

**THE FOLLOWING CHANGES ARE FOR
FISCAL YEAR
1718**

March 30, 2018

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

Year: 2017-18

Data Element Number: **122300**

Data Element Name: **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:

Code	Definition/Example
0000000000	Employee has no assigned certificate number.
0000999999	A number assigned to a community college or university instructor for reporting purposes.
9999999999	A number assigned to a teacher providing special education and related services to an exceptional education student with a disability through a contractual arrangement with an approved nonpublic school or community facility in accordance with Rule 6A-6.0361, FAC.
Regular	
0000000001-	Educator's Certificate License Numbers assigned by the Bureau of Educator Certification of the Department of Education.
6001999999	(Excluding 0000999999)
6002000001-	Speech Language License Numbers assigned by the Bureau of Educator Certification of the Department of Education.
6002999999	
6003000001-	Athletic Coach License Numbers assigned by the Bureau of Educator Certification of the Department of Education
6003999999	
6004000001-	Exchange Teacher License Numbers assigned by the Bureau of Educator Certification of the Department of Education.
6004999999	

All numbers should be right justified.

Length: 10
Data Type: Numeric
Year Implemented: 9495
State Standard: Yes
Use Types:
 State Reporting: Yes

Data Element Number: **122300**

Data Element Name: **Florida Educators Certificate Number**

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Career and Technical Education Teacher Course DB9 24x

Teacher Course DB9 15x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

2/12/2018 Codes

New Florida Educator Certification License Numbers assigned by the Versa System from the Bureau of Educator Certification of the Department of Education

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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Year: 2017-18

Data Element Number: **148269**

Data Element Name: **Migrant Priority for Services**

As defined by Every Student Succeeds Act (ESSA) of 2015, as amended, an indicator that the migrant student made a qualifying move within the previous 1-year period who 1) are failing, or most at risk of failing, to meet the challenging State academic standards or 2) have dropped out of school. Students identified as "Priority for Services" must receive services prior to migrant funds being utilized for other migrant children. The following indicators must be used to identify the children who should receive "Priority for Services".

The migrant student who:

Has a qualifying move during the current or previous school year. A "qualifying move" occurs when a child has moved with or to join a qualifying agricultural worker, or is the qualifying worker, and moved due to economic necessity, across school district lines, from one residence to another. The date of the most recent qualifying move will be documented as a "qualifying arrival date" (QAD) in the most recent approved certificate of eligibility (COE). This determination is made on a "rolling" basis, that is, at the time an eligible migratory child is identified and enrolls in school, the preceding 12-month enrollment history should be reviewed for the most recent QAD.

AND

- 1) Scored at Level 1 or Level 2 on the Florida Standard Assessment (FSA); or
- 2) Is an English Language Learner *; or
- 3) Was retained at any time; or
- 4) Has an age/grade discrepancy; or
- 5) Is at risk of failing to meet the state graduation requirement by having one or both of the following:
 - 5.1) an unweighted GPA of 2.0 or below, or
 - 5.2) insufficient credits for promotion or graduation and/or did not pass a required End of Course exam

OR

Has dropped out of school.

Code	Definition/Example
N	The migrant student is not designated as Priority for Services.
Y	The migrant student is designated as Priority for Services
Z	The student is not a migrant student.

* English Language Learners are students coded LY, LN or LP on the element English Language Learners, PK-12.

Length: 1
Data Type: Alphabetic
Year Implemented: 0607
State Standard: No
Use Types:
 State Reporting: Yes

Data Element Number: **148269**

Data Element Name: **Migrant Priority for Services**

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Federal/State Compensatory Project Evaluation DB9 18x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

12/22/2017	Definition	Revised the definition for those identified as "priority for service" to align with ESSA.
7/1/2016	Definition	Added "Statewide Standardized Assessment" to criteria 1).
7/1/2016	Definition	Added "Statewide Standardized Assessment" to criteria 1).
7/1/2013	Definition	Move did not pass EOC to 5.2.
6/1/2012	Definition	Expanded testing information in first indicator to include end of course exams.

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

Year: 2017-18

Data Element Number: **197235**

Data Element Name: **Online Course**

An indicator of whether the student took this course under conditions that met an online course as per s. 1002.321(3) and s.1003.4282(4), F.S.

Code	Definition/Example
I	This requirement was met by the student's completion of a course in which the student earned a nationally recognized Industry Certification in information technology that is identified on the CAPE Industry Certification Funding List pursuant to s. 1008.44, F.S., as applicable as per s. 1003.4282(4), F.S.
J	This requirement was met by the student's passage of the information technology certification examination pursuant to s. 1008.44, F.S. without enrollment in or completion of the corresponding course or courses, as applicable per s. 1003.4282(4), F.S.
N	This course was not taken under conditions that met the requirements to be an online course as per s. 1002.321(3) and s. 1003.4282(4), F.S.
Y	This course was taken under conditions that met the requirements of being an online course as per s. 1002.321(3) and s. -1003.4282(4), F.S.

- Notes:
1. Online courses designated with a 'Y' code must be within the 24 credits required for high school graduation.
 2. A student may take either a .5 or a 1.0 credit course, as designated in the Florida Course Code Directory, to satisfy the online course requirement under the 24 credit program in s. 1003.4282(4), F.S.

Length: 1

Data Type: Alphabetic

Year Implemented: 1112

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: 06-12

Programs Required:
Virtual Instruction

Formats Required:
Student Course Transcript Information DB9 39x

Surveys Required:
Survey 5 Yes

Data Element Number: 197235

Data Element Name: Online Course

Appendixes:

None

Description of Changes:

10/24/2017	Definition	Deleted references to the definition for online course since there is no statutory/rule authority providing one.
8/29/2017	Notes	Changed note #2 to include corrected statutory reference and added "CCD" language
8/29/2017	Codes	Deleted code "O" per HB 7069 (no longer applicable).
7/1/2016	Codes	Updated Florida Statue reference; added two new codes (I,O) to accommodate the 2016 Legislative expansion to satisfy this requirement.
7/1/2016	Definition	Updated Florida Statute reference.
7/1/2016	Codes	Updated Florida Statue reference; added two new codes (I,O) to accommodate the 2016 Legislative expansion to satisfy this requirement.
7/1/2016	Definition	Updated Florida Statue reference.
7/1/2016	Codes	Changed definition of code I.
7/1/2016	Codes	Added Code J.
7/2/2014	Notes	Deleted language in Note that referenced driver education based on SB 850.
7/2/2014	Codes	Deleted language in code "Y" that referenced driver education based on SB 850.
7/1/2014	Definition	Added narrative to definition for clarity
9/9/2013	Notes	Note amended to explain that the course may be either a .5 or a 1.0 credit to satisfy the requirement. Also added that students who enter 9th grade beginning in the 2013-14 school year will have an online driver education course coded with "N".
9/9/2013	Codes	Y code definition updated to exclude driver education course for students who enter 9th grade in the 2013-14 school year.
6/1/2012	Notes	Added note indicating that the course must be one of the 24 required for graduation.
10/24/2011		New Data Element

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

Year: 2017-18

Data Element Number: **197277**

Data Element Name: **Military Status**

The following codes are used to identify if a student (adult general education and postsecondary career and technical education) is a veteran.

Code	Definition/Example
A	Active Duty Personnel
D	Eligible Dependent (spouse/child)
E	Veteran (Prior Service, Service Dates Unknown)
N	Active Member of the National Guard
R	Active Member of the Reserves
V	Veteran (Prior Service, Service Prior to 9/11/2001)
W	Veteran (Prior Service, Service on or after 9/11/2001)
X	Unknown/No Response
Y	No Military History
Z	Not Applicable (Continuing Workforce Education, dual enrolled or co-enrolled secondary students)

Notes: Values that identify Actively serving members of the U.S. Armed Forces, to include:

- a. A - Active Duty
- b. N Active Member of the National Guard
- c. R Active Member of the Reserves

take precedence over values that identify a student as a veteran. Students will only be identified as veterans if and only if they are no longer actively serving in the U.S. Armed Forces.

2. Eligible Dependent is defined in Title 10 U.S. Code, Section 1072 "with respect to a member or former member of the uniformed service, within the scope of this data element means,

- (A) The spouse
- (B) The unremarried widow
- (C) The unremarried widower
- (D) A child who -
 - i. Has not attained the age of 21.
 - ii. Has not attained the age of 23, is enrolled in a full time course of study at an institution of higher learning;
 - iii. Is incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member or former member under clause (i) or (ii).

3. If the student is no longer an active military member (through discharge, retirement, etc.), then this data element will be coded appropriately as "V" (Prior Service Military Member-Began Term of Service prior to 9/11/2001) or "W" (Prior Service Military Member-Began Term of Service on or after 9/11/2001), based on the date they entered into service.

Data Element Number: **197277**

Data Element Name: **Military Status**

Length: 1

Data Type: Alphanumeric

Year Implemented: 1617

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Student Demographic Information DB9 46x

Surveys Required:

Survey F Yes

Survey S Yes

Survey W Yes

Appendixes:

None

Description of Changes:

7/1/2016

New Element

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:
 AUTOMATED STAFF INFORMATION SYSTEM
 AUTOMATED STAFF DATA ELEMENTS

Year: 2017-18

Data Element Number: **206020**

Data Element Name: **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:

Code	Definition/Example
0000000000	Employee has no assigned certificate number.
0000999999	A number assigned to a community college or university instructor for reporting purposes.
9999999999	A number assigned to a teacher providing special education and related services to an exceptional education student with a disability through a contractual arrangement with an approved nonpublic school or community facility in accordance with Rule 6A-6.0361, FAC.
Regular	
0000000001-	Educator's Certificate License Numbers assigned by the Bureau of Educator Certification of the Department of Education.
6001999999	(Excluding 0000999999)
6002000001-	Speech Language License Numbers assigned by the Bureau of Educator Certification of the Department of Education.
6002999999	
6003000001-	Athletic Coach License Numbers assigned by the Bureau of Educator Certification of the Department of Education
6003999999	
6004000001-	Exchange Teacher License Numbers assigned by the Bureau of Educator Certification of the Department of Education.
6004999999	

All numbers should be right justified.

Length: 10

Data Type: Numeric

Year Implemented: 9293

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

Formats Required:

Staff Demographic Information DB9 27x

Data Element Number: **206020**

Data Element Name: **Florida Educators Certificate Number**

Surveys Required:

Survey 2 Yes
Survey 3 Yes
Survey 5 Yes
Survey 8 Optional

Appendixes:

None

Description of Changes:

2/12/2018 Codes	New Florida Educator Certification License Numbers assigned by the Versa System from the Bureau of Educator Certification of the Department of Education
7/1/2017 Codes	Changed the code definition for clarification of Rule 6A-6.0361, FAC.

TEACHER COURSE - STATE VALIDATION RULES

5F. For Survey Periods 2 and 3,

- If the course is not a dual enrollment course at a postsecondary institution, and
- If School Number, Current Instruction/Service is not 7001 or 7006, and
- If School Number, Current Instruction/Service is not 7004 and 7023 in one of the following District Numbers, Current Instruction/Service: 02, 04, 07, 12, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 28, 30, 32, 34, 38, 39, 40, 44, 45, 46, 47, 54, 62, 65, 67, 73 and 75
- If Charter School Status is not R, C, T or B and School Function Setting is not V,
- If Location of Student code is not T on the Student Course Schedule record (matching on District Number, Current Instruction/Service; School Number Current Instruction/Service; Survey Period Code; Fiscal Year; Term; Course Number; Section Number and Period Number),

then each Teacher Course Schedule record must have a matching Staff Demographic Information record based on District Number, Current Instruction/Service; Survey Period Code; Fiscal Year; Social Security Number and Staff Number Identifier, Local,

Dual enrollment records are those with School Number, Current Instruction/Service of C901-C928, U970-U981 or P001-P999 and those with an alphanumeric course number at any School Number, Current Instruction/Service.
-state validation-

EXAMPLE


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

Teacher Course Schedule records

District Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Social Security Number	Staff Number Identifier, Local
01	2	****	123456789	ABC123DEF9
* 01	2	****	123456790	BCD456EFG8

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

TEACHER COURSE - REJECT RULES

 12. If School Number, Current Instruction/Service = 7001, the Florida Educators Certificate Number must be a regular number assigned by the Bureau of Educator Certification of the Florida Department of Education in the following ranges: 0000000001 - 6001999999, 6002000001 - 6002999999, 6003000001 – 6003999999 and 6004000001 - 6004999999, excluding 0000999999 and may not contain blanks.
-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 since the Florida Educators Certificate Number is all zeros and not within the range of valid numbers. The third record would reject because the Florida Educators Certification Number contains blanks.


District Number, Current Instr./ Service	School Number, Current Instr./ Service	Survey Period Code	Fiscal Year	Florida Educators Certificate Number
01	0401	2	****	0004567890
* 01	0401	2	****	0000000000
* 01	0401	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 database, the district must correct the Florida Educators Certificate Number and resubmit the record.

TEACHER COURSE - EXCEPTION REPORT

 **63. Florida Educators Certificate Number must be 0000000000 or in the following ranges: 0000000001 - 6001999999, 6002000001 - 6002999999, 6003000001 - 6003999999, 6004000001 - 6004999999, 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 - 6001999999, 6002000001 - 6002999999, 6003000001 - 6003999999, 6004000001 - 6004999999 or 9999999999.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Social Security Number	Florida Educators Certificate Number
* 01	0151	123456789	9999999999
* 01	0151	234567891	6123456789
* 01	0151	345678912	8888888888

DISTRICT RESPONSIBILITY

The district should verify the Florida Educators Certificate Numbers and correct if in error.

TEACHER COURSE - EXCEPTION REPORT

(DELETED FOR 1718)

 ~~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 DOE Information Database Requirements: Volume I -- Automated Student Information System 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	School	Social	Florida
Number,	Number,	Security	Educators
Current	Current	Security	Certificate
Instruction/	Instruction/	Number	Number
Service	Service		
* 01	0151	123456789	0000888999

~~DISTRICT RESPONSIBILITY~~

~~The district should verify the Florida Educators Certificate Number and correct if in error.~~

CAREER AND TECHNICAL TEACHER COURSE - EXCEPTION REPORTS

 61. Florida Educators Certificate Number must be 000000000 or in the following ranges: 000000001 - 600199999, 600200001 - 600299999, 600300001 - 600399999, 600400001 - 600499999, or 999999999. -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	9999999999
* 01	0421	6200001234
01	0421	0000123456

DISTRICT RESPONSIBILITY

The district should verify the Florida Educators Certificate Numbers submitted and correct the records if in error.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES


5. **School Number, Primary/Home must exist on the Master School Identification File as a valid active school in the district of submission. -record rejected-**

EXAMPLE

School Number, Primary/Home 0661 is submitted for District Number 01. Since this School Number, Primary/Home is not found on the Master School Identification File for district 01, the record 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 database, the district must correct the School Number, Primary/Home and resubmit the record for processing.

-  6. **Florida Educators Certificate Number must be numeric, and in the range 0000000000 - 6001999999, 6002000001 - 6002999999, 6003000001 - 6003999999, 6004000001 - 6004999999 or 9999999999. This edit does not apply to Survey 8. -record rejected-**

EXAMPLE

The following Florida Educators Certificate Number would cause the records to be rejected: 8888888888, (blank)123456. The first of these numbers is not within the acceptable range. The second number contains leading blanks instead of zeros.

DISTRICT RESPONSIBILITY

If the rejected records should 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 Florida Educators Certificate Numbers to be valid numbers and resubmit the records for processing.

Appendix(es) Updated

Student:

- **Appendix I:** Test Name Table
- **Appendix L:** Test Subject Content Codes