



*The Bureau of PK-12 Education Information Services serves to improve education by increasing the quality of decisions through the use of data. Bureau functions and services include: assisting school districts in the reporting of accurate information, providing information to customers in order to meet their needs, fulfilling FDOE Information Database requirements, and reviewing and developing data collection procedures.*

## FAMIS Conference 2016

We look forward to seeing everyone at the 2016 FAMIS Summer Conference on June 21-23, 2016, at the Florida State University Turnbull Conference Center in Tallahassee. The agenda will include presentations from program areas such as Virtual, ESE, Dropout Prevention, ELL, CTE, just to mention a few. For more information about the conference, including the meeting agenda and a registration link, please visit <http://www.famisonline.org/famis-2016-conference/>.

## Public Schools Administrative and Instructional Staff Terminations Database

In accordance with § 1012.21(2)(a)(b), Florida Statutes, concerning the “Computer database of certain persons whose employment was terminated,” each district school superintendent shall report to the Florida Department of Education the name of any administrative or instructional staff member terminated under 1012.33(1)(a) or (4)(c) within 10 working days after the date of final action by the district school board on the termination. This database serves two purposes: 1) for school districts to enter, update and maintain the database of administrative and instructional staff who were terminated according to the referenced statute and 2) for Human Resource Personnel in the district to use in their review of applicants for employment. This is a reminder to all public school districts that the Staff Terminations database is current and active and should be used to continue to adhere to the requirements of the statute. Questions may be directed to Sonja Bridges at [Sonja.Bridges@fldoe.org](mailto:Sonja.Bridges@fldoe.org).



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# Virtual Reporting

The following guidelines should be followed when reporting students in Survey 4 who were enrolled and instructed in virtual courses and/or programs during the 2015-16 180 day school year:

Virtual schools and programs include:

- District Virtual Instruction Programs (where school numbers equal 7001 or 7023),
- KG-12 Virtual Course Offerings (where school number equals 7006),
- District Franchise Programs (where school number equals 7004),
- Virtual Learning Labs (where Location of Student = T) and
- Virtual Charter Schools (where Charter School Status not equal Z and School Function Setting equals V on the Master School Identification file).

Determining when a student must finish their virtual course:

- Students whose virtual course(s) were reported in the Student Course Schedule format in Survey 2 and/or Survey 3 may take to the end of the Survey 4 amendment period to complete their course(s).
- Students whose virtual course(s) were not reported in the Student Course Schedule format in Survey 2 and/or Survey 3, but who enrolled in the virtual course during the 180 day school year, must complete their virtual course(s) before the end of the 180 day school year and are reported in Survey 4.

Checklist to ensure virtual program or course reporting is complete and accurate:

- \_\_\_\_\_ Has *Appendix D*, of the *2015-16 FTE General Instructions* been reviewed? (<http://fldoe.org/core/fileparse.php/7508/urlt/2015-16-FTE-General-Instructions.pdf>),
- \_\_\_\_\_ Do ALL schools in the district that offered virtual programs and/or courses have format records loaded in the database? Note list of virtual options in the first set of bullets above. Determine with the school district virtual program coordinator which programs are offered in your district.
- \_\_\_\_\_ Does the number of Student Course Schedule records match course enrollments?
- \_\_\_\_\_ Have all students who participated in a virtual course for more than 14 days been reported?
- \_\_\_\_\_ Do those students who participated as part-time virtual enrollment participants have their school of enrollment and school of instruction reported appropriately? For schools 7001, 7023, 7004 and 7006, the School Number, Current Enrollment typically equals the brick and mortar school, home school (N998) or private school (N999) and School Number, Current Instruction equals the virtual school number as appropriate.
- \_\_\_\_\_ Have Course Grades been updated to reflect the final course grade the students received in the course? Student Course records with Course Grade equal to IP will be rejected in Survey 4.
- \_\_\_\_\_ Have the End of Course (EOC) assessment scores been included as 30 percent of the students' final grades for those students whose cohort requires the EOC assessment to count as 30 percent of the students' final course grade?
- \_\_\_\_\_ For students who have successfully completed the virtual course, is FTE, Reported Course submitted with a value greater than 0000?
- \_\_\_\_\_ Has Location of Student been coded appropriately?
- \_\_\_\_\_ Has the Virtual Instruction Provider been coded for all students who were instructed in virtual school 7001 and virtual charter schools? (See Appendix CC of the database manual, <http://fldoe.org/core/fileparse.php/12026/urlt/1516-appendcc.pdf>.)
- \_\_\_\_\_ Has an Online Course Provider code been selected, when appropriate, for students who were instructed in virtual school 7006? (See Appendix GG of the database manual <http://fldoe.org/core/fileparse.php/12026/urlt/1516-appendgg.xls>.)
- \_\_\_\_\_ Has the virtual charter school been identified correctly in the Master School Identification file? (See Virtual Charter School note above.)



# Important Dates

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**June 13-17**

Survey 4, 2015-16: Survey Week

**June 21-23**

FAMIS Conference

**June 27-July 15**

Survey 4, 2015-16: State Processing Period

**July 5**

Survey 4, 2015-16: Due Date

**July 11-15**

Survey 1, 2016-17: Survey Week

**July 25-August 26**

Survey 5, 2015-16: State Processing Period

**July 25-September 16**

Survey 1, 2016-17: State Processing Period

**July 25-September 29**

Survey 8, 2016-17: State Processing Period

**July 29**

Survey 5, 2015-16: Due Date

Survey 1, 2016-17: Due Date

**July 31**

Survey 3, 2015-16: Final Amendment Date

**August 3**

Survey A, 2016-17: Verification File Available

**August 3-10**

Survey A, 2016-17: State Processing Period

**August 8**

Survey A, 2016-17: Submission Deadline

**August 10**

Survey A, 2016-17: Final Update

**August 26; September 9**

Survey 6, 2016-17: Due Dates for Counts 1 & 2

**August 26-September 16**

Survey 6, 2016-17: State Processing Period

# Reports and Publications

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Below are web links to data reports published in the past few months:

Absent 21+ Days, 2014-15

<http://www.fldoe.org/core/fileparse.php/15219/urlt/1416ABS21DAYSDistrict.xls>

<http://www.fldoe.org/core/fileparse.php/7584/urlt/1415ABS21DAYSchool.xls>

Average Daily Attendance, 2014-15

<http://www.fldoe.org/core/fileparse.php/7584/urlt/ADAADMDist1415.xlsx>

<http://www.fldoe.org/core/fileparse.php/7584/urlt/ADAADMSch1415.xlsx>

Discipline, 2014-15

<http://www.fldoe.org/core/fileparse.php/7584/urlt/1415DisciplineReport.xls>

Dropout Rates, 2014-15

<http://www.fldoe.org/core/fileparse.php/7584/urlt/DropoutRatesDistrict1415.xls>

<http://www.fldoe.org/core/fileparse.php/7584/urlt/DropoutRatesSchool1415.xls>

Graduates and Completers, 2014-15

<http://www.fldoe.org/core/fileparse.php/7584/urlt/2014-15CompletersStateDistrict2.xls>

<http://www.fldoe.org/core/fileparse.php/7584/urlt/2014-15CompletersSchool2.xls>