performance on the FCAT.

5   Students with disabilities who participate in the FCAT and who have an individual education plan or a Section 504 plan that reflects that the student has received the intensive remediation in reading, as required by Florida Statute, for more than 2 years but still demonstrates a deficiency in reading and was previously retained in kindergarten, grade 1, or grade 2.

6   Students who have received the intensive remediation in reading as required by Florida Statute for 2 or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, grade 1, or grade 2 for a total of 2 years.

0   Not Applicable.

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Numeric	All programs - Grade 3
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student End of Year Status DB9 17x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	
Data Element Number: 126500	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

Element Name:	Health Examination, School Entry

Definition/Domain

Certification that a school health examination has been performed within one year prior to initial enrollment into a Florida public or nonpublic school as required by Section 1003.22, F.S.

CODE   DEFINITION

Y   School entry health examination certified.

T   Transferred from another Florida school without a health examination record.

R   Religious exemption (any child shall be exempt upon written request of parent or guardian of such child stating objections of such examination on religious grounds).

N   The student is an initial entry into a Florida school who has not presented a school health examination and has been enrolled in this district fewer than 31 days under Section 1003.22, F.S.

NOTE: Some districts have local school board policies which do not allow enrollment without a health examination. In those cases, code N would not be a valid code.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-12
Compatibility Requirement:		
	State Standard	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
128025	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Implementation Date:
Fiscal Year 2002-03
July 1, 2002

Element Name:	**Homeless Adult Program Indicator**

Definition/Domain

A one-character code to indicate an adult education program <u>designed for the homeless</u>.

<u>CODE</u>   <u>DEFINITION</u>

   F   The student is a homeless adult and participating in a program designed for the homeless.

             A homeless adult is an adult lacking a fixed, regular nighttime residence or have a residence which is:

             (1)   a publicly supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill);

             (2)   an institution that provides a temporary residence for individuals intended to be institutionalized; or

             (3)   a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

   Z   Not Applicable

   NOTE: The term "homeless adult" does not apply to any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a state law.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric		Workforce Development Education (adult general education)
Compatibility Requirement:		
Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		WDIS Teacher Course DB9 49x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
128775		**Reported in Survey Periods:** ☐ **1** ☐ **2** ☐ **3** ☐ **4** ☐ **5** ☐ **9**
		☒ **F** ☒ **W** ☒ **S**

Implementation Date:
Fiscal Year 1998-99
July 1, 1998

Element Name:	**Homeless Student, PK-12**

Definition/Domain

A code indicating whether or not a student is homeless as of survey week. Section 103(a)(1)(2) of the McKinney Homeless Assistance Act defines a Homeless individual as one who lacks a fixed, regular and adequate residence. Guidelines from the U. S. Department of Education describe the following situation in which a child or youth lacks a fixed, regular and adequate residence and is considered homeless:

Child/youth sleeps at night in a shelter for homeless people;

Child/youth sleeps at night in a shelter for runaway/homeless youth;

Child/youth sleeps at night in a shelter for victims of domestic violence;

Child/youth sleeps temporarily at night in the home of a relative or friend because of economic necessity;

Child/youth sleeps at night in a car, tent, park, abandoned building or other place not ordinarily used as a sleeping accommodation for human beings;

Child/youth sleeps at night in a shelter or other temporary arrangement awaiting institutionalization, adoption, foster care or other placement. The McKinney Act specifically excludes from the definition of homeless individuals any person who is imprisoned or otherwise detained for violation of an act of Congress or state law.

CODE	DEFINITION
Y	Yes
N	No

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic	All Programs Grades PK-12
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.**	
Data Element Number:	
129525	

Reported in Survey Periods:	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 8 ☒ 9

	Implementation Date: Fiscal Year 2002-03 July 1, 2002

Element Name: **Highly Qualified Teacher**

Definition/Domain

A code to indicate that the course being taught by the teacher meets the definition of a Highly Qualified Teacher according to the following criteria.

All teachers who give instruction in the core academic subjects of Arts-Visual Arts, Dance, Drama-Theatre, Foreign Languages, Language Arts, Mathematics, Music, Science, Social Studies and Graded Self-Contained at any level must meet the following criteria in order for a "yes" response to be provided (**see Appendix R**):

♦ holds an acceptable bachelor's or higher degree, and holds a valid Florida certificate in-field in the subject area assigned

In addition:

All (elementary, middle, and secondary) "not new" teachers of core academic subjects must meet one of the following criteria in order for a "yes" response to be provided:

♦ has passed the appropriate subject area test in the area assigned OR
♦ has a satisfactory or better performance evaluation in the area assigned (s.1012.34) OR
♦ has a major or equivalent courses in the subject area assigned as shown on a valid certificate for middle and secondary teachers only.

"New" elementary teachers (hired after the first day of school in the 2002-03 school year) must meet one of the following criteria in order for a "yes" response to be provided:
♦ has passed the appropriate subject area test in the area assigned OR
♦ holds a valid in-field Professional Certificate in the area assigned.

CODE	DEFINITION
Y	Teacher meets the definition of Highly Qualified Teacher for this course
N	Teacher does not meet the definition of Highly Qualified Teacher for this course
Z	Course is not considered a core academic subject

Length: 1	**Grades and Programs Requiring This Data Element:**	
Format: Alphabetic	All Programs Grades PK-12	
Compatibility Requirement: Compatible		
Use Types:	**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**	Teacher Course DB9 15X	
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
131037	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒4 ☐ 5 ☒ 9	

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

Element Name:	Immunization Status

Definition/Domain

Certification that the student has complied with the immunization requirements of Section 1003.22, F.S., by filing the appropriate DH or HRS form with the school district.

CODE	DH or HRS FORM	DEFINITION
1 documenting	DH or HRS - H3040 or	Permanent immunization certificate
	DH or HRS 680A or DH or HRS 680A-1 or PD 137 MCD 304B or old HRS 680	general immunization requirements
2	DH or HRS 680B	Temporary medical exemption requiring follow-up
3	DH or HRS 680C,DH or HRS 682, PD 139A	Permanent medical exemption
4	DH or HRS 681 or PD 138	Permanent religious exemption
0	None	Enrolled in this district fewer than 31 days or enrolled in any Juvenile Justice education program fewer than 31 days under Section 1003.22(5)(e), F.S.

Also see Vaccine Status, Date.

NOTE: Some districts do not allow use of the 0 code. For districts which permit use of the 0 code, if the student still has a code 0 after 30 days enrollment in the district, the student should be sent home and not allowed to return to school until proper documentation is presented.

CONTINUED ON THE NEXT PAGE

Length:	1	**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:**
☒ State Report	Federal/State Indicator Status DB9 22x
☒ Local Accountability	
☒ F.A.S.T.E.R.	

Data Element Number: 132025	Reported in Survey Periods: ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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

Element Name:	Immunization Status (Continued)

Definition/Domain   (Continued)

NOTE: Beginning with the 1998-99 school year, students entering or attending kindergarten will be required to show proof of completing the hepatitis B vaccination series which is a three dose series.

NOTE: Beginning with the 2001-02 school year, students entering or attending preschool or kindergarten will be required to show proof of completion of varicella vaccination or documentation of varicella disease.

NOTE: Beginning with the 2001-02 school year, students entering or attending public preschool will be required to show proof of completing the hepatitis B vaccination series which is a three dose series.

Beginning in the 1993-94 school year, codes 5, 6, and 7 are not valid Immunization Status codes for any new student entering Florida schools. Codes 5, 6, and 7 are applicable for students who were given these codes prior to the 1993-94 school year.

CODE	DH or HRS FORM	DEFINITION
5	DH or HRS 680 and Code 1	(a) Permanent immunization certificate (680A) and (b) second dose of measles vaccine documentation or physician's note documenting measles disease or laboratory evidence of measles immunity
6	DH or HRS 680 and Code 2	(a) Temporary medical certificate (680B) requiring follow-up and (b) second dose of measles vaccine documentation or physician's note documenting measles disease or laboratory evidence of measles immunity
7	DH or HRS 680 and Code 3	(a) Permanent medical exemption (680C) and (b) second dose of measles vaccine documentation or physician's note documenting measles disease or laboratory evidence of measles immunity
8	DH or HRS 680 A-2 or DH or HRS 680 A	(a) Permanent Immunization Certificate documenting middle school requirements and (b) Permanent Immunization Certificate documenting general immunization requirements

NOTE: Beginning with the 1997-98 School Year, immunizations required for students who enter or attend the 7th grade are; tetanus diphtheria booster, hepatitis B vaccine series, and second dose of measles vaccine.

NOTE: Physician's note or laboratory evidence must be verified by the school health nurse.

	Implementation Date: Fiscal Year 1995-96 July 1, 1995

Element Name:	**Incident, Alcohol-Related**

Definition/Domain

A code indicating whether or not the incident was alcohol related.

CODE	DEFINITION
Y	Yes
N	No

NOTE: Incident is alcohol related if there is evidence that those involved in the incident were caught drinking at the incident or had been drinking, based on testing or investigation of a police officer at the scene, or if the incident is somehow related to possession, use or sale of alcohol. Schools will not be testing for alcohol use.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-12
Compatibility Requirement: Compatible		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	School Environmental Safety Incident Report DB9 42x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number: 138225	
	Reported in Survey Periods: ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 9

Implementation Date:
Fiscal Year 1995-96
July 1, 1995

Element Name:	**Incident, Context**

Definition/Domain

A one-digit code to identify the incident context.

CODE	DEFINITION
1	During school hours
2	Outside school hours - school-sponsored activity
3	Outside school hours - nonschool-sponsored activity

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades PK-12
Compatibility Requirement:		
	Compatible	
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		School Environmental Safety Incident Report DB9 42x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
	138425	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 9
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Implementation Date:
Fiscal Year 1995-96
July 1, 1995

Element Name:	Incident, Date

Definition/Domain

The date the infraction or SESIR incident occurred.

      MMDDYYYY   Example: 12011995 = December 1, 1995

Length:	8	**Grades and Programs Requiring This Data Element:**					
Format:	Numeric	All Programs Grades PK-12					
Compatibility Requirement:							
	Compatible						
Use Types:		**State Reporting Formats Requiring This Data Element:**					
☒ **State Report**		School Environmental Safety Incident Report DB9 42x					
☒ **Local Accountability**		Student Discipline/Referral Action DB9 19x					
☐ **F.A.S.T.E.R.**							
Data Element Number:							
	138625	**Reported in Survey Periods:**	☐ 1	☒ 2	☒ 3	☒ 4	☒ 5	☐ 9

Element Name:	**Incident, Drug-Related**

Definition/Domain

A code indicating whether or not the incident was drug related.

CODE	DEFINITION
Y	Yes
N	No

NOTE: Incident is drug related if there is evidence that those involved in the incident were under the influence of drugs at the time of the incident; drugs were in the possession of individuals involved in the incident, based on testing or investigation done by a police officer as a result of the incident; or if the incident is somehow related to possession, use or sale of drugs. See the definition for those substances included in the category of drugs. <u>Schools will not be testing for drug use</u> or asked to do searches beyond those already authorized for school personnel.

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic	All Programs Grades PK-12
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	School Environmental Safety Incident Report DB9 42x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	
Data Element Number:	
138825	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 9

Element Name:	**Incident, Gang-Related**

Definition/Domain

A code indicating whether or not the incident was gang related.

CODE	DEFINITION
Y	Yes
N	No

NOTE: Incident is gang related if the incident is gang motivated, if gang membership caused the incident or was a contributing factor to action that happened during the incident. For example, an incident of vandalism or robbery might be a part of an initiation into a gang or a fight might be caused by group rivalry. Report an incident as gang related only if you are sure that gang membership contributed to that incident. A gang is a somewhat organized group of some duration, sometimes characterized by turf concerns, symbols, special dress or colors. The group is recognized as a gang by its members and others.

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic	All Programs Grades PK-12
Compatibility Requirement: Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	School Environmental Safety Incident Report DB9 42x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
139025	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 9

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Implementation Date:
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July 1, 1995

Element Name:	Incident, Hate Crime-Related

Definition/Domain

A code indicating whether or not the incident was hate crime related.

CODE	DEFINITION
Y	Yes
N	No

Examples: Student spray paints anti-gay slogans on bathroom walls, sends racial slurs to someone in a note or through electronic mail, or uses derogatory language involving someone's religious beliefs in a fight with someone.

NOTE: Any act, or attempted act, to cause physical injury, emotional suffering or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force or the threat of force, motivated all or in part by hostility to the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference or disability. Creates an intimidating, hostile or offensive educational environment.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-12
Compatibility Requirement:		
	Compatible	
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		School Environmental Safety Incident Report DB9 42x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
	139225	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 9

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Element Name:	**Incident, Identifier**

Definition/Domain

A unique eight position field, locally assigned within a district to identify a specific incident or occurrence. If the incident is reported on the SESIR format, an identical number must be reported for each discipline/referral (if applicable) on the Student Discipline/Referral Action format.

NOTES: 1.   Reports must be made on incidents occurring on school campus, at school-sponsored events and on school-sponsored transportation at any time of the year and 24 hours a day. At school-sponsored events, report those incidents that involve student(s) as either perpetrator or victim.

2.   All zeros (00000000) can only be used on the Student Discipline/Referral Action Report for which there is no matching Incident, Identifier, reported on a School Environmental Safety Incident Report record.

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades PK-12
Compatibility Requirement:	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	School Environmental Safety Incident Report DB9 42x
☒ **Local Accountability**	Student Discipline/Referral Action DB9 19x
☐ **F.A.S.T.E.R.**	

Data Element Number:	
139325	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 9

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| **Implementation Date:** |
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Element Name:	**Incident, Involvement Type**

Definition/Domain

A one-character code which identifies the type of offender involved in the incident.

CODE	DEFINITION
S	Student
N	Non-Student
B	Both Student and Non-Student
U	Unknown

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-12
Compatibility Requirement: Compatible		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	School Environmental Safety Incident Report DB9 42x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
139425	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 9

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Implementation Date:
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Element Name:	**Incident, Location**

Definition/Domain

A code indicating where the incident occurred.

CODE	DEFINITION
1	School Grounds/On Campus
2	School-Sponsored Activity/Off Campus
3	School-Sponsored Transportation (Including Bus Stops)

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric		All Programs Grades PK-12
Compatibility Requirement: Compatible		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	School Environmental Safety Incident Report DB9 42x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number: 139625	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 9

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Implementation Date:
Fiscal Year 1995-96
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Element Name:	**Incident, Reported to Law Enforcement**

Definition/Domain

A code indicating whether or not the incident was reported to law enforcement authorities.

CODE	DEFINITION
Y	Yes
N	No

NOTE: Incident is reported to police if the School Resource Officer (SRO) takes some official action in the incident, such as files a report, files an affidavit or makes an arrest or if local law enforcement is called in whether an arrest is made or not.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	School Environmental Safety Incident Report DB9 42x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R**	
.	

Data Element Number:	
140025	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 9

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| Implementation Date: |
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Element Name:	Incident, Type

Definition/Domain

A three-character code to identify the type of incident.

CODE	DEFINITION
HOM	Homicide
SXB	Sexual Battery
ROB	Robbery
BAT	Battery
BRK	Breaking and Entering
STL	Larceny/Theft
MVT	Motor Vehicle Theft
KID	Kidnapping
ARS	Arson
TRE	Threat/Intimidation
DRG	Drugs Excluding Alcohol
SXH	Sexual Harassment
SXO	Sex Offenses
VAN	Vandalism
WPO	Weapons Possession
OMC	Unclassified Offenses
ALC	Alcohol
TBC	Tobacco
TRS	Trespassing
DOC	Disorderly Conduct
FIT	Fighting
ZZZ	District Defined Incident (Code for local use only. It is not to be reported to the state.)

See DOE Information Data Base Requirements: Volume I--Automated Student Information System, Appendix P, for more detailed definition of codes.

Length:	3	**Grades and Programs Requiring This Data Element:**		
Format:	Alphabetic	All Programs Grades PK-12		
Compatibility Requirement:				
	Compatible			
Use Types:		**State Reporting Formats Requiring This Data Element:**		
☒ **State Report**		School Environmental Safety Incident Report DB9 42x		
☒ **Local Accountability**				
☐ **F.A.S.T.E.R.**				
Data Element Number:				
	140225	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 9		

Element Name:	**Incident, Weapon-Related**

Definition/Domain

A code indicating whether or not the incident was weapon related.

CODE	DEFINITION
Y	Yes
N	No

NOTE: An incident is weapon related if any of those involved in the incident possessed or used a weapon during the incident or if the incident was somehow related to possession, use or sale of weapons. Please code the type of weapon used under Weapon, Description.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-12
Compatibility Requirement:	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	School Environmental Safety Incident Report DB9 42x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
140425	

Reported in Survey Periods: ☐ 1   ☒ 2   ☒ 3   ☒ 4   ☒ 5   ☐ 9

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Element Name:	**International Baccalaureate Diploma**

Definition/Domain

A code which indicates that the diploma earned by the student is an International Baccalaureate Diploma.

Code	Definition
Y	Yes
N	No
Z	Not Applicable

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic		All Programs Grades 9-12
Compatibility Requirement: State Standard		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☐ **State Report**		None
☐ **Local Accountability**		
☒ **F.A.S.T.E.R.**		
Data Element Number: 140725		
		Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Element Name: **Internship Participant**
Definition/Domain

Indicate whether the student participated, during the current reporting year (secondary), in an <u>Internship</u>.

    CODE   **DEFINITION**

     Y   The student participated in an Internship.

     N   The student did not participate in an Internship.

NOTE: Internships are exploratory or preparatory paid or unpaid work-site experiences where students work for an employer or agency for 40 or more hours to learn about a particular industry or occupation. Activities may include special projects, a sample of tasks for different jobs, or tasks from a single occupation. Internships may include community service (service learning) placements if they meet the above requirements and are related to the student's program of study or career goals.

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	All programs K-12
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report** ☒ **Local Accountability** ☐ **F.A.S.T.E.R.**	Vocational Student Course Schedule DB9 16x
Data Element Number: 141025	

Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 8 ☐ 9

	Implementation Date: Fiscal Year 1998-99 July 1, 1998

Element Name:	**Kindergarten Readiness**

Definition/Domain

A code indicating whether or not a student has been evaluated and determined ready for kindergarten.

CODE	DEFINITION
Y	The kindergarten student has been evaluated and determined ready for school.
N	The kindergarten student has been evaluated and determined not to be ready for school.
Z	Not applicable. (The student has either not been evaluated or is not a kindergarten student.)

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grade KG
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
143025	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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

Element Name:	Limited English Proficient, PK-12

Definition/Domain

Using the definitions and the codes given below, indicate the status of the student who has been identified as a Limited English Proficient (LEP) student. A Limited English Proficient student is one who:

Was not born in the U.S. and whose native language is other than English; or

Was born in the U.S. but who comes from a home in which a language other than English is most relied upon for communication; or

Is an American Indian or Alaskan Native and comes from a home in which a language other than English has had a significant impact on his or her level of English language proficiency; and

Who as a result of the above has sufficient difficulty speaking, reading, writing or understanding the English language to deny him or her the opportunity to learn successfully in classrooms in which the language of instruction is English.

CODE | DEFINITION

LY   The student is Limited English Proficient and is enrolled in classes specifically designed for LEP students.

LN   The student is Limited English Proficient and is not enrolled in classes specifically designed for LEP students.

LF   The student is being followed up for a two-year period after having exited from the ESOL program.

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Length:	2	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-12
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.**	

Data Element Number:	
144025	**Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 8 ☒ 9**

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

Element Name:	**Limited English Proficient, PK-12 (Continued)**

Definition/Domain   (Continued)

CODE   DEFINITION

LP   The student is in the 4th-12th grade, tested fully English proficient on an Aural/Oral Test and is Limited English Proficient pending the Reading and Writing assessment or the student is in K-12th grade, answered "yes" on the Home Language Survey question "Is a language other than English spoken in the Home?" and is pending aural/oral assessment.

LZ   The student is one for whom a two-year follow-up period has been completed after the student has exited the ESOL program.

ZZ   Not applicable

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

Element Name:	Limited English Proficient, Adult

Definition/Domain

Using the definitions and the codes given below, indicate the status of the student who has been identified as a Limited English Proficient (LEP) student. A Limited English Proficient student is one who:

Was not born in the U.S. and whose native language is other than English; or

Was born in the U.S. but who comes from a home in which a language other than English is most relied upon for communication; or

Is an American Indian or Alaskan Native and comes from a home in which a language other than English has had a significant impact on his or her level of English language proficiency; and

Who as a result of the above has sufficient difficulty speaking, reading, writing or understanding the English language to deny him or her the opportunity to learn successfully in classrooms in which the language of instruction is English.

CODE   DEFINITION

Y   The student is a Limited English Proficient student.

N   The student is NOT a Limited English Proficient student..

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic		Workforce Development Education (adult general education and postsecondary vocational education)
Compatibility Requirement: Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		WDIS Student Demographic Information DB9 46x
☒ **Local Accountability**		
☒ **F.A.S.T.E.R.**		
Data Element Number:		
144063		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9 ☒ F ☒ W ☒ S

Element Name:	**Limited English Proficient: Basis of Entry**

Definition/Domain

A one-character code used to indicate the basis of entry into the English for Speakers of Other Languages (ESOL) program.

CODE	DEFINITION
A	Aural/Oral
R	Reading and Writing
L	LEP Committee
T	Temporarily placed in a program based on (a) a "Yes" response to the Home Language Survey (b) Did the student have a first language other than English?; (c) Does the student most frequently speak a language other than English?; or (d) both (b) and (c).

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades K-12
Compatibility Requirement:	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Limited English Proficient Student Information DB9 10x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:

144075

Reported in Survey Periods: ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1995-96
July 1, 1995

Element Name:	**Limited English Proficient: Basis of Exit**

Definition/Domain

A one-character code used to indicate the basis of exit out of the English for Speakers of Other Languages (ESOL) program.

CODE	DEFINITION
A	Aural/Oral
R	Reading and Writing
L	LEP Committee
Z	Not Applicable

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric		All Programs Grades K-12
Compatibility Requirement:		
Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Limited English Proficient Student Information DB9 10x
☒ **Local Accountability**		
☒ **F.A.S.T.E.R.**		
Data Element Number:		
144080		**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	**Limited English Proficient: Classification Date**

Definition/Domain

The initial date a student who responded "Yes" to the Home Language Survey is determined eligible or not eligible based on assessment of an ESOL program.

MMDDYYYY	Classification date Example: 01181991 = January 18, 1991
00000000	Zero fill for students not yet classified eligible or ineligible.

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades K-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Limited English Proficient Student Information DB9 10x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	
Data Element Number:	
144095	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

Implementation Date:
Fiscal Year 1991-92
July 1, 1991

Element Name:	**Limited English Proficient: Entry Date**

Definition/Domain

The initial date a student entered an ESOL program.

MMDDYYYY   Entry date
Example: 01181991 = January 18, 1991

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades K-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Limited English Proficient Student Information DB9 10x
☒ **Local Accountability**	Statewide Assessment Program DB9 20x
☒ **F.A.S.T.E.R.**	
Data Element Number:	
144105	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☒ 8 ☐ 9

	Implementation Date: Fiscal Year 1991-92 July 1,1991

Element Name:	**Limited English Proficient: Exit Date**

Definition/Domain

The initial date a student exits an ESOL program

MMDDYYYY   Exit date
Example: 01181991 = January 18, 1991

00000000   Zero fill if exit has not occurred

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades K-12
Compatibility Requirement:		
	Compatible	
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Limited English Proficient Student Information DB9 10x
☒ **Local Accountability**		
☒ **F.A.S.T.E.R.**		
Data Element Number:		
	144115	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

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| Implementation Date: |
| Fiscal Year 1993-94 |
| July 1, 1993 |

Element Name:	**Limited English Proficient: Extension of Instruction**

Definition/Domain

A one-character code used to indicate that a Limited English Proficient student is receiving services beyond the base three years of eligible ESOL FTE funding as specified in Rule 6A-6.0903, FAC.

CODE	DEFINITION
Y	Student in need of extension of instruction
Z	Not applicable or no

NOTE: The base period of three years is defined as three calendar years from the original date an LEP student enters the ESOL program. Student may receive an additional 4th, 5th, or 6th year of FEFP funded ESOL instruction and services based upon needs as determined from annual evaluations.

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	All Programs Grades K-12
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Limited English Proficient Student Information DB9 10x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	
Data Element Number: 144125	

Reported in Survey Periods: ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	Limited English Proficient: Home Language Survey Date

Definition/Domain

The date that indicates completion of the Home Language Survey in accordance with Rule 6A-6.0902, FAC.

MMDDYYYY Home Language Survey date
Example: 01181991 = January 18, 1991

NOTE: After the 1990-91 school year only those students entering Florida public schools for the first time must complete the Home Language Survey.

Length:	8	Grades and Programs Requiring This Data Element:
Format:	Alphanumeric	All Programs Grades PK-12
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.**	

Data Element Number:	
144135	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9

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July 1, 1992

Element Name:	Limited English Proficient: Instructional Strategy
Definition/Domain	

A code that indicates the type of instructional strategy used for the instruction of a Limited English Proficient student in each course.

CODE	DEFINITION
B	Home Language and/or ESOL Instruction. (This code is only valid for elementary self-contained courses.)
M	Home Language Instruction - Math, Science, Social Studies and Computer Literacy
D	ESOL Instruction - Language Arts, Math, Science, Social Studies and Computer Literacy
Z	Not applicable

NOTE: If the student's LEP: Instructional Strategy is **B, M** or **D**, the code must also appear in the course flag field and must be retained for history purposes. See the Course Flag data element for more information.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades K-12
Compatibility Requirement:		
	Compatible	
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Student Course Schedule DB9 14x
☒ **Local Accountability**		
☒ **F.A.S.T.E.R.**		
Data Element Number:		
	144145	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1991-92
July 1, 1991

Element Name:	Limited English Proficient: Post Reclassification Dates

Definition/Domain

Each date that the former Limited English Proficient student's performance has been reviewed to ensure parity of participation once the student has been classified as English proficient. These reviews shall take place automatically at the student's first report card and semiannually during the first year after exiting the program, and at the end of the second year, in accordance with Rule 6A-6.0903, FAC.

CODE	DEFINITION
AMMDDYYYY	First Report Card
BMMDDYYYY	First Semiannual Review
CMMDDYYYY	Second Semiannual Review
DMMDDYYYY	End of the Second Year

Example: A01181991 = First Report Card on January 18, 1991

Length:	9	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades K-12
Compatibility Requirement:		
	Compatible	
Use Types:		**State Reporting Formats Requiring This Data Element:**
☐ State Report		None
☒ Local Accountability		
☒ F.A.S.T.E.R.		
Data Element Number:		
	144155	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	Limited English Proficient: Reclassification Date

Definition/Domain

The initial date a former Limited English Proficient student is reclassified as Limited English Proficient.

MMDDYYYY   Reclassification date

00000000   Zero fill if reclassification has not occurred

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades K-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Limited English Proficient Student Information DB9 10x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
144165	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	**Limited English Proficient: Reclassification Exit Date**

Definition/Domain

The date a reclassified Limited English Proficient student exits the ESOL program.

MMDDYYYY	Reclassification exit date Example: 12021991 = December 2, 1991
00000000	Zero fill if the student has not been reclassified or the reclassified student has not exited the ESOL program.

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades K-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Limited English Proficient Student Information DB9 10x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
144170	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

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

Element Name:	Limited English Proficient: Reevaluation Date

Definition/Domain

The most recent date the Limited English Proficient student was reevaluated in order to determine whether the student should continue in or exit the program.

MMDDYYYY   Reevaluation date
Example: 01181991 = January 18, 1991

00000000   Zero fill if the reevaluation has not occurred.

NOTE: This element should be used only for the purpose of recording students reevaluated to continue in the program after the base period of three years.

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades K-12
Compatibility Requirement:	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Limited English Proficient Student Information DB9 10x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
144175	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1991-92
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Element Name:	**Limited English Proficient: Student Plan Date**

Definition/Domain

The date of the most recent development or review of the Limited English Proficient Student Plan.

MMDDYYYY   The most recent date the Limited English Proficient Student Plan was developed or reviewed.

Example: 01181991 = January 18, 1991

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades K-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Limited English Proficient Student Information DB9 10x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	
Data Element Number:	
144185	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

	Implementation Date: Fiscal Year 1993-94 July 1, 1993

Element Name: **Lunch Status**

Definition/Domain

Lunch status is defined as the student's eligibility for participation in the Free, Reduced or Full Price Lunch Program of the district as evidenced by submission of an application.

CODE	DEFINITION
0	The student **did not apply** for free or reduced price lunch.
1	The student **applied** for free or reduced price lunch **but is not eligible.**
2	The student **is eligible for free lunch**.
3	The student **is eligible for reduced-price lunch**.
4	The student is **enrolled in a USDA-approved Provision 2 school**.
6	The student **is eligible for free meals** based on direct certification which is the automatic approval for free meals but declines the free meals.
7	The student **is eligible for free lunch**, but the information may not be used for verifying eligibility for other programs such as the Federal Chapter 1 program.
8	The student **is eligible for reduced-price lunch**, but the information may not be used for verifying eligibility for other programs such as the Federal Chapter 1 program.
9	The student **is eligible for free meals** based on direct certification which is the automatic approval for free meals.

NOTE: (a)   Only codes **0, 1, 2, 3** and **4** are submitted to the state. Codes **6**, **7** and **9** should be converted to code **2**, and code **8** should be converted to code **3** prior to state reporting.

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	All Programs Grades PK-12
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report** ☒ **Local Accountability** ☐ **F.A.S.T.E.R.**	Student Demographic Information DB9 13x
Data Element Number:	
146025	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9

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Implementation Date:
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July 1, 2002

Element Name:	Mathematics, Date Passed for Graduation Purposes

Definition/Domain

A six-digit field used to indicate the month and year when the regular student passed the mathematics section of a test used to determine graduation eligibility.

MMYYYY   Example: 031999   Test passed March 1999

Length:	6	Grades and Programs Requiring This Data Element:
Format: Numeric		All Program Grades 9-12
Compatibility Requirement:		
State Standard		

Use Types:	State Reporting Formats Requiring This Data Element:
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:

146525

Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 2003--04
July 1, 2003

Element Name:	**Mentoring Program Participant**	⟶	****NEW ELEMENT****

Definition/Domain

A one character indicator as to whether a student participates in a mentoring program.

CODE	DEFINITION
A	Big Brothers/Big Sisters
B	Best Buddies International
C	H.O.S.T.S. (Help One Student To Succeed)
D	Take Stock in Children
E	C.R.O.P. (College Out Reach Program)
F	Gear Up
G	Youth Motivators
H	Teen Trendsetters
I	Boys and Girls Clubs
J	Other Mentoring Program (Typically coordinated at the district or school level)
Z	No Mentoring Program or Not Applicable

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic		Mentoring Program Participants PK-12
Compatibility Requirement:		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Dropout Prevention Program Evaluation DB9 11x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
147425	**Reported in Survey Periods:** ☐ **1** ☐ **2** ☐ **3** ☐ **4** ☒ **5** ☐ **9**

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Implementation Date:
Fiscal Year 2003-04
July 1, 2003

Element Name:	Mentoring Program Participant's Days of Contact ➝ **NEW ELEMENT**
Definition/Domain	

Record the cumulative number of contacts in days that the student made with a mentor or mentoring program. Mentoring Program Participant's Days of Contact must be reported separately for each unique Mentoring Program and each unique term.

Example:

120   The student made contact with Best Buddies International program for 120 days.

Length:	3	**Grades and Programs Requiring This Data Element:**
Format: Numeric		Mentoring Program Participants PK-12
Compatibility Requirement: Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Dropout Prevention Program Evaluation DB9 11x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
147475		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

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Implementation Date:
Fiscal Year 1996-97
July 1, 1996

Element Name:	**Migrant Residency Date**

Definition/Domain
Date when the child entered a particular school district or local operating agency service area and established his/her residency (required for a state to receive funding for the student).

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	Migrant Students, Birth-21 Years
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
148350	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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| **Fiscal Year 2001-02** |
| July 1, 2001 |

Element Name:	**Migrant Status Term**

Definition/Domain

Migrant Status Term codes are to be used to indicate which term(s) a migrant student was served and/or identified.

CODE	DEFINITION
3	Served ONLY in Regular 180 Day School Year
S	Served ONLY in Summer Term
B	Served in BOTH Regular 180 Day School Year and Summer Term
X	Identified, NOT Served
Z	Not Applicable

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs
Compatibility Requirement:	Compatible	
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Student Demographic DB9 13x
☒ **Local Accountability**		
☒ **F.A.S.T.E.R.**		
Data Element Number:		
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Element Name:	**Minimum Exceptional Student Education Performance Standards Mastered for Graduation Purposes, Date**

Definition/Domain

An eight-character code indicating the date of mastery for an exceptional student of the Minimum Student Performance Standards required for a Special Diploma. The date is the date the student completes all requirements.

MMDDYYYY   Date of mastery

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	Exceptional Student Education Grades PK-12
Compatibility Requirement: State Standard		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☐ **State Report**		None
☐ **Local Accountability**		
☒ **F.A.S.T.E.R.**		
Data Element Number: 148825		
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Implementation Date:
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July 1, 2002

Element Name:	**Modified Occupational Completion Point**

Definition/Domain

Indicate if the student was awarded a modified occupational completion point (MOCP) during the year being reported.

NOTE: To report a MOCP, a student must:
       1. be a secondary student with exceptionalities (an ESE student) who;
       2. has a <u>current</u> Individual Education Plan (IEP) that includes the MOCP; and
       3. has achieved the modified outcome as described in the IEP

<u>CODE</u>   <u>DEFINITION</u>

A – Y   Report the letter of the Occupational Completion Point (OCP) that was modified.

Z   Not Applicable—includes any student who has not met all of the above criteria.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric		Vocational Education Grades 6-12
Compatibility Requirement: Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ State Report		Vocational Student Course Schedule DB9 16x
☒ Local Accountability		
☐ F.A.S.T.E.R.		
Data Element Number: 151625		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

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Implementation Date:
Fiscal Year 2002-03
July 1, 2002

Element Name:	**National Achievement Scholar**

Definition/Domain

Indicates the student's National Achievement Scholar status.

Code	Definition
S	Scholar
F	Finalist
Z	Not Applicable

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic		All Programs Grades 9-12
Compatibility Requirement: State Standard		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☐ **State Report**		None
☐ **Local Accountability**		
☒ **F.A.S.T.E.R.**		
Data Element Number:		
154425		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9
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Implementation Date:
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July 1, 2002

Element Name:	**National Hispanic Scholar**

Definition/Domain

Indicates the student's National Hispanic Scholar status.

Code	Definition
S	Scholar
Z	Not Applicable

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic		All Programs Grades 9-12
Compatibility Requirement: State Standard		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
154625	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 2002-03
July 1, 2002

Element Name:	**National Merit Scholar**

Definition/Domain

Indicates the student's National Merit Scholar status.

Code	Definition
S	Scholar
F	Finalist
Z	Not Applicable

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic		All Programs Grades 9-12
Compatibility Requirement:		
State Standard		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
154825	**Reported in Survey Periods:** ☐ **1** ☐ **2** ☐ **3** ☐ **4** ☐ **5** ☐ **9**

Element Name:	**Native Language, Student**

Definition/Domain

A two-character code which identifies the native language spoken by the students.

CODE | DEFINITION

NN | The language code of the student.

ZZ | Not applicable (ZZ is not valid for students in grades PK-12.)

See Appendix N: Language Codes.

Length:	2	**Grades and Programs Requiring This Data Element:**					
Format: Alphanumeric		All Programs Grades PK-12					
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.**							
Data Element Number:							
144050		**Reported in Survey Periods:**	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9				
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Implementation Date:
Fiscal Year 2002-03
July 1, 2002

Element Name:	**Other Institutionalized Adult**

Definition/Domain

A one-character code to reflect the status of the adult education participant upon entrance into the program.

CODE	DEFINITION
A	An adult who is a patient or resident of a medical or special institution, but not in correctional facilities or classified as a "homeless adult."
Z	Not Applicable

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric		Workforce Development Education (adult general education)
Compatibility Requirement: Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		WDIS Student Demographic Information DB9 46x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number: 157425		
		Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9 ☒ F ☒ W ☒ S

| **Implementation Date:** |
| Fiscal Year 1989-90 |
| July 1, 1989 |

Element Name:	**Parent/Guardian Code**

Definition/Domain

A code indicating the relationship of each person appearing in the Parent/Guardian Name field:

CODE	DEFINITION
P	Parent
G	Legal guardian (See Section 744.102(1), F.S., for definition.)
O	Other, such as relative
A	Guardian Ad Litem (See Section 744.102(2), F.S., for definition.)
S	Surrogate parent (See Rule 6A-6.0333, FAC, for definition.)
N	No parent/guardian required

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-12
Compatibility Requirement:		Adult Basic Skills (optional)
	State Standard	Adult Secondary Education (optional)

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☒ **District Records Transfer**	

Data Element Number:	
160025	**Reported in Survey Periods:** ☐ **1** ☐ **2** ☐ **3** ☐ **4** ☐ **5** ☐ **9**

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Implementation Date:
Fiscal Year 1989-90
July 1, 1989

Element Name:	**Parent/Guardian Name**

Definition/Domain

The name of the parent, legal guardian or other adult responsible for the student.

Last name should be first.

Length: 25	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	All Programs Grades PK-12
Compatibility Requirement:	Adult Basic Skills (optional)
Compatible	Adult Secondary Education (optional)
Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	
Data Element Number:	
160425	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

	Implementation Date: Fiscal Year 1991-92 July 1, 1991

Element Name:	**Parent/Guardian Primary Home Language**

Definition/Domain

A two-character code indicating the primary home language of the parent(s) or guardian(s) of the student. Record the code representing the **predominant** language spoken in the home by the parent(s) or guardian(s).

See Appendix N: Language Codes.

Length:	2	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades PK-12
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.**	
Data Element Number:	
160450	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9

Element Name: Part-Time/Full-Time Student

Definition/Domain

For use in determining the part-time or full-time status of this student, select the range, from the choices below, that best represents the contact hours per week for this student for this reporting period.

CODE	DEFINITION
A	24 or more contact hours.
B	20 or more, but fewer than 24 contact hours.
C	12 or more, but fewer than 20 contact hours.
D	Fewer than 12 contact hours.

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	Workforce Development Education (adult general education and postsecondary vocational education)
Compatibility Requirement: Compatible	
Use Types: ☐ State Report ☒ Local Accountability ☐ F.A.S.T.E.R.	**State Reporting Formats Requiring This Data Element:**
Data Element Number: 160731	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 8 ☐ 9

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

Element Name:	Period Number

Definition/Domain

A period is defined as the instructional time of the school day during which a class or section of a course is offered.

Standard meeting time courses to which the student is assigned **should be coded as a beginning and ending period**.

Valid codes include the range from 0000 to 8080, NN88 (where NN is numeric), and 9999.

Examples follow:

0000	Any class that meets prior to the first period of the regular school day.
0002	A class beginning before the regular school day and ending second period.
0101	A one period course beginning and ending the first period.
0203	A two period course beginning period two and ending period three.
0406	A three period course beginning period four and ending period six.
0106	A self-contained elementary course meeting all day.

Nonstandard meeting time courses to which the student is assigned for classes that meet differing periods during the week should be coded with the first **two** characters as the first period the class meets during the week and **88 for the third and fourth characters**.

0288	A class which meets period two on Monday and period four on Wednesday.

Length:	4	Grades and Programs Requiring This Data Element:
Format:	Numeric	All Programs Grades PK-12
Compatibility Requirement:		
	Compatible	

Use Types:	State Reporting Formats Requiring This Data Element:
☒ **State Report**	Student Course Schedule DB9 14x
☒ **Local Accountability**	Teacher Course DB9 15x
☐ **F.A.S.T.E.R.**	Vocational Teacher Course DB9 24x
	Vocational Student Course Schedule DB9 16x

Data Element Number:	
160825	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9

Element Name:	**Permission to Share Lunch Status**

Definition/Domain

A code to indicate that a parent has given permission for his or her child's school lunch eligibility to be shared with administrators of the Healthy Kids Insurance Program.

CODE	DEFINITION
Y	Parent has given permission.
N	Parent has not given permission.
Z	Not Applicable.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic		Food Service Program, Grades PK-12
Compatibility Requirement: Compatible		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
160975	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Implementation Date:
Fiscal Year 1987-88
July 1, 1987

Element Name:	Postsecondary Education Plans

Definition/Domain

If the student left school with either a Standard Diploma, Special Diploma, Certificate of Completion or Special Certificate of Completion, indicate the postsecondary education plans for that student using the codes below:

CODE	THE STUDENT EXPRESSED PLANS TO ENTER
1	Florida public community college
2	Florida private junior college
3	Florida college or university - public
4	Florida college or university - private
5	Out-of-state College or University
6	Out-of-state technical, trade, or other institution
7	State technical, trade or other institution
8	None of the above
9	U.S. Armed Forces

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	All Programs Grade 12
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student End of the Year Status DB9 17x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	
Data Element Number:	
161225	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

Implementation Date:
Fiscal Year 1998-99
July 1, 1998

Element Name:	Prekindergarten Program Participation

Definition/Domain

A code which indicates the program in which a preschool age student is currently participating. When the student participates/participated in more than one program, the program which is/was the primary funding source is to be recorded.

CODE   DEFINITION

C   **Title 1 Prekindergarten -** A federal funded preschool program serving three and four year olds who live in Title 1 attendance zones and are educationally disadvantaged.

D   **Prekindergarten Program for Children with Disabilities** - A federally and state funded program within the Florida Education Finance Program (FEFP) for three and four year olds with disabilities.

F   **Fee for Service** – A prekindergarten program operated by a local school district in which parents pay tuition.

H   **Head Start -** A federal funded preschool program serving three and four year olds who meet income eligibility requirements; program may be operated by school district or community agency.

L   **Readiness Program Operated by Local Coalition –** These programs operate under contract with local readiness coalitions and are supported by state or federal funds and/or a sliding fee scale based on the parents' income. These include programs formerly known as Subsidized Child Care and Prekindergarten Early Intervention.

Note: This element is to be used for recording current program participation for preschool age children.

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Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Federal/State Indicator Status DB9 22x
☒ **Local Accountability**	Student End of Year Status DB9 17x
☒ **F.A.S.T.E.R.**	

Data Element Number:

161825

Reported in Survey Periods:	☐ 1	☒ 2	☐ 3	☐ 4	☒ 5	☐ 9

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Implementation Date:
Fiscal Year 1998-99
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Element Name: **Prekindergarten Program Participation   (Continued)**

Definition/Domain   (Continued)

CODE   DEFINITION

M   **Migrant Prekindergarten -** A federal or state funded preschool program for eligible three and four year old children of migratory agricultural or fishing laborers.

T   **Teenage Parent Program –** A child care program provided by the district for the child(ren) of a parent or parents who are enrolled in or who have completed a Teenage Parent program and who are enrolled full-time in a public school in the district.

Z   **Not Applicable**

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| **Implementation Date**: |
| Fiscal Year 1997-98 |
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Element Name:	**Primary Instructor Indicator**

Definition/Domain

A code that indicates the primary instructor for a class.

Code	Definition
Y	Teacher is the primary instructor for this class
N	Teacher is not the primary instructor for this class

Length:	1	**Grades and Programs Requiring This Data Element:**	
Format: Alphabetic		All Programs Grades PK-12	Adult Secondary Education
Compatibility Requirement:		Adult Postsecondary Vocational	
Compatible		Adult Basic Skills	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Teacher Course DB9 15x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R**.	

Data Element Number:	
162975	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☒ 9

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Implementation Date:
Fiscal Year 2000-01
July 1, 2000

Element Name:	**Primary Instructor Responsible, Mathematics**
Definition/Domain	

The Social Security Number of the instructor who is primarily responsible for instructing the student in mathematics.

Length: 9	**Grades and Programs Requiring This Data Element:**
Format: Numeric	Mathematics Programs Grades 3-10
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Responsible Instructor - Reading, Writing and Mathematics DB9 52X
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	
Data Element Number: 163012	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 2000-01
July 1, 2000

Element Name:	Primary Instructor Responsible, Reading

Definition/Domain

The Social Security Number of the instructor who is primarily responsible for instructing the student in reading.

Length:	9	Grades and Programs Requiring This Data Element:
Format: Numeric		Reading Programs Grades 3-10
Compatibility Requirement:		
Compatible		

Use Types:	State Reporting Formats Requiring This Data Element:
☒ **State Report**	Responsible Instructor - Reading, Writing and Mathematics DB9 52X
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
163049	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 2000-01
July 1, 2000

Element Name:	**Primary Instructor Responsible, Writing**

Definition/Domain
The Social Security Number of the instructor who is primarily responsible for instructing the student in writing.

Length: 9	**Grades and Programs Requiring This Data Element:**
Format: Numeric	Writing Programs Grades 3-10
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Responsible Instructor - Reading, Writing and Mathematics DB9 52X
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	
Data Element Number: 163086	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	**Prior School/Location: Country**

Definition/Domain

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 – E04. 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 Appendix G for Country codes.

Length: 2	**Grades and Programs Requiring This Data Element: ***
Format: Alpha	All Program Grades PK-12
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Prior School Status/Student Attendance DB9 55x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	
Data Element Number: 163106	
	Reported in Survey Periods: ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ 9

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Implementation Date:
Fiscal Year 2001-02
July 1, 2001

Element Name:	**Prior School/Location: District/County**

Definition/Domain

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 – E04. For students with an entry code of E09, this code identifies the district/county in which the student resided prior to enrolling in the current school.

See Appendix C for district numbers.

CODE	DEFINITION
01 - 70 & 72 - 76	State assigned number for school district or other agency
99	Other than Florida public school

Length:	2	**Grades and Programs Requiring This Data Element: ***
Format: Numeric		All Program Grades PK-12
Compatibility Requirement: Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Prior School Status/Student Attendance DB9 55x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
163126		**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ 9

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Implementation Date:
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Element Name:	Prior School/Location: State/Territory or Commonwealth
Definition/Domain	

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 – E04. For students with an entry code of E09, this code identifies the state/territory or commonwealth in which the student resided prior to enrolling in the current school.

See Appendix H for States.
See Appendix Q for Commonwealths, and Territories.

Length: 2	Grades and Programs Requiring This Data Element: *
Format: Alpha	All Program Grades PK-12
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Prior School Status/Student Attendance DB9 55x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	
Data Element Number:	
163166	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ 9
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| Implementation Date: |
| Fiscal Year 1995-96 |
| July 1, 1995 |

Element Name:	Program Participation Prior to Kindergarten

Definition/Domain

A code which indicates the program in which a kindergarten student participated in the year prior to kindergarten entry. When the student participates/participated in more than one program, the program which is/was the primary funding source is to be recorded.

CODE DEFINITION

C **Title 1 Prekindergarten** - A federal funded preschool program serving three and four year olds who live in Title 1 attendance zones and are educationally disadvantaged.

D **Prekindergarten Program for Children with Disabilities** - A federally and state funded program within the Florida Education Finance Program (FEFP) for three and four year olds with disabilities.

F **Fee for Service** – A prekindergarten program operated by a local school district in which parents pay tuition.

H **Head Start** - A federal funded preschool program serving three and four year olds who meet income eligibility requirements; program may be operated by school district or community agency.

L **Readiness Program Operated by Local Coalition** – These programs operate under contract with local readiness coalitions and are supported by state or federal funds and/or a sliding fee scale based on the parents' income. These include programs formerly known as Subsidized Child Care and Prekindergarten Early Intervention.

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Length:	1	**Grades and Programs Requiring This Data Element:**		
Format:	Alphabetic	All Programs Grades KG		
Compatibility Requirement:				
	Compatible			
Use Types:		**State Reporting Formats Requiring This Data Element:**		
☒ **State Report**		Federal/State Indicator Status DB9 22x		
☒ **Local Accountability**		Student End of Year Status DB9 17x		
☒ **F.A.S.T.E.R.**				
Data Element Number:				
	163425	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9		

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Implementation Date:
Fiscal Year 1995-96
July 1, 1995

Element Name:	**Program Participation Prior to Kindergarten (Continued)**

Definition/Domain   (Continued)

CODE   DEFINITION

M   **Migrant Prekindergarten** - A federal or state funded preschool program for eligible three and four year old children of migratory agricultural or fishing laborers.

N   **None** – The student did not participate in a prekindergarten program.

P   **Private Prekindergarten Program** - A student parentally placed in a private preschool.

T   **Teenage Parent Program** – A child care program provided by the district for the child(ren) of a parent or parents who are enrolled in or who have completed a Teenage Parent program and who are enrolled full-time in a public school in the district.

Z   **Not Applicable** (The student is not a kindergarten student.)

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Implementation Date: **Fiscal Year 1995-96** July 1, 1995

Element Name:	**Qualifying Arrival Date (QAD) for Migrant Program Eligibility**
	Definition/Domain

The date a child arrives in a new state or school district as the result of a move which establishes eligibility under federal guidelines.

MMDDYYYY   Example: 10191995 = October 19, 1995

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	Migrant Students, Birth - 21 Years Old
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.**		
Data Element Number:		
	163975	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9

Element Name:	**Quality Points District, Cumulative**

Definition/Domain

The number of quality points earned by the student for all grade 9-12 courses completed to date in which a letter grade has been awarded. Quality points are locally assigned. They may be weighted or unweighted. This total is used in the calculation of the Grade Point Average District, Cumulative.

The system used for awarding quality points must be defined in the text section of the automated permanent record and the transcript.

Length:	5	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades 9-12
Compatibility Requirement:		Adult Secondary Education
	Compatible	

Use Types:

☐ State Report
☒ Local Accountability
☐ F.A.S.T.E.R.

State Reporting Formats Requiring This Data Element:

None

Data Element Number:

164025

Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1987-88
July 1, 1987

Element Name:	Quality Points District, Term

Definition/Domain

The number of quality points earned by the student for all grade 9-12 courses completed during the term for which an academic grade has been awarded. Quality points are locally assigned. They may be weighted or unweighted. This total is used in the calculation of the Grade Point Average District, Term.

Length:	4	Grades and Programs Requiring This Data Element:
Format:	Numeric	All Programs Grades 9-12
Compatibility Requirement:		Adult Secondary Education
	Compatible	

Use Types:	State Reporting Formats Requiring This Data Element:
☐ State Report	None
☒ Local Accountability	
☐ F.A.S.T.E.R.	

Data Element Number:	
164825	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1987-88
July 1, 1987

Element Name:	**Quality Points State, Cumulative**

Definition/Domain

The number of quality points earned by the student for all grade 9-12 courses completed to date in which an academic grade has been awarded. This total is used in the calculation of the Grade Point Average State, Cumulative.

If the district's own scale for quality points is identical to the scale described below, a separate element will not be needed. This element is intended for use only where Quality Points District, Cumulative is based on a different scale.

The quality point scale to be used for this element follows (values in the scale are adjusted by the credit value of the course):

4	quality points for "A"
3	quality points for "B"
2	quality points for "C"
1	quality points for "D"
0	quality points for "F"
0	quality points for incomplete "I"

Quality points for a .5 credit course with a grade of "B" would be 001.50.

Quality points for a 1.0 credit course with a grade of "B" would be 003.00.

See Section 1003.437, Florida Statutes, for current requirements.

Length:	5	**Grades and Programs Requiring This Data Element:**					
Format:	Numeric	All Programs Grades 9-12					
Compatibility Requirement: State Standard		Adult Secondary Education					
Use Types:		**State Reporting Formats Requiring This Data Element:**					
☐ **State Report**		None					
☒ **Local Accountability**							
☐ **F.A.S.T.E.R.**							
Data Element Number:							
165625		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9					
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Implementation Date:
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July 1, 1987

Element Name:	Quality Points State, Term

Definition/Domain

The number of quality points earned by the student for all grade 9-12 courses completed during the term for which an academic grade has been awarded. This total is used in the calculation of the Grade Point Average State, Term. See Section 1003.437, Florida Statutes, for current requirements.

See Quality Points State, Cumulative.

Length:	4	Grades and Programs Requiring This Data Element:					
Format:	Numeric	All Programs Grades 9-12					
Compatibility Requirement: State Standard		Adult Secondary Education					
Use Types:		**State Reporting Formats Requiring This Data Element:**					
☐ State Report		None					
☒ Local Accountability							
☐ F.A.S.T.E.R.							
Data Element Number:							
166425		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9					

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

Element Name:	**Racial/Ethnic Category**

Definition/Domain

The racial/ethnic group to which the student belongs or with which the student identifies:

CODE	DEFINITION
W	White, Non-Hispanic: a person having origins in any of the original peoples of Europe, North Africa or the Middle East.
B	Black, Non-Hispanic: a person having origins in any of the black racial groups in Africa.
H	Hispanic: a person of Mexican, Puerto Rican, Cuban or South or Central American origin or other Spanish culture or origin regardless of race.
A	Asian or Pacific Islander: a person having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent.
I	American Indian or Alaskan Native: a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
M	Multiracial: a person having parents of different racial/ethnic categories.

Length:	1	**Grades and Programs Requiring This Data Element:**	
Format:	Alphabetic	All Programs Grades PK-12	
Compatibility Requirement: State Standard		Workforce Development Education (adult general education and postsecondary vocational education)	
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**		Student Demographic Information DB9 13x	
☒ **Local Accountability**		Student Dropout/Match Information DB9 38x	
☒ **F.A.S.T.E.R.**		WDIS Student Demographic Information DB9 46x	
Data Element Number: 168025			
		Reported in Survey Periods: ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 8 ☒ 9 ☒ F ☒ W ☒ S	

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Element Name:	**Referral Date**

Definition/Domain

The date the student was referred for formal evaluation/assessment.

For Exceptional Student Education: The date the student was referred for formal evaluation to determine the student's eligibility for <u>each</u> special program.

MMDDYYYY   Example: 09241987   The student was referred for formal evaluation/ assessment on September 24, 1987.

NOTE: This element may become part of a generic tracking system.

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	Exceptional Student Education Grades PK-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Exceptional Student Program DB9 12x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
170010	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

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Element Name:	Registered Apprenticeship

Definition/Domain

A code that reports a postsecondary vocational student participating in an approved apprenticeship program.

CODE	DEFINITION

A   Student is receiving on-the-job training in an apprenticeship program registered with an approved registration agency in accordance with state and federal laws and regulations.

Or

B   Student is receiving classroom-related instruction in an apprenticeship program registered with an approved registration agency in accordance with state and federal laws and regulations.

Or

Z   Not applicable

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	Workforce Development Education (postsecondary vocational education)
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	WDIS Vocational Student Course Schedule DB9 47x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	
Data Element Number: 170018	

	Reported in Survey Periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9 ☒ F ☒ W ☒ S

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Element Name:	**Resident Status, State/County**

Definition/Domain

A code representing the resident status of the student for purposes of enrollment.

CODE	DEFINITION
0	PK-12 Student: Foreign Exchange student enrolled in a Florida public school.
1	PK-12 Student: Out-of-county resident enrolled in this school district.
2	PK-12 Student Out-of-state resident enrolled in this school district.
3	PK-12 Student: In-county resident.
4	Adult Student: Florida resident.
5	Adult Student: Out-of-state resident.

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	All Programs Grades PK-12
Compatibility Requirement: Compatible	Workforce Development Education (adult general education and postsecondary vocational education)
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Demographic Information DB9 13x
☒ **Local Accountability**	WDIS Student Demographic Information DB9 46x
☐ **District Records Transfer**	
Data Element Number: 170025	

Reported in Survey Periods: ☒ 1   ☒ 2   ☒ 3   ☒ 4   ☒ 5   ☐ 9
☒ F   ☒ W   ☒ S

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Element Name:	Scheduling Method

Definition/Domain

A code to indicate the scheduling method employed:

CODE	DEFINITION

A   Alternate Week Schedule – Teacher meets with different groups of students in same course/classroom on same day, but alternate weeks.

B   Semester Block Scheduling (4 X 4, accelerated-block scheduling) – Course is scheduled so that students may earn one credit in the course in a semester.

C   Co-teaching – A classroom in which two or more teachers share responsibility for planning, delivering, and evaluating instruction for all students in a class. In order to be considered co-teaching, this delivery system is provided whenever a class/subject is taught by two or more teachers and must continue for the entire class period.

G   Individual or Small Group Instruction – Teacher meets with an individual student or small group of students in a separate setting.

I   In-Class One-on-One – Teacher meets with an individual student or small group of students on an individualized basis within a traditional classroom but not as a co-teacher.

P   Parallel Block Scheduling – Large blocks of time are scheduled each day for students who may be in various courses or grade levels in the same classroom during the same period(s).

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Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic		All Programs Grades Pk-12
Compatibility Requirement: Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ State Report		Teacher Course DB9 15x
☐ FASTER		
☒ Local Accountability		
Data Element Number: 171525		

	Reported in Survey Periods: ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 9

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Element Name:	**Scheduling Method (Continued)**
Definition/Domain (Continued)	

A code to indicate the scheduling method employed:

CODE   **DEFINITION**

S   Self-contained – One teacher provides total instruction for the entire class period.

V   Florida Virtual High School – Course is facilitated by district teacher, but taught by a teacher employed by the Florida Virtual High School.

W   Wheel Class – Same course meets in the same room with the same teacher during the same period on multiple days of the week, but with different groups of students.

O   Other – Other method of scheduling that might skew calculation of class size.

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Element Name:	**Scholarship Award or Recognition**

Definition/Domain

A code indicating that the graduating student has received an academic or artistic scholarship worth one thousand dollars or more.

CODE	DEFINITION
Y	Received scholarship
Z	Scholarship not received, less than required amount or no information available

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grade 12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
172025	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	School Address, Current

Definition/Domain

Street, city, state and zip code for the student's current school.

Free form field.

Length:	65	**Grades and Programs Requiring This Data Element:**

Format:	Alphanumeric	All Programs Grades PK-12	
Compatibility Requirement:		Adult Basic Skills	Adult Secondary Education
	Compatible	Adult Postsecondary Vocational	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
172225	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1987-88
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Element Name:	School Name, Current

Definition/Domain

The name of the school where the student is currently officially enrolled.

Length:	25	Grades and Programs Requiring This Data Element:	
Format:	Alphanumeric	All Programs Grades PK-12	
Compatibility Requirement:		Adult Basic Skills	Adult Secondary Education
	State Standard	Adult Postsecondary Vocational	

Use Types:	State Reporting Formats Requiring This Data Element:
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:							
172425	**Reported in Survey Periods:**	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 9

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Implementation Date:	Fiscal Year 1987-88 July 1, 1987

Element Name:	**School Name, Where Credit Earned**

Definition/Domain

The name of the school in which the student earned credit.

Length:	25	**Grades and Programs Requiring This Data Element:**	
Format:	Alphanumeric	All Programs Grades PK-12	
Compatibility Requirement:		Adult Basic Skills	Adult Secondary Education
	State Standard	Adult Postsecondary Vocational	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
172625	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	**School Number, Current Enrollment**
Definition/Domain	

The state assigned four-digit school number in which the student is officially enrolled for graduation during the current school year.

CODE	DEFINITION
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.

Note: For McKay Scholarship Program participants School Number, Current Enrollment should be 3518.

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:**
☒ **State Report**	Key element. Included in all formats with the exception of:
☒ **Local Accountability**	Teacher Course DB9 15x
☒ **F.A.S.T.E.R.**	Vocational Teacher Course DB9 24x
	Federal/State Compensatory Project Evaluation DB9 18x
	Dropout Prevention Program Evaluation DB9 11x
Data Element Number:	
172825	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 8 ☒ 9

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Implementation Date:
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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.

CODE	DEFINITION
0001 - 9899	District school sites assigned a unique number in the state Master School ID File.
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.
P001 - P999	DPS/MIS reporting number for eligible postsecondary nonpublic colleges and universities.

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.Yyyyy.

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:**
☒ **State Report** ☒ **Local Accountability** ☐ **F.A.S.T.E.R.**	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 Evaluation DB9 11x WDIS Teacher Course DB9 49x WDIS Vocational Student Course Schedule DB9 47x WDIS Adult General Education Student Course DB9 48x
Data Element Number:	WDIS Student End of Term Status DB9 50x
172875	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9 ☒ F ☒ W ☒ S

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Implementation Date:
Fiscal Year 1993-94
July 1, 1993

Element Name:	**School Number, Where Credit Earned**

Definition/Domain

The four-digit state assigned school number for the school in which the student earned credit.

CODE	DEFINITION
0001 - 9899	District school sites assigned a unique number in the state Master School ID File.
N999	DPS/MIS reporting number for out-of-state schools or PK-12 nonpublic in-state schools.
N998	DPS/MIS reporting number for home education.
N997	DPS/MIS reporting number for American schools abroad.
C901 - C928	DPS/MIS reporting number for public community colleges in Florida.
U970 - U978	DPS/MIS reporting number for public state universities in Florida.
P001 - P999	DPS/MIS reporting number for eligible postsecondary nonpublic colleges and universities.

See Appendix F: Florida Public Community College and State University Reporting Numbers and Appendix K: Private Postsecondary Institution Reporting Numbers.

Length:	4	**Grades and Programs Requiring This Data Element:**	
Format:	Alphanumeric	All Programs Grades PK-12	
Compatibility Requirement:		Adult Basic Skills	Adult Secondary Education
	State Standard	Adult Postsecondary Vocational	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Course Transcript Information DB9 39x
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
173025	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

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Implementation Date:
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July 1, 1995

Element Name:	**School Number, Where Incident Occurred**
Definition/Domain	

The state assigned four-digit number of the school which indicates the uniqueness of the site.

CODE	DEFINITION
0001 - 9899	District school sites assigned a unique number in the state Master School ID File.
9001	Any event that involves county- or district-sponsored event (e.g., County Youth Fair, District Football Championship)

Length:	4	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades PK-12
Compatibility Requirement: State Standard		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	School Environmental Safety Incident Report DB9 42x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number: 173125	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

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Element Name:	**School Number, Where Tested**

Definition/Domain

The four-digit state assigned school number for the school in which the student was enrolled at the time of testing.

CODE	DEFINITION
0001 - 9899	District school sites assigned a unique number in the state Master School ID File.

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:**
☒ **State Report**	Department of Juvenile Justice Student Exit Assessment DB9 53x
☐ **Local Accountability**	Department of Juvenile Justice Student Exit Assessment DB9 54x
☐ **F.A.S.T.E.R.**	

Data Element Number: 175650	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

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Implementation Date:
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Element Name:	**School Phone Number**	➝ ****NEW ELEMENT****

<div align="center">

Definition/Domain

</div>

The phone number of a school.

EXAMPLE: 8505551212   (850) 555-1212

Length: 10	**Grades and Programs Requiring This Data Element:**
Format: Numeric	All Programs Grades PK-12
Compatibility Requirement: State Standard	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	
Data Element Number: 173190	

Reported in Survey Periods:	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Implementation Date:
Fiscal Year 1992-93
July 1, 1992

Element Name:	**School Year**

Definition/Domain

The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported. School year is:

YYYY   Example: 8384

NOTE: The school year, for reporting purposes, is the 180 day regular school year plus the associated summer session(s) immediately preceding the next 180 day school year.

Length:	4	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs Grades PK-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report** ☐ **Local Accountability** ☒ **F.A.S.T.E.R.**	Key element on all record formats with the exception of: Exceptional Student Program DB9 12x Student Demographic Information DB9 13x Student Course Schedule DB9 14x Teacher Course DB9 15x Federal/State Indicator Status DB9 22x Exceptional Student DB9 23x WDIS Student Demographic Information DB9 46x WDIS Teacher Course DB9 49x WDIS Student End of Reporting Period Status DB9 50x WDIS Adult General Education Student Course DB9 48x WDIS Vocational Student Course Schedule DB9 47x
Data Element Number:	
173225	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☒ 8 ☒ 9

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| **Implementation Date:** |
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Element Name:	**Screening for Hearing Problems**

Definition/Domain

A code which indicates whether the student was screened for hearing problems and passed the test, or was screened for hearing problems and did not pass the test.

CODE	DEFINITION
HY	Student was screened for hearing problems and passed the test.
HT	Student was screened for hearing problems, did not pass the test and received appropriate treatment.
HN	Student was screened for hearing problems, did not pass the test and did not receive appropriate treatment.
ZZ	Not applicable.

NOTE: This element is to be used to report the results of screening for hearing problems for kindergarten students.

Length:	2	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grade KG
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	
☒ **Local Accountability**	None
☒ **F.A.S.T.E.R.**	

Data Element Number:	
173300	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	**Screening for Vision Problems**

Definition/Domain

A code which indicates whether the student was screened for vision problems and passed the test, or was screened for vision problems and did not pass the test.

CODE	DEFINITION
VY	Student was screened for vision problems and passed the test.
VT	Student was screened for vision problems, did not pass the test and received appropriate treatment.
VN	Student was screened for vision problems, did not pass the test and did not receive appropriate treatment.
ZZ	Not applicable.

NOTE: This element is to be used to report the results of screening for vision problems for kindergarten students.

Length:	2	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grade KG
Compatibility Requirement:	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	
☒ **Local Accountability**	None
☒ **F.A.S.T.E.R.**	

Data Element Number:	
173374	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

Element Name:	**Secondary Vocational Class Length**

Definition/Domain

The total number of hours of instruction for which the vocational class was scheduled for the reporting year (secondary).

Note: For secondary, the total number of hours is the date of entry through the end of the reporting period.

Note: Hours must be expressed 60-minute hours, excluding breaks. For example, one 50-minute class per day for 180 days equals 150 hours.

Length:	4	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	Vocational Education Grades 6-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Vocational Teacher Course DB9 24x
☒ **Local Accountability**	Vocational Student Course Schedule DB9 16x
☐ **F.A.S.T.E.R.**	

Data Element Number:

185025

Reported in Survey Periods: ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☒ 5   ☐ 9

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Implementation Date:
Fiscal Year 1996-97
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Element Name:	Section 504 Eligible

Definition/Domain

A code to identify that the student is an eligible student under Section 504 of the Rehabilitation Act of 1973, excluding students who are identified as eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA).

CODE	DEFINITION

    Y   Student is an eligible student under Section 504 of the Rehabilitation Act of 1973 and is not an eligible student with disabilities under the Individuals with Disabilities Education Act (IDEA).

    Z   Not applicable

Note: Section 504 of the Rehabilitation Act of 1973 is a civil rights statute which provides that: "No otherwise qualified individual with handicaps in the United States...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or activity conducted by any Executive agency or by the United States Postal Service." (29 USC s. 794)

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades PK-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Federal/State Indicator Status DB9 22x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
173400	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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

Element Name: **Section Number**

Definition/Domain

Section number identifies separate groupings of students enrolled in the same course.

XXXXX   A unique offering of a course in which the student is enrolled

Length: 5	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	All Programs Grades PK-12
Compatibility Requirement: Compatible	Workforce Development Education (adult general education and postsecondary vocational education)

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Course Schedule DB9 14x
☒ **Local Accountability**	Teacher Course DB9 15x
☐ **F.A.S.T.E.R.**	Vocational Teacher Course DB9 24x
	Vocational Student Course Schedule DB9 16x
	WDIS Adult General Education Student Course DB9 48x WDIS Teacher Course DB9 49x WDIS Vocational Student Course Schedule DB9 47x
Data Element Number: 173425	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9 ☒ F ☒ W ☒ S

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

Element Name:	Social Security Number

Definition/Domain

Federal social security number. Left justified.

STAFF SOCIAL SECURITY NUMBER: Report the social security number for all instructional staff on the Teacher Course and the Vocational/Adult General Education Teacher Course formats.

NOTE: For contracted or charter school staff **for whom the school district cannot obtain a Social Security Number**, the district must assign a Staff Number Identifier for the employee using the following method:

First Two Positions

CS   The first two positions in the Social Security Number field must be coded with the letters "CS".

Last Seven Positions

NNNNNNN   The last seven positions must be numeric.

NOTE: The district-defined Staff Number Identifier must result in a unique staff number within the district.

STUDENT SOCIAL SECURITY NUMBER: CS/HB 931 requires school districts to request a social security number for each student in grades PK-Adult who enroll or who are enrolled in school. When a social security number is available, the number is also used as the first nine digits of the student's Florida Student Number Identifier.

See the Student Number Identifier, Florida data element for more information.

Length:	10	**Grades and Programs Requiring This Data Element:**		
Format:	Alphanumeric	All Programs Grades PK-12		
Compatibility Requirement: State Standard		Workforce Development Education (adult general education and postsecondary vocational education)		
Use Types:		**State Reporting Formats Requiring This Data Element:**		
☒ State Report		Teacher Course DB9 15x		
☒ Local Accountability		Vocational Teacher Course DB9 24x		
☐ F.A.S.T.E.R.		WDIS Teacher Course DB9 49x		
Data Element Number: 173825		**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9 ☒ F ☒ W ☒ S		
Revised: 7/02	**Volume I**	**Effective: 7/03**	**Page Number: 141-1**	

Element Name:	SSAT-II Communications, Date Passed for Graduation Purposes
Definition/Domain	

A four-digit field used to indicate the month and year when the regular student passed in communications.

MMYY   Example: 1084

NOTE: In March of 1991, the SSAT-II was replaced with the High School Competency Test (HSCT). Refer to page 105-7 for information about students passing the communication section on or after March 1991. This data element will be discontinued in 1993-94.

Length:	4	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades 9-12
Compatibility Requirement:		Adult Secondary Education
	State Standard	Adult Basic Skills (optional)

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:

174825

Reported in Survey Periods: ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5   ☐ 9

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| Implementation Date: |
| Fiscal Year 1990-91 |
| July 1, 1990 |

Element Name:	**SSAT-II Math, Date Passed for Graduation Purposes**

Definition/Domain

A four-digit field used to indicate the month and year when the regular student passed in math.

MMYY   Example: 0483

NOTE: In March of 1991, the SSAT-II was replaced with the High School Competency Test (HSCT). Refer to page 105-9 for information about students passing the math section on or after March 1991. This data element will be discontinued in 1993-94.

Length:	4	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades 9-12
Compatibility Requirement:		Adult Secondary Education
	State Standard	Adult Basic Skills (optional)

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
175025	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1990-91
July 1, 1990

Element Name:	Student Characteristic, Agency Programs

Definition/Domain

Indicate, using the codes below, whether or not the student being reported meets any of the following categories.

CODE	DEFINITION

A   The student is a client of Department of Children and Families (DCF), is placed in a residential facility operated by the agency, and receives educational services from the local school district or through a contract with the local school district.

> *This definition was designed to include students with disabilities who were placed in residential facilities by DCF [e.g., a Developmental Services, Intermediate Care Facility (ICF-MR)]. It does not include students who are in foster care placements.*

C   The student is enrolled in a Department of Juvenile Justice facility/program and receives educational services from the local school district.

> *This definition was designed to include the Department of Juvenile Justice or a private, public, or other governmental organization under contract with the Department of Juvenile Justice which provides treatment, care and custody or educational programs for youth in juvenile justice intervention, detention, or commitment programs. This definition encompasses programs such as PACE and AMI. Please note that in many DJJ facilities there may be more than one educational program that generates weighted FTE (e.g., ESE, basic, ESOL, or vocational.)*

Z   None of the above categories apply to the student.

Note: These codes are used in the calculation of the enrollment ceiling (cap) as authorized by s. 1011.62(1)(d)3.a., F.S.

Length:	1	**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:**
☒ **State Report**		Student Demographic Information DB9 13x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
	175175	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 9
Revised: 10/01	**Volume I** **Effective: 7/03**	**Page Number: 149-1**

Element Name:	**Student, Involved in Gang**

Definition/Domain

A code indicating whether or not the student was involved in a gang.

CODE	DEFINITION
Y	Yes
N	No

NOTE: A student is involved in a gang if they are considered to be gang members due to self-identification, identification by other gang members or identified through their dress, colors or other means as being a part of the gang. A gang is a somewhat organized group of some duration, sometimes characterized by turf concerns, symbols, special dress and colors. The group is recognized as a gang by its members and others.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-12
Compatibility Requirement: Compatible		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Discipline/Referral Action DB9 19x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
175200	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 9

| **Revised: 5/03** | **Volume I** | **Effective: 7/03** | **Page Number: 149-50** |

Element Name:	**Student, Involved in Hate Crime**

Definition/Domain

A code indicating whether or not the incident was hate-crime related.

CODE	DEFINITION
Y	Yes
N	No

NOTE: A student is involved in a hate crime if they cause physical injury, emotional suffering or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force or the threat of force, motivated all or in part by hostility to the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference or disability. The person was involved in creating an intimidating, hostile or offensive educational environment.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Discipline/Referral Action DB9 19x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
175210	

Reported in Survey Periods: ☐ 1   ☒ 2   ☒ 3   ☒ 4   ☒ 5   ☐ 9

Implementation Date:
Fiscal Year 1987-88
July 1, 1987

Element Name:	**Student Name, AKA**

Definition/Domain

Free form field. Keep each name by which the student is also known other than the legal name.

Keep up to four alternate names.

Length:	42	**Grades and Programs Requiring This Data Element:**	
Format:	Alphanumeric	All Programs Grades PK-12	Adult Basic Skills (Optional)
Compatibility Requirement:		Adult Secondary Education (optional)	
	Compatible	Adult Postsecondary Vocational (optional)	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
175225	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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| Implementation Date: |
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Element Name:	**Student Name, Legal**

Definition/Domain

The student's last, first and middle name including appendage as follows:

17 characters	Last Name
03 characters	Appendage
12 characters	First Name
10 characters	Middle/Maiden Name or Initial

This is a fixed field.

Length: 42	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	All Programs Grades PK-12
Compatibility Requirement: Compatible	<u>Workforce Development Education (adult general education and postsecondary vocational education)</u>
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Demographic Information DB9 13x
☒ **Local Accountability**	Student Dropout/Match Information DB9 38x
☒ **F.A.S.T.E.R.**	WDIS Student Demographic Information DB9 46x
Data Element Number: 175425	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9 ☒ F ☒ W ☒ S

Element Name:	**Student Number Identifier, Florida**

Definition/Domain

A ten-character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students and postsecondary vocational students.

If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by an "X."

nnnnnnnnnX   Example: 123456789X

If a student does not provide a social security number, the school district should assign a number using the common method statewide.

First Two Digits

NN   For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida school system.

Last Eight Digits

NNNNNNNN   The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned.

If a student does not provide a social security number at the time of entry, but later provides a social security number, the district must update the Student Number Identifier, Florida with the verified social security number.

See Student Number Identifier - Alias, Florida data element for more information concerning changes to the Student Number Identifier, Florida.

NOTE: Section 1008.386, F.S. requires school districts to request a social security number for each student in grades PK - Adult who enroll or who are enrolled in school. However, a student is not required to provide his or her social security number as a condition for enrollment or graduation.

NOTE: Districts may maintain a separate local student number identifier.

Length: 10	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	All Programs Grades PK-12
Compatibility Requirement: State Standard	Workforce Development Education (adult general education and postsecondary vocational education)
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Key element on all record formats with the exception of:
☒ **Local Accountability**	Teacher Course DB9 15x
☒ **F.A.S.T.E.R.**	Vocational Teacher Course DB9 24x
	WDIS Teacher Course DB9 49x
	School Environmental Safety Incident Report DB9 42x
Data Element Number:	
175625	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 8 ☒ 9 ☒ F ☒ W ☒ S

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

Element Name:	**Student Number Identifier - Alias, Florida**

Definition/Domain

A ten-character code used to identify the first Student Number Identifier, Florida assigned to a student in a district. The number will be reported to the state and will be used to enable the state to do longitudinal studies.

Creation of the Data Element

1. Upon enrollment in the district, copy each student's Student Number Identifier, Florida to the student's Student Number Identifier - Alias, Florida field.

2. Effective the first day of the 180 day 1991-92 school year, for any student who provides a social security number, the student's Student Number Identifier, Florida should be equal to the student's social security number followed by an "X."

Subsequent Changes

If a social security number is provided at a later date or the student's social security number is incorrect, the student's existing Student Number Identifier, Florida must be updated. The correct social security number would be entered in the first nine positions of the Student Number Identifier, Florida field and an "X" would be entered into the tenth position. **The Student Number Identifier – Alias, Florida field must remain constant**.

If a student does not have a social security number and the district determines the student's Student Number Identifier, Florida is incorrect, the student's existing Student Number Identifier, Florida must be updated. **The Student Number Identifier - Alias, Florida must remain constant**.

NOTE: This field must be reported for each student in each survey period.

Length:	10	**Grades and Programs Requiring This Data Element:**					
Format:	Alphanumeric	All Programs Grades PK-12					
Compatibility Requirement: State Standard		Workforce Development Education (adult general education and postsecondary vocational education)					
Use Types:		**State Reporting Formats Requiring This Data Element:**					
☒ **State Report**		Student Demographic Information DB9 13x					
☒ **Local Accountability**		Student Dropout/Match Information DB9 38x					
☒ **F.A.S.T.E.R.**		WDIS Student Demographic Information DB9 46x					
		Prior School Status DB9 55x					
Data Element Number: 175630							
		Reported in Survey Periods:	☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9				
			☒ F ☒ W ☒ S				

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Element Name:	Student, Use of Alcohol

Definition/Domain

A code indicating whether or not the student was involved in the use of alcohol.

CODE	DEFINITION
Y	Yes
N	No

NOTE: A student is involved with the use of alcohol if they were caught drinking at the incident or had been drinking, based on testing or investigation by a police officer at the scene; or if they had alcohol in their possession; or were involved in the sale of alcohol. Schools will not be testing for alcohol use.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-12
Compatibility Requirement:		
	Compatible	
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Student Discipline/Referral Action DB9 19x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
	175635	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 9

Element Name:	**Student, Use of Drugs**

Definition/Domain

A code indicating whether or not the student was involved in the use of drugs.

CODE	DEFINITION
Y	Yes
N	No

NOTE: A student is involved with the use of drugs if they were under the influence at the time of the incident; drugs were in their possession during the incident, based on testing or investigation done by police as a result of the incident; or if they were involved in the sale of drugs during the incident. <u>Schools will not be testing for drug use or asked to do searches beyond those already authorized for school personnel.</u>

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-12
Compatibility Requirement:	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Discipline/Referral Action DB9 19x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
175640	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 9

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| **Implementation Date:** |
| Fiscal Year 1995-96 |
| July 1, 1995 |

Element Name:	**Student, Weapon Use**

Definition/Domain

A code indicating whether or not the student used any type of weapon.

<u>CODE</u>	<u>DEFINITION</u>
Y	Yes
N	No

NOTE: A student is involved with weapon use if they possessed, used or intended to use any instrument or object to inflict harm on another person or sold a weapon during the incident. Please make sure to code the type of weapon used under Weapon, Description.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Discipline/Referral Action DB9 19x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	
Data Element Number:	
175645	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 9

Element Name:	**Survey Period Code**

Definition/Domain

A code representing one of the state reporting periods.

CODE	TIME OF REPORT
1	July
2	October
3	February
4	June
5	End of Year
9	December
F	Fall (for reporting all Summer instruction in WDIS)
W	Winter (for reporting all Fall instruction in WDIS)
S	Summer (for reporting all Winter or Winter/Spring instruction in WDIS)

Length:	1	**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)	
	Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**		Key element. Appears on all state record formats.	
☒ **Local Accountability**			
☐ **F.A.S.T.E.R.**			
Data Element Number:			
175825		**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 8 ☒ 9 ☒ F ☒ W ☒ S	

Element Name: Tech Prep Participant

Definition/Domain

Indicate whether the student participated, during the current reporting year (secondary) or term (postsecondary), in <u>Tech Prep</u>.

CODE	DEFINITION
Y	The student participated in Tech Prep.
N	The student did not participate in Tech Prep.

→ NOTE: Tech Prep is a specific articulated occupational/technical program. It is offered in secondary and postsecondary institutions. The statewide definition reads as follows: "A student enrolled in an articulated, sequential program of study, enrolled in level 2 or above courses (at grade level or above) by grade eleven, in mathematics, science, and communications, including a technical component which leads to a minimum of a two-year postsecondary certificate or degree and/or apprenticeship program."

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	Workforce Development Education (adult general education and postsecondary vocational education)
Compatibility Requirement: Compatible	All programs K-12
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	WDIS Student End of Term Status DB9 50x
☒ **Local Accountability**	Student End of Year Status DB9 17x
☒ **F.A.S.T.E.R.**	

Data Element Number: 175988	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 8 ☐ 9 ☒ F ☒ W ☒ S

Element Name:	**Teenage Parent Program - Birth Weight of Child**

Definition/Domain

This is a one-character field which indicates whether or not a child born by a female Teenage Parent program participant weighed at least 5 pounds 8 ounces at delivery.

CODE	DEFINITION
Y	Child weighed at least 5 pounds 8 ounces
N	Child weighed less than 5 pounds 8 ounces
Z	Not applicable

NOTE: Use Code '**Z**' for circumstances which are not applicable, such as: no child born; not a live birth; multiple births wherein all children cannot be classified the same; the female participant entered the program <u>after</u> the second trimester; or the participant was a father. Track this outcome through the end of the appropriate school term.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	Dropout Prevention Programs Grades PK-12
Compatibility Requirement:	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Dropout Prevention Program Evaluation DB9 11x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
176150	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

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Implementation Date:
Fiscal Year 1991-92
July 1, 1991

Element Name:	**Teenage Parent Program - Birth Weight of Child**

Definition/Domain

This is a one-character field which indicates whether or not a child born by a female Teenage Parent program participant weighed at least 5 pounds 8 ounces at delivery.

CODE	DEFINITION
Y	Child weighed at least 5 pounds 8 ounces
N	Child weighed less than 5 pounds 8 ounces
Z	Not applicable

NOTE: Use Code '**Z**' for circumstances which are not applicable, such as: no child born; not a live birth; multiple births wherein all children cannot be classified the same; the female participant entered the program <u>after</u> the second trimester; or the participant was a father. Track this outcome through the end of the appropriate school term.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	Dropout Prevention Programs Grades PK-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Dropout Prevention Program Evaluation DB9 11x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
176150	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

Element Name:	Term

Definition/Domain

The time of the school year during which the student was enrolled in courses.

CODE	DEFINITION	CODE	DEFINITION	CODE	DEFINITION
1	Semester 1	**B**	Trimester 1	**T***	Intersession 1
2	Semester 2	**C**	Trimester 2	**U***	Intersession 2
3	Annual	**D**	Trimester 3	**V***	Intersession 3
				W*	Intersession 4
				X*	Intersession 5
4	Summer Session 1				
5	Summer Session 2	**S**	Combined Summer Session		
6	Quarter 1	**E**	Quinmester 1	**J**	Six weeks 1
7	Quarter 2	**F**	Quinmester 2	**K**	Six weeks 2
8	Quarter 3	**G**	Quinmester 3	**L**	Six weeks 3
9	Quarter 4	**H**	Quinmester 4	**M**	Six weeks 4
Y*	Year of Nonenrollment	**I**	Quinmester 5	**N**	Six weeks 5
				O	Six weeks 6

*NOTE: Intersessions are to be used only for year-round school recordkeeping.

***NOTE: Code Y is to be used only for reporting students who have withdrawn between school years.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric		All Programs Grades PK-12
Compatibility Requirement: Compatible		

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report** ☒ **Local Accountability** ☒ **F.A.S.T.E.R.**	Vocational Student Course Schedule DB9 16x Vocational-Teacher Course DB9 24x Federal/State Compensatory Project Evaluation DB9 18x Student Course Transcript Information DB9 39x Student Attendance DB9 40x Dropout Prevention Program Evaluation DB9 11x Student Course Schedule DB9 14x Teacher Course DB9 15x

Data Element Number:	
176225	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9

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Element Name:	Test Date

Definition/Domain

The month, day, and year in which the student was tested for each test administration during the school year. This data element will be used for pretest and posttest dates for the Compensatory Project Evaluation, spring testing for norm-referenced tests, and for English language proficiency assessment.

MMDDYYYY   Example: 09181984   Test taken on September 18, 1984

Example: 00000000   Test not taken

NOTE: Test Dates reported on the Limited English Proficient Information record may be in a school year(s) other than the one in which the record is being submitted.

Length:	8	**Grades and Programs Requiring This Data Element:**	
Format:	Alphanumeric	All Programs Grades PK-12	
Compatibility Requirement:		Adult Basic Skills	Adult Secondary Education
	Compatible	Adult Postsecondary Vocational	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Limited English Proficient Student Information DB9 10x
☒ **Local Accountability**	Department of Juvenile Justice Student Entry Assessment DB9 53x
☒ **F.A.S.T.E.R.**	Department of Juvenile Justice Student Exit Assessment DB9 54x

Data Element Number:	
176425	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ 8 ☐ 9

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Implementation Date:
Fiscal Year 1990-91
July 1, 1990

Element Name:	**Test Form**

Definition/Domain
A one-character code indicating the specific form of the test which was administered.

Length:	1	**Grades and Programs Requiring This Data Element:**	
Format:	Alphanumeric	All Programs Grades PK-12	
Compatibility Requirement:		Adult Basic Skills	Adult Secondary Education
	Compatible	Adult Postsecondary Vocational	
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**		Department of Juvenile Justice Student Entry Assessment DB9 53x	
☒ **Local Accountability**		Department of Juvenile Justice Student Exit Assessment DB9 54x	
☒ **F.A.S.T.E.R.**			
Data Element Number:			
	176625	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 8 ☐ 9	
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Implementation Date:
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Element Name:	**Test Level**

Definition/Domain
A code provided by the test vendor indicating the difficulty level of the test corresponding to the grade level of the student.

Length:	2	**Grades and Programs Requiring This Data Element:**	
Format:	Alphanumeric	All Programs Grades PK-12	
Compatibility Requirement:		Adult Basic Skills	Adult Secondary Education
	Compatible	Adult Postsecondary Vocational	
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**		Department of Juvenile Justice Student Entry Assessment DB9 53x	
☒ **Local Accountability**		Department of Juvenile Justice Student Exit Assessment DB9 54x	
☒ **F.A.S.T.E.R.**			
Data Element Number:			
	176825	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 8 ☐ 9	
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| Implementation Date: |
| Fiscal Year 1991-92 |
| July 1, 1991 |

Element Name:	**Test Name**

Definition/Domain

A three-character code representing the name of a test given to an individual student.

See Appendix I: Test Name Table.

NOTE: (X _ _) The character of 'X' in the first position of the test name code is reserved for local district use.

NOTE: ZZZ is to be used to indicate "Not Applicable" on the Limited English Proficient format.

Length:	3	**Grades and Programs Requiring This Data Element:**	
Format:	Alphanumeric	All Programs Grades PK- 12	
Compatibility Requirement:		Adult Basic Skills	Adult Secondary Education
	Compatible	Adult Postsecondary Vocational	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Limited English Proficient Student Information DB9 10x
☒ **Local Accountability**	Department of Juvenile Justice Student Entry Assessment DB9 53x
☒ **F.A.S.T.E.R.**	Department of Juvenile Justice Student Exit Assessment DB9 54x

Data Element Number:	
177025	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ 8 ☐ 9

Element Name:	**Test Score**

Definition/Domain

A four-digit number used to record the score achieved on a specific test.

If Test Score type is PF, 0001 equals P and 0002 equals F.

Note: For reporting alpha scores they must be right justified with remaining fields blank-filled.

Length:	4	**Grades and Programs Requiring This Data Element:**	
Format:	Alphanumeric	All Programs Grades PK-12	
Compatibility Requirement:		Adult Basic Skills	Adult Secondary Education
	Compatible	Adult Postsecondary Vocational	
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**		Limited English Proficient Student Information DB9 10x	
☒ **Local Accountability**		Department of Juvenile Justice Student Entry Assessment DB9 53x	
☒ **F.A.S.T.E.R.**		Department of Juvenile Justice Student Exit Assessment DB9 54x	
Data Element Number:			
	177225	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ 8 ☐ 9	
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Element Name:	Test Score Type

Definition/Domain

A two-character code used to indicate the kind of score being submitted.

CODE	DEFINITION
RS	Raw Score
SS	Scale Score (Expanded Standard Score)
NP	National Percentile
NC	Normal Curve Equivalent
GE	Grade Equivalent
LS	Local Stanine
NS	National Stanine
FS	Final Score (Score resulting from combined ratings on the Florida Writing Assessment Program)
PI	Objective Performance Index (subscore for FCAT)
AL	Achievement Level
PF	Pass/Fail
DS	Developmental Score
OS	Observed Status (Score resulting from observation in School Readiness Uniform Screening System [SRUSS])
ZZ	Not Applicable

NOTE: Codes "RS" or "SS" may be used to report aural/oral language proficiency levels for ESOL testing.

Length:	2	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades PK-12
Compatibility Requirement:		Adult Basic Skills Adult Secondary Education
	Compatible	Adult Postsecondary Vocational

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Limited English Proficient Student Information DB9 10x
☒ **Local Accountability**	Department of Juvenile Justice Student Entry Assessment DB9 53x
☒ **District Records Transfer**	Department of Juvenile Justice Student Exit Assessment DB9 54x

Data Element Number:	
177425	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ 8 ☐ 9

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Element Name:	**Test Subject Content**

Definition/Domain

A two-character code for each subject area of the test.

See Appendix L: Test Subject Content Codes.

Length:	2	**Grades and Programs Requiring This Data Element:**	
Format:	Alphanumeric	All Programs Grades PK-12	
Compatibility Requirement:		Adult Basic Skills	Adult Secondary Education
	Compatible	Adult Postsecondary Vocational	
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**		Limited English Proficient Student Information DB9 10x	
☒ **Local Accountability**		Department of Juvenile Justice Student Entry Assessment DB9 53x	
☒ **F.A.S.T.E.R.**		Department of Juvenile Justice Student Exit Assessment DB9 54x	
Data Element Number:			
	177625	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ 8 ☐ 9	

	Implementation Date: Fiscal Year 1987-88 July 1,1987

Element Name: **Test Use**

Definition/Domain

A code indicating use of the test for on level or functional testing.

CODE	DEFINITION
O	On Level
F	Functional

Length:	1	**Grades and Programs Requiring This Data Element:**	
Format: Alphanumeric		All Programs Grades PK-12	
Compatibility Requirement:		Adult Basic Skills	Adult Secondary Education
Compatible		Adult Postsecondary Vocational	
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**		Department of Juvenile Justice Student Entry Assessment DB9 53x	
☒ **Local Accountability**		Department of Juvenile Justice Student Exit Assessment DB9 54x	
☐ **F.A.S.T.E.R.**			
Data Element Number:			
177825		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9	

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| Fiscal Year 1997-98 |
| July 1, 1997 |

Element Name:	**Time, Total School Week**

Definition/Domain

The total amount of time a student is scheduled to attend school each week. This should be reported in minutes per week and be consistent with the information provided on the student's matrix of services. All scheduled time i.e., class time, recess, lunch, and time between classes must be included in the total.

Examples: 1. Student A's school day begins at 7:30 A.M. and ends at 2:30 P.M. and the student attends five days per week. The total amount of time in school is calculated based on seven hours per day, five days per week. This equates to 2100 minutes per week.

2. Student B's school day begins at 7:30 A.M. and lasts until 12:30 P.M. The student then leaves the school campus to go to an on-the-job training site (OJT) on Monday, Wednesday, and Thursday. The student works until 5:00 P.M. on those days. For the three days the student goes to OJT, the minutes would equate to 570 minutes per day x 3 days = 1,710 minutes. For the two days the student does not work, the minutes would equate to 300 minutes per day x 2 days = 600 minutes. Then, the total time in the school week for this student is 1,710 minutes + 600 minutes = 2,310 minutes.

NOTE: This data should be reported only for Surveys 2 and 9. Districts should zero-fill this element for all other survey periods.

Length: 4	**Grades and Programs Requiring This Data Element:**
Format: Numeric	Exceptional Student Education Grades PK-12
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Exceptional Student DB9 23x
☒ **Local Accountability**	
☐ F.A.S.T.E.R.	
Data Element Number:	
177900	**Reported in Survey Periods:** ☐1 ☒2 ☐3 ☐4 ☐5 ☒9
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| Implementation Date: |
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Element Name:	Time With Non-Disabled Peers

Definition/Domain

The total amount of time that a student with a disability is with non-disabled peers. This includes time with school and work place peers. This should be reported in minutes per week and be consistent with the information provided on the student's matrix of services. Include class time, lunch, recess, and time between classes if this time is spent with non-disabled peers.

NOTE: This data should be reported only for Surveys 2 and 9. Districts should zero-fill this element for all other survey periods.

Length: 4	**Grades and Programs Requiring This Data Element:**
Format: Numeric	Exceptional Student Education Grades PK-12
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report** ☒ **Local Accountability** ☐ **F.A.S.T.E.R.**	Exceptional Student DB9 23x
Data Element Number: 177925	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☒ 9

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Implementation Date:
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Element Name:	Transaction Code

Definition/Domain

A code indicating the appropriate action to be taken with respect to the district's data base reporting records.

CODE	DEFINITION
A	Add Record
C	Update Record (Change)
D	Delete Record

Length:	1	Grades and Programs Requiring This Data Element:
Format:	Alphabetic	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:
☒ **State Report**	Appears on all record formats.
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
177975	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 8 ☒ 9 ☒ F ☒ W ☒ S

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Element Name:	**Transportation Category**

Definition/Domain

The transportation category is a code which signifies the reason for the student being transported through either FEFP or local funding. Codes 1 through 4 and 6 are eligible for FEFP transportation funding; codes 5 and 0 are not.

A separate transportation category should be kept for each <u>bus</u> or <u>bus route</u> the student rides.

<u>FEFP Fundable Transportation Codes</u>

1   The student lives two or more miles from the school. (Section 1011.68(1)(a), F.S.)

2   The student is a physically handicapped student (as defined by Rule 6A-1.0451(5), FAC) or is enrolled in a Teenage Parent program (Section 1011.68(1)(b), F.S.) being transported to school, regardless of distance.

3   The student is a vocational or exceptional student being transported from one school center to another where appropriate programs are provided. Include dually enrolled students. (Section 1011.68(1)(d), F.S.)

4   A KG-6 student living within two miles who is subject to appropriately verified hazardous walking conditions as reported to the Department of Education as stated in Section 1006.23(4), F.S.

6   The student is participating in a Prekindergarten Early Intervention program (CS/CSHB 1593, 507 and 310 enrolled).

<u>Non-FEFP Fundable Transportation Codes</u>

5   Nonphysically handicapped student transported less than two miles from home to school who does not meet the criteria for hazardous walking.

0   The student is transported, but none of the above categories applies. For example, if the district elects to provide transportation to and from a course which is non-FTE generating (whether it be from home to school or center to center), the district may not claim transportation funding.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	Those students in Grades PK-12 who are transported.
Compatibility Requirement:		
	State Standard	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	
Data Element Number:	
178025	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Element Name:	**Transportation Eligibility**

Definition/Domain

A student who generates FEFP transportation funding during the survey period based upon state requirements. Indicate transportation eligibility for <u>each</u> bus to which the student is assigned.

CODE	DEFINITION
Y	Yes
N	No

Length:	1	**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:**
☐ **State Report**		None
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number: 178225		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Element Name:	**Vaccine Certificate Expiration, Date**

Definition/Domain

The month, day and year the student's temporary medical exemption (DH or HRS 680 - Part B) expires. The date is 15 days after the student's next scheduled doctor's appointment to receive the next vaccination.

       YYYYMMDD   Example: 19911110   Temporary medical exemption expires on November 10,1991.

                            Example: 00000000   No vaccine due.

Length: 8	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	All Programs Grades PK-12
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report** ☒ **Local Accountability** ☒ **F.A.S.T.E.R.**	None
Data Element Number: 184000	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1993-94
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Element Name:	Vaccine Status, Date

Definition/Domain

Vaccine Status, Date is a ten-character field which presents information about each of the vaccines required for children. For most cases, the first character tells the vaccine type, the second denotes the dose in the series and the remaining eight characters represent the date the dose in a series was administered.

There are also two special cases which will indicate that dates are not required for some individuals because:

       1) they have a medical or religious exemption, or

       2) they entered school prior to the time when individual vaccination dates were required - these students have been immunized.

Special cases:

Ten Character Code	Meaning
8099999999	The student has been immunized, but dates are not available for the individual doses. (The student's proof of immunization was an eligible form which did not require dates.)
90EXEMPT_ _	The student has either 1) a permanent medical exemption for all required vaccinations or 2) a religious exemption. (Positions 9 and 10 will be blank.)

All other vaccination information should be coded as follows:
    First Character

A	DTP (1-5 doses)	
B	DT (5 doses)	> 3 to 5 doses total depending on the age of the
C	Td (1-4 doses)	child and the type of vaccine given.
D	Polio (3-4 doses)	
E	Hib Haemophilus Influenza Type B (1-4 doses). Required for public preschool, but not required for school - enter ExYYYYMMDD (x = dose).	

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Length: 10	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	All Programs Grades PK-12
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report** ☒ **Local Accountability** ☒ **F.A.S.T.E.R.**	None
Data Element Number: 184025	

	Reported in Survey Periods: ☐ **1** ☐ **2** ☐ **3** ☐ **4** ☐ **5** ☐ **9**

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Element Name:	**Vaccine Status, Date (Continued*)***

Definition/Domain (Continued*)*

First Character (Continued)

F	MMR (2 doses)
G	Measles (Rubeola) (2 doses)
H	Mumps (1 dose)
I	Rubella (1 dose)
J	Hepatitis B (3 doses or 2 doses if student is 11-15 years of age)
K	Varicella (1-2 doses)
L	Varicella disease (year)

Second Character   Dose in series
NOTE: 0 should be used to indicate doses in special cases including exempt to indicate no doses required. (Such as physician's note documenting measles disease or laboratory evidence of measles immunity -- this does not exempt the child from mumps and rubella immunization.)

Third - Tenth Characters
YYYYMMDD   Year, month, day of dose.
EXEMPT_ _   If specific requirement has been exempted, 'Exempt' is in the third-eighth positions and positions 9 and 10 would be blank.

Required shots (Listed in the order they appear on the current DH or HRS 680A, 680B):

A	**DTP vaccine** (code **A**) (If the fourth primary dose of DTP is administered on or after the fourth birthday, a fifth dose is not required.)
B	or, if pertussis vaccine is medically contraindicated:
	DT (Pediatric) vaccine (code **B**) is acceptable for youngsters under the age of seven years (a series of four doses)
C	**Td (Adult) vaccine** (code **C**) is acceptable and recommended for children seven years of age or older (a series of three doses)
and **D**	**Polio** (code **D**). If the third primary dose is administered on or after the fourth birthday, a fourth dose is not required. Polio vaccine is omitted from the required immunizations of children 18 years of age or older.
and	
F or (**G, H, I**)	**MMR** (code **F**) (one dose at 12 months of age or older and in 1968 or later and a second dose may be administered at least one month after the first dose.)
	or one dose each of:
	Measles (Rubeola*)* (code **G) (at age 12 months or older and in 1968 or later and a second dose may be administered at least one month after the first dose),
	Mumps (code **H**) (at age 12 months or older), and
	Rubella (code **I**) (at age 12 months or older).

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Element Name: Vaccine Status, Date (Continued*)*
Definition/Domain (Continued*)*

NOTE: If MMR has been administered, separate mumps, measles and rubella shots are not required. Since MR is not a code, if MR is administered, separate Measles and Rubella shots should be reported.

J   Hepatitis (code J). Required for entry to seventh grade effective with the 1997/98 school year, for entry into kindergarten effective with the 1998/99 school year, and for public preschool effective with the 2001/02 school year. Acceptable doses are three vaccinations except for students 11-15 years of age who may meet the requirement with a two or three dose schedule.

K or L   **VZV** (Varicella) vaccine (code K) or documentation of varicella disease (code L) is required for preschool or kindergarten effective with the 2001/02 school year. Two doses are required , four weeks apart, only if the student is 13 years or older when the first dose of varicella is received.

Examples and conversion procedures:

1. **For students in the district's automated system prior to 7/1/91:**

For students with an Immunization Status of 1 (permanent immunization certificate), the date of the immunization would default to the last dose in the series, i.e., DTP 2031573 would be A519730315, except the first dose of MMR, MR or Measles should be coded as the first dose in the series.

Students with an Immunization Status of 2 (temporary medical certificate requiring follow-up), presenting a 680A (Permanent Immunization Certificate), should be treated as new enrollees and all dates entered in the system.

For students with an Immunization Status of 3 (permanent medical exemption), for one vaccine only, the date of the other immunizations would default to the last dose in the series, i.e., polio 4041076 would be D419760410.

Students with an Immunization Status of 0 presenting evidence of immunizations should be treated as new enrollees.

NOTES: If a student who was converted using the method of showing the last dose in the series transfers to another district, all shots should be entered prior to the student's record leaving the district.

2. **For new students:**

A student presents a valid HRS 680C Permanent Medical Exemption Certificate which indicates that he must not be vaccinated for medical reasons.
This student would be coded with an Immunization Status of 3 and Vaccine Status, Date would be **90EXEMP*T*_ _.**

A student presented a valid PD 137 form at the time of initial entry into a Florida school. No vaccination dates were required.
This student would be coded with an Immunization Status of 1 and Vaccine Status, Date would be **8099999999**.

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Element Name:	Vaccine Status, Date (Continued*)*

Definition/Domain (Continued*)*

A student presents a valid DH or HRS 680A which indicates that he was immunized for MR and mumps on 04/30/91 and MMR given on 05/30/91.

> The student would be coded with an Immunization Status of 1 and would have four vaccine status dates entered: **G119910430, I119910430, H119910430 and F219910530.**

A student presents a valid DH or HRS 680A which indicates that he was immunized for MMR on 01/01/89.

> The student would be coded as **F119890101**.

A student with a valid DH or HRS 680A form submits a valid physician's note explaining that he had measles on 01/01/90.

> The student would be coded with an immunization status of 1 and would have a vaccine status (for the measles dose) of **G1EXEMPT**.

3. New requirements

Effective with the 1997/98 school year students entering or attending 7th grade will be required to show proof of completing the hepatitis B vaccination series, a second MMR and a tetanus-diphtheria booster. A student presenting a valid 680A Certificate of Immunization which indicates that he/she was immunized for hepatitis B, first dose on 11/23/96, second dose on 12/23/96 and third dose on 3/23/97, or students 11-15 years of age presenting a valid 680A-2 which indicates that he/she was immunized with a two dose series, first dose on 11/23/96 and second dose on 3/23/97, a second MMR administered on 11/23/96 and a tetanus-diphtheria booster administered on 11/23/96 would be coded with an immunization status of 8 and would have five vaccine status dates entered: J119961123, J219961223, J31997323, F219961123 and C119961123.

Effective with the 1998/99 school year, students entering or attending Kindergarten will be required to show proof of completing the hepatitis B vaccination series. A student presenting a valid 680A Certificate of Immunization which indicates that he/she was immunized for hepatitis B (first dose on 01/11/98, second dose on 02/11/98 and third dose on 05/11/98) would have three vaccine status dates entered for the hepatitis B series: J119980111, J219980211, J319980511 in addition to other required immunizations as indicated above.

Effective with the 2001-02 school year, students entering or attending preschool or kindergarten will be required to show proof of varicella vaccination. A student presenting a valid 680A Certificate of Immunization which indicates that he/she was immunized for varicella (first dose on 08/15/99) would have the vaccine status date entered for varicella vaccine K119990815 or if a student presents a 680A Certificate of Immunization which indicates that he/she had varicella disease in 1997 (month and day are not required) would have the vaccine status date entered for varicella L119970000 in addition to other required immunizations as indicated above.

See Section 1003.22, F.S., Compulsory Immunization Guidelines from Department of Health for instructions on how to handle incomplete date information.

Also see Immunization Status.

Element Name:	**Veteran Student Indicator**

Definition/Domain

The following codes are used to identify if a postsecondary student is a veteran.

CODE	DEFINITION
V	The <u>postsecondary</u> Workforce Development Education (adult general education and postsecondary vocational) student is a veteran.
Z	Not applicable

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic		Workforce Development Education (adult general education and postsecondary vocational education)
Compatibility Requirement:		
Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		WDIS Student Demographic Information DB9 46x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
184225		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9 ☒ F ☒ W ☒ S

	Implementation Date: Fiscal Year 1992-93 July 1, 1992

Element Name:	**Vocational Academic Disadvantaged**

Definition/Domain

THESE CODES ARE USED ONLY FOR VOCATIONAL STUDENTS. Indicate whether or not the student met one or more of the criteria identified below <u>at any time</u> during the reporting year. ⟵

<u>CODE</u>   <u>DEFINITION</u>

A   "Academic disadvantaged" means individuals (other than individuals with handicaps) who exhibit one or more of the following characteristics during the reporting year:

- Identified as potential dropouts from secondary school.

- Enrolled in remedial instruction in reading, writing or mathematics. Remedial instruction is any course listed in the Course Code Directory as "remedial" or as "Level 1."

- Has secondary school grades below 2.0 on a 4.0 scale (Grade "A" equals 4.0).

- Scored at or below the 25th percentile for the student's grade level on a standardized achievement or aptitude test.

- Failing a grade.

Z   Not applicable

Length:	1	**Grades and Programs Requiring This Data Element:**	
Format:	Alphabetic	Vocational Education Grades 6-12	
Compatibility Requirement:			
	Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**	
☒ **State Report**		Student End of Year Status DB9 17x	
☒ **Local Accountability**			
☐ **F.A.S.T.E.R.**			
Data Element Number:			
	184425	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9	

Implementation Date:
Fiscal Year 1995-96
July 1, 1995

Element Name:	Vocational/Adult General Education, Disability, Student

Definition/Domain

A code indicating whether the postsecondary vocational or adult general education student is self-identified as disabled.

CODE	DEFINITION
I	Self-initiated, documented and receiving special instruction/services in order to take full advantage of or respond to educational programs and opportunities.
N	Self-initiated, but neither requesting nor requiring special instruction/services.
Z	Not applicable or not self-identified.

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphabetic	Workforce Development Education (adult general education and postsecondary vocational education)
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	WDIS Adult General Education Student Course DB9 48x
☒ **Local Accountability**	WDIS Vocational Student Course Schedule DB9 47x
☐ **F.A.S.T.E.R.**	
Data Element Number:	
184450	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9 ☒ F ☒ W ☒ S

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Implementation Date:
Fiscal Year 1994-95
July 1,1 994

Element Name:	**Vocational Basic Skills Examination**

Definition/Domain

THESE CODES ARE USED ONLY FOR VOCATIONAL STUDENTS. Indicate the status of the student in reference to basic skills assessment. (Section 1004.91, F.S.) ⟵

CODE | DEFINITION

E   Student is:

- Not required to be assessed for basic skills, OR

- Is exempt from meeting the required basic skills mastery level per local policy.

Y   Student has demonstrated mastery of the required minimal level of basic skills.

N   Student has not yet:

- Completed the initial assessment, OR

- Demonstrated mastery of the required minimal level of basic skills.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	Workforce Development Education (postsecondary vocational education)
Compatibility Requirement:		
	State Standard	
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		WDIS Vocational Student Course Schedule DB9 47x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
	184625	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9 ☒ F ☒ W ☒ S

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Implementation Date:
Fiscal Year 1998-99
July 1, 1998

Element Name:	Vocational Credential, Other

Definition/Domain

Indicate the type of credential (vocational certificate or Applied Technology Diploma) awarded to the student this term for vocational instruction.

CODE	DEFINITION
V	**Vocational Certificate** - awarded after the student completes the entire postsecondary vocational program and meets the basic skill level requirement. When a program branches with multiple specialties, a terminal OCP identified in Appendix I counts as full program completion. In this case the student must also meet the basic skill level requirement.
A	**Applied Technology Diploma** - awarded after the student completes a postsecondary Applied Technology Diploma program.
N	**Neither of the above** - Indicates that neither a vocational certificate nor an Applied Technology Diploma was awarded to the student this term.
Z	**Not Applicable** - includes all Continuing Workforce Education.

Length: 1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	Workforce Development Education (postsecondary vocational education)
Compatibility Requirement: Compatible	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ State Report	WDIS Vocational Student Course Schedule DB9 47x
☒ Local Accountability	
☐ F.A.S.T.E.R.	
Data Element Number:	
185125	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 8 ☐ 9 ☒ F ☒ W ☒ S

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Implementation Date:
Fiscal Year 1992-93
July 1, 1992

Element Name:	**Vocational, Displaced Homemaker**

Definition/Domain

THESE CODES ARE USED ONLY FOR ADULT VOCATIONAL STUDENTS.   Select the most appropriate code below to indicate whether or not the student was a displaced homemaker during the term.

<u>CODE</u>   <u>DEFINITION</u>

H   Displaced Homemaker - the adult student:

worked as an adult primarily without remuneration to care for home and family and for that reason has diminished marketable skills; or

has been dependent on public assistance or on the income of a relative but is no longer supported by such income; or

is a parent whose youngest child will become ineligible (at age 16) to receive assistance under the program for Aid to Families with Dependent Children under Part A of the Title IV of the Social Security Act within two years of the parent's application for assistance under the Act; or

is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate; or

is described in one of the above statements and is a criminal offender.

Z   Not applicable, including adult general education students.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	Workforce Development Education (postsecondary vocational education)
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	WDIS Student Demographic Information DB9 46x
☒ **Local Accountability**	
☐ **F.A.S.T.E.R.**	

Data Element Number:	
185425	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9 ☒ F ☒ W ☒ S

Implementation Date:
Fiscal Year 1995-96
July 1, 1995

Element Name:	**Vocational/Adult General Education Completion Point Code**

Definition/Domain

These codes are used only for adult general education and vocational students to identify the literacy completion points and occupational completion points achieved by the student during the term (postsecondary) or year (secondary). See Appendix S. ⬅

CODES	DESCRIPTION
A - Y ➡	Select up to six of the appropriate alphabetic code or codes (from the applicable list in the appropriate data base handbook) that most closely describes the literacy or occupational completion point achievement(s) of the student in the term. Select as many codes as apply, and report them in the order in which they were achieved by the student during the term.
Z	Not applicable, or the student is exiting the program without having achieved at least one CPC in that program. This includes all Continuing Workforce Education. When code "Z" is used, all other positions in the field must be blank.

NOTE: These codes are to be reported on the format that is associated with the type of student for whom the record is being submitted. For example, adult general education students with literacy completion points from the list of such codes are to be reported on the WDIS Adult General Education Student Course format. Adult High School and Co-enrolled student LCPs are reported as two characters, as illustrated in the Workforce Development Education Data Base Handbook. See Appendix R. ⬅

Length: 6	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	Vocational Education Grades 6-12
Compatibility Requirement: State Standard	Workforce Development Education (adult general education and postsecondary vocational education)
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Vocational Student Course Schedule DB9 16x
☒ **Local Accountability**	WDIS Vocational Student Course Schedule DB9 47x
☐ **F.A.S.T.E.R.**	WDIS Adult General Education Student Course DB9 48x
Data Element Number: 185825	

Reported in Survey Periods:	☐ 1	☐ 2	☐ 3	☐ 4	☒ 5	☐ 9
	☒ F	☒ W	☒ S			

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| Implementation Date: |
| Fiscal Year 1991-92 |
| July 1, 1991 |

Element Name:	Vocational/Adult General Education Program Code

Definition/Domain

For <u>secondary students</u>:

Record the seven-digit numeric program code listed in the <u>Course Code Directory</u>, which is associated with the vocational course in which the student is enrolled.

For all <u>postsecondary adult vocational students</u>:

Record the seven-digit alphanumeric program code listed in the <u>Course Code Directory</u>.

For the <u>adult general education students</u>:

Record the appropriate valid code from the <u>Course Code Directory</u>.

NOTE: To report the appropriate code for dually enrolled students in FTE Surveys 1-4:

♦ For regular secondary vocational students, enter the secondary program number. For a dually enrolled student taking a postsecondary adult vocational in a district setting, enter the postsecondary adult vocational program number. (See Appendix I for current program numbers.)

♦ If reporting a dually enrolled student taking an academic or vocational class through a state university or community college, zero fill this field.

In Survey 5, report only the instruction actually provided to the student by the school of instruction. Dually enrolled students are NOT reported in this survey.

Length: 7	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric	Vocational Education Grades 6-12
Compatibility Requirement: State Standard	Workforce Development Education (adult general education and postsecondary vocational education)
Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Vocational Student Course Schedule DB9 16x
☒ **Local Accountability**	Student Course Schedule DB9 14x
☒ **F.A.S.T.E.R.**	WDIS Adult General Education Student Course DB9 48x
	WDIS Vocational Student Course Schedule DB9 47x
Data Element Number:	
185875	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9 ☒ F ☒ W ☒ S

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| Implementation Date: |
| Fiscal Year 2002-03 |
| July 1, 2002 |

Element Name:	Vocational Program Name, Abbreviated

Definition/Domain

The abbreviated title assigned to courses listed in the Course Code Directory that is associated with a vocational program.

Length: 20	**Grades and Programs Requiring This Data Element:**
Format: Alpahnumeric	Vocational Educational Grades 6-12
Compatibility Requirement: **State Standard**	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	
Data Element Number:	
186075	**Reported in Survey Periods:** ☐ **1** ☐ **2** ☐ **3** ☐ **4** ☐ **5** ☐ **9**

	Implementation Date: Fiscal Year 1992-93 July 1, 1992

Element Name:	**Vocational, Single Parent and Single Pregnant Woman**

Definition/Domain

THESE CODES ARE USED ONLY FOR VOCATIONAL STUDENTS. Select the most appropriate code below to indicate whether or not the student was a single parent and/or single pregnant woman during the reporting year (secondary) or term (postsecondary).

<u>CODE</u> <u>DEFINITION</u>

S Single Parent, except pregnant - The student is unmarried, widowed or legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody.

W Single Pregnant Woman.

B Both - The student is both a single parent and a single pregnant woman.

Z Not applicable, including adult general education students.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	Vocational Education Grades 6-12
Compatibility Requirement:		Workforce Development Education (postsecondary vocational education)
	State Standard	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student End of Year Status DB9 17x
☒ **Local Accountability**	WDIS Student Demographic Information DB9 46x
☐ **F.A.S.T.E.R.**	

Data Element Number:	
186225	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9 ☒ F ☒ W ☒ S

Implementation Date:
Fiscal Year 2002-03
July 1, 2002

Element Name:	**WDIS Reporting Year**

Definition/Domain

The Workforce Development Information Services (WDIS) reporting year commencing with the beginning of the WDIS summer classes and terminating with the ending of WDIS winter or winter/spring classes as defined by the district's calendar.

CODE	Example
YYYY	0001

Note: "WDIS Reporting Year" is neither "Fiscal Year" nor "School Year" as currently defined in the student database.

Length:	4	**Grades and Programs Requiring This Data Element:**
Format: Numeric		Workforce Development Education (adult general education and postsecondary vocational education)
Compatibility Requirement: State Standard		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ State Report		Key element. Appears on all WDIS record formats.
☒ Local Accountability		
☒ F.A.S.T.E.R.		
Data Element Number: 186999		**Reported in Survey Periods:** ☐1 ☐2 ☐3 ☐4 ☐5 ☐9 ☒F ☒W ☒S

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| Implementation Date: |
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Element Name:	**WDIS Class Length**

Definition/Domain

The total number of hours of instruction for which the postsecondary vocational or adult general education class was scheduled for the term.

CODE   EXAMPLE

NNNN   0036   In district XX there are 18 weeks in a semester. The class in question is scheduled to meet for one hour twice each week. The class length is 36 hours. Code it as 0036.

Length:	4	**Grades and Programs Requiring This Data Element:**
Format: Numeric		Workforce Development Education (adult general education and postsecondary vocational education)
Compatibility Requirement:		
Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		WDIS Teacher Course DB9 49x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number:		
186987		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9 ☒ F ☒ W ☒ S

<table>
<tr><td>Implementation Date:
Fiscal Year 2002-03
July 1, 2002</td></tr>
</table>

Element Name:	**WDIS Reporting Year**

Definition/Domain

The Workforce Development Information Services (WDIS) reporting year commencing with the beginning of the WDIS summer classes and terminating with the ending of WDIS winter or winter/spring classes as defined by the district's calendar.

CODE | Example

YYYY | 0001

Note: "WDIS Reporting Year" is neither "Fiscal Year" nor "School Year" as currently defined in the student database.

Length:	4	**Grades and Programs Requiring This Data Element:**
Format: Numeric		Workforce Development Education (adult general education and postsecondary vocational education)
Compatibility Requirement: State Standard		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ State Report		Key element. Appears on all WDIS record formats.
☒ Local Accountability		
☒ F.A.S.T.E.R.		
Data Element Number: 186999		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9 ☒ F ☒ W ☒ S

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Element Name:	WDIS Student Contact Hours

Definition/Domain

For each postsecondary vocational and adult general education student, the WDIS Student Contact Hours shall be defined as <u>the number of scheduled class hours from that student's first day of enrollment in the class through the last day the class is scheduled in the reporting period</u>.

WDIS Student Contact Hours is a whole number, expressed in hours, assuming no decimal places and right justified with leading zeros.

<u>USE THIS INFORMATION FOR THE EXAMPLES THAT FOLLOW</u>:

In district XX there are 18 weeks in a semester. The WDIS class in question is scheduled to meet for one hour twice each week for a WDIS Class Length of 36 scheduled hours.

<u>CODE</u>   <u>EXAMPLES</u>

NNNN   0036   The student enrolls in the first class. WDIS Student Contact Hours extend from the first class in which the student is enrolled through the last day the class is scheduled in the reporting period, regardless of attendance. For this student, WDIS Student Contact Hours for two one-hour classes a week for 18 weeks equal 36 hours. Code this student as 0036.

NNNN   0032   The student enrolls in the fifth class (missing the first four classes). WDIS Student Contact Hours extend from the first class in which the student is enrolled through the last day the class is scheduled in the reporting period, regardless of attendance. For this student, WDIS Student Contact Hours for two one-hour classes a week for 18 weeks equals 36 hours <u>minus the four missed classes equal 32 hours</u>. Code this student as 0032.

Length:	4	Grades and Programs Requiring This Data Element:
Format: Numeric		Workforce Development Education (adult general education and postsecondary vocational education)
Compatibility Requirement:		
Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		WDIS Adult General Education Student Course DB9 48x
☒ **Local Accountability**		WDIS Vocational Student Course Schedule DB9 47x
☐ **F.A.S.T.E.R.**		
Data Element Number:		
187011		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9 ☒ F ☒ W ☒ S

Implementation Date:
Fiscal Year 1989-90
July 1, 1989

Element Name:	**Weeks in Grading Cycle**

Definition/Domain

A code which represents the number of weeks in each grading period. The element is used during automated interdistrict records transfer when course in progress information is transmitted. The number can vary between districts and across grade levels within the same district.

Examples:

CODE	EXPLANATION
06	If report cards are distributed every six weeks for students in grades 6-12, **06** will be entered which would indicate there may be up to six sets of six week grades during the 180 day school year.
09	If report cards are distributed every nine weeks for students in grades PK-5, **09** will be entered which would indicate there may be up to four sets of nine week grades during the 180 day school year.
12	If a district distributes report cards every 12 weeks for students in grades 9-12, **12** will be entered which would indicate there may be up to three sets of 12 week grades during the 180 day school year.

Length:	2	**Grades and Programs Requiring This Data Element:**
Format:	Alphabetic	All Programs Grades PK-12 and Adult
Compatibility Requirement:	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ **State Report**	None
☐ **Local Accountability**	
☒ **F.A.S.T.E.R.**	

Data Element Number:	
187025	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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July 1, 1994

Element Name:	Withdrawal Code, Adult

Definition/Domain

A state-defined code indicating the status under which the adult student withdrew from a course.

See Appendix B: Attendance Recordkeeping Required Codes for Adults.

NOTE: This data element is kept locally for all adult general education and postsecondary vocational education students.

Length: 3	Grades and Programs Requiring This Data Element:
Format: Alphanumeric	
Compatibility Requirement: State Standard	
Use Types:	**State Reporting Formats Requiring This Data Element:**
☐ State Report	None
☒ Local Accountability	
☐ F.A.S.T.E.R.	
Data Element Number:	
188025	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 1993-94
July 1, 1993

Element Name:	Withdrawal Code, PK-12

Definition/Domain

A state-defined code indicating the status under which the PK-12 student withdrew from a school or district.

See Appendix A: Attendance Recordkeeping Required Codes for Grade PK-12 Students.

NOTE: One occurrence of the Withdrawal Date and Code has been added to the Category B portion of the automated student record (FIRN Print Program) for local district use. (Optional)

Length:	3	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:
☒ **State Report**	Student Attendance DB9 40x
☒ **Local Accountability**	
☒ **F.A.S.T.E.R.**	
Data Element Number:	
188425	**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9

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

Element Name:	**Withdrawal Date**

Definition/Domain

Withdrawal date is the calendar date of a PK-12 student's actual withdrawal from a school or district or an adult student's completion of or withdrawal from a course. See Automated Student Attendance Recordkeeping for procedures.

For most adult students Withdrawal Date is not required on the permanent record. Vocational program completion date (the withdrawal date associated with a *W28* withdrawal code) is required on the permanent record for adult postsecondary vocational program completers.

       MMDDYYYY   Example: 06051983

NOTE: 1. The latest withdrawal date will be reported in Survey 5 for all students in grades PK-12 and Adult.

        2. One occurrence of Withdrawal Code and Date has been added to the Category B portion of the automated student record (FIRN Print Program) for local district use. (Optional)

        3. The relationship of this element to Workforce Development Education is not known at this time. This element, therefore, is marked for optional local use concerning adult general education and postsecondary vocation education. If a change becomes necessary, you will be notified.

Length:	8	**Grades and Programs Requiring This Data Element:**
Format:	Alphanumeric	All Programs Grades PK-12
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student End of Year Status DB9 17x
☒ **Local Accountability**	Student Dropout/Match Information DB9 38x
☒ **F.A.S.T.E.R.**	Student Attendance DB9 40x
Data Element Number:	
188825	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ 9

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

Element Name:	**Withdrawal Reason**

Definition/Domain

For PK-12, withdrawal reason is defined as a code which indicates the separation of a student from the district prior to graduation or completion, or subsequent to receiving a special diploma, certificate of completion, or special certificate of completion. Valid codes for PK-12 are **DNE, W03-W05, and W11-W26, WPO**. Withdrawal due to graduation or completion is reported separately under the elements Diploma Type and Certificate of Completion, Type.

See Appendix A: Attendance Recordkeeping Required Codes for Grades PK-12 Students.

NOTE: 1.   For reporting purposes, the PK-12 Withdrawal Code used to report Withdrawal Reason on the Student End of Year Status format should be the last appropriate code for the school year being reported.

Length:	3	**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:**
☒ **State Report**	Student End of Year Status DB9 17x
☒ **Local Accountability**	Student Dropout/Match Information DB9 38x
☐ **F.A.S.T.E.R.**	

Data Element Number:	
189225	**Reported in Survey Periods:** ☐ 1 ☒ 2 ☒ 3 ☐ 4 ☒ 5 ☐ 9

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Implementation Date:
Fiscal Year 1991-92
July 1, 1992

Element Name:	**Year**

Definition/Domain

The Year data element refers to fiscal year (see page 95-1) or school year (see page 138-1), as appropriate.

YYYY   Example: 0203

If fiscal year: 2002-03 fiscal year

If school year: 2002-03 school year

NOTE: This data element is used on formats which require fiscal year for Surveys 1, 2, 3, 4 and 9, and school year for Survey 5.

Length:	4	**Grades and Programs Requiring This Data Element:**
Format:	Numeric	All Programs
Compatibility Requirement:		
	Compatible	

Use Types:	**State Reporting Formats Requiring This Data Element:**
☒ **State Report**	Student Demographic Information DB9 13x
☒ **Local Accountability**	Exceptional Student DB9 23x
☒ **F.A.S.T.E.R.**	

Data Element Number:	
196215	**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 9

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| Implementation Date: |
| Fiscal Year 1991-92 |
| July 1, 1991 |

Element Name:	Year-Round/Extended School Year FTE Indicator

Definition/Domain

A one-character indicator used to identify the FTE being reported as being either part of a Year-Round School program or an Extended School Year program.

CODE | DEFINITION

A   Intersession FTE: FTE reported is for a student participating in a year-round school session for days beyond the 180 day school year. Code **A** should only be used with the TERM codes of T, U, V, W and X.

B   Extended School Year FTE: FTE reported is for a student participating in an Extended School Year program (days in addition to the regular 180-day school year).

Z   Not applicable.

NOTE: "Year-round school" means a school where each student received at least 180 days of instruction. However, rather than attending school for eight or nine consecutive months with consecutive months for vacation or beyond 180 day school year instructional periods, students are offered educational opportunities over an 11 month or 12 month period, with shorter, staggered vacation periods or beyond 180 day school year instructional periods throughout the year.

"Extended school year" is defined as a school program which extends the 180 day school year for <u>any or all</u> schools in a district, in accordance with Section 1001.42(4)(d)(f), F.S.

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric		All Programs Grades PK-12
Compatibility Requirement: Compatible		
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Student Course Schedule DB9 14x
☒ **Local Accountability**		
☐ **F.A.S.T.E.R.**		
Data Element Number: 196225		**Reported in Survey Periods:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☐ 9

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Implementation Date:
Fiscal Year 2002-03
July 1, 2002

Element Name:	**Youth Apprenticeship**

Definition/Domain

A code that reports that a secondary vocational education student is participating in a Youth Apprenticeship/Industrial Alternative program of study.

CODE	DEFINITION
Y	Student is enrolled in a Youth Apprenticeship Education/Industry Alternative program of study beginning at the 11th grade. The program integrates technical and academic curriculum, provides paid work-site learning and experience, leads to high school graduation and advanced studies and provides standing at the post secondary level under a sponsor in an occupation for which there is labor market demand.
Z	Not Applicable

Length:	1	**Grades and Programs Requiring This Data Element:**
Format: Alphanumeric		Vocational Education Grades 11-12
Compatibility Requirement: Compatible		Workforce Development Education (postsecondary vocational education)
Use Types:		**State Reporting Formats Requiring This Data Element:**
☒ **State Report**		Vocational Student Course Schedule DB9 16x
☒ **Local Accountability**		WDIS Vocational Student Course Schedule DB9 47x
☐ **F.A.S.T.E.R.**		
Data Element Number:		
197225		**Reported in Survey Periods:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 9 ☒ F ☒ W ☒ S

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DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Implementation Date:
Fiscal Year 1992-93
July 1, 1992

APPENDIX A

ATTENDANCE RECORDKEEPING REQUIRED CODES FOR GRADE PK-12 STUDENTS

ENTRIES INTO FLORIDA PUBLIC SCHOOLS THIS SCHOOL YEAR

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

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

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

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.

E05 – Any student entering PK or KG for the first time.

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

REENTERING INTO FLORIDA PUBLIC SCHOOLS

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

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

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

WITHDRAWAL FROM FLORIDA PUBLIC SCHOOLS: GRADE PK-12 STUDENTS

DNE - Any PK-12 student who was expected to attend a school but **did not enter** as expected for unknown reasons.

W01 - Any PK-12 student promoted, retained or transferred to another attendance reporting unit in the same school.

W02 - Any PK-12 student promoted, retained or transferred to another school in the same district.

W03 - Any PK-12 student who withdraws to attend another public school in- or out-of-state.

W04 - Any PK-12 student who withdraws to attend a nonpublic school in- or out-of-state.

W05 - Any student age 16 or older who leaves school voluntarily with no intention of returning.

W06 - Any student who graduated from school and met all of the requirements to receive a standard diploma.

W6A - Any student who graduated from school and met all of the requirements to receive a standard diploma, based on the 18-credit college preparatory graduation option.

W6B - Any student who graduated from school and met all of the requirements to receive a standard diploma, based on the 18-credit career preparatory graduation option.

W07 - Any student who graduated from school with a special diploma based on option one-mastery of Sunshine State Standards for Special Diploma.

W08 - Any student who received a certificate of completion.

W8A - Any student who met all of the requirements to receive a standard diploma except passing the graduation test and received a certificate of completion and is eligible to take the College Placement Test and be admitted to remedial or credit courses at a state community college as appropriate.

APPENDIX A (Continued)

ATTENDANCE RECORDKEEPING REQUIRED CODES FOR GRADE PK-12 STUDENTS
(Continued)

WITHDRAWAL FROM FLORIDA PUBLIC SCHOOLS: GRADE PK-12 STUDENTS

W09 - Any student who received a special certificate of completion.

W10 – Any student in a GED Exit Option Model who passed the GED Tests and the graduation test and was awarded a standard diploma.

WGD – Any student participating in the GED Exit Option Model who passed the GED Tests, but did not pass the graduation test and was awarded a State of Florida diploma.

W12 - Any PK-12 student withdrawn from school due to death.

W13 - Any PK-12 student withdrawn from school due to court action.

W15 - Any PK-12 student who is withdrawn from school due to nonattendance.

W18 - Any PK-12 student who withdraws from school due to medical reasons.

WITHDRAWAL FROM FLORIDA PUBLIC SCHOOLS: GRADE PK-12 STUDENTS

W21 - Any PK-12 student who is withdrawn from school due to being expelled.

W22 - Any PK-12 student whose whereabouts is unknown.

W23 – Any PK-12 student who withdraws from school for any reason other than W01 - W22 or W24 – W27.

W24 - Any PK-12 student who withdraws from school to attend a Home Education program.

W25 - Any student under the age of 6 who withdraws from school.

W26 - Any student who withdraws from school to enter the adult education program prior to completion of graduation requirements.

W27 - Any student who graduated from school with a special diploma based on option two-mastery of employment and community competencies.

WPO – Any student who is withdrawn from school subsequent to receiving a W07, W08, W09, or W27 during the student's year of high school completion.

WFW – Any student who graduated from school with a standard diploma and a FCAT waiver.

WFT - Any student who graduated from school and met all of the requirements to receive a standard diploma with an FCAT waiver based on concordant scores on an approved alternate assessment.

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APPENDIX B

ATTENDANCE RECORDKEEPING REQUIRED CODES FOR ADULT STUDENTS

ENTRY: ADULT STUDENTS

EA1 - The original entry of an adult student into this class.

REENTRY: ADULT STUDENTS

RA1 - Reentry of an adult student into the same class after withdrawal from that class for any reason.

WITHDRAWALS: ADULT STUDENTS

W28 - Any adult student who left the postsecondary adult job preparatory program as a program completer.

W29 - Any adult student who withdraws from a class but remains enrolled in another class in the program.

W30 - Any adult student who left the class/program to take a job, previously unemployed.

W31 - Any adult student who left the class/program to take a better job, previously employed.

W32 - Any adult student who left the class/program to enter another training program.

W33 - Achieved personal objective.

W34 - Any adult student who left the class/program for lack of interest.

W35 - Any adult student who left the class/program because of health problems.

W36 - Any adult student who left the class/program because of transportation problems.

W37 - Any adult student who left the class/program because of child care problems.

W38 - Any adult student who left the class/program because of family problems.

W39 - Any adult student who left the class/program because of the time the class/program is scheduled.

W40 - Any adult student who left the class/program because of other known reasons.

W41 - Any adult student who left the class/program because of unknown reasons.

W42 - Any adult student who was expelled from school.

W43 - Any adult student who graduated from school with a standard diploma.

W44 - Any adult student who left school with a certificate of completion.

W45 - Any adult student who left school with a State of Florida diploma (GED).

W46 - Any adult student who left the class/program because of the location where the courses met.

W47 - Any adult student who is procedurally withdrawn at the end of the term or school year who will continue in the class/program the next term or school year.

W48 - Any student in grades 9-12 taking an adult course for high school credit who is working towards a high school diploma who has left before completing the class/program.

W49 - Any adult student who left the class/program because of having changed address or left the area.

W50 - Any adult student withdrawn from school due to death.

W51 - Any student in grades 9-12 taking an adult course for high school credit who is working towards a high school diploma who has completed the class/program.

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APPENDIX C
DISTRICT NAME TABLE

District Number	District Name	District Number	District Name
01	Alachua	42	Marion
02	Baker	43	Martin
03	Bay	44	Monroe
04	Bradford	45	Nassau
05	Brevard	46	Okaloosa
06	Broward	47	Okeechobee
07	Calhoun	48	Orange
08	Charlotte	49	Osceola
09	Citrus	50	Palm Beach
10	Clay	51	Pasco
11	Collier	52	Pinellas
12	Columbia	53	Polk
13	Dade	54	Putnam
14	DeSoto	55	St. Johns
15	Dixie	56	St. Lucie
16	Duval	57	Santa Rosa
17	Escambia	58	Sarasota
18	Flagler	59	Seminole
19	Franklin	60	Sumter
20	Gadsden	61	Suwannee
21	Gilchrist	62	Taylor
22	Glades	63	Union
23	Gulf	64	Volusia
24	Hamilton	65	Wakulla
25	Hardee	66	Walton
26	Hendry	67	Washington
27	Hernando	68	School for Deaf/Blind
28	Highlands	69	Dozier/Okeechobee
29	Hillsborough	70	Eckerd Challenge Program
30	Holmes	71	Florida Virtual School
31	Indian River	→ 72	FAU - Lab School
32	Jackson	73	FSU - Lab School
33	Jefferson	74	A&M - Lab School
34	Lafayette	75	UF - Lab School
35	Lake	76	C.E.S.A. – Correctiona
36	Lee	77	Community Colleges
37	Leon	→ 99	Other than Florida Public School
38	Levy		
39	Liberty	88	Division of Public Schools
40	Madison		(Academic Scholar Records)
41	Manatee		

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Fiscal Year 1987-88
December 23, 1987

APPENDIX E
FEFP PROGRAM NUMBERS

Program/Category	FEFP Program Numbers Used for Reporting on the Student Course Schedule Format
Basic Programs	
* K-3 Basic	101
4-8 Basic	102
9-12 Basic	103
** K-3 Basic, with ESE Services	111
4-8 Basic, with ESE Services	112
9-12 Basic, with ESE Services	113
EXCEPTIONAL STUDENT EDUCATION	
Support Level 4	254
Support Level 5	255
ESOL	130
VOCATIONAL 9-12	
Vocational 9-12 (formerly 301-309)	300
OTHER PROGRAMS	
Community Instructional Services (CIS) (Applicable to years prior to 1987-88)	998
Nonfunded because student not eligible for FTE for reasons other than attendance or program membership (used in state reporting)	999

 * Includes children of teenage parents.

** Includes PK disabled children.

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July 1, 1988

APPENDIX F

FLORIDA PUBLIC COMMUNITY COLLEGE AND STATE UNIVERSITY REPORTING NUMBERS

COMMUNITY COLLEGES REPORTING NUMBERS		STATE UNIVERSITIES REPORTING NUMBERS	
C901	Brevard Community College	U970	Florida Agricultural and Mechanical University
C902	Broward Community College		
C903	Central Florida Community College	U971	Florida Atlantic University
C904	Chipola Community College	U972	Florida International University
C905	Daytona Beach Community College	U973	Florida State University
C906	Edison Community College	U974	University of Central Florida
C907	Florida Junior College at Jacksonville	U975	University of Florida
C908	Florida Keys Community College	U976	University of North Florida
C909	Gulf Coast Community College	U977	University of South Florida
C910	Hillsborough Community College	U978	University of West Florida
C911	Indian River Community College	U979	Florida Gulf Coast University
C912	Lake City Community College	U980	New College of Florida
C913	Lake-Sumter Community College		
C914	Manatee Community College		
C915	Miami-Date Community College		
C916	North Florida Community College		
C917	Okaloosa-Walton Community College		
C918	Palm Beach Community College		
C919	Pasco-Hernando Community College		
C920	Pensacola Community College		
C921	Polk Community College		
C922	St. Johns River Community College		
C923	St. Petersburg Community College		
C924	Santa Fe Community College		
C925	Seminole Community College		
C926	South Florida Community College		
C927	Tallahassee Community College		
C928	Valencia Community College		

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APPENDIX G

COUNTRY CODES

CODE	COUNTRY	CODE	COUNTRY
AF	Afghanistan	CV	Cape Verde
AB	Albania	CJ	Cayman Islands
AG	Algeria	CP	Central African Republic
AN	Andorra	CD	Chad
AO	Angola	CI	Chile
AV	Anguilla	CH	China
AY	Antarctica	KI	Christmas Island
AC	Antigua and Barbuda	CN	Clipperton Island
AX	Antilles	KG	Cocos Islands (Keeling)
AE	Argentina	CL	Colombia
AD	Armenia	CQ	Comoros
AA	Aruba	CF	Congo
AS	Australia	CR	Coral Sea Island
AU	Austria	CS	Costa Rica
AJ	Azerbaijan	DF	Croatia
AI	Azores Islands, Portugal	CU	Cuba
BF	Bahamas	DH	Curacao Island
BA	Bahrain	CY	Cyprus
BS	Baltic States	CX	Czechoslovakia
BG	Bangladesh	DT	Czech Republic
BB	Barbados	DK	Democratic Kampuchea
BI	Bassas Da India	DA	Denmark
BE	Belgium	DJ	Djibouti
BZ	Belize	DO	Dominica
BN	Benin	DR	Dominican Republic
BD	Bermuda	EJ	East Timor
BH	Bhutan	EC	Ecuador
BL	Bolivia	EG	Egypt
BJ	Bonaire Island	ES	El Salvador
BP	Bosnia and Herzegovina	EN	England
BC	Botswana	EA	Equatorial Africa
BV	Bouvet Island	EQ	Equatorial Guinea
BR	Brazil	ER	Eritrea
BT	British Virgin Islands	EE	Estonia
BW	British West Indies	ET	Ethiopia
BQ	Brunei Darussalam	EU	Europa Island
BU	Bulgaria	FA	Falkland Islands (Malvinas)
BX	Burkina Faso, West Africa	FO	Faroe Islands
BM	Burma	FJ	Fiji
BY	Burundi	FI	Finland
JB	Byelorussia SSR	FR	France
CB	Cambodia	FM	France, Metropolitian
CM	Cameroon	FN	French Guiana
CC	Canada	FP	French Polynesia

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APPENDIX G (Continued)

COUNTRY CODES (Continued)

CODE	COUNTRY	CODE	COUNTRY
FS	French Southern and Antarctic Islands	KE	Kenya
		KB	Kiribati
JC	French Southern Territories	KN	Korea, Peoples Republic of (North)
FW	French West Africa	KR	Korea, Republic of (South)
GB	Gabon	KU	Kuwait
GM	Gambia	KC	Kyrgyzstan
GZ	Gaza Strip	LO	Lao, Peoples Democratic Republic of
GD	Georgia	LP	Lapland
GE	Germany	LV	Latvia
GH	Ghana	LE	Lebanon
GI	Gibraltar	LT	Lesotho
GO	Glorioso Islands	LI	Liberia
GR	Greece	LY	Libya
GL	Greenland	LB	Libyan Arab Jamahiriya
GJ	Grenada	LS	Liechtenstein
GP	Guadeloupe	LH	Lithuania
GT	Guatemala	LU	Luxembourg
GF	Guernsey	MC	Macau
FG	Guiana	LC	Macedonia
GV	Guinea	MF	Madagascar
GS	Guinea-Bissau	IM	Madeira Islands
GY	Guyana	MK	Malawi
HA	Haiti	MY	Malaysia
HM	Heard and McDonald Islands (Australia)	MV	Maldives
		ML	Mali
HO	Honduras	XA	Malta
HK	Hong Kong	MB	Martinique
HU	Hungary	MR	Mauritania
IC	Iceland	MP	Mauritius
II	India	YT	Mayotte
IX	Indian Ocean Territory (British)	NB	Melanesia
IO	Indonesia	MX	Mexico
IR	Iran	OE	Moldova, Republic of
IZ	Iraq	MJ	Monaco
EI	Ireland	MG	Mongolia
IS	Israel	MH	Montserrat
IT	Italy	OJ	Moorea
IV	Ivory Coast	MW	Morocco
JM	Jamaica	MZ	Mozambique
JN	Jan Meyan	OP	Myanmar
JA	Japan	NK	Namibia
JO	Jordan	NR	Nauru
JD	Juan De Nova Island	NP	Nepal
KA	Kazakhstan	NL	Netherlands
		NA	Netherlands Antilles

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APPENDIX G (Continued)

COUNTRY CODES (Continued)

CODE	COUNTRY	CODE	COUNTRY
NN	Neutral Zone	SK	Sikkim
NW	New Caledonia	SN	Singapore
NT	New Hibrides	QH	Slovakia
NZ	New Zealand	JE	Slovenia
NU	Nicaragua	SI	Solomon Islands
NG	Niger	SO	Somalia
NI	Nigeria	JF	South Georgia and the South Sandwich Islands
QE	Niue		
NF	Norfolk Island	SF	South Africa
NX	North Africa	UR	Soviet Union
QI	North Ireland	SP	Spain
NO	Norway	SS	Spanish Sahara
OC	Oceania	SR	Spratley Islands
MU	Oman	CE	Sri Lanka, Ceylon
PI	Pacific Islands	SB	St. Barthelemy
PK	Pakistan	SH	St. Helena (Ascension Island)
PS	Palestine	SV	St. Kitts-Nevis
PN	Panama	SJ	St. Lucia
NQ	Papua New Guinea (Previously New Guinea)	ST	St. LVC Vincentucia
		JS	St. Pierre and Miquelon
PD	Paracel Islands	JH	St. Vincent and Grenadines
PX	Paraguay	SU	Sudan
PG	Persian Gulf States	SX	Suriname
PE	Peru	JK	Svalbard
RP	Philippines	WZ	Swaziland
PC	Pitcairn Islands	SW	Sweden
PL	Poland	SZ	Switzerland
PY	Polynesia	SY	Syria
PO	Portugal	JJ	Syrian Arab Republic
QA	Qatar	TA	Tahaiti
RE	Reunion	TB	Taiwan, Province of China
RH	Rhodesia	TZ	Tanzania, United Republic of
RO	Romania	TJ	Tajikistan
RU	Russian Federation	TH	Thailand
RW	Rwanda	TO	Togo
QD	Samoa	TL	Tokelau
SM	San Marino	XT	Tonga
SQ	Sao Tome and Principe	TD	Trinidad and Tobago
SA	Saudi Arabia	TR	Tromelin Island
LD	Scotland	TQ	Trust Territory of Pacific
SG	Senegal	TS	Tunisia
SE	Seychelles Islands	TU	Turkey
SL	Sierra Leone	TF	Turkmenistan

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APPENDIX G (Continued)

COUNTRY CODES (Continued)

CODE	**COUNTRY**	**CODE**	**COUNTRY**
TK	Turks and Caicos Islands	VE	Venezuela
TY	Tuvalu	VM	Vietnam
UG	Uganda	WL	Wales
UA	Ukraine (Formerly, Ukrainian Soviet Socialist Republic)	WC	Wallis and Futuna Islands
		WN	West Indies
UB	Union of Soviet Socialist Republic	WB	Western Sahara
TC	United Arab Emirates	WS	Western Samoa
UK	United Kingdom (Great Britain)	YS	Yemen, Peoples Democratic Republic of
US	United States	YE	Yemen, Arab Republic
UV	Upper Volta	YO	Yugoslavia
UY	Uruguay	CG	Zaire
UD	Uzbekistan	ZA	Zambia
TV	Vatican City	ZB	Zimbabwe
VN	Vanuatu	ZZ	Not Applicable

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APPENDIX H
STATE CODES

STATE	CODE	STATE	CODE
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO	Not Applicable	ZZ

See Appendix Q: U.S. Commonwealth and
Territories

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APPENDIX I

TEST NAME TABLE

NAME	CODE
Adult Basic Learning Examination	ABL
Advanced Placement Test	APT
American College Testing Program	ACT
American College Testing Program, Enhanced	ACE
ACT, Explore	AEX
Armed Services Vocational Aptitude Battery Test	ASV
P-ACT+	PAC
Basic Academic Skills Individual Screener (BASIS)	BAS
Basic Skills Assessment Program	BES
Bateria Woodcock-Munoz-Revisada	BWM
Brigance: Comprehensive Inventory of Basic Skills-Revised (CIBS-R)	CIB
California Achievement Text	CAT
College Entrance Exam Board (CEEB) (prior to 05/94)	CEB
College Placement Test	CPT
Comprehensive Assessment Program	CAP
CAP: Achievement Series	ACS
CAP: Developing Cognitive Skills	DCA
CAP: National Achievement Test	NAT
Comprehensive Test of Basic Skills (CTBS)	CTB
Curriculum-Based Measurement (CBM) Pilot	CBM
Diagnostic Achievement Battery – 2 (DAB-2)	DAB
Diagnostic Achievement Test for Adolescents, Second Edition	DAA
Diagnostic Assessments of Reading (Riverside)	DAR
ESL/Adult Literacy Scale	ESL
Early Reading Diagnostic Assessment (The Psychological Corporation)	ERD
Early Screening Inventory	ESI
Florida Comprehensive Assessment Test (FCAT)	FCA
Florida Competency Test on Personal Fitness	FCP
Florida Writing Assessment Program	WAP
Gates-MacGinite Reading Test	GRT
Grade Ten Assessment Test	GTA
Gray Oral Reading Test (GORT-3)	GOR
Hammill Multiability Achievement Test	HMA
High School Competency Test (HSCT)	HSC
Idea: Reading and Writing	IRW
International Baccalaureate	INB
International Baccalaureate Program	IBP
Iowa Test of Basic Skills (ITBS)	ITB

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APPENDIX I

TEST NAME TABLE

NAME	CODE
Kaufman Test of Educational Achievement (KTEA)	KEA
KeyMath Revised	KMR
Language Assessment Scales: Reading and Writing Test	LRW
Mather-Woodcock Group Writing Test	GWE
Metropolitan Readiness Test	MRT
Metropolitan Achievement Test (MAT)	MTS
Mini-Battery of Achievement	MBA
Minnesota Essentials Test	MET
National Test of Basic Skills	NTB
New Century Education	NCE
Oral and Written Language Scales (OWLS)	OWL
Peabody Individual Achievement Test-Revised (PIAT-R)	PIA
Preliminary Scholastic Aptitude Test (PSAT)	PSA
Ready for School	RFS
Scholastic Assessment Test (prior to 03/94)	SAT
Scholastic Assessment Test I: Reasoning Tests (03/94 forward)	SA1
Scholastic Assessment Test II: Subject Tests (05/94 forward) (CEEB ACH-SAT II)	SA2
Scholastic Reading Inventory (SRI)	SRI
Science Research Associates Achievement Test	SRA
Slosson Oral Reading Test-Revised (SORT-R)	SOR
Stanford Achievement Test	STA
Stanford Early School Achievement Test	SES
Stanford Diagnostic Math Test	STM
Stanford Diagnostic Reading Test	STR
Stanford Test of Academic Skills	STS
STAR	SAR
State Student Assessment Test-I (SSAT-I)	SS1
State Student Assessment Test-II (SSAT-II)	SS2
TerraNova	TER
Test of Academic Proficiency	TAP
Test of Adult Basic Education	TAB
Test of English as a Foreign Language (TOE)	TOE
Test of Mathematical Abilities, 2nd Edition (TOMA-2)	TEM
Test of Reading Comprehension, 3rd Edition (TORC-3)	TOR
Test of Written Expression (TOWE)	TWE
Test of Written Language-3 (TOWL-3)	TWL

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TEST NAME TABLE

NAME	CODE
Wechsler Individual Achievement Test (WIAT)	WIA
Wide Range Achievement Test-3 (WRAT-3)	RAT
Woodcock Diagnostic Reading Battery	WDR
Woodcock Johnson Tests of Achievement-Revised or 3rd Edition (WJ-R or WJ-3)	WJA
Woodcock Language Proficiency Battery, Revised	WBR
Woodcock Reading Mastery Test-Revised	WRM
Work Sampling System	WSS
Reserved for Local District Use	X_ _
Not Applicable	ZZZ

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

NAME	CODE
Bahia Oral Language Test	BOL
Balado Bilingual Test of Listening	BLC
Basic Inventory of Natural Language	BIN
Bilingual Syntax Measure I and II	BSM
Bilingual Verbal Ability Test	BVA
Comprehensive Adult Student Assessment System (CASAS)	CAS
Crane Oral Dominance Test Comprehension	COD
Dade County Oral Language Proficiency Scale	DLD
Idea Oral Language Proficiency Test	IPT

NOTE:Tests used to determine reading and writing proficiency should be obtained from the previous page

Language Assessment Battery	LAB
Language Assessment Scales	LAS
Maculaitis Assessment Program	MAC
Michigan Oral Language Proficiency	MLP
Oral Language Evaluation	OLE
Peabody Vocabulary Test	PVT
Secondary Level English Proficiency Test	SLP
Test of Language Development	TLD
Woodcock - Munoz Language Survey	WM
Not Applicable	ZZZ

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APPENDIX K

PRIVATE POSTSECONDARY INSTITUTION REPORTING NUMBERS

CODE	INSTITUTION	CODE	INSTITUTION
P005	Ambassadors International, West Palm Beach	P070	Christian International, Point Washington
P010	American Bible College, Pineland	P075	Cincinnati Christian Seminary, Kissimmee
P012	American Institute of Medicine, Coral Springs	P080	Clearwater Christian College, Clearwater
P015	Andrews University Center, Bradenton	P085	College for Human Services, Fort Lauderdale
P017	Arenia Mallory-Albany School of Religion, Miami	P090	College of Boca Raton, Boca Raton
P020	Art Institute of Fort Lauderdale, Fort Lauderdale	P095	College of the Palm Beaches - A College of Business, West Palm Beach
P025	Assemblies of God Theological Seminary Center, Lakeland	P100	College of Saint Francis Center, Vero Beach (Branch Campuses at Tampa, St. Petersburg and Bradenton)
P030	Baptist Theological College, Graceville	P105	Columbia Bible College Center, Melbourne
P035	Baptist Fellowship Bible College of Tampa, Tampa	P110	Columbia College Center, Orlando (Branch Campus at St. Petersburg)
P040	Barry University, Miami Shores (Branch Campuses at Homestead AFB, West Palm Beach and Miami)	P115	Coral Ridge Baptist Seminary Jacksonville
P045	Bellview Preacher Training School, Pensacola	P120	Desisto College, Howey-in-the-Hills
P050	Bethune-Cookman College, Daytona Beach	P125	Draughons Junior College -Palm Beach Center, Lake Worth
P055	Briarcliffe College, Miami	P130	Drew University Center, Leesburg (Life Enrichment Center)
P057	Cambridge Graduate School, Cape Coral	P135	Eckerd College, St. Petersburg
P060	Caribbean Center for Advanced Studies, Miami (Miami Institute of Psychology)	P140	Edward Waters College, Jacksonville
P065	Central Michigan University Center, Jacksonville (Institute for Personal and Career Development) (Branch Campus at Key West)		

APPENDIX K (Continued)

PRIVATE POSTSECONDARY INSTITUTION REPORTING NUMBERS (Continued)

CODE	INSTITUTION	CODE	INSTITUTION
P145	Embry-Riddle Aeronautical University, Bunnell (Branch Campuses at Fort Lauderdale and Daytona Beach)	P225	Florida Memorial College, Miami (Branch Campus at Hialeah)
P150	Evangel Bible School, Lakeland	P230	Florida School of Preaching, Lakeland
P155	Evangelical Bible Seminary, Inc., Lake Worth (Formerly Transylvania Bible College)	235	Florida Seminary, Lakeland
		P240	Florida Southern College, Lakeland (Branch Campuses at Orlando, Ocala and Lake Suzy)
P160	Faith Bible College, Milton		
P165	Fellowship of Subtle Light, The, Miami	P245	Florida Technical College, Orlando (Branch Campuses at Jacksonville and Tampa)
P170	Flagler College, St. Augustine		
P175	Florida Baptist College, Lakeland	P250	Florida Theological Seminary, Orlando
P180	Florida Beacon Bible College, Largo (Branch Campus at Brandon)	P255	Fort Lauderdale College, Fort Lauderdale (Branch Campuses at Hialeah, Miami and Tallahassee)
P185	Florida Bible College, Kissimmee	P260	Freedom Seminary, Orlando
P190	Florida Bible Institute of Gainesville, Gainesville	P265	Golden Gate University Center, Tampa
P195	Florida Career College, Miami	P270	Gospel Crusade School of Ministry, Bradenton
P200	Florida Christian College, Kissimmee (Formerly Central Florida Bible College)	P271	Gospel Tabernacle School of Ministry, Leesburg
P205	Florida College, Temple Terrace	P275	Gulf Coast Bible Institute, Milton
P210	Florida College of Business, Pompano Beach	P280	Gulf Coast Seminary, Springfield (Branch Campus at Marianna)
P215	Florida Institute of Biblical Studies, Loxahatchee	P285	Gulf Shore Baptist Graduate School, Fort Myers
P220	Florida Institute of Technology, Melbourne (Branch Campuses at Orlando NTC, St. Petersburg, Orlando, Patrick AFB/Kennedy Space Center and Vero Beach)	P290	Gulf Shore Christian College, Fort Myers
		P295	Harbor Branch Institution, Fort Pierce

APPENDIX K (Continued)

PRIVATE POSTSECONDARY INSTITUTION REPORTING NUMBERS (Continued)

CODE	INSTITUTION	CODE	INSTITUTION
P296	Harid Conservatory of Music, Boca Raton	P375	Lakeland College of Business, Lakeland (Branch Campus at Brandon)
P297	Heed University, Hollywood	P380	Lakeland College of Business - Gainesville Branch, Gainesville
P300	Heritage College, Orlando	P385	Landmark Baptist College, Haines City
P305	Hobe Sound Bible College, Hobe Sound	P390	Liberty Christian College, Pensacola
P310	Holmes College of the Bible Extension Center, Tallahassee	P395	Loma Linda University Center, Orlando
P315	Holy Trinity Seminary, Lake Mary	P400	Logos Bible College, Brandon
P320	Homestead College of the Bible, Orlando	P405	Logos Theological Seminary, Cape Coral
P322	Illinios College of Optometry, St. Peterburg	P408	Loyola College, Miami
P325	Insight Transformation Seminars, Miami	P410	Loyola Institute for Ministry, Orlando
P330	Inter-American Adventist School of Graduate Studies, Coral Gables	P415	Luther Rice Bible College and Seminary Jacksonville (Branch Campus at Lakeland)
P335	International Academy of Merchandising and Design, Tampa	P420	Martin Technical College, Miami (Branch Campus at Hialeah)
P340	International Bible Institute and Seminary, Plymouth	P425	Messianic Bible Institute, Casselberry
P345	International College of the Caymen Islands, Miami	P430	Miami Bible Institute, Miami
P350	International Fine Arts College, Miami	P435	Miami Christian College, Miami
P355	International Theological Seminary, Bradenton	P440	Miami Technical College, North Miami (Branch Campuses at Hialeah and Miami)
P357	ITT Technical Institute, Tampa	P445	Miami Theological Seminary, Miami Lakes
P360	Jacksonville University, Jacksonville		
P365	Jones College, Jacksonville		
P370	Keiser Institute of Technology, Fort Lauderdale		

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CODE	INSTITUTION	CODE	INSTITUTION
P450	Moody Bible Institute Center, New Port Richey (Branch Campuses at St. Petersburg, Tampa, Lantana, Jupiter, Oakland Park, Holiday and Sarasota)	P520	Palm Beach Baptist Bible Institute, Loxahatchee
P455	Morris Junior College of Business, Melbourne	P525	Pensacola Bible Institute, Pensacola
P460	Nassau Baptist Seminary, Yulee	P530	Pensacola Christian College, Pensacola
P463	National College of Education, Tampa	P535	Phillips Junior College of Florida, Melbourne
P465	National Education - Bauder College Campus, Fort Lauderdale	P540	Prophets Bible School and Seminary, Tampa
P470	National Education Center - Tampa Technical Institute Campus, Tampa	P543	Prospect Hall College, Hollywood
P475	National Institute of Careers - Prospect Hall College, Hollywood	P545	Ringling School of Art and Design, Sarasota
P480	New Orleans Baptist Theological Seminary, Miami (Branch Campus at Orlando)	P550	Rollins College, Winter Park (Branch Campus at Patrick AFB)
P485	New York Theological Seminary Center, Miami	P555	Ross School of Medicine, Miami
P490	North American School of Theology, Middleburg	P560	Saint John Vianney College Seminary, Miami
P495	North Florida Baptist Theological Seminary, Jacksonville	P565	St. Leo College, St. Leo (Branch Campuses at Homestead AFB, Hurlburt Field AFB, NAS Key West, Sebring and McDill AFB)
P500	Northwood Institute - Florida Education Center, West Palm Beach	P570	Saint. Michael Academy of Eschatology, West Palm Beach
P505	Nova University, Fort Lauderdale	P575	St. Petersburg Theological Seminary, St. Petersburg
P510	Orlando College, Orlando	P580	St. Thomas University, Miami
P515	Palm Beach Atlantic College, West Palm Beach	P585	St. Thomas University School of Law, Miami
		P590	St. Vincent's de Paul Regional Seminary, Boynton Beach

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CODE	INSTITUTION	CODE	INSTITUTION
P595	School for International Training, Jacksonville	P665	Stetson University, Deland
P597	Shelton College, Cape Canaveral	P670	Talmudic College of Florida, Miami Beach
P600	South College - Palm Beach Campus, Lake Worth	P675	Tampa Bay Bible College, Tampa
P605	South Florida Baptist Bible Institute, Fort Lauderdale	P680	Tampa College, Tampa (Branch Campuses at Clearwater and Lakeland)
P610	South Florida Center for Theological Studies, Coral Gables	P685	Technical Institute of Biblical Studies, Sarasota
P615	Southeastern College, Lakeland	P690	Trevecca Nazarene College Center, Lake Wales
P620	Southeastern College of Osteopathic Medicine, North Miami Beach	P695	Trinity Baptist College, Jacksonville
P622	Southeastern Seminary, Jacksonville	P700	Trinity College, Holiday
P625	Southern Baptist Center for Biblical Studies, Jacksonville	P703	Trinity Institute of Biblical Studies, Lake Worth
P630	Southern College, Orlando	P705	Troy State University - Florida Region, Ft. Walton Beach (Branch Campuses at Hurlburt Field AFB, NAS Whiting Field, NAS Pensacola and Elgin AFB)
P635	Southern College of Seventh-Day Adventists, Orlando		
P640	Southern Illinois University Center, NAS Jacksonville (Branch Campuses at NAS Orlando, NAS Cecil Field, NAS Mayport and Jacksonville)	P710	Union for Experimenting Colleges and Universities - Miami Center, North Miami Beach
		P715	United Bible College and Seminary, Orlando
P645	Southwest Florida College, Naples		
P650	Southwestern Adventist College, Orlando	P720	United Electronics Institute, Tampa
P655	Spurgeon Baptist Bible College, Mulberry	P725	University of Industrial Management, Clearwater
P660	Stat-A-Matrix Institute: Miami Center, Miami	P730	University of Miami, Coral Gables
		P735	University of Sarasota, Sarasota

APPENDIX K (Continued)

PRIVATE POSTSECONDARY INSTITUTION REPORTING NUMBERS (Continued)

CODE	INSTITUTION	CODE	INSTITUTION
P740	University of Southern California Center, Panama City	P780	West Indies College - Florida Campus, Orlando
P745	University of Tampa, Tampa (Branch Campus at McDill AFB)	P785	Western Conservative Baptist Seminary, Orlando
P750	Vista College, Fort Lauderdale	P790	Whitefield Theological Seminary, Lakeland
P755	Walden University - Institute for Advanced Studies: Florida Center, Naples (Branch Campus at Orlando)	P795	World Outreach for Christ Bible School, Merritt Island
P760	Warner Southern College, Lake Wales	P800	Yeshiva Gegolah (Branch Campuses at North Miami Beach, Hallandale, Coral Springs, Bal Harbour, Lauderhill, Clearwater, Tampa, Maitland and Sarasota)
P765	Webber College, Babson Park		
P770	Wesleyan College in Southwest Florida, Lake Suzy	P805	Zoe College, Jacksonville
P775	West Florida Baptist Institute, Pensacola		

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APPENDIX L

TEST SUBJECT CONTENT CODES

TEST CODE	TEST SUBJECT CONTENT	8 CHARACTER SUBJECT CODE

Generic Tests

01	Total Battery	TOTBAT
02	Basic Battery	BASICBAT
05	Reading and Writing	READWRIT
06	Communications (Total)	COMM (T)
07	Word Attack	WDATTACK
08	Basic Skills Total	BASICSKL
09	Reading	READING
10	Reading (Total)	READ (T)
11	Comprehension	COMPREHE
3L	Word Recognition Skills	WORDREC
12	Vocabulary	VOCAB
13	Word/Phonic Attack/Analysis	WORD
14	Listening (Total)	LISTEN/T
4L	Listening Comprehension	LISTCOMP
2L	Listening Vocabulary	LISTVOC
15	Prereading (Total)	PRERD (T)
16	Structural Analysis	STRUC/AN
17	*Speaking	SPEAKING
18	*Language Proficiency Level	LP/LEVEL
19	*Oral	ORAL
20	Mathematics (Total)	MATH (T)
21	Computation	COMPUTAT
22	Problem Solving/Applications	PROB/SLV
23	Concepts/Number System and Numeration	CONCEPTS
24	Geometry and Measurement	GEOMETRY
25	Mathematics (Total)	MATH/REA
30	Language (Total)	LANGUAGE
31	Spelling	SPELLING
32	Capitalization	CAPITALI
33	Punctuation	PUNCTUAT
34	Capitalization and Punctuation/Mechanics	CAP/MECH
35	Usage/Expression	USAGE/EX
36	Written Expression	WRITTEN
37	Grammar	GRAMMAR
40	Study/Research/Reference Skills/Using Information	STUDY/RE
41	Study Skills	STUDYSKL
42	Reference Skills	REFSKILL
43	Visual Materials	VISMATRL
44	Thinking Skills	THINKSKL

*NOTE: These codes should be used only with Aural/Oral Language Proficiency tests to determine Limited English Proficiency.

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APPENDIX L (Continued)

TEST SUBJECT CONTENT CODES (Continued)

TEST CODE	TEST SUBJECT CONTENT	8 CHARACTER SUBJECT CODE

Generic Tests (Continued)

50	Science	SCIENCE
60	Social Studies/Environment	SS/ENVIR
61	Social Science	SOCSCIEN
X_	Reserved for Local Use (locally defined tests)	xxxxxxxx
ZZ	Not Applicable	NOTAPPL

Specific Tests

ESL: ESL/Adult Literacy Scale

A1	Advanced Listening	ESL AL
A2	Advanced Grammar	ESL AG
A3	Advanced Life Skills	ESL ALS
A4	Advanced Reading	ESL AR
A5	Advanced Composition	ESL AC
A6	Advanced Total	ESL AT
I1	Intermediate Listening	ESL IL
I2	Intermediate Grammar	ESL IG
I3	Intermediate Life Skills	ESL ILS
I4	Intermediate Reading	ESL IR
I5	Intermediate Composition	ESL IC
I6	Intermediate Total	ESL IT
B1	Beginning Listening	ESL BL
B2	Beginning Grammar	ESL BG
B3	Beginning Life Skills	ESL BLS
B4	Beginning Reading	ESL BIR
B5	Beginning Composition	ESL BC
B6	Beginning Total	ESL BT

PSAT

65	Verbal	PSAT V
66	Math	PSAT M
67	Selection Index	PSAT SI
68	Writing	PSAT W

SAT (prior to 03/94)

70	Verbal	SAT V
71	Reading Comprehension	SAT RD
72	Vocabulary	SAT VOC
73	Math	SAT M
74	Test of Standard Written English	SAT TSWE
75	Science	SAT SCI

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TEST CODE	TEST SUBJECT CONTENT	8 CHARACTER SUBJECT CODE

Specific Tests (Continued)

SAT I

70	Verbal	SAT V
CR	Critical Reading	SAT VCR
AN	Analogies	SAT ANLG
SC	Sentence Completion	SAT SNCM
73	Math	SAT M
AR	Arithmetic and Algebraic Reasoning	SAT ALGR
GR	Geometric Reasoning	SAT GEOR

CEEB ACH/SAT II

77	American History and Social Studies	ACH AH
78	Biology	ACH BY
BE	Biology <u>Ecological</u>/Molecular	ACH BEM
BM	Biology Ecological/<u>Molecular</u>	ACH BM
79	Chemistry	ACH CH
CL	Chinese Listening	ACH CL
CR	Chinese Listening: Reading Subscore	ACH CR
CS	Chinese Listening: Listening Subscore	ACH CS
CU	Chinese Listening: Usage Subscore	ACH CU
80	European History and World Cultures	ACH EH
81	English Composition	ACH EN
82	English Composition with Essay	ACH ES
EP	English Language Proficiency Test	ACH ELP
EL	English Language Proficiency Test: Listening	ACH EL
EB	English Language Proficiency Test: Proficiency Rating	ACH EB
ER	English Language Proficiency Test: Reading	ACH ER
83	French	ACH FR
FL	French Listening	ACH FL
FR	French Listening: Reading Subscore	ACH FR
FS	French Listening: Listening Subscore	ACH FS
84	German	ACH GM
GL	German Listening	ACH GL
GR	German Listening: Reading Subscore	ACH GR
GS	German Listening: Listening Subscore	ACH GS
85	Hebrew	ACH HB
MH	Hebrew, Modern	ACH MHB
IT	Italian	ACH IT
JL	Japanese Listening	ACH JL
JR	Japanese Listening: Reading	ACH JR
JS	Japanese Listening: Listening Subscore	ACH JS
JU	Japanese Listening: Usage Subscore	ACH JU
KL	Korean Listening	ACH KL
KR	Korean Listening: Reading Subscore	ACH KLR
KN	Korean Listening: Listening Subscore	ACH KLL

APPENDIX L (Continued)

TEST SUBJECT CONTENT CODES (Continued)

TEST CODE	TEST SUBJECT CONTENT	8 CHARACTER SUBJECT CODE

Specific Tests (Continued)

CEEB ACH/SAT II (Continued)

KU	Korean Listening: Usage Subscore	ACH KLU
86	Literature	ACH LR
87	Latin	ACH LT
M1	Math Level Ic	ACHM1C
88	Math Level I	ACH M1
89	Math Level II	ACH M2
MC	Math Level IIc	ACH M2C
90	Physics	ACH PH
91	Spanish	ACH SP
SL	Spanish Listening	ACH SL
SR	Spanish Listening: Reading Subscore	ACH SR
SS	Spanish Listening: Listening Subscore	ACH SS
US	U.S. History	ACH USH
WH	World History	ACH WH
WR	Writing	ACH WR
WC	Writing: Multiple Choice Subscore	ACH WRWC
WE	Writing: Identifying Sentence Errors Subscore	ACH WRISE
WS	Writing: Improving Sentences Subscore	ACH WRIS
WP	Writing: Improving Paragraph Subscore	ACH WRIP
WM	Writing: Writing Sample Subscore	ACH WRWS

CEEB ACH (prior to 05/94)

77	American History & Social Studies	ACH AH
78	Biology	ACH BY
79	Chemistry	ACH CH
CL	Chinese Listening	ACH CL
80	European History & World Cultures	ACH EH
81	English Composition	ACH EN
82	English Composition with Essay	ACH ES
83	French	ACH FR
FL	French Listening	ACH FL
84	German	ACH GM
85	Hebrew	ACH HB
MH	Modern Hebrew	ACH MHB
IT	Italian	ACH IT
JL	Japanese Listening	ACH JL
86	Literature	ACH LR
87	Latin	ACH LT
88	Math Level I	ACH M1
89	Math Level II	ACH M2
MC	Math Level IIc (Calculator)	ACH M2C
90	Physics	ACH PH
91	Spanish	ACH SP
SL	Spanish Listening	ACH SL

APPENDIX L (Continued)

TEST SUBJECT CONTENT CODES (Continued)

TEST CODE	TEST SUBJECT CONTENT	8 CHARACTER SUBJECT CODE

Specific Tests (Continued)

ACT ACE, AEX and P-ACT +

92	Reading [ACT & P-ACT +] (Effective 10/89)	ACT READ
93	Science Reasoning [ACT & P-ACT +] (Effective 10/89)	ACT SCI
94	English [ACT & P-ACT + for Writing Skills]	ACT ENG
95	Math [ACT & P-ACT +]	ACT MATH
96	Social Studies (Not applicable after 6/89)	ACT SS
97	Natural Science (Not applicable after 6/89)	ACT SCI
98	Composite	ACT COMP
RH	Rhetorical [ACT, Explore]	ACT RHET
UM	Usage/Mechanics [ACT, Explore]	ACT UMEC

NOTE: The P-ACT + test is taken by tenth graders to assist them in preparing for the ACT test.

APT

1A	Art History	APT AH
2M	Art Studio 2D Portfolio	APT AST
3M	Art Studio 3D Portfolio	APT ASP
1B	Art Studio Drawing Portfolio	APT ASD
1C	Art Studio General	APT ASG
1D	Biology	APT BY
2G	Calculus AB Subscore	APT CABS
1E	Calculus AB	APT CLAB
1F	Calculus BC	APT CLBC
1G	Chemistry	APT CH
1H	Computer Science A	APT CSA
1I	Computer Science AB	APT CSAB
1J	Economics Macro	APT ECMA
1K	Economics Micro	APT ECMI
1L	English Language & Composition	APT ELAN
1M	English Literature & Composition	APT ELIT
2H	Environmental Science	APT SCIE
1N	European History	APT EURH
1O	French Language	APT FLAN
1P	French Literature	APT FLIT
1Q	German Language	APT GLAN
2E	German Literature	APT GLIT
1R	Government/Politics: U.S.	APT GPUS
1S	Government & Politics Comparative	APT GPCM
HG	Human Geography	APT HG
2I	International English Language	APT INEL
1T	Latin: Catullue-Horace	APT LCH
2J	Latin Literature	APT LLT
1U	Latin: Vergil	APT LVG
1V	Music Listening & Literature	APT MLL
1W	Music Theory	APT MT

APPENDIX L (Continued)

TEST SUBJECT CONTENT CODES (Continued)

TEST CODE	TEST SUBJECT CONTENT	8 CHARACTER SUBJECT CODE

Specific Tests (Continued)

APT (Continued)

MT	Music Theory Aural	APT MTA
2K	Music Theory Non-Aural	APT MTN
1X	Physics B	APT PB
1Y	Physics C Electricity & Magnetism	APT PCEM
1Z	Physics C Mechanical	APT PCM
2D	Psychology	APT PSY
2A	Spanish Language	APT SLAN
2B	Spanish Literature	APT SLIT
2F	Statistics	APT STA
2C	United States History	APT USH
WI	World History	APT WH

Comprehensive Achievement Test (CAP)

DCA : Developing Cognitive Abilities

C1	Verbal	VERBAL
C2	Quantitative	QUANT
C3	Spatial	SPATIAL
C4	Total Ability	DCA (T)

ACS: Achievement Series (ACS/CAP Form A/B)

10	Reading Total	READ (T)
11	Reading Comprehension	COMPREHE
12	Vocabulary	VOCAB
30	Language Total	LANGUAGE
31	Spelling	SPELLING
34	Capitalization/Punctuation	CAP/MECH
37	Grammar	GRAMMAR
20	Math Total	MATH (T)
21	Math Computation	COMPUTAT
23	Math Concepts	CONCEPTS
22	Math Problem Solving	PROB/SLV
08	Basic Skills Total	BASICSKL
07	Word Attack	WDATTACK
41	Study Skills	STUDYSKL
50	Science	SCIENCE
60	Social Studies	SS/ENVIR

NAT: National Achievement Test (NAT/CAP Form 3)

10	Reading Total	READ (T)
11	Reading Comprehension	COMPREHE
12	Vocabulary	VOCAB

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Specific Tests (Continued)

NAT: National Achievement Test (NAT/CAP Form 3) (Continued)

30	Language Total	LANGUAGE
31	Spelling	SPELLING
34	Language Mechanic	CAP/MECH
35	Language Expression	USAGE/EX
20	Math Total	MATH (T)
21	Math Computation	COMPUTAT
22	Problem Solving/Applications	PROB/SLV
23	Math Concepts	CONCEPTS
08	Basic Skills Total	BASICSKL
42	Reference Skills	REFSKILL
07	Word Attack	WDATTACK
50	Science	SCIENCE
60	Social Studies	SS/ENVIR

CAT: California Achievement Test

01	Total Battery	TOTBAT
10	Reading Total	READ (T)
11	Reading Comprehension	COMPREHE
12	Vocabulary	VOCAB
13	Word Analyses	WORD
30	Language Total	LANGUAGE
31	Spelling	SPELLING
42	Reference Skills	REFSKILL
41	Study Skills	STUDYSKL
34	Language Mechanics	CAP/MECH
35	Language Expression	USAGE/EX
20	Math Total	MATH (T)
21	Math Computation	COMPUTAT
23	Math Concepts & Applications	CONCEPTS
50	Science	SCIENCE
60	Social Studies	SS/ENVIR

CTB: Comprehension Test of Basic Skills

01	Total Battery	TOTBAT
10	Reading Total	READ (T)
11	Reading Comprehension	COMPREHE
12	Vocabulary	VOCAB
13	Word Analyses	WORD
30	Language Total	LANGUAGE
31	Spelling	SPELLING
34	Language Mechanics	CAP/MECH

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TEST CODE	TEST SUBJECT CONTENT	8 CHARACTER SUBJECT CODE

Specific Tests (Continued)

CTB: Comprehensive Test of Basic Skills (Continued)

35	Language Expression	USAGE/EX
20	Math Total	MATH (T)
21	Math Computation	COMPUTAT
22*	Problem Solving/Applications	PROB/SLV
23	Math Concepts & Applications	CONCEPTS
40	Study/Research/Reference	STUDY/RE
41	Study Skills	STUDYSKL
50	Science	SCIENCE
60	Social Studies	SS/ENVIR

*If Code 22 is used to represent Math Concepts and Applications, it must be converted to Code 23 if CTB is used in the Statewide Assessment Program Format in Survey 5.

ITB: Iowa Test of Basic Skills

01	Complete Battery Total	TOTBAT
10	Reading Total	READ (T)
11	Reading/Reading Comprehension	COMPREHE
12	Vocabulary	VOCAB
13	Word Analysis	WORD
14	Listening	LISTEN/T
30	Language Skills Total	LANGUAGE
31	Spelling	SPELLING
32	Capitalization	CAPILALI
33	Punctuation	PUNCTUAT
34	Capitalization and Punctuation	CAP/MECH
35	Usage	USAGE/EX
36	Written Expression	WRITTEN
40	Work Study Total	STUDY/RE
41	Study Skills	STUDYSKL
43	Visual Materials	VISMATRL
42	Reference Materials	REFSKILL
20	Math Total	MATH (T)

APPENDIX L (Continued)

TEST SUBJECT CONTENT CODES (Continued)

TEST CODE	TEST SUBJECT CONTENT	8 CHARACTER SUBJECT CODE

Specific Tests (Continued)

ITB: Iowa Test of Basic Skills (Continued)

21	Math Computation	COMPUTAT
23	Math Concepts	CONCEPTS
22	Math Problem-Solving	PROB/SLV
50	Science	SCIENCE
60	Social Studies	SS/ENVIR

MTS: Metropolitan Achievement Test

01	Total Battery	TOTBAT
02	Basic Battery	BASICBAT
10	Reading Total	READ (T)
11	Reading Comprehension	COMPREHE
3L	Word Recognition Skills	WORDREC
12	Vocabulary	VOCAB
30	Language Total (Includes: Language & Spelling)	LANGUAGE
34	Language Mechanics (Includes: Punctuation, Capitalization & Usage)	CAP/MECH
31	Spelling	SPELLING
20	Math Total	MATH (T)
21	Math Computation	COMPUTAT
23	Math Concepts	CONCEPTS
22	Math Problem-Solving	PROB/SLV
40	Research Skills	STUDY/RE
50	Science	SCIENCE
60	Social Studies	SS/ENVIR

NTB: National Tests of Basic Skills

08	Basic Skills Total	BASICSKL
10	Reading Total	READ (T)
11	Reading Comprehension	COMPREHE
12	Vocabulary	VOCAB
30	Language Total	LANGUAGE
31	Spelling	SPELLING
34	Language Mechanics	CAP/MECH
35	Language Expression	USAGE/EX
20	Math Total	MATH (T)
21	Math Computation	COMPUTAT
23	Math Concepts	CONCEPTS
22	Math Concepts & Applications	PROB/SLV

APPENDIX L (Continued)

TEST SUBJECT CONTENT CODES (Continued)

TEST CODE	TEST SUBJECT CONTENT	8 CHARACTER SUBJECT CODE

Specific Tests (Continued)

NTB: National Tests of Basic Skills (Continued)

42	Reference Skills	REFSKILL
50	Science	SCIENCE
60	Social Studies	SS/ENVIR

STA: Stanford Achievement Test

01	Total Battery	TOTBAT
02	Basic Battery	BASICBAT
10	Reading Total	READ (T)
11	Reading Comprehension	COMPREHE
12	Reading Vocabulary	VOCAB
S7	Sentence Reading	SENREAD
S8	Sounds and Letters	SOUNLET
13	Word/Phonic Attack/Analysis	WORD
WF	Word Reading	WORDREA
WG	Word Study Skills	WRDSTD
30	Language Total	LANGUAGE
31	Spelling	SPELLING
34	Language	CAP/MECH
14	Listening Total (Listening)	LISTEN/T
4L	Listening Comprehension	LISTCOMP
LW	Listening to Words and Stories	LSTWRDST
2L	Listening Vocabulary	LIST/VOC
38	Language Mechanics	LAN/MECH
MS	Mathematics: Problem Solving	MATHPSL
MP	Mathematics: Procedures	MATHPRO
35	Language Expression	USAGE/EX
40	Using Information	STUDYRE
41	Study Skills	STUDYSKL
44	Thinking Skills	THINKSKL
20	Math Total	MATH (T)
21	Math Computation	COMPUTAT
23	Math Concepts of Number	CONCEPTS
22	Math Applications	PROB/SLV
EN	Environments	ENVIRMNT
50	Science	SCIENCE
60	Social Studies	SS/ENVIR
61	Social Science	SOCSCIEN

TOE: Test of English as a Foreign Language

10	Reading (Total)	READ (T)
14	Listening (Total)	LISTEN/T
35	Usage/Expression	USAGE/EX

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TEST SUBJECT CONTENT CODES (Continued)

TEST CODE	TEST SUBJECT CONTENT	8 CHARACTER SUBJECT CODE

Specific Tests (Continued)

GTA: Grade Ten Assessment Test

11	Reading Comprehension	COMPREHE
20	Mathematics Concepts and Problem - Solving Total	MATH (T)

HSC: High School Competency Test (HSCT)
SS2: State Student Assessment Test-II (SSAT-II)

20	Mathematics	MATH (T)
06	Communications	COMM (T)

ASVAB: Armed Services Vocational Aptitude Battery

S1	Academic Aptitude	ASVAC
S2	Verbal Aptitude	ASVV
S3	Mathematics Aptitude	ASVM
S4	Business Aptitude	ASVBS
S5	Electrical Aptitude	ASVEL
S6	Health Aptitude	ASVH

IBP: International Baccalaureate Program

NA	Art-Higher Level	IBART-H
NB	Art-Subsidiary Level	IBART-S
NC	Biology-Higher Level	IBBIO-H
ND	Biology-Subsidiary	IBBIO-S
NE	Business & Organization-Higher Level	IBB&O-H
NF	Business & Organization-Subsidiary Level	IBB&O-S
NG	Chemistry-Higher Level	IBCHM-H
NH	Chemistry, Applied-Subsidiary Level	IBCHA-S
NI	Chemistry, General-Subsidiary Level	IBCHG-S
NJ	Classical Languages-Higher Level	IBCLG-H
NK	Classical Languages-Subsidiary Level	IBCLG-S
NL	Computer Science-Higher Level	IBCOS-H
NM	Computer Science- Subsidiary Level	IBCOS-S
NN	Design Technology-Higher Level	IBDST-H
NO	Design Technology-Subsidiary Level	IBDST-S
NP	Economics-Higher Level	IBEC-H
NQ	Economics-Subsidiary Level	IBEC-S
NR	English A1-Higher Level	IBEA1-H
NS	English A1-Subsidiary Level	IBEA1-S
NT	English A2-Higher Level	IBEA2-H
NU	English A2-Subsidiary Level	IBEA2-S

APPENDIX L (Continued)

TEST SUBJECT CONTENT CODES (Continued)

TEST CODE	TEST SUBJECT CONTENT	8 CHARACTER SUBJECT CODE

Specific Tests (Continued)

International Baccalaureate Program (continued)

NV	English B-Higher Level	IBENB-H
NW	English B-Subsidiary Level	IBENB-S
NX	Environmental Systems-Subsidiary Level	IBEVS-S
NY	French A1-Higher Level	IBFA1-H
NZ	French A1-Subsidiary Level	IBFA1-S
OA	French A2-Higher Level	IBFA2-H
OB	French A2-Subsidiary Level	IBFA2-S
OC	French B-Higher Level	IBFRB-H
OD	French B-Subsidiary Level	IBFRB-S
OE	French Ab Initio-Subsidiary Level	IBFAI-S
OF	Geography-Higher Level	IBGEO-H
OG	Geography- Subsidiary Level	IBGEO-S
OH	German A1-Higher Level	IBGA1-H
OI	German A1-Subsidiary Level	IBGA1-S
OJ	German A2-Higher Level	IBGA2-H
OK	German A2-Subsidiary Level	IBGA2-S
OL	German B-Higher Level	IBGEB-H
OM	German B- Subsidiary Level	IBGEB-S
ON	History-Higher Level	IBHIS-H
OO	History-Subsidiary Level	IBHIS-S
OP	History & Culture of the Islamic World-Higher Level	IBISL-H
OQ	History & Culture of the Islamic World- Subsidiary Level	IBISL-S
OR	Information Technology in a Global Society-Subsidiary Level	IBIFT-S
OS	Language A2-Higher Level	IBLA2-H
OT	Language A2-Subsidiary Level	IBLA2-S
OU	Language B-Higher Level	IBLNB-H
OV	Language B-Subsidiary Level	IBLNB-S
OW	Language Ab Initio-Subsidiary Level	IBLAI-S
OX	Mathematics Higher Level	IBMAT-H
OY	Mathematics, Advance-Subsidiary Level	IBMAA-S
OZ	Mathematical Methods-Subsidiary Level	IBMAM-S
PA	Mathematical Studies-Subsidiary Level	IBMSS-S
PB	Music Higher Level	IBMUS-H
PC	Music-Subsidiary Level	IBMUS-S
PD	Philosophy-Higher Level	IBPHI-H
PE	Philosophy -Subsidiary Level	IBPHI-S
PF	Physics-Higher Level	IBPHY-H
PG	Physics-Subsidiary Level	IBPHY-S
4P	Psychology Higher Level	IBPSY-H
3P	Psychology Standard Level	IBPSY-S
PH	Social Anthropology-Higher Level	IBANT-H
PI	Social Anthropology- Subsidiary Level	IBANT-S
PJ	Spanish A1-Higher Level	IBSA1-H

APPENDIX L (Continued)

TEST SUBJECT CONTENT CODES (Continued)

TEST CODE	TEST SUBJECT CONTENT	8 CHARACTER SUBJECT CODE

Specific Tests (Continued)

International Baccalaureate Program (continued)

PK	Spanish A1-Subsidiary Level	IBSA1-S
PL	Spanish A2-Higher Level	IBSA2-H
PM	Spanish A2- Subsidiary Level	IBSA2-S
PN	Spanish B-Higher Level	IBSPB-H
PO	Spanish B-Subsidiary Level	IBSPB-S
PP	Spanish Ab Initio-Subsidiary Level	IBSAI-S
PQ	Theatre-Higher Level	IBTHE-H
PR	Theatre-Subsidiary Level	IBTHE-S
PS	School Based Subjects-Subsidiary Level	IBSBS-S
PT	Theory of Knowledge	IBTOKNW
PU	Extend Essay	IBEXESS
PV	Point toward IB Diploma	IBPOINT
PW	Reserved	
PX	Reserved	
PY	Reserved	
PZ	Reserved	

CPT: College Placement Test

RC	Reading Comprehension	CPT RC
SK	Sentence Skills	CPT SK
AS	Arithmetic Skills	CPT AS
EA	Elementary Algebra	CPT EA
CM	College Level Math	CPT CM

TER: TerraNova

01	Total Battery	TOTBAT
10	Reading Composite (Plus edition)	READ(T)
11	Reading	COMPREHE
12	Vocabulary	VOCAB
13	Word Analysis	WORD
20	Mathematics Composite (Plus edition)	MATH(T)
21	Mathematics Computation	COMPUTAT
23	Mathematics	CONCEPTS
30	Language Composite (Plus edition)	LANGUAGE
31	Spelling	SPELLING
34	Language Mechanics	CAP/MECH
35	Language	USAGE/EX
50	Science	SCIENCE
60	Social studies	SS/ENVIR

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TEST SUBJECT CONTENT CODES (Continued)

TEST CODE	TEST SUBJECT CONTENT	8 CHARACTER SUBJECT CODE

Specific Tests (Continued)

FCA: Florida Comprehensive Assessment Test

10	**SSS Reading**	**READ (T)**
FA	Constructs Meaning from Informational Text	FCA CMIT
FB	Constructs Meaning from Literature	FCA CML
F1	Words and Phrases in Context	FCA WPIC
F2	Main Idea, Plot and Purpose	FCA MIPP
F3	Comparisons and Cause/Effect	FCA COMP
F4	Reference and Research	FCA REF
20	**SSS Mathematics**	**MATH (T)**
FC	Number Sense, Concepts, and Operations	FCA NCO
FD	Measurement	FCA MEAS
FE	Geometry and Spatial Sense	FCA GEO
FF	Algebraic Thinking	FCA ALGE
FG	Data Analysis and Probability	FCA DAP
50	**SSS Science**	**Science**
FP	Physical and Chemical Sciences	FCA P/CH
FZ	Earth and Space Sciences	FCA E/SP
FV	Life and Environmental Sciences	FCA LIFE
FT	Scientific Thinking	FCA SCTH
11	**NRT Reading**	**COMPREHE**
T1	Initial Understanding	NRT INIT
T2	Interpretation	NRT INTE
T3	Critical Analysis	NRT CRIT
T4	Strategies	NRT STRA
22	**NRT Mathematics**	**PROB/SLV**
	Grades 3-4	
TA	Whole Numbers	NRT WHOL
TB	Number Sense	NRT NUMB
TC	Geometry and Spatial Sense	NRT G/SS
TD	Measurement	NRT MEAS
TE	Statistics and Probability	NRT S/PR
TF	Fractions and Decimals	NRT FR/D
TG	Patterns and Relationships	NRT P/R
TH	Estimation	NRT EST
TI	Problem solving	NRT PSOL
	Grades 5-8	
TD	Measurement	NRT MEAS
TH	Estimation	NRT EST
TI	Problem Solving	NRT PSOL
TJ	Number Relationships	NRT NU/R

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APPENDIX L (Continued)

TEST SUBJECT CONTENT CODES (Continued)

TEST CODE	TEST SUBJECT CONTENT	8 CHARACTER SUBJECT CODE

Specific Tests (Continued)

FCA: Florida Comprehensive Assessment Test (Continued)

Grades 5-8 (continued)

TK	Number Systems	NRT NSYS
TL	Patterns and Functions	NRT P/FN
TM	Algebra	NRT ALGE
TN	Statistics	NRT STAT
TO	Probability	NRT PROB
TP	Geometry	NRT GEOM

Grades 9-10

TI	Problem Solving	NRT PSOL
TM	Algebra	NRT ALGE
TN	Statistics	NRT STAT
TO	Probability	NRT PROB
TQ	Functions	NRT FUNC
TR	Geometry - Synthetic	NRT G/SY
TS	Geometry - Algebraic	NRT G/AL
TT	Trigonometry	NRT TRIG
TU	Discrete Math	NRT DMAT
TV	Precalculus	NRT PCAL

FCP: Florida Competency Test on Personal Fitness

2P	Personal Fitness	FCP FCTP

WAP: FCAT Writing Assessment Program

WP	Writing Persuasive	WR PERSU
WN	Writing Narrative	WR NARRA
WE	Writing Expository	WR EXPOS

DAR: Diagnostic Assessments of Reading

O1	Oral Reading	ORALREAD
11	Reading Comprehension	COMPREHE
31	Spelling	SPELLING
13	Word Analysis	WORD
WR	Word Meaning	WORDMEAN
3L	Word Recognition	WORDREC

APPENDIX L (Continued)

TEST SUBJECT CONTENT CODES (Continued)

TEST CODE	TEST SUBJECT CONTENT	8 CHARACTER SUBJECT CODE

Specific Tests (Continued)

ESI: Early Screening Inventory

ST	Status	ESI KST
SU	Summary Score	ESI KSU

RFS: Ready for School

R1	Standard 1	RFS ST1
R2	Standard 2	RFS ST2
R3	Standard 3	RFS ST3
R4	Standard 4	RFS ST4
R5	Standard 5	RFS ST5
R6	Standard 6	RFS ST6
R7	Standard 7	RFS ST7
R8	Standard 8	RFS ST8
R9	Standard 9	RFS ST9
RT	Standard 10	RFS ST10
RU	Standard 11	RFS ST11
RV	Standard 12	RFS ST12
RX	Standard 13	RFS ST13
RY	Standard 14	RFS ST14

WSS: Work Sampling System

WB	Personal/Social	WSS P/S
WL	Language Literacy	WSS LANG
WD	Math Thinking	WSS MATH
WA	Arts	WSS ARTS
WJ	Physical/Health	WSS PH/H

APPENDIX M

ADULT EDUCATIONAL FUNCTIONING LEVELS CROSSWALKED BY YEAR

ADULT BASIC EDUCATION

Grade Level Equivalents By Year

CODE	1997-98	1998-99	1999-02	CODE	2002-03
B	0 - 1.9	0 - 1.9	0 - 1.9	B	0 - 1.9
F	2.0 - 5.9	2.0 - 3.9	2.0 - 3.9	F	2.0 – 3.9
H	---	4.0 - 5.9	4.0 - 5.9	H	4.0 – 5.9
J	6.0 - 8.9	6.0 - 8.9	6.0 - 8.9	J	6.0 – 8.9
				K	9.0 – 10.9
				L	11.0 – 12.9, Without a high school diploma or its equivalent
				M	11.0 – 12.9, with a high school diploma or its equivalent
N	9.0 - 12.9, WITHOUT a high school diploma or its equivalent.	9.0 - 12.9, WITHOUT a high school diploma or its equivalent.	9.0 - 12.9, WITHOUT a high school diploma or its equivalent.	N	---
P	High school diploma or equivalent.	High school diploma or equivalent.	Through grade level 12.9 WITH a high school diploma or equivalent.	P	---

APPENDIX M

ADULT EDUCATIONAL FUNCTIONING LEVELS CROSSWALKED BY YEAR

ADULT ESOL

CODE	1997-98	1998-99	1999-02	CODE	2002-03
2			0 - 1.9	2	See Adult ESOL on the next page
3			2.0 - 2.9	3	
4			3.0 – 4.5	4	
5			4.6 – 5.9	5	
6			6.0 – 7.4	6	
7			7.5 – 8.9	7	

ADULT VESOL

CODE	1997-98	1998-99	1999-02	CODE	2002-03
C			1.0 – 2.9	C	See Adult VESOL on the next page
D			3.0 – 5.9	D	
E			6.0 – 8.9	E	

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ADULT EDUCATIONAL FUNCTIONING LEVELS CROSSWALKED BY YEAR
Showing Adult ESOL and Adult VESOL detail fo 2002-03

ADULT ESOL

CODE	Federal Adult Education Definition	CASAS Score	SPL Speaking	SPL Reading	SPL Writing	TABE Grade Level Equivalents
2	ESL Beginning Literacy/Foundation	≤ 180	0 - 1	0 - 1	0 - 1	0.0 – 1.9
3	ESL Beginning	181 - 200	2 - 3	2 - 4	2 - 4	2.0 – 2.9
4	ESL Intermediate Low	201 - 210	4	5	5	3.0 – 4.5
5	ESL Intermediate High	211 - 220	5	6	6	4.6 – 5.9
6	ESL Low Advance	221 - 235	6	7	7	6.0 – 7.4
7	ESL High Advance	236 - 245	7	8	8	7.5 – 8.9

ADULT VESOL*

CODE	Definition	CASAS Score	SPL Range	TABE Grade Level Equivalents
C	Beginning	181 - 200	2 - 3	1.0 – 2.9
D	Intermediate	201 - 220	4 - 5	3.0 – 5.9
E	Advance	221 - 245	6 - 7	6.0 – 8.9

APPENDIX N
LANGUAGE CODES

AB	-	Abkhazian	FI	-	Finnish, Suomi
AA	-	Afar	FR	-	French
AK	-	Afrikaans	FY	-	Frisian
AL	-	Albanian, Shqip	GL	-	Galician
AM	-	Amharic	KA	-	Georgian, Kartuli
AR	-	Arabic	GE	-	German
AN	-	Armenian, Hayeren	GR	-	Greek
AS	-	Assamese	KL	-	Greenlandic, Kalaallisut
AZ	-	Azerbaijani	GU	-	Gujarati
BA	-	Bantu	HC	-	Haitian-Creole (Includes French Creole)
BC	-	Bashkir			
BQ	-	Basque, Euskera	HA	-	Hausa
BE	-	Bengali, Bangla	HE	-	Hebrew, Iwrith
BR	-	Berber	HI	-	Hindi
DZ	-	Bhutani	HM	-	Hmong
BH	-	Bihari	HU	-	Hungarian, Magyar
BI	-	Bislama	IC	-	Icelandic,Islenzk
BF	-	Breton	IN	-	Indonesian, Bahasa Indonesia
BL	-	Bulgarian	IA	-	Interlingua
BU	-	Burmese, Myanmasa	IE	-	Interlingue
BD	-	Byelorussian	GA	-	Irish, Gaeilge
CA	-	Cambodian, Khmer	IT	-	Italian
CN	-	Cantonese	JC	-	Jamaican Creole (includes Patois)
CT	-	Catalan	JA	-	Japanese, Nihongo
CH	-	Chinese, Zhongwen	JW	-	Javanese, Bahasa Jawa
CO	-	Corsican	KV	-	Kannada
HR	-	Croatian, Hrvatski	KS	-	Kashmiri
CZ	-	Czech	KK	-	Kazakh
DA	-	Danish	RW	-	Kinyarwanda
DU	-	Dutch, Netherlands	KY	-	Kirghiz, Kyrgyz
EN	-	English	RN	-	Kirundi
EO	-	Esperanto	KO	-	Korean, Choson-o
ES	-	Estonian	KU	-	Kurdish, Zimany Kurdy
FO	-	Faroese	LA	-	Laotian, Pha Xa Lao
FA	-	Farsi, Persian	LB	-	Latin
FJ	-	Fijian	LV	-	Latvian, Lettish

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APPENDIX N (Continued)
LANGUAGE CODES (Continued)

LN	-	Lingala	SI	-	Siswati
LI	-	Lithuanian	SL	-	Slovak
MB	-	Macedonian	SJ	-	Slovenian
MA	-	Malagasy	SO	-	Somali
ML	-	Malayalam	SP	-	Spanish
MS	-	Malay, Bahasa Malaysia	SU	-	Sundanese
MT	-	Maltese	SH	-	Swahili
MD	-	Mandarin	SW	-	Swedish, Svenska
NR	-	Maori	TA	-	Tagalog
MR	-	Marathi	TG	-	Tajik
MC	-	Moldavian	TB	-	Tamil
MO	-	Mongolian	TT	-	Tatar
NA	-	Nauru	TE	-	Telugu
NE	-	Nepali	TH	-	Thai
NO	-	Norwegian	TI	-	Tibetan, Bodskad
OC	-	Occitan	TC	-	Tigrinya
OR	-	Oriya	TO	-	Tonga
OM	-	(Afan) Oromo	TS	-	Tsonga
PX	-	Pamiamento	TU	-	Turkish
PJ	-	Panjabi, Punjabi	TK	-	Turkmen
PA	-	Pashto (Includes Pushtu)	TD	-	Twi
PO	-	Polish	UK	-	Ukranian
PR	-	Portuguese	UR	-	Urdu
RA	-	Rhaeto-Romance	UZ	-	Uzbek
RM	-	Rumanian, Romanian	VI	-	Vietnamese
RS	-	Russian	VO	-	Volapuk
SG	-	Sangho	WE	-	Welsh
SA	-	Sanskrit	WO	-	Wolof
GD	-	Scots Gaelic	XH	-	Xhosa
SK	-	Serbian, Srpski	YI	-	Yiddish, Jiddisch
SR	-	Serbo-Croatian	YO	-	Yoruba
ST	-	Sesotho	ZU	-	Zulu
TN	-	Setswana	OT	-	Other
SN	-	Shona	ZZ	-	Not Applicable
SD	-	Sindhi			
SC	-	Singhalese			

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INDIGENOUS LANGUAGES OF THE AMERICAS CODES

AC - Abnaki	DG - Cowlitz
AD - Achumawi	DH - Cuna
AE - Ahtena	DI - Cupeno
AF - Alabama	DJ - Cree
AG - Aleut	DK - Crow
AH - Algonquian	DB - Dakota
AI - Apache	DC - Delaware
AJ - Arapaho	DD - Delta River Yuman
AO - Araucanian	DE - Diegueno
AP - Arikara	EA - Eskimo
AQ - Athapascan	EB - Eyak
AT - Atsina	FB - Foothill North Yokuts
AU - Atsugewi	FC - Fox
AV - Aucanian	FD - French Cree
AW - Aymara	GB - Guarani
AX - Aztec	GC - Guaymi
BG - Blackfoot	HB - Haida
CB - Caddo	HD - Han
CC - Cahuilla	HF - Havasupai
CD - Cakchiquel	HG - Hichita
CE - Cayuga	HH - Hidatsa
CF - Chasta Costa	HJ - Hopi
CG - Chemeheuvi	HK - Hupa
CI - Cherokee	IB - Inupiak
CJ - Chetemacha	ID - Iroquois
CK - Cheyenne	IF - Island Carib
CL - Chinook Jargon	JB - Jicarilla
CM - Chiricahua	KX - Kanjoval
CP - Chiwere	KB - Klamath
CQ - Choctaw	KC - Kawaiisu
CS - Chumash	KD - Kalispel
CU - Clallam	KE - Kansa
CV - Coast Miwok	KF - Karok
CW - Cocomaricopa	KG - Keres
CX - Coeur D'Alene	KH - Kickapoo
CY - Columbia	KI - Kiowa
DF - Comanche	KJ - Kiowa-Apache

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APPENDIX N (Continued)

INDIGENOUS LANGUAGES OF THE AMERICAS CODES (Continued)

KM	-	Koasati	OI	-	Ottawa
KW	-	Koyukon	PB	-	Pacific Gulf Yupik
KP	-	Kuchin	PC	-	Paiute
KQ	-	Kutenai	PD	-	Panamint
KR	-	Kwakiutl	PF	-	Passamaquoddy
IG	-	Indian	PG	-	Patwin
IH	-	Ingalit	PH	-	Pawnee
LC	-	Lower Chehalis	PK	-	Penobscot
LD	-	Luiseno	PL	-	Picuris
ME	-	Makah	PM	-	Pima
MF	-	Mam	PN	-	Plains Miwok
MG	-	Mandan	PP	-	Pomo
MH	-	Maya	PQ	-	Ponca
MJ	-	Menomini	PS	-	Potawatomi
MM	-	Miami	PT	-	Puget Sound Salish
MN	-	Micmac	OJ	-	Quapaw
MP	-	Mikasuki	OK	-	Quechua
MQ	-	Mixtec	OL	-	Quekchi
MU	-	Mohave	ON	-	Quiche
MV	-	Mohawk	OO	-	Quinault
MW	-	Mono	SB	-	Sahaptian
MX	-	Mountain Maidu	SF	-	Saint Lawrence Island Yupik
MY	-	Muskogee	SQ	-	Salish
NB	-	Navaho	SS	-	Sandia
NC	-	Nez Perce	SV	-	San Carlos
ND	-	Nomlaki	SX	-	Santiam
NF	-	Nootka	SY	-	Seneca
NG	-	Nootsack	SZ	-	Serrano
NH	-	Northern Paiute	VA	-	Shastan
NI	-	Northwest Maidu	VB	-	Shawnee
OA	-	Ojibwa	VC	-	Shoshoni
OB	-	Okanogan	VD	-	Sierra Miwok
OD	-	Omaha	VE	-	Siuslaw
OE	-	Oneida	VF	-	Southern Maidu
OF	-	Onondaga	VG	-	Southern Paiute
OG	-	Osage	VH	-	Spokane
OH	-	Other Athapascan-Eyak	TF	-	Tachi

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APPENDIX N (Continued)

INDIGENOUS LANGUAGES OF THE AMERICAS CODES (Continued)

TJ	-	Tanacross
TL	-	Tanaina
TM	-	Tanana
TP	-	Tarahumara
TQ	-	Tarascan
TR	-	Tewa
TV	-	Tillamook
TX	-	Tiwa
TY	-	Tlingit
TZ	-	Towa
XA	-	Tonkawa
XB	-	Tsimshian
XC	-	Tubatulabal
XD	-	Tupi
XE	-	Tuscarora
XF	-	Tutchone
XG	-	Twana
UA	-	Up River Yuman
UB	-	Upland Yuman
UC	-	Upper Chehalis
UD	-	Upper Chinook
UE	-	Upper Kuskokwim
UF	-	Upper Tanana
UG	-	Ute
WA	-	Walapai
WB	-	Wappo
WC	-	Washo
WD	-	Wichita
WF	-	Winnebago
WG	-	Wintun
WH	-	Wiyot
WI	-	Wyandot
YA	-	Yaqui
YB	-	Yavapai
YC	-	Yuchi
YD	-	Yuki

YE	-	Yuma
YF	-	Yupik
YG	-	Yurok
YH	-	Zapotec
YJ	-	Zuni

APPENDIX N
PACIFIC LANGUAGES CODES

EC - Carolinian

ED - Chamorro

EE - Chuukese/Trukese

GF - Guamanian

KT - Kosraen

MZ - Marshallese

PU - Palauan

PV - Pohnpeians

SM - Samoan

YK - Yapese

APPENDIX P

DEFINITIONS FOR INCIDENT REPORTING

INCIDENTS THAT ARE EXPECTED TO BE REPORTED TO SESIR AND LAW ENFORCEMENT

CODE	DEFINITION

ALC **ALCOHOL** (possession, use or sale) - Possession, sale, purchase, or use of alcoholic beverages. Use should be reported only if the person is caught in the act of using or is discovered to have used in the course of an investigation.

> **Examples:** Student testing positive for alcohol by law enforcement. Student possessing, using, or selling alcohol. Student smelling strongly of alcohol and showing signs of possible intoxication such as: slurred speech, red or glassy eyes, or unsteady on his/her feet.

> **Non-Examples:** Student being suspected of using alcohol without evidence.

> Law enforcement should be called if someone in authority observes a student, who appears to be intoxicated, getting out of a car after he/she was just seen driving it, or getting into the driver's seat.

ARS **ARSON** (intentionally setting a fire on/with school property) - To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.

> **Examples:** Student or other deliberately burning school textbooks.

> **Non-Examples:** Student or other unintentionally starting a fire, such as a trash can fire started from a discarded cigarette.

BAT **BATTERY** (physical attack/harm) - The physical use of force or violence by an individual against another.

> **Examples:** Student or other engaging in a fight with another and continuing to hit/beat that person even after that person stops fighting or is no longer able to fight back.

> **Non-Examples:** Student or other actively engaging in a fight with another. Student or other striking back when hit by an aggressor and becoming engaged in a fight with the aggressor. (Refer to *Fighting* code as a possible SESIR code)

> To distinguish from *Fighting*, report an incident as *Battery* only when the force or violence is carried out against a person who is not fighting back.

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APPENDIX P (Continued)

DEFINITIONS FOR INCIDENT REPORTING (Continued)

CODE	DEFINITION

BRK   **BREAKING AND ENTERING/BURGLARY** (illegal entry into a facility) - The unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence, of the intent to damage or remove property or harm a person(s).

Examples: Student or other breaking and entering into: a school building during athletic events, a school bus, or a residential garage that is being used for a school-sponsored event such as housing a school float. Student or other willfully remaining within a building after it has been secured and committing a crime, such as vandalism or theft.

Non-Examples: Student or other entering an unlocked gym, without permission, and using the basketball court. Student or other wandering the halls, after hours, after entering through an unlocked door.

If entry was by force, resulting in facility damage, the incident should be coded as Breaking and Entering/Burglary.

DOC   **DISORDERLY CONDUCT** (significantly disrupts all or portions of the campus activities, school sponsored events and school bus transportation)- Disruptive behavior that poses a serious threat to the learning environment, health, safety, and/or welfare of others.

Examples: Student or other making a bomb threat. Student engaging in disruptive behavior that causes the bus driver to stop the bus to ensure the safety of the group. Student or other causing an incident that results in closing the cafeteria. Student or other inciting a riot. Student or other pulling a fire alarm. Student or other deliberately crashing the school computer system. Student or other causing an incident that prevents other students from proceeding to the next class or prevents egress.

Non-Examples: Student defying authority. Student disobeying or showing disrespect to others. Student or other using obscene or inappropriate language or gestures.

Incidents that affect a single classroom during a single class period should not be reported in SESIR.

Although schools may consider the non-examples as *Disorderly Conduct*, for SESIR purposes, they are not. However, schools may want to document these types of incidents on their local student discipline referral form.

Bomb threats and false bomb reports as defined in Section 790.162,163 Florida Statutes, are considered felony offenses and require expulsion for at least one year and referral for prosecution. Bomb threats fall under the zero tolerance policy (Section 1006.13, Florida Statutes).

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DEFINITIONS FOR INCIDENT REPORTING

INCIDENTS THAT ARE EXPECTED TO BE REPORTED TO SESIR AND LAW ENFORCEMENT

CODE	DEFINITION

DRG   **DRUGS - EXCLUDING ALCOHOL** (illegal drug possession, sale or use) - The use, cultivation, manufacture, distribution, sale, purchase, or possession, of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance.

Examples: Student or other possessing or being under the influence of illegal drugs at school, at school-sponsored events, or on school transportation. Student or other misrepresenting substances as illegal drugs. Student possessing prescription drugs that are not prescribed for him/her. Student observed swallowing pills from a container with prescription or illegal pills that belong to someone else.

Non-Examples: Student using or possessing over-the-counter medications. Student giving an aspirin or other over the counter medication to another.

Behavioral evidence alone should not be used as a basis for reporting drug use. Although a student giving another an over the counter medication may violate school code, it is not reported as a SESIR incident.

HOM   **HOMICIDE** (murder, manslaughter) - The killing of one human being by another.

Examples: Student or other person, known or unknown, committing any homicide on school campus, at school-sponsored events, or on school transportation.

Non-Examples: Student or other accidentally dying. Student or other committing suicide.

KID   **KIDNAPPING** (abduction of an individual) - Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

Examples: Student or other holding another person for ransom or reward, as a shield, or as a hostage. Non-custodial caregiver, with a restraining order, picking up a student.

Non-Examples: Student running away with her boyfriend after being picked up from school by him.

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APPENDIX P (Continued)

DEFINITIONS FOR INCIDENT REPORTING (Continued)

CODE	DEFINITION

MVT   **MOTOR VEHICLE THEFT** (actual or attempted taking of a vehicle) - Unauthorized use, taking, or attempted taking, of a motor vehicle.

Examples: Student or other taking a car, truck, motorcycle, golf cart, dune buggy, RV or anything that is self-propelled and motorized. Student or other observed hot wiring another's car without permission.

Non-Examples: Parent reporting a car being stolen after seeing an unknown person driving his/her son's car during school hours only to discover later that the son loaned his car to a friend.

ROB   **ROBBERY** (using force to take something from another) - The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force or threat of force or violence and/or by putting the victim in fear.

Examples Student or other snatching a gold chain off someone's neck. Student or other extorting lunch money. Student or other engaging in "Carjacking."

Non-Examples: Student or other taking money from an unattended purse. (Refer to *Theft* code as a possible SESIR code)

STL   **LARCENY/THEFT** (taking of property from person, building, or a vehicle) - The unauthorized taking, carrying, riding away, or concealing the property of another person, without threat, violence, or bodily harm.

Examples: Student or other embezzling public funds. Student or other stealing an item worth $50 or more.

Non-Examples*:* Student or other borrowing an item without permission. Student or other committing robbery (code as *Robbery* instead). Student or other stealing an item less than $50.

The item must be $50 or more to report in SESIR. However, schools may want to document these types of incidents on their local student discipline referral form.

SXB   **SEXUAL BATTERY** (attempted or actual) - Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object.

Examples: Student or other raping someone. Student or other attempting to rape someone.

Non-Examples: Students engaging in consensual sex acts. (Consensual sex is not Sexual Battery. Refer to *Sexual Offense* (Other) as a possible SESIR code).

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APPENDIX P (Continued)

DEFINITIONS FOR INCIDENT REPORTING (Continued)

<u>CODE</u>	<u>DEFINITION</u>

TRE **THREAT/INTIMIDATION** (instilling fear in others) - A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: (1) intent--an intention that the threat is heard or seen by the person who is the object of the threat; (2) fear--a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and (3) capability--the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.

Examples: Student or other stalking another. Student telling another he/she could kill or knows people who could kill their kind. Student or other violating a restraining order.

Non-Examples: Student or other engaging in mutual combat with another. Student or other actually using force or violence against another. (Refer to *Battery* or *Fighting* code as possible SESIR code)

Any threat of violence towards the school, targeted groups, or individuals that <u>does not contain</u> the <u>three elements</u> of <u>intent</u>, <u>fear</u>, and <u>capability</u>, but does result in school disciplinary action <u>and</u> a police investigation, should be coded as *Disorderly Conduct* (DOC) or as *Other Major Incident* (OMC) depending on the level of disruption to the campus. **NOTE:** Bullying is a minor form of aggression that can be a precursor to violence. Schools may want to collect information on bullying at the local level, but bullying should not be reported to SESIR unless it rises to the level of *Threat/Intimidation.*

TRS **TRESPASSING** (illegal entry onto campus) - To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus without authorization or invitation and with no lawful purpose for entry.

Examples: Any unauthorized person entering the campus. Any unauthorized person remaining on property after being directed to leave by the chief administrator or designee.

Non-Examples: Parent entering the building to pick up his/her child without getting clearance through the office first. Person searching for a phone at a school facility after his/her car has broken down.

VAN **VANDALISM** (destruction, damage, or defacement of school or personal property) - The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.

Examples: Student or other defacing with graffiti. Student or other keying or scratching a car. Student or other trashing a room resulting in damages of $100 dollars or more.

Non-Examples: Student or other accidentally damaging chemistry lab equipment. Student or other causing damages under $100.

The amount of damage must be $100 or more to be reported in SESIR, including time and labor.

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APPENDIX P (Continued)

DEFINITIONS FOR INCIDENT REPORTING (Continued)

CODE	DEFINITION

WPO   **WEAPONS POSSESSION** (possession of firearms and other instruments which can cause harm) - Possession of any instrument or object (as defined by Section 790.001, Florida Statutes, or district code of conduct) that can inflict serious harm on another person or that can place a person in reasonable fear or

Examples: Student or other possessing a firearm or knife.

Non-Examples: Student possessing items not covered under law or district policy such as pointed instruments, pens, or pencils. Student possessing a cutting tool that is being used in art, shop or other class.

Offenses in this category fall under the zero tolerance policy (Section 1006.13, Florida Statutes) which invoke the most severe consequences. Students found committing this offense are to be expelled for one year and referred for criminal prosecution.

OMC   **OTHER MAJOR** (major incidents that do not fit within the other definitions) - Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified.

Examples: Student or other forging the principal's name on a document.

Non-Examples: Student violating probation. Student or other committing crimes off-campus.

Sometimes arrests are made on school campuses for incidents that occurred off campus or for circumstances that are not school-related. These non-examples include arrests for breaking and entering into an off-campus home or building or arrests for violation of probation. **These are not to be reported as SESIR incidents**.

INCIDENTS THAT MUST BE REPORTED TO SESIR, BUT MAY NOT NEED TO BE REPORTED TO LAW ENFORCEMENT

FIT   **FIGHTING** (mutual combat, mutual altercation) - When two or more persons mutually participate in use of force or physical violence that requires physical restraint or results in injury.

Examples: Student or other engaging in a fight/combat with another and physical restraint is necessary to stop it. Student becoming engaged in a fight which results in the need for first aid or medical attention for one or both of the participants.

Non-Examples: Student engaging in "horseplay." Student verbally confronting another student/teacher. Student or other engaging in pushing and shoving who is easily separated or stopped.

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DEFINITIONS FOR INCIDENT REPORTING (Continued)

<u>**CODE**</u>   <u>**DEFINITION**</u>

FIT (cont'd)   Student or other engaging in a fight which is resolved without injury or need for physical restraint.

Note: Schools may want to document lower levels of fighting such as the non-examples listed here on their <u>local</u> student discipline referral form. SERIOUS incidents involving mutual participation should be reported as *Fighting*, without regard to who was the original aggressor, unless the guidelines for reporting the incident as a *Battery* apply. Fighting should be reported to SESIR if at least *one* of the following occurs: (1) *Verbal intervention does not stop the fighting and physical restraint is required. (2) Someone is injured*, *requiring immediate first aid or subsequent medical attention as a result of the fight*

For guidance as to who should intervene by using physical restraint, staff should follow their local school board policies and procedures.

SXH   <u>**SEXUAL HARASSMENT**</u> (undesired sexual behavior) - Unwanted and repeated verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance or participation. {6A-19.008(1) SBE Rule}. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequence.

Examples: Student or other causing unwanted and ongoing episodes of leering, pinching, grabbing. Student or other making repeated suggestive comments, jokes, or actions of a sexual nature. Student or other pressuring one to engage in sexual activity. Teacher threatening to lower a student's grade if sexual favors are not given. Student or other repeatedly showing a photograph, poster or other visual image of nudity, lewd or sexual activity. Student or other pressuring another student for sexual favors by threatening to prevent him/her from participating in a school activity.

Non-Examples: Students engaging in consensual sex. (Refer to *Sexual Offense* (Other) code as a possible SESIR code) Student unintentionally brushing up against another in the hallway. A single incident of a kiss that may be unwanted.

In some cases, severe incidents of sexual harassment, which include violent physical contact, may be considered a *Battery,* or *Sexual Battery,* if there is physical penetration. Unwanted kissing becomes sufficiently pervasive to report when an individual kisses several others or when an individual kisses another several times.

APPENDIX P (Continued)

DEFINITIONS FOR INCIDENT REPORTING (Continued)

CODE	DEFINITION

1) **SXO**   **SEX OFFENSES (Other)** – 1) Other sexual contact, including intercourse, without force or threat of force, and where victim is capable of giving consent. 2) Subjecting an individual to lewd, sexual gestures, or exposing private body parts.

Examples: Student or other exposing private body parts. Student or other making obscene remarks (conduct, which by community standards, is deemed to corrupt public morals by its indecency and/or lewdness*)* Student engaging in consensual sex on school property Student streaking or mooning.

Non-Examples: Students kissing consensually. Student swearing. A kindergarten child relieving himself publicly.

TBC   **TOBACCO** (cigarettes or other forms of tobacco) - The possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.

Examples: A 17-year-old student possessing cigarettes.

Non-Examples: An 18-year-old student smoking a cigar on campus.

Although district codes of student conduct may make it against the district code for students age 18 and older to be smoking on school campus, it still is not in violation of the state statute and should not be reported in SESIR.

Tobacco incidents should be coded as "Reported to Law Enforcement" any time a civil citation is written, whether it is by a law enforcement officer or the "designee." (See Section 569.12, Florida Statutes)

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APPENDIX P (Continued)

DEFINITIONS FOR INCIDENT REPORTING (Continued)

<u>PRELIMINARY RANK ORDERING OF INCIDENT TYPES FOR SCHOOL REPORTING</u>
<u>MOST SERIOUS TO LEASE SERIOUS</u>

INCIDENT TYPE
LEVEL I
Homicide
Sexual Battery
Kidnapping
Robbery
Battery
LEVEL II
Arson
Vandalism
Motor Vehicle Theft
Larceny/Theft
Breaking & Entering
Trespassing
LEVEL III
Threat/Intimidation
Weapon Possession
Disorderly Conduct
Other Major Incidents
Sexual Harassment
Sexual Offenses (Other)
Fighting
LEVEL IV
Drugs
Alcohol
Tobacco

General Rule: If a decision must be made, the incident that caused the most injury or the highest loss of property or monetary cost should be reported.

Source: Florida Department of Law Enforcement, Uniform Crime Reporting System

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APPENDIX Q

UNITED STATES COMMONWEALTH AND TERRITORIES

AQ   -   American Samoa

BK   -   Baker Island

CZ   -   Canal Zone (Panama)

CW   -   Cook Islands

FB   -   Federated States of Micronesia

GU   -   Guam

HW   -   Howland Island

JI   -   Jarvis Island

JQ   -   Johnston Atoll

KF   -   Kingman Reef

RS   -   Marshall Islands

MQ   -   Midway Islands

NS   -   Navassa Islands

QO   -   Northern Mariana Islands

PB   -   Palau, Belau

PM   -   Palmyra Atoll

PR   -   Puerto Rico

UM   -   United States Minor Outlying Islands

VI   -   U.S. Virgin Islands

WQ   -   Wake Island

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APPENDIX R

CORE ACADEMIC SUBJECTS COURSE NUMBER PREFIXES

Core Course include the following subject areas: **(Continued)**

Arts-Visual Arts   5013
Dance   5020
Drama-Theatre Arts   5021
Foreign Languages   5100
Language Arts   5200 (**except 52005**)
Mathematics
Music
Science
Social Studies
Graded Self-Contained

Self-contained courses are core, including Pre-Kindergarten.

Course is core if Course Number is:

7755040, 7855040, or 7967010

OR

if the first 2 digits are:

01
03
04
07
10
12
13
20
21
24 (**except 2400200 - 2400300**)

OR

If the first four Digits are:

5001
5003
5007
5010
5012

2003-04 STUDENT EDITS

TABLE OF CONTENTS

RECORDS PROCESSING ON THE DOE STUDENT INFORMATION DATA BASE

Records received from school districts are subjected to different categories of edits upon their receipt. These edits result in four kinds of detailed reports:

1. Initial Edit Reports,
2. State Validation Report,
3. Exception Report, and
4. Validation/Exception Reports.

Initial Edit Reports

Initial Edit Reports contain the result of the first edits applied to the individual records received. The Initial Edit Reports include only the REJECT RULES as detailed in the following pages. Districts have access to these edit programs and are expected to apply the edits to their records prior to submission to the DOE for processing.

An example of this category of edit is the checking for valid codes for district number. A district number of 82 will not pass this category of edit and will result in omission of the record from the data base.

State Validation Report (Student Course format only)

A second type of edit report is the State Validation Report. During the State Records Processing Cycle (the two weeks after the data are due), State Validation/NULL Edit Rules are applied to the records. In each case where an error condition is detected, State Validation Reports list the records in error on the initial load of the file. Batch updates to the file, however, do not reject records based on the State Validation/NULL edit rules nor are they listed again. This report is run on request after the first listing during the State Records Processing Cycle. It is produced automatically when a Student Course BATCH update is requested.

At the close of the State Records Processing Cycle (the day following the close of the two weeks of state records processing), the State Validation program NULLs the fields identified in the edit rules. The State Validation program for a survey period is not applied to the file again after the close of the State Records Processing Cycle.

Outside of the State Records Processing Cycle, batch update programs perform State Validation/NULL edits and records are rejected if they do not meet edit criteria.

An example of the State Validation/NULL Edit Rule application is the edit relating to a student not earning more than .5000 FTE Earned, Course during a Survey Period. In the application of this edit, appropriate messages are printed during the two week State Records Processing Cycle identifying which of the students created the error. Districts are given two weeks to make any appropriate changes to any of the Student Course Records which may be in error and are causing the error conditions. Following the close of the State Records Processing Cycle, any student's records which do not meet the edit rule have the value of FTE Earned, Course set to NULL in all Student Course Schedule records for that student.

Exception Report (Student Course Format only)

A third category of data edits results in EXCEPTION REPORTS. These edits are performed at the State level and point out suspicious information which may or may not be incorrect yet needs to be reviewed by the district submitting the information. An example of this type of edit would be the check for students whose Class Minutes, Weekly exceeds 2400.

State Validation/Exception Reports

These reports are generated for all formats excluding Student Course. Records that have validation errors are listed along with records with exception errors. A validation report will be generated when discrepancies are found when comparing records from the same or different reporting formats. An exception report will be generated when a field value indicates that a condition exists that may constitute an error.

Edit Specifications

The edit specifications which follow are organized by reporting format and are subdivided into the categories discussed above: Reject Rules, State Validation Edit Rules and Exception Rules. This document goes through each of the edits that are applied to records submitted for processing, defines and gives examples of what causes each error, and discusses actions districts may need to take to resolve additional problems created as a result of the initial error.

IN THE EXAMPLES, NOT ALL PARTS OF THE RECORD ARE SHOWN. DUE TO SPACE LIMITATIONS, ONLY THE AFFECTED PARTS OF THE RECORD ARE GIVEN. When reference is made to the "data base," it should be assumed that the reference is to the DOE Information Data Base files maintained at Northwest Regional Data Center.

Error Type Designation

Each State Validation/NULL Edit has one or more Error Type numbers assigned to it. Reject Rules and Exception Reports are not assigned Error Types. Error Types are explained below.

ERROR TYPE DESIGNATION

Error Type	Result of Error
1.	DELETED 7/89.
2.	DELETED 7/89.
3.	This Error Type is not related to funding but is an error which will affect the accuracy or completeness of the district's data provided to the Legislature or other agencies.
4.	DELETED 6/92.
5.	This Error Type will result in ineligibility of the student being reported for IDEA Part B funding if the specific problem is not corrected by the close of survey 9 processing for the year being reported.
6.	This Error Type will result in ineligibility of the student being reported for Chapter I - Handicapped (PL 89-313) funding if not corrected by the close of survey 9 processing for the year being reported.
7.	DELETED 6/92.
8.	DELETED 7/89.
9.	DELETED 6/92.
10.	This Error Type will affect the eligibility of the student for Federal Vocational Project funding.
11.	DELETED 7/89.

Error Resolution

The process of error resolution on the DOE Information Data Base may require intervention by districts in several different ways. Although the net effect of the intervention is to correct the error in the specific record, several other factors may need to be taken into consideration when the district "corrects" the error. The single error may have created other situations which also need resolution.

During the edit process, the Transaction Codes for the initial submission, the updating, or deleting of records from the Data Base will be as they always have. That is, the Transaction Code of A will indicate an addition to the data base, the Transaction Code of C will indicate a change to the data base while the Transaction Code of D will indicate a deletion from the data base. However, the Error File generated by the edits will have records with Transaction Codes created by the State which will reflect the action taken on the record. See the table below which explains the Error File Transaction Codes generated by the State.

Sending Transaction Code	Return Transaction Code on Initial and Batch	Explanation
A	A	Add rejected
	X	Not added, duplicate record
C	C	Change Rejected
	B	No record found
D	D	Delete rejected

	On Validation Error File	
	F	FTE will be NULLED
	G	Grade will be NULLED
	P	FEFP will be NULLED
	Z	Multiple errors
	M	No matching record on other formats

In updating the errors using the batch update method, if a key field needs to be changed the record in error must be deleted and re-submitted as an add to the data base. Key fields are listed on the front of each record format.

LIMITED ENGLISH PROFICIENT STUDENT INFORMATION - REJECT RULES

1.   District Number, Current Enrollment must be numeric, in the range 01-70 or 72-76 and must be correct for the district submitting the data. -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 since the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X
* 02	0021	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 District Number, Current Enrollment and resubmit the records.

2.   School Number, Current Enrollment must be numeric in the range 0001 to 9899. -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	012345679X

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.

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-70 or 72-76. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -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 tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 Student Number Identifier, Florida and resubmit the records.

4.   **Survey Period Code must be 2 or 3 and must be correct for the submission specified by the district. -record rejected-**

   EXAMPLE

   The Survey Period Code as specified in the transmission Job Control Language (JCL) or in statements for tape transmission is identified as Survey Period "2". However, if records on the transmission have a Survey Period Code "5", all records updated, added or deleted with this inconsistency would be rejected.

   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 Survey Period Code should be corrected either on the records coming in or the transmission JCL and all records should be resubmitted.

5.   **School Year must be correct for the submission specified by the district. -record rejected-**

   EXAMPLE

   The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, if records on the transmission have the previous School Year coded, all records updated, added or deleted with this inconsistency would be rejected.

   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 Year either on the records coming in or the transmission JCL and resubmit all records.

6.   **Limited English Proficient: Entry Date must be numeric and a valid date unless zero filled. -record rejected-**

   EXAMPLE

   The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Limited English Proficient: Entry Date is not a valid date. The fourth record would be rejected because the Limited English Proficient: Entry Date is blank.

Student Number Identifier, Florida	Survey Period Code	School Year	LEP: Entry Date
123456789X	2	****	01181996
* 223456789X	3	****	02301997
323456789X	3	****	00000000
* 423456789X	3	****	

   **** = 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 Limited English Proficient: Entry Date and resubmit the records.

7.   **Limited English Proficient: Basis of Entry code must be A, R, L, or T.
-record rejected-**

EXAMPLE

The first record listed below would be added to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Limited English Proficient: Basis of Entry code is not valid.

Student Number Identifier, Florida	LEP: Basis of Entry
123456789X	A
* 223456789X	E

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Limited English Proficient: Basis of Entry and resubmit the record.

8.   Limited English Proficient: Student Plan Date must be numeric and a valid date unless zero filled. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Limited English Proficient: Student Plan Date is an invalid date. The fourth record would be rejected because the Limited English Proficient: Student Plan Date is blank.

Student Number Identifier, Florida	LEP: Student Plan Date
123456789X	01181997
* 223456789X	04311996
323456789X	00000000
* 423456789X	

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 Limited English Proficient: Student Plan Date and resubmit the records.

9.   Limited English Proficient: Classification Date must be numeric and a valid date unless zero filled. -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 Limited English Proficient: Classification Date is an invalid date. The fourth record would be rejected because the Limited English Proficient: Classification Date is blank.

Student Number Identifier, Florida	LEP: Classification Date
123456789X	01181997
223456789X	00000000
* 323456789X	04311996
* 423456789X	

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 Limited English Proficient: Classification Date and resubmit the records.

10.   Limited English Proficiency: Exit Date must be numeric and a valid date, unless zero-filled. –reject record–

> **EXAMPLE**
>
> The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Exit Date is not a valid date or is it zero-filled.
>
> | Student Number
Identifier, Florida | LEP:
Exit Date |
> |---|---|
> | 123456789X | 01181997 |
> | * 223456789X | 02311997 |
>
> **DISTRICT RESPONSIBILITY**
>
> If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the LEP: Exit Date and resubmit the record.

11.   Limited English Proficient: Reevaluation Date must be numeric and a valid date unless zero filled. -record rejected-

EXAMPLE

The first two records listed below would be added to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because the Limited English Proficient: Reevaluation Date is invalid or blank.

Student Number Identifier, Florida	LEP: Reevaluation Date
123456789X	01131998
223456789X	00000000
* 323456789X	06311999
* 423456789X	

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 Limited English Proficient: Reevaluation Date and resubmit the records.

12.   Limited English Proficient: Extension of Instruction must be Y or Z. -record rejected-

EXAMPLE

The first two records listed below would be added to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Limited English Proficient: Extension of Instruction is invalid.

Student Number Identifier, Florida	Survey Period Code	LEP: Extension of Instruction
123456789X	2	Y
223456789X	2	Z
* 323456789X	3	N

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Limited English Proficient: Extension of Instruction and resubmit the record.

13.   The Limited English Proficient: Reclassification Date must be numeric and a valid date unless zero filled. -record rejected-

EXAMPLE

The first two records listed below would be added to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because the Limited English Proficient: Reclassification Date is invalid and blank, respectively.

Student Number Identifier, Florida	LEP: Reclassification Date
123456789X	10131998
223456789X	00000000
* 323456789X	04311998
* 423456789X	

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 Limited English Proficient: Reclassification Date and resubmit the records.

14. **Test Date (first occurrence) must be numeric and a valid date unless zero filled. -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 Test Date is invalid.

Student Number Identifier, Florida	Test Name	Test Date
123456789X	BOL	01181995
223456789X	ZZZ	00000000
* 323456789X	TLD	04311995

DISTRICT RESPONSIBILITY

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

15. **Limited English Proficient: Basis of Exit code must be A, R, L, or Z. -record rejected-**

EXAMPLE

The first record listed below would be added to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Limited English Proficient: Basis of Exit code is not valid.

Student Number Identifier, Florida	LEP: Basis of Exit
123456789X	A
* 223456789X	E

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Limited English Proficient: Basis of Exit and resubmit the record.

18.   The Limited English Proficient: Student Plan Date must be a valid date and be greater than or equal to the Limited English Proficient: Entry Date. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Limited English Proficient: Student Plan Date is prior to the Limited English Proficient: Entry Date.

Student Number Identifier, Florida	LEP: Entry Date	LEP: Student Plan Date
123456789X	03251997	03291997
* 223456789X	03291997	03251997

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Limited English Proficient: Student Plan Date and resubmit the record.

20.   If there is a valid Limited English Proficient: Reclassification Date, then the Limited English Proficient: Reclassification Date must be greater than or equal to a valid Limited English Proficient: Exit Date. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Limited English Proficient: Reclassification Date is prior to the Limited English Proficient: Exit Date.

Student Number Identifier, Florida	LEP: Exit Date	LEP: Reclassification Date
123456789X	03251997	03291997
* 223456789X	03291997	03251997

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Limited English Proficient: Reclassification Date and resubmit the record.

21.   Each Limited English Proficient Student Information record must be unique based on the keys of District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and School Year. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates (same Student Number Identifier, Florida) of the first and fourth records, respectively.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
01	012345678X	2	****
* 01	012345678X	2	****
01	012345676X	2	****
01	012345679X	2	****
* 01	012345679X	2	****

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

DISTRICT RESPONSIBILITY

If the records loaded to the data base are correct, no action is necessary. However, if the district wishes the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

22. **The Test Name (first occurrence) must be a valid code. Valid Test Name codes are specified in Appendix I of the <u>DOE Information Data Base Requirements: Volume I--Automated Student Information</u> manual. If X is the first character then the second and third positions must contain alpha characters. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is invalid.

Student Number Identifier, Florida	Test Date	Test Name
123456789X	01171998	BOL
* 223456789X	01171998	SSL

DISTRICT RESPONSIBILITY

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

23.   The Test Subject Content (first occurrence) must be a valid code other than X_ unless ZZ. Valid Test Subject Content codes are specified in Appendix L of the <u>DOE Information Data Base Requirements Volume I--Automated Student Information System</u> manual. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Subject Content is invalid. The third record would be rejected because the Test Subject Content is blank.

Student Number Identifier, Florida	Test Date	Test Subject Content
123456789X	01171998	19
* 223456789X	01171998	03
* 323456789X	01171998	

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 Test Subject Content and resubmit the records.

24.   The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the records.

25.   The School Number, Current Enrollment must exist on the Master School Identification File as a valid school in the district of enrollment. -record rejected-

EXAMPLE

The fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. Records one, two and three would be rejected because the School Number, Current Enrollment does not exist on the Master School Identification File as a valid school number for the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment
* 09	8131
* 13	0021
* 15	C999
57	0051
63	0031

DISTRICT RESPONSIBILITY

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

26. **If the Test Date (first occurrence) is a valid date, then the Test Name (first occurrence) must be a valid code other than ZZZ. -record rejected-**

    EXAMPLE

    The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is blank.

Student Number Identifier, Florida	Test Date	Test Name
123456789X	01191998	BOL
* 323456789X	01191998	

    DISTRICT RESPONSIBILITY

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

27. **Test Score Type (first occurrence) must be RS, SS, NP, or ZZ. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Score Type is invalid.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type
123456789X	01191998	LAS	RS
* 301741234X	01191998	LAS	ST

DISTRICT RESPONSIBILITY

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

28. **Test Score (first occurrence) must be numeric and right justified with leading zeros. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score contains alphabetic characters. The third record would be rejected because Test Score does not have leading zeros.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type	Test Score
123456789X	01191998	LAS	RS	0071
* 301741234X	01191998	LAS	SS	AA71
* 242424321X	01191998	LAS	RS	71

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 Test Score and resubmit the records.

29.   If Test Date (first occurrence) is equal to zero, then Test Name (first occurrence) must be ZZZ, the Test Score Type (first occurrence) must be ZZ, the Test Subject Content (first occurrence) must be ZZ, and the Test Score (first occurrence) must be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Name is not ZZZ and Test Score Type is not ZZ. The third record would be rejected because Test Subject Content is not ZZ and Test Score is not zero.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type	Test Subject Content	Test Score
123456789X	00000000	ZZZ	ZZ	ZZ	0000
* 301741234X	00000000	LAS	SS	ZZ	0000
* 242424321X	00000000	ZZZ	ZZ	01	0071

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 appropriate fields and resubmit the records.

30. **If Test Date (first occurrence) is greater than zero, then Test Score Type (first occurrence) must be a valid code other than ZZ. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score Type is ZZ. The third record would be rejected because Test Score Type is invalid.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type	Test Score
1234567892	01191998	LAS	RS	0071
* 301741234X	01191998	LAS	ZZ	0071
* 242124321X	01191998	LAS	CC	0071

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 Test Score Type and resubmit the records.

31.   If Test Date (first occurrence) is greater than zero, then Test Subject Content (first occurrence) must be a valid code. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Subject Content is blank. The third record would be rejected because Test Subject Content is invalid.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type	Test Subject Content	Test Score
1234567892	01191998	LAS	RS	01	0071
* 301741234X	01191998	LAS	RS		0071
* 242124321X	01191998	LAS	RS	99	0071

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 Test Subject Content and resubmit the records.

32.   Test Date (second occurrence) must be numeric and a valid date unless zero filled. -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 Test Date is invalid.

Student Number Identifier, Florida	Test Name	Test Date
123456789X	BOL	01191998
223456789X	ZZZ	00000000
* 323456789X	TLD	04311998

DISTRICT RESPONSIBILITY

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

33.   The Test Name (second occurrence) must be a valid code. Valid Test Name codes are specified in Appendix I of the <u>DOE Information Data Base Requirements: Volume I--Automated Student Information</u> manual. If X is the first character then the second and third positions must contain alpha characters. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is invalid.

Student Number Identifier, Florida	Test Date	Test Name
123456789X	01171998	BOL
* 223456789X	01171998	SSL

DISTRICT RESPONSIBILITY

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

34.   Test Score Type (second occurrence) must be RS, SS, NP, or ZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Score Type is invalid.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type
1234567892	01191998	LAS	RS
* 301741234X	01191998	LAS	ST

DISTRICT RESPONSIBILITY

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

35.   The Test Subject Content (second occurrence) must be a valid code other than X_ unless ZZ. Valid Test Subject Content codes are specified in Appendix L of the <u>DOE Information Data Base Requirements: Volume I--Automated Student Information System</u> manual. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Subject Content is invalid. The third record would be rejected because the Test Subject Content is blank.

Student Number Identifier, Florida	Test Date	Test Subject Content
123456789X	01191998	19
* 223456789X	01191998	12
* 323456789X	01191998	

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 Test Subject Content and resubmit the records.

36. **Test Score (second occurrence) must be numeric and right justified with leading zeros. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score contains alphabetic characters. The third record would be rejected because Test Score does not have leading zeros.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type	Test Score
1234567892	01191998	LAS	RS	0071
* 301741234X	01191998	LAS	SS	AA71
* 242424321X	01191998	LAS	RS	71

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 Test Score and resubmit the records.

37.   If Test Date (second occurrence) is equal to zero, then Test Name (second occurrence) must be ZZZ, the Test Score Type (second occurrence) must be ZZ, the Test Subject Content (second occurrence) must be ZZ, and the Test Score (second occurrence) must be zero. -record rejected-

> **EXAMPLE**
>
> The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Name is not ZZZ and Test Score Type is not ZZ. The third record would be rejected because Test Subject Content is not ZZ and Test Score is not zero.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type	Test Subject Content	Test Score
1234567892	00000000	ZZZ	ZZ	ZZ	0000
* 301741234X	00000000	LAS	SS	ZZ	0000
* 242424321X	00000000	ZZZ	ZZ	01	0071

> **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 appropriate fields and resubmit the records.

38.   If the Test Date (second occurrence) is a valid date, then the Test Name (second occurrence) must be a valid code other than ZZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is blank.

Student Number Identifier, Florida	Test Date	Test Name
123456789X	01191998	BOL
* 323456789X	01191998	

DISTRICT RESPONSIBILITY

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

39.   If Test Date (second occurrence) is greater than zero, then Test Score Type (second occurrence) must be a valid code other than ZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score Type is blank. The third record would be rejected because Test Score Type is invalid.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type	Test Score
1234567892	01191998	LAS	RS	0071
* 301741234X	01191998	LAS		0071
* 242124321X	01191998	LAS	CC	0071

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 Test Score Type and resubmit the records.

40.   If Test Date (second occurrence) is greater than zero, then Test Subject Content (second occurrence) must be a valid code. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Test Subject Content is blank. The third record would be rejected because Test Subject Content is invalid.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type	Test Subject Content	Test Score
1234567892	01191998	LAS	RS	01	0071
* 301741234X	01191998	LAS	RS		0071
* 242124321X	01191998	LAS	RS	99	0071

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 Test Subject Content and resubmit the records.

62.   Limited English Proficiency: Reclassification Exit Date must be numeric and a valid date, unless zero-filled. –reject record–

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Exit Date is not a valid date or is it zero-filled.

Student Number Identifier, Florida	LEP: Reclassification Exit Date
123456789X	01181997
* 223456789X	02311997

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the LEP: Reclassification Exit Date and resubmit the record.

63.   If the Limited English Proficient: Reclassification Exit Date is greater than zero, then the Limited English Proficient: Reclassification Exit Date must be equal to or greater than the Limited English Proficient: Reclassification Date. -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 Limited English Proficient: Reclassification Exit Date is prior to the Limited English Proficient: Reclassification Date.

Student Number Identifier, Florida	LEP: Exit Date	LEP: Reclassification Date	LEP: Reclassification Exit Date
1234567892	11181997	05291999	05282000
301741234X	11181997	05291999	00000000
* 242124321X	11181997	05291999	12171998

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Limited English Proficient: Reclassification Exit Date and resubmit the record.

75.   Each Limited English Proficient Student Information record must have a matching Student Demographic record based on District Number, Current Instruction/Service (Student Demographic) and District Number, Current Enrollment (Limited English Proficient Student Information); Student Number Identifier, Florida; School Number, Current Enrollment, Survey Period Code and School Year and with the Limited English Proficient code = LY, LP or LF. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The Limited English Proficient Student Information record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

Limited English Proficient Student Information records

District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	School Year
* 01	012345678X	0021	2	****
01	019876545X	0021	2	****
01	429876546X	0021	2	****

Student Demographic Information records

District Number, Current Instruction/ Service	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	School Year	Limited English Proficient
01	019876545X	0021	2	****	LY
01	429876546X	0021	2	****	LP

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

DISTRICT RESPONSIBILITY

The district must delete the Limited English Proficient Student Information record or add a Student Demographic record to match the above key fields.

76.   If the Limited English Proficient: Exit Date is greater than zero, then the Limited English Proficient code must be LF, unless the Limited English Proficient: Reclassification Date is greater than zero. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The Limited English Proficient records listed below which are marked with an asterisk would cause a message to be generated because the Limited English Proficient: Exit Dates are valid dates and the Limited English Proficient codes are not LF.

Limited English Proficient Student Information records

Student Number Identifier, Florida	School Year	Limited English Proficient: Exit Date
012345678X	0203	01042000
* 601254693X	0203	12181998
* 019876545X	0203	02101999

Student Demographic Information records

Student Number Identifier, Florida	School Year	Limited English Proficient
012345678X	0203	LF
601254693X	0203	LZ
019876545X	0203	ZZ

DISTRICT RESPONSIBILITY

The district must correct the Limited English Proficient: Exit Dates and/or the Limited English Proficient codes so that the valid relationship exists between the elements.

77.   If the Limited English Proficient: Basis of Exit code is Z, the Limited English Proficient code must be LP or LY. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The second record would cause a message to be generated because the Limited English Proficient code of LF cannot have a Limited English Proficient: Basis of Exit code of Z.

Student Demographic Information record

Student Number Identifier, Florida	Limited English Proficient
123456789X	LP
* 223456789X	LF

Limited English Proficient Student Information record

Student Number Identifier, Florida	LEP: Basis of Exit
123456789X	Z
* 223456789X	Z

DISTRICT RESPONSIBILITY

The district must correct the Limited English Proficient code and/or the Limited English Proficient: Basis of Exit code so that the valid relationship exists between the elements.

**LIMITED ENGLISH PROFICIENT STUDENT INFORMATION -
STATE VALIDATION RULES**

79.   If the Limited English Proficient: Reclassification Exit Date is a valid date, then the Limited English Proficient code must be LF. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The Limited English Proficient records listed below which are marked with an asterisk would cause a message to be generated because the Limited English Proficient: Reclassification Exit Dates are valid dates and the Limited English Proficient code is not LF.

Limited English Proficient Student Information records

Student Number Identifier, Florida	School Year	Survey Period Code	LEP: Exit Date	LEP: Reclassification Date	LEP: Reclassification Exit Date
123456789X	****	2	12041998	01051999	04302000
* 223456789X	****	2	10011998	03231999	06142000
* 323456789X	****	2	01051998	09061998	03152000

Student Demographic Information records

Student Number Identifier, Florida	School Year	Survey Period Code	Limited English Proficient
123456789X	****	2	LF
223456789X	****	2	LZ
323456789X	****	2	ZZ

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

DISTRICT RESPONSIBILITY

The District must correct the Limited English Proficient: Reclassification Exit Dates and/or the Limited English Proficient codes so that the valid relationship exists between the elements.

90. **If the first occurrence of Test Name is other than ZZZ, the Limited English Proficient: Basis of Entry is R, and the Limited English Proficient: Exit Date equals zero, then the first occurrence of Test Score Type must be NP. If the second occurrence of Test Name is other than ZZZ, the Limited English Proficient Basis of Entry is R, and the Limited English Proficient: Exit Date equals zero, then the second occurrence of Test Score Type must be NP. -exception report-**

EXAMPLE

The first record listed below would pass this edit. The second record listed below would cause a message to be generated because the Limited English Proficient: Basis of Entry is R, but the Test Score Type is SS.

LEP: Exit Date	LEP: Basis of Entry	Test Name	Test Score Type
00000000	R	CTB	NP
* 00000000	R	LRW	SS

DISTRICT RESPONSIBILITY

The district should verify the relationship between the elements listed in the edit and correct if in error.

91. If the first occurrence of Test Name is other than ZZZ, the Limited English Proficient: Basis of Exit is R, and the Limited English Proficient: Exit Date is greater than zero, then the first occurrence of Test Score Type must be NP. If the second occurrence of Test Name is other than ZZZ, the Limited English Proficient Basis of Exit is R, and the Limited English Proficient: Exit Date is greater than zero, then the second occurrence of Test Score Type must be NP. -exception report-

EXAMPLE

The second record listed below would pass this edit. The first record listed below would cause a message to be generated because the Limited English Proficient: Basis of Exit is R, but the Test Score Type is RS.

LEP: Exit Date	LEP: Basis of Exit	Test Name	Test Score Type
* 06042000	R	LRW	RS
01082000	R	SAT	NP

DISTRICT RESPONSIBILITY

The district should verify the relationship between the elements listed in the edit and correct if in error.

LIMITED ENGLISH PROFICIENT STUDENT INFORMATION - EXCEPTION REPORTS

92.   Limited English Proficient: Exit Date must be numeric and a valid date which is less than or equal to two years from the Survey Date*, unless zero filled or unless Limited English Proficient: Reclassification Date is greater than zero. -exception report-

(*Note: The Survey Date is the date of the Friday during Survey Week for the Survey Period reported.)

EXAMPLE

The first, second and sixth records listed below would pass the edit. The third record would cause a message to be generated because the Limited English Proficient: Exit Date is invalid. The fourth record would cause a message to be generated because the Limited English Proficient: Exit Date is blank. The fifth record would cause a message to be generated because the Limited English Proficient: Exit Date is greater than two years from the Survey Date.

Student Number Identifier, Florida	Survey Period Code	Survey Date	Limited English Proficient: Exit Date	Limited English Proficient: Reclassification Date
123456789X	2	1012****	01042001	00000000
223456789X	2	1012****	00000000	00000000
* 323456789X	2	1012****	06312000	00000000
* 423456789X	2	1012****		00000000
* 019584559X	2	1012****	01181998	00000000
234584559X	2	1012****	01181998	10011997

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

DISTRICT RESPONSIBILITY

The district should verify the relationship between the elements listed in the edit and correct if in error.

93.   Limited English Proficient: Reclassification Exit Date must be numeric and a valid date which is less than or equal to two years from the Survey Date*, unless zero filled. -exception report-

(*Note: The Survey Date is the date of the Friday during Survey Week for the Survey Period reported.)

EXAMPLE

If Survey Date is 02082002, the first two records listed below would pass the edit. The third record would cause a message to be generated because Limited English Proficient: Reclassification Exit Date is not a valid date. The fourth record would cause a message to be generated because Limited English Proficient: Reclassification Exit Date is blank. The fifth record would cause a message to be generated because the Limited English Proficient: Reclassification Exit Date is greater than two years from the Survey Date.

Student Number Identifier, Florida	Survey Period Code	LEP: Exit Date	LEP: Reclassification Date	LEP: Reclassification Exit Date
1234567892	3	11181997	05291998	05242000
301741234X	3	11181997	05291998	00000000
* 242124321X	3	11181997	05291998	02312000
* 1234566543	3	11181997	05291998	
* 019584559X	3	11181997	05291998	12181998

DISTRICT RESPONSIBILITY

The district should verify the relationship between the elements listed in the edit and correct if in error.

DROPOUT PREVENTION PROGRAM EVALUATION - REJECT RULES

1. District Number, Current Enrollment must be numeric and in the range 01-70 or 72-76. -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 District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X
* 02	0021	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 District Number, Current Enrollment and resubmit the records.

2.   School Number, Current Enrollment must be numeric in the range 0001 to 9899. -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.

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an X or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-70 or 72-76. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -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 tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not valid with an X in the tenth position. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	002345679X
* 01	0151	000123456X

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 Student Number Identifier, Florida and resubmit the records.

4.   Survey Period Code must be 5 and must be correct for the submission specified by the district.   -record rejected-

EXAMPLE

The Survey Period Code as specified in the transmission Job Control Language (JCL) or in statements for tape transmission is identified as Survey Period 5. However, if records on the transmission have a Survey Period Code 3, all records updated, added or deleted with this inconsistency would be rejected.

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 Survey Period Code either on the records coming in or the transmission JCL and all records should be resubmitted.

5.   School Year must be correct for the submission specified by the district. -record rejected-

EXAMPLE

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, if records on the transmission have the previous School Year coded, all records updated, added or deleted with this inconsistency will be rejected.

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 Year either on the records coming in or the transmission JCL and resubmit all records in a batch transaction or add them on-line.

6.   Dropout Prevention Program Enrollment Date must be numeric, a valid date, and greater than or equal to 07/01/**** and less than 08/31/****. -record rejected-

Note: Dates will vary depending upon the districts' school calendars.

EXAMPLE

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

Student Number Identifier, Florida	Survey Period Code	School Year	Dropout Prevention Program Enrollment Date
123456789X	5	****	09272002
* 6212345678	5	****	XXXXXXXX
* 6212345679	5	****	14031984

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

DISTRICT RESPONSIBILITY

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

7. **Dropout Prevention/Juvenile Justice Programs must be A, D, P, or U.**
-record rejected-

EXAMPLE

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and fifth records are rejected for invalid codes. The fourth record would be rejected because the Dropout Prevention/Juvenile Justice Programs is blank.

Student Number Identifier, Florida	Dropout Prevention/ Juvenile Justice Programs
* 6301234560	N
6301234561	A
6301234562	U
* 6301234564	
* 6301234565	K

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Dropout Prevention/Juvenile Justice Programs and resubmit the records.

16.   Dropout Prevention Program Withdrawal Date must be numeric, a valid date, greater than or equal to 07/01/** and less than or equal to 08/31/****. -record rejected-**

Note: Dates will vary depending upon the districts' school calendars.

EXAMPLE

The first record would be loaded to the data base assuming no other reject rule would cause its rejection. The Dropout Prevention Program Withdrawal Date in the second record would cause the record to be rejected because it is not within the specified range.

Student Number Identifier, Florida	Survey Period Code	School Year	Dropout Prevention Program Withdrawal Date
123456789X	5	****	07162002
* 223456789X	5	****	09012001

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Dropout Prevention Program Withdrawal Date and resubmit the record.

17. **If the Dropout Prevention/Juvenile Justice Programs equals P, then the Teenage Parent Program - Birth Weight of Child code must be Y, N, or Z. If the Dropout Prevention/Juvenile Justice Program is not equal to P then the Teenage Parent Program - Birth Weight of Child must be Z. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Teenage Parent Program - Birth Weight of Child code is not valid.

Student Number Identifier, Florida	Dropout Prevention/ Juvenile Justice Program	Teenage Parent Program - Birth Weight of Child
123456789X	P	Y
* 223456789X	P	R

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Teenage Parent Program - Birth Weight of Child code and resubmit the record.

21. The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the records.

23.   Dropout Prevention Program Withdrawal Date must be greater than or equal to Dropout Prevention Program Enrollment Date. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Dropout Prevention Program Withdrawal Date is less than the Dropout Prevention Program Enrollment Date.

Student Number Identifier, Florida	Dropout Prevention Program Enrollment Date	Dropout Prevention Program Withdrawal Date
123456789X	0904****	1207****
123456790X	0120****	0312****
* 123456791X	0407****	0114****

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Dropout Prevention Program Enrollment Date and/or the Dropout Prevention Program Withdrawal Date and resubmit the record.

24.   District Number, Current Instruction/Service must be numeric and in the range 01-70 or 72-76 and must be correct for the district submitting the data. -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 since the District Number, Current Instruction/Service is not in the appropriate range.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

    DISTRICT RESPONSIBILITY

    If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

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

26. **Term must be 3 or S. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Term is invalid.

Student Number Identifier, Florida	Term
123456789X	S
* 123456790X	1

DISTRICT RESPONSIBILITY

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

27. **The School Number, Current Enrollment must exist on the Master School Identification File as a valid school number for the District Number, Current Enrollment. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. Records two, three and four would be rejected because the School Number, Current Enrollment in each case is not on the Master School Identification File as a valid number for the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment
37	0021
* 01	8311
* 06	0001
* 09	0085

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.

28.   School Number, Current Instruction/Service must exist on the Master School Identification File as a valid school number for the District Number, Current Instruction/Service. -record rejected-

EXAMPLE

The fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. Records one, two and three would be rejected because the School Number, Current Instruction/Service do not exist on the Master School Identification File as valid school numbers for the District Number, Current Instruction/Service.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service
* 09	8131
* 13	0021
* 15	C999
57	0051
63	0031

DISTRICT RESPONSIBILITY

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

29.   Each Dropout Prevention Program Evaluation record must be unique based on the keys of Student Number Identifier, Florida; Survey Period Code; School Year; Dropout Prevention/Juvenile Justice Programs; District Number, Current Instruction/Service; School Number, Current Instruction/Service; and Term. -first record accepted, all other duplicate records rejected-

    EXAMPLE

    The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates (same Student Number Identifier, Florida) of the first and fourth records, respectively.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Survey Period Code	Term	Dropout Prevention/ Juvenile Justice Programs	School Year
01	0021	012345678X	5	3	U	****
* 01	0021	012345678X	5	3	U	****
01	0021	022345676X	5	3	U	****
01	0021	032345679X	5	3	U	****
* 01	0021	032345679X	5	3	U	****

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

    DISTRICT RESPONSIBILITY

    If the records loaded to the data base are correct, no action is required. However, if the district wishes the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary and resubmit the records.

30.   Mentoring Program Participant code must be A, B, C, D, E, F, G, H, I, J or Z.
-record rejected-

      EXAMPLE

      The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second record would be rejected because the Mentoring Program Participant code is invalid. The third record would be rejected because the Mentoring Program Participant code is blank.

Service	District Number, Current Instruction/ Identifier, Florida	Student Number Participant	Mentoring Program Participant
	05	123456789X	C
	* 05	123456790X	P
	* 05	123456791X	

      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 Mentoring Program Participant code and resubmit the records.

50.   Each Dropout Prevention Program Evaluation record must have a matching Student Demographic record based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code; and School Year. -state validation 3-

ALLOWABLE for Batch/Update

EXAMPLE

The Dropout Prevention Program Evaluation record listed below does not have a matching Student Demographic record.

Dropout Prevention Program Evaluation

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Survey Period Code	School Year
* 01	012345678X	5	****

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

DISTRICT RESPONSIBILITY

The district must delete the Dropout Prevention Program Evaluation record or add a Student Demographic record to match the above key fields.

51.   If Term equals 3, then Mentoring Program Participant's Days of Contact must be greater than or equal to zero and less than 180. -state validation-

EXAMPLE

The first record listed below would pass this edit. The second record would cause a message to be generated because Term is 3 and the Mentoring Program Participant's Days of Contact is blank.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Mentoring Program Participant's Days of Connect	Term
05	123456789X	90	3
* 05	123456791X		3

DISTRICT RESPONSIBILITY

The district must determine which element(s) listed in the edit are in error and correct the record(s).

52.   If Term equals S, then Mentoring Program Participant's Days of Contact must be greater than or equal to zero and less than 70. -state validation-

EXAMPLE

The first record listed below would pass this edit. The second record would cause a message to be generated because Term is 3 and the Mentoring Program Participant's Days of Contact is blank.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Mentoring Program Participant's Days of Contact	Term
05	123456789X	70	S
* 05	123456791X		S

DISTRICT RESPONSIBILITY

The district must determine which element(s) listed in the edit are in error and correct the record(s).

74.   If the Dropout Prevention/Juvenile Justice Programs is not equal to D then the Dropout Prevention Length of Prescribed Program must be greater than zero. -exception report-

EXAMPLE

The third record would cause a message to be generated because the Dropout Prevention/Juvenile Justice Programs P must have a Dropout Prevention Length of Prescribed Program greater than zero.

Student Number Identifier, Florida	Dropout Prevention/ Juvenile Justice Programs	Dropout Prevention Length of Prescribed Program
012345678X	D	000
123456789X	U	030
* 345678901X	P	000

DISTRICT RESPONSIBILITY

The district should verify the Dropout Prevention Length of Prescribed Program and if in error correct the record.

75.   If Grade Level on the Student Demographic record is equal to PK, then Dropout Prevention/Juvenile Justice Programs must be P. -exception report-

EXAMPLE

The second record would cause a message to be generated because Dropout Prevention/Juvenile Justice Programs of U cannot be used with Grade Level of PK.

Student Demographic Information records

Student Number Identifier, Florida	Grade Level
123456789X	PK
* 223456789X	PK

Dropout Prevention Program Evaluation records

Student Number Identifier, Florida	Dropout Prevention/ Juvenile Justice Programs
123456789X	P
* 223456789X	U

DISTRICT RESPONSIBILITY

The district should verify the Dropout Prevention/Juvenile Justice Programs and if in error correct the record.

76.   If Dropout Prevention/Juvenile Justice Programs equals A, P, or U and if Term equals S, then the Dropout Prevention Length of Prescribed Program must be greater than or equal to zero and less than or equal to 70. -exception report-

EXAMPLE

The first record listed below would pass this edit. The second record would cause a message to be generated because during Term S, for Dropout Prevention/Juvenile Justice Programs, P, the Dropout Prevention Length of Prescribe Program is expected to be greater than or equal to zero and less than or equal 70.

Student Number Identifier, Florida	Dropout Prevention/ Juvenile Justice Programs	Term	Dropout Prevention Length of Prescribed Program
123456789X	A	S	45
* 123456788X	P	S	75

DISTRICT RESPONSIBILITY

The district should verify the Dropout Prevention Length of Prescribed Program, and if in error correct the record.

77.   If Dropout Prevention/Juvenile Justice Programs equals A, P, or U and if Term equals S, then the Dropout Prevention Length of Program Participation must be greater than or equal to zero and less than or equal to 70. -exception report-

EXAMPLE

The first record listed below would pass this edit. The second record would cause a message to be generated because during Term S, for Dropout Prevention/Juvenile Justice Programs, P, the Dropout Prevention Length of Program Participation is expected to be greater than or equal to zero and less than or equal to 70.

Student Number Identifier, Florida	Dropout Prevention/ Juvenile Justice Programs	Term	Dropout Prevention Length of Program Participation
123456789X	A	S	45
* 123456788X	P	S	75

DISTRICT RESPONSIBILITY

The district should verify the Dropout Prevention Length of Program Participation, and if in error correct the record.

78.   If Term equals 3, then the Dropout Prevention Length of Prescribed Program must be numeric, greater than or equal to zero and less than or equal to 250. -exception report-

EXAMPLE

The first record listed below would pass this edit. The second record would cause a message to be generated because the Dropout Prevention Length of Prescribed Program is left blank. The third record would cause a message to be generated because the Dropout Prevention Length of Prescribed Program is expected to be less than or equal to 250.

Student Number Identifier, Florida	Term	Dropout Prevention Length of Prescribed Program
123456789X	3	080
* 323456789X	3	
* 423456789X	3	260

DISTRICT RESPONSIBILITY

The district should verify the Dropout Prevention Length of Prescribed Program, and if in error correct the records.

79.   If Term equals 3, then Dropout Prevention Length of Program Participation must be numeric, greater than or equal to zero and less than or equal to 250. -exception report-

EXAMPLE

The first record listed below would pass this edit. The second record would cause a message to be generated because the Dropout Prevention Length of Program Participation is left blank. The third record would cause a message to be generated because the Dropout Prevention Length of Program Participation is expected to be less than or equal to 250.

Student Number Identifier, Florida	Term	Dropout Prevention Length of Program Participation
123456789X	3	080
* 323456789X	3	
* 423456789X	3	251

DISTRICT RESPONSIBILITY

The district should verify the Dropout Prevention Length of Program Participation, and if in error correct the records.

EXCEPTIONAL STUDENT PROGRAM -REJECT RULES

1.   District Number, Current Enrollment must be numeric and in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

If district 01 is submitting records; District Number, Current Enrollment must be 01 for all records. Of the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is 02 rather than 01 (the district submitting the record).

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	012345678X
01	0151	012345679X
* 02	0151	012345677X

DISTRICT RESPONSIBILITY

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

2.   School Number, Current Enrollment must be numeric in the range 0001 to 9899 or it must be N998 or N999. -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, N998 or N999.

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.

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-70 or 72-76. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For more information on Student Number Identifier, Florida refer to the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

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 when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 Student Number Identifier, Florida and resubmit the records.

4.   Survey Period Code must be 2, 3 or 5 and must be correct for the submission specified by the district. -record rejected-

>   **EXAMPLE**
>
>   The Survey Period Code as specified in the transmission JCL or in the statements for tape transmission is identified as Survey Period Code "2" and records are coded with Survey Period Code "3". All updates, adds, or deletes with this inconsistency would be rejected.
>
>   The record in the example below would be rejected because the Survey Period Code is not valid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code
* 34	341234567X	4

>   **DISTRICT RESPONSIBILITY**
>
>   The district must correct the Survey Period Code either on the records coming in or the transmission JCL and resubmit all records for processing.

5.   Fiscal Year must be correct for the submission specified by the district. -record rejected-

>   **EXAMPLE**
>
>   The Fiscal Year as specified in the transmission JCL or in the statements for tape transmission is identified as the valid year for data submission, but records being submitted have the previous Fiscal Year coded. All updates, adds, or deletes with this inconsistency would be rejected.
>
>   **DISTRICT RESPONSIBILITY**
>
>   The district must correct the Fiscal Year either on the JCL or the records being submitted and resubmit all records for processing.

6.   The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should have been submitted, the district must correct the Transaction Code and resubmit the records with the correct Transaction Code.

7. Each Exceptional Student Program record must be unique based on the keys of District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code, Fiscal Year and Exceptionality. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fourth records would be rejected since they are duplicates of the first and third records, respectively.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year	Exceptionality
22	221234567X	2	****	A
* 22	221234567X	2	****	A
22	221234568X	2	****	C
* 22	221234568X	2	****	C

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

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the correct ones, 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 delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

9.   Exceptional Student Placement Date must be numeric. If Exceptional Student Placement Status = P, then Exceptional Student Placement Date must be a valid date and less than or equal to the survey date. If Exceptional Student Placement Status = R, I, or N, Exceptional Student Placement Date must be 0-filled. -record rejected-

EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because the Exceptional Student Placement Date is not numeric. The second record would be rejected because Exceptional Student Placement Date is an invalid date.

Student Number Identifier, Florida	Survey Period Code	Fiscal Year	Exceptional Student Placement Status	Exceptional Student Placement Date
* 361234567X	3	****	P	NNNNNNNN
* 361234568X	3	****	P	02301999

**** = 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 Exceptional Student Placement Date and resubmit the records.

10. **Exceptional Student Eligibility Determination Date must be numeric. If Exceptional Student Placement Status = P, I or N, then Exceptional Student Eligibility Determination Date must be a valid date and less than or equal to the survey date. -record rejected-**

EXAMPLE

The first two records listed below would be rejected because the Exceptional Student Eligibility Determination Date is not a valid date. The third record would be loaded to the data base assuming no other reject rule would cause its rejection.

Student Number Identifier, Florida	Survey Period Code	Fiscal Year	Exceptional Student Placement Status	Exceptional Student Eligibility Determination Date
* 621234567X	2	****	P	00000000
* 621234568X	2	****	P	031486
621234569X	2	****	P	04072001

**** = 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 Exceptional Student Eligibility Determination Date and resubmit the records.

11.   Exceptional Student Placement Status may be P or T in Surveys 2 and 3. In survey 5, Exceptional Student Placement Status may be R, P, I, N, and T. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Exceptional Student Placement Status code is not valid.

District Number, Current Enrollment	Student Number Identifier, Florida	Exceptional Student Placement Status
* 49	491234567X	X
49	491234568X	P

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Exceptional Student Placement Status and resubmit the record.

12. **Exceptionality must be A-Q, S-V, or Z. -record rejected-**

EXAMPLE

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

District Number, Current Enrollment	Student Number Identifier, Florida	Exceptionality
57	571234567X	L
* 57	571234568X	X
* 57	571234569X	R

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 Exceptionality code and resubmit the records.

13. **In Survey 5, if Exceptional Student Placement Status is R, I or N, Exceptionality must be Z. –record rejected-**

EXAMPLE

The first and second record 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 Exceptional Student Placement Status is I and Exceptionality is not Z.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Exceptional Student Placement Status	Exceptionality
21	621234567X	5	I	Z
21	621234568X	5	R	Z
* 21	621234569X	5	I	P

RESPONSIBILITY

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

14.   Evaluation Completion Date must be numeric. If Exceptional Student Placement Status = P, I or N, then Evaluation Completion Date must be a valid date and less than or equal to the survey date. -record rejected-

       EXAMPLE

       The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first record would be rejected because Evaluation Completion Date is a future date.

Student Number Identifier, Florida	Survey Period Code	Fiscal Year	Exceptional Student Placement Status	Evaluation Completion Date
* 361234567X	3	****	P	05152099
361234568X	3	****	P	05152000
361234569X	3	****	R	00000000

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

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

15.   If Exceptional Student Placement Status = P, then Evaluation Completion Date must be a valid date and less than or equal to the survey date, The Referral Date must be a valid date and less than or equal to the survey date and less than or equal to the Evaluation Completion Date. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Referral Date is a future date.

Student Number Identifier, Florida	Survey Period Code	Fiscal Year	Exceptional Student Placement Status	Evaluation Completion Date	Referral Date
123456789X	3	****	P	01021992	09021991
* 123456790X	3	****	P	09151994	06012099

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

DISTRICT RESPONSIBILITY

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

16.   Referral Date must be a valid date or zero filled. -reject record-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Referral Date is invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year	Referral Date
20	123456789X	2	****	09021991
* 20	123456788X	2	****	11311999

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

DISTRICT RESPONSIBILITY

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

20.   If School Number, Current Enrollment is not N998 or N999, then the School Number, Current Enrollment must exist on the Master School Identification File as a valid school number in the district of enrollment. -record rejected-

EXAMPLE

In the record listed below, the School Number, Current Enrollment is not valid on the Master School Identification File for the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
* 01	0351	012345678X

DISTRICT RESPONSIBILITY

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

21.   Exceptional Student Referral Reason must be D, G or Z. If Survey = 2 or 3, Exceptional Student Referral Reason must be Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because H is not a valid code for Exceptional Student Referral Reason.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Exceptional Student Referral Reason
36	123456789X	2	D
* 36	234567890X	2	H

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Exceptional Student Referral Reason and resubmit the record.

22.   If Survey = 5 and Exceptional Student Referral Reason = D or G, then Referral Date must be a valid date and less than or equal to 8/31/****. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Referral Date is not a valid date.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Exceptional Student Referral Reason	Referral Date
36	123456789X	5	D	12121999
* 36	234567890X	5	G	11311999

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

DISTRICT RESPONSIBILITY

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

30.   **Each Exceptional Student Program record must have a matching Student Demographic record based on District Number, Current Enrollment (Exceptional Student Program) and District Number, Current Instruction/Service (Student Demographic); Student Number Identifier, Florida; Survey Period Code; and Fiscal Year. -state validation 3-**

ALLOWABLE for Batch/update

EXAMPLE

The Exceptional Student Program record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

Exceptional Student Program records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
* 01	012345678X	2	****
01	019876545X	2	****
01	429876546X	2	****

Student Demographic Information records

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
01	019876545X	2	****
01	429876546X	2	****

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

DISTRICT RESPONSIBILITY

The district must delete the Exceptional Student Program record or add a Student Demographic record to match the key fields.

31.   If Exceptional Student Placement Status = P, Exceptional Student Placement Date must be greater than Birth Date. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The second record listed below would pass this edit. The first record would cause an error message to be generated because Exceptional Student Placement Date is prior to Birth Date.

Exceptional Student Program			*Student Demographic*	
Student Number Identifier Florida	Exceptional Student Placement Status	Exceptional Student Placement Date	Student Number Identifier, Florida	Birth Date
* 041234567X	P	06151993	041234567X	04051994
041234568X	P	05201999	041234568X	07231993

DISTRICT RESPONSIBILITY

The district must correct either the Exceptional Student Placement Date or the Birth Date so that the proper relationship exists.

32.   If Exceptional Student Placement Status = P, Exceptional Student Eligibility Determination Date must be greater than Birth Date. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The second record listed below would pass this edit. The first record would cause an error message to be generated because Exceptional Student Eligibility Determination Date is prior to Birth Date.

Exceptional Student Program   *Student Demographic*

Student Number Identifier Florida	Exceptional Student Placement Status	Exceptional Student Eligibility Determination Date	Student Number Identifier, Florida	Birth Date
* 041234567X	P	06151993	041234567X	04051994
041234568X	P	05201998	041234568X	07231992

DISTRICT RESPONSIBILITY

The district must correct either the Exceptional Student Eligibility Determination Date or the Birth Date and resubmit the record.

34. **If Exceptional Student Placement Status = P, Evaluation Completion Date must be greater than Birth Date. -state validation 3-**

ALLOWABLE for Batch/update

EXAMPLE

The second record listed below would pass this edit. The first record would cause an error message to be generated because Evaluation Completion Date is prior to Birth Date.

Exceptional Student Program			*Student Demographic*	
Student Number Identifier Florida	Exceptional Student Placement Status	Evaluation Completion Date	Student Number Identifier, Florida	Birth Date
* 041234567X	P	06151993	041234567X	04051994
041234568X	P	05201998	041234568X	07231992

DISTRICT RESPONSIBILITY

The district must correct either the Evaluation Completion Date or the Birth Date so that the proper relationship exists.

35.   For Survey Periods 2, 3 and 5, each Exceptional Student Program record with an Exceptional Student Placement Status of P and T must have a matching Exceptional Student record based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Fiscal Year. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The Exceptional Student Program record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Exceptional Student record.

Exceptional Student Program

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Exceptionality Student Placement Status	Survey Period Code	Fiscal Year
* 01	0021	012345678X	P	2	****
01	0021	019876545X	P	2	****
01	0021	429876546X	P	2	****

Exceptional Student

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
01	0021	019876545X	2	****
01	0021	429876546X	2	****

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

DISTRICT RESPONSIBILITY

The district must delete the Exceptional Student Program record or add an Exceptional Student record to match the key fields.

50.   If Exceptional Student Placement Status = P, Exceptional Student Placement Date must be greater than or equal to Exceptional Student Eligibility Determination Date. -exception report-

EXAMPLE

The first record listed below would pass this edit. The second record would cause a message to be generated because the Exceptional Student Placement Date is prior to (less than) the Exceptional Student Eligibility Determination Date.

District Number, Current Enrollment	Student Number Identifier, Florida	Exceptional Student Placement Status	Exceptional Student Placement Date	Exceptional Student Eligibility Determination Date
65	651234567X	P	03031998	01201998
* 65	651234568X	P	10151998	04151999

DISTRICT RESPONSIBILITY

The district should verify the Exceptional Student Placement Date and the Exceptional Student Eligibility Determination Date and correct if in error.

51.   If Exceptional Student Placement Status = P, Evaluation Completion Date must be prior to (less than) or equal to Exceptional Student Eligibility Determination Date. -exception report-

> **EXAMPLE**
>
> The first record listed below would pass this edit. The second record would cause a message to be generated because the Evaluation Completion Date is after (greater than) the Exceptional Student Eligibility Determination Date.

District Number, Current Enrollment	Student Number Identifier, Florida	Exceptional Student Placement Status	Evaluation Completion Date	Exceptional Student Eligibility Determination Date
65	651234567X	P	10151998	01201999
* 65	651234568X	P	02151999	04151998

> **DISTRICT RESPONSIBILITY**
>
> The district should verify the Evaluation Completion Date and the Exceptional Student Eligibility Determination Date and correct if in error.

52.   If Exceptional Student Placement Status = P, Referral Date must be prior to (less than) or equal to Evaluation Completion Date, unless zero-filled. -exception report-

EXAMPLE

The first record listed below would pass this edit. The second record would cause a message to be generated because the Referral Date is after (greater than) the Evaluation Completion Date.

District Number, Current Enrollment	Student Number Identifier, Florida	Exceptional Student Placement Status	Referral Date	Evaluation Completion Date
65	651234567X	P	10151998	01201999
* 65	651234568X	P	02151999	04151998

DISTRICT RESPONSIBILITY

The district should verify the Referral Date and the Evaluation Completion Date and correct if in error.

1.   District Number, Current Instruction/Service must be correct for the district submitting the data. -record rejected-

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 02	0021	012345679X

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

2. **District Number, Current Enrollment must be numeric and in the range 01-76. -record rejected-**

EXAMPLE

The first two records listed below would be written to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

DISTRICT RESPONSIBILITY

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

3.   School Number, Current Enrollment must be numeric in the range 0001 to 9899 or it must be N998 or N999. -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, N998 or N999.

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.

4.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-76. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For additional information on Student Number Identifier, Florida refer to <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

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 when the social security number is used as the Student Number Identifier, Florida, the tenth digit must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number while the tenth position is numeric. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 Student Number Identifier, Florida and resubmit the records.

5.   Survey Period Code must be 1, 2, 3, 4, 5 or 9 and must be correct for the submission specified by the district. -record rejected-

> **EXAMPLE**
>
> The Survey Period Code as specified in the transmission Job Control Language (JCL) or in statements for tape transmission is identified as Survey Period "2". However, records on the transmission have a Survey Period Code "3".   All updates, adds or deletes with this inconsistency would be rejected.
>
> **DISTRICT RESPONSIBILITY**
>
> The Survey Period Code must be corrected either on the records coming in or the Transmission JCL and all records must be resubmitted.

6.   Year must be correct for the submission specified by the district. -record rejected-

> **EXAMPLE**
>
> The Year as specified in the transmission JCL or in statements for tape transmission is identified as "0001". However, records on the transmission have Year coded as "0102". All updates, adds or deletes with this inconsistency would be rejected.
>
> **DISTRICT RESPONSIBILITY**
>
> The district must correct the Year either on the records coming in or the Transmission JCL and resubmit all the records.

7.   **The first nine positions of Student Number Identifier-Alias, Florida must be numeric. The tenth position of Student Number Identifier-Alias, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier-Alias, Florida is numeric, the first two digits must be a valid district number in the range 01-76. -record rejected-**

Note: For additional information on Student Number Identifier-Alias, Florida refer to <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

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 when the social security number is used as the Student Number Identifier-Alias, Florida, the tenth digit must be an "X". The fourth record would be rejected because the Student Number Identifier-Alias, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number while the tenth position is numeric.

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier-Alias, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791

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 Student Number Identifier-Alias, Florida and resubmit the records.

8.   The Transaction Code must be A, C or D.   For the original transmission, only A is valid.   For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base.   -record rejected-

> ### EXAMPLE
>
> For all original transmissions, the Transaction Code must be "A".   An original transaction is the first submission of a record during a survey period.   After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code.   To delete a record, the Transaction Code must be a "D".   To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A".   Records with an incorrect Transaction Code would be rejected.
>
> ### 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 Transaction Code and resubmit the records.

9.   Each Student Demographic record must be unique based on District Number, Current Instruction/Service; District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year. -first duplicate record accepted, all others rejected-

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates (same District Number, Current Instruction/Service; District Number, Current Enrollment; School Number, Current Enrollment;Student Number Identifier, Florida; Survey Period Code and Year) of the first and fourth records, respectively.

District Number, Current Instruction/ Service	District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Year
01	01	0411	012345675X	2	****
* 01	01	0411	012345675X	2	****
01	01	0411	012345677X	2	****
01	01	0411	012345678X	2	****
* 01	01	0411	012345678X	2	****

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

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are correct ones, 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 delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

10. Homeless Student, PK-12 code must be Y or N. -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 code for Homeless Student, PK-12 is not valid.

District Number, Current Instruction/ Service	Student Number Identifier,Florida	Homeless Student, PK-12
05	123456789X	Y
05	123456790X	N
* 05	123456791X	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Homeless Student, PK-12 code and resubmit the record.

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20.   The Student Name, Legal: Last Name must not be blank (Z-fill is NOT allowed).   Allowable characters include double or single quotation marks, commas, slashes, periods, parentheses, hyphens and accent marks.   -record rejected-

EXAMPLE

The record listed below would be rejected because the Student Name, Legal: Last Name is blank.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Student Name, Legal: Last Name	Student Name, Legal: First Name	Student Name, Legal: Middle/Maiden Name or Initial
* 01	0123456789		Clinton	S

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student Name, Legal: Last Name and resubmit the record.

21. The Student Name, Legal: First Name must not be blank (Z-fill is NOT allowed). Allowable characters include double or single quotation marks, commas, slashes, periods, hyphens and accent marks. Student middle name/appendage may be blank but must not include nondisplayable characters. Allowable characters include double or single quotation marks, commas, slashes, periods, parentheses, hyphens and accent marks. -record rejected-

EXAMPLE

The record listed below would be rejected because the Student Name, Legal: First Name is blank.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Student Name, Legal: Last Name	Student Name, Legal: First Name	Student Name, Legal: Middle/Maiden Name or Initial
* 01	0123456789	Williams		L

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student Name, Legal: First Name and resubmit the record.

22. **Birth Date must be numeric and a valid date in the format MMDDYYYY. -record rejected-**

EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because Birth Date is not numeric; the second record would be rejected because Birth Date is an invalid date.

Student Number Identifier, Florida	Survey Period Code	Year	Birth Date
* 012345678X	2	****	ZZZZZZZZ
* 012345679X	2	****	02301985

**** = 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 Birth Date and resubmit the records.

23. **Gender code must be M or F. -record rejected-**

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the gender code is not M or F. The second record would be rejected because gender code was left blank.

Student Number Identifier, Florida	Gender	Racial/Ethnic Category
* 012345678X	Z	W
* 012345679X		I

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 gender code and resubmit the records.

24. **Racial/Ethnic Category code must be W, B, H, A, I or M. -record rejected-**

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Racial/Ethnic Category code is not valid. The second record would be rejected because the Racial/Ethnic Category code was left blank.

Student Number Identifier, Florida	Gender	Racial/Ethnic Category
* 012345678X	M	Z
* 012345679X	F	

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 Racial/Ethnic Category code and resubmit the records.

**27.   Limited English Proficient, PK-12 code must be LY, LN, LF, LP, LZ, or ZZ.
-record rejected-**

   EXAMPLE

   The records listed below would be rejected. The first record would be rejected
   because the Limited English Proficient, PK-12 code is not valid. The second
   record would be rejected because the Limited English Proficient, PK-12 code
   was left blank.

Student Number Identifier, Florida	Limited English Proficient, PK-12
* 012345678X	00
* 012345679X	

   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 Limited English Proficient, PK-12 codes
   and resubmit the records.

28.   Resident Status, State/County code must be 0, 1, 2, 3, 4, or 5.   -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Resident Status, State/County code is invalid. The second record would be rejected because the Resident Status, State/County code was left blank.

Student Number Identifier, Florida	Resident Status, State/County
* 012345678X	Z
* 012345679X	

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 Resident Status, State/County codes and resubmit the records.

29.   If Survey Period Code = 1-4 or 9, Grade Level code must be PK, KG, 01-12, or 23. If Survey Period Code = 5, Grade Level code must be PK, KG, 01-12, 23, 30 or 31. -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Grade Level code is invalid. The second record would be rejected because the Grade Level code was left blank.

Student Number Identifier, Florida	Grade Level
* 012345678X	K
* 012345679X	

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 codes and resubmit the records.

30. **Student Characteristic, Agency Programs code must be A, C or Z. -record rejected-**

EXAMPLE

The records listed below would be rejected. In each case the Student Characteristic, Agency Programs code is not a valid code.

Student Number Identifier, Florida	Student Characteristic, Agency Programs
* 012345678X	P
* 012345679X	0

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 Student Characteristic, Agency Programs codes and resubmit the records.

33.   Qualifying Arrival Date (QAD) for Migrant Program Eligibility must be numeric and a valid date. If Student has never qualified for Migrant Program Eligibility, Qualifying Arrival Date (QAD) must be all zeroes. -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 and fourth records would be rejected because in each case the Qualifying Arrival Date (QAD) for Migrant Program Eligibility is not a valid date.

Student Number Identifier, Florida	Survey Period Code	Year	Qualifying Arrival Arrival Date (QAD) for Migrant Program Eligibility
0123456789X	3	****	10191997
0123456790X	3	****	01091998
* 0123456791X	3	****	00000000
* 0123456792X	3	****	09311997

**** = 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 Qualifying Arrival Date (QAD) for Migrant Program Eligibility and resubmit the records.

35.　**Lunch Status Must be 0, 1, 2, 3 or 4. -record rejected-**

EXAMPLE

Both records listed below would be rejected because the Lunch Status codes are invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Lunch Status
* 01	012345678X	2	5
* 01	012345679X	2	F

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 Lunch Status codes and resubmit the records.

36.   **Migrant Status Term code must be 3, S, B, X, or Z. -record rejected-**

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Migrant Status Term code is not in the appropriate range. The second record would be rejected because the Migrant Status Term code was left blank.

Student Number Identifier, Florida	Migrant StatusTerm
* 012345678X	9
* 012345679X	

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 Migrant Status Term code and resubmit the records.

37. If Survey 5 and Migrant Status Term is 3, S, B or X, Qualifying Arrival Date (QAD) for Migrant Program Eligibility must be numeric and a valid date. -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 Qualifying Arrival Date (QAD) for Migrant Program Eligibility is not a valid date. The fourth record would be rejected because Survey Period is 5, Migrant Status Term is Z but Qualifying Arrival Date (QAD) for Migrant Program Eligibility is not all zeroes

Student Number Identifier, Florida	Survey Period Code	Year	Migrant Status Term	Qualifying Arrival Arrival Date (QAD) for Migrant Program Eligibility
0123456789X	3	****	Z	10191999
0123456790X	3	****	Z	01092000
* 0123456791X	3	****	Z	02302000
* 0123456792X	5	****	Z	09312000

**** = 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 Qualifying Arrival Date (QAD) for Migrant Program Eligibility and resubmit the records.

38.   If Survey Period Code = 5 and Migrant Status Term is 3, S, B or X, Qualifying Arrival Date (QAD) for Migrant Program Eligibility must be less than or equal to 08/31/2003. -record rejected-

EXAMPLE

The first record would be rejected because the Qualifying Arrival Date (QAD) for Migrant Program Eligibility is not less than or equal to 8/31/2002. The second and third records would be loaded to the data base assuming no other reject rule would cause their rejection.

Student Number Identifier, Florida	Survey Period Code	Year	Migrant Status Term	Qualifying Arrival Date (QAD) for Migrant Program Eligibility
* 0123456789X	5	****	3	09142002
0123456790X	5	****	3	01092001
0123456791X	5	****	3	10192000

**** = 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 Qualifying Arrival Date (QAD) for Migrant Program Eligibility and resubmit the records.

40. **If the School Number, Current Enrollment is not N998 or N999, then it must exist on the Master School Identification File as a valid school in the district of enrollment. -record rejected-**

> **EXAMPLE**
>
> The record listed below would be rejected because the School Number, Current Enrollment would not be valid on the Master School Identification File for the District Number, Current Enrollment.
>
> | District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
> |:---:|:---:|:---:|
> | * 01 | 0001 | 012345678X |
>
> **DISTRICT RESPONSIBILITY**
>
> If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the record.

41. **Birth Date must be less than or equal to the survey date. -record rejected-**

EXAMPLE

If the survey week for the records listed below were October 8-12, 2002, the first record would be rejected because the Birth Date is not less than the Survey Date. The second and third records would be loaded to the data base assuming no other reject rule would cause their rejection.

Student Number Identifier, Florida	Survey Period Code	Year	Birth Date
* 012345677X	2	****	11042002
124356788X	2	****	03121991
123547279X	2	****	08111992

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

DISTRICT RESPONSIBILITY

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

43.   Native Language, Student must be a valid language code, containing no blanks. (For additional information on the language codes refer to the language codes table, Appendix N of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.) -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 the Native Language, Student codes contain blanks or are invalid codes.

Student Number Identifier, Florida	Native Language, Student
* 012345675X	AY
* 012345676X	BJ
* 012345677X	C
* 012345678X	DR
012345679X	CZ

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 Native Language, Student codes and resubmit the records.

45.   Parent/Guardian Primary Home Language code must be a valid language code as listed in Appendix N of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual. -record rejected-

> **EXAMPLE**
>
> The third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the Parent/Guardian Primary Home Language code is invalid.
>
> | Student Number Identifier, Florida | Parent/Guardian Primary Home Language |
> |---|---|
> | * 012345676X | BB |
> | * 012345677X | EZ |
> | 012345678X | BR |
> | 012345679X | BA |
>
> **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 Parent/Guardian Primary Home Language codes and resubmit the records.

46.   If Grade Level = PK-12, Country of Birth must be a valid code as listed in Appendix G or Appendix Q of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual other than ZZ.   If Survey Period Code = 5 and Grade Level = 30 or 31, then Country of Birth may be ZZ. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because the Country of Birth codes are not valid.

Student Number Identifier, Florida	Country of Birth
012345676X	CU
012345677X	FJ
* 012345678X	YI
* 012345679X	TX

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 Country of Birth codes and resubmit the records.

47.   If Grade Level = 12, Additional School Year Student code must be S, F or Z.
-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 Grade Level is 12 and Additional School Year Student code is blank.

Student Number Identifier, Florida	Grade Level	Additional School Year Student
123456789X	12	Z
123456790X	12	S
* 123456791X	12	

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Grade Level or the Additional School Year Student code and resubmit the record.

48.   If Grade Level = 30 or 31, Limited English Proficient: Home Language Survey Date may be zero-filled. If Grade Level = PK-12 or 23, Limited English Proficient: Home Language Survey Date must be a valid date. -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 Limited English Proficient: Home Language Survey Date is an invalid date.

Student Number Identifier, Florida	Survey Period Code	Year	Grade Level	LEP: Home Language Survey Date
123456789X	2	****	12	01151993
* 123456790X	2	****	PK	06319999
* 123456791X	2	****	23	02291993
123456792X	2	****	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 Limited English Proficient: Home Language Survey Date and resubmit the records.

49.   If Grade Level is PK-12 or 23, then Native Language, Student must be other than ZZ. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because ZZ is not a valid Native Language, Student code for a student with a Grade Level of PK-12 or 23.

Student Number Identifier, Florida	Grade Level	Native Language, Student
* 012345678X	07	ZZ
012345679X	03	CZ

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base the district must correct the Native Language, Student code and resubmit the record.

50.   The Grade Level on the Student Demographic record must match the Grade Level on that student's Student Course records unless Year-Round/Extended School Year FTE Indicator on the Student Course record = A or B or if Survey Period Code = 1 or 4. -state validation/NULL-

Batch/update of DEMOGRAPHIC record is applied to the data base but non-matching GRADE on STUDENT COURSE records set to NULL value only during batch updates outside the edit cycle and after the close of the State Records Processing Cycle.

EXAMPLE

The first and fourth sets of records listed below would pass this edit. The second and third set of records would not pass the edit because the Grade Levels on the Student Demographic record and the Student Course record do not match. (These Student Demographic records, if they pass all other element edits, would be loaded to the data base as they are received. However, non-matching Grade Level codes on the Student Course records would be set to null after the close of the State Records Processing Cycle.)

Student Demographic Records		*Student Course Records*	
Student Number Identifier, Florida	Grade Level	Student Number Identifier, Florida	Grade Level
2978666556	12	2978666556	12
* 2978666656	12	2978666656	23
* 2978666756	12	2978666756	30
2978666856	12	2978666856	12

DISTRICT RESPONSIBILITY

The district must correct the Grade Level on the Student Demographic record or the Student Course record, so that the correct Grade Level for that student is on both record types.

51.   For Survey Periods 1-4 and 9 each Student Demographic record must have at least one matching record of another format based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code; and Fiscal Year. For Survey Period 5 there must be a matching Student End of Year Status record based on District of Enrollment, Student Number Identifier, Florida, Survey Period Code and School Year unless School Number, Current Enrollment is N998, N999 or 3518. -state validation 3-

Note: The following are two situations in which the Survey 5 portion of this edit should be treated as an "exception":

1. **The student being reported is a migrant who has been identified but was not enrolled in the district during the school year.**

2. **The student being reported was not enrolled in the district during the school year and a matching Student Attendance record with Term = Y has been submitted with Withdrawal Code not equal to DNE. If Withdrawal Code = DNE, a matching Student End of Year Status record must be submitted.**

ALLOWABLE for Batch/update. FTE Earned, Course on Student Course record is set to NULL value after the close of the State Records Processing Cycle.**

EXAMPLE

If the record listed below is the only one submitted with these same four elements (no records of other formats match on elements listed in edit), then it will not pass the edit because each Student Demographic record must have at least one other record of a different format to accompany it for each original transmission.

District Number, Current Instruction/Service	Student Number Identifier, Florida	Survey Period Code	Year
* 01	012345678X	3	****

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

DISTRICT RESPONSIBILITY

The district must delete the Student Demographic record if there should be no matching record of another format or submit the matching record if it should have been submitted with the original transmission.

52.   If Grade Level = PK-12 or 23, Limited English Proficient: Home Language Survey Date must be less than or equal to the last day of survey week, unless Survey Period Code = 1, 4, or 5 or Year-Round/Extended School Year FTE Indicator = A. If Survey Period Code = 5, Limited English Proficient: Home Language Survey Date must be less than or equal to August 31, ****. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The second and third Student Demographic records listed below would pass this edit. The first record would not pass the edit because the LEP: Home Language Survey Date is after October 12, 2001.

				Student Course Schedule		
				LEP: Home	Student	Year-Round/ Extended
Student				Language	Number	School Year
Number	Survey			Survey	Identifier,	FTE
Identifier,	Period		Grade	Survey	Florida	Indicator
Florida	Code	Year	Level	Date		
* 2345678901	2	****	02	01012002	2345678901	Z
2345678902	2	****	12	01051992	2345678902	Z
2345678903	2	****	05	11091995	2345678903	A

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

DISTRICT RESPONSIBILITY

The district must correct any elements listed in the edit that are in error so that the appropriate relationship exists.

53. **If Survey Period Code = 2, each Student Demographic record must have a matching Federal/State Indicator record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Fiscal Year unless School Number, Current Enrollment is 3518. -state validation 3-**

EXAMPLE

The first and third Student Demographic records listed below would pass this edit. The second Student Demographic record would not pass the edit because it has no matching Federal/State Indicator record.

Student Demographic records				*Federal/State Indicator records*			
District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year	District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
26	012345678X	2	****	26	012345678X	2	****
* 26	012345679X	2	****	26	012345680X	2	****
26	012345680X	2	****				

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

DISTRICT RESPONSIBILITY

The district must delete the Student Demographic record if sent in error, or submit the matching Federal/State Indicator record.

STUDENT DEMOGRAPHIC – STATE VALIDATIONS/NULL EDIT RULES

54.   If the Limited English Proficient code = LF, then Limited English Proficient: Exit Date must be a valid date unless School Number, Current Enrollment is 3518. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

An error message would be generated for the student Demographic record marked with an asterisk below. This is because the Limited English Proficient: Exit Date on the matching Limited English Proficient Student Information record is not a valid date.

Student Demographic Information records

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Limited English Proficient
01	0021	012345678X	2	LF
* 01	0021	012345679X	2	LF

Limited English Proficient Student Information records

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Limited English Proficient: Exit Date
01	0021	012345678X	2	01042001
01	0021	012345679X	2	02302001

DISTRICT RESPONSIBILITY

The district must correct the Limited English Proficient: Exit Date and/or the Limited English Proficient code so that a valid relationship exists between the elements.

60.   If the District Number, Current Instruction/Service is not equal to the District Number, Current Enrollment then all other fields, except Resident Status, State/County, must be exact replicas of corresponding fields found on that student's Student Demographic record which was submitted by the district of enrollment. -exception report-

EXAMPLE

The two records listed below would cause a message to be generated. They are for the same student (same Student Number Identifier, Florida). However, the Grade Levels are different and the Limited English Proficient codes are different.

District Number, Current Enrollment	District Number Current Instruction/ Service	Student Number Identifier, Florida	Grade Level	Limited English Proficient
* 42	01	422345678X	11	LN
* 42	42	422345678X	12	LY

DISTRICT RESPONSIBILITY

The district should verify the data submitted on the Student Demographic records and correct if in error.

63.   If Grade Level is KG-12, the student must be at least 5 years old on or before September 1 of the school year being reported. -exception report-

Note: Students who transfer to Florida from states with different minimum starting ages are accepted into the grade into which they are transferring.

EXAMPLE

The record listed below would cause a message to be generated because Grade Level is KG and age is less than 5.

Student Number Identifier, Florida	Year	Survey Period Code	Grade Level	Birth Date
* 0123456789	****	2	KG	02191998

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

DISTRICT RESPONSIBILITY

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

64.   If Grade Level is PK-12, then Resident Status, State/County must be in the range 0-3. If Grade Level is 30-31, then Resident Status, State/County must be 4 or 5. -exception report-

EXAMPLE

The records listed below would cause a message to be generated because the relationship between Grade Level and Resident Status, State/County is not the expected relationship as stated in the edit.

Student Number Identifier, Florida	Year	Survey Period Code	Grade Level	Resident Status, State/County
* 123456789X	****	2	05	5
* 123456790X	****	2	30	2

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

DISTRICT RESPONSIBILITY

The district should verify the Resident Status, State/County and the Grade Level, and correct if in error.

65.   If Limited English Proficient code = LY, then Native Language, Student must not be EN. -exception report-

EXAMPLE

The second record listed below would pass this edit. The first record would cause a message to be generated because the Limited English Proficient code is LY and the Native Language, Student is EN.

Student Number Identifier, Florida	Limited English Proficient	Native Language, Student
* 123456789X	LY	EN
123456790X	LY	FR

DISTRICT RESPONSIBILITY

The district should verify the Limited English Proficient code and the Native Language, Student code, and correct if in error.

1.   **District Number, Current Enrollment must be numeric and in the range 01-76. -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 since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

    DISTRICT RESPONSIBILITY

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

2.   School Number, Current Enrollment must be numeric in the range 0001 to 9899 or it must be N998 or N999. -record rejected-

NOTE: If Survey Period Code is 2 or 3 and the student is being reported for the Opportunity Scholarship Program or for the Scholarship Program for Students with Disabilities, School Number, Current Enrollment is to be 3518.

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 and fourth records would be rejected. 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, N998 or N999.

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.

3. The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-76. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For more information on the Student Number Identifier, Florida refer to <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

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 when the social security number is used as the Student Number Identifier, Florida, the tenth digit must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 Student Number Identifier, Florida and resubmit the records.

4.   Survey Period Code must be 1, 2, 3, 4 or 9 and it must be correct for the submission specified by the district. -record rejected-

   EXAMPLE

   The Survey Period Code as specified in the transmission JCL or in the statements for tape transmission is identified as Survey Period Code "2" and records are coded with Survey Period Code "3". All updates, adds, or deletes with this inconsistency would be rejected.

   DISTRICT RESPONSIBILITY

   Correct the Survey Period Code either on the records coming in or the transmission JCL and resubmit all of the records.

5.   The Fiscal Year must be correct for the submission specified by the district. -record rejected-

   EXAMPLE

   The Fiscal Year on the JCL and the records being submitted for processing must match. Otherwise, the records would be rejected.

   DISTRICT RESPONSIBILITY

   Correct the Fiscal Year either on the transmission JCL or the records being submitted and resubmit all records for processing.

6. **District Number, Current Instruction/Service must be correct for the district submitting the data. -record rejected-**

EXAMPLE

The District Number, Current Instruction/Service on records being submitted for processing must match the District Number, Current Instruction/Service on the JCL. Otherwise, the records would be rejected.

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

7.   The School Number, Current Instruction/Service must be numeric in the range 0001-9899, or it must be C901-C928, U970-U979, P001-P999, or N999. If Survey Period Code = 2 or 3, School Number, Current Instruction/Service may be a private school number. -record rejected-

NOTE: If School Number, Current Instruction/Service is a private school number, Course Number must be 1111111 or 2222222.

EXAMPLE

The records listed below would be rejected because in each case the School Number, Current/Instruction Service is not within the valid range.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Survey Period Code
* 01	9901	123456789X	2
* 01	C929	123456790X	2
* 01	U981	123456791X	2

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 COURSE SCHEDULE - REJECT RULES

8.   If the School Number, Current Instruction/Service is C901-C928, U970-U979, P001-P999, or N999, the District Number, Current Enrollment must be correct for the district submitting the data. If Survey Period Code = 2 or 3 and School Number, Current Instruction/Service is a private school number, the District Number, Current Enrollment must be correct for the district submitting the data. -record rejected-

NOTE: If School Number, Current Instruction/Service is a private school number, Course Number must be 1111111 or 2222222.

EXAMPLE

If the district submitting the records is 01, then the first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the District Number, Current Enrollment is incorrect for the district submitting the record.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Survey Period Code
* 01	C901	123456789X	2
* 02	C928	123456790X	2

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student Course record or the transmission JCL where the mismatch occurs and resubmit the record.

9.   **Course Number must not contain blanks. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection.   The second record would be rejected because Course Number contains a blank.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number
02	0061	123456789X	5013010
* 02	0201	123456790X	1008 80

DISTRICT RESPONSIBILITY

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

10.   Section Number must not be all blanks. -record rejected-

Note: Section Number may be submitted with blanks in one to four of the five positions, but may not be submitted with five blanks.

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Section Number is all blanks.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	Section Number
02	123456789X	5013010	PP18
* 02	123456791X	2003340	

DISTRICT RESPONSIBILITY

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

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

EXAMPLE

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

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	Period Number
02	123456789X	5013010	0101
02	123456790X	7910100	0288
* 02	123456791X	2109310	AB80
* 02	123456792X	1300330	

DISTRICT RESPONSIBILITY

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

12. **If the School Number Current Instruction/Service does not begin with "P" the Course Number must not be a "local use only transfer" course number unless Course Number = 0500980. -record rejected-**

Note: Local use only transfer course numbers for Grade Levels 09-12 are <u>numeric</u> course numbers that end in 980 or 990. Local use only transfer course numbers for Grade Levels 30-31 are <u>alphanumeric</u> course numbers that begin with one alpha character and end with six zeroes.

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Course Numbers are local use only transfer course numbers.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number
* 01	0201	123456789X	2100990
* 01	0201	123456790X	2000990
01	0201	123456791X	1206310

DISTRICT RESPONSIBILITY

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

13.   The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the records.

14.   Each Student Course Schedule record must be unique based on Student Number Identifier, Florida; Survey Period Code; Fiscal Year; District Number, Current Instruction/Service; School Number, Current Instruction/Service; Course Number; Section Number; Period Number; and Term. -Record having highest weighted FTE accepted, all other duplicate records rejected-

> **EXAMPLE**
>
> The records that are highlighted are duplicates. The record in each of the pairs which is marked with an asterisk would be rejected because it has the lower weighting factor. That is, FEFP Program Number 102 has a lower weighting factor for funding than does FEFP Program Number 103.

Student Number Identifier, Florida	Svy. Pd. Code	FY	Dist. Num., Curr. Inst./ Serv.	Schl. Num., Curr. Instr./ Serv.	Course Number	Section Number	Period Number	FEFP Prog. No.	Term
123456780X	2	****	01	0021	2109370	00001	0202	102	1
123456781X	2	****	01	0021	2109370	00001	0202	102	1
123456782X	2	****	01	0021	2109370	00001	0202	102	1
123456783X	2	****	01	0021	2109370	00001	0202	102	1
123456784X	2	****	01	0021	2109370	00001	0202	102	1
123456785X	2	****	01	0021	2109370	00001	0202	102	1
123456786X	2	****	01	0021	2109370	00001	0202	102	1
* **123456787X**	**2**	****	**01**	**0021**	**2109370**	**00001**	**0202**	**102**	**1**
123456787X	**2**	****	**01**	**0021**	**2109370**	**00001**	**0202**	**103**	**1**
123456788X	2	****	01	0021	2109370	00001	0202	102	1
* **123456789X**	**2**	****	**01**	**0021**	**2109370**	**00001**	**0202**	**102**	**1**
123456789X	**2**	****	**01**	**0021**	**2109370**	**00001**	**0202**	**103**	**1**

> **** = Valid fiscal year for data submission.
>
> **DISTRICT RESPONSIBILITY**
>
> If the records that were accepted and loaded to the data base are the correct ones, 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 delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

15. **Dual Enrollment Indicator must be A, B, C, or Z. -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 Dual Enrollment Indicator is not valid.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	Student Number Identifier, Florida	Course Number	Dual Enrollment Indicator
31	0291	2	123456789X	PHY1050	A
31	0291	2	123456790X	1209800	Z
* 31	0291	2	123456791X	PHY1050	D

DISTRICT RESPONSIBILITY

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

16.   All alphanumeric Course Numbers must either be on the Course Code Directory or on the Statewide Course Numbering System file unless School Number, Current Instruction/Service equals N999 or P001-P999. -record rejected-

EXAMPLE

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and fourth records would be rejected because the Course Numbers are not on the Course Code Directory or on the Statewide Course Numbering System files.

Student Number Identifier, Florida	District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number
* 661234566X	66	0061	FF10011
661234567X	66	0061	I460103
661234568X	66	0201	B070614
* 661234569X	66	0271	ABCDE12

DISTRICT RESPONSIBILITY

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

17.   If Survey Period Code equals 1 or 4 and FTE Earned, Course is greater than zero, then Course Number may not equal 5022000, 2200000 - 2200050, or 2200300 - 2200370. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because Survey Period is 1, FTE Earned, Course is greater than zero and Course Number falls within the 5022000, 2200000 - 2200050, or 2200300 - 2200370 range for Study Hall.

Student Number Identifier, Florida	Survey Period Code	FTE Earned, Course	Course Number	Grade Level
242123456X	1	0500	2003340	08
* 242123457X	1	0250	2200310	09
* 242123458X	1	0250	2200320	10

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 appropriately correct the element(s) listed in the edit and resubmit the records.

18.   **If Course Number equals 0800300 or 8502000, then FEFP Program Number must equal 102, 103, 112, 113, 254, 255, or 999. -record rejected-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the proper relationship does not exist between FEFP Program Number and the Course Number 8502000.

Student Number Identifier, Florida	District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number	FEFP Program Number
111123456X	01	0201	8502000	103
* 111123457X	01	0201	8502000	300
111123458X	01	0201	8502000	103

DISTRICT RESPONSIBILITY

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

19.   If Course Number equals 1111111 or 2222222, then School Number, Current Instruction/Service must be a private school number or 3518 and vice versa. -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 since Course Number is 1111111 and the School Number, Current Instruction/Service is not a private school number.

Student Number Identifier, Florida	District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number
123456789X	01	8034	2222222
123456790X	17	8016	1111111
* 123456791X	17	8711	1111111

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the School Number, Current Instruction/Service or the Course Number and resubmit the record.

20. FEFP Program Number must be 103 if Dual Enrollment Indicator code = A, B, or C. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the relationship between Dual Enrollment Indicator code and FEFP Program Number is not appropriate.

Student Number Identifier, Florida	Dual Enrollment Indicator	FEFP Program Number
123456789X	A	103
* 123456790X	C	251

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Dual Enrollment Indicator code or FEFP Program Number and resubmit the record.

22. Class Minutes, Weekly must be numeric and greater than or equal to zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Class Minutes, Weekly contains a blank. The third record would be rejected because Class Minutes, Weekly is not numeric.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	Class Minutes, Weekly
02	123456789X	2109370	0050
* 02	123456790X	2109370	075
* 02	123456791X	2109370	W025

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 Class Minutes, Weekly and resubmit the records.

23.   FEFP Program Number must be 101-103, 111-113, 130, 254-255, 300, or 999. -record rejected-

EXAMPLE

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

District Number, Current Instruction/ Service	Student Number Identifier Florida	Course Number	FEFP Program Number
02	123456789X	2109370	103
* 02	123456790X	2109370	001
* 02	123456791X	2109370	118

DISTRICT RESPONSIBILITY

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

24.   FTE Earned, Course must be numeric and greater than or equal to zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because FTE Earned, Course contains a blank.   The third record would be rejected because FTE Earned, Course is not numeric.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	FEFP Program Number	FTE Earned, Course
02	123456789X	2109370	103	0834
* 02	123456790X	2109370	103	0 34
* 02	123456791X	2109370	103	o005

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 records by assigning a value greater than or equal to zero for FTE Earned, Course and resubmit the records.

29. **Grade Level must be PK, KG, 01-12, or 23. -record rejected-**

EXAMPLE

The third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the Grade Level codes are not valid.

Student Number Identifier, Florida	Grade Level	FEFP Program Number
* 630123455X	KK	101
* 630123456X	1	101
630123458X	01	101
630123459X	12	103

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 code and resubmit the records.

30.   If Survey Period Code = 1-4 and FEFP Program Number is 999, then FTE Earned, Course must be zero. -record rejected-

Note: The use of the FEFP Program Number "999" is for individual students who are not eligible for FTE funding for reasons other than attendance or program membership. These students would include those whose grade level is 23 or those pre-kindergarten students who are being served in a program for which the student cannot earn FTE.

EXAMPLE

The first, second, fifth and sixth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because FTE Earned, Course is not zero.

Student Number Identifier, Florida	Grade Level	FEFP Program Number	FTE Earned, Course
630123454X	PK	999	0000
630123455X	KG	999	0000
* 630123456X	01	999	5000
* 630123457X	23	999	2500
630123458X	01	999	0000
630123459X	12	999	0000

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 relationship between FEFP Program Number and FTE Earned, Course and resubmit the records.

31.   In surveys 1 though 4 if the FTE Earned, Course is greater than zero, there must be a valid association between the FEFP Program Number listed below and the student's Grade Level. -record rejected-

FEFP Program Numbers	Grade Levels
101	>PK-03
102	>04-08
103	>09-12
111	>PK-03
112	>04-08
113	>09-12
130	>KG-12
254-255	>PK-12
300	>06-12

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 FEFP Program Number.

Student Number Identifier, Florida	Dist. Number, Current Instruction/ Service	Sch. Number, Current Instruction/ Service	FEFP Program Number	Grade Level	FTE Earned, Course
* 123456789X	01	0021	102	23	0834
* 123456788X	01	0021	102	12	0834
123456786X	01	0021	102	07	0834
123456785X	01	0021	102	08	0834
* 123456785X	01	0021	103	08	0834
123456784X	01	0021	102	07	0834
* 123456783X	01	0021	103	07	0834

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the FEFP Program Number or the Grade Level so that there is a valid relationship between these two data elements and resubmit the records.

32.   If Survey Period Code is 1-4, Grade Level is less than 09 and FTE Earned, Course is greater than zero, then School Number, Current Instruction/Service must not be a college or university (C901-C928, U970-U978 or P001-P999). -record rejected-

EXAMPLE

The second and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and third records would be rejected because FTE Earned, Course is greater than zero and the School Number, Current Instruction/Service is for a college or university and the Grade Level is less than 09.

Student Number Identifier, Florida	School Number Current Instruction/ Service	Section Number	Period Number	FEFP Program Number	Grade Level	FTE Earned, Course
* 123456786X	U974	00001	0202	102	07	0834
123456787X	0021	00001	0202	102	08	0834
* 123456788X	C901	00001	0202	102	08	0834
123456789X	0021	00001	0202	102	07	0834

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 relationship between Grade Level; FTE Earned, Course and School Number Current Instruction/Service and resubmit the records.

33. **If Grade Level is 23, FEFP Program Number must be 999. -record rejected-**

Note: The Grade Level 23 student is one who is returning for the extra year of school after being eligible for but not accepting the Certificate of Completion. The student is NOT eligible for funding through the Florida Education Finance Program.

EXAMPLE

The records listed below would be rejected because the grade level is 23 and the FEFP Program Number is not 999.

Student Number Identifier, Florida	School Number Current Instruction/ Service	FEFP Program Number	Grade Level	FTE Earned, Course
* 123456787X	0021	103	23	0834
* 123456788X	0021	103	23	0834
* 123456789X	0021	103	23	0834

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 should determine if, in fact, the student should have been reported as Grade Level 23. If the student should have that Grade Level, the FEFP Program Number should be changed to 999, the FTE Earned, Course should be set to zeros and the records resubmitted.

35. Term must be either 1-9, B-0 or S-X. -record rejected-

EXAMPLE

The records in the first and third examples listed below would be rejected because the Term code is invalid. The second record would be rejected because the Term code was left bank.

Student Number Identifier, Florida	Course Number	Term
* 240123457X	1200310	P
* 240123458X	1001310	
* 240123459X	2000310	M

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 Term and resubmit the record.

36.   Limited English Proficient: Instructional Strategy must be B, D, M, or Z.
-record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Limited English Proficient: Instructional Strategy is invalid. The fourth record would be rejected because LEP: Instructional Strategy is blank.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	LEP: Instructional Strategy
01	123456786X	5100070	B
* 01	123456787X	5100070	A
04	123456788X	5100070	B
* 08	123456789X	5100070	

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 Limited English Proficient: Instructional Strategy and resubmit the records.

37.   If Survey Period Code = 2 or 3, Year-Round/Extended School Year FTE Indicator must be A or Z. If Survey Period Code = 1 or 4, Year-Round/Extended School Year FTE Indicator must be A, B or Z -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 Year-Round/Extended School Year FTE Indicator code is not valid for the Survey Period Code. The last record would be rejected because the Year-Round/Extended School Year FTE Indicator code is not valid.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Course Number	Survey Period Code	Year-Round/ Extended School Year FTE Indicator
01	0123456786X	5100070	2	A
01	0123456787X	5100070	2	Z
* 01	0123456788X	5100070	2	B
* 01	0123456789X	5100070	2	Y

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Year-Round/Extended School Year FTE Indicator code and resubmit the record.

40.   If the School Number, Current Enrollment is not N998 or N999, then it must exist on the Master School Identification File as a valid number in the District Number, Current Enrollment. -record rejected-

NOTE: If Survey Period Code is 2 or 3 and the student is being reported for the Opportunity Scholarship Program or for the Scholarship Program for Students with Disabilities, School Number, Current Enrollment is to be 3518.

EXAMPLE

The records listed below would be rejected because the School Number, Current Enrollment is not on the Master School Identification File as a valid school number in the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment
* 01	8311
* 06	0001
* 09	9999

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.

41.   The Vocational/Adult General Education Program Code must be a program number from the Vocational/Adult General Education Program Edit file (F61730) or must be zero-filled. -record rejected-

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

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Vocational/Adult General Education Program Code is not a valid program number.

Student Number Identifier, Florida	Course Number	Vocational/ Adult General Education Program Code
630123457X	8772010	8772000
630123458X	I480201	I480201
* 630123459X	8506310	5806310

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Vocational**/**Adult General Education Program Code and resubmit the record.

42. **School Number, Current Instruction/Service must exist on the Master School Identification File as a valid number in the District Number, Current Instruction/Service or it must be C901-C928, U970-U978, P001-P999, or N999. If Survey Period Code = 2 or 3, School Number, Current Instruction/Service may be a private school number. -record rejected-**

NOTE: If School Number, Current Instruction/Service is a private school number or 3518, Course Number must be 1111111 or 2222222.

EXAMPLE

The last three records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first three records would fail this edit because they do not exist on the Master School Identification File as a valid number for the District Number, Current Instruction or they are not in the valid range for alphanumeric numbers.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code
* 09	8131	2
* 13	0021	2
* 15	C999	2
57	0051	2
63	0031	2
67	C904	2

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 so that it exists as a valid number in the District Number, Current Instruction/Service or is a valid alphanumeric school number and resubmit the records.

43. **All numeric Course Numbers must be on the Course Code Directory file unless School Number, Current Instruction/Service begins with P. If Survey Period Code = 2 or 3 and School Number, Current Instruction/Service is a private school number or 3518, Course Number must be 1111111 or 2222222. -record rejected-**

EXAMPLE

The first, fifth and sixth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second, third and fourth records would be rejected because the numeric Course Numbers are not on the Course Code Directory file.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Course Number	Survey Period Code
01	0021	379873674X	0200300	2
* 01	0021	379873675X	0801300	2
* 01	0021	379873676X	0708301	2
* 01	0021	379873677X	1004820	2
01	0021	379873698X	1008320	2
01	0021	379873679X	1200310	2

DISTRICT RESPONSIBILITY

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

45. **If the Course Number begins with an alpha character and is on the Course Code Directory file, and the School Number, Current Instruction/Service does not begin with P, the FEFP Program Number must be 103. -record rejected-**

Note: Enrollment of secondary students in postsecondary vocational courses must be reported in the Workforce Development Information System. The parallel allowable dual enrollment hours at the high school are to be reported under the same postsecondary vocational course number, but must be funded under the basic program weight of 103.

EXAMPLE

The records listed below would be rejected because the Course Number is for a postsecondary course (begins with an alpha character and the School Number, Current Instruction/Service does not begin with a P) and the FEFP Program Number is not valid.

Student Number Identifier, Florida	School Number, Current Instruction/ Service	Course Number	Section Number	Period Number	FEFP Program Number	Grade Level	FTE Earned, Course
* 123456787X	0021	A010304	00100	0202	300	12	0834
* 123456788X	0021	B070401	00100	0202	300	30	0834

DISTRICT RESPONSIBILITY

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

46.   The first two digits of Period Number must be 00-80 while the last two digits must be 00-80, or 88 and be greater than or equal to the first two digits. -record rejected-

Note: For more information on Period number refer to the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> manual.

EXAMPLE

The first three Student Course records listed below would be loaded to the data base assuming no other reject rule caused their rejection. The fourth record would be rejected because the Period Number has an ending period with a value less than the beginning period. The last record would be rejected because the last two digits of Period Number are not in the acceptable range.

Student Number Identifier, Florida	Course Number	Section Number	Period Number	FTE Earned, Course
371234564X	8772030	B0100	0101	0834
371234565X	8754500	B0100	0909	0834
371234566X	8754500	B0300	0405	1667
* 371234567X	8727210	E0100	8070	2000
* 371234568X	8727210	E9900	8098	2000

DISTRICT RESPONSIBILITY

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

49.   Days Per Week must be 1-7. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Days Per Week is zero.

Student Number Identifier, Florida	Course Number	FEFP Program Number	Grade Level	FTE Earned, Course	Class Minutes, Weekly	Days Per Week
371234566X	1200310	103	12	0834	250	5
* 371234568X	1200310	103	12	1667	500	0
371234569X	1200310	103	11	2000	300	5

DISTRICT RESPONSIBILITY

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

51. If Survey Period = 1-4 and the student's Grade Level is 7-12 or 23, Class Minutes, Weekly must be greater than zero. -record rejected-

EXAMPLE

The first and fourth records 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 appropriate relationship between Grade Level and Class Minutes, Weekly is not present.

Student Number Identifier, Florida	FEFP Program Number	Grade Level	FTE Earned, Course	Class Minutes, Weekly
371234566X	102	05	0834	0000
* 371234567X	103	12	0834	0000
* 371234568X	300	10	1667	0000
371234569X	103	11	2000	0600

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 relationships between Grade Level and Class Minutes, Weekly and resubmit the records.

53.   If Course Number is a vocational course number from the Vocational/Adult General Education Program Edit file (F61730), the Vocational/Adult General Education Program Code must be greater than zero unless Course Number is 1006300 and FEFP Program Number is other than 300. -record rejected-   ⟵

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Vocational/Adult General Education Program Code is not a valid program number.

Student Number Identifier, Florida	Course Number	Vocational/Adult General Education Program Code
630123457X	8772010	8772000
630123458X	I480112	I480112
* 630123459X	8506310	5806310

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Vocational/Adult General Education Program Code and resubmit the record.

56.   If Grade Level code is PK and the FEFP Program Number is not 111, 254 or 255, then FEFP Program Number must be 101 or 999. -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 last record would be rejected because the student's Grade Level code is PK, the student is not exceptional and the FEFP Program Number is not 101 or 999.

Student Number Identifier, Florida	FEFP Program Number	Grade Level	FTE Earned, Course
381234566X	254	PK	0834
381234567X	999	PK	0000
* 381234568X	102	PK	0834

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Grade Level or the FEFP Program Number and resubmit the record.

5A.   If Survey Period Code = 1-4 or 9 and the Course Number is a vocational Course Number from the Vocational/Adult General Education Program Edit file (F61730), the Vocational/Adult General Education Program Code must be a valid program number for the Course Number submitted unless Course Number is 1006300 and FEFP Program Number is other than 300. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Vocational/Adult General Education Program Code is not valid for the course submitted. The course is a Business Education course but the program number submitted is for Industrial Education.

Student Number Identifier, Florida	Course Number	Vocational/Adult General Education Program Code
630123457X	8206010	8206300
* 630123458X	8209020	8721300

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

5B.   If Grade Level = 09-12 and Course Number contains an alpha character in the first position, then Dual Enrollment Indicator must be other than Z. -record rejected-

EXAMPLE

The first record listed below would pass this edit. The second record would be rejected because the Grade Level is 12 and the Course Number contains an alpha character, but the dual Enrollment Indicator is Z.

Student Number Identifier, Florida	Course Number	Grade Level	Dual Enrollment Indicator
630123457X	B070401	12	C
* 630123458X	A010304	12	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Course Number, Grade Level, and Dual Enrollment Indicator and resubmit the record.

5C. **If FEFP Program Number is 130, Limited English Proficient: Instructional Strategy code must be B, M, or D. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the relationship between the FEFP Program Number and the Limited English Proficient: Instructional Strategy is not valid.

Student Number Identifier, Florida	FEFP Program Number	Limited English Proficient: Instructional Strategy
123456789X	130	B
* 123456790X	130	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the FEFP Program Number or the Limited English Proficient: Instructional Strategy and resubmit the record.

5D. **Day of Week Scheduled, Monday must be Y or N. -record rejected-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Monday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Monday
371234566X	1200310	5	Y
* 371234568X	1200310	0	Z
371234569X	1200310	2	N

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Monday and resubmit the record.

5E. **Day of Week Scheduled, Tuesday must be Y or N. -record rejected-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Tuesday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Tuesday
371234566X	1200310	5	Y
* 371234568X	1200310	0	Z
371234569X	1200310	2	N

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Tuesday and resubmit the record.

5F. **Day of Week Scheduled, Wednesday must be Y or N. -record rejected-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Wednesday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Wednesday
371234566X	1200310	5	Y
* 371234568X	1200310	0	Z
371234569X	1200310	2	N

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Wednesday and resubmit the record.

5G.   Day of Week Scheduled, Thursday must be Y or N. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Thursday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Thursday
371234566X	1200310	5	Y
* 371234568X	1200310	0	Z
371234569X	1200310	2	N

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Thursday and resubmit the record.

5H.   Day of Week Scheduled, Friday must be Y or N. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Friday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Friday
371234566X	1200310	5	Y
* 371234568X	1200310	0	Z
371234569X	1200310	2	N

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Friday and resubmit the record.

5I. **Day of Week Scheduled, Saturday must be Y or N. -record rejected-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Saturday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Saturday
371234566X	1200310	5	Y
* 371234568X	1200310	0	Z
371234569X	1200310	2	N

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Saturday and resubmit the record.

5K.   At least one Day of Week Scheduled, Monday; Day of Week Scheduled, Tuesday; Day of Week Scheduled, Wednesday; Day of Week Scheduled, Thursday; Day of Week Scheduled, Friday or Day of Week Scheduled, Saturday must be Y unless School Number, Current Enrollment equals 3518. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled. Monday is invalid

Student Number Identifier, Florida	School Number, Current Enrollment	Days Per Week	Day of Week Schd., Mon.	Day of Week Schd., Tues.	Day of Week Schd., Wed.	Day of Week Schd., Thurs.	Day of Week Schd., Fri.	Day of Week Schd., Sat.
371234566X	0411	5	Y	Y	Y	Y	Y	Y
* 371234568X	0411	3	N		N		N	
371234569X	3518	0	N	N	N	N	N	N

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Monday and resubmit the record.

60.   The student's Grade Level on the Student Course record must agree with the Grade Level on the Student Demographic record submitted by the district of instruction unless Year-Round/Extended School Year FTE Indicator on the Student Course record = A or if Survey Period Code = 1 or 4.   -state validation/NULL-

Grade Level code on all Student Course records set to NULL value for these records at the close of the State Records Processing Cycle.

EXAMPLE

The first and third Student Course records listed below would pass this edit. The second and fourth records would not pass the edit because the Grade Level codes on the Student Demographic records and Student Course records do not agree. (The Grade Level code on the Student Course records would be set to a null value at the close of the State Records Processing Cycle.)

Student Demographic Records   *Student Course Records*

District Number, Current Instruc./ Service	Student Number Identifier, Florida	Grade Level		District Number, Current Instruc./ Service	Student Number Identifier, Florida	Grade Level
49	491234566X	12		49	491234566X	12
49	491234567X	11		* 49	491234567X	12
49	491234568X	11		49	491234568X	11
49	491234569X	12		* 49	491234569X	10

DISTRICT RESPONSIBILITY

The Grade Level codes which do not agree must be corrected. If the Grade Level code on the Student Demographic record was correct, then the Grade Level code on the Student Course record must be updated so that it agrees. If the Grade Level code on the Student Course record was correct, then both the Student Course record and the Student Demographic record must be updated so that the Grade Level codes agree.

61. **During Surveys 1 through 4 if FTE Earned, Course is greater than zero and the student is less than 3 years old, then Grade Level must be PK and FEFP Program Number must be 101, 111 or 254-255. -state validation/NULL-**

FTE Earned, Course set to NULL after the close of the State Records Processing Cycle

EXAMPLE

If the Birth Date on the matching Student Demographic records for each of the Student Course records listed below indicates that the student's age is less than 3, then the record marked with an asterisk would fail the edit because the correct relationship between Grade Level code, FEFP Program Number and FTE Earned, Course does not exist.

Student Number Identifier, Florida	Section Number	FEFP Program Number	FTE Earned, Course	Grade Level
111234563X	00100	254	0834	PK
111234564X	00200	101	0012	PK
* 111234565X	00500	999	0834	PK
111234566X	A1500	111	0834	PK

DISTRICT RESPONSIBILITY

The district must correct the records so that the correct relationship between Grade Level, FEFP Program Number and FTE Earned, Course exists.

62.   For Survey Period Code = 1-4, a student's total FTE Earned, Course during any one survey for a district may not exceed 0.5000 excluding FTE Earned, Course for those courses with the Year-Round/Extended School Year FTE Indicator set to "A" or "B". -state validation/NULL-

FTE Earned, Course set to NULL value on ALL the student's Student Course records at the close of the State Records Processing Cycle.

Note: FTE Earned is attributed to the district of instruction unless the school of instruction is a college or university in which case the FTE Earned is attributed to the district of enrollment.

EXAMPLE

The FTE Earned, Course would be set to NULL at the end of the State Records Processing Cycle on ALL the Student Course records listed below because the student's total FTE Earned, Course in the district of instruction for the survey exceeds 0.5000.

Student Course Records

Student Number Identifier, Florida	Survey Period Code	District Number, Current Instruction/ Service	Course Number	FEFP Program Number	Grade Level	FTE Earned, Course
* 561234567X	2	56	1005300	102	07	0834
* 561234567X	2	56	1205420	102	07	0834
* 561234567X	2	56	2000330	102	07	0834
* 561234567X	2	56	2104300	102	07	2502
					Total FTE Earned, Course	.5004

DISTRICT RESPONSIBILITY

The district must correct the Student Course records so that the student's total FTE Earned, Course does not exceed 0.5000.

66.   Each Student Course record must have a matching Teacher Course record based on the key fields of District Number, Current Instruction/Service; School Number, Current Instruction/ Service; Survey Period Code; Fiscal Year; Course Number; Section Number; Period Number; and Term unless Survey Period Code = 2 or 3 and School Number, Current Instruction/Service is a private school number. -state validation/NULL-

FTE Earned, Course set to NULL following the close of the State Records Processing Cycle

EXAMPLE

The first and second Student Course records listed below would pass this edit. The third Student Course Schedule would be flagged in error because of the failure to have a matching Teacher Course Schedule based on the keys of District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Course Number; Section Number; Period Number; and Term.

Student Course Records

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Survey Period Code	Fiscal Year	Course Number	Sec. No.	Period Number	Term
01	0421	012345679X	2	****	1200330	00200	0404	1
01	0421	012345678X	2	****	1200330	00200	0404	1
* 01	0421	012345677X	2	****	1200330	00100	0303	1

Teacher Course Records

District Number, Current Instruction/ Services	School Number, Current Instruction/ Services	Survey Period Code	Fiscal Year	Course Number	Section Number	Period Number	Term	Social Security Number
01	0421	2	****	1200330	00200	0404	1	0000291125
01	0421	2	****	1200330	00100	0202	1	0000291125

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

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

DISTRICT RESPONSIBILITY

If the Student Course record is valid, submit the Matching Teacher Course Schedule record for that class. If the Student Course record is invalid, delete the record from the data base. If an error has been made in one or more of the seven key items on either the Student Course record or the Teacher Course record, they should be corrected so that the two types of records match for each of the seven key items of District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Course Number; Section Number; Period Number; and Term.

67.   Each Student Course Schedule must have a matching Student Demographic record based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Fiscal Year; and District Number, Current Instruction/Service. -state validation/NULL-

FTE Earned, Course set to NULL for ALL Student Course Schedule records for this student

EXAMPLE

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

Student Demographic records

District Number, Current Instruction/ Service	District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year
01	01	019876544X	0021	3	****
01	01	019876545X	0021	3	****
01	01	019876546X	0021	3	****

Student Course records

District Number, Current Instruction/ Service	District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
01	01	0021	019876544X	3	****
01	01	0021	019876545X	3	****
* 01	01	0321	019876546X	3	****

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

DISTRICT RESPONSIBILITY

The district must verify the various key comparisons from the Student Course record, correct those in error and resubmit the correction. For more detailed explanation of the proper submission of the various keys, consult the front pages of both the Student Demographic Information and Student Course Schedule formats.

69.   If Survey Period Code = 1-4, each Student Course Schedule record with FEFP Program Number equal to 111-113 or 254-255 must have a matching Exceptional Student record based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Fiscal Year unless Survey Period Code = 2 or 3 and School Number, Current Instruction/Service is a private school number.   -state validation/NULL-

FTE Earned, Course set to NULL for all Student Course Schedule records for this student

EXAMPLE

The Student Course Schedule listed below which is marked with an asterisk would fail the edit above because it does not have a matching Exceptional Student record.

Exceptional Student records

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
01	0021	019876544X	2	****
01	0021	019876545X	2	****
01	0021	019876546X	2	****

Student Course Schedule records

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year	FEFP Program Number
01	0021	019876544X	2	****	111
01	0021	019876545X	2	****	112
01	0021	019876546X	2	****	113
* 01	0021	019876547X	2	****	254

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

STUDENT COURSE SCHEDULE – VALIDATION/NULL EDIT RULES

DISTRICT RESPONSIBILITY

If the Student Course Schedule record is valid, the district must submit the matching Exceptional Student record. If the Student Course Schedule record is invalid, the district must either delete the record or correct the invalid elements.

71. If Course Number = 9900020-9900026, then School Number, Current Instruction must be a school on the Master School Identification (MSID) file with school type = 10 (DJJ). -state validation/Null-

FTE Earned, Course set to NULL value on all Student Course Schedule records at the close of the State Records Processing Cycle.

NOTE: Course Numbers 9900020-9900026 are GED Prep courses, and may only be claimed for students in Department of Juvenile Justice Facilities (School type = 10 on MSID).

EXAMPLE

The second Student Course Schedule record listed below would pass this edit. The first and third records would not pass the edit because the school type is not 10 (DJJ) on the MSID. (The FTE Earned, Course would be set to null value at the close of the State Records Processing Cycle.)

Student Course Schedule Records   *MSID*

District Number, Current Instruc./ Service	School Number, Current Instruc./ Service	Student Number Identifier, Florida	Course Number	District Number	School Number	School Type
* 49	0201	123456789X	9900020	49	0201	03
49	9031	123456790X	9900020	49	9031	10
* 49	9013	123456791X	9900020	49	9013	07

DISTRICT RESPONSIBILITY

The district must correct the Course Number on the Student Course Schedule or the school type on the Master School Identification file. (See note above concerning these Course Numbers.)

80. **If the School Number, Current Instruction/Service does not begin with "P" and the Course Number is a vocational secondary Course Number (begins with 8 or 9) except for Course Number 8502000, then the FEFP Program Number must be 300, 112-113 or 254-255. -exception report-**

EXAMPLE

The first record listed below meets the criteria specified in the above edit. The second and third records would cause a message to be generated because the FEFP Program Number is not the expected FEFP Program Number for the Course Number reported.

Student Number Identifier, Florida	Dist. Num. Curr. Inst./ Serv.	Sch. Num. Curr. Inst./ Serv.	Svy. Per. Code	Fiscal Year	Course Number	Section Number	Period Number	FEFP Prog. Num.
012345679X	01	0421	2	****	8500310	00200	0404	300
* 012345678X	01	0421	2	****	8206300	00200	0404	103
* 012345677X	01	0421	2	****	8500380	00100	0505	102

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

DISTRICT RESPONSIBILITY

The district should verify the FEFP Program Number and the Course Number and correct if in error.

81.   **Class Minutes, Weekly must not be greater than 2400. -exception report-**

EXAMPLE

The first record listed below would pass this edit. The last three records would cause a message to be generated because Class Minutes, Weekly is greater than 2400.

Student Number Identifier, Florida	Dist. Num., Curr. Inst./ Serv.	Sch. Num., Curr. Inst./ Serv.	Fiscal Year	Course Number	Section Number	Period Number	Class Minutes, Weekly
012345676X	01	0431	****	1211300	00100	0401	2400
* 012345677X	01	0431	****	1211300	00100	0101	2500
* 012345678X	01	0431	****	1211300	00100	0101	4800
* 012345679X	01	0431	****	1211300	00100	0101	2424

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

DISTRICT RESPONSIBILITY

The district should verify the Class Minutes, Weekly and correct if in error.

83. Only one of the FEFP Program Numbers, 111-113 or 254-255, may be reported for a student in the same survey and Term. -exception report-

EXAMPLE

The records listed below would not pass this edit because more than one of the FEFP Program Numbers, 251-255, was reported for the same student in the same survey and the same Term.

Student Number Identifier, Florida	Survey Period Code	FEFP Program Number	Term
* 123456789X	2	111	1
* 123456789X	2	111	1
* 123456789X	2	111	1
* 123456789X	2	254	1
* 123456789X	2	111	1
* 123456789X	2	111	1

DISTRICT RESPONSIBILITY

The district should verify the FEFP Program Numbers to determine if they have been reported accurately. The records should be corrected if in error. However, if it is determined that the FEFP Program Numbers were reported accurately, no action is necessary.

95.   If Survey Period Code = 2 or 3, for each student and for each Term, only one student Course Schedule record with any of the course numbers 5022000, 2200000 - 2200050 or 2200300 - 2200370 and FTE Earned, Course greater than zero may be submitted to the data base for the survey. -exception report-

EXAMPLE

The first five records listed below would pass the edit. The sixth record would cause a message to be generated because it is expected that no more than one record with course number 5022000, 2200000 - 2200050 or 2200300 - 2200370 and FTE Earned, Course greater than zero will be submitted to the data base for a survey.

Survey Period Code	Student Number Identifier, Florida	Course Number	FTE Earned, Course
2	123456789X	0200350	0834
2	123456789X	0701340	0834
2	123456789X	1001400	0833
2	123456789X	1206330	0833
2	123456789X	2200350	0833
* 2	123456789X	2200360	0833

DISTRICT RESPONSIBILITY

The district should verify whether or not the record generating the message should have been submitted. If not, the record should be deleted. However, if the district wishes the data in the record to remain on the data base, no action is necessary.

TEACHER COURSE - REJECT RULES

1.   District Number, Current Instruction/Service must be numeric in the range 01-76 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The record indicated with the asterisk would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Social Security Number
01	0021	012345677
01	0021	012345678
* 02	0021	012345679

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

2.   School Number, Current Instruction/Service must be numeric in the range 0001 to 9899 or it must be C901 to C928, U970 to U979, P001-P999 or N999. -**record rejected**-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the School Number, Current Instruction/Service is not within the specified range.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Security Number
* 31	0000	2	****	123456789
* 31	C801	2	****	123456790
31	0021	2	****	123456791

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

3.   Survey Period Code must be 1, 2, 3, 4 or 9 and it must be correct for the submission specified by the district. -record rejected-

   EXAMPLE

   The Survey Period Code as specified in the transmission JCL or in the statements for tape transmission is identified as Survey Period Code "2" and records are coded as Survey Period Code "3". All updates, adds, or deletes that have this inconsistency would be rejected.

   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 Survey Period Code and resubmit the records.

4.   Fiscal Year must be correct for the submission specified by the district. -record rejected-

   EXAMPLE

   The Fiscal Year as specified in the Transmission JCL or in the statements for tape transmission is identified as the valid year for data submission but records being submitted have the previous Fiscal Year coded. All updates adds or deletes that have this inconsistency would be rejected.

   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 Fiscal Year and resubmit the records.

5. **Course Number must not contain blanks. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected since the Course Number contains blanks.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Course Number
01	0401	2	****	1002360
* 01	0401	2	****	100237
* 01	0401	2	****	100 31

**** = 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 Course Number and resubmit the record.

6. **Section Number must not be all blanks. -record rejected-**

EXAMPLE

The first record would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Section Number contains all blanks.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Course Number	Section Number
01	0201	1002360	1
* 01	0201	1002360	

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 Section Number and resubmit the records.

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

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the period number contains blanks or alphabetic characters.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Course Number	Section Number	Period Number
01	0321	1002360	00100	0000
* 01	0321	1002360	00200	E801
* 01	0321	1002360	00300	02

DISTRICT RESPONSIBILITY

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

8.   Florida Educators Certificate Number must be numeric with no embedded blanks. -record rejected-

EXAMPLE

The first record would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Florida Educators Certificate Number contains blanks.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Florida Educators Certificate Number
59	0421	2	0000291125
* 59	0421	2	
* 59	0421	2	291125

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 Florida Educators Certificate Number and resubmit the records.

9.   The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the records.

10.   Each record must be unique based on the following keys: District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number; Period Number; and Social Security Number. -first record accepted, all other duplicate records rejected-

> **EXAMPLE**
>
> The first, second and third records would be loaded to the data base assuming no other reject rule would cause their rejections. The fourth record would be rejected because the key items District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number; Period Number; and Social Security Number duplicate the key items in the first record.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Term	Course Number	Section Number	Period Number	Social Security Number
59	0421	2	****	1	1200300	00200	0505	123456789
59	0421	2	****	1	1206310	00100	0606	123456790
59	0421	2	****	1	1205540	00200	0404	123456791
* 59	0421	2	****	1	1200300	00200	0505	123456789

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

> **DISTRICT RESPONSIBILITY**
>
> If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the key items: District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number; Period Number; and Social Security Number and resubmit the record.

11.   Social Security Number must be numeric unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine character SSN's must be left justified with a trailing blank. -record rejected-

EXAMPLE

The first and fifth records would be loaded to the data base assuming no other reject rule would cause their rejection. The second, third and fourth records would be rejected. The second record would be rejected because the Social Security Number is not numeric. The third record would be rejected because the Social Security Number is not left justified. The fourth record would be rejected because the Social Security Number contains a blank.

District Number, Current Instruction/Service	Florida Educators Certificate Number	Social Security Number
01	0000291125	123456789
* 01	0000291126	ZZZZZZZZZ
* 01	0000291128	123456790
* 01	0000291129	000000000
01	0000226330	0000000000

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 Social Security Number and resubmit the records.

20.   **Facility Type code must be in the range 00 to 19.   -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection.   The second and third records would be rejected because the Facility Type code is not within the specified range of 00 to 19.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Social Security Number	Facility Type
01	0321	123456781	00
* 01	0321	123456782	20
* 01	0321	123456783	21

DISTRICT RESPONSIBILITY

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

21. For Survey Periods 1-4, Days in Term (for FTE purposes) must be numeric and greater than zero. For Survey Period 9, Days in Term (for FTE Purposes) must be numeric and may be zero. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and fourth records would be rejected because the Days in Term (for FTE Purposes) is not numeric or contains blanks.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Social Security Number	Survey Period Code	Days in Term (for FTE Purposes)
01	0201	123456789	2	090
* 01	0201	234567891	2	A90
* 01	0201	345678912	2	90

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 Days in Term (for FTE Purposes) and resubmit the records.

23.   Certification/Licensure Status code must be A, B, I, O, M, S or N.   -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 Certification/Licensure Status code is not valid.

District Number, Current Instruction Service	School Number, Current Instruction Service	Survey Period Code	Fiscal Year	Course Number	Social Security Number	Certification/ Licensure Status
31	0021	2	****	1200300	123456789	I
31	0021	2	****	1200300	123456790	O
* 31	0021	2	****	1200300	123456791	Z

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Certification/Licensure Status code and resubmit the record.

24. **The Full-Time Aide Indicator must be numeric in the range 000-100. -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 Full-Time Aide Indicator is not valid.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	Fiscal Year	Course Number	Social Security Number	Full-Time Aide Indicator
31	0021	2	****	5100070	123456789	050
31	0021	2	****	5100070	123456790	100
* 31	0021	2	****	5100070	123456791	Y50

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Full-Time Aide Indicator and resubmit the record.

25. **Highly Qualified Teacher must be Y, N or Z. -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 Highly Qualified Teacher code is not valid.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Social Security Number	Highly Qualified Teacher
01	0321	123456781	Y
01	0321	123456782	N
* 01	0321	123456783	

DISTRICT RESPONSIBILITY

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

26. The first five positions and positions 7-16 of Classroom Identification (FISH) Number must be numeric. Positions 17-21 may be alpha or numeric. If position 6 equal O, positions 17-21 may be symbols. -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 positions 7-11 of the Classroom Identification (FISH) Number is alphabetic instead of numeric.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Classroom Identification (FISH) Number
01	0321	00256A0123400456ABCDE
01	0321	00015O000014444412ABC
* 01	0321	1236ZABCDR98745HMM21

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Classroom Identification (FISH) Number and resubmit the record.

27. **Position 6 of the Classroom Identification (FISH) Number must be A, C or O.**
   -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 position 6 of the Classroom Identification (FISH) Number is neither A or O.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Classroom Identification (FISH) Number
01	0321	00256A0123400456ABCDE
01	0321	00015O000014444412ABC
* 01	0321	41236Z8524698745HMM21

   DISTRICT RESPONSIBILITY

   If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Classroom Identification (FISH) Number and resubmit the record.

28.   **Scheduling Method must be A. B, C, G, I, P, S, V, W or O. -record rejected-**

EXAMPLE

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

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Course Number	Section Number	Period Number	Scheduling Method
01	0321	1002360	00100	0000	A
* 01	0321	1002360	00200	1111	D
* 01	0321	1002360	00300	1002	R

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 Scheduling Method and resubmit the records.

29.   If position 6 of the Classroom Identification (FISH) Number equals O, then Facility Type may not be 00. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the 6 position of the Classroom Identification (FISH) Number is O therefore Facility Type must not be 00.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Facility Type	Classroom Identification (FISH) Number
01	0321	00	00256A0123400456ABCDE
* 01	0321	00	00256O0123400456ABCDE

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Classroom Identification (FISH) Number or the Facility Type code and resubmit the record.

30.   If Highly Qualified Teacher is Z then Course number may not begin with 01, 03, 04, 07, 10, 12, 13, 20, 21, or 24 (except Course numbers 2400200-2400300). Nor can the first four digits of the Course Number begin with 5001, 5003, 5007, 5010, 5012, 5013, 5020, 5021, 5100, 5200 (except course Number 52005) or 7755040, 7855040, or 7967010. -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 Highly Qualified Teacher code is Z and Course Number first two digits begin with 12.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Social Security Number	Highly Qualified Teacher	Course Number
01	0321	123456781	Z	0500970
01	0321	123456782	Z	0200310
* 01	0321	123456783	Z	1206310

DISTRICT RESPONSIBILITY

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

40.   School Number, Current Instruction/Service must exist on the Master School Identification File or must be C901 to C928, U970 to U979, P001-P999, or N999. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the School Number, Current Instruction/Service is not valid on the Master School Identification file.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Social Security Number
01	0151	123456789
* 01	0661	123456781
* 01	0010	123456782

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.

41.   All numeric Course Numbers must be on the Course Code Directory file unless School Number, Current Instruction/Service is P001-P999.   -record rejected-

    EXAMPLE

    The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Course Numbers are not valid on the Course Code Directory file and School Number, Current Instruction/Service is not P001-P999.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number	Period Number
01	0151	2107810	0101
* 01	0151	0001111	0202
* 01	0151	3100000	0303

    DISTRICT RESPONSIBILITY

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

42.   The first two digits of Period Number must be 00 to 80. The last two digits of Period Number must be 00 to 80, or 88 and must be greater than or equal to the first two digits. -record rejected-

> **EXAMPLE**
>
> The first record 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 last two digits of Period Number are not greater than or equal to the first two digits.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number	Period Number
01	0151	2107810	1111
* 01	0151	2107810	0201
* 01	0151	2107810	4433

DISTRICT RESPONSIBILITY

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

46.   All alphanumeric Course Numbers must be either on the Course Code Directory file or on the Statewide Course Numbering System file unless the School Number, Current Instruction/Service equals N999 or P001-P999. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Course Number is not valid on the Course Code Directory file or the Statewide Course Numbering System file nor is the School Number, Current Instruction/Service N999 or P001-P999.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number	Period Number
01	0151	A010301	0101
* 01	0151	AAA1111	1111
01	0150	H170103	0202

DISTRICT RESPONSIBILITY

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

48. **Primary Instructor Indicator code must be Y or N. -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 Primary Instructor Indicator code is not valid.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Social Security Number	Course Number	Section Number	Period Number	Primary Instructor Indicator
01	0021	123456789	5100060	0001	0106	Y
01	0021	123456790	5100070	0002	0106	N
* 01	0021	123456791	5100080	0003	0106	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Primary Instructor Indicator code and resubmit the record.

49.   **Term must be either 1-9, B-0 or S-X. -record rejected-**

EXAMPLE

The records in the first and third examples listed below would be rejected because the Term code is invalid. The second record would be rejected because the Term code was left bank.

Student Number Identifier, Florida	Course Number	Term
* 240123457X	1200310	P
* 240123458X	1001310	
* 240123459X	2000310	M

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 Term and resubmit the record.

51.   Each Teacher Course Schedule record must have a matching Student Course Schedule record based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number and Period Number. -state validation 3-

ALLOWABLE for BATCH/update. FTE Earned, Course on Student Course record is set to NULL value after the close of the State Records Processing Cycle.

EXAMPLE

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

Student Course Schedule records

Student Number Identifier, Florida	District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Term	Course Number	Section Number	Period Number
0123456789	01	0421	2	****	1	1200300	00200	0404
0123456788	01	0421	2	****	1	1200300	00200	0404
0123456788	01	0421	2	****	1	1200300	00100	0303

Teacher Course Schedule records

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

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

DISTRICT RESPONSIBILITY

The district must verify if the Teacher Course Schedule record is valid, then submit a matching Student Course Schedule record for that class based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number; and Period Number.

52.   For each Teacher Course record with a Scheduling Method equal to C, there must exist at least one other Teacher Course record with a Scheduling Method equal to C based on the key fields of District Number, Current Instruction/Service; School Number, Current Instruction/Service; Term; Period Number; Classroom Identification/FISH Number; Survey Period Code and Fiscal Year. –state validations-

Example:

The first and second Teacher Course records listed below would pass this edit. The third record listed below would not pass this edit because another Teacher Course record based on the key fields of the edit does not exist.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Term	Period Number	Classroom Identification/ FISH Number	Scheduling Method	Survey Period Code	Fiscal Year
62	0151	3	0106	12345A123451234512345	C	3	****
62	0151	3	0106	12345A123451234512345	C	3	****
* 62	0151	3	0106	23456A234562345623456	C	3	****

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

DISTRICT RESPONSIBILITY

The district must verify if the Teacher Course record is valid, then submit a matching Teacher Course record based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; Term; Period Number; Classroom Identification/FISH Number, Survey Period Code and Fiscal Year.

53   For each Teacher Course record with a Scheduling Method equal to A or C, all other Teacher Course records with the same District Number, Current Instruction Service; School Number, Current Instruction/Service; Period Number; Term; Classroom Identification Number; Survey Period Code and Fiscal Year must have the same Scheduling Method unless the Scheduling Method is I, V or Period Number ends in 88. –state validations-

> **Example:**
>
> The first and third Teacher Course records listed below would pass this edit. The second Teacher Course record would not pass this edit because Scheduling Method is not identical to another Teacher Course record based on the key fields off the edit nor does Scheduling Method equal to I or V and Period Number does not end in 88.

District Number, Curren Instr./ Service	School Number, Current Instr./ Service	Term	Period Number	Classroom Identification/ FISH Number	Scheduling Method	Survey Period Code	Fiscal Year
62	0151	3	0106	12345A123451234512345	A	3	****
* 62	0151	3	0106	12345A123451234512344	C	3	****
62	0151	3	0106	12345A123451234512345	I	3	****

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

> **DISTRICT RESPONSIBILITY**
>
> The district must verify if the Teacher Course record is valid, then submit a Teacher Course record based on School Number, Current Instruction/Service; Period Number; Term; Classroom Identification Number, Survey Period Code and Fiscal Year.

63.   Florida Educators Certificate Number must be 0000000000 or in the range 0000000001 through 0000999998, 0001000000 through 0009999999, 0000999999 or 9999999999. -exception report-

EXAMPLE

The Teacher Course records below would cause an exception report to be generated because the Florida Educators Certificate Number is not in the specified range of 0000000001 through 0000999998, 0001000000 through 0009999999, 0000999999 or 9999999999.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Social Security Number	Florida Educators Certificate Number
* 01	0151	123456789	0099999999
* 01	0151	234567891	0123456789
* 01	0151	345678912	8888888888

DISTRICT RESPONSIBILITY

The district should verify the Florida Educators Certificate Numbers and correct if in error.

64.   If the Florida Educators Certificate Number is less than 0009999999, but not 0000000000 or 0000999999 then the Florida Educators Certificate Number must be on the Florida Educators Certification file. -exception report-

Note: Refer to the <u>DOE Information Data Base Requirements: Volume I --</u> <u>Automated Student Information System</u> Manual.

EXAMPLE

The Teacher Course Schedule record listed below would cause an exception report to be generated because the Florida Educators Certificate Number is not found on the Florida Educators Certification file.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Social Security Number	Florida Educators Certificate Number
* 01	0151	123456789	0000888999

DISTRICT RESPONSIBILITY

The district should verify the Florida Educators Certificate Number and correct if in error.

VOCATIONAL STUDENT COURSE SCHEDULE - REJECT RULES

1.   District Number, Current Enrollment must be numeric and in the range 01-70 or 72-76. -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 since the District Number, Current Enrollment is not within the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	012345677X
01	0151	012345678X
* 00	0151	012345679X

DISTRICT RESPONSIBILITY

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

2.   School Number, Current Enrollment must be numeric in the range 0001 to 9899 or it must be N998 or N999. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause the records to be rejected. The last two records would be rejected. The first of these would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The second of these two records 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	0151	012345676X
01	0151	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.

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-70 or 72-76. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For more information on Student Number Identifier, Florida refer to <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

   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 when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 Student Number Identifier, Florida and resubmit the records.

VOCATIONAL STUDENT COURSE SCHEDULE - REJECT RULES

4. **Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

> **EXAMPLE**
>
> If the Survey Period Code as specified in the transmission JCL or in the statements for tape transmission was identified as Survey Period Code "5" and records were coded with Survey Period Code "3", all updates, adds, or deletes with this inconsistency would be rejected.
>
> **DISTRICT RESPONSIBILITY**
>
> The District must correct the Survey Period Code either on the transmission JCL or on the records and resubmit the records.

5. **School Year must be correct for the submission specified by the district. -record rejected-**

> **EXAMPLE**
>
> The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency would be rejected.
>
> **DISTRICT RESPONSIBILITY**
>
> Correct the School Year either on the records coming in or the transmission JCL and resubmit all records.

6.   District Number, Current Instruction/Service must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	012345677X
01	0151	012345678X
* 02	0151	012345679X

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

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

EXAMPLE

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

Student Number Identifier, Florida	District Number, Current Instruction/ Service	School Number, Current Instruction/ Service
* 011234567X	01	9901
* 011234568X	01	C901

DISTRICT RESPONSIBILITY

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

8.   The Vocational/Adult General Education Program Code must be a secondary program number from the Vocational/Adult General Education Program Edit file (F61730). -record rejected-

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

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Vocational/Adult General Education Program Code is not a valid program number. The fourth record would be rejected because the Vocational/Adult General Education Program Code is not a secondary vocational program code.

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Vocational/Adult General Education Program Code and resubmit the record.

9. **Course Number must not contain blanks and must be a valid <u>secondary</u> Vocational Course Number (other than "local use only transfer" courses) on the Vocational/Adult General Education Program Edit file (F61730), or an applicable exceptional education course number on the Vocational/Adult General Education Program Edit file (F61730). (See Vocational Data Base Handbook Appendices for a list of valid Course Code Directory courses.) -record rejected-**

EXAMPLE

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

Student Number Identifier, Florida	Course Number
* 630123457X	87 3010
* 631023458X	8199990
630123459X	8206110
* 630123460X	I480113

DISTRICT RESPONSIBILITY

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

10.   **Section Number must not be all blanks. -record rejected-**

EXAMPLE

The first, second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth record would be rejected because the Section Number contains all blanks.

Student Number Identifier, Florida	Course Number	Section Number	Period Number
031234566X	8751200	B01	0102
031234567X	8827110	01	0507
031234568X	8206110	PP1 8	0304
* 031234569X	8775060		0104

DISTRICT RESPONSIBILITY

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

11.   Period Number must be numeric, greater than or equal to zero, and must not be 9999. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Period Number contains a blank. The third record would be rejected because Period Number is not numeric. The fourth record would be rejected because the Period Number is 9999.

Student Number Identifier, Florida	Course Number	Section Number	Period Number
031234567X	8751200	B01	0304
* 031234568X	8827110	01	0 00
* 031234569X	8206110	PP1 8	010B
* 031234570X	8775060	02	9999

DISTRICT RESPONSIBILITY

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

13. **Term must be either 1-9, B-O or S-Y. -record rejected-**

EXAMPLE

The records in the first and third examples listed below would be rejected because the Term code is invalid. The second record would be rejected because the Term code was left blank.

Student Number Identifier, Florida	Course Number	Term
* 240123457X	8103010	P
* 240123458X	8415130	
* 240123459X	8206110	R

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 Term and resubmit the records.

15.   If Course Number equals 8502000, then FEFP Program Number must equal 102, 103, 112, 113, 251-255, or 999. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the proper relationship does not exist between FEFP Program Number and the Course Number 8502000.

Student Number Identifier, Florida	District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number	FEFP Program Number
111123456X	01	0201	8502000	103
* 111123457X	01	0201	8502000	300
111123458X	01	0201	8502000	103

DISTRICT RESPONSIBILITY

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

16.   The code for Internship Participant must be Y or N. -record reject-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second and third records would be rejected because the Internship Participant codes are invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Internship Participant
01	018943210X	5	Y
* 01	012345678X	5	S
* 01	019876545X	5	Z

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 record to be loaded to the data base, the district must correct the Internship Participant codes and resubmit the records.

19.   **Grade Level must be 06-12. -record rejected-**

EXAMPLE

The first, fifth and sixth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second, third and fourth records would be rejected because Grade Level is invalid.

Student Number Identifier, Florida	Course Number	Grade Level
630123454X	8757110	10
* 630123455X	8500310	7
* 630123456X	8751010	KG
* 630123457X	8403060	AD
630123458X	8206110	12
630123459X	8206110	12

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 and resubmit the records.

20.   The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the records.

VOCATIONAL STUDENT COURSE SCHEDULE - REJECT RULES

21.   Each record must be unique based on Student Number Identifier, Florida; School Year; District Number, Current Instruction/Service; School Number, Current Instruction/Service; Course Number; Section Number; Period Number and Term. -First record accepted, all other duplicate records rejected-

EXAMPLE

The fifth and eighth records listed below would be rejected because the key items (Student Number Identifier, Florida; School Year; District Number, Current Instruction/Service; School Number, Current Instruction/Service; Course Number; Section Number; Period Number and Term) duplicate the key items in a previous record. The first of two records with the same key information will be loaded to the data base file, assuming it meets all other applicable criteria. Any subsequent records submitted with duplicate data in all the key items would be rejected.

Student Number Ident., Florida	Sch. Year	Dist. Num., Curr. Inst./ Serv.	Sch. Num., Curr. Inst./ Serv.	Course Number	Section Number	Period Number	Term
123456784X	****	01	0151	8209010	00100	0202	1
123456785X	****	01	0151	8209010	00100	0202	1
123456786X	****	01	0151	8209010	00100	0202	1
123456787X	****	01	0151	8209010	00100	0202	1
* 123456787X	****	01	0151	8209010	00100	0202	1
123456788X	****	01	0151	8209010	00100	0202	1
123456789X	****	01	0151	8209010	00100	0202	1
* 123456789X	****	01	0151	8209010	00100	0202	1

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

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the correct ones, 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 delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

25.   On the Vocational Student Course Schedule record, Exceptional Student Vocational Course Setting code must be one of the following: E, S, M or Z. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Exceptional Student Vocational Course Setting code is invalid.

Student Number Identifier, Florida	Course Number	Exceptional Student Vocational Course Setting
123456789X	8751200	E
* 123456790X	8200320	L
123456791X	8918110	S

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Exceptional Student Vocational Course Setting code and resubmit the record.

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

District Number,
Current Instruction/
Service

35
41
50
55
58
62

-record rejected-

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

27.   If Course Number = W170206 (Paramedic), District Number, Current Instruction/Service must be one of the following:

District Number,
Current Instruction/
Service

35
41
55
58

-record rejected-

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

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

Note: These courses are approved only for accredited institutions.

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

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

29.   The Vocational/Adult General Education Completion Point Code must be A-Y, Z or blank and must be left justified with no embedded blanks.   -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection.   The second record would be rejected because the first position of the Vocational/Adult General Education Completion Point Code is blank.

Student Number Identifier, Florida	Vocational/Adult General Education Completion Point Code	Vocational/Adult General Education Termination Code
123456789X	Z	Z
* 212345678X	Z	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Vocational/Adult General Education Completion Point Code and resubmit the record.

30. **The Modified Occupational Completion Point Code must be A-Y, or Z.**
-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 first position of the Modified Occupational Completion Point Code is invalid.

Student Number Identifier, Florida	Modified Occupational Completion Point Code	Exceptional Student Vocational Course Setting	Vocational/Adult General Education Program Code
123456789X	A	E	8209200
212345678X	B	E	8212000
* 312345678X	8	E	8209200

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Modified Occupational Completion Point Code and resubmit the record.

32.   If the Vocational/Adult General Education Completion Point Code equals Z, then it must be left justified and followed by five blanks. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Vocational/Adult General Education Completion Point Code is not a Z followed by five blanks.

Student Number Identifier, Florida	Vocational/Adult General Education Completion Point Code	Vocational/Adult General Education Termination Code
123456789X	Z	Z
* 212345678X	ZZ	Z
* 312345678X	AZ	C

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 Vocational/Adult General Education Completion Point Code and resubmit the records.

33.   If the Vocational/Adult General Education Completion Point Code is other than Z or blank , then the reported codes must be valid for the Vocational/Adult General Education Program Code reported for the student. -record rejected-

Note: Use the Vocational/Adult General Education Program Edit File (DATASET NAME = DPS.DISTRICT.GQ.F61730.Y0203) for the comparison of vocational completion point codes.

EXAMPLE

The 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 Vocational/Adult General Education Completion Point Code is incompatible with the Vocational/Adult General Education Program Code reported for the student.

Student Number Identifier, Florida	Vocational/Adult General Education Completion Point Code	Vocational/Adult General Education Program Code
123456789X	A	8121600
212345678X	B	8212000
* 312345678X	H	8112000

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Vocational/Adult General Education Completion Point Code and resubmit the record.

34.   If the Youth Apprenticeship code equals Y, the Vocational/Adult General Education Program Code must be a valid code for which Youth Apprenticeship may be reported. -record rejected-

EXAMPLE

The first and third records below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Vocational/Adult General Education Program Code is not consistent with the Youth Apprenticeship reporting code.

Student Number Identifier, Florida	Youth Apprenticeship	Vocational/Adult General Education Program Code
123456789X	Y	8722600
* 213546879X	Y	8757200
321654987X	Y	8725200

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Vocational/Adult General Education Program Code or the Youth Apprenticeship code and resubmit the record.

35. **The Youth Apprenticeship code must be Y or Z. -record rejected-**

EXAMPLE

The first and third records below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Youth Apprenticeship code is invalid.

Student Number Identifier, Florida	Youth Apprenticeship	Vocational/Adult General Education Program Code
123456789X	Y	8722600
* 213546879X	N	8722600
321654987X	Y	8725200

DISTRICT RESPONSIBILITY

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

.

36.   If Modified Occupational Completion Point Code has any value other Z, then the Exceptional Student Vocational Course Setting must have a value of E. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Exceptional Student Vocational Course Setting code is not appropriate for reporting a Modified Occupational Completion Point Code other than Z.

Student Number Identifier, Florida	Modified Occupational Completion Point Code	Exceptional Student Vocational Course Setting
123456789X	A	E
* 213546879X	A	Z
321654987X	Z	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Modified Occupational Completion Point Code or the Exceptional Student Vocational Course Setting code and resubmit the record.

37.   If the Youth Apprenticeship code equals Y, Grade Level must equal 11 or 12. -record rejected-

EXAMPLE

The first and third records below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Grade Level is not appropriate for reporting the Youth Apprenticeship code.

Student Number Identifier, Florida	Youth Apprenticeship	Grade Level
123456789X	Y	11
* 213546879X	Y	10
321654987X	Y	12

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Grade Level or the Youth Apprenticeship code and resubmit the record.

39.   FEFP Program Number must be 101-103, 112, 113, 130, 251-255, 300, or 999.
-record rejected-

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

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

40.   If the School Number, Current Enrollment is not N998 or N999, then it must exist on the Master School Identification File as a valid number in the District Number, Current Enrollment. -record rejected-

EXAMPLE

The records listed below would be rejected because the School Number, Current Enrollment in each case is not on the Master School Identification File as a valid number in the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment
* 01	8311
* 06	0001
* 09	0085

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.

41.   School Number, Current Instruction/Service must exist as a valid number in the District Number, Current Instruction/Service on the Master School Identification File. -record rejected-

EXAMPLE

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

District Number, Current Instruction/Service	School Number, Current Instruction/Service
* 09	8131
* 13	0021
* 15	C999
57	0051
63	0031

DISTRICT RESPONSIBILITY

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

43.   The first two digits of Period Number must be 00-80 while the last two digits must be 00-80 or 88 and be greater than or equal to the first two digits. -record rejected-

Note: For more information on Period Number refer to the DOE Information Data Base Requirements: Volume I--Automated Student Information System Manual.

EXAMPLE

The first, second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fourth and fifth records would be rejected because Period Number is not within the specified range.

Student Number Identifier, Florida	Course Number	Section Number	Period Number
371234565X	8600710	00B01	0101
371234566X	8600710	00B01	0909
371234567X	8600710	00B03	0405
* 371234568X	8600710	00E01	8070
* 371234569X	8600710	00E99	9998

DISTRICT RESPONSIBILITY

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

44.   The Course Number must be valid for the Vocational/Adult General Education Program Code submitted. -record rejected-

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

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Vocational/Adult General Education Program Code is not valid for the course submitted. The course is a Business Education course but the program number submitted is for Industrial Education.

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

DISTRICT RESPONSIBILITY

If the rejected 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 Vocational/Adult General Education Program Code or the Course Number and resubmit the records.

45. **Secondary Vocational Class Length must be greater than or equal to zero. –record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Secondary Vocational Class Length is blank.

Student Number Identifier, Florida	Secondary Vocational Class Length
123456789X	0040
* 213546879X	

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Secondary Vocational Class Length and resubmit the record.

VOCATIONAL STUDENT COURSE SCHEDULE - STATE VALIDATION RULES

50.   Each Vocational Student Course record must have a matching Vocational Teacher Course record based on the key fields of District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year; Course Number; Section Number; Period Number and Term. -state validation 3, 10-

ALLOWABLE for Batch/Update

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

Vocational Student Course Records

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

Vocational Teacher Course Records

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

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

VOCATIONAL STUDENT COURSE SCHEDULE - STATE VALIDATION RULES

DISTRICT RESPONSIBILITY

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

51.   Each Vocational Student Course Schedule must have a matching Student Demographic Record based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; Year; and District Number, Current Instruction/Service. -state validation 3, 10-

ALLOWABLE for Batch/Update

EXAMPLE

The first and second Vocational Student Course Schedule records listed below would pass this edit criteria. However, the third and fourth Vocational Student Course Schedule records would fail this edit because they do not match on the key element of District Number, Current Instruction/Service.

Student Demographic Records

District Number, Current Instruction	District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Year
01	01	019876543X	0151	5	****
01	01	019876544X	0151	5	****
01	01	019876545X	0151	5	****
01	01	019876548X	0151	5	****

Vocational Student Course Records

District Number, Current Instruction/ Service	District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Year
01	01	019876543X	0151	5	****
01	01	019876544X	0151	5	****
* 42	01	019876545X	0151	5	****
* 63	01	019876548X	0151	5	****

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

VOCATIONAL STUDENT COURSE SCHEDULE - STATE VALIDATION RULES

DISTRICT RESPONSIBILITY

The district must verify the various key elements from the Vocational Student Course Schedule records, correct those in error and resubmit the records.

60.   The student's Grade Level code on the Vocational Student Course record must agree with the Grade Level code on the Student Demographic record submitted by the district of instruction. -exception report-

EXAMPLE

The first and third records listed below would pass the edit criteria. However, the second and fourth records would cause a message to be generated because the Grade Level codes on the Student Demographic and Vocational Student Course records do not agree.

	Vocational Student Course			*Student Demographic*	
District Number, Instruction/ Service	Student Number, Identifier Florida	Grade Level	District Number, Instruction/ Service	Student Number, Identifier, Florida	Grade Level
49	491234566X	12	49	491234566X	12
* 49	491234567X	11	* 49	491234567X	12
49	491234568X	11	49	491234568X	11
* 49	491234569X	12	* 49	491234569X	11

DISTRICT RESPONSIBILITY

The district should verify the student's Grade Level to assure that the Grade Level at the time the vocational course was taken is actually different than the student's Grade Level at the end of the school year. If the Grade Level should be the same, correct the Grade Level. If the reported Grade Level is correct, no action is necessary.

63.   If the Course Number is not 8502000, then the FEFP Program Number must be 300, 112, 113 or 251-255. -exception report-

EXAMPLE

The first record listed below meets the criteria specified in the above edit. The second and third records would cause a message to be generated because the FEFP Program Number is not the expected FEFP Program Number for the Course Number reported.

Student Number Identifier, Florida	Dist. Num. Curr. Inst./ Serv.	Sch. Num. Curr. Inst./ Serv.	Svy. Per. Code	Fiscal Year	Course Number	Section Number	Period Number	FEFP Prog. Num.
012345679X	01	0421	2	****	8500310	00200	0404	300
* 012345678X	01	0421	2	****	8106460	00200	0404	103
* 012345677X	01	0421	2	****	8500380	00100	0505	102

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

DISTRICT RESPONSIBILITY

The district should verify the FEFP Program Number and the Course Number and correct if in error.

VOCATIONAL TEACHER COURSE - REJECT RULES

1.   District Number, Current Instruction/Service must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

If District 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first record would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the District submitting the record).

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	School Year	Course Number	Social Security Number
01	0021	5	****	8103100	123456789
* 02	0421	5	****	8103100	123456788

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

2.   School Number, Current Instruction/Service must be numeric in the range 0001 to 9899. -record rejected-

> **EXAMPLE**
>
> The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the School Number, Current Instruction/Service is not within the specified range or is not numeric.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	School Year	Course Number	Social Security Number
* 31	0000	5	****	8506010	123456789
* 31	C801	5	****	8415410	123456790
31	0031	5	****	8506010	123456791

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

3.   Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-

> **EXAMPLE**
>
> If the Survey Period Code as specified in the transmission JCL or in the statements for tape transmission was identified as Survey Period Code "5" and records on the transmission had a Survey Period Code "3", all records with this inconsistency would be rejected.

> **DISTRICT RESPONSIBILITY**
>
> The district must correct the Survey Period Code either on the records coming in or in the JCL and resubmit the corrected records.

**4.   School Year must be correct for the submission specified by the district.
-record rejected-**

EXAMPLE

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

Correct the School Year codes either on the JCL or the records being submitted and resubmit the records.

5. **Course Number must not contain blanks and must be a valid course number (other than "local use only transfer" courses) on the Vocational/Adult General Education Program Edit file (F61730). -record rejected-**

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

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because Course Number contains blanks or is invalid.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number	Social Security Number
* 37	0361	81 6120	123456787
* 37	0361	8730010	123456788
37	0361	8730160	123456789

DISTRICT RESPONSIBILITY

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

6. **Section Number must not be all blanks. -record rejected-**

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Section Number is blank.

School Number, Current Instruction/ Service	Course Number	Section Number	Period Number	Social Security Number
* 0602	8106120		0102	123456787
0602	8209010	1	0607	123456789

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 Section Number and resubmit the records.

7.   Period Number must be numeric, greater than or equal to zero, and may not be 9999. -record rejected-.

EXAMPLES

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

School Number, Current Instruction/ Service	Course Number	Section Number	Period Number	Social Security Number
* 0602	8106120	2	B102	123456787
* 0602	8209010	3	01 2	123456788
0602	8209010	1	0102	123456789

DISTRICT RESPONSIBILITY

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

8. **Term must be either 1-9, B-O, or S-Y. -record rejected-**

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because Term code is invalid or it is blank.

School Number, Current Instruction/ Service	Course Number	Social Security Number	Term
* 0211	8206110	123456787	P
* 0211	8209010	123456788	
0211	8209010	123456789	S

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 Term code and resubmit the records.

9. **Facility Type code must be in the range 00 to 18. -record rejected-**

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because Facility Type code is blank or invalid.

School Number, Current Instruction/ Service	Course Number	Social Security Number	Facility Type
* 0211	8206110	123456787	
* 0211	8209010	123456788	54
0211	8206110	123456789	00

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 Facility Type code and resubmit the records.

12.   Secondary Vocational Class Length must be greater than or equal to zero. -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because Secondary Vocational Class Length contains a blank or is not numeric.

School Number, Current Instruction/ Service	Course Number	Social Security Number	Secondary Vocational Class Length
* 0361	8106120	123456787	0 00
* 0361	8209010	123456788	M025
0361	8739010	123456789	0120

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 Secondary Vocational Class Length and resubmit the records.

13. **Florida Educators Certificate Number must be numeric with no embedded blanks. -record rejected-**

EXAMPLE

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

School Number, Current Instruction/ Service	Course Number	Florida Educators Certificate Number
* 0211	8106120	291125
* 0211	8209010	TTTT291125
0211	8200220	0000123456

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 Florida Educators Certificate Number and resubmit the records.

14.   The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should have been submitted, the district must correct the Transaction Code and resubmit the records with the correct Transaction Code.

15.   Each record must be unique based on the following key: District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year; Course Number; Section Number; Period Number; Social Security Number and Term. -first record accepted, all other duplicate records rejected-

EXAMPLE

Three of the four records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because the key elements (District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year; Course Number; Section Number; Period Number; Social Security Number and Term) duplicate the key elements in the first record. The first of two records with the same key information would be loaded to the data base, assuming it meets all other applicable criteria. Any subsequent records submitted with the same key elements would be rejected.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	School Year	Course Number	Section Number	Period Number	Social Security Number	Term
59	0421	****	8203010	00200	0505	123456789	1
59	0421	****	8203010	00100	0606	123456789	1
59	0421	****	8203020	00200	0404	123456789	1
* 59	0421	****	8203010	00200	0505	123456789	1

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

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the correct ones no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must delete the invalid record, correct the rejected record if necessary, and resubmit the corrected record.

16. **Social Security Number must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine character SSN's should be left justified with a trailing blank. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because Social Security Number is not numeric or has a leading blank.

District Number, Current Instruction/ Service	Florida Educators Certificate Number	Social Security Number
01	0000291125	123456789
* 01	0000291126	ZZZZZZZZZ
* 01	0000291128	123456790

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 Social Security Number and resubmit the records.

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

<div align="center">

**District Number,
Current Instruction/
Service**

35
41
50
55
58
62

</div>

-record rejected-

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

18.   If Course Number = W170206 (Paramedic), District Number, Current Instruction/Service must be one of the following:

**District Number,
Current Instruction/
Service**

35
41
55
58

-record rejected-

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

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

Note: These courses are approved only for accredited institutions.

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

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

40.   School Number, Current Instruction/Service must exist on the Master School Identification File for the district reported in District Number, Current Instruction/Service. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because School Number, Current Instruction/Service is invalid.

District Number, Current Instruction/Service	School Number, Current Instruction/ Service	Social Security Number
* 01	0661	123456788
01	0431	123456789

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the record.

42.   The first two digits of Period Number must be 00 to 80. The last two digits of Period Number must be 00 to 80 or 88 and must be greater than or equal to the first two digits. -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the last two digits of Period Number are not equal to or greater than the first two digits. The second record would be rejected because the first two digits are not valid.

School Number, Current Instruction/ Service	Course Number	Section Number	Period Number	Social Security Number
* 0211	8106120	2	0201	123456787
* 0211	8209010	3	8899	123456788
0211	8725010	1	0102	123456789

DISTRICT RESPONSIBILITY

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

60.   Each Vocational Teacher Course record must have a matching Vocational Student Course record based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year; Course Number; Section Number; Period Number and Term. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The first Vocational Teacher Course record would pass the edit. The second record would cause an error message to be generated because there is no matching Vocational Student Course record.

Vocational Student Course Records

Student Number Identifier, Florida	Dist. Num., Curr. Instr./ Serv.	Sch. Num., Curr. Instr./ Serv.	Term	School Year	Course Number	Section Number	Period Number
012345677X	01	0421	1	****	8706010	00200	0404
012345678X	01	0421	1	****	8706010	00200	0404
012345679X	01	0421	1	****	8706010	00100	0303

Vocational Teacher Course Records

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Term	School Year	Course Number	Section Number	Period Number	Social Security Number
01	0421	1	****	8706010	00200	0404	123456788
* 01	0421	1	****	8706010	00100	0202	123456789
01	0421	1	****	9900000	00015	0303	123456790
01	0421	1	****	1001300	00020	0606	123456791

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

VOCATIONAL TEACHER COURSE -STATE VALIDATION RULES

DISTRICT RESPONSIBILITY

If the Vocational Teacher Course record is valid, submit the matching Vocational Student Course records for that class. If the Vocational Teacher Course record is invalid, delete the Vocational Teacher Course record from the data base.

61. **Florida Educators Certificate Number must be 0000000000 or in the range 0000000001 through 0000999998, 0001000000 through 0009999999, 0000999999 or 9999999999. -exception report-**

EXAMPLE

The third record listed below would pass the edit. The first and second records would cause an error message to be generated because the Florida Educators Certificate Number is invalid.

District Number, Current Instruction/Service	School Number, Current Instruction/ Service	Florida Educators Certificate Number
* 01	0421	0009999999
* 01	0421	1000001234
01	0421	0000123456

DISTRICT RESPONSIBILITY

The district should verify the Florida Educators Certificate Numbers submitted and correct the records if in error.

STUDENT END OF YEAR STATUS - REJECT RULES

1.   District Number, Current Enrollment must be numeric and in the range 01-70 or 72-76 and must be correct for the district submitting the data. -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 since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

DISTRICT RESPONSIBILITY

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

2.   School Number, Current Enrollment must be numeric in the range 0001 to 9899. -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.

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-70 or 72-76. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For additional information on Student Number Identifier, Florida refer to <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

> **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 when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

> **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 Student Number Identifier, Florida and resubmit the records.

4.   Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-

   EXAMPLE

   The Survey Period Code as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "5". However, records on the transmission have a Survey Period Code "3". All updates, adds or deletes with this inconsistency would be rejected.

   DISTRICT RESPONSIBILITY

   The district must correct Survey Period Code either on the records coming in or the transmission JCL and all records must be resubmitted.

5.   School Year must be correct for the submission specified by the district. -record rejected-

   EXAMPLE

   The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency will be rejected.

   DISTRICT RESPONSIBILITY

   The district must correct School Year either on the records coming in or the transmission JCL and all records must be resubmitted.

6.   The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the records.

7.   Each Student End of Year Status record must be unique based on the keys of District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; School Year; and Grade Level. If more than one Student End of Year Status record is submitted, only one record with Grade Level = Pk-12 or 23 will be accepted and only one record with Grade Level = 30 or 31 will be accepted -record rejected-

EXAMPLE

The first, second, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fifth record would be rejected since it is a duplicate of the fourth record.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year	Grade Level
01	0411	012345676X	5	****	12
01	0411	012345676X	5	****	30
01	0411	012345677X	5	****	KG
01	0411	012345678X	5	****	11
* 01	0411	012345678X	5	****	11

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

DISTRICT RESPONSIBILITY

If the record that was accepted and loaded to the data base is the correct one, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must delete an invalid record, correct any rejected record if necessary, and resubmit the corrected record.

8. **Grade Promotion Status must be A, D, P, R, N or Z. -record rejected-**

    EXAMPLE

    The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Grade Promotion Status is an invalid code.

District Number, Current Enrollment	Student Number Identifier, Florida	Grade Promotion Status
30	301234567X	A
* 30	301234568X	X

    DISTRICT RESPONSIBILITY

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

9. **Diploma Type must be W06, W07, W10, WFW, W27, WGD, W43, W45 or ZZZ.
    -record rejected-**

    EXAMPLE

    The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Diploma Type is an invalid code.

District Number, Current Enrollment	Student Number Identifier, Florida	Diploma Type
30	301234567X	W06
30	301234568X	W43
* 30	301234569X	XXX

    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 Diploma Type and resubmit the records.

10. **Certificate of Completion, Type must be W08, W09 or ZZZ. -record rejected-**

    EXAMPLE

    The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because Certificate of Completion, Type is an invalid code.

District Number, Current Enrollment	Student Number Identifier, Florida	Certificate of Completion, Type
30	301234567X	W08
* 30	301234568X	W44
* 30	301234569X	XXX

    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 Certificate of Completion, Type and resubmit the records.

11.   FTE Earned, College Entrance Examination Board (CEEB) Advanced Placement Test must be numeric and must equal 0.00, 0.24, 0.48, 0.72, 0.96, 1.20, 1.44, 1.68, 1.92, 2.16, 2.40, 2.64, 2.88, 3.12, 3.36 or 3.60. -record rejected-

NOTE: Two decimal places assumed.

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records listed below would be rejected. The second record would be rejected because FTE Earned, CEEB Advanced Placement Test is not numeric. The third record would be rejected because FTE Earned, CEEB Advanced Placement Test is not valid.

District Number, Current Enrollment	Student Number Identifier, Florida	FTE Earned, CEEB Advanced Placement Test
30	301234567X	024
* 30	301234568X	ZZZ
* 30	301234569X	800

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 FTE Earned, CEEB Advanced Placement Test and resubmit the records.

12.   Postsecondary Education Plans code must be numeric and in the range 1-9. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected. The second record would be rejected because the Postsecondary Education Plans code is not numeric. The third record would be rejected because the Postsecondary Education Plans code is not in the range 1-9.

District Number, Current Enrollment	Student Number Identifier, Florida	Postsecondary Education Plans
30	301234567X	3
* 30	301234568X	A
* 30	301234569X	0

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 Postsecondary Education Plans code and resubmit the records.

13.   The code for Program Participation Prior to Kindergarten must be C, D, F, H, L, M, N, P, T, or Z. -record rejected-

EXAMPLE

Both records listed below would be rejected because the Program Participation Prior to Kindergarten codes are invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Program Participation Prior to Kindergarten
* 01	012345678X	5	A
* 01	019876545X	5	K

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 Program Participation Prior to Kindergarten codes and resubmit the records.

14.   The code for Prekindergarten Program Participation must be C, D, F, H, L, M, T, or Z. -record rejected-

EXAMPLE

Both records listed below would be rejected because the Prekindergarten Program Participation codes are invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Prekindergarten Program Participation
* 01	012345678X	5	A
* 01	019876545X	5	N

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 Prekindergarten Program Participation codes and resubmit the records.

16. **Withdrawal Reason code must be DNE, W03-W05, W11-W26, WPO or ZZZ.**
-record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and third records would be rejected because the code for Withdrawal Reason is not valid.

District Number, Current Enrollment	Student Number Identifier, Florida	Withdrawal Reason
* 30	301234567X	XXX
30	301234568X	W11
* 30	301234569X	W34

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 Withdrawal Reason code and resubmit the records.

17.   Grade Level code must be PK, KG, 01-12, 23, 30 or 31. -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the code is invalid. The second record would be rejected because the code was left blank.

Student Number Identifier, Florida	Grade Level
* 012345678X	K
* 012345679X	
012345976X	30

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 and resubmit the records**.**

18.   FTE Earned, International Baccalaureate Diploma must be 0.00 or 0.30. -record rejected-

Note: Two decimal places assumed.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because FTE Earned, International Baccalaureate Diploma is not 0.00 or 0.30.

District Number, Current Enrollment	Student Number, Identifier, Florida	FTE Earned, International Baccalaureate Diploma
35	351234567X	030
35	351234568X	000
* 35	351234569X	050

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the FTE Earned, International Baccalaureate Diploma and resubmit the record.

19. FTE Earned, International Baccalaureate Score must be numeric and must equal 0.00, 0.24, 0.48, 0.72, 0.96, 1.20, 1.44, or 1.68. -record rejected-

Note: Two decimal places assumed.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because FTE Earned, International Baccalaureate Score is not valid.

District Number, Current Enrollment	Student Number, Identifier, Florida	FTE Earned, International Baccalaureate Score
35	351234567X	120
35	351234568X	000
* 35	351234569X	300

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the FTE Earned, International Baccalaureate Score and resubmit the record.

20. **The School Number, Current Enrollment must exist on the Master School Identification File as a valid school number in the district of enrollment. -record rejected-**

> **EXAMPLE**
>
> The record listed below would be rejected because the School Number, Current Enrollment is not valid on the Master School Identification File for the District Number, Current Enrollment.
>
> | District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
> |:---:|:---:|:---:|
> | * 01 | 0351 | 012345678X |
>
> **DISTRICT RESPONSIBILITY**
>
> If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Current Enrollment and resubmit the record.

21. **The code for Career Academy Participant must be Y or N. -record rejected-**

EXAMPLE

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

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Career Academy Participant
* 01	012345678X	5	S
01	601254693X	5	Y
* 01	019876545X	5	Z

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 Academy Participant codes and resubmit the records.

22.   If Withdrawal Reason is DNE, then Grade Promotion Status must not be A, D, P, or R. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Grade Promotion Status of P is not valid for Withdrawal Reason DNE.

Student Number Identifier, Florida	Withdrawal Reason	Grade Promotion Status
012345678X	DNE	N
* 012345679X	DNE	P

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Withdrawal Reason or the Grade Promotion Status and resubmit the record.

25.   Grade Point Average State, Cumulative must be numeric and greater than or equal to zero but must not exceed 4.0000. -record rejected-

Note: Four decimal places assumed.

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Grade Point Average State, Cumulative is not numeric. The third record would be rejected because Grade Point Average State, Cumulative exceeds 4.0000.

District Number, Current Enrollment	Student Number Identifier, Florida	Grade Point Average State, Cumulative
43	431234567X	36000
* 43	431234568X	
* 43	431234569X	41234

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 Point Average State, Cumulative and resubmit the records.

26.   Withdrawal Date must be a valid date in the range of 07/01/** to 08/31****.
-record rejected-**

      EXAMPLE

      The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Withdrawal Date is not a valid date. The third record would be rejected because Withdrawal Date is not in the valid range.

District Number, Current Enrollment	Student Number Identifier, Florida	Withdrawal Date
56	561234567X	0314****
* 56	561234568X	02302099
* 56	561234569X	06152099

      **** = 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 Withdrawal Date and resubmit the records.

27.   If Grade Level is PK-12 and Diploma Type is W06, W07, W10, WFW, W27 or WGD, then Withdrawal Reason must not be DNE, W03-W05, W11-W26 or WPO and vice versa. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Grade Level is PK-12 and the codes for both Diploma Type and Withdrawal Reason are codes listed in the edit.

Student Number Identifier, Florida	Diploma Type	Grade Level	Withdrawal Reason
123456789X	W06	12	ZZZ
* 223456789X	W07	12	W15
323456789X	ZZZ	11	W05

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Grade Level, Diploma Type, and Withdrawal Reason and resubmit the record.

28.   If Grade Level is PK-12 and Certificate of Completion Type is W08 or W09, then Withdrawal Reason must not be DNE, W03-W05, W11-W26 or WPO and vice versa. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Grade Level is PK-12 and the codes for both Certificate of Completion Type and Withdrawal Reason are the codes listed in the edit.

Student Number Identifier, Florida	Certificate of Completion Type	Grade Level	Withdrawal Reason
123456789X	W08	12	ZZZ
* 223456789X	W09	12	W15
323456789X	ZZZ	11	W05

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Grade Level, Certificate of Completion Type, and Withdrawal Reason and resubmit the record.

31.   If Grade Level equals PK-12 then Withdrawal Reason code must be DNE, W03-W05, W11-W26, WPO or ZZZ. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and third records would be rejected because there is an invalid relationship between Withdrawal Reason and Grade Level.

Student Number Identifier, Florida	Grade Level	Withdrawal Reason
* 121234567X	12	W06
121334568X	KG	W03
* 121334569X	30	W18

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 either the Withdrawal Reason or the Grade Level so that they are in the proper relationship and resubmit the records.

32.   If Diploma Type is W06, W07, W10, WFW, W27 or WGD, Grade Level must be one of the grades 9-12. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection.   The second record would be rejected because Grade Level is not one of the grades 9-12 and Diploma Type is W06.

Student Number Identifier, Florida	Grade Level	Diploma Type
012345678X	12	W06
* 012345679X	08	W06

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Diploma Type or the Grade Level so that they are in the proper relationship and resubmit the record.

33.   If Certificate of Completion, Type is W08 or W09, Grade Level must be one of the grades 9-12. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Grade Level is not one of the grades 9-12 and Certificate of Completion, Type is W09.

Student Number Identifier, Florida	Grade Level	Certificate of Completion, Type
012345678X	12	W08
* 012345679X	08	W09

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Certificate of Completion, Type or the Grade Level so that they are in the proper relationship and resubmit the record.

34.   If Diploma Type is other than ZZZ, then Certificate of Completion, Type must be ZZZ and vice versa. -record rejected-

> **EXAMPLE**
>
> The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because both a Diploma Type and a Certificate of Completion, Type were reported.

Student Number Identifier, Florida	Diploma Type	Certificate of Completion, Type
012345678X	W06	ZZZ
* 012345679X	W06	W08

> **DISTRICT RESPONSIBILITY**
>
> If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the Diploma Type or the Certificate of Completion, Type and resubmit the record.

36.   Vocational Academic Disadvantaged code must be A or Z.   -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Vocational Academic Disadvantaged codes are invalid or blank.

Student Number Identifier, Florida	Vocational Academic Disadvantaged
* 012345677X	Q
* 012345678X	
012345679X	A

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 Vocational Academic Disadvantaged codes and resubmit the records.

37. **Vocational, Single Parent and Single Pregnant Woman code must be S, W, B or Z. -record rejected-**

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the Vocational, Single Parent and Single Pregnant Woman codes are invalid or blank.

Student Number Identifier, Florida	Vocational, Single Parent and Single Pregnant Woman
* 012345677X	Y
* 012345678X	
012345679X	Z

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 Vocational, Single Parent and Single Pregnant Woman codes and resubmit the records.

38.   The code for Tech Prep Participant must be Y or N. -record rejected-

EXAMPLE

Both records listed below would be rejected because the Tech Prep Participant codes are invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Tech Prep Participant
* 01	012345678X	5	S
* 01	019876545X	5	Z

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 Tech Prep Participant codes and resubmit the records.

3A.   If Grade Level = PK, Prekindergarten Program Participation code must be C, D, F, H, L, M, or T. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Grade Level = PK and the Prekindergarten Program Participation code is invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year	Grade Level	Prekindergarten Program Participation
* 01	019876545X	5	****	PK	E
01	429876546X	5	****	PK	M

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between the Grade Level and Prekindergarten Program Participation codes and resubmit the record.

3C.   If Diploma Type is W43 or W45, Grade Level must be 30 or 31. -record rejected-

> **EXAMPLE**
>
> The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection.   The second record would be rejected because Grade Level is not 30 or 31 and Diploma Type is W43.
>
> | Student Number Identifier, Florida | Grade Level | Diploma Type |
> |---|---|---|
> | 012345678X | 31 | W45 |
> | * 012345679X | 11 | W43 |
>
> **DISTRICT RESPONSIBILITY**
>
> If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Diploma Type or the Grade Level so that they are in the proper relationship and resubmit the record.

3D.   The Dropout Prevention GED Exit Option Test Results must be P, F, or Z. If the GED Exit Option Test Results code is P, then Diploma Type must either be W10 or WGD and vice versa. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the valid relationship between GED Exit Option Test Results and Diploma Type does not exist.

Student Number Identifier, Florida	GED Exit Option Test Results	Diploma Type
123456789X	P	W10
* 123456790X	F	WGD
*123456791X	P	W06

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 either the GED Exit Option Test Results or the Diploma Type and resubmit the records.

3E.   If Grade Level = KG, Program Participation Prior to Kindergarten code must be C, D, F, H, L, M, N, P, or T. -record rejected-

> **EXAMPLE**
>
> The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the correct relationship does not exist between Grade Level and Program Participation Prior to Kindergarten.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year	Grade Level	Program Participation Prior To Kindergarten
* 01	019876545X	5	****	KG	E
01	429876546X	5	****	KG	P

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

> **DISTRICT RESPONSIBILITY**
>
> If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the record so that the appropriate relationship exists between Program Participation Prior to Kindergarten and Grade Level and resubmit the record.

3F. **If Withdrawal Reason is WPO, Grade Level must be 12. -record rejected-**

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the correct relationship does not exist between Withdrawal Reason and Grade Level.

Student Number Identifier, Florida	Survey Period Code	Withdrawal Reason	Grade Level
* 019876545X	5	WPO	11
429876546X	5	WPO	12

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the record so that the appropriate relationship exists between Withdrawal Reason and Grade Level and resubmit the record.

3G. **FTE Earned, Advance International Certificate of Education Diploma must be 0.00 or 0.30. -record rejected-**

Note: Two decimal places assumed.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because FTE Earned, Advance International Certificate of Education Diploma is not 0.00 or 0.30.

District Number, Current Enrollment	Student Number, Identifier, Florida	FTE Earned, Advanced International Certificate Of Education Diploma
35	351234567X	030
35	351234568X	000
* 35	351234569X	050

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the FTE Earned, Advance International Certificate of Education Diploma and resubmit the record.

3H. FTE Earned, Advance International Certificate of Education Score must be 0.00, 0.12, 0.24, 0.36, 0.48, 0.60, 0.72, 0.84, 0.96, 1.08, 1.20, 1.32, 1.44, 1.56, or 1.68. -record rejected-

Note: Two decimal places assumed.

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because FTE Earned, Advance International Certificate of Education Score is not valid.

District Number, Current Enrollment	Student Number, Identifier, Florida	FTE Earned, Advanced International Certificate Of Education Score
35	351234567X	120
35	351234568X	000
* 35	351234569X	300

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the FTE Earned, Advance International Certificate of Education Score and resubmit the record.

3I.   Grade Promotion Status: Good Cause Exemption must be 0 (zero), 1, 2, 3, 4, 5 or 6. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection.   The second record would be rejected because Grade Promotion Status: Good Cause Exemption is invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Grade Level	Grade Promotion Status	Grade Promotion Status: Good Cause Exemption
30	301234567X	3	A	2
* 30	301234568X	3	A	7

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Grade Promotion Status: Good Cause Exemption and resubmit the record.

3J.   If Grade Promotion Status = A and Grade Level = 3, Grade Promotion Status: Good Cause Exemption may not be 0 (zero). –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the correct relationship between Grade Promotion Status, Grade Level and Grade Promotion Status: Good Cause Exemption does not exist.

District Number, Current Enrollment	Student Number Identifier, Florida	Grade Level	Grade Promotion Status	Grade Promotion Status: Good Cause Exemption
30	301234567X	3	A	2
* 30	301234568X	3	A	0

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the record so that the appropriate relationship exists between Grade Promotion Status and Grade Promotion Status: Good Cause Exemption and resubmit the record.

41.   Each Student End of Year Status record must have a matching Student Demographic record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The Student End of Year Status record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

Student End of Year Status records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
01	012345678X	5	****
* 01	019876545X	5	****
01	429876546X	5	****

Student Demographic records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
01	012345678X	5	****
01	429876546X	5	****

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

DISTRICT RESPONSIBILITY

The district must delete the Student End of Year Status record or add a Student Demographic record to match the above key fields.

43.   If Exceptionality, Primary is L and Exceptionality, Other is Z-filled, then the Grade Promotion Status must not be D. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The Student End of Year Status record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Grade Promotion Status, Exceptionality, Primary and Exceptionality, Other.

Student End of Year Status records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Grade Promotion Status
36	123456780X	5	D
36	423456780X	5	D
* 36	223456780X	5	D

Exceptional Student records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Exceptionality, Primary	Exceptionality, Other
36	123456780X	5	L	GZZZZZZZZ
36	423456780X	5	K	ZZZZZZZZZ
36	223456780X	5	L	ZZZZZZZZZ

DISTRICT RESPONSIBILITY

The district must correct the record so that the appropriate relationship exists between Grade Promotion Status, Exceptionality, Primary and Exceptionality, Other.

44.   If Exceptionality, Primary is L and Exceptionality, Other is Z-filled, then the Diploma Type must not be WFW. –state validation 3-

EXAMPLE

The Student End of Year Status record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Diploma Type, Exceptionality, Primary and Exceptionality, Other.

Student End of Year Status records

Student Number Identifier, Florida	Diploma Type
123456789X	WFW
234567891X	WFW
* 345678912X	WFW

Exceptional Student records

Student Number Identifier, Florida	Exceptionality, Primary	Exceptionality, Other
123456789X	L	GZZZZZZZZ
234567891X	K	KZZZZZZZZ
345678912X	L	ZZZZZZZZZ

DISTRICT RESPONSIBILITY

The district must correct the record so that the appropriate relationship exists between Diploma Type, Exceptionality, Primary and Exceptionality, Other.

50.   If Grade Level = 9-12, then Grade Point Average state, Cumulative must be greater than zero. -exception report-

EXAMPLE

The first record listed below would pass the edit. The second record would cause an exception report to be generated because the Grade Point Average State, Cumulative is not greater than zero.

District Number, Current Enrollment	Student Number Identifier, Florida	Grade Level	Grade Point Average State, Cumulative
16	123456789X	10	27500
* 16	234567891X	11	00000

DISTRICT RESPONSIBILITY

The district should verify the Grade Level and the Grade Point Average State, Cumulative and correct if in error.

51.   If Diploma Type = W06, then Exceptionality, Primary may not be A, B, N, O, or P. -exception report-

EXAMPLE

The first set of records listed below would pass this edit. The second set of records would cause a message to be generated because Diploma Type and Exceptionality, Primary do not have the expected relationship.

Student End of Year Status		*Exceptional Student*	
Student Number Identifier, Florida	Diploma Type	Student Number Identifier, Florida	Exceptionality, Primary
012345678X	W06	012345678X	K
* 012345679X	W06	012345679X	N

DISTRICT RESPONSIBILITY

The district should verify the Diploma Type and the Exceptionality, Primary, and correct the record if in error.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION - REJECT RULES

1.   District Number, Current Instruction/Service must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-

> **EXAMPLE**
>
> If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).
>
> | District Number, Current Instruction/Service | School Number, Current Enrollment | Student Number Identifier, Florida |
> |:---:|:---:|:---:|
> | 01 | 0021 | 012345677X |
> | 01 | 0021 | 012345678X |
> | * 02 | 0021 | 012345679X |
>
> **DISTRICT RESPONSIBILITY**
>
> If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

2.   School Number, Current Instruction/Service must be numeric in the range 0001 to 9899, or it must be N998 or N999. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Current Instruction/Service is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Current Instruction/Service is not an acceptable code.

District Number, Current Instruction/Service	Student Number Identifier, Florida	School Number, Current Instruction/Service
01	012345676X	0151
01	012345677X	0151
* 01	123456789X	9999
* 01	123456788X	C901

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.

3. **The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-70 or 72-76. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-**

Note: For more information on Student Number Identifier, Florida refer to <u>DOE Information Data Base Requirements Volume I -- Automated Student Information System</u> Manual.

    EXAMPLE

    The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because when the social security number is used as the Student Number Identifier, Florida code, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida code contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

    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 Student Number Identifier, Florida and resubmit the records.

4.   Survey Period Code must be 5 and correct for the submission specified by the district. -record rejected-

> **EXAMPLE**
>
> The Survey Period Code as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "5." However, records on the transmission have a Survey Period Code "3." All updates, adds or deletes with this inconsistency would be rejected.
>
> **DISTRICT RESPONSIBILITY**
>
> The district must correct the Survey Period Code either on the records being submitted or the transmission JCL and resubmit.

5.   School Year must be correct for the submission specified by the district. -record rejected-

> **EXAMPLE**
>
> The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency will be rejected.
>
> **DISTRICT RESPONSIBILITY**
>
> Correct the School Year either on the records being submitted or the transmission JCL and resubmit all records in a batch transaction or add them on-line.

6.   The first digit of Federal/State Project, Area, and Model must be in the range 1-3 or 5-6. The second digit must be in the range 0-9. The third and fourth digits must be in the range 00-01 or 08-09. The fifth digit must be zero. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because digits three and four of the Federal/State Project, Area, and Model are not within the range 00-01 or 08-10. The fourth record would be rejected because the third position of the Federal/State Project, Area, and Model contains a blank.

Student Number Identifier, Florida	Federal/State Project, Area, and Model
012345676X	31010
012345677X	32010
* 012345678X	24300
* 012345679X	24 80

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 Federal/State Project, Area, and Model and resubmit the records.

7. **If Term = S and the first digit of Federal/State Project, Area and Model is 2, 3, 5 or 6, and Federal/State Project - Support Service = Z, the second digit of Federal/State Project, Area and Model may not equal 0 (zero). –record reject-**

EXAMPLE

The first and third records listed below would pass the edit. The third record would cause a message to be generated because the Term is S and the second digit of Federal/State Project, Area and Model is 0.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Federal/ State Project, Area and Model	Federal/ State Project - Support Services	Term
01	0021	123456789X	61010	Z	S
* 01	0021	123456790X	20010	Z	S
01	0021	123456791X	53010	Z	S

DISTRICT RESPONSIBILITY

The district should verify that the elements, Term and Federal/State Project, Area and Model have been accurately reported. If there is an error, the record should be updated. Otherwise, no further action is necessary.

17.   The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A." An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D." To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A." Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the records.

18.   Each Federal/State Compensatory Project Evaluation record must be unique based on the keys of District Number, Current Instruction/Service; School Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code; School Year; Federal/State Project, Area, and Model and Term. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates of the first and fourth records, respectively.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Student Number Identifier, Florida	Survey Period Code	School Year	Federal/State Project, Area, and Model	Term
01	0021	123456789X	5	****	11010	3
* 01	0021	123456789X	5	****	11010	3
01	0021	123456786X	5	****	11010	3
01	0021	123456787X	5	****	11000	3
* 01	0021	123456787X	5	****	11000	3

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

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the correct ones, 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 delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

20. **Term must be 3 or S. -record rejected-**

    EXAMPLE

    The records listed below would be rejected because of invalid Term codes.

Student Number Identifier, Florida	Term
* 123456789X	0 (zero)
* 223456789X	
* 012345678X	M

    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 Term code and resubmit the records.

21.   Federal/State Project - Placement Date must be a valid date, greater than or equal to July 1, **** and less than August 16, ****, or all zeroes. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Federal/State Project - Placement Date is not a valid date. The third record would be rejected because it contains a blank. The fourth record would be rejected because it is less than July 1, ****. The fifth record would be rejected because it is greater than August 16, ****.

Student Number Identifier, Florida	Federal/State Project - Placement Date
012345676X	0927****
* 012345677X	13012002
* 012345688X	01 2003
* 012345689X	01291999
* 012345690X	09302099

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

DISTRICT RESPONSIBILITY

If the 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 Federal/State Project - Placement Date and resubmit the records.

24.   Federal/State Project - Support Service must be A, D, H, N, O, R, S, T, X, or Z. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because it contains a blank. The fourth record would be rejected because it contains an invalid code.

Student Number Identifier, Florida	Federal/state Project, Area, and Model	Federal/State Project - Support Services
123456786X	11010	DHNZ
123456787X	12090	ZZZZ
* 123456789X	11010	DH N
* 123456788X	11010	MGZZ

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 Federal/State Project - Support Service code and resubmit the records.

30. **If the School Number, Current Instruction/Service is not N998 or N999, then it must exist on the Master School Identification File as a valid school in the district of instruction. -record rejected-**

EXAMPLE

The record listed below would be rejected because the School Number, Current Instruction/Service is not valid on the Master School Identification File for the District Number, Current Instruction/ Service.

District Number, Current Instruction/Service	School Number, Current Instruction/Service	Student Number Identifier, Florida
* 01	0351	123456789X

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the record.

31.   Each Federal/State Compensatory Project Evaluation record must have a matching Student Demographic record based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and School Year. -state validation-

ALLOWABLE for Batch/Update

EXAMPLE

The Federal/State Compensatory Project Evaluation record listed below would cause an error message to be generated because it does not have a matching Student Demographic record based on District Number, Current Instruction/Service; Student Number Identifier, Florida; Survey Period Code and School Year.

Student Demographic Information records

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Survey Period Code	School Year
01	123456789X	5	****
01	123456788X	5	****

Federal/State Compensatory Project Evaluation record

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Survey Period Code	School Year
* 01	123456786X	5	****

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

DISTRICT RESPONSIBILITY

The district must delete the Federal/State Compensatory Project Evaluation record if it was submitted in error. Otherwise, submit the matching demographic record if it should have been submitted with the original transmission.

1.   District Number, Current Enrollment must be numeric, in the range 01-70 or 72-76 and must be correct for the district submitting the data. -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 since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

DISTRICT RESPONSIBILITY

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

2.   School Number, Current Enrollment must be numeric in the range 0001 to 9899 or it must be N998 or N999. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rules would cause their rejection. The last two records would be rejected. The first of these would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The second of these two records 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 should correct the School Number, Current Enrollment and resubmit the records.

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-70 or 72-76. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For additional information on Student Number Identifier, Florida refer to <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

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 when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 Student Number Identifier, Florida and resubmit the records.

4.   Survey Period Code must be2, 3, 4 or 5 and must be correct for the submission specified by the district. -record rejected-

EXAMPLE

The Survey Period Code as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "5". However, records on the transmission have a Survey Period Code "1". All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The district must correct Survey Period Code either on the records coming in or the Transmission JCL and all records must be submitted.

5.   School Year must be correct for the submission specified by the district. -record rejected-

EXAMPLE

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency will be rejected.

DISTRICT RESPONSIBILITY

The district must correct the School Year either on the records coming in or the transmission JCL and resubmit all the records.

6.   The first character of the Disciplinary/Referral Action Code must be alphabetic and must be A, C, E, I, O, S or U. Characters 2-5 must be numeric and a valid school number in the range 0001 to 9899. -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first two records below would be rejected. The first record would be rejected because the code in the first position is invalid. The second record would be rejected because the school number in positions 2-5 of the Disciplinary Action code is invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/Referral Action Code
* 40	401234567X	30201
* 40	401234568X	I9999
40	401234569X	C0021

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 should correct the Disciplinary/Referral Action Code and resubmit the records.

7. **Each Student Discipline/Referral Action record must be unique based on the keys of District Number, Current Enrollment; Student Number Identifier, Florida; Disciplinary/Referral Action Code; Incident, Identifier; Incident Date; Survey Period Code and School Year. -first record accepted, all other duplicate records rejected-**

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates of the first and fourth records, respectively (same District Number, Current Enrollment; Student Number Identifier, Florida; Disciplinary/Referral Action Code; Incident, Identifier; Incident, Date; Survey Period Code; and School Year).

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Survey period Code	School Year	Incident, Identifier	Incident, Date
02	0212345675X	C0012	5	****	A0012345	02212002
* 02	0212345675X	C0012	5	****	A0012345	02212002
02	0212345677X	O0011	5	****	C2345678	05012002
02	0212345678X	I0011	5	****	D9876543	05062002
* 02	0212345678X	I0011	5	****	D9876543	05062002

**** = 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 delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

8.   The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After the original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

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 should correct the Transaction Code and resubmit the records.

9.   Incident, Identifier must be alphanumeric, may not be zero, and must not contain blanks. -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 Incident, Identifier contains a blank.

District Number, Current Enrollment	School Number, Where Incident Occurred	Incident, Identifier
01	0271	SB000062
01	0271	AS000016
* 01	0271	0 00C013

DISTRICT RESPONSIBILITY

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

STUDENT DISCIPLINE/REFERRAL ACTION - REJECT RULES

10.   Incident, Date must be numeric, must be a valid date, in the range of 07012003 to 08312004 and not greater than the last day of the survey period. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Incident, Date is greater than the last day of the survey period. The third record would be rejected because Incident, Date is not a valid date.

District Number, Current Enrollment	Survey Period Code	School Number, Where Incident Occurred	Incident, Identifier	Incident, Date
01	03	0271	A0000001	01222004
* 01	03	0271	X0000002	03082004
* 01	03	0271	D0000003	02302004

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 Incident, Date and resubmit the records.

11.   The Duration, Disciplinary Action must be a three digit numeric code indicating length of disciplinary action. -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 Duration, Disciplinary Action is not a valid code.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Duration, Disciplinary Action
01	0271	012345678X	008
01	0271	123456789X	001
* 01	0271	112233445X	C01

DISTRICT RESPONSIBILITY

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

12. **Student, Involved in Gang must be Y or N. -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 Student, Involved in Gang is not a valid code.

District Number, Current Enrollment	School Number, Where Incident Occurred	Incident, Identifier	Student, Involved in Gang
01	0271	00000001	Y
01	0271	00000002	N
* 01	0271	00000003	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student, Involved in Gang code and resubmit the record.

13. **Student, Involved in Hate Crime code must be Y or N. -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 Student, Involved in Hate Crime code is not a valid code.

District Number, Current Enrollment	School Number, Where Incident Occurred	Incident, Identifier	Student, Involved in Hate Crime
01	0271	00000001	Y
01	0271	00000002	N
* 01	0271	00000003	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student, Involved in Hate Crime code and resubmit the record.

14. **Student, Use of Alcohol code must be Y or N. -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 Student, Use of Alcohol code is not a valid code.

District Number, Current Enrollment	School Number, Where Incident Occurred	Incident, Identifier	Student, Use of Alcohol
01	0271	00000001	Y
01	0271	00000002	N
* 01	0271	00000003	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student, Use of Alcohol code and resubmit the record.

15. **Student, Use of Drugs code must be Y or N. -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 Student, Use of Drugs code is not a valid code.

District Number, Current Enrollment	School Number, Where Incident Occurred	Incident, Identifier	Student, Use of Drugs
01	0271	A0000001	Y
01	0271	B0000002	N
* 01	0271	C0000003	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student, Use of Drugs code and resubmit the record.

16.   Student, Weapon Use code must be Y or N. -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 Student, Weapon Use code is not a valid code.

District Number, Current Enrollment	School Number, Where Incident Occurred	Incident, Identifier	Student, Weapon Use
01	0271	00000001	Y
01	0271	00000002	N
* 01	0271	00000003	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student, Weapon Use code and resubmit the record.

17.   If the first character of Disciplinary/Referral Action code is C, then Duration, Disciplinary Action must be zero. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Disciplinary Action is greater than zero.

District Number, Current Enrollment	Student Number Identifier,Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	C	000
*36	22345678X	J	010
36	47654321X	E	090

DISTRICT RESPONSIBILITY

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

18.   If the first character of Disciplinary/Referral Action code is O, then Duration, Disciplinary Action must be greater than zero and less than or equal to 10. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Disciplinary Action is greater than 10.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	O	008
*36	22345678X	O	020
36	47654321X	O	010

DISTRICT RESPONSIBILITY

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

19.   If the first character of Disciplinary/Referral Action code is I, then Duration, Disciplinary Action must be greater than zero and less than or equal to 10. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Disciplinary Action is greater than 10.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	I	004
*36	22345678X	I	012
36	47654321X	I	010

DISTRICT RESPONSIBILITY

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

20.   If the School Number, Current Enrollment is not N998 or N999, then it must exist on the Master School Identification File as a valid school number in the district of enrollment. -record rejected-

> **EXAMPLE**
>
> The record listed below would be rejected because the School Number, Current Enrollment is not valid on the Master School Identification File for the District Number, Current Enrollment.
>
> | District Number, Current Enrollment | School Number, Current Enrollment | Student Number Identifier, Florida |
> |:---:|:---:|:---:|
> | * 01 | 0351 | 012345678X |
>
> **DISTRICT RESPONSIBILITY**
>
> If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district should correct the School Number, Current Enrollment and resubmit the record.

21. The school number code in the last four positions of the Disciplinary/Referral Action Code must exist on the Master School Identification File as a valid school number in the district of enrollment. -record rejected-

EXAMPLE

The record listed below would be rejected because the school number (last four positions of Disciplinary/Referral Action Code) is not valid on the Master School Identification File for the District Number, Current Enrollment.

District Number, Current Enrollment	Student Number, Identifier, Florida	Disciplinary/Referral Action Code
* 40	401234567X	C0112

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district should correct the school number on the Disciplinary/Referral Action Code and resubmit the record.

22.   If the first character of Disciplinary/Referral Action code is S, the Duration, Disciplinary Action must be equal to or greater than zero and less than or equal to 90. –reject record-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Duration, Disciplinary Action is not equal to or great than zero and less than or equal to 90.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	S3402	004
* 36	22345678X	S3402	Blank
36	47654321X	S3402	012

DISTRICT RESPONSIBILITY

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

30. **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. -state validation 3-**

ALLOWABLE for Batch/update

> **EXAMPLE**
>
> The Student Discipline/Referral Action record listed below does not have a matching Student Demographic record. Therefore, an error message would be generated.
>
> *Student Discipline/Referral Action*
>
> | District Number, Current Enrollment | Student Number Identifier, Florida | Survey Period Code | School Year |
> |---|---|---|---|
> | * 01 | 012345678X | 3 | 0203 |
>
> **** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district must delete the Student Discipline/Referral Action record or add a Student Demographic record to match the above key fields.

31.   For survey 5, each Student Discipline/Referral Action record must have a matching 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-

ALLOWABLE for Batch/update

EXAMPLE

The Student Discipline/Referral Action record listed below does not have a matching Student End of Year Status record. Therefore, an error message would be generated.

Student Discipline/Referral Action

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

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

DISTRICT RESPONSIBILITY

The district must delete the Student Discipline/Referral Action record or add a Student End of Year Status record to match the above key fields.

40.   If the first character of Disciplinary/Referral Action code is A, then Duration, Disciplinary Action must be greater than zero and less than or equal to 210. –exception report-

EXAMPLE

The first and third records listed below would meet the criteria specified in the edit above.   The second record would cause a message to be generated because the Duration, Disciplinary Action is greater than 210.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	A	050
*36	22345678X	A	365
36	47654321X	A	210

DISTRICT RESPONSIBILITY

The district should verify the Disciplinary/Referral Action Code and the Duration, Disciplinary Action code and correct if in error.

41.   If the first character of Disciplinary/Referral Action code is E or M, then Duration, Disciplinary Action must be greater than zero and less than or equal to 210. –exception report-

EXAMPLE

The first and third records listed below would meet criteria specified in the edit above. The second record would cause a message to be generated because the Duration, Disciplinary Action is greater than 210.

District Number, Current Enrollment	Student Number Identifier, Florida	Disciplinary/ Referral Action Code	Duration, Disciplinary Action
36	12345678X	E	050
*36	22345678X	E	365
36	47654321X	E	210

DISTRICT RESPONSIBILITY

The district should verify the Disciplinary/Referral Action Code and the Duration, Disciplinary Action code and correct if in error.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

1.   District Number, Current Enrollment must be numeric, in the range 01-70 or 72-76 and must be correct for the district submitting the data. -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 since the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X
* 02	0021	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 District Number, Current Enrollment and resubmit the records.

2.   School Number, Current Enrollment must be numeric in the range 0001 to 9899, or it must be N998 or N999. -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 second two records would be rejected. The first of these would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The second of these two records 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	0151	012345678X
01	0151	012345679X
* 01	9999	012345680X
* 01	C901	012345681X

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.

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-70 or 72-76. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For additional information on Student Number Identifier, Florida refer <u>to the DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

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 when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 Student Number Identifier, Florida and resubmit the records.

4.   **Survey Period Code must be 2 and must be correct for the submission specified by the district. -record rejected-**

>   **EXAMPLE**
>
>   The Survey Period Code as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "2". However, records on the transmission have a Survey Period Code "3". All updates, adds or deletes with this inconsistency would be rejected.
>
>   **DISTRICT RESPONSIBILITY**
>
>   The Survey Period Code must be corrected either on the records coming in or the transmission JCL and all records must be resubmitted.

5.   **Fiscal Year must be correct for the submission specified by the district. -record rejected-**

>   **EXAMPLE**
>
>   The Fiscal Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous Fiscal Year coded. All updates, adds or deletes with this inconsistency will be rejected.
>
>   **DISTRICT RESPONSIBILITY**
>
>   The district must correct the Fiscal Year either on the records coming in or the transmission JCL and resubmit all records.

6.   The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the records.

7.   **Each Federal/State Indicator record must be unique based on the keys of District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Fiscal Year. -first record accepted, all other duplicate records rejected-**

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates (same Student Number Identifier, Florida) of the first and fourth records, respectively.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
01	012345678X	2	****
* 01	012345678X	2	****
01	012345676X	2	****
01	012345679X	2	****
* 01	012345679X	2	****

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

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the correct ones, 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 delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

8.   The code for Program Participation Prior to Kindergarten must be C, D, F, H, L, M, N, P, T, or Z. -record rejected-

EXAMPLE

Both records listed below would be rejected because the Program Participation Prior to Kindergarten codes are invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Program Participation Prior to Kindergarten
* 01	012345678X	2	A
* 01	012345679X	2	K

DISTRICT RESPONSIBILITY

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

9.   The code for Prekindergarten Program Participation must be C, D, F, H, L, M, T or Z. -record rejected-

EXAMPLE

Both records listed below would be rejected because the Prekindergarten Program Participation codes are invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Prekindergarten Program Participation
* 01	012345678X	2	A
* 01	019876545X	2	N

DISTRICT RESPONSIBILITY

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

21. **Immunization Status must be 0, 1, 2, 3, 4, 5, 6, 7 or 8. -record rejected-**

EXAMPLE

The first record listed below would be rejected because the Immunization Status code is invalid. The second record would be rejected because the Immunization Status code was left blank.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Immunization Status
* 01	012345678X	2	9
* 01	012345679X	2	

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 Immunization Status codes and resubmit the records.

23. **Early Admission Student code must be Y or Z. -record rejected-**

EXAMPLE

The first record listed below would be rejected because the Early Admission Student code is invalid. The second record would be rejected because the Early Admission Student code was left blank.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Early Admission Student
* 01	012345678X	2	0
* 01	012345679X	2	

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 Early Admission Student code and resubmit the records.

32. **The Federal/State Project Indicator:Title V code must be Y or Z. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The last two records would be rejected because the Federal/State Project Indicator: Title V codes are invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Federal/State Project Indicator: Chapter 2
01	012345677X	2	Y
* 01	012345678X	2	N
* 01	012345679X	2	O

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 Federal/State Project Indicator: Title V codes and resubmit the records.

39. **The Section 504 Eligible code must be Y or Z. -record rejected-**

EXAMPLE

Both records listed below would be rejected because the Section 504 Eligible codes are invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Section 504 Eligible
* 01	012345678X	2	N
* 01	012345679X	2	E

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 Section 504 Eligible codes and resubmit the records.

40.   If the School Number, Current Enrollment is not N998 or N999, then it must exist on the Master School Identification File as a valid school number in the district of enrollment. -record rejected-

EXAMPLE

The record listed below would be rejected because the School Number, Current Enrollment is not valid on the Master School Identification File for the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
* 01	0351	012345678X

DISTRICT RESPONSIBILITY

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

50. **Each Federal/State Indicator Status record must have a matching Student Demographic record based on District Number, Current Instruction/Service (Student Demographic) and District Number, Current Enrollment (Federal/State Indicator Status); Student Number Identifier, Florida; School Number, Current Enrollment; Survey Period Code and Fiscal Year. -state validation 3-**

ALLOWABLE for Batch/update

EXAMPLE

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

Federal/State Indicator Status records

District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year
* 01	012345678X	0021	2	****
01	019876545X	0021	2	****
01	429876546X	0021	2	****

Student Demographic records

District Number, Current Instruction/ Service	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year
01	019876545X	0021	2	****
01	429876546X	0021	2	****

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

DISTRICT RESPONSIBILITY

The district must delete the Federal/State Indicator Status record or add a Student Demographic record to match the above key fields.

51. **The Immunization Status code for Grade Level KG must be 0, 1, 2, 3, or 4.**
-state validation 3-

EXAMPLE

Both Federal/State Indicator Status records listed below would cause a message to be generated because the Immunization Status codes are invalid for Grade Level KG.

Student Demographic records		*Federal/State Indicator Status records*	
Student Number Identifier, Florida	Grade Level	Student Number Identifier, Florida	Immunization Status
012345678X	KG	* 012345678X	6
267429345X	KG	* 267429345X	7

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Grade Level and Immunization Status.

**52.   If Grade Level = 07, Immunization Status code must be 0, 2, 3, 4, 6, 7, or 8.
-state validation 3-**

EXAMPLE

Both Federal/State Indicator Status records list below would cause a message to be generated because the Immunization Status codes are invalid for Grade Level 07.

Student Demographic records		*Federal/State Indicator Status records*	
Student Number Identifier, Florida	Grade Level	Student Number Identifier, Florida	Immunization Status
012345678X	07	* 012345678X	1
019876545X	07	* 019876545X	5

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Grade Level and Immunization Status.

53.   If Grade Level = PK, Prekindergarten Program Participation code must be C, D, F, H, L, M, or T. -state validation 3-

ALLOWABLE for Batch/update

> **EXAMPLE**
>
> The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Grade Level and Prekindergarten Program Participation code.

Federal/State Indicator Status records

District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year	Prekindergarten Program Participation
* 01	019876545X	0021	2	****	N
01	429876546X	0021	2	****	M

Student Demographic Information records

District Number, Current Instruction/ Service	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Year	Grade Level
01	019876545X	0021	2	****	PK
01	429876546X	0021	2	****	PK

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

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Prekindergarten Program Participation and Grade Level.

54.   If Grade Level = KG, Program Participation Prior to Kindergarten code must be C, D, F, H, L, M, N, P T, or Z. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The Federal/State Indicator Status record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Grade Level and Program Participation Prior to Kindergarten code.

Federal/State Indicator Status records

District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year	Program Participation Prior To Kindergarten
* 01	019876545X	0021	2	****	O
01	429876546X	0021	2	****	P

Student Demographic Information records

District Number, Current Instruction/ Service	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Year	Grade Level
01	019876545X	0021	2	****	KG
01	429876546X	0021	2	****	KG

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

DISTRICT RESPONSIBILITY

The district must correct the records so that the appropriate relationship exists between Program Participation Prior to Kindergarten and Grade Level.

70.   **Deleted 9/02.**

1. **District Number, Current Enrollment must be numeric in the range 01-76 and must be correct for the district submitting the data. -record rejected-**

   EXAMPLE

   If district 01 is submitting records; District Number, Current Enrollment must be 01 for all records. Of the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is 02 rather than 01 (the district submitting the record).

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	012345678X
01	0151	012345677X
* 02	0151	012345679X

   DISTRICT RESPONSIBILITY

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

2.   School Number, Current Enrollment must be numeric in the range 0001 to 9899 or it must be N998 or N999. -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 second two records would be rejected. The first of these would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The second of these two records would be rejected because the School Number, Current Enrollment is not an acceptable code.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	012345678X
01	0151	012345677X
* 01	9999	012345676X
* 01	C901	012345675X

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 School Number, Current Enrollment and resubmit the records.

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-76. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

Note: For more information on Student Number Identifier, Florida refer to the DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual.

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 when the social security number is used as the Student Number Identifier, Florida, the tenth position must be an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 Student Number Identifier, Florida and resubmit the records.

4.   Survey Period Code must be 1, 2, 3, 4, 5 or 9 and must be correct for the submission specified by the district. -record rejected-

EXAMPLE

The Survey Period Code as specified in the transmission JCL or in the statements for tape transmission is identified as Survey Period Code "2" and records are coded with Survey Period Code "1". All updates, adds, or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The district must correct the Survey Period Code either on the records coming in or the transmission JCL, and all records should be resubmitted.

5.   Year must be correct for the submission specified by the district. -record rejected-

Note: For Survey Periods 1-4 and 9, Year is Fiscal Year. For Survey Period 5, Year is School Year.

EXAMPLE

The Year as specified in the transmission JCL or in the statements for tape transmission is identified as the valid year for data submission, but records being submitted have the previous year coded. All updates, adds, or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The district must correct the Year either on the JCL or the records being submitted and resubmit all records for processing.

6.   The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After the original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the records.

7.   Each Exceptional Student record must be unique based on the keys of District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; and Year.   -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected because they are duplicates (same District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year) of the first and fourth records, respectively.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Year
21	212345678X	2	****
* 21	212345678X	2	****
21	212345677X	2	****
21	212345679X	2	****
* 21	212345679X	2	****

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

DISTRICT RESPONSIBILITY

If the records accepted and loaded to the data base are the correct ones 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 delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

8. **Exceptionality, Other must be A-Q, S-V, or Z. -record rejected-**

Note: Nine possible codes may be selected. If less than nine codes are selected, Z-fill the remaining fields.

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Exceptionality, Other code is invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Exceptionality, Other
57	571234567X	CLZZZZZZZ
* 57	571234568X	XZZZZZZZZ
* 57	571234569X	RZZZZZZZZ

**** = 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 Exceptionality, Other code and resubmit the records.

9.   If Survey Period Code = 1, 2, 3, 4 or 9, Exceptional Student Plan Date must be a valid date. If Survey Period Code = 5, Exceptional Student Plan Date may either be zeroes or a valid date. -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Exceptional Student Plan Date is not numeric. The second record would be rejected because the Exceptional Student Plan Date is an invalid date.

Student Number Identifier, Florida	Survey Period Code	Fiscal Year	Exceptional Student Plan Date
* 442345678X	2	****	NNNNNN
* 442345679X	2	****	02301999

**** = 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 Exceptional Student Plan Date and resubmit the records.

10. **Exceptionality, Primary must be A-C, F-Q, or S-V. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Exceptionality, Primary code is invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Exceptionality, Primary
57	571234567X	C
* 57	571234568X	D
* 57	571234569X	W

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 Exceptionality, Primary code and resubmit the records.

11.   If Survey Period Code = 2 or 9, Time, Total School Week must be numeric and must be greater than zero unless Exceptionality, Primary code is L and Exceptionality, Other is z-filled, in which case Time, Total School Week may be zero. -record rejected-

EXAMPLE

The first, fourth, and fifth records listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Time, Total School Week is zero. The third record would be rejected because the Time, Total School Week is not numeric.

District, Number Current Enrollment	Student Number Identifier, Florida	Exceptionality, Primary	Exceptionality, Other	Time, Total School Week	Survey Period Code
57	571234567X	B	FGZZZZZZZ	2100	9
* 57	571234568X	G	ZZZZZZZZZ	0000	2
* 57	571432568X	K	ZZZZZZZZZ	NNNN	9
57	571234559X	L	ZZZZZZZZZ	0000	2
57	571234563X	L	ZZZZZZZZZ	1500	9

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 Time, Total School Week and resubmit the records.

12.   If Survey Period Code = 2 or 9, then Time With Non-Disabled Peers must be numeric and must be greater than or equal to zero. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Time With Non-Disabled Peers is not numeric.

District Number, Current Enrollment	Time With Non-Disabled Peers	Survey Period Code
57	1050	9
57	0000	2
* 57	NNNN	9

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Time With Non-Disabled Peers and resubmit the record.

14. **If the first character in the field for Exceptionality, Other is a Z, then all codes for the remaining eight fields must be Z. -record rejected-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the code in the first field for Exceptionality, Other is a Z and the remaining fields are not z-filled.

District Number, Current Enrollment	Student Number Identifier, Florida	Exceptionality, Other
36	361234567X	CLZZZZZZ
* 36	361234568X	ZZZZAZZZ
36	361234678X	ZZZZZZZZ

DISTRICT RESPONSIBILITY

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

15.   If Survey Period Code = 2 or 9, Time With Non-Disabled Peers must be less than or equal to Time, Total School Week. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Time With Non-Disabled Peers is greater than the Time, Total School Week.

District Number, Current Enrollment	Time With Non-Disabled Peers	Time, Total School Week	Survey Period Code
57	1050	2100	9
* 57	2400	2310	2

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must determine if the Time With Non-Disabled Peers or the Time, Total School Week is in error, correct the record, then resubmit it.

16. Exceptionality, Other codes may not include Exceptionality, Primary codes. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Exceptionality, Other codes includes the Exceptionality, Primary code.

District Number, Current Enrollment	Student Number Identifier, Florida	Exceptionality, Primary	Exceptionality, Other
57	571234567X	B	ZZZZZZZZZ
* 57	571234568X	C	ACKZZZZZZ

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must determine which exceptionality code is in error, correct the record, then resubmit it.

17.   If any Exceptionality, Other codes A-Q or S-V are reported, the codes must be left-justified and the remaining fields Z-filled. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because all Exceptionality, Other codes are not left-justified.

District Number, Current Enrollment	Student Number Identifier, Florida	Exceptionality, Other
36	361234567X	CLZZZZZZZ
* 36	361234568X	BFZZZKZZZ
* 36	361234678X	AZZZZZZZF

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 Exceptionality, Other codes and resubmit the records.

18. **For Survey Period Code = 9, Exceptional Student, IDEA Educational Envirnoments must be C, P, A, B, S, D, E, F, G, H, or Z. All other surveys must be Z. -record rejected-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Exceptional Student, IDEA Educational Environments code is invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Exceptional Student, IDEA Educational Environments
36	123456780X	9	A
* 36	223456780X	9	K
36	476543210X	9	H

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Exceptional Student, IDEA Educational Environments code and resubmit the record.

19.   If the Exceptionality, Primary code = L, and the Exceptionality, Other code is Z-filled, then the Exceptional Student, IDEA Educational Environments code must be Z. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Exceptionality Primary code = L, the Exceptionality, Other code is z-filled and the Exceptional Student, IDEA Educational Environments code is P.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Exceptionality, Primary	Exceptionality, Other	Exceptional Student, IDEA Educational Environments
36	123456780X	9	L	ZZZZZZZZZ	Z
* 36	223456780X	9	L	ZZZZZZZZZ	P

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Exceptional Student, IDEA Educational Environments code and resubmit the record.

20. **If School Number, Current Enrollment is not N998 or N999, then the School Number, Current Enrollment must exist on the Master School Identification File as a valid school number in the district of enrollment. -record rejected-**

EXAMPLE

The record listed below would be rejected because the School Number, Current Enrollment is not valid on the Master School Identification File for the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
* 01	0351	012345678X

DISTRICT RESPONSIBILITY

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

21. Exceptional Student, Dismissal Date must be numeric and must be a valid date or zeroes. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Exceptional Student, Dismissal Date is not a valid date.

Student Number Identifier, Florida	Exceptional Student, Dismissal Date
012345678X	1218****
* 012345679X	1131****

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Exceptional Student, Dismissal Date and resubmit the record.

22.   For Survey Period Code = 9, Alternate Assessment Administered must be Y, N, P, or Z. All other Survey Period Codes must be coded Z. –record rejected-

EXAMPLE

The first and thid records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Alternate Assessment Administered code is invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Alternate Assessment Administered
09	591045678X	9	Y
* 09	622345678X	9	K
09	247654321X	9	Z

DISTRICT RESPONSIBLE

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Alternate Assessment Administered code and resubmit the record.

23.   For Survey Period Code = 9, if the Exceptionality, Primary code = L, and the
Exceptionality, Other code is Z-filled, then the Alternate Assessment
Administered code must be Z. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Exceptionality, Primary code = L, the Exceptionality, Other code is Z-filled and the Alternate Assessment Administered code is N.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Exceptionality, Primary	Exceptionality, Other	Alternate Assessment Administered
36	592345678X	9	L	ZZZZZZZZZ	Z
* 36	292345678X	9	L	ZZZZZZZZZ	N

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Alternate Assessment Administered code and resubmit the record.

24   if Survey Period = 5 Exceptional Student Extended School Year Services must be Y, N, or Z for all other surveys it must be Z. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because M is not a valid code for Exceptional Student Extended School Year Services.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Exceptional Student Extended School Year Services
36	592345678X	5	Y
* 36	292345678X	5	M

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Exceptional Student Extended School Year Services and resubmit the record.

25. **In Survey Period 5, if Exceptionality, Primary = L, and Exceptionality, Other = Z, Exceptional Student Extended School Year Services must be Z. If Exceptionality, Primary = L and Exceptionality, Other is not = L or Z, then Exceptional Student Extended School Year Services must be Y or N. For all other exceptionalities (A-C, F-K, M-Q, S-V), Exceptional Student Extended School Year Services must be Y or N. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Exceptionality, Primary is L and Exceptional Student Extended School Year Services is not Z.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Exceptionality, Primary	Exceptionality, other	Exceptional Student Extended School Year Services
36	592345678X	5	L	Z	Z
* 36	292345678X	5	L	Z	M

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Exceptional Student Extended School Year Services and resubmit the record.

30.   Each Exceptional Student record must have a matching Student Demographic record based on District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year. For Survey Period 5, each Exceptional Student record must have a matching Student Demographic record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and Year. -state validation 3, 5, 6-

ALLOWABLE for Batch/update

EXAMPLE

The Exceptional Student record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

Exceptional Student records

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
01	0021	012345678X	2	****
* 01	0021	019876545X	2	****
01	0021	429876546X	2	****

Student Demographic Information records

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
01	0021	012345678X	2	****
01	0021	429876546X	2	****

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

DISTRICT RESPONSIBILITY

The district must delete the Exceptional Student record or add a Student Demographic record to match the key fields on the Exceptional Student record.

31. For Survey Period Code = 9, if the student is age 3-5 and Exceptional Student, IDEA Educational Environments code is not C or P, then the Exceptional Student, IDEA Educational Environments code must be A, B, S or Z. -state validation-

ALLOWABLE for Batch/update

EXAMPLE

The Exceptional Student record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Exceptional Student, IDEA Educational Environments and Birth Date.

Exceptional Student records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Exceptional Student, IDEA Educational Environments
36	123456780X	9	A
* 36	223456780X	9	B
36	476543210X	9	P

Student Demographic Information records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Birth Date
36	123456780X	9	10151998
36	223456780X	9	09221999
36	476543210X	9	06092000

DISTRICT RESPONSIBILITY

The district must correct the record so that the appropriate relationship exists between Exceptional Student, IDEA Educational Environments and Birth Date.

32.   For Survey Period Code = 9, if the student is age 6-21 and Exceptional Student, IDEA Educational Environments code is not C or P, then the Exceptional Student, IDEA Educational Environments code must be D, E, F, G, H or Z. -state validation-

ALLOWABLE for Batch/update

EXAMPLE

The Exceptional Student record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Exceptional Student, IDEA Educational Environments and Birth Date.

Exceptional Student records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Exceptional Student, IDEA Educational Environments
36	123456780X	9	H
* 36	223456780X	9	F
36	476543210X	9	C

Student Demographic Information records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Birth Date
36	123456780X	9	10151994
36	223456780X	9	09221997
36	476543210X	9	06091987

DISTRICT RESPONSIBILITY

The district must correct the record so that the appropriate relationship exists between Exceptional Student, IDEA Educational Environments and Birth Date.

33.   For Survey Period Code = 9, if the student is age 0-2, the Exceptional Student, IDEA Educational Environments code must be Z. –state validation-

ALLOWABLE for Batch/update

EXAMPLE

The Exceptional Student record listed below which is marked with an asterisk would cause a message to be generated because the correct relationship does not exist between Exceptional Student, IDEA Educational Environments and Birth Date.

Exceptional Student records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Exceptional Student, IDEA Educational Environments
36	123456780X	9	Z
* 36	223456780X	9	P

Student Demographic Information records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Birth Date
36	123456780X	9	12152000
36	223456780X	9	09222001

DISTRICT RESPONSIBILITY

The district must correct the record so that the appropriate relationship exists between Exceptional Student, IDEA Educational Environments and Birth Date.

38.   If Survey Period Code = 1-4 and if either Exceptionality, Primary is U or Exceptionality, Other is U, age must be less than three as of the first day of survey week; or if the Survey Period Code = 9 and Exceptionality, Primary is U or Exceptionality, Other is U, age must be less than three as of December 1 unless Year-Round/Extended School Year FTE Indicator = A or B.   -state validation/NULL-

For surveys 1-4, FTE Earned, Course set to NULL after the close of the State Records Processing cycle for ALL Student Course Schedule records for this student

EXAMPLE

The first Student Course record listed below would pass this edit. The second record would fail the edit because the Exceptionality, Primary is U and the age is greater than three.

Student Demographic records   *Student Course records*

Student Number Identifier, Florida	Survey Period Code	Birth Date	Student Number Identifier, Florida	Survey Period Code	Year-Round/ Extended School Year FTE Indicator
012345678X	2	09151999	012345678X	2	Z
012345679X	2	02191997	* 012345679X	2	Z

Exceptional Student records

Student Number Identifier, Florida	Survey Period Code	Exceptionality, Primary	Exceptionality, Other
012345678X	2	U	ACKZZZZZZ
012345679X	2	U	ACKZZZZZZ

DISTRICT RESPONSIBILITY

The district must determine which element(s) listed in the edit are in error and correct the record(s).

39.   If Survey Period Code = 1-4 and if either Exceptionality, Primary is T or Exceptionality, Other is T, age must be less than six as of the first day of survey week; or if Survey Period Code = 9 and Exceptionality, Primary is T or Exceptionality, Other is T, age must be less than six as of December 1 unless Year-Round/Extended School Year FTE Indicator = A or B.   -state validation/NULL-

For surveys 1-4, FTE Earned, Course set to NULL after the close of the State Records Processing cycle for ALL Student Course Schedule records for this student

EXAMPLE

The first Student Course record listed below would pass this edit. The second record would fail the edit because the Exceptionality, Other is T and the age is greater than six.

Student Demographic records   *Student Course records*

Student Number Identifier, Florida	Survey Period Code	Birth Date	Student Number Identifier, Florida	Survey Period Code	Year-Round/ Extended School Year FTE Indicator
012345678X	2	09151996	012345678X	2	Z
012345679X	2	02191994	* 012345679X	2	Z

Exceptional Student records

Student Number Identifier, Florida	Survey Period Code	Exceptionality, Primary	Exceptionality, Other
012345678X	2	B	TZZZZZZZZ
012345679X	2	B	TZZZZZZZZ

DISTRICT RESPONSIBILITY

The district must determine which element(s) listed in the edit are in error and correct the record(s).

44.   If Exceptional Student, Dismissal Date is a valid date, then it must be in the range 07/01/**** to 08/16/****. -exception report-

EXAMPLE

The first record listed below would pass this edit. The second record would cause an error message to be generated because Exceptional Student, Dismissal Date is not in the expected range.

Student Number Identifier, Florida	Exceptional Student, Dismissal Date
012345678X	1215****
* 012345679X	06011999

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

DISTRICT RESPONSIBILITY

The district should verify the Exceptional Student, Dismissal Date and correct the record if in error.

1.   District Number, Current Instruction/Service must be numeric in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

If District 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first record would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the District submitting the record).

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	School Year	Course Number	Social Security Number
01	0021	5	****	8103100	123456789
* 02	0421	5	****	8103100	123456788

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the District Number, Current Instruction/Service and resubmit the record.

2.   School Number, Current Instruction/Service must be numeric in the range 0001 to 9899. -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because the School Number, Current Instruction/Service is not within the specified range or is not numeric.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	School Year	Course Number	Social Security Number
* 31	0000	5	****	8506010	123456789
* 31	C801	5	****	8415410	123456790
31	0031	5	****	8506010	123456791

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

3.   Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-

EXAMPLE

If the Survey Period Code as specified in the transmission JCL or in the statements for tape transmission was identified as Survey Period Code "5" and records on the transmission had a Survey Period Code "3", all records with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

The district must correct the Survey Period Code either on the records coming in or in the JCL and resubmit the corrected records.

4.   School Year must be correct for the submission specified by the district. -record rejected-

EXAMPLE

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission.   However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency would be rejected.

DISTRICT RESPONSIBILITY

Correct the School Year codes either on the JCL or the records being submitted and resubmit the records.

5. **Course Number must not contain blanks and must be a valid course number (other than "local use only transfer" courses) on the Vocational/Adult General Education Program Edit file (F61730). -record rejected-**

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

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because Course Number contains blanks or is invalid.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number	Social Security Number
* 37	0361	81 6120	123456787
* 37	0361	8730010	123456788
37	0361	8730160	123456789

DISTRICT RESPONSIBILITY

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

6.   Section Number must not be all blanks. -record rejected-

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Section Number is blank.

School Number, Current Instruction/ Service	Course Number	Section Number	Period Number	Social Security Number
* 0602	8106120		0102	123456787
0602	8209010	1	0607	123456789

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 Section Number and resubmit the records.

7.   Period Number must be numeric, greater than or equal to zero, and may not be 9999. -record rejected-.

EXAMPLES

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

School Number, Current Instruction/ Service	Course Number	Section Number	Period Number	Social Security Number
* 0602	8106120	2	B102	123456787
* 0602	8209010	3	01 2	123456788
0602	8209010	1	0102	123456789

DISTRICT RESPONSIBILITY

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

8. **Term must be either 1-9, B-O, or S-Y. -record rejected-**

    EXAMPLE

    The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because Term code is invalid or it is blank.

School Number, Current Instruction/ Service	Course Number	Social Security Number	Term
* 0211	8206110	123456787	P
* 0211	8209010	123456788	
0211	8209010	123456789	S

    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 Term code and resubmit the records.

9. **Facility Type code must be in the range 00 to 18. -record rejected-**

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because Facility Type code is blank or invalid.

School Number, Current Instruction/ Service	Course Number	Social Security Number	Facility Type
* 0211	8206110	123456787	
* 0211	8209010	123456788	54
0211	8206110	123456789	00

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 Facility Type code and resubmit the records.

12. **Secondary Vocational Class Length must be greater than or equal to zero.
-record rejected-**

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first and second records would be rejected because Secondary Vocational Class Length contains a blank or is not numeric.

School Number, Current Instruction/ Service	Course Number	Social Security Number	Secondary Vocational Class Length
* 0361	8106120	123456787	0 00
* 0361	8209010	123456788	M025
0361	8739010	123456789	0120

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 Secondary Vocational Class Length and resubmit the records.

13. **Florida Educators Certificate Number must be numeric with no embedded blanks. -record rejected-**

EXAMPLE

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

School Number, Current Instruction/ Service	Course Number	Florida Educators Certificate Number
* 0211	8106120	291125
* 0211	8209010	TTTT291125
0211	8200220	0000123456

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 Florida Educators Certificate Number and resubmit the records.

14.   The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should have been submitted, the district must correct the Transaction Code and resubmit the records with the correct Transaction Code.

15.   Each record must be unique based on the following key: District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year; Course Number; Section Number; Period Number; Social Security Number and Term. -first record accepted, all other duplicate records rejected-

EXAMPLE

Three of the four records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The last record would be rejected because the key elements (District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year; Course Number; Section Number; Period Number; Social Security Number and Term) duplicate the key elements in the first record. The first of two records with the same key information would be loaded to the data base, assuming it meets all other applicable criteria. Any subsequent records submitted with the same key elements would be rejected.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	School Year	Course Number	Section Number	Period Number	Social Security Number	Term
59	0421	****	8203010	00200	0505	123456789	1
59	0421	****	8203010	00100	0606	123456789	1
59	0421	****	8203020	00200	0404	123456789	1
* 59	0421	****	8203010	00200	0505	123456789	1

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

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are the correct ones no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must delete the invalid record, correct the rejected record if necessary, and resubmit the corrected record.

16.   Social Security Number must be numeric and greater than zero, unless it is a Staff Number Identifier and the first two positions are "CS" and the last seven positions are numeric. Nine character SSN's should be left justified with a trailing blank. -record rejected-

> **EXAMPLE**
>
> The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection.   The second and third records would be rejected because Social Security Number is not numeric or has a leading blank.

District Number, Current Instruction/ Service	Florida Educators Certificate Number	Social Security Number
01	0000291125	123456789
* 01	0000291126	ZZZZZZZZZ
* 01	0000291128	123456790

> **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 Social Security Number and resubmit the records.

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

<div align="center">

**District Number,
Current Instruction/
Service**

35
41
50
55
58
62

</div>

-record rejected-

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

18.   If Course Number = W170206 (Paramedic), District Number, Current Instruction/Service must be one of the following:

**District Number,
Current Instruction/
Service**

35
41
55
58

-record rejected-

   EXAMPLE

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

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

   DISTRICT RESPONSIBILITY

   If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

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

Note: These courses are approved only for accredited institutions.

EXAMPLE

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

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

DISTRICT RESPONSIBILITY

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

40. **School Number, Current Instruction/Service must exist on the Master School Identification File for the district reported in District Number, Current Instruction/Service. -record rejected-**

EXAMPLE

The second record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because School Number, Current Instruction/Service is invalid.

District Number, Current Instruction/Service	School Number, Current Instruction/ Service	Social Security Number
* 01	0661	123456788
01	0431	123456789

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the School Number, Current Instruction/Service and resubmit the record.

42.   The first two digits of Period Number must be 00 to 80. The last two digits of Period Number must be 00 to 80 or 88 and must be greater than or equal to the first two digits. -record rejected-

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the last two digits of Period Number are not equal to or greater than the first two digits. The second record would be rejected because the first two digits are not valid.

School Number, Current Instruction/ Service	Course Number	Section Number	Period Number	Social Security Number
* 0211	8106120	2	0201	123456787
* 0211	8209010	3	8899	123456788
0211	8725010	1	0102	123456789

DISTRICT RESPONSIBILITY

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

60. Each Vocational Teacher Course record must have a matching Vocational Student Course record based on District Number, Current Instruction/Service; School Number, Current Instruction/Service; School Year; Course Number; Section Number; Period Number and Term. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The first Vocational Teacher Course record would pass the edit. The second record would cause an error message to be generated because there is no matching Vocational Student Course record.

Vocational Student Course Records

Student Number Identifier, Florida	Dist. Num., Curr. Instr./ Serv.	Sch. Num., Curr. Instr./ Serv.	Term	School Year	Course Number	Section Number	Period Number
012345677X	01	0421	1	****	8706010	00200	0404
012345678X	01	0421	1	****	8706010	00200	0404
012345679X	01	0421	1	****	8706010	00100	0303

Vocational Teacher Course Records

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Term	School Year	Course Number	Section Number	Period Number	Social Security Number
01	0421	1	****	8706010	00200	0404	123456788
* 01	0421	1	****	8706010	00100	0202	123456789
01	0421	1	****	9900000	00015	0303	123456790
01	0421	1	****	1001300	00020	0606	123456791

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

VOCATIONAL TEACHER COURSE -STATE VALIDATION RULES

DISTRICT RESPONSIBILITY

If the Vocational Teacher Course record is valid, submit the matching Vocational Student Course records for that class. If the Vocational Teacher Course record is invalid, delete the Vocational Teacher Course record from the data base.

61.   Florida Educators Certificate Number must be 0000000000 or in the range 0000000001 through 0000999998, 0001000000 through 0009999999, 0000999999 or 9999999999. -exception report-

EXAMPLE

The third record listed below would pass the edit. The first and second records would cause an error message to be generated because the Florida Educators Certificate Number is invalid.

District Number, Current Instruction/Service	School Number, Current Instruction/ Service	Florida Educators Certificate Number
* 01	0421	0009999999
* 01	0421	1000001234
01	0421	0000123456

DISTRICT RESPONSIBILITY

The district should verify the Florida Educators Certificate Numbers submitted and correct the records if in error.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

1. **Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-**

    EXAMPLE

    The Survey Period Code as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "5". However, if records on the transmission have a Survey Period Code "3", all records updated, added, or deleted with this inconsistency would be rejected.

    DISTRICT RESPONSIBILITY

    If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the Survey Period Code must be corrected either on the records coming in or the transmission JCL and all records must be resubmitted in a batch transaction or added on-line.

2. **District Number, Current Enrollment must be numeric and in the range 01-70 or 72-76 and must be correct for the district submitting the data. -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 (indicated by an asterisk) would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

    DISTRICT RESPONSIBILITY

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

3.   School Number, Current Enrollment must be numeric in the range 0001 to 9899. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause the records to be rejected. The two records indicated with asterisks would be rejected. The first of these would be rejected because the School Number, Current Enrollment is not in the appropriate numerical range. The second of these two records 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	012345679X

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.

4.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-70 or 72-76. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -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 tenth digit of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not valid with a numeric character in the tenth position. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 Student Number Identifier, Florida and resubmit the records.

5.   The District Number, Where Credit Earned must be numeric in the range of 01-70 or 72-76 for Florida public school districts, 99 for credit earned in Florida non-public schools, alpha codes AL-WY for credit earned out-of-state, or AF-ZA for credit earned out-of-country. (See Appendices G, H and Q of the <u>DOE Information Data Base Requirements: Volume I--Automated Student Information System</u> Manual for valid Foreign Country, State codes and United States Commonwealth and Territories.) -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected since the District Number, Where Credit Earned is not in the range 01-70 or 72-76.

District Number, Where Credit Earned	School Number, Where Credit Earned	School Year	Term
01	0151	0203	2
* 71	7542	0203	1
99	N999	0203	4

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 District Number, Where Credit Earned entries and resubmit the records.

6.   The School Number, Where Credit Earned must be alphanumeric in the range of 0001-9899 for Florida public school district sites, N999 for credit earned in Florida PK-12 non-public schools or out-of-state schools, N998 for credit earned in home education, N997 for credit earned in an American school abroad, C901-C928 for Florida public community colleges, U970-U978 for Florida public state universities, or P001-P999 for eligible postsecondary nonpublic institutions. -record rejected-

EXAMPLE

The second and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first record would be rejected since the School Number, Where Credit Earned contains a blank. The third record would be rejected since the School Number, Where Credit Earned has an invalid code.

District Number, Where Credit Earned	School Number, Where Credit Earned	School Year	Term
* 01	151	****	2
64	6881	****	1
* 99	M999	****	4
ID	N999	****	2

**** = 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 School Number, Where Credit Earned and resubmit the records.

7. **School Year must be a valid school year, numeric, and less than or equal to the current school year. -record rejected-**

EXAMPLE

The first, fourth and fifth 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 since the school year is invalid.

District Number, Where Credit Earned	School Number, Where Credit Earned	School Year
01	0021	0203
* 01	0021	9597
* 01	0021	9492
01	0021	9899
01	0021	0203

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 Year and resubmit the records.

8. **Grade Level must be PK, KG, 01-12, 23, 30, or 31. -record rejected-**

EXAMPLE

The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first record would be rejected because the Grade Level does not contain two characters as required. The fourth record would be rejected since the Grade Level is not a valid grade.

School Year	Grade Level	Term
* 0001	8	1
0001	10	2
0203	11	1
* 0203	40	2

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 and resubmit the records.

9. **Term must be 1-9, B-O, or S-X. -record rejected-**

   EXAMPLE

   The second and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first record would be rejected because Term was left blank. The fourth record would be rejected since the Term code is not valid.

School Year	Grade Level	Term
* 0001	08	
0001	10	2
0203	11	1
* 0203	12	A

   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 Term codes and resubmit the records.

10. **Course Number must be alphanumeric and contain no blanks. -record rejected-**

EXAMPLE

The second, third, fourth, fifth, and sixth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and seventh records would be rejected since the Course Number contains blanks.

Student Number Identifier, Florida	School Year	Course Number	Course Sequence Number
* 123456789X	****	1 5300	1234A
129876543X	****	0900310	1234A
123456789X	****	A010203	12345
123456789X	****	1200330	3456C
123456789X	****	V200302	1234A
123456789X	****	2109310	ABCDE
* 123456789X	****	1005	21234

**** = 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 record to be loaded to the data base, the district should correct the Course Number and resubmit the record.

11.   The Course Sequence Number must be alphanumeric and contain no blanks. -record rejected-

EXAMPLE

The second, third, fourth, fifth, and sixth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and seventh records would be rejected since the Course Sequence Number contains blanks.

Student Number Identifier, Florida	School Year	Course Number	Course Sequence Number
* 123456789X	****	1005300	1 34
129876543X	****	0900310	1234A
123456789X	****	0400330	12345
123456789X	****	1200330	3456C
123456789X	****	1302340	1234A
123456789X	****	2109310	ABCDE
* 123456789X	****	1005300	2 4

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

DISTRICT RESPONSIBILITY

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

13.   Course, State Subject Area Requirements must be a valid code as defined in this data element in the <u>DOE Information Data Base Requirements: Volume I--Automated Student Information System</u> Manual. -record rejected-

EXAMPLE

In the example below, records number two, five, six, and seven would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Records one, three and four would be rejected since the Course, State Subject Area Requirements codes are invalid.

Course Number	Course Sequence Number	Course, State Subject Area Requirements
* 1005300	1234A	E
0900310	2345B	EL
* 0400330	1235B	FP
* 1200330	3456C	MS
1302340	45678	PF
2109310	ABCDE	WH
1005320	123AB	EN

DISTRICT RESPONSIBILITY

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

14. **Course Flag must be 0-9, A-O, Q-Z, $, &, @, #, %, or blank. -record rejected-**

EXAMPLE

In the example below, records one and three would be loaded to the data base assuming no other reject rules would cause the records to be rejected. Record two would be rejected since the Course Flag contains invalid characters.

Course Number	Course Flag
1005300	RH
* 0900310	9...
1302340	

DISTRICT RESPONSIBILITY

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

15.   For each Student Course Transcript Information record, no Course Flag, except blanks, may be repeated. -record rejected-

EXAMPLE

In the example below, records two and three would be loaded to the data base assuming no other reject rule would cause the records to be rejected. The first record would be rejected since the Course Flag contains two H codes.

Course Number	Course Flag
* 1005300	RHH
0900310	9
1302340	

DISTRICT RESPONSIBILITY

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

16. **Credit Attempted, Course must be numeric. -record rejected-**

NOTE: Two decimal places assumed.

EXAMPLE

In the example below, records two, five, six, and seven would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Records one, three, and four would be rejected since the Credit Attempted, Course is not numeric.

Course Number	Credit Attempted, Course	Credit Earned, Course
* 1005300	edk	100
0900310	050	050
* 0400330	05a	100
* 1200350	ooo	050
1302340	100	100
2109310	100	050
1005320	050	050

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 Credit Attempted, Course and resubmit the records.

17. **Credit Earned, Course must be numeric. -record rejected-**

NOTE: Two decimal places assumed.

EXAMPLE

In the example below, records two, five, six, and seven would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Records one, three, and four would be rejected since the Credit Earned, Course is not numeric.

Course Number	Credit Attempted, Course	Credit Earned, Course
* 1005300	100	edk
0900310	050	050
* 0400330	100	ooo
* 1200350	050	5x5
1302340	100	100
2109310	100	050
1005320	050	050

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 Credit Earned, Course and resubmit the records.

18.   The Course Grade code must be A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, N, U, P, S, E, WP, FL, NG, or WF and must be right justified with leading blanks. -record rejected-

EXAMPLE

In the example below, records two and five would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Records one and four would be rejected since they contain invalid codes. Record three would be rejected since the Course Grade is not right justified with leading blanks.

Course Number	Credit Earned, Course	Course Grade
* 1005300	100	OOA
0900310	050	B+
* 0400330	100	C+
* 1200350	050	WC
1200350	050	P

DISTRICT RESPONSIBILITY

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

19.   The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the records.

20.   Each Student Course Transcript Information record must be unique based on Survey Period Code; District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; School Year; Grade Level; Term; Course Number; and Course Sequence Number. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, third, fourth, sixth, and seventh records listed below would be loaded to the data base assuming no other reject rule would cause the records to be rejected. The second and fifth records would be rejected since they are duplicates of the first and fourth records, respectively.

Survey Period Code	District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	School Year	Grade Level	Term	Course Number	Course Sequence Number
5	01	0021	012345678X	****	12	2	1200310	1234A
* 5	01	0021	012345678X	****	12	2	1200310	1234A
5	01	0021	012345676X	****	12	3	1200310	1234B
5	01	0021	012345679X	****	12	3	1001370	1234D
* 5	01	0021	012345679X	****	12	3	1001370	1234D
5	01	0021	021234567X	****	12	1	2001370	1234D
5	01	0021	021234567X	****	12	2	2001370	1234D

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

DISTRICT RESPONSIBILITY

If the records loaded to the data base are correct, no action is necessary. However, if the district wishes the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

21.   School Number, Current Enrollment must exist on the Master School Identification File as a valid school number for the District Number, Current Enrollment. -record rejected-

   EXAMPLE

   The fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause the records to be rejected. Records one, two, and three would be rejected because the School Number, Current Enrollment does not exist on the Master School Identification File as a valid school number for the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment
* 09	8131
* 13	0021
* 15	C999
57	0051
63	0031

   DISTRICT RESPONSIBILITY

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

50.   Each Student Course Transcript must have a matching Student Demographic Record based on District Number, Current Enrollment; Student Number Identifier, Florida; and Survey Period Code. -state validation 3-

ALLOWABLE for Batch/Update

   EXAMPLE

   The Student Course Transcript record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic Record.

   Student Course Transcript Information records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code
* 01	012345678X	5
01	019876545X	5
01	429876546X	5

   Student Demographic Information records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code
01	019876545X	5
01	429876546X	5

   DISTRICT RESPONSIBILITY

   The district must delete the Student Course Transcript Information record or add a Student Demographic record to match the key fields on the Student Course Transcript Information record.

80.   **Grade Level must be in the range 07-12, or 30. -exception report-**

EXAMPLE

The second, third and fourth records listed below would pass this edit. The first record would cause an error message to be generated because the student is reported as being in grade level 06.

School Year	Grade Level	Term	Credit Earned, Course
* 9900	06	1	050
9900	10	2	050
0001	11	1	050
0203	08	2	050

DISTRICT RESPONSIBILITY

The district should verify the Grade Level submitted and correct the record if in error.

81. If Grade Level is less than 09 and Credit Earned, Course is greater than zero, then Course Flag must be 9. -exception report-

EXAMPLE

The second, third and fourth records listed below would pass this edit. The first record would cause an error message to be generated because the student is reported as being in grade level 07, but does not have a Course Flag code of 9.

School Year	Course Number	Grade Level	Course Flag	Credit Earned, Course
* ****	1200310	07		050
****	1001350	10	R	050
****	1001370	11		050
****	1200310	08	9	050

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

DISTRICT RESPONSIBILITY

The district should verify the Course Flag code submitted and correct the record if in error.

STUDENT COURSE TRANSCRIPT INFORMATION - EXCEPTION REPORT

82. **For each Course Flag of I, there must be a Course Flag of X on another course record for the same Student Number Identifier, Florida with the same Course, State Subject Area Requirements. -exception report-**

EXAMPLE

The second and third records listed below would pass this edit. The first and fourth records would cause an error message to be generated because for the same Student Number Identifier, Florida and the same Course, State Subject Area requirements do not have matching Course Flags of I and X.

Student Number Identifier, Florida	School Year	Term	Course Number	Grade Level	Course, State Subject Area Requirements	Course Flag	Credit Earned, Course
* 123456789X	9900	3	1200300	09	MA		000
301385526X	0001	3	1001340	10	EN	X	000
301385526X	0203	3	1001340	11	EN	I	100
* 123456789X	0001	3	1200300	10	MA	I	100

DISTRICT RESPONSIBILITY

The district should verify the Course Flags submitted along with other elements listed in the edit statement and correct the records if in error.

83.   If Course Flag is N then Credit Earned, Course must be zero. -exception report-

   EXAMPLE

   The second and third records listed below would pass this edit. The first record would cause an error message to be generated because there is a Course Flag of N, but Credit Earned, Course does not equal zero.

Student Number Identifier, Florida	School Year	Course Number	Course Grade	Course Flag	Credit Earned, Course
* 123456789X	0001	1200310	A	N	100
301385526X	0203	1001340	B-		100
123456789X	0001	1200320	B		100

   DISTRICT RESPONSIBILITY

   The district should verify the Course Flag and the Credit Earned, Course and correct the record if in error.

84.   If the Course Number is not one of those listed below, the Credit Attempted, Course must be less than or equal to 100. -exception report-

NOTE: Two decimal places assumed.

Vocational Courses Offering Multiple Credit:

8100410	8100100	8200420	M899990	B079998	8200410	8200100
8300420	8300410	8301650	8400410	8400100	8500410	8500100
8700400	8700100	8800100	8800410	8900410	8900100	9001820
9001810	8300430					

Exceptional Education Courses Offering Multiple Credit:

7910100	7921010	7962030	7963110	7967010	7980100
7910110	7921330	7962040	7963120	7980010	7980110
7910390	7960010	7963010	7963130	7980020	7980120
7910400	7961010	7963030	7965010	7980030	7980130
7912050	7961020	7963040	7965030	7980040	7980150
7912340	7961030	7963050	7965040	7980050	7980190
7915010	7961040	7963060	7966010	7980060	
7919010	7961050	7963070	7966020	7980070	
7920010	7962010	7963080	7966030	7980080	
7920050	7962020	7963090	7966040	7980090	

EXAMPLE

The third record listed below would pass this edit. The first and second records would not pass this edit because Credit Attempted, Course is greater than 100 and the Course Number is not one of the exceptions.

Course Number	Credit Attempted, Course	Credit Earned, Course
* 7921060	250	100
* 7920060	150	050
8100410	200	200

DISTRICT RESPONSIBILITY
The district should verify the Credit Attempted, Course submitted and correct the records if in error.

85.   If the Course Number is not one of those listed below, the Credit Earned, Course must be less than or equal to 100. -exception report-

NOTE: Two decimal places assumed.

Vocational Courses Offering Multiple Credit:

8100410	8100100	8200420	M899990	B079998	8200410	8200100
8300420	8300410	8301650	8400410	8400100	8500410	8500100
8700400	8700100	8800100	8800410	8900410	8900100	9001820
9001810	8300430					

Exceptional Education Courses Offering Multiple Credit:

7910100	7921010	7962030	7963110	7967010	7980100
7910110	7921330	7962040	7963120	7980010	7980110
7910390	7960010	7963010	7963130	7980020	7980120
7910400	7961010	7963030	7965010	7980030	7980130
7912050	7961020	7963040	7965030	7980040	7980150
7912340	7961030	7963050	7965040	7980050	7980190
7915010	7961040	7963060	7966010	7980060	
7919010	7961050	7963070	7966020	7980070	
7920010	7962010	7963080	7966030	7980080	
7920050	7962020	7963090	7966040	7980090	

EXAMPLE

The third record listed below would pass this edit. The first and second records would not pass this edit because Credit Earned, Course is greater than 100 and the Course Number is not one of the exceptions.

Course Number	Credit Attempted, Course	Credit Earned, Course
* 7921060	100	200
* 7920060	100	150
8100410	200	200

DISTRICT RESPONSIBILITY

The district should verify the Credit Earned, Course submitted and correct the records if in error.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

1.   District Number, Reporting District must be numeric, in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

If district 01 is submitting records, District Number, Reporting District must be 01 for all records. In the records listed below, the first two records would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, Reporting District is 02 rather than 01 (the number of the district submitting the record). The fourth record would be rejected because the District Number, Reporting District is not in the valid range of numbers.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier
01	0271	A0000001
01	0271	A0000002
* 02	0271	D0000003
* 99	0271	AA000004

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 District Number, Reporting District and resubmit the records.

2.   School Number, Where Incident Occurred must be numeric in the range 0001 - 9899. -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, Where Incident Occurred is not in the appropriate numerical range.   The fourth record would be rejected because the School Number, Where Incident Occurred is not numeric.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier
01	0271	AA000001
01	0271	BB000002
* 01	9999	CC000003
* 01	C901	DD000004

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, Where Incident Occurred and resubmit the records.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

3.   School Number, Where Incident Occurred must exist on the Master School Identification File as a valid school in the District Number, Reporting District. -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, Where Incident Occurred is not a valid school number for this reporting district.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier
01	0271	00000C61
01	0271	00000AA2
* 01	0062	00000C24

DISTRICT RESPONSIBILITY

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

4.   Survey Period Code must be 2, 3, 4 or 5 and must be correct for the submission specified by the district. -record rejected-

The survey period as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "5". However, records on the transmission have a Survey Period Code "2". All updates, adds or deletes with this inconsistency will be rejected.

DISTRICT RESPONSIBILITY

The district must correct the Survey Period Code either on the records coming in or the transmission JCL and all records must be resubmitted.

5.   School Year must be correct for the submission submitted by the District. -record rejected-

EXAMPLE

The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded. All updates, adds or deletes with this inconsistency will be rejected.

DISTRICT RESPONSIBILITY

The district must correct the School Year either on the records coming in or the transmission JCL and all records must be resubmitted.

6.   Incident, Identifier must be alphanumeric, may not be zero, and must not contain blanks. -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 Incident Identifier contains a blank.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier
01	0271	00000062
01	0271	00000016
* 01	0271	000 C013

DISTRICT RESPONSIBILITY

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

7.   Incident, Date must be numeric, must be a valid date, in the range of 07/01/**** to 08/31/**** and not greater than the last day of the survey period.   -record rejected-

> **EXAMPLE**
>
> The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection.   The second record would be rejected because the Incident, Date is greater than the last day of the survey period. The third record would be rejected because Incident, Date is not a valid date.

District Number, Reporting District	Survey Period code	School Number, where Incident Occurred	Incident, Identifier	Incident, Date
01	03	0271	A0000001	0122****
* 01	03	0271	X0000002	0308****
* 01	03	0271	D0000003	0230****

**** = 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 Incident, Date and resubmit the records.

8. **Incident, Location must be 1, 2 or 3. -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 Incident, Location is not a valid code.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Location
48	0931	W0000001	1
48	0931	A0000002	2
* 48	0931	S0000003	5

   DISTRICT RESPONSIBILITY

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

9.   Incident, Type must be a valid code as listed in Appendix P of the <u>DOE Information Data Base Requirements: Volume 1--Automated Student Information System</u> Manual. (ZZZ is a local use only code, and is not valid for reporting to the state.) -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 Incident, Type is not a valid code.

District Number, Reporting District	School Number Where Incident Occurred	Incident, Identifier	Incident, Type	Incident, Date
13	6071	C0000001	ALC	1211****
13	6071	A0000002	ARS	1005****
* 13	6071	S0000003	FRM	1024****

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

DISTRICT RESPONSIBILITY

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

10. **Incident, Involvement Type code must be S, N, B, or U. -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 Incident, Involvement Type is not a valid code.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Involvement Type
01	0271	H0000001	S
01	0271	S0000002	N
* 01	0271	W0000003	Z

    DISTRICT RESPONSIBILITY

    If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Involvement Type code and resubmit the record.

11. Incident, Reported to Law Enforcement code must be Y or N. -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 Incident, Reported to Law Enforcement code is not a valid code.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Reported to Law Enforcement
01	0271	VT000001	Y
01	0271	AR000002	N
* 01	0271	BE000003	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Reported to Law Enforcement code and resubmit the record.

12. **Incident, Gang-Related code must be Y or N. -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 Incident, Gang-Related code is not a valid code.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Gang-Related
01	0271	AR000001	Y
01	0271	FA000002	N
* 01	0271	SH000003	Z

   DISTRICT RESPONSIBILITY

   If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Gang-Related code and resubmit the record.

13. **Incident, Alcohol-Related code must be Y or N. -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 Incident, Alcohol-Related code is not a valid code.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Alcohol- Related
01	0271	00000AS1	Y
01	0271	00000FA2	N
* 01	0271	00000WP3	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Alcohol-Related code and resubmit the record.

14. **Incident, Drug-Related code must be Y or N. -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 Incident, Drug-Related code is not a valid code.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Drug-Related
01	0271	00000S61	Y
01	0271	0000SA42	N
* 01	0271	00000BA3	Z

    DISTRICT RESPONSIBILITY

    If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Drug-Related code and resubmit the record.

15. **Incident, Hate Crime-Related code must be Y or N. -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 Incident, Hate Crime-Related code is not a valid code.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Hate Crime-Related
01	0271	DO000001	Y
01	0271	SB000002	N
* 01	0271	WP000003	Z

    DISTRICT RESPONSIBILITY

    If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Hate Crime-Related code and resubmit the record.

16. **Incident, Weapon-Related code must be Y or N. -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 Incident, Weapon-Related code is not a valid code.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Weapon- Related
01	0271	FA000001	Y
01	0271	DC000002	N
* 01	0271	DC000003	Z

    DISTRICT RESPONSIBILITY

    If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Incident, Weapon-Related code and resubmit the record.

17. **Weapon, Description code must be F, H, K, O, R, U, or Z. -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 Weapon, Description code is not a valid code.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Weapon, Description
01	0271	00000AR1	F
01	0271	00000BT2	Z
* 01	0271	00000SB3	G

    DISTRICT RESPONSIBILITY

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

18. **Incident, Context code must be 1, 2 or 3. -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 Incident, Context code is not a valid code.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Context
01	0271	VT000001	2
01	0271	VA000002	1
* 01	0271	BE000003	V

    DISTRICT RESPONSIBILITY

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

19.   If Incident, Weapon-Related code is Y, then Weapon, Description code must be F, H, K, O, R, or U. -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 Incident, Weapon-Related code is Y and Weapon, Description is not one of the codes F, H, K, O, R or U.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Weapon-Related	Weapon, Description
01	0271	AS000001	Y	F
01	0271	DO000002	Y	K
* 01	0271	SH000003	Y	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Weapon-Related code and Weapon, Description and resubmit the record.

20.   The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the records must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the records.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

21.   Each School Environmental Safety Incident Report record must be unique based on District Number, Reporting District; School Number, Where Incident Occurred; Survey Period Code; School Year; and Incident, Identifier. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, second, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The fifth record would be rejected because it is a duplicate of the second record.

District Number, Reporting District	School Number, Where Incident Occurred	Survey Period Code	School Year	Incident, Identifier
29	2841	5	****	00000001
29	2841	5	****	00000002
29	2841	5	****	00000003
29	2841	5	****	00000004
* 29	2841	5	****	00000002

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

DISTRICT RESPONSIBILITY

If the record that was accepted and loaded to the data base is the correct one, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must delete any invalid records, correct the rejected record if necessary, and resubmit the corrected record.

22. If Incident, Type code is WPO, then Weapon, Description code must be F, H, K, O, R, or U. -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 Incident, Type is WPO and Weapon, Description is not one of the codes F, H, K, O, R, or U.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Type	Weapon, Description
01	0271	AS000001	WPO	F
01	0271	DO000002	BAT	Z
* 01	0271	SH000003	WPO	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Type and Weapon, Description and resubmit the record.

23. **If Incident, Type code is WPO, then Incident, Weapon-Related code must be Y. -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 Incident, Type is WPO and Incident, Weapon-Related is not coded Y.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Type	Incident, Weapon-Related
01	0271	AS000001	WPO	Y
01	0271	DO000002	WPO	Y
* 01	0271	SH000003	WPO	N

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Type and Incident, Weapon-Related and resubmit the record.

24. **If Incident, Type code is ALC, then Incident, Alcohol-Related code must be Y. -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 Incident, Type is ALC and Incident, Alcohol-Related is not coded Y.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Type	Incident, Alcohol-Related
01	0271	AS000001	ALC	Y
01	0271	DO000002	ALC	Y
* 01	0271	SH000003	ALC	N

   DISTRICT RESPONSIBILITY

   If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Type and Incident, Alcohol-Related and resubmit the record.
   .

25. **If Incident, Type code is DRG, then Incident, Drug-Related code must be Y. -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 Incident, Type is DRG and Incident, Drug-Related is not coded Y.

District Number, Reporting District	School Number, Where Incident Occurred	Incident, Identifier	Incident, Type	Incident, Drug-Related
01	0271	AS000001	DRG	Y
01	0271	DO000002	DRG	Y
* 01	0271	SH000003	DRG	N

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the relationship between Incident, Type and Incident, Drug-Related and resubmit the record.

2.   District Number, Current Enrollment must be numeric and in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be written to the data base assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X

DISTRICT RESPONSIBILITY

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

**3.   School Number, Current Enrollment must be numeric in the range 0001 to
9899. -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.

**6.   The first nine positions of Student Number Identifier, Florida must be
numeric. The tenth position of Student Number Identifier, Florida must either be
an "X" or numeric. If the tenth position of Student Number Identifier, Florida is
numeric, the first two digits must be a valid district number in the range 01-70 or
72-76. If the tenth position of the Student Number Identifier, Florida is an "X", the
first three positions may not all be zeroes. -record rejected-**

**Note: For additional information on Student Number Identifier, Florida refer to
DOE Information Data Base Requirements: Volume I -- Automated Student
Information System Manual.**

> **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 when the social security number is used as the Student Number
> Identifier, Florida, the tenth digit must be an "X". The fourth record would be
> rejected because the Student Number Identifier, Florida contains blanks. The
> fifth record would be rejected because the first two digits are not a valid district
> number while the tenth position is numeric. The sixth record would be rejected
> because the tenth position contains an "X", and the first three positions are all
> zeroes.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 Student Number Identifier, Florida and
resubmit the records.

7. **Survey Period Code must be 3 and must be correct for the submission specified by the district. -record rejected-**

   EXAMPLE

   The Survey Period Code as specified in the transmission JCL or in statements for tape transmission is identified as Survey Period "3". However, records on the transmission have a Survey Period Code "2". All updates, adds or deletes with this inconsistency would be rejected.

   DISTRICT RESPONSIBILITY

   The district must correct Survey Period Code either on the records coming in or the transmission JCL and all records must be resubmitted.

8. **School Year must be correct for the submission specified by the district. -record rejected-**

   EXAMPLE

   The School Year as specified in the transmission JCL is identified as the valid year for data submission. However, records on the transmission have the previous School Year coded, all updates, adds or deletes with this inconsistency will be rejected.

   DISTRICT RESPONSIBILITY

   The district must correct School Year either on the records coming in or the transmission JCL and all records must be resubmitted.

9.   Primary Instructor Responsible, Reading code must be numeric and greater than or equal to zero. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second record would be rejected because Primary Instructor Responsible, Reading code was left blank.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Primary Instructor Responsible, Reading
01	0021	123456789X	262451234
* 01	0021	123456790X	

DISTRICT RESPONSIBLE

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Primary Instructor Responsible, Reading code and resubmit the record.

10.   Primary Instructor Responsible, Writing code must be numeric and greater than or equal to zero. –record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second record would be rejected because Primary Instructor Responsible, Writing code was left blank.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Primary Instructor Responsible, Writing
01	0021	123456789X	262451234
* 01	0021	123456790X	

DISTRICT RESPONSIBLE

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Primary Instructor Responsible, Writing code and resubmit the record.

11.   Primary Instructor Responsible, Mathematics code must be numeric and greater than or equal to zero. –record rejected-

    EXAMPLE

    The first record listed below would be loaded to the data base assuming no other reject rule would cause it rejection. The second record would be rejected because Primary Instructor Responsible, Mathematics code was left blank.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Primary Instructor Responsible, Mathematics
01	0021	123456789X	262451234
* 01	0021	123456790X	

    DISTRICT RESPONSIBLE

    If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Primary Instructor Responsible, Mathematics code and resubmit the record.

12.   The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

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 Transaction Code and resubmit the records.

13.   School Number, Current Enrollment must exist on the Master School Identification File as a valid school in the district of enrollment. -record rejected-

EXAMPLE

The record listed below would be rejected because the School Number, Current Enrollment would not be valid on the Master School Identification File for the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
* 01	0001	012345678X

DISTRICT RESPONSIBILITY

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

**15.   Each Responsible Instructor – Reading, Writing and Mathematics record
must be unique based on District Number, Current Enrollment; School Number,
Current Enrollment; Student Number Identifier, Florida; Survey Period Code and
School Year. -first duplicate record accepted, all others rejected-**

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base
assuming no other reject rule would cause their rejection. The second and fifth
records would be rejected since they are duplicates (same District Number,
Current Instruction/Service; School Number, Current Instruction/Service; Student
Number Identifier, Florida; Survey Period Code and School Year) of the first and
fourth records, respectively.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
01	0021	012345675X	3	****
* 01	0021	012345675X	3	****
01	0021	012345677X	3	****
01	0021	012345678X	3	****
* 01	0021	012345678X	3	****

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

DISTRICT RESPONSIBILITY

If the records that were accepted and loaded to the data base are correct ones,
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 delete any invalid
records, correct any rejected records if necessary, and resubmit the corrected
records.

50. Each Responsible Instructor – Reading, Writing and Mathematics record must have a matching Student Demographic record based on District Number, Current Enrollment; School Number, Student Number Identifier, Florida; Survey Period Code; Fiscal Year. -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 Student Demographic record.

Student Demographic records

District Number, Current Enrollment	Student Number Identifier, Florida	School Number, Current Enrollment	Survey Period Code	Fiscal Year
01	019876544X	0021	3	****
01	019876545X	0021	3	****
01	019876546X	0021	3	****

Responsible Instructor – Reading, Writing and Mathematics records

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Fiscal Year
01	0021	019876544X	3	****
01	0021	019876545X	3	****
* 01	0321	019876546X	3	****

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

DISTRICT RESPONSIBILITY

The district must verify the various key comparisons from the Student Course record, correct those in error and resubmit the correction. For more detailed explanation of the proper submission of the various keys, consult the front pages of both the Student Demographic Information and Student Course Schedule formats.

DEPARTMENT OF JUVENILE JUSTICE STUDENT ENTRY ASSESSMENT – REJECT RULES

1.   District Number, Current Enrollment must be numeric, in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Where Tested	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X
* 02	0021	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 database, the district must correct the District Number, Where Tested and resubmit the records.

**2.   School Number, Where Tested must be numeric in the range 0001 to 9899.
-record rejected-**

EXAMPLE

The first two records listed below would be loaded to the database assuming no
other reject rule would cause their rejection. The third record would be rejected
because the School Number, Where Tested is not in the appropriate numerical
range. The fourth record would be rejected because the School Number, Where
Tested is not numeric.

District Number, Current Enrollment	School Number, Where Tested	Student Number Identifier, Florida
01	0021	012345676X
01	0021	012345677X
* 01	9999	012345678X
* 01	C901	012345679X

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
database, the district must correct the School Number, Where Tested and
resubmit the records.

3.   The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-70 or 72-76. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Where Tested	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 database, the district must correct the Student Number Identifier, Florida and resubmit the records.

4.   Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-

   EXAMPLE

   The Survey Period Code as specified in the transmission Job Control Language (JCL) or in statements for tape transmission is identified as Survey Period "5". However, if records on the transmission have a Survey Period Code "2", all records updated, added or deleted with this inconsistency would be rejected.

   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 Survey Period Code should be corrected and all records should be resubmitted.

5.   School Year must be correct for the submission specified by the district. -record rejected-

   EXAMPLE

   The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, if records on the transmission have the previous year coded, all records updated, added or deleted with this inconsistency would be rejected.

   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 database, the district must correct the School Year either on the records coming in or the transmission JCL and resubmit all records.

**6.   The Transaction Code must be A, C or D. For the original transmission,
only A is valid. For subsequent batch/update submissions, if A is specified then
the record must not already exist on the database; if C or D is specified then the
record must exist on the database. -record rejected-**

> **EXAMPLE**
>
> For all original transmissions, the Transaction Code must be "A". An original
> transaction is the first submission of a record during a survey period. After
> original transmission of records, changes to the record for elements other than
> the key elements must be done with a "C" as the Transaction Code. To delete a
> record, the Transaction Code must be a "D". To change key elements in a batch
> transaction, the record must FIRST be deleted with a "D" and then added with an
> "A". Records with an incorrect Transaction Code would be rejected.
>
> **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
> database, the district must correct the Transaction Code and resubmit the
> records.

7.   Test Date (Entry Assessment - Reading) must be numeric and a valid date unless zero filled. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Test Date is invalid.

Student Number Identifier, Florida	Test Name	Test Date
123456789X	GRT	0118****
223456789X	ZZZ	00000000
* 323456789X	GOR	0431****

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Date and resubmit the record.

8.   Test Name (Entry Assessment - Reading) must be a valid code as specified in the Department of Juvenile Justice Student Assessment Test Table or it may be ZZZ. – record rejected -

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection.   The second record would be rejected because the Test Name is invalid.

Student Number Identifier, Florida	Test Date	Test Name
123456789X	0117****	CTB
* 223456789X	0117****	FCP

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Name and resubmit the record.

9.   **Test Subject Content (Entry Assessment - Reading) must be a valid code
for the Test Name (Entry Assessment – Reading) as specified in the Department
of Juvenile Justice Student Assessment Test Table. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other
reject rule would cause its rejection. The second record would be rejected
because the Test Subject Content is invalid. The third record would be rejected
because the Test Subject Content is blank.

Student Number Identifier, Florida	Test Name	Test Subject Content
123456789X	CTB	20
* 223456789X	CTB	34
* 323456789X	CTB	

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
database, the district must correct the Test Subject Content code and resubmit
the records.

10.   Test Form (Entry Assessment - Reading) must be a valid code for the Test Name (Entry Assessment – Reading) as specified in the Department of Juvenile Justice Student Assessment Test Table. -record rejected-

> **EXAMPLE**
>
> The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Form is invalid. The third record would be rejected because the Test Form is blank.

Student Number Identifier, Florida	Test Name	Test Form
123456789X	CTB	A
* 223456789X	CTB	D
* 323456789X	CTB	

> **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 database, the district must correct the Test Form and resubmit the records.

11.   Test Level (Entry Assessment - Reading) must be a valid code for the Test Name (Entry Assessment – Reading) as specified in the Department of Juvenile Justice Student Assessment Test Table. The code must be left justified. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Level is invalid. The third record would be rejected because the Test Level is right justified rather than left justified.

Student Number Identifier, Florida	Test Name	Test Level
123456789X	CTB	16
* 223456789X	CTB	20
* 323456789X	MAT	9

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 database, the district must correct the Test Level and resubmit the records.

12. Test Use (Entry Assessment - Reading) must be O, F, or Z. Code F is valid only for tests specified on the Department of Juvenile Justice Student Assessment Test Table as allowing this use. Code Z is valid only when Test Name (Entry Assessment – Reading) is ZZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Use code is invalid. The third record would be rejected because the Test Use field is blank.

Student Number Identifier, Florida	Test Name	Test Use
123456789X	CTB	O
* 223456789X	CTB	G
* 323456789X	CTB	

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 database, the district must correct the Test Use and resubmit the records.

13.   Test Score Type (Entry Assessment - Reading) must be a valid code for the Test Name (Entry Assessment – Reading) as specified in the Department of Juvenile Justice Student Assessment Table. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Score Type is invalid.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type
1234567892	0119****	CTB	SS
* 301741234X	0119****	CTB	ST

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Score Type and resubmit the record.

14.   Test Score (Entry Assessment - Reading) must be numeric and right justified with leading zeros. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score contains alphabetic characters. The third record would be rejected because Test Score does not have leading zeros.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type	Test Score
123456789X	0119****	CTB	SS	0071
* 301741234X	0119****	CTB	SS	AA71
* 242424321X	0119****	CTB	SS	71

**** = 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 database, the district must correct the Test Score and resubmit the records.

15. **If Test Name (Entry Assessment - Reading) is ZZZ then Test Date (Entry
Assessment – Reading) and Test Score (Entry Assessment – Reading) must be
zero-filled. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other
reject rule would cause its rejection. The second record would be rejected
because the Test Date and Test Score are not zero-filled when the Test Name is
ZZZ.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X	00000000	ZZZ	0000
*223456789X	01222099	ZZZ	0071

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required.
However, if the district wishes the data in the rejected record to be loaded to the
database, the district must correct the Test Name, Test Date and/or Test Score
and resubmit the record.

16.   If Test Date (Entry Assessment - Reading) is 00000000 then Test Name (Entry Assessment – Reading) must be ZZZ and Test Score (Entry Assessment – Reading) must be 0000. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is not ZZZ and the Test Score is not 0000.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X	00000000	ZZZ	0000
*223456789X	00000000	CTB	0071

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Date, Test Name and/or Test Score and resubmit the record.

17. **If Test Score (Entry Assessment - Reading) is 0000 then Test Name (Entry Assessment – Reading) must be ZZZ and Test Date (Entry Assessment – Reading) must be 00000000. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is not ZZZ and the Test Date is not 00000000.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X	00000000	ZZZ	0000
*223456789X	01222099	CTB	0000

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Date, Test Name and/or Test Score and resubmit the record.

18.   Test Date (Entry Assessment - Mathematics) must be numeric and a valid date unless zero filled. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Test Date is invalid.

Student Number Identifier, Florida	Test Name	Test Date
123456789X	CTB	0118****
223456789X	ZZZ	00000000
* 323456789X	GOR	0431****

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Date and resubmit the record.

**19.   Test Name (Entry Assessment - Mathematics) must be a valid code as
specified in the Department of Juvenile Justice Student Assessment Test Table
or it may be ZZZ. – record rejected -**

EXAMPLE

The first record listed below would be loaded to the database assuming no other
reject rule would cause its rejection. The second record would be rejected
because the Test Name is invalid.

Student Number Identifier, Florida	Test Date	Test Name
123456789X	0117****	CTB
* 223456789X	0117****	FCP

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required.
However, if the district wishes the data in the rejected record to be loaded to the
database, the district must correct the Test Name and resubmit the record.

20.   Test Subject Content (Entry Assessment - Mathematics) must be a valid code for the Test Name (Entry Assessment – Mathematics) as specified in the Department of Juvenile Justice Student Assessment Test Table. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Subject Content is invalid. The third record would be rejected because the Test Subject Content is blank.

Student Number Identifier, Florida	Test Name	Test Subject Content
123456789X	CTB	20
* 223456789X	CTB	34
* 323456789X	CTB	

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 database, the district must correct the Test Subject Content code and resubmit the records.

21.   Test Form (Entry Assessment - Mathematics) must be a valid code for the Test Name (Entry Assessment – Mathematics) as specified in the Department of Juvenile Justice Student Assessment Test Table. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Form is invalid. The third record would be rejected because the Test Form is blank.

Student Number Identifier, Florida	Test Name	Test Form
123456789X	CTB	A
* 223456789X	CTB	D
* 323456789X	CTB	

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 database, the district must correct the Test Form and resubmit the records.

22. Test Level (Entry Assessment - Mathematics) must be a valid code for the Test Name (Entry Assessment – Mathematics) as specified in the Department of Juvenile Justice Student Assessment Test Table. The code must be left justified. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Level is invalid. The third record would be rejected because the Test Level is right justified rather than left justified.

Student Number Identifier, Florida	Test Name	Test Level
123456789X	CTB	16
* 223456789X	CTB	20
* 323456789X	MAT	9

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 database, the district must correct the Test Level and resubmit the records.

**23.   Test Use (Entry Assessment - Mathematics) must be O, F, or Z. Code F is
valid only for tests specified on the Department of Juvenile Justice Student
Assessment Test Table as allowing this use. Code Z is valid only when Test
Name (Entry Assessment – Mathematics) is ZZZ. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other
reject rule would cause its rejection. The second record would be rejected
because the Test Use code is invalid. The third record would be rejected
because the Test Use field is blank.

Student Number Identifier, Florida	Test Name	Test Use
123456789X	CTB	O
* 223456789X	CTB	G
* 323456789X	CTB	

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
database, the district must correct the Test Use and resubmit the records.

24.   Test Score Type (Entry Assessment - Mathematics) must be a valid code for the Test Name (Entry Assessment – Mathematics) as specified in the Department of Juvenile Justice Student Assessment Table. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Score Type is invalid.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type
1234567892	0119****	CTB	SS
* 301741234X	0119****	CTB	ST

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Score Type and resubmit the record.

25.   Test Score (Entry Assessment - Mathematics) must be numeric and right justified with leading zeros. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score contains alphabetic characters. The third record would be rejected because Test Score does not have leading zeros.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type	Test Score
123456789X	0119****	CTB	SS	0071
* 301741234X	0119****	CTB	SS	AA71
* 242424321X	0119****	CTB	SS	71

**** = 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 database, the district must correct the Test Score and resubmit the records.

**DEPARTMENT OF JUVENILE JUSTICE STUDENT ENTRY ASSESSMENT –
REJECT RULES**

**26.   If Test Name (Entry Assessment - Mathematics) is ZZZ then Test Date
(Entry Assessment – Reading) and Test Score (Entry Assessment – Mathematics)
must be zero-filled. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other
reject rule would cause its rejection. The second record would be rejected
because the Test Date and Test Score are not zero-filled when the Test Name is
ZZZ.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X	00000000	ZZZ	0000
*223456789X	01222099	ZZZ	0071

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required.
However, if the district wishes the data in the rejected record to be loaded to the
database, the district must correct the Test Name, Test Date and/or Test Score
and resubmit the record.

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27.   If Test Date (Entry Assessment - Mathematics) is 00000000 then Test Name (Entry Assessment – Mathematics) must be ZZZ and Test Score (Entry Assessment – Mathematics) must be 0000. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is not ZZZ and the Test Score is not 0000.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X	00000000	ZZZ	0000
*223456789X	00000000	CTB	0071

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Date, Test Name and/or Test Score and resubmit the record.

28.   If Test Score (Entry Assessment - Mathematics) is 0000 then Test Name (Entry Assessment – Mathematics) must be ZZZ and Test Date (Entry Assessment – Mathematics) must be 00000000. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection.   The second record would be rejected because the Test Name is not ZZZ and the Test Date is not 00000000.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X		ZZZ	0000
*223456789X	01222099	CTB	0000

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Date, Test Name and/or Test Score and resubmit the record.

29.   Test Date (Entry Assessment - Writing) must be numeric and a valid date unless zero filled. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Test Date is invalid.

Student Number Identifier, Florida	Test Name	Test Date
123456789X	CTB	0118****
223456789X	ZZZ	00000000
* 323456789X	GOR	0431****

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Date and resubmit the record.

30.   Test Name (Entry Assessment - Writing) must be a valid code as specified in the Department of Juvenile Justice Student Assessment Test Table or it may be ZZZ. – record rejected -

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is invalid.

Student Number Identifier, Florida	Test Date	Test Name
123456789X	0117****	CTB
* 223456789X	0117****	FCP

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Name and resubmit the record.

31. **Test Subject Content (Entry Assessment - Writing) must be a valid code for the Test Name (Entry Assessment – Writing) as specified in the Department of Juvenile Justice Student Assessment Test Table. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Subject Content is invalid. The third record would be rejected because the Test Subject Content is blank.

Student Number Identifier, Florida	Test Name	Test Subject Content
123456789X	CTB	36
* 223456789X	CTB	21
* 323456789X	CTB	

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 database, the district must correct the Test Subject Content code and resubmit the records.

32.   Test Form (Entry Assessment - Writing) must be a valid code for the Test Name (Entry Assessment – Writing) as specified in the Department of Juvenile Justice Student Assessment Test Table. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Form is invalid. The third record would be rejected because the Test Form is blank.

Student Number Identifier, Florida	Test Name	Test Form
123456789X	CTB	A
* 223456789X	CTB	D
* 323456789X	CTB	

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 database, the district must correct the Test Form and resubmit the records.

33.   Test Level (Entry Assessment - Writing) must be a valid code for the Test Name (Entry Assessment – Writing) as specified in the Department of Juvenile Justice Student Assessment Test Table. The code must be left justified. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Level is invalid. The third record would be rejected because the Test Level is right justified rather than left justified.

Student Number Identifier, Florida	Test Name	Test Level
123456789X	CTB	16
* 223456789X	CTB	20
* 323456789X	MAT	9

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 database, the district must correct the Test Level and resubmit the records.

34.   Test Use (Entry Assessment - Writing) must be O, F, or Z. Code F is valid only for tests specified on the Department of Juvenile Justice Student Assessment Test Table as allowing this use. Code Z is valid only when Test Name (Entry Assessment – Writing) is ZZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Use code is invalid. The third record would be rejected because the Test Use field is blank.

Student Number Identifier, Florida	Test Name	Test Use
123456789X	CTB	O
* 223456789X	CTB	G
* 323456789X	CTB	

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 database, the district must correct the Test Use and resubmit the records.

**35.   Test Score Type (Entry Assessment - Writing) must be a valid code for the
Test Name (Entry Assessment – Writing) as specified in the Department of
Juvenile Justice Student Assessment Table. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other
reject rule would cause its rejection. The second record would be rejected
because the Test Score Type is invalid.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type
1234567892	0119****	CTB	SS
* 301741234X	0119****	CTB	ST

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required.
However, if the district wishes the data in the rejected record to be loaded to the
database, the district must correct the Test Score Type and resubmit the record.

36. Test Score (Entry Assessment - Writing) must be numeric and right justified with leading zeros. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score contains alphabetic characters. The third record would be rejected because Test Score does not have leading zeros.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type	Test Score
123456789X	0119****	CTB	SS	0071
* 301741234X	0119****	CTB	SS	AA71
* 242424321X	0119****	CTB	SS	71

**** = 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 database, the district must correct the Test Score and resubmit the records.

37.   If Test Name (Entry Assessment - Writing) is ZZZ then Test Date (Entry Assessment – Writing) and Test Score (Entry Assessment – Writing) must be zero-filled. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Date and Test Score are not zero-filled when the Test Name is ZZZ.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X	00000000	ZZZ	0000
*223456789X	01222099	ZZZ	0071

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Name, Test Date and/or Test Score and resubmit the record.

**38.   If Test Date (Entry Assessment - Writing) is 00000000 then Test Name
(Entry Assessment – Writing) must be ZZZ and Test Score (Entry Assessment –
Writing) must be 0000. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other
reject rule would cause its rejection. The second record would be rejected
because the Test Name is not ZZZ and the Test Score is not 0000.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X	00000000	ZZZ	0000
*223456789X	00000000	CTB	0071

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required.
However, if the district wishes the data in the rejected record to be loaded to the
database, the district must correct the Test Date, Test Name and/or Test Score
and resubmit the record.

39.   If Test Score (Entry Assessment - Writing) is 0000 then Test Name (Entry Assessment – Writing) must be ZZZ and Test Date (Entry Assessment – Writing) must be 00000000. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is not ZZZ and the Test Date is not 00000000.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X	00000000	ZZZ	0000
*223456789X	01222099	CTB	0000

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Date, Test Name and/or Test Score and resubmit the record.

40.   The School Number, Where Tested must exist on the Master School Identification File as a valid school in the district of enrollment. -record rejected-

EXAMPLE

The fourth and fifth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. Records one, two and three would be rejected because the School Number, Where Tested does not exist on the Master School Identification File as a valid school number for the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Where Tested
* 09	8131
* 13	0021
* 15	C999
57	0051
63	0031

DISTRICT RESPONSIBILITY

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

**41.   Each Department of Juvenile Justice Student Entry Assessment record
must be unique based on the keys of District Number, Current Enrollment; School
Number, Where Tested; Student Number Identifier, Florida; Survey Period Code;
and School Year. -first record accepted, all other duplicate records rejected-**

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base
assuming no other reject rule would cause their rejection. The second and fifth
records would be rejected since they are duplicates (same Student Number
Identifier, Florida) of the first and fourth records, respectively.

District Number, Current Enrollment	School Number, Where Tested	Student Number Identifier, Florida	Survey Period Code	School Year
01	0021	012345678X	5	****
* 01	0021	012345678X	5	****
01	0021	012345676X	5	****
01	0021	012345679X	5	****
* 01	0021	012345679X	5	****

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

DISTRICT RESPONSIBILITY

If the records loaded to the database are correct, no action is necessary.
However, if the district wishes the rejected records to be loaded to the data base,
the district must delete any invalid records, correct any rejected records if
necessary, and resubmit the corrected records.

**60. Each Department of Juvenile Justice Student Entry Assessment record
must have a matching Student Demographic record based on District Number,
Current Enrollment; Student Number Identifier, Florida; Survey Period Code and
School Year. -state validation 3-**

ALLOWABLE for Batch/update

EXAMPLE

The Department of Juvenile Justice Student Entry Assessment record listed
below marked with an asterisk would cause a message to be generated because
it does not have a matching Student Demographic record.

Department of Juvenile Justice Student Entry Assessment records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
* 01	012345678X	5	****
01	019876545X	5	****
01	429876546X	5	****

Student Demographic records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
01	019876545X	5	****
01	429876546X	5	****

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

DISTRICT RESPONSIBILITY

The district must delete the Department of Juvenile Justice Student Entry
Assessment record or add a Student Demographic record to match the above
key fields.

80.   The School Number, Where Tested must exist as a valid Department of Juvenile Justice school number (school type = 10) in the district of enrollment on the Master School Identification File. –exception report-

EXAMPLE

The last two records listed below would pass the edit. The first record would cause an edit message to be generated because the School Number, Where Tested does not exist on the Master School Identification File as a valid Department of Juvenile Justice school number for the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Where Tested
* 05	0051
05	1001
03	0604

DISTRICT RESPONSIBILITY

The district should review the School Number, Where Tested to be sure that it is a valid Department of Juvenile Justice school number on the Master School Identification file. If the school number is incorrect the district must correct the School Number, Where Tested on the record. If the school number is correct, the district must contact the Department of Education and request that the Master School Identification file be revised to reflect the current type associated with the school.

81.   Test Date (Entry Assessment - Reading) must be between 7/1/** and 6/30/**** unless zero filled. –exception report-**

EXAMPLE

The first two records listed below would pass this edit. The third record would cause an error message to be generated because the Test Date is prior to 7/1/****.

Student Number Identifier, Florida	Test Name	Test Date
123456789X	GRT	0118****
223456789X	CTB	1015****
* 323456789X	CTB	04161999

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

DISTRICT RESPONSIBILITY

The district should check the Test Date for accuracy and correct the date if it is in error.

**82.   Test Date (Entry Assessment - Writing) must be between 7/1/02 and 6/30/03
unless zero filled. –exception report-**

EXAMPLE

The first two records listed below would pass this edit. The third record would
cause an error message to be generated because the Test Date is prior to
7/1/****.

Student Number Identifier, Florida	Test Name	Test Date
123456789X	CTB	0118****
223456789X	CTB	1015****
* 323456789X	CTB	04161999

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

DISTRICT RESPONSIBILITY

The district should check the Test Date for accuracy and correct the date if it is in error.

83.   Test Date (Entry Assessment - Mathematics) must be between 7/1/** and
6/30/**** unless zero filled. –exception report-**

EXAMPLE

The first two records listed below would pass this edit. The third record would
cause an error message to be generated because the Test Date is prior to
7/1/01.

Student Number Identifier, Florida	Test Name	Test Date
123456789X	CTB	0118****
223456789X	CTB	1015****
* 323456789X	CTB	04161999

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

DISTRICT RESPONSIBILITY

The district should check the Test Date for accuracy and correct the date if it is in error.

DEPARTMENT OF JUVENILE JUSTICE STUDENT EXIT ASSESSMENT - REJECT RULES

1.   District Number, Current Enrollment must be numeric, in the range 01-70 or 72-76 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Where Tested	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X
* 02	0021	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 database, the district must correct the District Number, Current Enrollment and resubmit the records.

2. **School Number, Where Tested must be numeric in the range 0001 to 9899.** **-record rejected-**

   EXAMPLE

   The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the School Number, Where Tested is not in the appropriate numerical range. The fourth record would be rejected because the School Number, Where Tested is not numeric.

District Number, Current Enrollment	School Number, Where Tested	Student Number Identifier, Florida
01	0021	012345676X
01	0021	012345677X
* 01	9999	012345678X
* 01	C901	012345679X

   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 database, the district must correct the School Number, Where Tested and resubmit the records.

3. **The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-70 or 72-76. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions may not all be zeroes. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth record would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number. The sixth record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Enrollment	School Number, Where Tested	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	000123456X

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 database, the district must correct the Student Number Identifier, Florida and resubmit the records.

4.   Survey Period Code must be 5 and must be correct for the submission specified by the district. -record rejected-

    EXAMPLE

    The Survey Period Code as specified in the transmission Job Control Language (JCL) or in statements for tape transmission is identified as Survey Period "5". However, if records on the transmission have a Survey Period Code "2", all records updated, added or deleted with this inconsistency would be rejected.

    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 Survey Period Code should be corrected and all records should be resubmitted.

5.   School Year must be correct for the submission specified by the district. -record rejected-

    EXAMPLE

    The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, if records on the transmission have the previous Fiscal Year coded, all records updated, added or deleted with this inconsistency would be rejected.

    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 database, the district must correct the School Year either on the records coming in or the transmission JCL and resubmit all records.

**6.   The Transaction Code must be A, C or D. For the original transmission,
only A is valid. For subsequent batch/update submissions, if A is specified then
the record must not already exist on the database; if C or D is specified then the
record must exist on the database. -record rejected-**

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original
transaction is the first submission of a record during a survey period. After
original transmission of records, changes to the record for elements other than
the key elements must be done with a "C" as the Transaction Code. To delete a
record, the Transaction Code must be a "D". To change key elements in a batch
transaction, the record must FIRST be deleted with a "D" and then added with an
"A". Records with an incorrect Transaction Code would be rejected.

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
database, the district must correct the Transaction Code and resubmit the
records.

7.   **Test Date (Exit Assessment - Reading) must be numeric and a valid date unless zero filled. -record rejected-**

   EXAMPLE

   The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Test Date is invalid.

Student Number Identifier, Florida	Test Name	Test Date
123456789X	GRT	0118****
223456789X	ZZZ	00000000
* 323456789X	GOR	0431****

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

   DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Date and resubmit the record.

8.   Test Name (Exit Assessment - Reading) must be a valid code as specified in the Department of Juvenile Justice Student Assessment Test Table or it may be ZZZ. – record rejected -

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is invalid.

Student Number Identifier, Florida	Test Date	Test Name
123456789X	0117****	CTB
* 223456789X	0117****	FCP

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Name and resubmit the record.

9. Test Subject Content (Exit Assessment - Reading) must be a valid code for the Test Name (Exit Assessment – Reading) as specified in the Department of Juvenile Justice Student Assessment Test Table. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Subject Content is invalid. The third record would be rejected because the Test Subject Content is blank.

Student Number Identifier, Florida	Test Name	Test Subject Content
123456789X	CTB	20
* 223456789X	CTB	34
* 323456789X	CTB	

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 database, the district must correct the Test Subject Content code and resubmit the records.

10.   Test Form (Exit Assessment - Reading) must be a valid code for the Test Name (Exit Assessment – Reading) as specified in the Department of Juvenile Justice Student Assessment Test Table. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Form is invalid. The third record would be rejected because the Test Form is blank.

Student Number Identifier, Florida	Test Name	Test Form
123456789X	CTB	A
* 223456789X	CTB	D
* 323456789X	CTB	

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 database, the district must correct the Test Form and resubmit the records.

11.   Test Level (Exit Assessment - Reading) must be a valid code for the Test Name (Exit Assessment – Reading) as specified in the Department of Juvenile Justice Student Assessment Test Table. The code must be left justified. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Level is invalid. The third record would be rejected because the Test Level is right justified rather than left justified.

Student Number Identifier, Florida	Test Name	Test Level
123456789X	CTB	16
* 223456789X	CTB	20
* 323456789X	MAT	9

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 database, the district must correct the Test Level and resubmit the records.

12.   Test Use (Exit Assessment - Reading) must be O, F, or Z. Code F is valid only for tests specified on the Department of Juvenile Justice Student Assessment Test Table as allowing this use. Code Z is valid only when Test Name (Exit Assessment – Reading) is ZZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Use code is invalid. The third record would be rejected because the Test Use field is blank.

Student Number Identifier, Florida	Test Name	Test Use
123456789X	CTB	O
* 223456789X	CTB	G
* 323456789X	CTB	

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 database, the district must correct the Test Use and resubmit the records.

13.   Test Score Type (Exit Assessment - Reading) must be a valid code for the Test Name (Exit Assessment – Reading) as specified in the Department of Juvenile Justice Student Assessment Table. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Score Type is invalid.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type
1234567892	0119****	CTB	SS
* 301741234X	0119****	CTB	ST

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Score Type and resubmit the record.

14.   Test Score (Exit Assessment - Reading) must be numeric and right justified with leading zeros. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score contains alphabetic characters. The third record would be rejected because Test Score does not have leading zeros.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type	Test Score
123456789X	0119****	CTB	SS	0071
* 301741234X	0119****	CTB	SS	AA71
* 242424321X	0119****	CTB	SS	71

**** = 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 database, the district must correct the Test Score and resubmit the records.

15.   If Test Name (Exit Assessment - Reading) is ZZZ then Test Date (Exit Assessment – Reading) and Test Score (Exit Assessment – Reading) must be zero-filled. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Date and Test Score are not zero-filled when the Test Name is ZZZ.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X	00000000	ZZZ	0000
*223456789X	01222099	ZZZ	0071

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Name, Test Date and/or Test Score and resubmit the record.

16.   If Test Date (Exit Assessment - Reading) is 00000000 then Test Name (Exit Assessment – Reading) must be ZZZ and Test Score (Exit Assessment – Reading) must be 0000. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is not ZZZ and the Test Score is not 0000.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X	00000000	ZZZ	0000
*223456789X	00000000	CTB	0071

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Date, Test Name and/or Test Score and resubmit the record.

17.   If Test Score (Exit Assessment - Reading) is 0000 then Test Name (Exit Assessment – Reading) must be ZZZ and Test Date (Exit Assessment – Reading) must be 00000000. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is not ZZZ and the Test Date is not 00000000.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X	00000000	ZZZ	0000
*223456789X	01222099	CTB	0000

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Date, Test Name and/or Test Score and resubmit the record.

18.   Test Date (Exit Assessment - Mathematics) must be numeric and a valid date unless zero filled. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the Test Date is invalid.

Student Number Identifier, Florida	Test Name	Test Date
123456789X	CTB	0118****
223456789X	ZZZ	00000000
* 323456789X	GOR	0431****

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Date and resubmit the record.

19. Test Name (Exit Assessment - Mathematics) must be a valid code as specified in the Department of Juvenile Justice Student Assessment Test Table or it may be ZZZ. – record rejected -

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is invalid.

Student Number Identifier, Florida	Test Date	Test Name
123456789X	0117****	CTB
* 223456789X	0117****	FCP

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Name and resubmit the record.

20.   Test Subject Content (Exit Assessment - Mathematics) must be a valid code for the Test Name (Exit Assessment – Mathematics) as specified in the Department of Juvenile Justice Student Assessment Test Table. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Subject Content is invalid. The third record would be rejected because the Test Subject Content is blank.

Student Number Identifier, Florida	Test Name	Test Subject Content
123456789X	CTB	20
* 223456789X	CTB	34
* 323456789X	CTB	

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 database, the district must correct the Test Subject Content code and resubmit the records.

21.   Test Form (Exit Assessment - Mathematics) must be a valid code for the Test Name (Exit Assessment – Mathematics) as specified in the Department of Juvenile Justice Student Assessment Test Table. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Form is invalid. The third record would be rejected because the Test Form is blank.

Student Number Identifier, Florida	Test Name	Test Form
123456789X	CTB	A
* 223456789X	CTB	D
* 323456789X	CTB	

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 database, the district must correct the Test Form and resubmit the records.

22.   Test Level (Exit Assessment - Mathematics) must be a valid code for the Test Name (Exit Assessment – Mathematics) as specified in the Department of Juvenile Justice Student Assessment Test Table. The code must be left justified. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Level is invalid. The third record would be rejected because the Test Level is right justified rather than left justified.

Student Number Identifier, Florida	Test Name	Test Level
123456789X	CTB	16
* 223456789X	CTB	20
* 323456789X	MAT	9

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 database, the district must correct the Test Level and resubmit the records.

23.   Test Use (Exit Assessment - Mathematics) must be O, F, or Z. Code F is valid only for tests specified on the Department of Juvenile Justice Student Assessment Test Table as allowing this use. Code Z is valid only when Test Name (Exit Assessment – Mathematics) is ZZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Use code is invalid. The third record would be rejected because the Test Use field is blank.

Student Number Identifier, Florida	Test Name	Test Use
123456789X	CTB	O
* 223456789X	CTB	G
* 323456789X	CTB	

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 database, the district must correct the Test Use and resubmit the records.

24.   Test Score Type (Exit Assessment - Mathematics) must be a valid code for the Test Name (Exit Assessment – Mathematics) as specified in the Department of Juvenile Justice Student Assessment Table. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Score Type is invalid.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type
1234567892	0119****	CTB	SS
* 301741234X	0119****	CTB	ST

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Score Type and resubmit the record.

25. Test Score (Exit Assessment - Mathematics) must be numeric and right justified with leading zeros. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because Test Score contains alphabetic characters. The third record would be rejected because Test Score does not have leading zeros.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type	Test Score
123456789X	0119****	CTB	SS	0071
* 301741234X	0119****	CTB	SS	AA71
* 242424321X	0119****	CTB	SS	71

**** = 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 database, the district must correct the Test Score and resubmit the records.

26.   If Test Name (Exit Assessment - Mathematics) is ZZZ then Test Date (Exit Assessment – Reading) and Test Score (Exit Assessment – Mathematics) must be zero-filled. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Date and Test Score are not zero-filled when the Test Name is ZZZ.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X	00000000	ZZZ	0000
*223456789X	01222099	ZZZ	0071

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Name, Test Date and/or Test Score and resubmit the record.

27.   If Test Date (Exit Assessment - Mathematics) is 00000000 then Test Name (Exit Assessment – Mathematics) must be ZZZ and Test Score (Exit Assessment – Mathematics) must be 0000. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is not ZZZ and the Test Score is not 0000.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X	00000000	ZZZ	0000
*223456789X	00000000	CTB	0071

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Date, Test Name and/or Test Score and resubmit the record.

28.   If Test Score (Exit Assessment - Mathematics) is 0000 then Test Name (Exit Assessment – Mathematics) must be ZZZ and Test Date (Exit Assessment – Mathematics) must be 00000000. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is not ZZZ and the Test Date is not 00000000.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X	00000000	ZZZ	0000
*223456789X	01222099	CTB	0000

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Date, Test Name and/or Test Score and resubmit the record.

**29.   Test Date (Exit Assessment - Writing) must be numeric and a valid date
unless zero filled. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the database assuming no
other reject rule would cause their rejection. The third record would be rejected
because the Test Date is invalid.

Student Number Identifier, Florida	Test Name	Test Date
123456789X	CTB	0118****
223456789X	ZZZ	00000000
* 323456789X	GOR	0431****

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However,
if the district wishes the data in the rejected record to be loaded to the database, the
district must correct the Test Date and resubmit the record.

30.   Test Name (Exit Assessment - Writing) must be a valid code as specified in the Department of Juvenile Justice Student Assessment Test Table or it may be ZZZ. – record rejected -

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Name is invalid.

Student Number Identifier, Florida	Test Date	Test Name
123456789X	0117****	CTB
* 223456789X	0117****	FCP

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Name and resubmit the record.

31.   Test Subject Content (Exit Assessment - Writing) must be a valid code for the Test Name (Exit Assessment – Writing) as specified in the Department of Juvenile Justice Student Assessment Test Table. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Subject Content is invalid. The third record would be rejected because the Test Subject Content is blank.

Student Number Identifier, Florida	Test Name	Test Subject Content
123456789X	CTB	36
* 223456789X	CTB	21
* 323456789X	CTB	

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 database, the district must correct the Test Subject Content code and resubmit the records.

32.   Test Form (Exit Assessment - Writing) must be a valid code for the Test Name (Exit Assessment – Writing) as specified in the Department of Juvenile Justice Student Assessment Test Table. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Form is invalid. The third record would be rejected because the Test Form is blank.

Student Number Identifier, Florida	Test Name	Test Form
123456789X	CTB	A
* 223456789X	CTB	D
* 323456789X	CTB	

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 database, the district must correct the Test Form and resubmit the records.

33.   Test Level (Exit Assessment - Writing) must be a valid code for the Test Name (Exit Assessment – Writing) as specified in the Department of Juvenile Justice Student Assessment Test Table. The code must be left justified. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Level is invalid. The third record would be rejected because the Test Level is right justified rather than left justified.

Student Number Identifier, Florida	Test Name	Test Level
123456789X	CTB	16
* 223456789X	CTB	20
* 323456789X	MAT	9

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 database, the district must correct the Test Level and resubmit the records.

34.   Test Use (Exit Assessment - Writing) must be O, F, or Z. Code F is valid only for tests specified on the Department of Juvenile Justice Student Assessment Test Table as allowing this use. Code Z is valid only when Test Name (Exit Assessment – Writing) is ZZZ. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Use code is invalid. The third record would be rejected because the Test Use field is blank.

Student Number Identifier, Florida	Test Name	Test Use
123456789X	CTB	O
* 223456789X	CTB	G
* 323456789X	CTB	

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 database, the district must correct the Test Use and resubmit the records.

35.   Test Score Type (Exit Assessment - Writing) must be a valid code for the Test Name (Exit Assessment – Writing) as specified in the Department of Juvenile Justice Student Assessment Table. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Score Type is invalid.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type
1234567892	0119****	CTB	SS
* 301741234X	0119****	CTB	ST

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Score Type and resubmit the record.

**36.   Test Score (Exit Assessment - Writing) must be numeric and right justified
with leading zeros. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other
reject rule would cause its rejection. The second record would be rejected
because Test Score contains alphabetic characters. The third record would be
rejected because Test Score does not have leading zeros.

Student Number Identifier, Florida	Test Date	Test Name	Test Score Type	Test Score
123456789X	0119****	CTB	SS	0071
* 301741234X	0119****	CTB	SS	AA71
* 242424321X	0119****	CTB	SS	71

**** = 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
database, the district must correct the Test Score and resubmit the records.

37.   If Test Name (Exit Assessment - Writing) is ZZZ then Test Date (Exit Assessment – Writing) and Test Score (Exit Assessment – Writing) must be zero-filled. -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected because the Test Date and Test Score are not zero-filled when the Test Name is ZZZ.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X	00000000	ZZZ	0000
*223456789X	01222099	ZZZ	0071

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Test Name, Test Date and/or Test Score and resubmit the record.

**38.   If Test Date (Exit Assessment - Writing) is 00000000 then Test Name (Exit
Assessment – Writing) must be ZZZ and Test Score (Exit Assessment – Writing)
must be 0000. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other
reject rule would cause its rejection. The second record would be rejected
because the Test Name is not ZZZ and the Test Score is not 0000.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X	00000000	ZZZ	0000
*223456789X	00000000	CTB	0071

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required.
However, if the district wishes the data in the rejected record to be loaded to the
database, the district must correct the Test Date, Test Name and/or Test Score
and resubmit the record.

**39.   If Test Score (Exit Assessment - Writing) is 0000 then Test Name (Exit
Assessment – Writing) must be ZZZ and Test Date (Exit Assessment – Writing)
must be 00000000. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the database assuming no other
reject rule would cause its rejection. The second record would be rejected
because the Test Name is not ZZZ and the Test Date is not 00000000.

Student Number Identifier, Florida	Test Date	Test Name	Test Score
123456789X	00000000	ZZZ	0000
*223456789X	01222099	CTB	0000

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required.
However, if the district wishes the data in the rejected record to be loaded to the
database, the district must correct the Test Date, Test Name and/or Test Score
and resubmit the record.

40.   The School Number, Where Tested must exist on the Master School Identification File as a valid school in the district of enrollment. -record rejected-

EXAMPLE

The fourth and fifth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. Records one, two and three would be rejected because the School Number, Where Tested does not exist on the Master School Identification File as a valid school number for the District Number, Where Tested.

District Number, Current Enrollment	School Number, Where Tested
* 09	8131
* 13	0021
* 15	C999
57	0051
63	0031

DISTRICT RESPONSIBILITY

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

41.   Each Department of Juvenile Justice Student Exit Assessment record must be unique based on the keys of District Number, Current Enrollment; School Number, Where Tested; Student Number Identifier, Florida; Survey Period Code; and School Year. -first record accepted, all other duplicate records rejected-

EXAMPLE

The first, third and fourth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second and fifth records would be rejected since they are duplicates (same Student Number Identifier, Florida) of the first and fourth records, respectively.

District Number, Current Enrollment	School Number, Where Tested	Student Number Identifier, Florida	Survey Period Code	School Year
01	0021	012345678X	5	****
* 01	0021	012345678X	5	****
01	0021	012345676X	5	****
01	0021	012345679X	5	****
* 01	0021	012345679X	5	****

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

DISTRICT RESPONSIBILITY

If the records loaded to the database are correct, no action is necessary. However, if the district wishes the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary, and resubmit the corrected records.

60.   Each Department of Juvenile Justice Student Exit Assessment record must have a matching Student Demographic record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year. -state validation 3-

ALLOWABLE for Batch/update

EXAMPLE

The Department of Juvenile Justice Student Exit Assessment record listed below marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

Department of Juvenile Justice Student Exit Assessment records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
* 01	012345678X	5	****
01	019876545X	5	****
01	429876546X	5	****

Student Demographic records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
01	019876545X	5	****
01	429876546X	5	****

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

DISTRICT RESPONSIBILITY

The district must delete the Department of Juvenile Justice Student Exit Assessment record or add a Student Demographic record to match the above key fields.

80.   The School Number, Where Tested must be exist as a valid Department of Juvenile Justice school number (school type = 10) in the district of enrollment on the Master School Identification File. –exception report-

EXAMPLE

The last two records listed below would pass the edit. The first record would cause an edit message to be generated because the School Number, Where Tested does not exist on the Master School Identification File as a valid Department of Juvenile Justice school number for the District Number, Current Enrollment.

District Number, Current Enrollment	School Number, Where Tested
* 05	0051
05	1001
03	0604

DISTRICT RESPONSIBILITY

The district should review the School Number, Where Tested to be sure that it is a valid Department of Juvenile Justice school number on the Master School Identification file. If the school number is incorrect the district must correct the School Number, Where Tested on the record. If the school number is correct, the district must contact the Department of Education and request that the Master School Identification file be revised to reflect the current type associated with the school.

81.   Test Date (Exit Assessment - Reading) must be between 7/1/** and 6/30/**** unless zero filled. –exception report-**

EXAMPLE

The first two records listed below would pass this edit. The third record would cause an error message to be generated because the Test Date is prior to 7/1/****.

Student Number Identifier, Florida	Test Name	Test Date
123456789X	GRT	0118****
223456789X	CTB	1015****
* 323456789X	CTB	04161999

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

DISTRICT RESPONSIBILITY

The district should check the Test Date for accuracy and correct the date if it is in error.

82.   Test Date (Exit Assessment - Writing) must be between 7/1/**** and 6/30/**** unless zero filled. –exception report-

EXAMPLE

The first two records listed below would pass this edit. The third record would cause an error message to be generated because the Test Date is prior to 7/1/****.

Student Number Identifier, Florida	Test Name	Test Date
123456789X	CTB	0118****
223456789X	CTB	1015****
* 323456789X	CTB	04161999

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

DISTRICT RESPONSIBILITY

The district should check the Test Date for accuracy and correct the date if it is in error.

83.   Test Date (Exit Assessment - Mathematics) must be between 7/1/** and 6/30/**** unless zero filled. –exception report-**

EXAMPLE

The first two records listed below would pass this edit. The third record would cause an error message to be generated because the Test Date is prior to 7/1/01.

Student Number Identifier, Florida	Test Name	Test Date
123456789X	CTB	0118****
223456789X	CTB	1015****
* 323456789X	CTB	04161999

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

DISTRICT RESPONSIBILITY

The district should check the Test Date for accuracy and correct the date if it is in error.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES

1.   District Number, Current Enrollment must be numeric, in the range 01-70 or 72-76 and must be correct for the district submitting the data. -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 since the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
01	0021	012345678X
* 00	0021	012345679X
* 02	0021	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 District Number, Current Enrollment and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES

2.   School Number, Current Enrollment must be numeric in the range 0001 to 9899 or it must be N998 or N999. -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 and is not N998 or N999.

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 School Number, Current Enrollment and resubmit the records.

3. **The first nine positions of Student Number Identifier, Florida must be numeric. The tenth position of Student Number Identifier, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier, Florida is numeric, the first two digits must be a valid district number in the range 01-70 or 72-76. If the tenth position of the Student Number Identifier, Florida is an "X", the first three positions must not be all zeroes. -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 tenth position of the Student Number Identifier, Florida must be numeric or an "X". The fourth and sixth records would be rejected because the Student Number Identifier, Florida contains blanks. The fifth record would be rejected because the first two digits are not valid with a numeric character in the tenth position. The seventh record would be rejected because the tenth position contains an "X", and the first three positions are all zeroes.

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	0123 56791
* 01	0151	000123456X

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 Student Number Identifier, Florida and resubmit the records.

4.   The first nine positions of Student Number Identifier-Alias, Florida must be numeric. The tenth position of Student Number Identifier-Alias, Florida must either be an "X" or numeric. If the tenth position of Student Number Identifier-Alias, Florida is numeric, the first two digits must be a valid district number in the range 01-70 or 72-76. -record rejected-

Note: For additional information on Student Number Identifier-Alias, Florida refer to <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> Manual.

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 when the social security number is used as the Student Number Identifier-Alias, Florida, the tenth digit must be an "X". The fourth and sixth records would be rejected because the Student Number Identifier-Alias, Florida contains blanks. The fifth record would be rejected because the first two digits are not a valid district number while the tenth position is numeric.

District Number, Current Instruction/Service	School Number, Current Enrollment	Student Number Identifier-Alias, Florida
01	0151	1234567891
01	0151	123456789X
* 01	0151	123456789C
* 01	0151	123456789
* 01	0151	0023456791
* 01	0151	0123 56791

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 Student Number Identifier-Alias, Florida and resubmit the records.

5.   The Student Name, Legal: Must not be blank (Z-fill is NOT allowed). Allowable characters include double or single quotation marks, commas, slashes, periods, parentheses, hyphens, accent marks, and spaces where appropriate. -record rejected-

> **EXAMPLE**
>
> The record listed below would be rejected because the Student Name, Legal is blank.

District Number, Current Instruction/ Service	Student Number Identifier, Florida	Student Name, Legal
* 01	0123456789	

> **DISTRICT RESPONSIBILITY**
>
> If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Student Name, Legal and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES

6.   Gender code must be M or F. -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Gender code is not M or F. The second record would be rejected because sex code was left blank.

Student Number Identifier, Florida	Gender	Racial/Ethnic Category
* 012345678X	Z	W
* 012345679X		I

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 Gender code and resubmit the records.

7.   Racial/Ethnic Category code must be W, B, H, A, I or M. -record rejected-

EXAMPLE

The records listed below would be rejected. The first record would be rejected because the Racial/Ethnic Category code is not valid. The second record would be rejected because the Racial/Ethnic Category code was left blank.

Student Number Identifier, Florida	Sex	Racial/Ethnic Category
* 012345678X	M	Z
* 012345679X	F	

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 Racial/Ethnic Category code and resubmit the records.

8.   Birth Date must be numeric, a valid date in the format MMDDYYYY, and must be less than or equal to the last day of the Survey Period. -record rejected-

EXAMPLE

Each of the records listed below would be rejected. The first record would be rejected because Birth Date is not numeric. The second record would be rejected because Birth Date is an invalid date. The third record would be rejected because the Birth Date is greater than the last day of the Survey Period.

Student Number Identifier, Florida	Survey Period Code	Year	Birth Date
* 012345678X	2	****	ZZZZZZZZ
* 012345679X	2	****	02301985
* 012345679X	2	****	11142099

**** = 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 Birth Date and resubmit the records.

9. **Grade Level code must be PK, KG, 01-12. -record rejected-**

EXAMPLE

The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the code is invalid. The second record would be rejected because the code was left blank.

Student Number Identifier, Florida	Grade Level
* 012345678X	K
* 012345679X	
012345976X	11

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 and resubmit the records**.**

10.   Survey Period Code must be 2, 3, or 5 and must be correct for the submission specified by the district. -record rejected-

> **EXAMPLE**
>
> The Survey Period Code as specified in the transmission Job Control Language (JCL) or in statements for tape transmission is identified as Survey Period Code "2". However, if records on the transmission have a Survey Period Code of "5", all records updated, added or deleted with this inconsistency would be rejected.
>
> **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 Survey Period Code must be corrected either on the records coming in or the transmission JCL and all the records must be resubmitted.

11.   School Year must be correct for the submission specified by the district. -record rejected-

> **EXAMPLE**
>
> The School Year as specified in the transmission JCL or in statements for tape transmission is identified as the valid year for data submission. However, if records on the transmission have the previous School Year coded, all records updated, added or deleted with this inconsistency will be rejected.
>
> **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 Year either on the records coming in or the transmission JCL and resubmit all records.

12.   Entry (Re-entry) Code, PK-12 must be E01, E02, E03, E04, E05, E09, R01, R02, or R03 unless Survey Period Code is 5 and Term is Y in which case the field should be Z-filled. -record rejected-

Note: See DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual, Appendix A for acceptable entry or re-entry attendance codes for grades PK-12 students.

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 since the Entry (Re-entry) Code, PK-12 is an adult entry code reported for a PK-12 student.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Entry (Re-entry) Code, PK-12
01	012345678X	2	E01
01	012345679X	2	R03
* 01	012345670X	2	EA1

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Entry (Re-entry) Code, PK-12 and resubmit the record.

13.   Entry (Re-entry) Date must be numeric, must be a valid date and less than or equal to the last day of the survey week, in the range of 07/01/** to 08/31/**** unless Survey Period Code is 5 and Term is Y in which case field should be zero filled. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Entry (Re-entry) Date is not a valid date in the specified range. The third record would be rejected because the Entry (Re-entry) Date contains blanks.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Entry (Re-entry) Date
01	012345678X	2	0811****
* 01	012345679X	2	0931****
* 01	012345670X	2	0123

**** = 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 Entry (Re-entry) Dates and resubmit the records.

14.   Prior School/Location: District/County must be numeric and in the range 01-70, 72-76, or 99. -record rejected-

Note: See DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual, Appendix C for appropriate District/County Numbers.

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected since the Prior School/Location: District County is not in the appropriate range. The third record would be rejected if district 01 submitted the record.

Prior School/Location: District/County	School Number, Current Enrollment	Student Number Identifier, Florida
01	0021	012345677X
* 73	0021	012345679X
* 02	0021	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 Prior School/Location: District County and resubmit the records.

15. **Prior School/Location: State/Territory or Commonwealth must be must be a valid code as listed in Appendix H or Appendix Q of the DOE Information Data Base Requirements Volume I -- Automated Student Information System Manual or ZZ.** -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the State/Territory or Commonwealth code is invalid.

Student Number Identifier, Florida	Prior School/Location: District	Prior School/Location: State/Territory or Commonwealth
012345676X	62	FL
012345677X	99	PR
* 012345679X	99	RL

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 Prior School/Location: State/Territory or Commonwealth codes and resubmit the records.

16.   Prior School/Location: Country must be must be a valid code as listed in Appendix G of the <u>DOE Information Data Base Requirements Volume I -- Automated Student Information System Manual</u> other than ZZ. -record rejected-

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because the Prior School/Location: Country codes are not valid.

Student Number Identifier, Florida	Prior School/Location: Country
012345676X	CU
012345677X	FJ
* 012345678X	YI
* 012345679X	ZZ

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 Prior School/Location: Country codes and resubmit the records.

17.   Withdrawal Code, PK-12 must be DNE, W01 - W27 (including WGD, WFW and WPO), or may be ZZZ only for survey periods 2 and 3. -record rejected-

Note: See DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual, Appendix A for acceptable withdrawal codes for grades PK-12 students.

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Withdrawal Code, PK-12 is not valid. The third record would be rejected because a Withdrawal Code, PK-12 of ZZZ is not valid for the Survey Period Code reported.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Withdrawal Code, PK-12
01	012345678X	2	W03
* 01	012345679X	2	W54
* 01	012345670X	5	ZZZ

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 Withdrawal Code, PK-12 and resubmit the records.

18. **Withdrawal Date must be a valid date in the range of 07/01/**** to 08/31/****
and must be less than or equal to the last day of the survey period, or may be
zero-filled for survey periods 2 and 3 if the Withdrawal Code is ZZZ. -record
rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other
reject rule would cause its rejection. The second record would be rejected
because Withdrawal Date is not a valid date. The third record would be rejected
because Withdrawal Date is not in the correct format. The fourth record would be
rejected because Withdrawal Date is greater than the last day of the Reporting
Period.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Withdrawal Date
01	012345678X	2	1011****
* 01	012345679X	2	0931****
* 01	012345670X	2	0123
* 01	012345970X	2	1114****

**** = 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 Withdrawal Dates and resubmit the
records.

19.   Days Present, Annual must be zero-filled in surveys 2 and 3 and must be numeric for Survey 5 unless Term is Y in which case it must be zero-filled. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection.   The second record would be rejected because Days Present, Annual is not ZZZ for the survey reported.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Days Present, Annual	Term
12	121234567X	5	088	3
* 12	121234568X	2	088	3

DISTRICT RESPONSIBILITY

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

20.   Days Absent, Annual must be zero-filled in surveys 2 and 3 and must be numeric in survey 5 unless Term is Y in which case it must be zero-filled. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Days Absent, Annual is not ZZZ for the survey reported.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Days Absent, Annual	Term
19	191234567X	5	012	3
* 19	191234568X	2	012	3

DISTRICT RESPONSIBILITY

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

21.   Days Present, Summer Terms must be zero-filled in surveys 2 and 3 and must be numeric for Survey 5 unless Term is Y in which case it must be zero-filled. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Days Present, Summer Terms is not ZZZ for the survey reported.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Days Present, Summer Terms	Term
12	121234567X	5	088	3
* 12	121234568X	2	088	3

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Days Present, Summer Terms and resubmit the record.

22. **Days Absent, Summer Terms must be zero-filled in surveys 2 and 3 and must be numeric in survey 5 unless Term is Y in which case it must be zero-filled. -record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Days Absent, Summer Terms is not ZZZ for the survey reported.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Days Absent, Summer Term	Term
19	191234567X	2	ZZZ	Z
* 19	191234568X	2	012	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Days Absent, Summer Terms and resubmit the record.

23.   The Withdrawal Date must be greater than or equal to the Entry (Re-entry) Date unless it is zero-filled (valid only in surveys 2 and 3). -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Withdrawal Date is less than the Entry (Re-entry) Date.

Student Number Identifier, Florida	Survey Period Code	Entry (Re-entry) Date	Withdrawal Date
012345678X	5	0812****	0913****
* 012345679X	5	0913****	0812****

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must determine whether the Entry (Re-entry) Date and/or the Withdrawal Date is in error, correct it, and resubmit the record.

24.   Each Prior School Status/Student Attendance record must be unique based on the keys of District Number, Current Enrollment; School Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code; School Year, and Entry (Re-entry) Date.   -first record accepted, all other duplicate records 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 since it is a duplicate of the second record.

District Number, Current Enrollment	School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year	Entry (Re-entry) Date
03	0071	012345678X	2	****	0812****
03	0111	012345679X	2	****	1015****
* 03	0111	012345679X	2	****	1015****

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

DISTRICT RESPONSIBILITY

If the records loaded to the data base are correct, no action is necessary. However, if the district wishes the rejected records to be loaded to the data base, the district must delete any invalid records, correct any rejected records if necessary and resubmit the corrected records.

25.   School Number, Current Enrollment must exist on the Master School Identification File as a valid school number for the District Number, Current Enrollment. -record rejected-

EXAMPLE

The fourth and fifth records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The first and second records would be rejected because the school numbers do not exist on the Master School Identification file as valid school numbers for the District Number, Current Enrollment. The third record would be rejected because the School Number, Current Enrollment is not numeric.

District Number, Current Enrollment	School Number, Current Enrollment
* 09	8131
* 13	0021
* 15	C999
57	0051
63	0031

DISTRICT RESPONSIBILITY

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

26.   If the Entry Code is E01, then the Prior School/Location: District must be the same as the District Number, Current Enrollment, the Prior School/Location: State/Territory or Commonwealth must be FL, and the Prior School/Location: Country must be US. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Prior School/Location: District is not the same as the Reporting District. The third record would be rejected because the Prior School/Location: State/Territory or Commonwealth is not FL, and the Prior School/Location: Country is not US.

District Number, Current Enrollment	Entry (Re-Entry) Code	Prior School/ Location: District	Prior School/ Location: State, Territory or Commonwealth	Prior School/ Location: Country
62	E01	62	FL	US
* 62	E01	37	FL	US
* 62	E01	62	ZZ	ZZ

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must determine whether the Entry Code and/or the Prior School/Location: District, Prior School/Location: State, Territory or Commonwealth, or Prior School Location: Country is in error, correct it, and resubmit the record.

27.   If the Entry Code is E02, then the Prior School/Location: District must not be the same as the District Number, Current Enrollment. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Prior School/Location: District is the same as the Reporting District.

District Number, Current Enrollment	Entry (Re-Entry) Code	Prior School/ Location: District	Prior School/ Location: State, Territory or Commonwealth	Prior School/ Location: Country
62	E02	37	FL	US
* 62	E02	62	FL	US

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must determine whether the Entry Code and/or the Prior School/Location: District, Prior School/Location: State, Territory or Commonwealth, or Prior School Location: Country is in error, correct it, and resubmit the record.

28. **If the Prior School/Location: District is 99, and the Prior School/Location: State/Territory or Commonwealth is ZZ, the Prior School/Location: Country may not be US and vice versa. -record rejected-**

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Prior School/Location: District is 99, the Prior School/Location: State/Territory or Commonwealth is ZZ, and the Prior School/Location: Country is US.

District Number, Current Enrollment	Prior School/ Location: District/County	Prior School/ Location: State, Territory or Commonwealth	Prior School/ Location: Country
62	99	ZZ	IT
* 62	99	ZZ	US

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must determine whether the Prior School/Location: District/County, Prior School/Location: State, Territory or Commonwealth, or Prior School Location: Country is in error, correct it, and resubmit the record.

29.   If the Re-Entry Code is R01, R02, or R03 , the Prior School/Location: District must be the same as the District Number, Current Enrollment. -record rejected-

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Prior School/Location: District is not the same as the Reporting District. The third record would be rejected because the Prior School/Location: State/Territory or Commonwealth is not FL, and the Prior School/Location: Country is not US.

District Number, Current Enrollment	Entry (Re-Entry) Code	Prior School/ Location: District	Prior School/ Location: State, Territory or Commonwealth	Prior School/ Location: Country
62	R01	62	FL	US
* 62	R01	37	FL	US
* 62	R01	62	ZZ	ZZ

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must determine whether the Re-entry Code and/or the Prior School/Location: District, Prior School/Location: State, Territory or Commonwealth, or Prior School Location: Country is in error, correct it, and resubmit the record.

30.   Term must be Z for surveys 2 and 3 and must be either 3, S or Y for survey 5. –record rejected-

    EXAMPLE

    The third record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The first record would be rejected because the Term code is not valid for the survey reported. The second record would be rejected because the Term code is blank.

School Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Term
* 0211	012345678X	3	3
* 0211	012345679X	5	
0211	012345670X	5	S

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

31.   No more than one record with ZZZ as Withdrawal Code, PK-12 may be submitted for survey periods 2 or 3. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because only one record with ZZZ in the Withdrawal Code, PK-12 may be submitted.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Withdrawal Code, PK-12
01	012345678X	2	ZZZ
* 01	012345678X	2	ZZZ

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Withdrawal Code PK-12 and resubmit the record.

32.   The Transaction Code must be A, C or D. For the original transmission, only A is valid. For subsequent batch/update submissions, if A is specified then the record must not already exist on the data base; if C or D is specified then the record must exist on the data base. -record rejected-

EXAMPLE

For all original transmissions, the Transaction Code must be "A". An original transaction is the first submission of a record during a survey period. After original transmission of records, changes to the record for elements other than the key elements must be done with a "C" as the Transaction Code. To delete a record, the Transaction Code must be a "D". To change key elements in a batch transaction, the record must FIRST be deleted with a "D" and then added with an "A". Records with an incorrect Transaction Code would be rejected.

DISTRICT RESPONSIBILITY

If the rejected records should 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 Transaction Code and resubmit the records.

33.   If the Prior School/Location: Country is not US, Then the Entry Code must be E09 and vice versa. –record reject–

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Prior School/Location : Country is a country other than US and the Entry (Re-Entry) Code is E09.

District Number, Current Enrollment	Entry (Re-Entry) Code	Prior School/ Location: District	Prior School/ Location: State, Territory or Commonwealth	Prior School/ Location: Country
62	E09	99	ZZ	AF
* 62	E09	37	FL	AF

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must determine whether the Entry Code and/or the Prior School/Location: Country is in error, correct it, and resubmit the record.

34.   If Entry (Re-Entry) Code equals E01 – E05 or R01 – R03 then Prior School/Location: Country must be US. –record reject–

EXAMPLE

The first record below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Prior School/Location : Country is a country other than US and the Entry (Re-Entry) Code is E02.

District Number, Current Enrollment	Entry (Re-Entry) Code	Prior School/ Location: District/ County	Prior School/ Location: State, Territory or Commonwealth	Prior School/ Location: Country
62	E01	62	FL	US
* 62	E02	06	FL	AF

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must determine whether the Entry (Re-Entry) Code and/or the Prior School/Location: Country is in error, correct it, and resubmit the record.

50. For Survey Period code 5, Each Prior School Status/Student Attendance record must have a matching Student Demographic record based on District Number, Current Enrollment; Student Number Identifier, Florida; Survey Period Code and School Year. -state validation 3-

Allowable for Batch/Update

EXAMPLE

The Prior School Status/Student Attendance record listed below which is marked with an asterisk would cause a message to be generated because it does not have a matching Student Demographic record.

Prior School Status/Student Attendance records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
01	012345678X	5	****
* 01	019876545X	5	****
01	429876546X	5	****

Student Demographic records

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	School Year
01	012345678X	5	****
01	429876546X	5	****

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

DISTRICT RESPONSIBILITY

The district must delete the Prior School Status/Student Attendance record or submit the matching Student Demographic record.

51.   If Entry Code is E05, grade must be either PK or KG. –state validation–

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Entry (Re-Entry Code) is E05 and Grade level is other than PK or KG.

District Number, Current Enrollment	Student Number Identifier, Florida	Entry (Re-Entry) Code	Grade Level	Survey Period Code
62	123456787X	E05	KG	5
62	123456788X	E05	PK	5
* 62	123456789X	E05	01	5

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must determine whether the Entry (Re-Entry) Code and/or Grade Level is in error, correct it, and resubmit the record.

70.   Deleted 5/03.

71.   For Survey Period Code 5, Days Present, Annual must be in the range 0-180 unless Term is Y. -exception report-

EXAMPLE

The first and third records listed below would pass this edit. The second record below would cause a message to be generated because Days Present, Annual is greater than 180.

School Number, Current Enrollment	Student Number Identifier, Florida	Term	Days Present, Annual
0411	12345678X	3	002
* 0411	12345679X	3	768
0411	12345670X	3	174

DISTRICT RESPONSIBILITY

The district should verify the Days Present, Annual and correct the record if in error. Otherwise, the district would take no action.

72.   For Survey Period Code 5, Days Absent, Annual must be in the range 0-180 unless Term is Y. -exception report-

EXAMPLE

The first and third records listed below would pass this edit. The second record below would cause a message to be generated because Days Absent, Annual is greater than 180.

School Number, Current Enrollment	Student Number Identifier, Florida	Term	Days Absent, Annual
0311	123456789X	3	002
* 0311	123456791X	3	215
0311	123456801X	3	012

DISTRICT RESPONSIBILITY

The district should verify the Days Absent, Annual and correct the record if in error. Otherwise, the district would take no action.

73.   For Survey Period Code 5, Days Present, Summer Terms must be in the range 0-45 unless Term is Y. -exception report-

EXAMPLE

The first and third records listed below would pass this edit. The second record below would cause a message to be generated because Days Present, Summer Terms is greater than 45.

School Number, Current Enrollment	Student Number Identifier, Florida	Term	Days Present, Summer Terms
0411	12345678X	S	015
* 0411	12345679X	S	073
0411	12345680X	S	003

DISTRICT RESPONSIBILITY

The district should verify the Days Present, Summer Terms and correct the record if in error. Otherwise, the district would take no action.

74.   For Survey Period Code 5, Days Absent, Summer Terms must be in the range 0-45 unless Term is Y. -exception report-

EXAMPLE

The first and third records listed below would pass this edit. The second record would cause an error message to be generated because Days Absent, Summer Terms is greater than 45.

School Number, Current Enrollment	Student Number Identifier, Florida	Term	Days Absent, Summer Terms
0411	12345678X	S	015
* 0411	12345679X	S	073
0411	12345680X	S	003

DISTRICT RESPONSIBILITY

The district should verify the Days Absent, Summer Terms and correct the record if in error. Otherwise, the district would take no action.

75. For Survey Period Code 5, the sum of Days Absent, Annual and Days Present, Annual must not be greater than 180. -exception report-

> **EXAMPLE**
>
> The record listed below would cause a message to be generated because the sum of Days Absent, Annual and Days Present, Annual is greater than 180.

School Number, Current Enrollment	Student Number Identifier, Florida	Days Present, Annual	Days Absent, Annual
* 0021	012345678X	165	050

> **DISTRICT RESPONSIBILITY**
>
> The district should verify Days Present, Annual and/or Days Absent, Annual and correct the record if in error. Otherwise, the district would take no action.

76. For Survey Period Code 5, the sum of Days Absent, Summer Terms and Days Present, Summer Terms must not be greater than 45. -exception report-

> **EXAMPLE**
>
> The record listed below would cause a message to be generated because the sum of Days Absent, Summer Terms and Days Present, Summer Terms is greater than 45.

School Number, Current Enrollment	Student Number Identifier, Florida	Days Present, Summer Terms	Days Absent, Summer Terms
* 06	012345678X	021	050

> **DISTRICT RESPONSIBILITY**
>
> The district should verify Days Present, Summer Terms and/or Days Absent, Summer Terms and correct the record if it is in error. Otherwise, the district would take no action.

Revised Date: January 2003
Effective Date: July 2003

Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems

Comprehensive Management Information System
Automated Student Reporting Format

2003-2004 Vocational Teacher Course

1.   Submit a separate record for each combination of Course Number, Section Number, Period Number, Social Security Number and Term on the Vocational Teacher Course format for each combination of Course Number, Section Number, Period Number, and Term submitted on the Vocational Student Course format during Survey 5.

2.   SCHOOL YEAR: Vocational courses are to be reported for the School Year.

3.   KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5, 6, 7, 8 and 13. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS

2003-2004 VOCATIONAL TEACHER COURSE

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only	9 Track (odd Parity)	Date: April 2001
A/N = Alphanumeric	1600 or 6250 BPI, EBCDIC	Effective Date: July 2001
N = Numeric only	Label Information_____	
Z = Zoned Numeric	Record size _____	Format No.: 6352
P = Packed decimal	Block size _____	
R = Right justified		Record Type: 1 of 1
leading zeros		
L = Left justified		Activity No.: DB9 24B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Instruction/Service**
				The two digit number for the current school district which is providing instruction or services. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.
2	**3-6**	**4**	**A/N/R**	**School Number, Current Instruction/Service**
				The state assigned four digit school number in which instruction or other services are provided during the current school year.
				<u>Number</u> <u>Definition</u>
				0001-9899 District school sites assigned a unique number in the state Master School ID File.
3	**7-7**	**1**	**A/N**	**Survey Period Code - Always '5'**
4	**8-11**	**4**	**N**	**School Year**
				The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported. School year is: YYYY Example: 8384

NOTE: The school year, for reporting purposes, is the 180 day regular school year plus the associated summer session(s) immediately preceding the next 180 day school year. |

DB9 24B   Exp. 06/30/00

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS

2003-2004 VOCATIONAL TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
5	**12-18**	**7**	**A/N**	**Course Number**
				The official state number assigned to school district, community college or state university courses listed or referenced in the state <u>Course Code Directory</u> or the private postsecondary institution course number for students dually enrolled in private postsecondary institutions as provided in Section 1011.62, F.S. The postsecondary course numbers for lab or combined lecture and lab courses (which use 8 character numbers) will need to be recoded to seven character numbers using the following conventions: <u>Lecture Courses:</u> Postsecondary Format = XXX9999 in the Statewide Course Numbering System. Use the actual 7 character alphanumeric course number. <u>Lab Courses:</u> Postsecondary Format = XXX9999L in the Statewide Course Numbering System. Replace the first numeric character with L. Example: PHY1050L would be reported PHYL050. <u>Combined Lecture & Lab Courses:</u> Postsecondary Format = XXX9999C in the Statewide Course Numbering System. Replace the first numeric character with C. Example: PHY1050C would be reported PHYC050.
6	**19-23**	**5**	**A/N**	**Section Number**
				Section number identifies separate groupings of students enrolled in the same course. XXXXX A unique offering of a course in which the student is enrolled.

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS

2003-2004 VOCATIONAL TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
7	**24-27**	**4**	**N**	**Period Number**
				A period is defined as the instructional time of the school day during which a class or section of a course is offered. Standard meeting time courses to which the student is assigned should be coded as a beginning and ending period.
				Valid codes include the range from 0000 to 8080, NN88 (where NN is numeric), and 9999.
				Examples follow:
				0000 Any class that meets prior to the first period of the regular school day.
				0002 A class beginning before the regular school day and ending second period.
				0101 A one period course beginning and ending the first period.
				0203 A two period course beginning period two and ending period three.
				0406 A three period course beginning period four and ending period six.
				0106 A self-contained elementary course meeting all day.
				Nonstandard meeting time courses to which the student is assigned for classes that meet differing periods during the week should be coded with the first two characters as the first period the class meets during the week and use 88 for the third and fourth characters.
				0288 A class which meets period two on Monday and period four on Wednesday.

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS

2003-2004 VOCATIONAL TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
8	**28-28**	**1**	**A/N**	**Term**
				The time of the school year during which the student was enrolled in courses.

Code Definition | Code Definition

1 Semester 1 | H Quinmester 4
2 Semester 2 | I Quinmester 5
3 Annual | J Six Weeks 1
4 Summer Session 1 | K Six Weeks 2
5 Summer Session 2 | L Six Weeks 3
6 Quarter 1 | M Six Weeks 4
7 Quarter 2 | N Six Weeks 5
8 Quarter 3 | O Six Weeks 6
9 Quarter 4
B Trimester 1 | S Combined
C Trimester 2 | Summer Session
D Trimester 3 | T* Intersession 1
E Quinmester 1 | U* Intersession 2
F Quinmester 2 | V* Intersession 2
G Quinmester 3 | W* Intersession 4
| X* Intersession 5
| Y*** Year of Nonenrollment.

*Note: Intersessions are to be used only for year-round school recordkeeping.

***Note: Code Y is to be used only for reporting students who have withdrawn between school years.

Item Number	From-To	Size	Field Char.	Field Description
9	**29-30**	**2**	**A/N/R**	**Facility Type**
				A facility in which school district instructional services or classes are conducted. When more than one facility type is used to provide instruction in the course, report only the main facility. For state reporting, code the facility type for each course where instruction or services are provided in one of the following:
				(CONTINUED ON NEXT PAGE)

DB9 24B   Exp. 06/30/00

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS

2003-2004 VOCATIONAL TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
				<u>Code</u> <u>Definition</u>
				00 School District Facility
				01 Church
				02 Hospital
				03 HRS Residential Institution
				04 HRS Community Based Program
				05 State Correctional Facility
				06 Federal Correctional Facility
				07 County Correctional Facility
				08 City Correctional Facility
				09 Other Facility operated or owned by an agency or other provider rather than the school district in which instructional services or classes are conducted.
				10 Home
				11 Work Site
				12 Public Library
				13 Community Based Organization Center
				14 Private Residential Facility
				15 Private Day School
				16 Learning Center
				17 Community Correctional Programs
				18 Public/Private Nonprofit Organizations
			→	19 Charter School/Conversion Charter
10	**31-31**	**1**	**A/N**	**Filler**
11	**32-35**	**4**	**N/R**	**Secondary Vocational/Class Length**
				The total number of hours of instruction for which the vocational, or the adult general education class was scheduled for the reporting year (secondary). NOTE: For secondary, the total number of hours is the date of entry through the end of the reporting period.

DB9 24B   Exp. 06/30/00

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2003-2004 VOCATIONAL TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
12	**36-45**	**10**	**N/R**	**Florida Educators Certificate Number**
				The 10 digit number that is either assigned by the Department of Education for a teacher or a district assigned number given in accordance with assignment codes below:
				<u>Code</u> <u>Definition</u>
				0000000000 — Employee has no assigned certificate number.
				0000000001 - 0000999998, 0001000000 - 0009999999 — The regular number assigned by the Certification Section of the Department of Education.
				0000999999 — A number assigned to a community college or university instructor for reporting purposes.
				9999999999 — A number assigned to a teacher providing special education programs through contractual arrangements in a non-public school or facility in accordance with Rule 6A-6.0361, FAC.
13	**46-55**	**10**	**A/N/L**	**Social Security Number**
				The number assigned to an individual by the Social Security Administration. (Left justified)

DB9 24B   Exp. 06/30/00

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS

2003-2004 VOCATIONAL TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
14	**56-56**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records. <u>Code</u> <u>Definition</u> A Add Record C Update Record D Delete Record
15	**57-80**	**24**	**A/N**	**Filler**

DB9 24B   Exp. 06/30/00

Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems

Comprehensive Management Information System
Automated Student Reporting Format

<u>2003-2004 Vocational Student Course Schedule</u>

1.   Submit a separate record in reporting period 5 for each vocational and applicable vocational exceptional education course in which the student was in membership during the current school year and the associated summer session(s) for the current school year.

2.   KEY FIELDS: The key fields for this format are item numbers 3, 4, 5, 6, 7, 8, 9, 10 and 11. If a key field needs to be changed, the record must be deleted and re-submitted as an add. This includes all course codes in the Course Code Directory between 8100000 and 9001910, 9100110, 9100210, ESE Courses 7980010, 7980030-7980190; and middle/junior high exploratory wheel courses 8000200-8000250.

FLORIDA DEPARTMENT OF EDUCATION
DEPUTY COMMISSIONER FOR PLANNING, BUDGETING MANAGEMENT
EDUCATIONAL DATA SYSTEMS

2003-2004 VOCATIONAL STUDENT COURSE SCHEDULE

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2001 Effective Date: July 2001 Format No.: 6324 Record Type: 1 of 1 Activity No.: DB9 16B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Enrollment**
				The number for the current school district or other agency in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.
2	**3-6**	**4**	**A/N/R**	**School Number, Current Enrollment**
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year.
				<u>Number</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 non-public in-state schools.
3	**7-16**	**10**	**A/N**	**Student Number Identifier, Florida**
				A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational students.
				(CONTINUED ON NEXT PAGE)

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS

2003-2004 VOCATIONAL STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
				<u>If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u> nnnnnnnnnX Example: 123456789X If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide. <u>First 2 Digits</u> NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System. <u>Last 8 Digits</u> NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned. See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for more information.
4	**17-17**	**1**	**A/N**	**Survey Period Code - Always '5'**
5	**18-21**	**4**	**N**	**School Year**
				The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which the data are reported. The year is: YYYY Example: 8788

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2003-2004 VOCATIONAL STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
6	**22-23**	**2**	**N/R**	**District Number, Current Instruction/Serviced**
				The two digit number for the school district which provides instruction or other services. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.
7	**24-27**	**4**	**A/N/R**	**School Number, Current Instruction/Service**
				The state assigned four digit school number which provides instruction or other services during the current school year. 0001-9899 District school sites assigned a unique number in the state Master School ID File.
8	**28-34**	**7**	**A/N**	**Course Number**
				The official state number assigned to school district, community college or state university courses listed or referenced in the state <u>Course Code Directory</u> or the private postsecondary institution course number for students dually enrolled in private postsecondary institutions as provided in Section 1011.62, F.S. The postsecondary course numbers for lab or combined lecture and lab courses (which use 8 character numbers) will need to be recoded to seven character numbers using the following conventions: <u>Lecture Courses</u>: Postsecondary Format = XXX9999 in the Statewide Course Numbering System. Use the actual 7 character alphanumeric course number. (CONTINUED ON NEXT PAGE)

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS

2003-2004 VOCATIONAL STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
				Lab Courses:
				Postsecondary Format = XXX9999L in the Statewide Course Numbering System. Replace the first numeric character with L.
				Example: PHY1050L would be reported PHYL050.
				Combined Lecture & Lab Courses:
				Postsecondary Format = XXX9999C in the statewide Course Numbering System. Replace the first numeric character with C.
				Example: PHY1050C would be reported PHYC050.
9	**35-39**	**5**	**A/N**	**Section Number**
				Section number identifies separate groupings of students enrolled in the same course.
				XXXXX A unique offering of a course in which the student is enrolled.
10	**40-43**	**4**	**N**	**Period Number**
				A period is defined as the instructional time of the school day during which a class or section of a course is offered. Standard meeting time courses to which the student is assigned should be coded as a beginning and ending period.
				Valid codes include the range from 0000 to 8080, NN88 (where NN is numeric), and 9999.
				Examples follow:
				0000 Any class that meets prior to the first period of the regular school day.
				0002 A class beginning before the regular school day and ending second period.
				(CONTINUED ON NEXT PAGE)

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
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2003-2004 VOCATIONAL STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
				0101 A one period course beginning and ending first period.
				0203 A two period course beginning period two and ending period three.
				0406 A three period course beginning period four and ending period six.
				0106 A self-contained elementary course meeting all day.
				Nonstandard meeting time courses to which the student is assigned for classes that meet differing periods during the week should be coded with the first two characters as the first period the class meets during the week and use 88 for the third and fourth characters.
				0288 A class which meets period two on Monday and period four on Wednesday.
11	**44-44**	**1**	**A/N**	**Term**
				The time of the school year during which the student was enrolled in courses.

Code Definition   Code Definition

Code	Definition	Code	Definition
1	Semester 1	H	Quinmester 4
2	Semester 2	I	Quinmester 5
3	Annual	J	Six Weeks 1
4	Summer Session 1	K	Six Weeks 2
5	Summer Session 2	L	Six Weeks 3

(CONTINUED ON NEXT PAGE)

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS

2003-2004 VOCATIONAL STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
				<table><tr><td>Code</td><td>Definition</td><td>Code</td><td>Definition</td></tr><tr><td>6</td><td>Quarter 1</td><td>M</td><td>Six Weeks 4</td></tr><tr><td>7</td><td>Quarter 2</td><td>N</td><td>Six Weeks 5</td></tr><tr><td>8</td><td>Quarter 3</td><td>O</td><td>Six Weeks 6</td></tr><tr><td>9</td><td>Quarter 4</td><td></td><td></td></tr><tr><td>B</td><td>Trimester 1</td><td>S</td><td>Combined</td></tr><tr><td>C</td><td>Trimester 2</td><td></td><td>Summer Session</td></tr><tr><td>D</td><td>Trimester 3</td><td>T*</td><td>Intersession 1</td></tr><tr><td>E</td><td>Quinmester 1</td><td>U*</td><td>Intersession 2</td></tr><tr><td>F</td><td>Quinmester 2</td><td>V*</td><td>Intersession 3</td></tr><tr><td>G</td><td>Quinmester 3</td><td>W*</td><td>Intersession 4</td></tr><tr><td></td><td></td><td>X*</td><td>Intersession 5</td></tr></table> Y***Year of Nonenrollment *NOTE: Intersessions are to be used only for year-round school recordkeeping. ***NOTE: Code Y is to be used only for reporting students who have withdrawn between school years.
12	**45-48**	**4**	**A/N**	**Filler**
13	**49-49**	**1**	**A/N**	**Filler**
14	**50-52**	**3**	**A/L**	**Filler**
15	**53-53**	**1**	**A/N**	**Filler**
16	**54-54**	**1**	**A/N**	**Filler**
17	**55-61**	**7**	**A/N**	**Filler**
18	**62-63**	**2**	**A/N**	**Grade Level**
				The student's current grade level placement or the grade level for which data are being reported: Code Grade or Level 06-12 Sixth through Twelfth Grade 30 Adult, Non-High School Graduate 31 Adult, High School Graduate

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
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2003-2004 VOCATIONAL STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
19	**64-67**	**4**	**A/N**	**Filler**
20	**68-68**	**1**	**A**	**Filler**
21	**69-75**	**7**	**A/N**	**Vocational/Adult General Education Program Code**
				For secondary students, record the seven digit numeric program code listed in the <u>Course Code Directory</u>, which is associated with the vocational course in which the student is enrolled. For all postsecondary adult vocational students, record the seven digit alphanumeric program code listed in the <u>Course Code Directory</u>.
22	**76-76**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records.
				<u>Code</u> <u>Definition</u> A Add Record C Update Record D Delete Record
23	**77-79**	**3**	**A**	**Filler**
24	**80-81**	**2**	**A/N**	**Filler**
25	**82-82**	**1**	**A**	**Filler**
26	**83-85**	**3**	**A/N**	**Filler**
27	**86-86**	**1**	**A/N**	**Filler**
28	**87-87**	**1**	**A/N**	**Filler**
29	**88-88**	**1**	**A/N**	**Filler**
30	**89-89**	**1**	**A/N**	**Filler**
31	**90-92**	**3**	**N**	**FEFP Program Number**
				The number of the Florida Education Finance Program in which a student earns FTE in a class or section of a course.
				See Appendix E: FEFP Program Numbers.

**FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 VOCATIONAL STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
32	**93-96**	**4**	**N**	**Filler**
33	**97-102**	**6**	**A/N**	**Vocational/Adult General Education Completion Point Code**
				These codes are used only for adult general education and vocational students to identify the literacy completion points and occupational completion points achieved by the student during the term.
				<u>Codes</u> <u>Description</u>
				A-Y Select the appropriate alphabetic codes (from the applicable list in the appropriate data base handbook) that most closely describe the literacy or occupational achievement(s) of the student in the term. Select as many codes as apply, and report them in the order in which they were achieved by the student during the term.
				Z Not applicable, or the student is exiting the program without having achieved at least one CPC in that program. This includes all Continuing Workforce Education. When code "Z" is used, all other positions in the field must be blank.
				NOTE: These codes are to be reported on the format that is associated with the type of student for whom the record is being submitted.

FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 VOCATIONAL STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
34	**103-106**	**4**	**N**	**Secondary Vocational Class Length**
				The total number of hours of instruction for which the vocational or adult general education class was scheduled for the reporting year (secondary).
35	**107-107**	**1**	**A/N**	**Modified Occupational Completion Point**
				Indicate if the student was awarded a modified occupational completion point (MOCP) during the year being reported.
				<u>Codes</u> <u>Description</u>
				A-Y Select the letter appropriate alaphetic letter of the Occupational Completion Point that was modified.
				Z Not Applicable.
36	**108-108**	**1**	**A**	**Exceptional Student Vocational Course Setting**
				The following codes are used only for secondary vocational students with exceptionalities (excluding gifted) to identify certain characteristics of the instructional setting for this vocational course.
				<u>Codes</u> <u>Definition</u>
				M Mainstreamed for this instruction.
				E Mainstreamed with modified outcomes and/or student performance standards.
				S Receiving this instruction in a separate class for exceptional students.
				Z Not applicable.

Florida Department of Education
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2003-2004 VOCATIONAL STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
37	**109-109**	**1**	**A/N**	**Internship Participant**
				Indicate whether the student participated, during the current reporting year (secondary) in an Internship.
				<u>Codes</u> <u>Definition</u>
				Y The student participated in an Internship.
				N The student did not participate in an Internship.
38	**110-110**	**1**	**A/N**	**Youth Apprenticeship**
				<u>Codes</u> **<u>Definitions</u>**
				Y Student is enrolled in a Youth Apprenticeship Education/Industry Alternative program of study beginning at the 11th grade. The program integrates technical and academic curriculum, provides paid work-site learning and experience, leads to high school graduation, advanced studies and provides standing at the post secondary level.
				Z Not Applicable
38	**111-160**	**50**	**A/N**	**Filler**

Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems

Comprehensive Management Information System
Automated Student Reporting Format

2003-2004 Teacher Course

1.   Submit a separate record for each combination of Course Number, Section Number, Period Number, Term and Social Security Number operating during reporting periods 1-4 and 9.   The combination of Course Number, Section Number, Period Number and Term must be the same as that reported for each student in this class.

2.   DAYS IN TERM: For PK-12 short courses, Days in Term will be the actual number of days scheduled.   For Prekindergarten Early Intervention courses, Days in Term will be the actual number of days scheduled for the term being reported. For reporting periods 1 and 4, Days in Term will be the actual Summer Session days.

3.   KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5, 6, 7, 13, and 20. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS

2003-2004 TEACHER COURSE

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2001 Effective Date: July 2001 Format No.: 6283 Record Type: 1 of 1 Activity No.: DB9 15B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Instruction/Service**
				The two digit number for the current school district or other agency which is providing instruction or services. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.
2	**3-6**	**4**	**A/N/R**	**School Number, Current Instruction/Service**
				The state assigned four digit school number of the school which provides instruction or services during the current school year.

<p style="padding-left:4em">

<u>Number</u>   <u>Definition</u>
0001-9899 District school sites assigned a unique number in the state Master School ID File.

C901-C928 DPS/MIS reporting number for public community colleges in Florida.

U970-U979 DPS/MIS reporting number for public state universities in Florida.

N999   DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.
</p>

(CONTINUED ON NEXT PAGE)

DB9 15C Exp. 06/30/05

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Item Number	From-To	Size	Field Char.	Field Description
				P001-P999 DPS/MIS reporting number for eligible postsecondary non-public colleges and universities. See Appendix F and Appendix K of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for Florida Public Community College, State University and Private Postsecondary Reporting Numbers.
3	**7-7**	**1**	**A/N**	**Survey Period Code**
				A code representing one of the state reporting periods. <u>Code</u> <u>Definition</u> 1 July 2 October 3 February 4 June 9 December
4	**8-11**	**4**	**N**	**Fiscal Year**
				The state fiscal year (running from July 1 through June 30) for which the report data are applicable. Example: 8788 Fiscal Year July 1, 1987 - June 30, 1988
5	**12-18**	**7**	**A/N**	**Course Number**
				The official state number assigned to school district, community college or state university courses listed or referenced in the state <u>Course Code Directory</u> or the private postsecondary institution course number for students dually enrolled in private postsecondary institutions as provided in section 1011.62, F.S The postsecondary course numbers for lab or combined lecture and lab courses (which use 8 character numbers) will need to be recoded to seven character numbers using the following conventions: (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Lecture Courses: Postsecondary Format = XXX9999 in the Statewide Course Numbering System. Use the actual 7 character alphanumeric course number. Lab Courses: Postsecondary Format = XXX9999L in the Statewide Course Numbering System. Replace the first numeric character with L. Example: PHY1050L would be reported PHYL050 Combined Lecture & Lab Courses: Postsecondary Format = XXX9999C in the statewide Course Numbering System. Replace the first numeric character with C. Example: PHY1050C would be reported PHYC050
6	**19-23**	**5**	**A/N**	**Section Number**
				Section number identifies separate groupings of students enrolled in the same course. XXXXX A unique offering of a course in which the student is enrolled.
7	**24-27**	**4**	**N**	**Period Number**
				A period is defined as the instructional time of the school day during which a class or section of a course is offered. Standard meeting time courses to which the student is assigned should be coded as a beginning and ending period. Valid codes include the range from 0000 to 8080, NN88 (where NN is numeric), and 9999. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Examples follow:
				0000 Any class that meets prior to the first period of the regular school day.
				0002 A class beginning before the regular school day and ending second period.
				0101 A one period course beginning and ending the first period.
				0203 A two period course beginning period two and ending period three.
				0406 A three period course beginning period four and ending period six.
				0106 A self-contained elementary course meeting all day.
				Nonstandard meeting time courses to which the student is assigned for classes that meet differing periods during the week should be coded with the first two characters as the first period the class meets during the week and use 88 for the third and fourth characters.
				0288 A class which meets period two on Monday and period four on Wednesday.
8	**28-29**	**2**	**A/N/R**	**Facility Type**
				A facility in which school district instructional services or classes are conducted. Where more than one facility type is used to provide instruction in the course, report only the main facility. For state reporting, code the facility type for each course where instruction or services are provided in one of the following: (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				<u>Code</u>　　　　<u>Definition</u>
				00　　　School District Facility
				01　　　Church
				02　　　Hospital
				03　　　HRS Residential Institution
				04　　　HRS Community Based Program
				05　　　State Correctional Facility
				06　　　Federal Correctional Facility
				07　　　County Correctional Facility
				08　　　City Correctional Facility
				09　　　Other Facility operated or owned by an agency or other provider other than the school district in which instructional services or classes are conducted.
				10　　　Home
				11　　　Work Site
				12　　　Public Library
				13　　　Community Based Organization Center
				14　　　Private Residential Facility
				15　　　Private Day School
				16　　　Learning Center
				17　　　Community Correctional Programs
				18　　　Public/Private Nonprofit Organizations.
				→ 19　　　Charter School/Conversion Charter
9	**30-32**	**3**	**N/R**	**Days in Term (for FTE purposes)**
				The number of school days in the term for which the course is scheduled to meet during the term reported for the survey. Survey periods 2 and 3 should have the value 090. Survey periods 1 and 4 (Summer Sessions) record the actual number of days the course meets. For adult short courses in all surveys, record the actual number of days the course meets.

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Item Number	From-To	Size	Field Char.	Field Description
10	**33-33**	**1**	**A/N**	**Filler**
11	**34-34**	**1**	**A/N**	**Filler**
12	**35-44**	**10**	**N/R**	**Florida Educators Certificate Number**
				The ten digit number that is either assigned by the Department of Education for a teacher or a district assigned number given in accordance with the assignment codes below:
				<u>Code</u> <u>Definition</u>
				0000000000 Employee has no assigned certificate number
				0000000001 - 0000999998, The regular number assigned by the Certification Section of the
				0001000000 - 0009999999 Florida Department of Education.
				0000999999 A number assigned to a community college or university instructor for reporting purposes.
				9999999999 A number assigned to a teacher providing special education programs through contractual arrangements in a non-public school or facility in accordance with Rule 6A-6.0361, FAC.
13	**45-54**	**10**	**A/N/L**	**Social Security Number**
				The number assigned to an individual by the Social Security Administration. Report for all instructional staff.
14	**55-55**	**1**	**A/N**	**Filler**

DB9 15C Exp. 06/30/05

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Item Number	From-To	Size	Field Char.	Field Description
15	**56-56**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting record.
				<table><tr><td>Code</td><td>Definition</td></tr><tr><td>A</td><td>Add Record</td></tr><tr><td>C</td><td>Update Record (Change)</td></tr><tr><td>D</td><td>Delete Record</td></tr></table>
16	**57-57**	**1**	**A/N**	**Certification/Licensure Status**
				A code indicating the type of certification/licensure or qualification status applicable to the teacher's position in the class being reported.
				Code — Definition
				A — Instructional staff member holding an adjunct teaching certificate as per 231.1726, F.S.
				B — Substitute Teacher.
				I — Instructional staff member certified/licensed in the field being taught.
				O — Instructional staff appointed by the school board to teach out-of-field under Rule 6A-1.0503, FAC.
				M — Instructional staff member teaching in a field that was the teacher's minor field of study, as per s. 231.095, F.S.
				S — Instructional staff members teaching in a field in which the teacher has demonstrated sufficient subject area expertise, as per s. 231.095, F.S.
				N — Non certificated instructional staff member possessing expert skill in or knowledge of a particular subject or talent appointed by the school board under Rule 6A-1.0502, FAC.
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
17	**58-60**	**3**	**N**	**Full-Time Aide Indicator**
				A number that indicates the percentage of one full-time aide for the class being reported.
				Code Definition
				NNN A three digit numeric field that would represent the percentage of one full-time equivalent aide for the class being reported.
				Examples: NNN
				100 (100%) = One full-time equivalent teacher aide assigned to this class.
				050 (50%) = 1/2 full-time equivalent teacher aide assigned to this class.
				033 (33%) = 1/3 full-time equivalent teacher aide assigned to this class.
				025 (25%) = 1/4 full-time equivalent teacher aide assigned to this class.
				NOTE: This element refers to the assignment of a percentage of an aide full-time to an individual teacher for the school day.
18	**61-61**	**1**	**A**	**Primary Instructor Indicator**
				A code that indicates the primary instructor for a class.
				Code Definition
				Y Teacher is the primary instructor for this class.
				N Teacher is not the primary instructor for this class.
19	**62-81**	**20**	**A/N**	**Filler**
20	**82-82**	**1**	**A/N**	**Term**
				The time of the school year during which the student was enrolled in courses.
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				<table><tr><td>Code</td><td>Definition</td><td>Code</td><td>Definition</td></tr><tr><td>1</td><td>Semester 1</td><td>H</td><td>Quinmester 4</td></tr><tr><td>2</td><td>Semester 2</td><td>I</td><td>Quinmester 5</td></tr><tr><td>3</td><td>Annual</td><td>J</td><td>Six Weeks 1</td></tr><tr><td>4</td><td>Summer Session 1</td><td>K</td><td>Six Weeks 2</td></tr><tr><td>5</td><td>Summer Session 2</td><td>L</td><td>Six Weeks 3</td></tr><tr><td>6</td><td>Quarter 1</td><td>M</td><td>Six Weeks 4</td></tr><tr><td>7</td><td>Quarter 2</td><td>N</td><td>Six Weeks 5</td></tr><tr><td>8</td><td>Quarter 3</td><td>O</td><td>Six Weeks 6</td></tr><tr><td>9</td><td>Quarter 4</td><td>R**</td><td>Short Course</td></tr><tr><td>B</td><td>Trimester 1</td><td>S</td><td>Combined Summer</td></tr><tr><td>C</td><td>Trimester 2</td><td></td><td>Session</td></tr><tr><td>D</td><td>Trimester 3</td><td>T*</td><td>Intersession 1</td></tr><tr><td>E</td><td>Quinmester 1</td><td>U*</td><td>Intersession 2</td></tr><tr><td>F</td><td>Quinmester 2</td><td>V*</td><td>Intersession 3</td></tr><tr><td>G</td><td>Quinmester 3</td><td>W*</td><td>Intersession 4</td></tr><tr><td></td><td></td><td>X*</td><td>Intersession 5</td></tr></table> *NOTE: Intersessions are to be used only for year-round school recordkeeping. **NOTE: Short Course is to be used only for Workforce Development Education (adult general education and postsecondary vocational education).
21	**83-83**	**1**	**A/N**	**Highly Qualified Teacher Y/N** ⬅
				A code to indicate that the course being taught by the teacher meets the definition of a Highly Qualified Teacher according to the following criteria.
				All teachers who give instruction in the core academic subjects of Arts-Visual Arts, Dance, Drama-Theatre, Foreign Languages, Language Arts, Mathematics, Music, Science, Social Studies and Graded Self-Contained at any level must meet the following criteria in order for a "yes" response to be provided **(see Appendix R)**:
				♦ holds an acceptable bachelor's or higher degree, and holds a valid Florida certificate in-field in the subject area assigned
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				In addition:
				All (elementary, middle, and secondary) "not new" teachers of core academic subjects must meet one of the following criteria in order for a "yes" response to be provided:
				♦ has passed the appropriate subject area test in the area assigned OR
				♦ has a satisfactory or better performance evaluation in the area assigned (s.1012.34), OR
				♦ has a major or equivalent courses in the subject area assigned as shown on a valid certificate for middle and secondary teachers only.
				"New" elementary teachers (hired after the first day of school in the 2002-03 school year) must meet one of the following criteria in order for a "yes" response to be provided:
				♦ has passed the appropriate subject area test in the area assigned OR
				♦ holds a valid in-field Professional Certificate in the area assigned.
				<u>CODE</u> <u>DEFINITION</u>
				Y Teacher meets the definition of Highly Qualified Teacher for this course
				N Teacher does not meet the definition of Highly Qualified Teacher for this course
				Z Course is not considered a core academic subject.
22	**84-104**	**21**	**A/N**	**Classroom Identification (FISH) Number** ⟵
				This element is based on the FISH number assigned by each district to every classroom in the district. If a FISH number has been assigned, then the FISH (Florida Inventory of School Houses) number should be entered in the following configuration:
				(CONTINUED ON NEXT PAGE)

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2003-2004 TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
				Facility - Positions 1 - 5, numeric, right justified with leading zeroes.
				Facility Suffix - Position 6. Must be 'A' for FISH standard, single-use school. For parcels and/or buildings for which the district does not have legal responsibility. (e.g., a Department of Juvenile Justice Facility, charter school, hospital, jail, storefront program, Homebound student, etc.), enter 'O'. *
				Parcel - Positions 7 - 11, numeric, right justified with leading zeroes.
				Building - Positions 12 - 16, numeric, right justified with leading zeroes.
				Room - Positions 17 - 21, alphanumeric, left justified.
				*Note: For parcels and/or buildings for which the district does not have legal responsibility, the district must generate a unique number following the above scheme to designate the Parcel/Building/Room with Position 6 always "O".
23	**105-105**	**1**	**A/N**	**Scheduling Method** ←
				A code to indicate the scheduling method employed:
				CODE DEFINITION
				A Alternate Week Schedule – Teacher meets with different groups of students in same course/classroom on same day, but alternate weeks.
				B Semester Block Scheduling (4 X 4, accelerated-block scheduling) – Course is scheduled so that students may earn one credit in the course in a semester.
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				<u>CODE</u> <u>DEFINITION</u> C Co-teaching – A classroom in which two or more teachers share responsibility for planning, delivering, and evaluating instruction for all students in a class. In order to be considered co-teaching, this delivery system is provided whenever a class/subject is taught by two or more teachers and must continue for the entire class period. G Individual or Small Group Instruction – Teacher meets with an individual student or small group of students in a separate setting. I In-Class One-on-One – Teacher meets with an individual student or small group of students on an individualized basis within a traditional classroom but not as a co-teacher. P Parallel Block Scheduling – Large blocks of time are scheduled each day for students who may be in various courses or grade levels in the same classroom during the same period(s). S Self-contained – One teacher provides total instruction for the entire class period. (CONTINUED ON NEXT PAGE

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2003-2004 TEACHER COURSE

Item Number	From-To	Size	Field Char.	Field Description
				CODE DEFINITION
				V Florida Virtual High School – Course is facilitated by district teacher, but taught by a teacher employed by the Florida Virtual High School.
				W Wheel Class – Same course meets in the same room with the same teacher during the same period on multiple days of the week, but with different groups of students
				O Other – Other method of scheduling that might skew calculation of class size.
24	**106-160**	**55**	**A/N**	**Filler** ⟵

DB9 15C Exp. 06/30/05

Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems

Comprehensive Management Information System
Automated Student Reporting Format

2003-2004 School Environmental Safety Incident Report

1. Submit this record during reporting period 2,3,4, and 5 for each incident occurring ⬅
    on school campus, at school-sponsored events, or on school-sponsored
    transportation at any time of the year and twenty-four hours a day.

2. 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.

FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2001 Effective Date: July 2001 Format No.: 6865 Record Type: 1 of 1 Activity No.: DB9 42B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Reporting District**
				The two digit number for the current school district or other agency which is reporting the incident. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix C, for acceptable codes.
2	**3-6**	**4**	**N/R**	**School Number, Where Incident Occurred**
				The state assigned four digit school number of the school which indicates the uniqueness of the site. Number Definition 0001-9899 District school sites assigned a unique number in the state Master School ID File. 9001 Any location that involves county or district sponsored events (e.g.: County Youth Fair, District Football Championship).
3	**7-7**	**1**	**A/N**	**Survey Period Code – 2,3, 4, or 5** ⬅
4	**8-11**	**4**	**N**	**School Year**
				The school year for which courses, grades, and credits are recorded in the student's permanent record or the school year for which data are reported. School year is: YYYY Example: 8384

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2003-2004 SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT

Item Number	From-To	Size	Field Char.	Field Description
5	**12-19**	**8**	**A/N**	**Incident, Identifier**
				A unique identifier locally assigned within a district to identify a specific incident or occurrence.
6	**20-27**	**8**	**A/N**	**Incident, Date**
				The date the infraction or SESIR incident occurred. MMDDYYYY Example: 12011994 = December 1, 1994
7	**28-28**	**1**	**A/N**	**Incident, Location**
				A code indicating where the incident occurred. Code Definition 1 School Grounds / On Campus 2 School Sponsored Activity / Off Campus 3 School Sponsored Transportation
8	**29-31**	**3**	**A**	**Incident, Type**
				A code to identify the type of incident. See DOE Information Data Base Requirements: Volume I -- Automated Student Information System, Appendix P, for acceptable codes and definitions.
9	**32-32**	**1**	**A**	**Incident, Involvement Type**
				A code which identified the type of offender involved in the incident. Code Definition S Student N Non-student B Both Student and Non-student U Unknown
10	**33-33**	**1**	**A**	**Incident, Reported to Law Enforcement**
				A code indicating whether or not the incident was reported to law enforcement authorities. Code Definition Y Yes N No

DB9 42C Exp. 06/30/05   Bulletin 03-001

FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT

Item Number	From-To	Size	Field Char.	Field Description
11	**34-34**	**1**	**A**	**Incident, Gang Related**
				A code indicating whether or not the incident was gang related.
				Code Definition Y Yes N No
12	**35-35**	**1**	**A**	**Incident, Alcohol Related**
				A code indicating whether or not the incident was alcohol related.
				Code Definition Y Yes N No
13	**36-36**	**1**	**A**	**Incident, Drug Related**
				A code indicating whether or not the incident was drug related.
				Code Definition Y Yes N No
14	**37-37**	**1**	**A**	**Incident, Hate-Crime Related**
				A code indicating whether or not the incident was hate-crime related.
				Code Definition Y Yes N No
15	**38-38**	**1**	**A**	**Incident, Weapon Related**
				A code indicating whether or not the incident was weapon related.
				Code Definition Y Yes N No

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FLORIDA DEPARTMENT OF EDUCATION
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EDUCATIONAL DATA SYSTEMS

2003-2004 SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT

Item Number	From-To	Size	Field Char.	Field Description
16	**39-39**	**1**	**A**	**Weapon, Description**
				A one-character code to indicate the type of weapon used in an incident.

				<u>Code</u> <u>Definition</u>
				    F Firearm
				    H Handgun
				    K Knife
				    O Other Weapon
				    R Rifle or Shotgun
				    U Unknown Weapon
				    Z Not Applicable

				NOTE: See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix P for additional information concerning weapon description.
17	**40-40**	**1**	**A**	**Incident, Context**
				A code identifying the incident context.

				<u>Code</u> <u>Definition</u>
				    1 During School Hours
				    2 Outside School Hours - School Sponsored Activity
				    3 Outside School Hours - Non-School Sponsored Activity

18	**41-41**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting record.

				<u>Code</u> <u>Definition</u>
				    A Add Record
				    C Update Record (Change)
				    D Delete Record

19	**42-80**	**39**	**A/N**	**Filler**

DB9 42C Exp. 06/30/05

**Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems**

**Comprehensive Management Information System
Automated Student Reporting Format**

<u>2003-2004 Student End of Year Status</u>

1. Submit this record for all PK-12 students who were in membership in the district at any time during either the regular school year or its associated summer session, any PK-12 student who was expected to attend school but did not enter (DNE) as expected for unknown reasons, and any student for whom a Diploma Type of W43 or W45 is being reported.

2. Two Student End of Year Status records may be submitted for a student. This can occur when a high school student leaves the PK-12 program and receives an Adult Standard High School Diploma, Diploma Type W43, or a State of Florida Diploma (GED), Diploma Type W45. In this instance, one End of Year Status record will be submitted with Grade Level PK-12 and one with Grade Level 30-31.

3. SCHOOL NUMBER, CURRENT ENROLLMENT: For the PK-12 student, report the last PK-12 school that the student was enrolled in during the regular 180 day school year unless the student was only enrolled in the district during the summer term.

4. GRADE LEVEL: For the PK-12 student, report the last Grade Level of the student during the regular 180 day School Year unless the student was only enrolled in the district during the summer term.

5. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5 and 38. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS

2003-2004 STUDENT END OF YEAR STATUS

FIELD CHARACTERISTICS:				TAPE CHARACTERISTICS:	
A	= Alphabetic only			9 Track (odd Parity)	Date: April 2001
A/N	= Alphanumeric			1600 or 6250 BPI, EBCDIC	Effective Date: July 2001
N	= Numeric only			Label Information_____	
Z	= Zoned Numeric			Record size _____	Format No.: 6325
P	= Packed decimal			Block size _____	
R	= Right justified				Record Type: 1 of 1
	Leading zeros				
L	= Left justified				Activity No.: DB9 17B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Enrollment**
				The two digit number for the current school district in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.
2	**3-6**	**4**	**A/N/R**	**School Number, Current Enrollment**
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year. <u>Number</u> <u>Definition</u> 0001-9899 District school sites assigned a unique number in the state Master School ID File.
3	**7-16**	**10**	**A/N**	**Student Number Identifier, Florida**
				A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational students. (CONTINUED ON NEXT PAGE)

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/

2003-2004 STUDENT END OF YEAR STATUS

Item Number	From-To	Size	Field Char.	Field Description
				If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".
				nnnnnnnnnX Example: 123456789X
				If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide.
				<u>First 2 Digits</u>
				NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System.
				<u>Last 8 Digits</u>
				NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned.
				See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for more information.
4	**17-17**	**1**	**A/N**	**Survey Period Code - Always '5'**
5	**18-21**	**4**	**N**	**School Year**
				The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported. School year is:
				YYYY Example: 8788

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2003-2004 STUDENT END OF YEAR STATUS

Item Number	From-To	Size	Field Char.	Field Description
6	**22-22**	**1**	**A**	**Grade Promotion Status**
				Grade Promotion Status is defined as the change in grade assignment at the end of a regular school year or summer session. For example, if a PK-12 student meets all criteria for advancement to the next highest grade in his or her current school at the end of the regular 180 day school year or the 45 day summer session, that student is considered to have been promoted. Conversely, any PK-12 student who has not met all criteria for advancement to the next highest grade should be considered as retained. Codes and definitions follow:
				<u>Code</u> <u>Definition</u>
				A — Promoted to a higher grade without meeting levels of performance for pupil progression based on limited circumstances for exceptions or good cause.
				D — Student with disabilities opted to remain in school.
				P — Academically promoted to a higher grade, graduated or completed.
				R — Retained in same grade at the end of the school year.
				N — Not enrolled in a KG-12 program in the district at the end of the school year.
				Z — Not applicable. (Use this code for PK unless the PK student is promoted to kindergarten; for students in continuous progress schools who have not been promoted; and for students in grade 23).
7	**23-25**	**3**	**A/N**	**Diploma Type**
				The type of diploma awarded the student upon high school graduation.
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				<table><tr><td colspan="2"><u>Code</u> <u>Definition</u></td></tr></table>

<table>
<tr><td>Code</td><td>Definition</td></tr>
<tr><td>W06</td><td>Standard High School Diploma</td></tr>
<tr><td>W07</td><td>Special Diploma - Option One</td></tr>
<tr><td>W10</td><td>Standard High School Diploma (GED and FCAT/ HSCT)</td></tr>
<tr><td>WFW</td><td>Standard High School (FCAT Waiver)</td></tr>
<tr><td>WGD</td><td>State of Florida diploma (GED only)</td></tr>
<tr><td>W27</td><td>Special Diploma - Option Two</td></tr>
<tr><td>W43</td><td>Adult Standard High School Diploma</td></tr>
<tr><td>W45</td><td>Adult State of Florida Diploma (GED)</td></tr>
<tr><td>ZZZ</td><td>Not Applicable</td></tr>
</table>

Terms:

<u>Standard Diploma:</u>

Diploma awarded to students who have passed both sections of the High School Competency Test (HSCT) or the FCAT, <u>successfully completed the minimum number of academic credits as identified in Section 232.246, F.S., and successfully completed any other requirements prescribed by the state or the local school board.</u>

Standard Diploma awarded to students who have received a FCAT Waiver, successfully completed the minimum number of academic credits as identified in Section 1003.43, F.S. and successfully completed any other requirements prescribed by the state or local school board.

Standard Diploma using the GED Exit Option Model:
Standard diploma awarded to students who have passed the GED Tests and both sections of the HSCT or the FCAT. These Standard diplomas are to be recorded as W10 for high school students.

<u>Differentiated Diploma:</u>

Diploma awarded in lieu of the standard diploma to those students exceeding the prescribed minimums. Differentiated diplomas are to be recorded as ***standard diplomas (W06).***

(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Special Diploma:
				Diploma awarded to students who have been properly identified as educable mentally handicapped, trainable mentally handicapped, hearing impaired, specific learning disabled, emotionally handicapped, physically impaired, or language impaired.
				Effective with the 1994-95 school year, school boards may award Special Diplomas based on two (2) options.
				a) Option one shall include procedures for determining and certifying mastery of student performance standards for exceptional students as prescribed in Rule 6A-1.0996(3)-(10), FAC.
				b) Option two shall include procedures for determining and certifying mastery of demonstrated employment and community competencies in accordance with Rule 6A-1.0996(12), FAC.
				State of Florida Diploma (GED):
				Diploma awarded to students based on the student's satisfactory completion of the General Education Development Test (GED).
				a) Diploma (WGD) awarded to high school students who participated in the GED Exit Option Model, successfully completed the GED, but did not pass the FCAT or HSCT.
				b) Diplomas awarded to adult students should be recorded as W45.
				NOTE: This information can be derived from the attendance system.
8	**26-28**	**3**	**A/N**	**Certificate of Completion, Type**
				The type of certificate of completion awarded to the student in lieu of a high school diploma.(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				Code Definition
				W08 Certificate of Completion: Certificate awarded to students who have completed the minimum number of credits and all other requirements prescribed by the local school board and failed to meet the eleventh grade minimum student performance standards requirements, o failed to pass both sections of the High School Competency Test (HSCT or SSAT-II).
				W09 Special Certificate of Completion: Certificate awarded to students who have been properly classified as educable mentally handicapped, trainable mentally handicapped, hearing impaired, specific learning disabled, physically impaired, language impaired or emotionally handicapped, and who have met all applicable requirements prescribed by the local school board but failed to demonstrate mastery of the appropriate state adopted minimum student performance standards. In addition, a student who has been properly classified as profoundly handicapped who meets the special requirements of the district school board is eligible for a special certificate of completion if all school requirements for students who are profoundly handicapped have been met.
				ZZZ Not Applicable.
9	**29-30**	**2**	**A/N**	**Filler**
10	**31-31**	**1**	**A/N**	**Postsecondary Education Plans**
				If the student left school with either a Standard Diploma, Special Diploma, Certificate of Completion or Special Certificate of Completion, indicate the (CONTINUED ON NEXT PAGE)

2000-2001 STUDENT END OF YEAR STATUS
FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 STUDENT END OF YEAR STATUS

Item Number	From-To	Size	Field Char.	Field Description
				postsecondary education plans for that student using the codes below: <u>Code</u> <u>The Student Expressed Plans to Enter:</u> 1 Florida public community college 2 Florida private junior college 3 Florida college or university - public 4 Florida college or university – private 5 Out of state college or university 6 Out of state technical, trade, or other institution 7 State technical, trade or other institution 8 None of the above 9 U.S. Armed Forces
11	**32-32**	**1**	**A/N**	**Filler**
12	**33-33**	**1**	**A/N**	**Filler**
13	**34-34**	**1**	**A/N**	**Filler**
14	**35-37**	**3**	**A/N**	**Withdrawal Reason**
				For PK-12, withdrawal reason is defined as a code which indicates the separation of a student from the district prior to graduation or completion. Valid codes for PK-12 are DNE, W03-W05, W11-W26 or WPO. Withdrawal due to graduation or completion is reported separately under the elements Diploma Type and Certificate of Completion Type. See Appendix A: Attendance Record keeping Required Codes for Grades PK-12 Students. NOTE: For reporting purposes, the PK-12 Withdrawal Code used to report Withdrawal Reason on the Student End of Year Status format should be the last appropriate code for the school year being reported.

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Item Number	From-To	Size	Field Char.	Field Description
15-20	**38-43**	**6**	**A/N**	**Filler**
21	**44-44**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records.
				<u>Code</u> <u>Definition</u>
				A Add Record
				C Update Record
				D Delete Record
22	**45-47**	**3**	**N/R**	**FTE Earned, College Entrance Examination Board Advanced Placement Test**
				The weighted FTE earned by a student for a score of 3 or higher on a CEEB advanced placement examination taken during the current year. Two decimal places are assumed.
				Example: NNN 0.24 Standard Value is .24
				0.96 Four courses at .24 each
				0.00 Not applicable
23-29	**48-54**	**7**	**A/N**	**Filler**
30	**55-57**	**3**	**N/R**	**FTE Earned, International Baccalaureate Diploma**
				The weighted FTE earned by a student who earns an International Baccalaureate Diploma. Two decimal places are assumed.
				Example: NNN 0.30 Standard Value is .3
				0.00 Not applicable
31	**58-60**	**3**	**N/R**	**FTE Earned, International Baccalaureate Score**
				The weighted FTE earned by a student for a score of 4 or higher on a subject exam for an International Baccalaureate course. Two decimal places are assumed.
				Example: NNN 0.24 Standard Value is .24
				1.20 Five courses at .24 each
				0.00 Not applicable
32-35	**61-72**	**12**	**A/N**	**Filler**

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Item Number	From-To	Size	Field Char.	Field Description
36	**73-77**	**5**	**N**	**Grade Point Average State, Cumulative**
				See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> (Data Element Number 125625) for definition.
37	**78-83**	**6**	**N**	**Filler**
38	**84-85**	**2**	**A/N**	**Grade Level**
				The student's current grade level placement or the grade level for which data are being reported.
				<u>Code</u> <u>Grade or Level</u> PK Pre-Kindergarten KG Kindergarten 01-12 First through Twelfth Grade 23 Student eligible for Certificate of Completion at the end of grade 12 who elects to remain in a remedial program for one additional school year. 30 Adult, Non-high School graduate 31 Adult, High School graduate
				If a student is in an un-graded setting, assign the student to the grade in which he or she would normally be enrolled.
39	**86-90**	**5**	**A/N**	**Filler**
40	**91-92**	**2**	**A/N**	**Filler**
41	**93-93**	**1**	**A/N**	**Filler**
42	**94-94**	**1**	**A/N**	**Filler**
43	**95-95**	**1**	**A/N**	**Filler**
44	**96-96**	**1**	**A/N**	**Filler**
45	**97-97**	**1**	**A/N**	**Program Participation Prior to Kindergarten**
				A code which indicates the program in which a kindergarten student participated in the year prior to kindergarten entry. When the student participates/ participated in more than one program, the program which is/was the primary funding source is to be recorded.
				(CONTINUED ON NEXT PAGE)

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2003-2004 STUDENT END OF YEAR STATUS

Item Number	From-To	Size	Field Char.	Field Description
				<u>Code</u> <u>Definition</u> C Title 1 Prekindergarten - A federal funded preschool program serving three and four year olds who live in Title 1 attendance zones and are educationally disadvantaged. D Prekindergarten Program for Children with Disabilities - A federally and state funded program within the Florida Education Finance Program (FEFP) for three and four year olds with disabilities. F Fee for Service – A prekindergarten program operated by a local school district in which parents pay tuition. H Head Start - A federal funded preschool program serving three and four year olds who meet income eligibility requirements; program may be operated by school district or community agency. L Readiness Program Operated by Local Coalition – These programs operate under contract with local readiness coalitions and are supported by state or federal funds and/or a sliding fee scale based on the parents' income. These include programs formerly known as Subsidized Child 'Care and Prekindergarten Early Intervention. *See Page 124-50. M Migrant Prekindergarten - A federal or state funded preschool program for eligible three and four year old children of migratory agricultural or fishing laborers. N None-The student did not participate in a prekindergarten program. P Non-district Prekindergarten Program - a preschool not operated by or contracted by a school district. (CONTINUED ON NEXT PAGE)

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2003-2004 STUDENT END OF YEAR STATUS

Item Number	From-To	Size	Field Char.	Field Description
				T Teenage Parent Program – A child care program provided by the district for the child(ren) of a parent or parents who are enrolled in or who have completed a Teenage Parent Program and who are enrolled full-time in a public school in the district. Z Not applicable (The student is not a kindergarten student.) Note: The element is to be used for recording prekindergarten program participation the year prior to entering kindergarten for students currently in kindergarten.
46	98-100	3	A/N	**Filler**
47	101-101	1	A/N	**Filler**
48	102-109-	8	A/N	**Withdrawal Date** See the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> manual (Data Element 188825) for definition. MMDDYYYY Example: 06051995
49	110-110	1	A/N	**Filler**
50	111-111	1	A	**Prekindergarten Program Participation**
				A code which indicates the program in which a preschool age student is currently participating. When the student participates/participated in more than one program, the program which is/was the primary funding source is to be recorded. (CONTINUED ON NEXT PAGE)

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2003-2004 STUDENT END OF YEAR STATUS

Item Number	From-To	Size	Field Char.	Field Description
				<u>Code</u> <u>Definition</u> C Title 1 Prekindergarten - A federal funded preschool program serving three and four year olds who live in Title 1 attendance zones and are educationally disadvantaged D Prekindergarten Program for Children with Disabilities - A federally and state funded program within the Florida Education Finance Program (FEFP) for three and four year olds with disabilities. F Fee for Service – A prekindergarten program operated by a local school district in which parents pay tuition. H Head Start - A federal funded preschool program serving three and four year olds who meet income eligibility requirements; program may be operated by school district or community agency. L Readiness Program Operated by Local Coalition – These programs operate under contract with local readiness coalitions and are supported by state or federal funds and/or a sliding fee scale based on the parents' income. These include programs formerly known as Subsidized Child Care and Prekindergarten Early Intervention. *See Page 124-50. M Migrant Prekindergarten - A federal or state funded preschool program for eligible three and four year old children of migratory agricultural or fishing laborers. (CONTINUED ON NEXT PAGE)

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2003-2004 STUDENT END OF YEAR STATUS

Item Number	From-To	Size	Field Char.	Field Description
				<u>Code</u> <u>Definition</u> T Teenage Parent Program – A child care program provided by the district for the child(ren) of a parent or parents who are enrolled in or who have completed a Teenage Parent Program and who are enrolled full-time in a public school in the district. Z Not Applicable Note: This element is to be used for recording current Program participation for preschool age children.
51	**112-112**	**1**	**A/N**	**Filler**
52	**113-113**	**1**	**A/N**	**Career Academy Participant**
				Indicate whether the student participated, in a <u>Career Academy</u> during the current reporting year. <u>Code</u> <u>Definition</u> Y The student participated in a Career Academy during the current reporting year. N The student did not participate in a Career Academy during the current reporting year.

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2003-2004 STUDENT END OF YEAR STATUS

Item Number	From-To	Size	Field Char.	Field Description
53	**114-114**	**1**	**A/N**	**Filler**
54	**115-115**	**1**	**A/N**	**Filler**
55	**116-116**	**1**	**A/N**	**Filler**
56	**117-117**	**1**	**A/N**	**Filler**
57	**118-118**	**1**	**A/N**	**Filler**
58	**119-119**	**1**	**A/N**	**Tech Prep Participant**
				Indicate whether the student participated, during the current reporting year (secondary) or term (postsecondary), in <u>Tech Prep</u>.

Code   Definition

Y   The student participated in Tech Prep.

N   The student did not participate in Tech Prep.

NOTE: Tech Prep is a specific articulated occupational/technical program. It is offered in secondary and postsecondary institutions.

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Item Number	From-To	Size	Field Char.	Field Description
59	**120-120**	**1**	**A/N**	**Filler**
60	**121-121**	**1**	**A**	**Vocational Academic Disadvantaged**
				THESE CODES ARE USED ONLY FOR VOCATIONAL STUDENTS. Indicate whether or not the student met one or more of the criteria identified below during the reporting year. Code Definition A "Academic Disadvantaged" means individuals (other than individuals with handicaps) who exhibit one or more of the following characteristics during the reporting year: • Identified as potential dropouts from secondary school. • Enrolled in remedial instruction in reading, writing or mathematics. Remedial instruction is any course listed in the <u>Course Code Directory</u> as "remedial" or as "Level I." • Has secondary school grades below 2.0 on a 4.0 scale (Grade "A" equals 4.0). • Scored at or below the 25th percentile for the student's grade level on a standardized achievement or aptitude test. • Failing a grade. **Z** Not Applicable
61	**122-122**	**1**	**A**	**Vocational, Single Parent and Single Pregnant Woman**
				THESE CODES ARE USED ONLY FOR VOCATIONAL STUDENTS. Select the most appropriate code below to indicate whether or not the student was a single parent and/or single pregnant woman during the reporting year (secondary) or term (postsecondary). CONTINUED ON NEXT PAGE

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Item Number	From-To	Size	Field Char.	Field Description
				<u>Code</u> <u>Definition</u>
				S Single Parent, except pregnant - The student is unmarried, widowed or legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody.
				W Single Pregnant Woman
				B Both - The student is both a single parent and a single pregnant woman.
				Z Not Applicable, including adult general education students.
62	**123-123**	**1**	**A**	**GED Exit Option Test Results**
				A one-character code to indicate the status of a student participating in the GED Exit Option Model as approved by the American Council on Education.
				<u>Code</u> <u>Definition</u>
				P The student took the GED Tests and passed
				F The student took the GED Tests and failed.
				Z Not applicable
				NOTE: Students receiving a code of P for GED Exit Option Test Results must receive one of the following for Diploma Type:
				W10 (Any student participating in the GED Exit Option Model who passed the GED Tests and the FCAT or HSCT and was awarded a standard high school diploma.)
				Or
				WGD (Any student participating in the GED Exit Option Model who passed the GED tests, but did not pass the FCAT or HSCT and was awarded a State of Florida diploma.)

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Item Number	From-To	Size	Field Char.	Field Description
63	**124-126**	**3**	**N**	**FTE Earned, Advanced International Certificate of Education**
				The weighted FTE earned by a student who earns an Advanced International Certificate of Education. Two decimal places are assumed. NNN 0.30 Standard value .3 0.00 Not applicable
64	**127-129**	**3**	**N**	**FTE Earned, Advanced International Certificate of Education Score**

				The weighted FTE generated by a student who earns a score of two or higher on an Advanced International Certificate of Education subject examination who has been enrolled in a full-credit course taken during the current year is 0.24. For each student enrolled in a half-credit Advanced International Certificate of Education Course who receives a score of 1 or higher on a subject examination, a value of 0.12 full-time equivalent student membership shall be calculated. Two decimal places are assumed to the right of the decimal.
				
				NNN 0.12 One-half credit course with score of 1 or higher on exam
				
				               0.24 One credit course with score of 2 or higher on exam
				
				               0.96 Four courses at .24 each
				
				NOTE: Records submitted with values that are not multiples of .12 will be rejected.

65	**130-130**	**1**	**N**	**Grade Promotion Status: Good Cause Exemption**
				As defined in Section 1008.25(6), F.S., one of the following Good Cause Exemptions must be assigned to any Grade 3 student whose Grade Promotion Status = A (Promoted to a higher grade without meeting levels of performance for pupil progression based on limited circumstances for exceptions or good cause.) (CONTINUED ON NEXT PAGE)

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				CODE	DEFINITION
				1	Limited English Proficient Students who have had less than 2 years of instruction in an English for Speakers of Other Languages program.
				2	Students with disabilities whose individual education plan indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of State Board of Education Rule.
				3	Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education.
				4	Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the Sunshine State Standards in reading equal to at least a Level 2 performance of the FCAT.
				5	Students with disabilities who participate in the FCAT and who have an individual education plan or a Section 504 plan that reflects that the student has received the intensive remediation in reading, as required by Florida Statute, for more than 2 years but still demonstrates a deficiency in reading and was previously retained in kindergarten, grade 1, or grade 2.
				6	Students who have received the intensive remediation in reading as required by Florida Statute for 2 or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, grade 1, or grade 2 for a total of 2 years.
				0	Not applicable.
66	131-160	30	A/N	**Filler**	

Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems

Comprehensive Management Information System
Automated Student Reporting Format

2003-2004 Student Discipline/Referral Action

1.   Submit this record during reporting periods 2,3,4, and 5 for each student receiving discipline/referral action during the school year. Submit a separate record for each occurrence of the discipline/referral action.

2.   KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5 ,6, 8 and 9. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 STUDENT DISCIPLINE/REFERRAL ACTION

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified Leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2001 Effective Date: July 2001 Format No.: 6326 Record Type: 1 of 1 Activity No.: DB9 19B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Enrollment**
				The two digit number for the current school district in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix C, for acceptable codes.
2	**3-6**	**4**	**A/N/R**	**School Number, Current Enrollment**
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year.
				<u>Number</u> <u>Definition</u>
				01-9899 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 non-public in-state schools.
3	**7-16**	**10**	**A/N**	**Student Number Identifier, Florida**
				A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and post secondary vocational students.
				<u>If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X"</u>.
				nnnnnnnnnX Example: 123456789X
				If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide.

FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 STUDENT DISCIPLINE/REFERRAL ACTION

Item Number	From-To	Size	Field Char.	Field Description
				<u>First 2 Digits</u> NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System. <u>Last 8 Digits</u> NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned. See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> for more information.
4	**17-17**	**1**	**A/N**	**Survey Period Code – 2,3,4, or 5** ⬅
5	**18-21**	**4**	**N**	**School Year**
				The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported. School year is: YYYY Example: 8788
6	**22-26**	**5**	**A/N**	**Disciplinary/Referral Action Code**

				A code representing the type of disciplinary action and the school number at which the disciplinary action occurred.
				
				    <u>Code</u> <u>Definition</u>
				    <u>First Character</u>
				A Alternative Placement Student went through the
				                                         expulsion process, but was
				                                         offered and placed in
				  ⟶ alternative placement
				                                         instead of expulsion.
				 (CONTINUED ON NEXT PAGE)

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS

2003-2004 STUDENT DISCIPLINE/REFERRAL ACTION

Item Number	From-To	Size	Field Char.	Field Description
				Code Definition
				C Corporal Punishment Corporal punishment is defined as the moderate use of physical force or physical contact by a teacher or principal to maintain discipline or to enforce school rule. (Maintained for students in grades PK-12 only.)
				I Suspension, In-School In-School suspension is defined as the temporary removal of a student from the school program not exceeding 10 days. (Maintained for students in grades PK-12 only.)
				O Suspension, Out-of-School Out-of school suspension is defined as temporary removal of a student from a school and the school program for a period not exceeding 10 days. (Maintained for students in grades PK-12 only.)
				E Expelled from School Expelled from school is defined as a student who has been expelled from school one or more times during the school year.
				(CONTINUED ON NEXT PAGE)

FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 STUDENT DISCIPLINE/REFERRAL ACTION

Item Number	From-To	Size	Field Char.	Field Description
				<table><tr><td>**Code**</td><td>**Definition**</td></tr><tr><td>U Change in Placement</td><td>Change in placement (not to exceed 45 days) due to a unilateral decision by school personnel following a drug or weapon offense. (This code is for students with disabilities <u>only.)</u> NOTE: Use Code "U" only for those students with disabilities involved in drug or weapon offenses who were unilaterally removed to an interim alternative education setting by school personnel other than the IEP team, in lieu of suspension/ expulsion.</td></tr><tr><td>S Other SESIR Defined</td><td>Other SESIR defined is all other types of disciplinary action administered for a SESIR defined incident that cannot be reported using any other code in this element. (This code is to be used only when the action is related to a SESIR defined incident).</td></tr></table>

FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 STUDENT DISCIPLINE/REFERRAL ACTION

Item Number	From-To	Size	Field Char.	Field Description
				<u>Characters 2 through 5</u>　　Enter the four-digit school number for each school in which the student was disciplined one or more times during the school year. The school number will be associated with the discipline code in the first byte of the field.
				Examples:
				<u>Code</u>　　　　　　　　　<u>Definition</u>
				C1234　　Denotes that the student received corporal punishment one or more times during the school year at school number 1234.
				I2356　　Denotes that the student received one or more in-school suspensions during the school year at school 2356.
				O2289　　Denotes that the student received one or more out-of-school suspensions during the school year at school number 2289.
				E5678　　Denotes that the student was expelled during the school year from school 5678.

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2003-2004 STUDENT DISCIPLINE/REFERRAL ACTION

Item Number	From-To	Size	Field Char.	Field Description
7	**27-27**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records.
				Code Definition
				A Add Record C Update Record D Delete Record
8	**28-35**	**8**	**A/N**	**Incident, Identifier**
				A unique eight position field, locally assigned within a district to identify a specific incident or occurrence. If the incident is reported on the SESIR format, an identical number must be reported for each discipline/referral (if applicable) on the Student Discipline/Referral Action format.
9	**36-43**	**8**	**A/N**	**Incident, Date**
				The date the infraction or SESIR incident occurred.
				MMDDYYYY - Example: 12011995=December 1, 1995
10	**44-46**	**3**	**N**	**Duration, Disciplinary Action**
				A three-digit number locally assigned within a district to indicate the duration for the following disciplinary actions: in-school suspension, out-of-school suspension, expulsion or alternative placement (result of expulsion process).
				Example:
				008 Students served in-school suspension lasting eight school days.
				010 Students served out-of-school suspension lasting ten school days.
				000 Not applicable (student was not suspended, expelled or given alternative placement after expulsion process).
				Note: The field must not contain blanks.

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2003-2004 STUDENT DISCIPLINE/REFERRAL ACTION

Item Number	From-To	Size	Field Char.	Field Description
11	**47-47**	**1**	**A**	**Student, Involved in Gang**
				A code indicating whether or not the student was involved in a gang.
				Code — Definition Y — Yes N — No
12	**48-48**	**1**	**A**	**Student, Involved in Hate Crime**
				A code indicating whether or not the incident was hate-crime related.
				Code — Definition Y — Yes N — No
13	**49-49**	**1**	**A**	**Student, Use of Alcohol**
				A code indicating whether or not the student was involved in the use of alcohol.
				Code — Definition Y — Yes N — No
14	**50-50**	**1**	**A**	**Student, Use of Drugs**
				A code indicating whether or not the student was involved in the use of drugs.
				Code — Definition Y — Yes N — No
15	**51-51**	**1**	**A**	**Student, Weapon Use**
				A code indicating whether or not the student used any type of weapon.
				Code — Definition Y — Yes N — No
16	**52-80**	**29**	**A/N**	**Filler**

**Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems**

**Comprehensive Management Information System
Automated Student Reporting Format**

<u>2003-2004 Student Dropout/Match Information</u>

1. This is a voluntary format used to submit information for students identified as either habitual truants or dropouts to determine whether they are currently enrolled in a Florida Public School.

2. For report periods 2 and 3, submit this record for each student (PK-12) who has been withdrawn from the school, since the first day of the school year, and for whom any one of the withdrawal codes that would identify the student as a dropout or habitual truant has been applied.

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS

2003-2004 STUDENT DROPOUT/MATCH INFORMATION

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2001 Effective Date: July 2001 Format No.: 6684 Record Type: 1 of 1 Activity No.: DB9 38B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Instruction/Service**
				The two digit number for the current school district which is providing instruction or services. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix C, for acceptable codes.
2	**3-4**	**2**	**N/R**	**District Number, Current Enrollment**
				The two digit number for the current school district in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix C, for acceptable codes.
3	**5-8**	**4**	**A/N/R**	**School Number, Current Enrollment**

				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year.
				
				    <u>Number</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.
				
				(CONTINUED ON NEXT PAGE)

DB9 38C Exp. 06/30/05

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
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2003-2004 STUDENT DROPOUT/MATCH INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
				N999 DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.
4	**9-18**	**10**	**A/N**	**Student Number Identifier, Florida**
				A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational students.
				<u>If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X"</u>.
				nnnnnnnnnX Example: 123456789X
				If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide.
				<u>First 2 Digits</u>
				NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System.
				<u>Last 8 Digits</u>
				NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned.
				See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> for more information.

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2003-2004 STUDENT DROPOUT/MATCH INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
5	**19-19**	**1**	**A/N**	**Survey Period Code**
				Code Definition 2 October 3 February
6	**20-23**	**4**	**N**	**School Year**
				The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported. School Year is: YYYY Example: 9091
7	**24-33**	**10**	**A/N**	**Student Number Identifier - Alias, Florida**
				A ten character code used to identify the first Student Number Identifier, Florida assigned to a student in a district. See data element number 175630 of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> for definition. For procedure see the Automated Student Permanent Record, Florida Student Number Identifier and Category B Records, revised 1/95.
8	**34-75**	**42**	**A/N/L**	**Student Name, Legal**
				The student's last, first and middle name including appendage as follows:
	34-50	17		Last Name
	51-53	03		Appendage
	54-65	12		First Name
	66-75	10		Middle/Maiden Name or Initial
				This is a fixed field.

DB9 38C Exp. 06/30/05

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
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2003-2004 STUDENT DROPOUT/MATCH INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
9	**76-81**	**6**	**A/N**	**Filler**
10	**82-82**	**1**	**A**	**Gender**
				The student's gender.
				Code — Definition
				M — Male
				F — Female
11	**83-83**	**1**	**A**	**Racial/Ethnic Category**
				Racial/ethnic group to which the student belongs or with which the student identifies:
				Code — Definition
				W — White, Non-Hispanic: Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
				B — Black, Non-Hispanic: Persons having origins in any of the black racial groups of Africa.
				H — Hispanic: Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.
				A — Asian or Pacific Islander: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent. This area includes for example, China, India, Japan, Korea, the Philippine Islands and Samoa.
				(CONTINUED ON NEXT PAGE)

DB9 38C Exp. 06/30/05

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2003-2004 STUDENT DROPOUT/MATCH INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
				I <u>American Indian or Alaskan Native</u>: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. M <u>Multiracial</u>: Persons having parents of different racial/ethnic categories.
12	**84-84**	**1**	**A/N**	**Filler**
13	**85-95**	**11**	**A/N**	**Filler**
14-16	**96-99**	**4**	**A/N**	**Filler**
17	**100-101**	**2**	**A/N**	**Grade Level**
				The student's current grade level placement or the grade level for which data are being reported: <u>Code</u> <u>Definition</u> PK Pre-Kindergarten KG Kindergarten 01-12 First through Twelfth Grade 23 Student eligible for Certificate of Completion at the end of grade 12 who elects to remain in a remedial program for one additional school year. 30 Adult, Non-High School Graduate 31 Adult, High School Graduate If a student is in an ungraded setting, assign the student to the grade in which he or she would normally be enrolled.
18-24	**102-118**	**17**	**A**	**Filler**

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2003-2004 STUDENT DROPOUT/MATCH INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
25	**119-121**	**3**	**A/N**	**Withdrawal Reason (Code)**
				For PK-12, a state defined code indicating the status under which the PK-12 student withdrew from a school or district. Valid codes for PK-12: DNE, W05, W11, W03-W26
26	**122-127**	**6**	**A/N**	**Filler**
27	**128-135**	**8**	**N**	**Birth Date**
				The numeric representation of the date on which the student was born. MMDDYYYY Example: 12011969 = December 1, 1969
28	**136-143**	**8**	**A/N**	**Withdrawal Date**
				See DOE Information Data Base Requirements: Volume I -- Automated Student Information System (Data Element Number 188825) for definition. MMDDYYYY Example: 06051983
29	**144-160**	**17**	**A/N**	**Filler**

Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems

Comprehensive Management Information System
Automated Student Reporting Format

2003-2004 Student Demographic Information

1. For reporting periods 1-4 submit this record for each student receiving instruction/service during that reporting period.

2. For reporting period 5 submit this record for any student who was in membership at any time during the school year, as well as any PK-12 student who was expected to attend school but did not enter as expected and any student for whom a Diploma Type of W43 or W45 is being reported on the Student End of Year Status record.

3. For reporting period 9 submit this record for each student for whom an Exceptional Student Record Format is being reported.

4. 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.

5. 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.

6. 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 definition.

7. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5 and 6. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 STUDENT DEMOGRAPHIC INFORMATION

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified Leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2001 Effective Date: July 2001 Format No.: 6281 Record Type: 1 of 1 Activity No.: DB9 13B

Item Number	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	**District Number, Current Instruction/Service**
				The two digit number for the current school district or other agency which is providing instruction or services. See DOE Information Data Base Requirements: Volume I - Automated Student Information System, Appendix C, for acceptable codes.
2	3-4	2	N/R	**District Number, Current Enrollment**
				The two digit number for the current school district in which the student is officially enrolled for graduation. See DOE Information Data Base Requirements: Volume I - Automated Student Information System, Appendix C, for acceptable codes.
3	5-8	4	A/N/R	**School Number, Current Enrollment**
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year.

Number	Definition
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 non-public in-state schools.

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2003-2004 STUDENT DEMOGRAPHIC INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
4	**9-18**	**10**	**A/N**	**Student Number Identifier, Florida**
				A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and post secondary vocational students.
				<u>If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u>
				nnnnnnnnnX Example: 123456789X
				If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide.
				<u>First 2 Digits</u>
				NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System.
				<u>Last 8 Digits</u>
				NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned.
				See data element number 175625 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for more information.

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Item Number	From-To	Size	Field Char.	Field Description
5	**19-19**	**1**	**A/N**	**Survey Period Code**
				A code representing one of the state reporting periods.
				Code Definition
				1 July
				2 October
				3 February
				4 June
				5 End of Year
				9 December
6	**20-23**	**4**	**N**	**Year** (See note on cover page)
				This refers to fiscal year or school year as appropriate.
				Example: 0203
7	**24-33**	**10**	**A/N**	**Student Number Identifier - Alias, Florida**
				A ten character code used to identify the first Florida Student Number Identifier assigned to a student in a district.
				See data element number 175630 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for definition.
8	**34-75**	**42**	**A/N/L**	**Student Name, Legal**
				The student's last, first and middle name including appendage as follows:
				This is a fixed field:
		17 **03** **12** **10**		Last Name Appendage First Name Middle/Maiden Name or Initial
9	**76-81**	**6**	**A/N**	**Filler**

**FLORIDA DEPARTMENT OF EDUCATION
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EDUCATIONAL DATA SYSTEMS**

2003-2004 STUDENT DEMOGRAPHIC INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
10	**82-82**	**1**	**A**	**Gender**
				The student's gender.
				Code Definition
				M Male
				F Female
11	**83-83**	**1**	**A**	**Racial/Ethnic Category**
				Racial/ethnic group to which the student belongs or with which the student identifies:
				Code Definition
				W <u>White, Non-Hispanic</u>: Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
				B <u>Black, Non-Hispanic</u>: Persons having origins in any of the black racial groups of Africa.
				H <u>Hispanic</u>: Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.
				A <u>Asian or Pacific Islander</u>: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent. This area includes for example, China, India, Japan, Korea, the Philippine Islands and Samoa.
				I <u>American Indian or Alaskan Native</u>: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
				M <u>Multiracial</u>: Persons having parents of different racial/ethnic categories.

**FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 STUDENT DEMOGRAPHIC INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
12	**84-84**	**1**	**A/N**	**Filler**
13	**85-95**	**11**	**A/N**	**Filler**
14	**96-96**	**1**	**A/N**	**Filler**
15	**97-98**	**2**	**A**	**Limited English Proficient, PK - 12**
				Using the definitions and the codes listed, indicate the status of the student who has been identified as a Limited English Proficient (LEP) student. A Limited English Proficient student is one who:
				Was not born in the U.S. and whose native language is other than English; or
				Was born in the U.S. but who comes from a home in which a language other than English is most relied upon for communication; or
				Is an American Indian or Alaskan Native and comes from a home in which a language other than English has had a significant impact on his or her level of English language proficiency; <u>and</u>
				Who as a result of the above has sufficient difficulty speaking, reading, writing or understanding the English language to deny him or her the opportunity to learn successfully in classrooms in which the language of instruction is English.
				<u>Code</u> <u>Definition</u>
				LY The student is Limited English Proficient and is enrolled in classes specifically designed for LEP students.
				<u>Code</u> <u>Definition</u>
				LN The student is Limited English Proficient and is not enrolled in classes specifically designed for LEP students.
				(CONTINUED ON NEXT PAGE)

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2003-2004 STUDENT DEMOGRAPHIC INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
				LF The student is being followed up for a two year period after having exited from the ESOL program.
				LP The student is in 4th-12th grade, tested fully English proficient on an Aural/Oral Test and is Limited English Proficient pending the Reading and Writing Assessment or the student is in K-12th grade, answered "yes" on the Home Language Survey question "Is a language other than English spoken in the home?" and is pending aural/oral assessment.
				LZ The student is one for whom a two-year follow up period has been completed after the student has exited the ESOL program.
				ZZ Not applicable.
16	**99-99**	**1**	**A/N**	**Resident Status, State/County**
				Code representing the resident status of the student for purposes of enrollment
				Code Definition
				0 PK-12 Student: Foreign Exchange student enrolled in a Florida public school.
				1 PK-12 Student: Out-of-county resident enrolled in this school district.
				2 PK-12 Student: Out-of-state resident enrolled in this school district.
				3 PK-12 Student: In-county resident.
				4 Adult Student: Resident within Florida for one year or more.
				5 Adult Student: Resident within Florida for less than one year, or out-of-state resident.

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2003-2004 STUDENT DEMOGRAPHIC INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
17	**100-101**	**2**	**A/N**	**Grade Level**
				The student's current grade level placement or the grade level for which data are being reported.
				Code Grade or Level
				PK Prekindergarten KG Kindergarten 01-12 First through Twelfth Grade 23 Student eligible for Certificate of Completion at the end of grade 12 who elects to remain in a remedial program for one additional school year. 30 Adult, Non-High School Graduate 31 Adult, High School Graduate
				If a student is in an ungraded setting, assign the student to the grade in which he or she would normally be enrolled.
18	**102-102**	**1**	**A/N**	**Student Characteristic, Agency Programs**
				Indicate, using the codes below, whether or not the student being reported meets any of the following categories.
				The student:
				Code Definition
				A The student is a client of Department of Children and Family Services (DCFS), is placed in a residential facility operated by the agency, and receives educational services from the local school district or through a contract with the local school district.
				This definition was designed to include students with disabilities who were placed in residential facilities by DCFS [e.g., a Developmental Services, Intermediate Care Facility (ICF-MR)]. It does not include students who are in foster care placements.
				(CONTINUED ON NEXT PAGE)

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2003-2004 STUDENT DEMOGRAPHIC INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
				C The student has been <u>involuntarily assigned</u> to a Department of Juvenile Justice facility/program either by DJJ or by the courts and receives educational services from the local school district or through a contract with the local school district. The student's educational records must include documentation of this involuntary assignment. This definition was designed to include students for whom the local school districts, in which the DJJ facilities are located, have no control over the placement or assignment of these students. Please note that in many DJJ facilities, there may be more than one educational program that generates weighted FTE (e.g., educational alternatives, juvenile justice, substance abuse, ESE, basic, etc.). Z None of the above categories apply to the student. Note: These codes are used in the calculation of the enrollment ceiling (cap) as authorized by s.1011.62(1)(d)3.a., F.S.
19	**103-103**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records. <u>Code</u> <u>Definition</u> A Add Record C Update Record D Delete Record (CONTINUED ON NEXT PAGE)

FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 STUDENT DEMOGRAPHIC INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
20	**104-105**	**2**	**A/N**	**Native Language, Student**

				A code which identifies the native language spoken by the student. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix N, for acceptable codes.
				
				    <u>Code</u> <u>Definition</u>
				
				    NN The language code of the student.
				
				    ZZ Not applicable (ZZ is not valid for students in grades PK-12).

21	**106-106**	**1**	**A/N**	**Filler**
22	**107-108**	**2**	**A/N**	**Parent/Guardian Primary Home Language**
				A two character code indicating the primary home language of the parent(s) or guardian(s) of the student. Record the code representing the <u>predominant</u> language spoken in the home by the parent(s)/guardian(s). See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix N, for acceptable codes.
23	**109-110**	**2**	**A/N**	**Country of Birth**
				A two character code which identifies the country of birth of the student. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix G, for acceptable codes. NOTE: Code ZZ is valid only for grade levels 30 and 31.
24	**111-118**	**8**	**A/N**	**Limited English Proficient: Home Language Survey Date**
				The date that indicates completion of the Home Language Survey in accordance with Rule 6A-6.0902, FAC. MMDDYYYY Home Language Survey Date Example: 01181991 = January 18, 1991

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2003-2004 STUDENT DEMOGRAPHIC INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
25	**119-126**	**8**	**N**	**Birth Date**
				The numeric representation of the date on which the student was born.
				MMDDYYYY Example: 12011969 = December 1, 1969
26	**127-129**	**3**	**A/N**	**Filler**
27	**130-137**	**8**	**A/N**	**Qualifying Arrival Date (QAD) for Migrant Program Eligibility**
				The date a child arrives in a new state or school district as the result of a move which establishes eligibility under federal guidelines.
				MMDDYYYY Example: 10191995 = October 19, 1995
28	**138-138**	**1**	**A/N**	**Lunch Status**
				Lunch status is defined as the student's eligibility for participation in the Free, Reduced or Full Price Lunch Program of the district as evidenced by submission of an application.
				Code Definition
				0 The student did not apply for free or reduced price lunch.
				1 The student applied for free or reduced price lunch but is not eligible.
				2 The student is eligible for free lunch.
				3 The student is eligible for reduced price lunch.
				→ 4 The student is enrolled in a USDA-approved Provision Z school.
				See Data Element number 146025 of the <u>DOE Information Data Base Requirements: Volume I – Automated Student Information System</u> for more information.
29	**139-139**	**1**	**A**	**Homeless Student, PK-12**
				A code indicating whether or not a student is homeless on or about survey week. Section 103(a)(1)(2) of the McKinney Homeless Assistance Act defines a homeless individual as one who lacks a fixed, regular and adequate
				(CONTINUED ON NEXT PAGE)

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2003-2004 STUDENT DEMOGRAPHIC INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
				residence. Guidelines from the U.S. Department of Education describe the following situation in which a child or youth lacks a fixed, regular and adequate residence and is considered homeless.
				Child/youth sleeps at night in a shelter for homeless people;
				Child/youth sleeps at night in a shelter for runaway/homeless youth;
				Child/youth sleeps at night in a shelter for victims of domestic violence;
				Child/youth sleeps at night in the home of a relative or friend;
				Child/youth sleeps at night in a car, tent, park, abandoned building or other place not ordinarily used as a sleeping accommodation for human beings;
				Child/youth sleeps at night in a shelter or other temporary arrangement awaiting institutionalization, adoption, foster care or other placement. The McKinney Act specifically excludes from the definition of homeless individuals any person who is imprisoned or otherwise detained for violation of an act of Congress or state law.
				CODE DEFINITION
				Y Yes
				N No
30	**140-140**	**1**	**A**	**Additional School Year Student**
				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 earned a Special Diploma, Certificate of Completion or a Special Certificate of Completion and has opted to continue receiving FAPE*.
				(CONTINUED ON NEXT PAGE)

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2003-2004 STUDENT DEMOGRAPHIC INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
				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 300.121). This requirement applies even if the student has received a special diploma, a certificate of completion, or a special certificate of completion. Additionally, districts may choose to continue to offer FAPE through the school year in which students turn 22.
31	**141-141**	**1**	**A/N**	**Migrant Status Term**
				Migrant Status Term codes are to be used to indicate which term(s) a migrant student was served and/or identified.
				CODE DEFINITION 3 Served ONLY in Regular 180 Day School Year Term S Served ONLY in Summer Term B Served in BOTH Regular and Summer 180 Day School Term X Identified, NOT served Z Not applicable

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2003-2004 STUDENT DEMOGRAPHIC INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
32	**142-160**	**19**	**A**	**Filler** ←

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**Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems**

**Comprehensive Management Information System
Automated Student Reporting Format**

2003-2004 Dropout Prevention Program Evaluation

1. Submit a separate format by school for each program in which the student was enrolled for <u>any</u> length of time.

2. TERM: To show the student participated in a dropout prevention program during the regular school year, use code 3 (annual). To indicate summer or intersession (for year round schools) participation, use code S (Combined Summer Sessions). If the student participated in dropout prevention programs during the regular school year <u>and</u> summer school/intersessions, send separate records by Term.

3. DROPOUT PREVENTION LENGTH OF PRESCRIBED PROGRAM: The length in school days of the prescribed dropout prevention program must be greater than zero and less than 181. However, a non-adjudicated delinquent student participating in a Department of Juvenile Justice program may have a prescribed program length of zero.

   The length of the prescribed dropout prevention program is the number of days the student is expected to participate in order to benefit substantially.

4. DROPOUT PREVENTION LENGTH OF PROGRAM PARTICIPATION: The length in school days of the student's <u>actual</u> participation (attendance) in the dropout prevention program being reported. The length of program participation must be greater than zero and less than or equal to 250.

5. DROPOUT PREVENTION ENROLLMENT DATE: The date the student was first enrolled in <u>each</u> dropout prevention program in which he/she participated within each school. If the student was enrolled in more than one program, enrollment dates may vary. Therefore, track the enrollment date for each program within each school.

(CONTINUED ON NEXT PAGE)

2003-2004 Dropout Prevention Program Evaluation (Continued)

6. DROPOUT PREVENTION WITHDRAWAL DATE: The last date the student was officially withdrawn or dismissed from each dropout prevention program within each school. For a student enrolled in multiple programs, withdrawal dates may vary.

7. Number 8, below is, applicable only if the student was a participant in a Teenage Parent Program.

8. TEENAGE PARENT PROGRAM – BIRTH WEIGHT OF CHILD: This is a yes/no (Y/N) indicator as to whether or not a child born to a female Teenage Parent Program participant weighted at least 5 pounds 8 ounces at delivery. Use code "Z" for circumstances which are not applicable, such as: no child born, not a live birth, multiple births wherein all children cannot be classified the same, student entered the program after the second trimester of her pregnancy, or participant was a father. Track this outcome through the end of the appropriate school term.

9. KEY FIELDS: The key fields for this format are item numbers 3-5, 7, 16, 17, 18 and 22.

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2003-2004 Dropout Prevention Program Evaluation

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2001 Effective Date: July 2001 Format No.: 6674 Record Type: 1 of 1 Activity No.: DB9 11B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Enrollment**
				The two digit number for the current school district or other agency in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.
2	**3-6**	**4**	**A/N/R**	**School Number, Current Enrollment**
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year. <u>Number</u> <u>Definition</u> 0001-9899 District school sites assigned a unique number in the state Master School ID File.
3	**7-16**	**10**	**A/N**	**Student Number Identifier, Florida**
				A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational students. <u>If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u> nnnnnnnnnX Example 123456789X (CONTINUED ON NEXT PAGE)

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2003-2004 Dropout Prevention Program Evaluation

Item Number	From-To	Size	Field Char.	Field Description
				If a student does provide have a social security number, the school district should assign a number using the common method statewide. First 2 Digits NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System. Last 8 Digits NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned. See data element number 175625 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for more information.
4	**17-17**	**1**	**A/N**	**Survey Period Code - Always '5'**
5	**18-21**	**4**	**N**	**School Year**
				The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported. School year is: YYYY Example: 8788
6	**22-27**	**6**	**A/N**	**Filler**
7	**28-28**	**1**	**A**	**Dropout Prevention/Juvenile Justice Programs**
				For students participating in more than one program, record the code for <u>each</u> program at <u>each</u> school in which the student participates. A student participating in a Dropout Prevention Program should be coded as follows: (CONTINUED ON NEXT PAGE)

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2003-2004 Dropout Prevention Program Evaluation

Item Number	From-To	Size	Field Char.	Field Description
				<u>Code</u> <u>Definition</u>
				U Educational Alternative Programs: Education programs which are designed to offer variations of traditional instructional programs and strategies for the purpose of increasing the likelihood that students who are unmotivated or unsuccessful in traditional programs remain in school and obtain a high school diploma or its equivalent.
				A Disciplinary Programs: Programs designed to provide intervention for students who are disruptive in the traditional school environment. Note: This <u>may</u> include in-school suspension programs.
				P Teenage Parent Programs: Educational programs which are designed to provide a specialized curriculum and other services to meet the needs of students who are pregnant, students who are parents or babies of TAP students.
				D Education Services in Department of Juvenile Justice Programs: Educational programs provided to students participating in Department of Juvenile Justice prevention (diversion), detention, commitment programs, and Children in Need of Services (truant, ungovernable, and runaway) programs and other rehabilitation programs.

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**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
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2003-2004 Dropout Prevention Program Evaluation

Item Number	From-To	Size	Field Char.	Field Description
8	**29-31**	**3**	**N**	**Dropout Prevention Length of Prescribed Program**
				The length (in school days) of the student's prescribed enrollment within each dropout prevention program at each school. In DJJ programs, the length of the prescribed program equals the length of adjudication. If a participant in a DJJ program is not adjudicated then this data element does not apply.
				Examples:
				180 The student was placed in an Educational Alternatives Program for the full school year (180 days).
				090 The student was placed in a Teenage Parent Program for the second semester (90 days).
				014 The student was placed in a Disciplinary Program for 14 days.
				000 The student was committed to a Detention Facility, but not adjudicated.
9	**32-34**	**3**	**N**	**Dropout Prevention Length of Program Participation**
				The length (in school days) of the student's actual participation (attendance) in each dropout prevention program at each school.
				Example:
				166 The student participated in an Educational Alternative Program for 166 school days.
10	**35-37**	**3**	**A/N**	**Filler**
11	**38-42**	**5**	**A/N**	**Filler**
12	**43-49**	**7**	**A/N**	**Filler**

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2003-2004 Dropout Prevention Program Evaluation

Item Number	From-To	Size	Field Char.	Field Description
13	**50-50**	**1**	**A/N**	**Teenage Parent Program - Birth Weight of Child**
				This is a one-character field which indicates whether or not a child born by a female teenage parent program participant weighed at least 5 pounds 8 ounces at delivery.
				<u>Code</u> <u>Definition</u> Y Child weighed at least 5 pounds 8 ounces N Child weighed less than 5 pounds 8 ounces Z Not applicable
				Note: Use Code 'Z' for circumstances which are not applicable, such as: no child born; not a live birth; multiple births wherein all children cannot be classified the same; when the female participant entered the program <u>after</u> the second trimester; or the participant was a father. Track this outcome through the end of the appropriate school term.
14	**51-56**	**6**	**A/N**	**Filler**
15	**57-57**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records.
				<u>Code</u> <u>Definition</u> A Add Record C Update Record (Change) D Delete Record
16	**58-59**	**2**	**N/R**	**District Number, Current Instruction/Service**
				The two-digit number for the current school district or other agency which is providing instruction or services. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.

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Item Number	From-To	Size	Field Char.	Field Description
17	**60-63**	**4**	**N/R**	**School Number, Current Instruction/Service**
				The state assigned four digit school number which provides instruction or services during the current school year.
				Code Definition
				0001-9899 District school sites assigned a unique number in the state Master School I.D. File.
18	**64-64**	**1**	**A/N**	**Term**
				The time of the school year during which the student was enrolled in courses.
				Code Definition
				3 Annual
				S Combined Summer Session
19	**65-65**	**1**	**A/N**	**Filler**
20	**66-73**	**8**	**A/N**	**Dropout Prevention Program Enrollment Date**
				The date on which the student was first enrolled in <u>each</u> dropout prevention program within each school in accordance with Rule 6A-6.0521, FAC. For students enrolled in more than one dropout prevention program, track the enrollment date for each program within each school. MMDDYYYY Example: 10051985

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Item Number	From-To	Size	Field Char.	Field Description
21	**74-81**	**8**	**A/N**	**Dropout Prevention Program Withdrawal Date**
				The last date on which the student officially withdrew or was dismissed from each dropout prevention program within each school. For students enrolled in more than one dropout prevention program, track the withdrawal date for each program. MMDDYYYY Example: 12201985
22	**82-82**	**1**	**A**	**Mentoring Program Participant** ⬅
				A one character indicator as to whether a student participates in a mentoring program. Code Definition A Big Brothers/Big Sisters B Best Buddies International C H.O.S.T.S (Helps One Student to Succeed) D Take Stock in Children E C.R.O.P. (College Out Reach Program) F Gear Up G Youth Motivators H Teen Trendsetters I Boys and Girls Clubs J Other Mentoring Program (Typically coordinated at the district or school level Z No Mentoring Program or Not Applicable
23	**83-85**	**3**	**N**	**Mentoring Program Participant's Days of Contact** ⬅
				Record the cumulative number of contacts in days that the student made with a mentor or mentoring program. Mentoring Program Participant's Days of Contact must be reported separately for each unique Mentoring Program and each unique term. Example: 120 The student made contact with Best Buddies International program for 120 days.
24	**86-160**	**76**	**A/N**	**Filler** ⬅

Florida Department of Education
Education Information and Accountability Services/
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Comprehensive Management Information System
Automated Student Reporting Format

2003-2004 Student Course Schedule

1.   Submit a separate record for each course for which the student in grades PK-12 or 23 is in membership during reporting periods 1-4 and 9 regardless of whether the student is FTE eligible.

2.   FEFP PROGRAM NUMBER: Record the appropriate number of the FEFP program for the course in which the student is in membership.

3   FTE EARNED COURSE: See the current year's "FTE General Instructions", for information on calculating FTE Earned, Course. For Reporting Period 9, Data Format item 15 is not required, enter zeroes.

4.   GRADE LEVEL: Record the grade level of the student as reported on the demographic format. Only grade levels PK-12 or 23 are valid for reporting on this format.

5.   KEY FIELDS: The key fields for this format are item numbers 3, 4, 5, 6, 7, 8, 9, 10 and 27. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

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2003-2004 STUDENT COURSE SCHEDULE

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified Leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2001 Effective Date: July 2001 Format No.: 6282 Record Type: 1 of 1 Activity No.: DB9 14B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Enrollment**
				The two digit number for the current school district in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.
2	**3-6**	**4**	**A/N/R**	**School Number, Current Enrollment**

				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year.
				
				    <u>Number</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 non-public in-state schools.

3	**7-16**	**10**	**A/N**	**Student Number Identifier, Florida**
				A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational students. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
			→	If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".
				nnnnnnnnX Example: 123456789X
			→	If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide.
				<u>First 2 Digits</u>
				NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System.
				<u>Last 8 Digits</u>
				NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned.
				See data element number 175625 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for more information.
4	**17-17**	**1**	**A/N**	**Survey Period Code**
				A code representing one of the state reporting periods.
				Code Definition
				1 July
				2 October
				3 February
				4 June
				9 December

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2003-2004 STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
5	**18-21**	**4**	**N**	**Fiscal Year**
				The state fiscal year (running from July 1 through June 30) for which the report data are applicable.
				Example: 8788 Fiscal Year July 1, 1987 - June 30, 1988
6	**22-23**	**2**	**N/R**	**District Number, Current Instruction/Service**
				The two digit number for the current school district or other agency which is providing instruction or services. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.
7	**24-27**	**4**	**A/N/R**	**School Number, Current Instruction/Service**
				The state assigned four digit number of the school which provides instruction or other services during the current school year.
				<u>Number</u> <u>Definition</u>
				0001-9899 District school sites assigned a unique number in the state Master School ID File.
				C901-C928 DPS/MIS reporting number for public community colleges in Florida.
				U970-U979 DPS/MIS reporting number for public state universities in Florida.
				N999 DPS/MIS reporting number for out-of-state schools, PK-12 non-public in-state schools.
				(CONTINUED ON NEXT PAGE)

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2003-2004 STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
				Number Definition P001-P999 DPS/MIS reporting number for eligible postsecondary non-public colleges and universities See Appendix F and Appendix K in the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for Florida Public Community College, State University and Private Postsecondary Reporting Numbers.
8	**28-34**	**7**	**A/N**	**Course Number**

				The official state number assigned to school district, community college or state university courses listed or referenced in the state <u>Course Code Directory</u> or the private postsecondary institution course number for students dually enrolled in private postsecondary institutions as provided in section 1011.62, F.S.
				
				The postsecondary course numbers for lab or combined lecture and lab courses (which use 8 character numbers) will need to be recoded to seven character numbers using the following conventions:
				
				<u>Lecture Courses</u>:
				   Postsecondary Format = XXX9999 in the Statewide Course Numbering System. Use the actual 7 character alphanumeric course number.
				
				<u>Lab Courses</u>:
				   Postsecondary Format = XXX9999L in the Statewide Course Numbering System. Replace the first numeric character with L.
				
				   Example: PHY1050L would be reported PHYL050.
				
				(CONTINUED ON NEXT PAGE)

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2003-2004 STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
				<u>Combined Lecture & Lab Courses</u>: Postsecondary Format = XXX9999C in the Statewide Course Numbering System. Replace the first numeric character with C. Example: PHY1050C would be reported PHYC050.
9	**35-39**	**5**	**A/N/L**	**Section Number**
				Section number identifies separate groupings of students enrolled in the same course. XXXXX A unique offering of a course in which the student is enrolled.
10	**40-43**	**4**	**N**	**Period Number**
				A period is defined as the instructional time of the school day during which a class or section of a course is offered. Standard meeting time courses to which the student is assigned should be coded as a beginning and ending period. Valid codes include the range from 0000 to 8080, NN88 (where NN is numeric), and 9999. Examples follow: 0000 Any class that meets prior to the first period of the regular school day. 0002 A class beginning before the regular school day and ending second period. 0101 A one period course beginning and ending first period. 0203 A two period course beginning period two and ending period three. (CONTINUED ON NEXT PAGE)

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2003-2004 STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
				0406 A three period course beginning period four and ending period six.
				0106 A self-contained elementary course meeting all day.
				Nonstandard meeting time courses to which the student is assigned for classes that meet differing periods during the week should be coded with the first two characters as the first period the class meets during the week and use 88 for the third and fourth characters.
				0288 A class which meets period two on Monday and period four on Wednesday.
11	**44-44**	**1**	**N**	**Days Per Week**
				The number of days per week the PK-12 student is scheduled to attend this course. For adult students enter 0 (zero).
12	**45-49**	**5**	**A/N**	**Filler**
13	**50-53**	**4**	**N/R**	**Class Minutes, Weekly**
				The actual number of instructional membership minutes during the week for which the student is enrolled in a course in grades PK-12. This may or may not be the same as FEFP Membership Minutes, Weekly upon which FTE is based. For adult students enter "0000". See "FTE General Instructions, 1997-98" for further explanation concerning the reporting of Class Minutes Weekly for grades PK-5 courses.
14	**54-56**	**3**	**N**	**FEFP Program Number**
				The number of the Florida Education Finance Program in which a student earns FTE in a class or section of a course. <u>See Attachment 1 for FEFP Program Numbers</u>.
				(CONTINUED ON NEXT PAGE)

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2003-2004 STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
15	**57-60**	**4**	**N/R**	**FTE Earned, Course**
			→	The four-decimal numeric value for the FTE earned under the Florida Education Finance Program (FEFP) by the student in each course listed or referenced in the state <u>Course Code Directory.</u> For dually enrolled students, enter the FTE earned by the student for courses listed in the state <u>Course Code Directory</u> or, if necessary, the Statewide Course Numbering System. FTE earned is a calculated value based on state requirements and procedures.
16	**61-61**	**1**	**A/N**	**Filler**
17	**62-62**	**1**	**A/N**	**Filler**
18	**63-63**	**1**	**A/N**	**Filler**
19	**64-64**	**1**	**A/N**	**Filler**
20	**65-66**	**2**	**A/N**	**Grade Level**

				The student's current grade level placement or the grade level which data are being reported.
				
				    <u>Code</u> <u>Grade or Level</u>
				
				    PK Prekindergarten
				    KG Kindergarten
				    01-12 First through Twelfth Grade
				    23 Student eligible for Certificate of Completion at the end of grade 12 who elects to remain in a remedial program for one additional school year.
				    30 Adult, Nonhigh School Graduate
				    31 Adult, High School Graduate
				
				If a student is in an ungraded setting, assign the student to the grade in which he or she would normally be enrolled.

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2003-2004 STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
21	**67-67**	**1**	**A**	**Filler** ←
22	**68-69**	**2**	**A/N**	**Filler**
23	**70-70**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's database reporting record.
				Code Definition
				A Add Record C Update Record (Change) D Delete Record
24	**71-71**	**1**	**A/N**	**Limited English Proficient: Instructional Strategy**
				A code that indicates the type of instructional strategy used for the instruction of a Limited English Proficient student in each course.
				Code Definition
				B Home Language and/or ESOL Instruction. (This code is only valid for elementary self-contained courses.)
				M Home Language Instruction - Math, Science, Social Studies, and Computer Literacy
				D ESOL Instruction - Language Arts, Math, Science, Social Studies and Computer Literacy
				Z Not Applicable

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2003-2004 STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
25	**72-72**	**1**	**A/N**	**Year-Round/Extended School Year FTE Indicator**
				An indicator used to identify the FTE being reported as being either part of a year-round school program or an extended school year program.
				Code Definition
				A Intersession FTE: FTE reported is for a student participating in a year-round school session for days beyond the 180 day school year.
				B Extended School Year FTE: FTE reported is for a student participating in an extended school year program (days in addition to the regular 180-day school year).
				Z Not applicable.
26	**73-73**	**1**	**A/N**	**Dual Enrollment Indicator**
				See Data Element Number 196225 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for additional information.
				A Academic dual enrollment. Includes students working toward A.A., B.A., and B.S. degrees in community colleges and universities.
				B Vocational college credit dual enrollment. Includes students working toward an A.A.S. or A.S. degree, an A.T.D. or working in a college credit certificate program.
				C Vocational certificate dual enrollment. Includes students working in a postsecondary adult vocational program at a school district institution or a community college designated area center.
				(CONTINUED ON NEXT PAGE)

DB9 14C Exp. 06/30/05

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2003-2004 STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
				<u>Code</u> <u>Definition</u> Z Not applicable. Includes all postsecondary students, grades 30 and 31, and all secondary students not dually enrolled. NOTE: Early admission is a form of dual enrollment. The Early Admission data element is reported on the Federal/State Indicator format.
27	**74-74**	**1**	**A/N**	**Term**
				<u>Code</u> <u>Definition</u> <u>Code</u> <u>Definition</u> 1 Semester 1 H Quinmester 4 2 Semester 2 I Quinmester 5 3 Annual J Six Weeks 1 4 Summer Session 1 K Six Weeks 2 5 Summer Session 2 L Six Weeks 3 6 Quarter 1 M Six Weeks 4 7 Quarter 2 N Six Weeks 5 8 Quarter 3 O Six Weeks 6 9 Quarter 4 B Trimester 1 S Combined Summer Session C Trimester 2 T* Intersession 1 D Trimester 3 U* Intersession 2 E Quinmester 1 V* Intersession 3 F Quinmester 2 W* Intersession 4 G Quinmester 3 X* Intersession 5 Y*** Year of Nonenrollment *NOTE: Intersessions are to be used only for year-round school recordkeeping. ***NOTE: Code Y is to be used only for reporting students who have withdrawn between school years.

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2003-2004 STUDENT COURSE SCHEDULE

Item Number	From-To	Size	Field Char.	Field Description
28	**75-81**	**7**	**A/N**	**Vocational/Adult General Education Program Code**
				For secondary students, record the seven-digit numeric program code listed in the <u>Course Code Directory</u>, which is associated with the vocational course in which the student is enrolled. For all postsecondary adult vocational students, record the seven-digit alphanumeric program code listed in the <u>Course Code Directory</u>. For the adult general education students, reocrd the appropriate valid code from the <u>Course Code Directory.</u>
29	**82-160**	**79**	**A/N**	**Filler**

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<u>FEFP PROGRAM NUMBERS</u>

**APPENDIX E
FEFP PROGRAM NUMBERS**

Program/Category	FEFP Program Numbers Used for Reporting on the Student Course Schedule Format
Basic Programs	
*K-3 Basic	101
4-8 Basic	102
9-12 Basic	103
→ **K-3 Basic, with ESE Services	111
→ 4-8 Basic, with ESE Services	112
→ 9-12 Basic, with ESE Services	113
→ **EXCEPTIONAL STUDENT EDUCATION**	
⇉ Support Level 4	254
Support Level 5	255
ESOL	130
VOCATIONAL 6-12	
Vocational 6-12 (formerly 301-309)	300
OTHER PROGRAMS	
Community Instructional Services (CIS) (Applicable to years prior to 1987-88)	998
Nonfunded because student not eligible for FTE for reasons other than attendance or program membership (used in state reporting)	999

*Includes children of teenage parents.
**Includes PK disabled children.

Florida Department of Education
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Comprehensive Management Information System
Automated Student Reporting Format

<u>2003-2004 Responsible Instructor - Reading, Writing and Mathematics</u>

1. Submit only for Survey Period 3 for all students in grades 3-10 to identify teachers primarily responsible for instructing the student in reading, writing and mathematics.

2. Report Social Security Numbers for instructors in each of the categories, reading, writing and mathematics.

3. ELEMENTARY SELF-CONTAINED: Social Security Numbers of teachers of students in elementary self-contained classes may be reported in all three responsible instructor categories.

4. MIDDLE AND HIGH SCHOOL LANGUAGE ARTS: Unless a student has separate reading and writing classes, the language arts teacher would be reported for both the reading and writing category.

5. KEY FIELDS: The key fields for this format are item numbers 2, 3, 5, 6, and 7. If a key field needs to be changed, the record must be deleted and resubmitted as an add.

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2003-2004 Responsible Instructor - Reading, Writing and Mathematics

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified Leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2001 Effective Date: July 2001 Format No.: 7209 Record Type: 1 of 1 Activity No.: DB9 52B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**A/N**	**Filler**
2	**3-4**	**2**	**N/R**	**District Number, Current Enrollment**
				The two digit number for the current school district in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.
3	**5-8**	**4**	**A/N/R**	**School Number, Current Enrollment**
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year. <u>Number</u>　　<u>Definition</u> 0001-9899　District school sites assigned a unique number in the state Master School ID File.
4	**9-12**	**4**	**A/N**	**Filler**
5	**13-22**	**10**	**A/N**	**Student Number Identifier, Florida**
				A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult postsecondary vocational students, adult basic skills students and adult secondary education students. (CONTINUED ON NEXT PAGE)

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2003-2004 Responsible Instructor - Reading, Writing and Mathematics

Item Number	From-To	Size	Field Char.	Field Description
			→	If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X". nnnnnnnnnX Example: 123456789X → If a student does not provide a social security number, the school district should assign a number using the common method statewide. First 2 Digits NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System. Last 8 Digits NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned. See data element number 175625 of the DOE Information Data Base Requirements: Volume I - Automated Student Information System for more information.
6	**23-23**	**1**	**A/N**	**Survey Period Code (Always 3)**
				A code representing one of the state reporting periods. Code Definition 1 July 2 October 3 February 4 June 5 End of Year 9 December

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Item Number	From-To	Size	Field Char.	Field Description
7	**24-27**	**4**	**N**	**School Year**
				The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported. School year is: YYYY Example: 8788
8	**28-36**	**9**	**N**	**Primary Instructor Responsible, Reading**
				The Social Security Number of the instructor who is primarily responsible for instructing the student in reading.
9	**37-45**	**9**	**N**	**Primary Instructor Responsible, Writing**
				The Social Security Number of the instructor who is primarily responsible for instructing the student in writing.
10	**46-54**	**9**	**N**	**Primary Instructor Responsible, Mathematics**
				The Social Security Number of the instructor who is primarily responsible for instructing the student in mathematics.
11	**55-55**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records. Code Definition A Add Record C Update Record D Delete Record
12	**56-80**	**25**	**A/N**	**Filler**

DB9 52C Exp. 06/30/05

Florida Department of Education
Education Information and Accountability Services/
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Comprehensive Management Information System
Automated Student Reporting Format

2003-2004 Prior School Status/Student Attendance

1. Submit this record format for each PK-12 student who was in membership in any school in the district from the first day of the school year to the last day of the survey period.

2. For Survey 5, submit this record for each PK-12 student who was in membership in any school in the district from the first day of the school year to the last day of the survey period, as well as any student who withdrew between school years A separate record must be submitted for each school and each entry/reentry for any school of enrollment in the district.

3. For students enrolled in a year-round school program, separate records should be submitted for each intersession. Students enrolled in separate summer terms must have two separate records reported.

4. Item number 15, Withdrawal Code, PK-12, should be ZZZ for Surveys 2-3 if no withdrawal code is applicable. Every record should have a Withdrawal Code for Survey 5.

5. TERM: To indicate the student entered/reentered during the regular school year, use code 3 (annual). To indicate summer school or inter session (for year round school) use code S (combined summer schedule). Use code Y to indicate a record being submitted with a withdrawal code for a student who was not enrolled this year.

6. RECORDS WITH TERM CODE = Y: For those records being reported with a Term code of Y, send the last School Number, Current Enrollment for the student in the district. The following fields should be Z-filled: Entry (Re-Entry) Code, PK-12. The following fields should be 0 filled: Days Present, Annual; Days Absent, Annual; Days Present, Summer Terms; Days Absent, Summer Terms. Entry (Re-Entry) Date must be 0-filled. In addition, use the date of the first day of the district's regular school year for Withdrawal Date.

7. KEY FIELDS: The key fields for this format are item numbers l, 2, 3, 10, 11 and 13. If a key field needs to be changed, the record must be deleted and resubmitted as an add.

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2003-2004 PRIOR SCHOOL STATUS/STUDENT ATTENDANCE

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified Leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: June 2002 Effective Date: July 2002 Format No.: Record Type: 1 of 1 Activity No.: DB9 55B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Enrollment**
				The two digit number for the current school district in which the student is officially enrolled for graduation. See <u>DOE Information database Requirements: Volume I -- Automated Student Information System</u>, Appendix C, for acceptable codes.
2	**3-6**	**4**	**A/N/R**	**School Number, Current Enrollment**
				The state assigned four-digit school number in which the student is officially enrolled for graduation during the current school year. <u>Number</u> <u>Definition</u> 0001-9899 District school sites assigned a unique number in the state Master School ID File. N998 Home education students. N999 DPS/MIS reporting number for out-of-state or PK-12 nonpublic in-state schools.
3	**7-16**	**10**	**A/N**	**Student Number Identifier, Florida**
				A ten-character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational students. <u>If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u> nnnnnnnnnX Example: 123456789X (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide.
				<u>First 2 Digits</u>
				NN For any student entering a Florida school district for the first time, who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System.
				<u>Last 8 Digits</u>
				NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned.
				See Data Element Number 175625 of the <u>DOE Information DataBase Requirements: Volume I -- Automated Student Information System</u> for more information.
4	**17-26**	**10**	**A/N**	**Student Number Identifier – Alias, Florida**
				A ten character code used to identify the first Florida Student Number Identifier assigned to a student in a District.
				See data element number 175630 of the <u>DOE Information DataBase Requirements: Volume I Automated Student Information System</u> for more information.
5	**27-68**	**42**	**A/N/L**	**Student Name, Legal**
				The student's last, first and middle name including appendage as follows:
	27-43	17		Last Name
	44-46	03		Appendage
	47-58	12		First Name
	59-68	10		Middle/Maiden Name or Initial
				This is a fixed field.

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Item Number	From-To	Size	Field Char.	Field Description
6	**69-69**	**1**	**A**	**Gender**
				The student's gender. Code Definition M Male F Female
7	**70-70**	**1**	**A**	**Racial/Ethnic Category**
				Racial/ethnic group to which the student belongs or with which the student identifies: Code Definition W White, Non-Hispanic: Persons having origins in any of the original peoples of Europe, North Africa or the Middle East. B Black, Non-Hispanic: Persons having origins in any of the black racial groups of Africa. H Hispanic: Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race. A Asian or Pacific Islander: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent. This area includes for example, China, India, Japan, Korea, the Philippine Islands and Samoa. I American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. M Multiracial: Persons having parents of different racial/ethnic categories.
8	**71-78**	**8**	**N**	**Birth Date**
				The numeric representation of the date on which the student was born.
				MMDDYYYY Example: 12011969 = December 1, 1969

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2003-2004 PRIOR SCHOOL STATUS/STUDENT ATTENDANCE

Item Number	From-To	Size	Field Char.	Field Description
9	**79-80**	**2**	**A/N**	**Grade Level**
				The student's current grade level placement of the grade level for which data are being reported.
				Code	Grade or Level
				PK — Prekindergarten KG — Kindergarten 01-12 — First through Twelfth Grade 23 — Student eligible for Certificate of Completion at the end of grade 12 who elects to remain in a remedial program for one additional school year. 30 — Adult, Non-High School Graduate 31 — Adult, High School Graduate
				If a student is in an ungraded setting assign the student to the grade in which he or she would normally be enrolled.
10	**81-81**	**1**	**N←**	**Survey Period Code (2, 3 or 5)** ←
				A one-character code (2, 3, or 5) which identifies the period being reported.

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2003-2004 PRIOR SCHOOL STATUS/STUDENT ATTENDANCE

Item Number	From-To	Size	Field Char.	Field Description
11	**82-85**	**4**	**N**	**School Year**
				The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported. School year is: YYYY Example: 0203
12	**86-88**	**3**	**A/N**	**Entry (Re-Entry) Code, PK-12**
				A code indicating the status under which the PK-12 student entered school.
13	**89-96**	**8**	**A/N**	**Entry (Re-Entry) Date**
				The numeric representation of the date on which the PK-12 student entered his or her current school or the adult student enrolled in this class. MMDDYYYY Example: 03122001
14	**97-98**	**2**	**A/N**	**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 – E04. For students with an entry code of E09, this code identifies the district/county in which the student resided prior to enrolling in the current school. See Appendix C for district numbers. CODE DEFINITION **01 – 70 & 72 – 76** State assigned number for school district or other agency. **99** Other than Florida public school.
15	**99-100**	**2**	**A**	**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 (CONTINUED ON NEXT PAGE)

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2003-2004 PRIOR SCHOOL STATUS/STUDENT ATTENDANCE

Item Number	From-To	Size	Field Char.	Field Description
				school prior to enrolling in the current school. This code is required for students who have an entry code of E01 – E04. For students with an entry code of E09, this code identifies the state/territory or commonwealth in which the student resided prior to enrolling in the current school. See Appendix H for States. See Appendix Q for Commonwealths, and Territories
16	101-102	2	A	**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 – E04 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 Appendix G for Country codes.
17	103-105	3	A/N	**Withdrawal Code, PK-12**
				A state defined code indicating the status under which the PK-12 student withdrew from a school or district. See <u>DOE Information database Requirements: Volume I – Automated Student Information System</u>, Appendix A, for code definition.
18	106-113	8	N	**Withdrawal Date**
				See Data Element Number 188825 of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> for more information. MMDDYYYY Example: 05252003
19	114-116	3	N	**Days Present, Annual** ←
				A numeric value representing the total days the student is present in a school or district during the reporting period. This field should be 0-filled except for Survey 5.

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Item Number	From-To	Size	Field Char.	Field Description
20	**117-119**	**3**	**N**	**Days Absent, Annual**
				A numeric value representing the total days the student is absent in a school or district during the reporting period. This field should be 0-filled except for Survey 5.
21	**120-120**	**1**	**A**	**Transaction Code**

	↑			A code indicating the appropriate action to be taken with respect to the district's data base reporting record.
				
				     <u>Code</u> <u>Definition</u>
				
				     A Add Record
				     C Updated Record (Change)
				     D Delete Record

22	**121-123**	**3**	**N**	**Days Present, Summer**
	↑			A numeric value representing the total days the student is present in a school or district during the summer terms or intersessions. This is a calculated value using daily attendance. This field should be 0-filled except for Survey 5.
22	**124-126**	**3**	**N**	**Days Absent, Summer**
	↑			A numeric value representing the total days the student is absent in a school or district during the summer terms or intersessions. This is a calculated value using daily attendance. This field should be 0-filled except for Survey 5.
23	**127-127**	**1**	**A/N**	**Term**
	↑↓			The time of the school year during which the student was enrolled in courses. Code Definition 3 Annual S Combined Summer Session Y Year of Nonenrollment This field should be 0-filled except for Survey 5.
24	**128-160**	**33**	**N/A**	**Filler**

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Automated Student Reporting Format

2003-2004 Limited English Proficient Student Information

1.   Submit a separate record during reporting periods 2 and 3 for each student in K-12 membership identified as "LY" for the Limited English Proficient data element. Also, submit a separate record for each student identified as "LF" for the Limited English Proficient data element, who has exited the program within the last two school years.

2.   Submit a separate record during reporting periods 2 and 3 for each 4-12 grade student in membership identified as "LP" for data element Limited English Proficient, if the "LP" student is enrolled in an ESOL program pending assessment. (If the 4-12 grade student is identified as "LP" and enrolled in a regular program, do not submit a record.)

    NOTE: If the student is identified as "ZZ" for the Limited English Proficient data element, do not submit a Limited English Proficient Student Information format because the LEP: Post Reclassification Dates are for Local Accountability and District Records Transfer.

3.   Test information should be submitted only upon the student's entry into the program and exit from the program.

    The format allows for two test records to be reported. The two test records must be reported for the following situations:

    a.   For students entering an ESOL program report only the test information that determined the student eligible and in need of services.

    b.   For students entering on the basis of an aural/oral test, the two sets will be used for aural and oral scores for districts using two separate tests.

    c.   For students entering on the basis of reading and writing, the two sets must be used. One to record the test subject content on reading and the other for the test subject content on writing.

(CONTINUED ON NEXT PAGE)

2003-2004 Limited English Proficient Student Information (Continued)

     d.   For students exiting the ESOL program report only the test information that determined the student no longer in need of services.

     NOTE: Zeroes may be a valid test score.

4.   KEY FIELDS: The key fields for this format are items 1-5.

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2003-2004 LIMITED ENGLISH PROFICIENT STUDENT INFORMATION

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only	9 Track (odd Parity)	Date: April 2001
A/N = Alphanumeric	1600 or 6250 BPI, EBCDIC	Effective Date: July 2001
N = Numeric only	Label Information_____	
Z = Zoned Numeric	Record size _____	Format No.: 6673
P = Packed decimal	Block size _____	
R = Right justified		Record Type: 1 of 1
Leading zeros		
L = Left justified		Activity No.: DB9 10B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Enrollment**
				The number for the current school district or other agency in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C for acceptable codes.
2	**3-6**	**4**	**A/N/R**	**School Number, Current Enrollment**
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year.
				<u>Number</u> <u>Definition</u>
				0001-9899 District school sites assigned a unique number in the state Master School ID File.
3	**7-16**	**10**	**A/N**	**Student Number Identifier, Florida**
				→ A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational students.
				→ <u>If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u>
				nnnnnnnnnX Example123456789X
				(CONTINUED ON NEXT PAGE)

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2003-2004 LIMITED ENGLISH PROFICIENT STUDENT INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
			→	If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide. <u>First 2 Digits</u> NN — For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System. <u>Last 8 Digits</u> NNNNNNNN — The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned. See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for more information.
4	**17-17**	**1**	**A/N**	**Survey Period Code**
				A code representing one of the state reporting periods. Code — Definition 2 — October 3 — February
5	**18-21**	**4**	**N**	**School Year**
				The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported. School year is: YYYY — Example: 8788
6	**22-29**	**8**	**A/N**	**Limited English Proficient: Entry Date**
				The initial date a student entered an ESOL program. MMDDYYYY — Entry Date Example: — 01181991 = January 18, 1991
7	**30-30**	**1**	**A/N**	**Filler**

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2003-2004 LIMITED ENGLISH PROFICIENT STUDENT INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
8	31-38	8	A/N	**Limited English Proficient: Student Plan Date**
				The date of the most recent development or review of the Limited English Proficient Student Plan. MMDDYYYY — The most recent date the Limited English Proficient Student's Plan was developed or reviewed. Example: 01181991 = January 18, 1991
9	39-46	8	A/N	**Limited English Proficient: Classification Date**
				The initial date a student who responded "Yes" to the Home Language Survey is determined eligible or not eligible based on assessment for an ESOL program. MMDDYYYY Classification Date Example: 01181991 = January 18, 1991 00000000 (Zero fill for students not yet classified eligible or ineligible)
10	47-54	8	A/N	**Limited English Proficient: Exit Date**
				The initial date a student exits an ESOL program. MMDDYYYY Exit Date Example: 01181991 = January 18, 1991 00000000 Exit Date has not occurred
11	55-62	8	A/N	**Limited English Proficient: Reevaluation Date**
				The most recent date the Limited English Proficient student was reevaluated in order to determine whether the student should continue in or exit the program. MMDDYYYY Reevaluation Date Example: 01181991 = January 18, 1991 00000000 Reevaluation Date has not occurred Note: This element should be used only for the purpose of recording students reevaluated to continue in the program after the base period of three years.

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2003-2004 LIMITED ENGLISH PROFICIENT STUDENT INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
12	**63-63**	**1**	**A/N**	**Limited English Proficient: Extension of Instruction**
				A code used to indicate that the Limited English Proficient student is receiving services beyond the base three years of eligible ESOL FTE funding as specified in Rule 6A-6.0903, FAC.
				Code Definition
				Y Student in need of extension of instruction
				Z Not applicable or no
				Note: The base period of three years is defined as three calendar years from the original date a LEP student enters the ESOL program. Student may receive an additional 4th, 5th or 6th year of FEFP funded ESOL instruction and services based upon needs as determined from annual evaluations.
13	**64-71**	**8**	**A/N**	**Limited English Proficient: Reclassification Date**
				The initial date a former Limited English Proficient student is reclassified as Limited English Proficient.
				MMDDYYYY Reclassification Date
				Example: 01181991 = January 18, 1991
				00000000 Reclassification Date has not occurred
14	**72-77**	**6**	**A/N**	**Filler**
15	**78-80**	**3**	**A/N**	**Test Name**
				A code representing the name of a test given to an individual student. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix I, for acceptable codes.
16	**81-82**	**2**	**A/N**	**Test Score Type**
				A code used to indicate the kind of score being submitted.
				Code Definition
				RS Raw Score
				SS Scale Score (Expanded Standard Score)
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				NP National Percentile NC Normal Curve Equilavent GE Gender Equilavent LS Local Stanine NS National Stanine FS Final Score PI Objective Performance AL Achievement Level PF Pass/Fail ZZ Not Applicable
				Note: Code 'SS' or 'RS' may be used to report aural/oral language proficiency levels for ESOL testing.
17	**83-84**	**2**	**A/N**	**Test Subject Content**
				A code for each subject area of the test. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix L, for acceptable codes.
18	**85-88**	**4**	**N/R**	**Test Score**
				A four digit number used to record the score achieved on a specific test.
19	**89-94**	**6**	**A/N**	**Filler**
20	**95-97**	**3**	**A/N**	**Test Name**
				A code representing the name of a test given to an individual student. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix I, for acceptable codes.
21	**98-99**	**2**	**A/N**	**Test Score Type**

				A code used to indicate the kind of score being submitted.
				
				    <u>Code</u> <u>Definition</u>
				
				    RS Raw Score
				    SS Scale Score (Expanded Standard Score)
				    NP National Percentile
				    NC Normal Curve Equivalent
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				GE Gender Equivalent LS Local Stanine NS National Stanine FS Final Score PI Objective Performance AL Achievement Level PF Pass/Fail ZZ Not Appicable Note: Code 'SS' or 'RS' may be used to report aural/oral language proficeincy levels for ESOL testing.
22	100-101	2	A/N	**Test Subject Content**
				A code for each subject area of the test. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix L, for acceptable codes.
23	102-105	4	N/R	**Test Score**
				A four digit number used to record the score achieved on a specific test.
24	106-106	1	A	**Transaction Code**

				A code indicating the appropriate action to be taken with respect to the district's data base reporting records.
				
				    <u>Code</u> <u>Definition</u>
				    A Add Record
				    C Update Record
				    D Delete Record

25	107-114	8	A/N	**Limited English Proficient: Reclassification Exit Date**
				The date a reclassified Limited English Proficient student exits the ESOL Program. MMDDYYYY Reclassification Date Example: 01181991 = January 18, 1991 00000000 Zero fill if reclassification has not occurred
26	115-115	1	A/N	**Filler**
27	116-117	2	A/N	**Filler**

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Item Number	From-To	Size	Field Char.	Field Description
				ITEM 28 IS USED WITH ITEMS 15-18
28	**118-125**	**8**	**A/N**	**Test Date**
				The month, day and year in which the student was tested for each test administration during the school year.
				MMDDYYYY
				Example: 09181984 Test taken on September 18, 1984
				Example: 00000000 or Test not taken
				NOTE: Test Dates reported on the Limited English Proficient Information record may be in a school year(s) other than the one in which the record is being submitted.
29	**126-126**	**1**	**A/N**	**Filler**
30	**127-128**	**2**	**A/N**	**Filler**
				ITEM 31 IS USED WITH ITEMS 20-23
31	**129-136**	**8**	**A/N**	**Test Date**
				The month, day and year in which the student was tested for each test administration during the school year.
				MMDDYYYY
				Example: 09181984 Test taken on September 18, 1984
				Example: 00000000 or Test not taken
				NOTE: Test Dates reported on the Limited English Proficient Information record may be in a school year(s) other than the one in which the record is being submitted.

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Item Number	From-To	Size	Field Char.	Field Description
32	**137-137**	**1**	**A/N**	**Limited English Proficient: Basis of Entry**
				A code used to indicate the basis of entry into the English for Speakers of Other Languages (ESOL) Program. <u>Code</u> <u>Definition</u> A Aural/Oral R Reading and Writing L LEP Committee T Temporarily placed in program based on a "Yes" response to Home Language Survey question (b) Did the student have a first language other than English?; or (c) Does the student most frequently speak a language other than English?; or both (b) and (c)
33	**138-138**	**1**	**A/N**	**Limited English Proficient: Basis of Exit**
				A code used to indicate the basis of exit out of the English for Speakers of Other Languages (ESOL) Program. <u>Code</u> <u>Definition</u> A Aural/Oral R Reading and Writing L LEP Committee Z Not Applicable
34	**139-160**	**22**	**A/N**	**Filler**

DB9 10C Exp. 06/30/05

Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems

Comprehensive Management Information System
Automated Student Reporting Format

2003-2004 Federal/State Indicator Status

1.   Submit this record for each PK-12th grade student in membership in the school district during reporting period 2. Enter the appropriate code for each data format item.

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

3.   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.

FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 FEDERAL/STATE INDICATOR STATUS

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2000 Effective Date: July 2000 Format No.: 6355 Record Type: 1 of 1 Activity No.: DB9 22B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Enrollment**
				The two-digit number for the current school district or other agency in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.
2	**3-6**	**4**	**N/R**	**School Number, Current Enrollment**
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year. <u>Number</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 non-public in-state schools.
3	**7-16**	**10**	**A/N**	**Student Number Identifier, Florida**
				A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational students. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".
				nnnnnnnnnX Example: 123456789X
				If a student does not provide a social security number, the school district should assign a number using the common method statewide.
				First 2 Digits
				NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System.
				Last 8 Digits
				NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned.
				See data element number 175625 of the DOE Information Data Base Requirements: Volume I - Automated Student Information System for more information.
4	**17-17**	**1**	**A/N**	**Survey Period Code**
				A code representing one of the state reporting periods.
				Code Definition
				2 October

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2003-2004 FEDERAL/STATE INDICATOR STATUS

Item Number	From-To	Size	Field Char.	Field Description
5	**18-21**	**4**	**N**	**Fiscal Year**
				The fiscal year (running from July 1 through June 30) for which the report data are applicable. Example: 8788 Fiscal Year July 1, 1987 - June 30, 1988
6	**22-22**	**1**	**A/N**	**Filler**
7	**23-23**	**1**	**A/N**	**Immunization Status**
				Certification that the student has complied with the immunization requirements of Section 1003.22, F.S., by filing the appropriate HRS form with the school district.

<u>Code</u> <u>DH or HRS Form</u> <u>Definition</u>

1 DH or HRS-H3040, or Permanent immunization
   DH or HRS 680A or   certificate documenting
   DH or HRS 680A-1 or general immunization
   PD 137 or   requirements.
   MCD 304B or
   old HRS 680

2 DH or HRS 680B Temporary medical
                   exemption requiring
                   follow-up.

3 DH or HRS 680C, Permanent medical
   DH or HRS 682   exemption.
   PD 139A,

4 DH or HRS 681 or Permanent religious
   PD 138   exemption

0 None Enrolled in this district
         fewer than 31 days under
         Section 1003.22(5)(e),
         F.S.

(CONTINUED ON NEXT PAGE) |

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2003-2004 FEDERAL/STATE INDICATOR STATUS

Item Number	From-To	Size	Field Char.	Field Description
				8 DH or HRS 680A-2 or (a) Permanent Immunization DH or HRS 680A Certificate documenting middle school requirements and (b) Permanent Immunization Certificate documenting general immunization requirements.
				Note: Beginning in the 1993-94 school year, codes 5, 6 and 7 are not valid Immunization Status Codes for any new student entering Florida schools. Codes 5, 6 and 7 <u>are</u> applicable for students who were given these codes prior to the 1993-94 school year.
				<u>Code</u> <u>HRS Form</u> <u>Definition</u>
				5 DH or HRS 680 (a) Permanent immunization and Code 1 certificate (680A) and (b) second dose of measles vaccine documentation or physician' note documenting measles disease or laboratory evidence of measles immunity
				6 DH or HRS 680 (a) Temporary medical and and Code 2 certificate and (680B) requiring follow-up and
				(CONTINUED ON NEXT PAGE)

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2003-2004 FEDERAL/STATE INDICATOR STATUS

Item Number	From-To	Size	Field Char.	Field Description
				7 DH or HRS 680 Code 3 (b)second dose of measles vaccine documentation or physician's note documenting measles disease or laboratory evidence of measles immunity a)Permanent medical and and exemption (680C) and (b) second dose of measles vaccine documentation or physician's note documenting measles disease or laboratory evidence of measles immunity
8	**24-24**	**1**	**A/N**	**Filler**
9	**25-25**	**1**	**A**	**Early Admission Student**
				A code indicating whether the student is participating in the federal project in the district. Code Definition Y Early Admission Student Z Not applicable
				FEDERAL/STATE PROJECT INDICATORS:
10	**26-26**	**1**	**A**	**Filler**
11	**27-27**	**1**	**A**	**Filler**
12	**28-28**	**1**	**A**	**Filler**
13	**29-29**	**1**	**A**	**Filler**
14	**30-30**	**1**	**A/N**	**Filler**
15	**31-31**	**1**	**A/N**	**Filler**

FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 FEDERAL/STATE INDICATOR STATUS

Item Number	From-To	Size	Field Char.	Field Description
16	**32-32**	**1**	**A**	**Filler**
17	**33-33**	**1**	**A**	**Filler**
18	**34-34**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records. Code Definition A Add Record C Update Record D Delete Record
19	**35-35**	**1**	**A**	**Federal/State Project Indicator: Title V**
				A one character code indicating whether or not the student is receiving Title V services either directly or indirectly. Code Definition Y The PK-12th grade student is receiving Title V services either directly or indirectly. Z The PK-12th grade student is not receiving Title V services either directly or indirectly. Indirect receipt of Title V services means that the student receives Title V services other than direct instruction. This includes media/materials/services purchased through a Title V project.
20	**36-36**	**1**	**A/N**	**Filler**
21	**37-37**	**1**	**A/N**	**Filler**
22	**38-38**	**1**	**A/N**	**Filler**
23	**39-39**	**1**	**A**	**Program Participation Prior to Kindergarten**
				A code which indicates the program in which a kindergarten student participated in the year prior to kindergarten entry. When the student participates/ (CONTINUED ON NEXT PAGE)

FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 FEDERAL/STATE INDICATOR STATUS

Item Number	From-To	Size	Field Char.	Field Description
				Participated in more than one program, the program which is/was the primary funding source is to be recorded.
				Code Definition
				C Title 1 Prekindergarten - A federal funded preschool program serving three and four year olds who live in Title 1 attendance zone and are educationally disadvantaged.
				D Prekindergarten Program for Children with Disabilities - A federally and state funded program within the Florida Education Finance Program (FEFP) for three and four year olds with disabilities.
				F Fee for Service - A prekindergarten program operated by a local school district in which parents pay tuition.
				H Head Start - A federal funded preschool program serving three and four year olds who meet income eligibility requirements; program may be operated by school district or community agency.
				L Readiness Program Operated by Local Coalition – These programs operate under contract with local readiness coalitions and are supported by state or federal funds and/or a sliding fee scale based on the parents' income. These include programs formerly known as Subsidized Child Care and Prekindergarten Early Intervention. *See page 124-50.
				M Migrant Prekindergarten - A federal or state funded preschool program for eligible three and four year old children of migratory agricultural or fishing laborers.
				N None-The student did not participate in a prekindergarten program.
				CONTINUED ON NEXT PAGE)

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2003-2004 FEDERAL/STATE INDICATOR STATUS

Item Number	From-To	Size	Field Char.	Field Description
				P — Private Prekindergarten Program – A student parentally placed in a private preschool.
				T — Teenage Parent Program – A child care program provided by the district for the child(ren) of a parent or parents who are enrolled in or who have completed a Teenage Parent Program and who are enrolled full-time in a public school in the district.
				Z — Not applicable (The student is not a kindergarten student.)
				Note: This element is to be used for recording prekindergarten program participation the year prior to entering kindergarten for students currently in kindergarten.
24	40-41	2	A/N	**Filler**
25	42-43	2	A/N	**Filler**
26	44-44	1	A/N	**Section 504 Eligible**
				A code to identify that the student is an eligible student under Section 504 of the Rehabilitation Act of 1973, excluding students who are identified as eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA). CONTINUE ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				<u>Code</u> <u>Definition</u> Y Student is an eligible student under Section 504 of the Rehabilitation Act of 1973 and is not an eligible student with disabilities under the Individuals with Disabilities Education Act (IDEA). Z Not Applicable. NOTE: Section 504 of the Rehabilitation Act of 1973 is a civil rights statute which provides that: "No otherwise qualified individual with handicaps in the United States...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or activity conducted by any Executive agency or by the United States Postal Service." (29 USC s. 794)
27	**45-45**	**1**	**A**	**Prekindergarten Program Participation**
				A code which indicates the program in which a preschool age student is currently participating. When the student participates/participated in more than one program, the program which is/was the primary funding source is to be recorded <u>Code</u> <u>Definition</u> C Title 1 Prekindergarten - A federal funded preschool program serving three and four year olds who live in Title 1 attendance zones and are educationally disadvantaged. D Prekindergarten Program for children with Disabilities – A federally and state funded program within the Florida Education Finance Program (FEFP) for three and four year olds with disabilities. (CONTINUED ON THE NEXT PAGE)

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2003-2004 FEDERAL/STATE INDICATOR STATUS

Item Number	From-To	Size	Field Char.	Field Description
				F Fee for Service – A prekindergarten program operated by a local school district in which parents pay tuition.
				H Head Start - A federal funded preschool program serving three and four year olds who meet income eligibility requirements; program may be operated by school district or community agency.
				L Readiness Program Operated by Local Coalition – These programs operate under contract with local readiness coalitions and are supported by state or federal funds and/or a sliding fee scale based on the parents' income. These include programs formerly known as Subsidized Child Care and Prekindergarten Early Intervention. *See Page 124-50
				M Migrant Prekindergarten - A federal or state funded preschool program for eligible three and four year old children of migratory agricultural or fishing laborers.
				T Teenage Parent Program – A child care program provided by the district for the child(ren) of a parent or parents who are enrolled in or who have completed a Teenage Parent Program and who are enrolled full-time in a public school in the district.
				Z Not applicable.
				CONTINUED ON THE NEXT PAGE)

**EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
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2003-2004 FEDERAL/STATE INDICATOR STATUS

Item Number	From-To	Size	Field Char.	Field Description
28	**46-46**	**1**	**A/N**	**Filler**
29	**47-80**	**34**	**A/N**	**Filler**

**Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems**

**Comprehensive Management Information System
Automated Student Reporting Format**

2003-2004 Federal/State Compensatory Project Evaluation

1.   DEMOGRAPHIC INFORMATION: Submit a separate record during reporting period 5 for each student who participated in a Title 1, Title 1 Migrant, State Migrant, Title 1/Title 1 Migrant, or Title 1 Migrant/State Migrant education program for both the school year and, if applicable, the summer session.

2.   TERM: To show the student participated in a program during the regular school year, use code 3 (annual). To indicate summer participation, use S (Combined Summer Session). If the student participated in both regular school year and summer school sessions, send separate records indicating correct term.

3.   FEDERAL/STATE PROJECT - STATE SUPPORT SERVICES: Up to four support service codes may be reported for students receiving Title 1, Title 1 Migrant, or State Migrant services. With the exception of "Z", a support service code may be used only once. This is NOT required for support services provided by state funds.

4.   PLACEMENT DATE: This data element indicates the date the student began receiving Title 1, Education Program services for the current school year. This data element is optional for districts that elect to include a late enrollment date in their approved Title 1 plan and application.

5.   KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5, 6 and 8. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

DB9 18C Exp. 06/30/05

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
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2003-2004 FEDERAL/STATE COMPENSATORY PROJECT EVALUATION

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only	9 Track (odd Parity)	Date: April 2001
A/N = Alphanumeric	1600 or 6250 BPI, EBCDIC	Effective Date: July 2001
N = Numeric only	Label Information_____	
Z = Zoned Numeric	Record size _____	Format No.: 6323
P = Packed decimal	Block size _____	
R = Right justified		Record Type: 1 of 1
leading zeros		
L = Left justified		Activity No.: DB9 18B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Instruction/Service**
				The two digit number for the current school district which is providing instruction or services. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.
2	**3-6**	**4**	**N**	**School Number, Current Instruction/Service**
				The state assigned four digit school number for the school in which instruction or other services are provided during the current school year.
				<u>Number</u> <u>Definition</u>
				0001-9899 District school sites assigned a unique number in the state Master School ID File.
				N999 DPS/MIS reporting number for out-of-state or PK-12 non-public in-state schools.
3	**7-16**	**10**	**A/N**	**Student Number Identifier, Florida**
				A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational students.
				(CONTINUED ON NEXT PAGE)

FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
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2003-2004 FEDERAL/STATE COMPENSATORY PROJECT EVALUATION

Item Number	From-To	Size	Field Char.	Field Description
				If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".
				nnnnnnnnnX Example: 123456789X
				If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide.
				<u>First 2 Digits</u>
				NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System.
				<u>Last 8 Digits</u>
				NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned.
				See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for more information.
4	**17-17**	**1**	**A/N**	**Survey Period Code - Always '5'**
5	**18-21**	**4**	**N**	**School Year**
				The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which the data are reported. School year is:
				YYYY Example: 9091

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FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
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2003-2004 FEDERAL/STATE COMPENSATORY PROJECT EVALUATION

Item Number	From-To	Size	Field Char.	Field Description
6	**22-26**	**5**	**A/N**	**Federal/State Project, Area and Model**
				A numeric indication of the project type, subject area and model for the instruction received by the student during the project year.

NNNNN   <u>First Digit</u> - Project Type
       1   Title 1
       2   Title 1 - Migrant
       3   State Migrant
       5   Title 1/Title 1 Migrant
       6   Title 1 Migrant/State Migrant

<u>Second Digit</u> - Subject Area
0   Other*
1   Language Arts
2   Math
3   Language Arts/Math
4   ESOL
5   Multidisciplinary Studies/Tutorial
6   Readiness Skills **
7   Transition Skills**
8   Science
9   Social Studies

*May Not Be Used in Summer term.

**May Only Be Used in Summer term

<u>Third - Fourth Digit</u> - Model
00   Schoolwide Project
01   Targeted Assistance
08   Add-On
09   Other Approved Model

<u>Fifth Digit</u>
0   Not Applicable

FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 FEDERAL/STATE COMPENSATORY PROJECT EVALUATION

Item Number	From-To	Size	Field Char.	Field Description
7	**27-27**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records.
				Code Definition
				A Add Record C Update Record D Delete Record
8	**28-28**	**1**	**A/N**	**Term**
				The time of the school year during which the student was enrolled in the course.
				Code Definition
				3 Annual S Combined Summer Sessions
9	**29-32**	**4**	**A/N**	**Federal/State Project - Support Services**
				Record the type(s) of Title 1 or Title 1 Migrant funded support services provided to any Title 1, Basic Title 1 Migrant, or State Migrant participants. Codes consist of one character fields which may occur a maximum of four times. Allowable support services codes are as follows: (CONTINUED ON NEXT PAGE)

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2003-2004 FEDERAL/STATE COMPENSATORY PROJECT EVALUATION

Item Number	From-To	Size	Field Char.	Field Description
				<u>Code</u> <u>Definition</u> A Attendance, Guidance, Psychological Services D Dental Services H Health Services N Nutrition O Outreach, Advocacy R At-Risk S Social Work T Transportation X Needs Assessment Z Not Applicable Examples: AHZZ Student receives support services in Guidance and Health. ZZZZ Not applicable. (Student did not receive support services.)
10	**33-40**	**8**	**A/N**	**Federal/State Project - Placement Date**
				The date the student first enrolled in a Federal Title 1 or Migrant Program in the district for the year being reported. MMDDYYYY Example: 09271994 The student first enrolled in the program September 27, 1994. 00000000 Not applicable or district is not maintaining the date. Note: This data element is optional for districts that elect to include an enrollment date in their approved Title 1 plan and application.
11	**41-80**	**40**	**A/N**	**Filler**

Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems

Comprehensive Management Information System
Automated Student Reporting Format

2003-2004 Exceptional Student

1. Submit this record in reporting periods 1-4 and 9 for any PK-12 student who has an Exceptionality, Primary code other than Z. (Student has a current FSP, IEP or EP in effect.)

2. For reporting period 5, submit this record for any PK-12 student who, during the school year just ended, was in membership and had an Exceptionality, Primary code other than Z.

3. For reporting period 9 the universe is determined by this format. Records should be submitted only for students who have a current FSP, IEP or EP as of December 1 of the reporting year. Students do not have to be in attendance but must be in membership to be counted.

4. YEAR: For reporting periods 1-4 or 9 this field will contain the fiscal year. For reporting period 5 this field will contain school year.

5. EXCEPTIONAL STUDENT, DISMISSAL DATE: Report the most recent Exceptional Student, Dismissal Date in Survey 5 for any student who has exited **all** Exceptional programs during the school year and is no longer receiving special education and related services.

6. TIME, TOTAL SCHOOL WEEK AND TIME WITH NON-DISABLED PEERS are reported only in Surveys 2 and 9. For all other surveys, zero-fill the fields.

7. EXCEPTIONAL STUDENT, IDEA EDUCATIONAL ENVIRONMENTS: Report only in Survey 9. For all other Surveys, Z fill the fields.

8. 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.

Florida Department of Education
Education Information and Accountability Services
Educational Data Systems

2003-2004 EXCEPTIONAL STUDENT

FIELD CHARACTERISTICS:				TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified				9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2001 Effective Date: July 2001 Format No.: 6351 Record Type: 1 of 1 Activity No.: DB9 23B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Enrollment**
				The two digit number for the current school district in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.
2	**3-6**	**4**	**A/N/R**	**School Number, Current Enrollment**
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year.
				<u>Number</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 non-public in-state schools.
3	**7-16**	**10**	**A/N**	**Student Number Identifier, Florida**
				A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and post secondary vocational students.
				(CONTINUED ON NEXT PAGE)

Florida Department of Education
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2003-2004 EXCEPTIONAL STUDENT

Item Number	From-To	Size	Field Char.	Field Description
				If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X". NnnnnnnnnX Example: 123456789X If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide. <u>First 2 Digits</u> NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System. <u>Last 8 Digits</u> NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned. See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for more information.
4	**17-17**	**1**	**A/N**	**Survey Period Code**
				A code representing one of the state reporting periods. Code Definition 1 July 2 October 3 February 4 June 5 End of Year 9 December
5	**18-21**	**4**	**N**	**Year** (See note on cover page)
				The Year data element refers to fiscal year or school year, as appropriate. YYYY Example: 0203

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Educational Data Systems

2003-2004 EXCEPTIONAL STUDENT

Item Number	From-To	Size	Field Char.	Field Description
6	**22-25**	**4**	**A/N**	**Filler**
	26-26	**1**	**A**	**Exceptional Student Extended School Year Services**
				A one digit alpha indicator used to identify whether or not a student with disabilities received extended school year (ESY) services in accordance with the student's individual educational plan (IEP). The codes to be used are:
				<u>CODE</u> <u>DEFINITION</u>
				Y The student received extended school year services in accordance with an IEP team decision.
				N The IEP team determined that ESY services were not necessary.
				Z The student is not identified as a student with a disability (gifted).
7	**27-27**	**1**	**A**	**Exceptional Student, IDEA Educational Environments**
				A one character code to identify the educational environment in which a student with disabilities is served. Working down the list, select the first code applicable to the student. For students identified as gifted who are not also identified as disabled use code Z. For all students ages 0-2, use code Z.
				<u>CODE</u> <u>DEFINITION</u>
				FOR ALL STUDENTS, DETERMINE IF CODES C OR P APPLY:
				C **Correction Facility -** Students with disabilities receiving special education in Department of Juvenile Justice facilities (School Type 10 in Master School Identification File), Department of Corrections facilities, or City/County Jails.
				P **Private Schools -** Students with disabilities enrolled by their parents or guardians in regular parochial or other private schools an who receive special education and related services at public expense from a local educational agency. Includes Opportunity Scholarship schools; does not include charter schools**.**
				(CONTINUED ON NEXT PAGE)

Florida Department of Education
Education Information and Accountability Services
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2003-2004 EXCEPTIONAL STUDENT

tem Number	From-To	Size	Field Char.	Field Description
				FOR ALL STUDENTS AGES 3-5 NOT CODED AS C OR P, DETERMINE IF CODES A, B OR S APPLY:
				A **Home -** Children with disabilities who receive all of their special education and related services in the principal residence of the child's family or caregivers.
				B **Residential Facility -**Children with disabilities who receive all of their special education and related services in publicly or privately operated residential schools or residential medical facilities on an I Inpatient basis.
				S **Separated School -** Children with disabilities who receive all of their special education and related services in educational programs in public or private day schools specifically for children with disabilities. (Also known as center schools, where all of the students are disabled.)
				FOR ALL STUDENTS AGES 6-21 NOT CODED AS C OR P, DETERMINE IF CODES D, E, F, G, OR H APPLY:
				D **Public Separate Facility** - Students with disabilities receiving special education and related services for greater than 50 percent of the school day in **non-residential** public separate facilities. (Also known as center schools, where all of the students are disabled.)
				(CONTINUED ON NEXT PAGE)

Florida Department of Education
Education Information and Accountability Services
Educational Data Systems

2003-2004 EXCEPTIONAL STUDENT

Item Number	From-To	Size	Field Char.	Field Description
				E **Private Separate Facility -** Students with disabilities receiving special education and related services, at public expense, for greater than 50 percent of the school day in private **non-residential** separate facilities. This involves a contact between the school district and a **non**-**residential** private day school.
				F **Public Residential Facility -** Students with disabilities receiving special education and related services for greater than 50 percent of the school day in public **residential** facilities (e.g., Florida School for the Deaf and Blind).
				G **Private Residential Facility -** Students with disabilities receiving special education and related services, at public expense, for greater than 50 percent of the school day in public **residential** facilities. This involves a contract between the school district and a private residential school.
				H **Home/Hospital -** Students with disabilities receiving special education and related services at home or in a hospital.
				FOR ALL OTHERS (INCLUDING STUDENTS 0-2 AND STUDENTS IDENTIFIED AS GIFTED AND NOT ALSO IDENTIFIED AS DISABLED) USE THE FOLLOWING CODE:
				Z **None of the Above -** For these students, educational environment will be calculated using the two elements, Time, Total School Week and Time with Non-disabled Peers found on the Student Demographic Format.
				(CONTINUED ON NEXT PAGE)

Florida Department of Education
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2003-2004 EXCEPTIONAL STUDENT

Item Number	From-To	Size	Item Number	From-To
				Placement should be determined as of December 1 of the school year. The element is only reported for exceptional students during Survey 9. Districts may Z-fill this element for other survey periods.
8	**28-28**	**1**	**A**	**Exceptionality, Primary**
				A code to identify the primary exceptionality for any child, youth or adult post secondary student enrolled in or eligible for enrollment in the public schools of a district who requires special instruction or related services to take full advantage of or respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality. <u>Primary</u> indicates that exceptionality which most affects the student's ability to learn. The codes to be used follow: <u>Code</u>　<u>Exceptionality</u> A　Educable Mentally Handicapped B　Trainable Mentally Handicapped C　Orthopedically Impaired F　Speech Impaired G　Language Impaired H　Deaf or Hard of Hearing I　Visually Impaired J　Emotionally Handicapped K　Specific Learning Disabled L　Gifted M　Hospital/Homebound N　Profoundly Mentally Handicapped O　Dual-Sensory Impaired P　Autistic Q　Severely Emotionally Disturbed S　Traumatic Brain Injured T　Developmentally Delayed U　Established Conditions V　Other Health Impaired Z　Not Applicable

Florida Department of Education
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2003-2004 EXCEPTIONAL STUDENT

Item Number	From-To	Size	Field Char.	Field Description
9	29-29	1	A	**Alternate Assessment Administered**
				A one-digit alpha indicator used to identify whether or not a student with disabilities is administered an alternate assessment at grades 3-10. The codes to be used are: CODE — Definition Y — Yes, an alternate Assessment was/will be administered. N — No assessment administered. P — Student took partial or total FCAT and an alternate assessment. Z — Student took statewide FCAT or student is in grade other than 3-10. NOTE: This element is to be used only for students with disabilities. Students identified as gifted only must be coded Z.
10	30-55	26	A/N	**Filler**
11	56-56	1	A	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's data base reporting records. Code — Definition A — Add Record C — Update Record D — Delete Record
12	57-73	17	A/N	**Filler**
13	74-81	8	A/N	**Exceptional Student, Dismissal Date**
				The code indicating the date of dismissal from each special program by the ESE administrator or designee. Dismissal date occurs: 1) After dismissal staffing or after the Individual Education Plan/Family Support Plan/Education Plan Meeting; (CONTINUED ON NEXT PAGE)

Florida Department of Education
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2003-2004 EXCEPTIONAL STUDENT

Item Number	From-To	Size	Field Char.	Field Description
				2) After parent is provided informed notice of dismissal; and 3) As a result of a staffing that is documented by a staffing report that includes a recommendation for dismissal by the staffing committee and approval of this recommendation by the ESE administrator or designee. MMDDYYYY Date dismissed from ESE program. Example: 05211985
14	**82-89**	**8**	**A/N**	**Exceptional Student Plan Date**
				The date of the most recent Individual Educational Plan, Family Support Plan or Education Plan development or review meeting. MMDDYYYY Example: 05101983
15	**90-143**	**54**	**A/N**	**Filler**
16	**144-152**	**9**	**A/L**	**Exceptionality, Other**
				A code to identify each exceptionality beyond the primary exceptionality for any child or youth enrolled in the public schools of a district who requires special instruction or related services to take full advantage of or respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality. A maximum of nine exceptionalities may be included. The codes to be used follow: Code Definition A Educable Mentally Handicapped B Trainable Mentally Handicapped C Orthopedically Impaired D Occupational Therapy E Physical Therapy F Speech Impaired G Language Impaired H Deaf or Hard of Hearing (CONTINUED ON NEXT PAGE)

Florida Department of Education
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2003-2004 EXCEPTIONAL STUDENT

Item Number	From-To	Size	Field Char.	Field Description
				I Visually Impaired J Emotionally Handicapped K Specific Learning Disabled L Gifted M Hospital/Homebound N Profoundly Mentally Handicapped O Dual-Sensory Impaired P Autistic Q Severely Emotionally Disturbed S Traumatic Brain Injured T Developmentally Delayed U Established Conditions V Other Health Impaired Z Not Applicable
17	**153-156**	**4**	**N**	**Time, Total School Week**
				The total amount of time a student is scheduled to attend school each week. This should be reported in minutes per week and be consistent with the information provided in the student's matrix of services. All scheduled time, i.e., <u>class time, recess, lunch and time between classes must be included in the total</u>. Examples: 1. Student A's school day begins at 7:30 A.M. and ends at 2:30 P.M. and the student attends five days per week. The total amount of time in school is calculated based on seven hours per day, five days per week. This equates to 2100 minutes per week. days = 600 minutes. Then, the total time in the school week for the student is 1,710 minutes + 600 minutes = 2,310 minutes. (CONTINUED ON NEXT PAGE)

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2003-2004 EXCEPTIONAL STUDENT

Item Number	From-To	Size	Field Char.	Field Description
				2. Student B's school day begins at 7:30 A.M. and ends at 12:30 P.M. The student then leaves the school campus to go to an on-the-job training site (OJT) on Monday, Wednesday and Thursday. The student works until 5:00 P.M. on those days. For the three days the student goes to OJT, the minutes would equate to 570 minutes per day x 3 days = 1,710 minutes. For the two days the student does not work, the minutes would equate to 300 minutes per day x 2 days = 600 minutes. Then, the total time in the school week for the student is 1,710 minutes + 600 minutes = 2,310 minutes. NOTE: This data should be reported only for Surveys 2 and 9. Districts should zero-fill this element for all other survey periods.
18	**157-160**	**4**	**N**	**Time With Non-Disabled Peers**
				The total amount of time that a student with a disability is with non-disabled peers. This includes time with school and work place peers. This should be reported in minutes per week and be consistent with the information provided on the student's matrix of services. Include class time, lunch, recess, and time between classes if this time is spent with non-disabled peers. NOTE: This data should be reported only for Surveys 2 and 9. Districts should zero-fill this element for all other survey periods

Florida Department of Education
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Comprehensive Management Information System
Automated Student Reporting Format

2003-2004 Exceptional Student Program

1.   Submit this record in reporting periods 2, 3 and 5 for <u>each</u> Exceptionality (primary and other) for which a student is eligible to be served during the October FTE Survey Period or the February FTE Survey period. Submit this record in reporting period 5 for all exceptional students in membership during the school year just ended and for students who were referred and determined ineligible at any time during the school year just ended.

2.   In reporting period 5, submit one record for any student who is not already an Exceptional Student, was referred for evaluation, and is either pending evaluation, or was evaluated and determined ineligible (Exceptional Student Placement Status = R or I).

3.   KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5 and 17. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 EXCEPTIONAL STUDENT PROGRAM

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only	9 Track (odd Parity)	Date: April 2001
A/N = Alphanumeric	1600 or 6250 BPI, EBCDIC	Effective Date: July 2001
N = Numeric only	Label Information_____	
Z = Zoned Numeric	Record size _____	Format No.: 6489
P = Packed decimal	Block size _____	
R = Right justified		Record Type: 1 of 1
leading zeros		
L = Left justified		Activity No.: DB9 12B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-2**	**2**	**N/R**	**District Number, Current Enrollment**
				The two digit number for the current school district in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.
2	**3-6**	**4**	**A/N/R**	**School Number, Current Enrollment**
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year.
				<u>Number</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 non-public in-state schools.
3	**7-16**	**10**	**A/N**	**Student Number Identifier, Florida**
				A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational students.
				(CONTINUED ON NEXT PAGE)

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2003-2004 EXCEPTIONAL STUDENT PROGRAM

Item Number	From-To	Size	Field Char.	Field Description
				<u>If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u> nnnnnnnnnX Example123456789X If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide. <u>First 2 Digits</u> NN — For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System. <u>Last 8 Digits</u> NNNNNNNN — The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned. See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> for more information.
4	**17-17**	**1**	**A/N**	**Survey Period Code**
				A code representing one of the state reporting periods. <u>Code</u> <u>Definition</u> 2 October 3 February 5 End of Year

FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 EXCEPTIONAL STUDENT PROGRAM

Item Number	From-To	Size	Field Char.	Field Description
5	**18-21**	**4**	**N**	**Fiscal Year**
				The state fiscal year (running from July 1 through June 30) for which the reported data are applicable. NNNN Example: 8788 Fiscal Year July 1, 1987 through June 30, 1988
6	**22-24**	**3**	**A/N**	**Filler**
7	**25-30**	**6**	**A/N**	**Filler**
8	**31-36**	**6**	**A/N**	**Filler**
9	**37-37**	**1**	**A**	**Exceptional Student Placement Status**
				A code defining the eligibility and placement status of the exceptional student for each exceptional student program. Code Definition R Referred and pending evaluation I Evaluated and ineligible N Determined eligible and not placed P Determined eligible and placed T Temporarily placed Z Not applicable Note: Codes P and T will be reported on the Exceptional Student Program format in all surveys. Codes R and I will only be reported in survey 5 for students who were (1) determined ineligible for ESE services at any time during the school year or (2) still pending evaluation at the end of the school year. For students reported with Code R for Survey 5, data is required in fields 1-13 and 18; all other fields may be 0-filled for these students. For students reported with Code I for Survey 5, data is required in fields 1-14 and 18; all other fields may be 0-filled for these students. The code I should be used only for students who have not already been placed in any other exceptional program.

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2003-2004 EXCEPTIONAL STUDENT PROGRAM

Item Number	From-To	Size	Field Char.	Field Description
10	**38-41**	**4**	**A/N**	**Filler**
11	**42-47**	**6**	**A/N**	**Filler**
12	**48-48**	**1**	**A**	**Transaction Code**

				A code indicating the appropriate action to be taken with respect to the district's data base reporting record.
				
				    <u>Code</u> <u>Definition</u>
				
				    A Add Record
				    C Update Record
				    D Delete Record

13	**49-56**	**8**	**A/N**	**Referral Date**
				The date the student was referred for formal evaluation/assessment. For Exceptional Student Education: The date the student was referred for formal evaluation to determine the student's eligibility for <u>each</u> special program. MMDDYYYY Example: 09241987 The student was referred for formal evaluation/assessment on September 24, 1987
14	**57-64**	**8**	**A/N**	**Evaluation Completion Date**
				The date the applicable initial evaluation procedures prescribed in Rules 6A-6.03011 through 6A-6.03026, FAC, are completed for the purpose of determining a student's eligibility for each special program. MMDDYYYY Date evaluation procedures completed Example: 10151988 = October 15, 1988
15	**65-72**	**8**	**A/N**	**Exceptional Student Placement Date**
				The date the student was first enrolled in the class, course or received service prescribed in the Individual Education Plan (IEP), Family Support Plan (FSP) or Education Plan (EP). Except for students age birth through two who have an interim FSP, placement date occurs <u>after</u>: **(**CONTINUED ON NEXT PAGE)

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2003-2004 EXCEPTIONAL STUDENT PROGRAM

Item Number	From-To	Size	Field Char.	Field Description
15	**65-72**	**8**	**A/N**	**Exceptional Student Placement Date**
				1) eligibility staffing; 2) ESE administrator or designee verifies the staffing committee's recommendation regarding students eligibility. 3) the development of the IEP/FSP/EP; and 4) parent is provided informed notice and gives written consent. MMDDYYYY Example: 03251987 The student was placed in the program on March 25, 1987
16	**73-80**	**8**	**A/N**	**Exceptional Student Eligibility Determination Date**
				The date the eligibility or ineligibility determination for each ESE program was verified by the ESE administrator or designee. This occurs after eligibility staffing that is documented by a staffing report in which the staffing committee made a recommendation regarding the student's eligibility or ineligibility. MMDDYYYY Date eligibility determination Example: 10011986 = October 1, 1986
17	**81-81**	**1**	**A**	**Exceptionality**
				A code to identify each exceptionality including the primary exceptionality and all other exceptionalities for any child or youth enrolled in or eligible for enrollment in the public schools of a district who requires special instruction of related services to take full advantage of or respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality. The codes to be used follow: (CONTINUED ON NEXT PAGE)

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2003-2004 EXCEPTIONAL STUDENT PROGRAM

Item Number	From-To	Size	Field Char.	Field Description
				<table><tr><td>Code</td><td>Exceptionality</td></tr><tr><td>A</td><td>Educable Mentally Handicapped</td></tr><tr><td>B</td><td>Trainable Mentally Handicapped</td></tr><tr><td>C</td><td>Orthopedically Impaired</td></tr><tr><td>D</td><td>Occupational Therapy</td></tr><tr><td>E</td><td>Physical Therapy</td></tr><tr><td>F</td><td>Speech Impaired</td></tr><tr><td>G</td><td>Language Impaired</td></tr><tr><td>H</td><td>Deaf or Hard of Hearing</td></tr><tr><td>I</td><td>Visually Impaired</td></tr><tr><td>J</td><td>Emotionally Handicapped</td></tr><tr><td>K</td><td>Specific Learning Disabled</td></tr><tr><td>L</td><td>Gifted</td></tr><tr><td>M</td><td>Hospital/Homebound</td></tr><tr><td>N</td><td>Profoundly Mentally Handicapped</td></tr><tr><td>O</td><td>Dual-Sensory Impaired</td></tr><tr><td>P</td><td>Autistic</td></tr><tr><td>Q</td><td>Severely Emotionally Disturbed</td></tr><tr><td>S</td><td>Traumatic Brain Injured</td></tr><tr><td>T</td><td>Developmentally Delayed</td></tr><tr><td>U</td><td>Established Conditions</td></tr><tr><td>V</td><td>Other Health Impaired</td></tr><tr><td>Z</td><td>Not Applicable</td></tr></table>
18	**82-82**	**1**	**A/N**	**Exceptional Student Referral Reason**
				CODE DEFINITION D The student is suspected of having a disability. G The student is suspected of being gifted. Z Not applicable. Note: Codes D and G will be reported on the Exceptional Student Program Eligibility format in Survey 5. For all other surveys, enter Code Z.
19	**83-160**	**78**	**A/N**	**Filler**

Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems

Comprehensive Management Information System
Automated Student Reporting Format

2003-2004 Student Course Transcript Information

1.   Submit course information for all students in grades 9-12 for whom the district gave grades during the School Year, including summer school.

2.   **Send all courses the student has taken for which a course grade has been assigned.** The Course Grade field (item 20) may contain I for incomplete, NG for no grade assigned or similar grades other than A, B, C, D and F as defined in the DOE Information Data Base Requirements: Volume I -- Automated Student Information System.

3.   The Grade Level field (item 10) should contain the Grade Level the student was in at the time the course was taken.

Grade Level	Course Information
12	Grades 9, 10, 11, 12 and any courses below ninth grade that the student took in order to earn credit toward a high school diploma.
11	Grades 9, 10, 11 and any courses below ninth grade that the student took in order to earn credit toward a high school diploma.
10	Grades 9, 10 and any other courses below ninth grade that the student took in order to earn credit toward a high school diploma.
9	Grade 9 and any courses below ninth grade that the student took in order to earn credit toward a high school diploma.

2003-2004 Student Course Transcript Information (Con't)

NOTE: Only report credits on grade 30 if the student left a secondary K-12 program, entered the Adult High School program as grade 30 and subsequently returned to a secondary K-12 program prior to graduation.

4. The School Number, Where Credit Earned field (item 7) may contain 0001-9899, N997, N998, N999, C901-C928 Florida public community colleges, U970-U978 Florida public state universities or P001-P999 eligible postsecondary non-public institutions.

5. KEY FIELDS: The key fields for this format are item numbers 2-5 and 9-13. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

FLORIDA DEPARTMENT OF EDUCATION
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2003-2004 STUDENT COURSE TRANSCRIPT INFORMATION

FIELD CHARACTERISTICS:	TAPE CHARACTERISTICS:	
A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information_____ Record size _____ Block size _____	Date: April 2001 Effective Date: July 2001 Format No.: 6715 Record Type: 1 of 1 Activity No.: DB9 39B

Item Number	From-To	Size	Field Char.	Field Description
1	**1-14**	**14**	**A/N**	**Filler**
2	**15-15**	**1**	**A/N**	**Survey Period Code - Always '5'**
3	**16-17**	**2**	**N/R**	**District Number, Current Enrollment**
				The two digit number for the current school district in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix C, for acceptable codes.
4	**18-21**	**4**	**A/N/R**	**School Number, Current Enrollment**
				The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year. 　　<u>Number</u>　　　<u>Definition</u> 　　0001-9899　　District school sites assigned a unique number in the state Master School ID File.
5	**22-31**	**10**	**A/N**	**Student Number Identifier, Florida**
				A ten character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational students. (CONTINUED ON NEXT PAGE)

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2003-2004 STUDENT COURSE TRANSCRIPT INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
			→	<u>If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u> nnnnnnnnnX Example: 123456789X If a student <u>does not</u> provide a social security number, the school district should assign a number using the common method statewide. <u>First 2 Digits</u> NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System. <u>Last 8 Digits</u> NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned. See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> for more information.
6	**32-33**	**2**	**A/N/R**	**District Number, Where Credit Earned**

				The district in which the student earned credit (for permanent record and transcripts).
				
				    <u>Code</u> <u>Definition</u>
				    01-70 & State assigned number for school districts or
				    72-76 other agency
				
				(CONTINUED ON NEXT PAGE)

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2003-2004 STUDENT COURSE TRANSCRIPT INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
				<u>Code</u> <u>Definition</u> 99 Other than Florida Public School AL-WY Two character code for out-of-state districts in which student earned credit AF-ZA Two character code for foreign county in which student earned credit See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendices G, H and Q.
7	**34-37**	**4**	**A/N/R**	**School Number, Where Credit Earned**
				The number of the school where the student earned credit. <u>Code</u> <u>Definition</u> 0001-9899 District school sites assigned a unique number in the state Master School ID File. N999 DPS/MIS reporting number for out-of-state schools or PK-12 non-public in-state schools. N998 DPS/MIS reporting number for Home Education. N997 DPS/MIS reporting number for American schools abroad. C901-C928 DPS/MIS reporting number for public community colleges in Florida. U970-U978 DPS/MIS reporting number for public state universities in Florida. P001-P999 DPS/MIS reporting number for eligible postsecondary non-public colleges and universities. See Appendix F: Florida Public Community Colleges and State University Reporting Numbers. See Appendix K: Private Postsecondary Institution Reporting Numbers.

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2003-2004 STUDENT COURSE TRANSCRIPT INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
8	**38-62**	**25**	**A/N**	**Filler**
9	**63-66**	**4**	**N**	**School Year**
				The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported. School year is:
				YYYY Example: 8788
10	**67-68**	**2**	**A/N**	**Grade Level**
				The student's current grade level placement or the grade level for which data are being reported.
11	**69-69**	**1**	**A/N**	**Term**
				The time of the school year during which the student was enrolled in courses.

Code Definition   Code Definition

Code	Definition		Code	Definition
1	Semester 1		H	Quinmester 4
2	Semester 2		I	Quinmester 5
3	Annual		J	Six Weeks 1
4	Summer Session 1		K	Six Weeks 2
5	Summer Session 2		L	Six Weeks 3
6	Quarter 1		M	Six Weeks 4
7	Quarter 2		N	Six Weeks 5
8	Quarter 3		O	Six Weeks 6
9	Quarter 4			
B	Trimester 1		S	Combined Summer Session
C	Trimester 2			
D	Trimester 3		T*	Intersession 1
E	Quinmester 1		U*	Intersession 2
F	Quinmester 2		V*	Intersession 3
G	Quinmester 3		W*	Intersession 4
			X*	Intersession 5

Y***Year of Nonenrollment.

*NOTE: Intersessions are to be used only for year-round school recordkeeping.

***NOTE: Code Y is to be used only for reporting students who have withdrawn between school years.

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2003-2004 STUDENT COURSE TRANSCRIPT INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
12	**70-76**	**7**	**A/N**	**Course Number**
				The official state number assigned to school district, community college or state university courses listed or referenced in the state <u>Course Code Directory</u> or the private postsecondary institution course number for students dually enrolled in private postsecondary institutions as provided in Section 1011.62, F.S. The postsecondary course numbers for lab or combined lecture and lab courses (which use 8 character numbers) will need to be recoded to seven character numbers using the following conventions: <u>Lecture Courses</u>: 　Postsecondary Format = XXX9999 in the Statewide Course Numbering System. Use the actual 7 character alphanumeric course number. <u>Lab Courses</u>: 　Postsecondary Format = XXX9999L in the Statewide Course Numbering System. Replace the first numeric character with L. 　Example: PHY1050L would be reported PHYL050. <u>Combined Lecture & Lab Courses</u>: 　Postsecondary Format = XXX9999C in the statewide Course Numbering System. Replace the first numeric character with C. 　Example: PHY1050C would be reported PHYC050.

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2003-2004 STUDENT COURSE TRANSCRIPT INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
13	**77-81**	**5**	**A/N**	**Course, Sequence Number**
				A code assigned by the district, to each course record transmitted to the state in this record format. The code must be unique for each course sent for a student within a school year. The code may be generated at the time the district generates the course record submitted to the state.
14	**82-96**	**15**	**A/N**	**Filler**
15	**97-98**	**2**	**A**	**Course, State Subject Area Requirements**
				A code indicating the subject area in which credit toward high school graduation will apply upon successful completion of the course (See Course Code Directory).

Code Subject Area

EN	English	PF	Performing Fine Arts
MA	Mathematics	LM	Life Management Skills
SC	Science	PE	Physical Education
AH	American History	EX	Exceptional Student
WH	World History	EL	Electives
EC	Economics	FL	Foreign Language
AG	American Government		Elective
VO	Vocational (either	LA	Language Arts Elective
	Practical Arts	SS	Social Studies Elective
	Vocational or	NC	Non Credit
	Exploratory	CE	Computer Education
	Vocational)		(Effective 91-92, but may be used prior to effective date)

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Item Number	From-To	Size	Field Char.	Field Description
				Courses in the Language Arts section of the Course Code Directory will be coded as EN if they meet the specific graduation requirements for English. Those Language Arts courses which do not meet the graduation requirements for English would be coded as electives (EL) or language arts electives (LA) depending on district policy.
				Courses in the Social Studies section of the Course Code Directory which meet specific graduation requirements will be coded to match the graduation requirement which they address: EC-Economics, WH-World History, AH-American History and AG-American Government. Social Studies courses which do not meet specific graduation requirements will be coded as electives (EL) or social studies electives (SS) depending on district policy.
				Courses in foreign languages may be coded as electives (EL) or as foreign language electives (FL) depending on district policy. If the student is completing coursework for college admissions or the Florida Academic Scholar Program, foreign language courses should be coded FL.
				Since all science and mathematics courses currently listed in the Course Code Directory meet specific graduation requirements, any credits in mathematics or science taken above the minimum graduation requirements should be coded as MA or SC or as appropriate.
				Computer Education (CE) may be substituted for an elective credit when a district's local policy requires a student to complete a Computer Education course in order to graduate. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				The Practical Arts graduation requirement may be fulfilled by substituting one of the basic Computer Education (CE) courses on a curriculum equivalency basis. If a substitution is made, a 1 should be shown in the Course Flag field.
16	**99-102**	**4**	**A/N**	**Course Flag**
				Up to four characters describing course attributes which give additional information needed by the district for counseling, tracking of credits, flagging for use with weighted grade point averages, etc. The letter or number codes defined below will be standard statewide. Any time one of the codes below is printed under "Course Flag" on the permanent record printout, it must correspond to the meaning given below. The field may also be used for locally defined codes which are consistent with state requirements for the use of state course numbers and titles. The coded values do not have to appear in any specific order.
				Code/Definition
				E = Academic Scholar - Elective The course meets an Academic Scholar elective.
				R = College Preparatory The course meets a university admissions requirement.
				(Definition prior to 7/01/00: The course meets an academic scholar requirement.)
				G = Gifted The course section is entirely composed of gifted students.
				H = Honors This is an honors course as designated by the state Course Code Directory. To designate an honors course by district definition, use a code reserved for local district use.
				(CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				<u>Code</u> **N = No Credit** No credit awarded - per district policy (i.e., 9-12 grade student did not meet the 135 hour rule). **S = SLEP** Credit awarded by passing SLEP examination. **T = Transferred** Credit transferred from an out-of-state school or non-public school by equating of courses. **I = Include** Include in grade point average (used only in combination with a "X"). **X = Exclude** Exclude from state and local grade point average (used only in combination with an "I" for tracking forgiveness). **W = Exclude from State GPA** Exclude from state GPA, but include in district GPA. <u>Code</u> **1 = Sub for Practical Arts graduation requirement** Computer Education substitution for Practical Arts graduation requirement. The valid Computer Education substitution courses are 0200300-0200380, 0200800-0200810, 0201300-0201360, and 0201380. **2 = Sub for BUS EN I 1001440** Vocational substitution for Business English I. The valid substitutions are courses 8209200, 8209100, 8209000, 8212300, and 8215100. (CONTINUED ON NEXT PAGE)

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2003-2004 STUDENT COURSE TRANSCRIPT INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
				3 = Sub for BUS EN I 1001440/II 1001450 Vocational substitution for Business English I. The valid substitution is course 8212000. **4 = Sub for Bus MA I 1205540** Vocational substitution for Business Mathematics. The valid substitutions are courses 8212000, 8206300, 8207200, 8203300, 8215100, and 8216100. **5 = Sub for MA I 1205380/II 1208390 (valid prior to 7/1/97)** Vocational substitution for Mathematics I: Course Number 1205380; and Mathematics II: Course Number 1205390. **6 = Sub for GEN SCI 2002310 (valid prior to 7/01/00)** Vocational substitution for General Science. The valid substitutions are courses 8121600, 8121000, 8121300, 8121400, 8106200, 8115110, 8106800, 8106400, 8118300, 8112100, 8112000, 8106500 and 8106100. **@ = Sub for BIO TECH 2000430** Vocational substitution for Biology Technology. The valid substitutions are courses 8121000, 8121300, 8121400, 8121600, 8106200, 8115110, 8106800, 8112000, 8106500 and 8106100. **# = Sub for ENV SCI 2001340** Vocational substitution for Environmental Science. The valid substitutions are courses 8113000, 8118300 and 8112100. **% = Sub for PHY SCI 2003310** Vocational substitution for Physical Science. The valid substitutions are courses 8103400, 8103200 and 8103300. (CONTINUED ON NEXT PAGE)

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Item Number	From-To	Size	Field Char.	Field Description
				<u>Code</u> **7 = Sub for ANAT PHYSI0 2000350** Vocational substitution for Anatomy and Physiology. The valid substitutions are courses 8417130-8417210, 8418300, and 8417230. **8 = Sub for Pre-Algebra** Vocational substitution for Pre-Algebra. The valid substitution is 8730000. **9 = Ninth Grader** A student below the ninth grade has been declared a ninth grade student for this course and credit will apply toward high school graduation as provided through the district pupil progression plan. **P = Progress** For use in 1) interdistrict records transfer to indicate the courses the student was taking and had not yet completed at the time when he or she left the sending district; and 2) for Exceptional Student Education courses taken over a longer period of time than usual. Credit would be zero until the course is complete (time modification). **B* = Home Language and/or ESOL Instruction** Limited English Proficient: Instructional Strategy code indicating the type of instruction of the LEP student. (This code is only valid for elementary self- contained courses.) **M* = Home Language Instruction** Limited English Proficient: Instructional Strategy code indicating the LEP student is receiving instruction in their home language in the course. (Home Language instruction is valid in math, science, social studies and computer literacy.) (CONTINUED ON NEXT PAGE)

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2003-2004 STUDENT COURSE TRANSCRIPT INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
				D* = ESOL Instruction Limited English Proficient: Instructional Strategy code indicating the LEP student is receiving instruction in English in the course. (ESOL Instruction is valid in language arts, math, science, social studies and computer literacy.) <u>Code</u> **A = Sub for Science Graduation Requirements** JROTC Coast Guard substitution for Marine Science I. The valid JROTC Maritime substitution courses are the completion of program 1804320-1804350. **F = Sub for Science Graduation Requirements** JROTC Air Force substitution for Physical Science. The valid JROTC Aerospace substitution courses are the completion of program 1800300-1800320. **K = Sub for Science Graduation Requirements** JROTC Navy substitution for Physical Science. The valid JROTC Naval Science substitution courses are the completion of program 1802300-1802330. **O = Sub for Life Management Skills Graduation Requirements** JROTC Army substitution for Life Management Skills. The valid JROTC Army substitution courses are the completion of program 1801300-1801310. **Q = Sub for Life Management Skills Graduation Requirements** JROTC Marine Corps substitution for Life Management Skills. The valid JROTC Marine Corps substitution courses are the completion of program 1803300-1803310. **& = Sub for Life Management Skills Graduation Requirements** JROTC Air Force substitution for Life Management Skill. The valid JROTC Air Force substitution courses are the completion of program 1800400-1800410. **0 (zero) = Sub for Practical Arts Graduation** (CONTINUED ON NEXT PAGE)

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2003-2004 STUDENT COURSE TRANSCRIPT INFORMATION

Item Number	From-To	Size	Field Char.	Field Description
				Requirements JROTC substitution for Practical Arts graduation requirement. The valid JROTC substitution courses are the completion of program 1800300-1800360,or 1801300-1801330, or 1802300-1802330, or 1803300-1803330, or 1804300-1804350. **$ = Sub for Practical Arts Graduation Requirements** Journalism substitution for Practical Arts graduation requirement. The valid journalism substitution courses are 1006300-1006330. *NOTE: The LEP student's Instructional Strategy code (B, M or D) must be submitted to the state in survey periods 2 and 3 in the "Limited English Proficient: Instructional Strategy" data element for each course being reported to the state. Example: RH9 The course meets a university admissions requirement; it is being offered as an Honors course; the individual who is taking the course is a student below the ninth grade who is able to count the course toward fulfilling graduation requirements and university admissions requirements because the district's pupil progression plan addresses this specific situation. NOTE: Codes C, J, L, U, V, Y and Z are reserved for local district use. The Department will not assign values to those codes at any time in the future. Districts may also define other codes for local use, but should recognize that it is possible that the Department may define standard values for them sometime in the future. NOTE: Code 0 (zero) is now state defined.

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Item Number	From-To	Size	Field Char.	Field Description
17	**103-103**	**1**	**A/N**	**Filler**
18	**104-106**	**3**	**N**	**Credit Attempted, Course**
				The number of credits attempted in a term for a grade 9-12 course. Credit attempted for a course can not exceed the number of credits allocated to the course in the state curriculum framework, if applicable.

				NNN 0.50 One-half credit
				          1.00 One credit
				          0.00 Non-credit course

19	**107-109**	**3**	**N**	**Credit Earned, Course**
				The number of credits earned in a term for a course based upon successful completion of the course. Credit earned for a course can not exceed the number of credits allocated to the course in the state curriculum framework, if applicable.

				NNN 0.50 One-half credit
				          1.00 One credit
				          0.00 Non-credit course

20	**110-112**	**3**	**A/N/R**	**Course Grade**
				The academic letter grade earned by a student in a course or other codes to indicate the current course status.
				See Data Based Element Number 109225 of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> for definition.
21	**113-159**	**47**	**A/N**	**Filler**
22	**160-160**	**1**	**A**	**Transaction Code**
				A code indicating the appropriate action to be taken with respect to the district's database reporting record.
				<u>Code</u> <u>Definition</u> A Add Record C Update Record (Change) D Delete Record

DB9 39C Exp. 06/30/05