

OCTOBER 9, 2015 – SURVEY 5 DEADLINE FOR FEDERAL AND STATE REPORTING

Data from Survey 5 2014-15 that will be used for federal and state reporting will be pulled using data processed as of October 9, 2015. It is suggested that districts make October 2, 2015 as their target date for making corrections in order to avoid problems on the final date for processing, October 9th, for federal and state reports. The key Student formats for federal and state reporting include:

- Student Assessment
- Student Course Transcript Information
- Industry Certification
- Student End of Year Status
- Student Discipline/Resultant Action

Survey 5 files received after the close of state processing on August 28, 2015 will be processed every Friday. Please note that changes processed after October 9, 2015 will not be reflected in data used for federal reporting and state accountability.

LUNCH STATUS REPORTING TIPS

- A Lunch Status code other than Z is required for all students who are enrolled in a Florida public school. (Code Z should only be applied to private school students who are participating in Title I programs and (optionally) for reporting Survey 6 information.)
- Lunch Status data reported by school districts is monitored using the Florida Department of Agriculture and Consumer Services Division of Food, Nutrition and Wellness data where schools are identified by the type of lunch program they are approved to operate. Should school level data be reported with a Lunch Status code that is not representative of the USDA-approved National School Lunch Program (NSLP) that is offered, then database updates will be required.
- Even if the district's food service office does not oversee a public school's NSLP, accurate Lunch Status codes are required to be reported for all students enrolled in the school. The type of USDA-approved NSLP offered will determine what code is appropriate for schools that are not overseen by the district's food service office. If such a situation exists, the district will manage acquisition of Lunch Status codes for students enrolled in the school by coordinating this effort with the school's appropriate contact.



2015-16 CLASS SIZE TRIAL RUN FOR SURVEY 2

As in the past, Class Size Trial Runs will occur before Survey 2 state processing. Participation in the trial runs is voluntary, however, it is recommended that districts participate. The trial runs give the district an opportunity to see their current class size calculations and also allows the district time to correct any data reporting errors before Survey 2 state processing begins. Only two formats are required to participate in the Class Size trial runs: Student Course Schedule and Teacher Course. A Student Demographic Information format is NOT required for the trial runs. Also, after the first trial run, all

data is deleted and districts must submit new initial files for the second trial run. Similarly, after the second trial run, all data is deleted and districts must submit new initial files for the Survey 2, 2015-16 processing period, which begins October 19, 2015. Below is the processing timeline for the Class Size Trial Runs. Please contact Kendra Jahnke at kendra.jahnke@fldoe.org or 850-245-9912 if you have any questions regarding Class Size Trial Runs or processing.

Class Size Trial Runs	Class Size Programs Run Date	Reports Available
Trial Run 1 - District File Submissions and Processing		
September 9-11 (Wednesday – Friday) Processing of initial files begins at 8:00 a.m. EST. Processing of batch update files begins at 4:00 p.m. EST.	September 12-13	September 14
Trial Run 2 - District File Submissions and Processing		
September 23-25 (Wednesday – Friday) Processing of initial files begins at 8:00 a.m. EST. Processing of batch update files begins at 4:00 p.m. EST.	September 26-27	September 28



REPORTING TITLE I, PART D NEGLECTED OR DELINQUENT STUDENTS IN SURVEY 9

Students who are considered Neglected or Delinquent, as defined in Title I, Parts A and D of the Elementary and Secondary Education Act, as amended by Public Law 107-110, are reported in the *Student Demographic* format in Survey 9. **The data reported are used in the allocation of federal funding to support these programs in the school district.**

The data element *Institution Number, Neglected/Delinquent* is used to capture students who are ages 5-17, inclusive, who resided or were present in an institution for neglected or delinquent children for at least one day during the designated 30-day count period in the reporting year. The count period (which may be set separately for each institution) is 30 consecutive calendar days, at least one of which falls within the month of October.

Submit *up to three eligible* institutions on the Student Demographic Information format record. The student must be served in a valid institution for neglected/delinquent children in the District of Enrollment. These numbers include those in the Master School Identification (MSID) file coded in the data element Neglected/Delinquent with N, B, D or C. They also include specially assigned A numbers (A####) for facilities that provide services and are considered non-school institutions.

For information about reporting Neglected or Delinquent or At Risk students in the state student database, please contact Linda H. Fleming at linda.fleming@fldoe.org. For Master School Identification questions or assignment of an "A####" identifier for a non-school institution, please contact Rhonda Forbes at rhonda.forbes@fldoe.org.

NEW DATA ELEMENT IN SURVEYS 2 AND 3 - FEDERALLY CONNECTED STUDENT INDICATOR

The new data element, *Federally Connected Student Indicator*, will be collected in Surveys 2 and 3 on the *Federal State Indicator Status* format. This indicator identifies students in their district of enrollment who are connected with federally-owned military installations, National Aeronautics and Space Administration (NASA) owned property and federally-owned Indian Lands. Link to data element: <http://fldoe.org/core/fileparse.php/12026/urlt/1516-197265.pdf>.

Only districts that are eligible for Federal Impact Aid funding under Section 8003, Title VIII of the Elementary and Secondary Education Act of 1965 will report these data. To determine if the district is eligible for the federal aid, visit the US Department of Education's web site and click on "Basic Support Payments (8003)." Link to the web site is: <http://www2.ed.gov/about/offices/list/oese/impactaid/whatisia.html>.

The Federally Connected Student Supplement or state allocation is pursuant to Chapter 2015-232, Laws of Florida, specific appropriation 90. The appropriation will be based upon the total number of students who are reported with codes of A, B or C in the new data element *Federally Connected Student Indicator*.

This new state data element does not take the place of existing federal reporting requirements. For eligible districts to continue to earn Federal Impact Aid funding under Section 8003, Title VIII of the Elementary and Secondary Education Act of 1965, the district must continue to report data and submit applications to the Federal Impact Aid Program as appropriate.

For information about reporting the *Federally Connected Student Supplement*, please contact Linda H. Fleming at linda.fleming@fldoe.org.



PERSONNEL EMAIL ADDRESS DATA COLLECTION FOR THE 2015-16 SCHOOL YEAR

In accordance with Section 1012.05(3)(b), Florida Statutes, "By September 15 and February 15 of each school year, each school district shall electronically submit accurate public school e-mail addresses for all instructional and administrative personnel, as identified in s.1012.01(2) and (3), to the Department of Education." The submission period for the September

15th data collection is from August 17, 2015, to September 11, 2015. For further details, please refer to the email notification sent to District MIS and Staff Database Contacts dated August 11, 2015. Questions regarding this data submission may be referred to Sonja Bridges at sonja.bridges@fldoe.org or call 850.245.9078.



PERSONEL EVALUATION REPORTING FOR SURVEY 5, 2014-15

Personnel Evaluation information must be reported in Survey 5, 2014-15, which is now reported on the Staff Demographic Information format. The department recognizes that in some cases final evaluation ratings for the 2014-15 school year may not be available by the August 28th reporting period close date, in part due to the validity study that must be completed before determining if and when VAM results can be released. We recommend that districts have all other measures used in the final evaluation in place, and complete evaluations for teachers whose evaluation do not depend on assessment data that is the subject of the validity study, in order to expedite the process of

determining a summative score for teachers. The department is statutorily required to report aggregate evaluation results by February 1 each year. For that reason the department seeks updated/corrected data submitted by school districts in time to inform that report. It is expected that all districts will finalize data for all Personnel Evaluation data elements by November 30, 2015. After that date, the department will finalize data to fulfill the statutory requirement to report evaluation results by February 1, 2016. Questions may be directed to Sonja Bridges at sonja.bridges@fldoe.org.

IMPORTANT DATES

September 11:

Survey 1, 2015-16: end of state processing
Survey 6, 2015-16: second due date

September 18:

Survey 6, 2015-16: end of state processing

September 24:

Survey 8, 2015-16: end of state processing

September 30:

Survey 1, 2015-16: final update

October 5:

Survey B, 2015-16: verification file available

October 7:

Survey B, 2015-16: submission deadline

October 9:

Survey 5, 2014-15: data finalized for federal & state reporting
Survey B, 2015-16: final update/end of state processing

October 12-16:

Survey 2, 2015-16: survey week

October 19:

Survey 2, 2015-16: begin state processing

October 30:

Survey 2, 2015-16: due date

November 13:

Survey 2, 2015-16: end of state processing

PUBLICATIONS AND REPORTS

There have been several data reports published in the last few months.
They are listed below with their corresponding web links:

Course Enrollment, Survey 3, 2014-15

<http://www.fldoe.org/core/fileparse.php/10983/urlt/Course-Enrollment-1415s3.xls>

Free/Reduced Lunch Eligibility, Survey 3, 2014-15

<http://www.fldoe.org/core/fileparse.php/10983/urlt/FRPL-District-1415s3.xls>

<http://www.fldoe.org/core/fileparse.php/10983/urlt/FRPL-School-1415s3.xls>

School District Calendars, 2015-16

<http://www.fldoe.org/core/fileparse.php/7584/urlt/2015-16-School-Year-Calendar-Survey-Web.xls>

Teacher and District Staff Salary Data, 2014-15

<http://www.fldoe.org/core/fileparse.php/7584/urlt/2014-15-Teacher-Salaries-Survey-3-Web.xls>

<http://www.fldoe.org/core/fileparse.php/7584/urlt/2014-15-FLDistStfSalaries-S3-Web.xls>

