

**Florida Department of Education
Deputy Commissioner for Planning, Budgeting and Management
Educational Data Systems**

**Comprehensive Management Information System
Automated Student Reporting Format**

1998-99 School Environmental Safety Incident Report

1. Submit this record during reporting period 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
DEPUTY COMMISSIONER FOR PLANNING, BUDGETING AND MANAGEMENT
EDUCATIONAL DATA SYSTEMS**

1998-99 SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT

FIELD CHARACTERISTICS: A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	TAPE CHARACTERISTICS: 9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: February 1998 Effective Date: July 1998 Format No.: 6865 Record Type: 1 of 1 Activity No.: DB9 42B
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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. <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Number</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">0001-9899</td> <td>District school sites assigned a unique number in the state Master School ID File.</td> </tr> <tr> <td style="text-align: center;">9001</td> <td>Any location that involves county or district sponsored events (e.g.: County Youth Fair, District Football Championship).</td> </tr> </table>	<u>Number</u>	<u>Definition</u>	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).
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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 - 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						

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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 incident occurred. MMDDYYYY Example: 12011994 = December 1, 1994										
7	28-28	1	A/N	Incident, Location										
				A code indicating where the incident occurred. <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>School Grounds / On Campus</td> </tr> <tr> <td>2</td> <td>School Sponsored Activity / Off Campus</td> </tr> <tr> <td>3</td> <td>School Sponsored Transportation</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	1	School Grounds / On Campus	2	School Sponsored Activity / Off Campus	3	School Sponsored Transportation		
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8	29-31	3	A	Incident, Type										
				A code to identify the type of incident. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> , 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. <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>S</td> <td>Student</td> </tr> <tr> <td>N</td> <td>Non-student</td> </tr> <tr> <td>B</td> <td>Both Student and Non-student</td> </tr> <tr> <td>U</td> <td>Unknown</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	S	Student	N	Non-student	B	Both Student and Non-student	U	Unknown
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Item Number	From-To	Size	Field Char.	Field Description
10	33-33	1	A	Incident, Reported to Law Enforcement
				A code indicating whether or not the incident was reported to law enforcement authorities. <u>Code</u> <u>Definition</u> Y Yes N No
11	34-34	1	A	Incident, Gang Related
				A code indicating whether or not the incident was gang related. <u>Code</u> <u>Definition</u> Y Yes N No
12	35-35	1	A	Incident, Alcohol Related
				A code indicating whether or not the incident was alcohol related. <u>Code</u> <u>Definition</u> Y Yes N No
13	36-36	1	A	Incident, Drug Related
				A code indicating whether or not the incident was drug related. <u>Code</u> <u>Definition</u> 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. <u>Code</u> <u>Definition</u> Y Yes N No

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15	38-38	1	A	Incident, Weapon Related																
				A code indicating whether or not the incident was weapon related. <table style="margin-left: 40px;"> <tr> <td><u>Code</u></td> <td><u>Definition</u></td> </tr> <tr> <td>Y</td> <td>Yes</td> </tr> <tr> <td>N</td> <td>No</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	Y	Yes	N	No										
<u>Code</u>	<u>Definition</u>																			
Y	Yes																			
N	No																			
16	39-39	1	A	Weapon, Description																
				A code to indicate the type of weapon used in an incident. <table style="margin-left: 40px;"> <tr> <td><u>Code</u></td> <td><u>Definition</u></td> </tr> <tr> <td>C</td> <td>Firearm Component Attachment</td> </tr> <tr> <td>E</td> <td>Explosive, Incendiary or Poison</td> </tr> <tr> <td>F</td> <td>Firearm</td> </tr> <tr> <td>K</td> <td>Knife</td> </tr> <tr> <td>O</td> <td>Other Weapon</td> </tr> <tr> <td>U</td> <td>Unknown Weapon</td> </tr> <tr> <td>Z</td> <td>Not Applicable</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	C	Firearm Component Attachment	E	Explosive, Incendiary or Poison	F	Firearm	K	Knife	O	Other Weapon	U	Unknown Weapon	Z	Not Applicable
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17	40-40	1	A	Incident, Context																
				A code identifying the incident context. <table style="margin-left: 40px;"> <tr> <td><u>Code</u></td> <td><u>Definition</u></td> </tr> <tr> <td>1</td> <td>During School Hours</td> </tr> <tr> <td>2</td> <td>Outside School Hours - School Sponsored Activity</td> </tr> <tr> <td>3</td> <td>Outside School Hours - Non-School Sponsored Activity</td> </tr> </table>	<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								
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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. <table style="margin-left: 40px;"> <tr> <td><u>Code</u></td> <td><u>Definition</u></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>	<u>Code</u>	<u>Definition</u>	A	Add Record	C	Update Record (Change)	D	Delete Record								
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19	42-80	39	A/N	Filler																