






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

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

**1998-99 Student Attendance**

1. Submit this format for each PK-12 student who was in membership in any school in the district at any time during the school year or any student who withdrew between school years (including DNE's). 
2. A separate format must be submitted for each school and each entry/reentry for any school of enrollment in the district. 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. Item numbers 7-14 should be reported as they apply to each school for each entry for which the record is being reported.
3. TERM: To indicate the student entered/reentered during the regular school year, use code 3 (annual). To indicate summer school or intersession (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. 
4. 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. Leave the following fields blank: Entry (Re-Entry) Code, PK-12; Days Present, Annual; Days Absent, Annual; Days Present, Summer Terms; Days Absent, Summer Terms; and Entry (Re-Entry) Date. In addition, use the date of the first day of the district's regular school year for Withdrawal Date. 
5. Do not send a record for any student whose School Number, Current Enrollment is N999 (i.e., private school students being served in Exceptional Student Education only). 
6. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, 5 and 16. If a key field needs to be changed, the record must be deleted and re-submitted as an add. 

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<b>FIELD CHARACTERISTICS:</b>  A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	<b>TAPE CHARACTERISTICS:</b>  9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: February 1998  Effective Date: July 1998  Format No.: 6711  Record Type: 1 of 1  Activity No.: DB9 40B
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Item Number	From-To	Size	Field Char.	Field Description
<b>1</b>	<b>1-2</b>	<b>2</b>	<b>N/R</b>	<b>District Number, Current Enrollment</b>  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, Appendix C</u> , for acceptable codes.
<b>2</b>	<b>3-6</b>	<b>4</b>	<b>A/N/R</b>	<b>School Number, Current Enrollment</b>  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.
<b>3</b>	<b>7-16</b>	<b>10</b>	<b>A/N</b>	<b>Student Number Identifier, Florida</b>  A 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.  <u>If the student has a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u>  nnnnnnnnX    Example: 123456789X
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Item Number	From-To	Size	Field Char.	Field Description
				<p>If a student <u>does not</u> have a social security number, the school district should assign a number using the common method statewide.</p> <p><u>First 2 Digits</u></p> <p>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.</p> <p><u>Last 8 Digits</u></p> <p>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.</p> <p>See Data Element Number 175625 of the <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> for more information.</p>
<b>4</b>	<b>17-17</b>	<b>1</b>	<b>A/N</b>	<b>Survey Period Code - Always '5'</b>
<b>5</b>	<b>18-21</b>	<b>4</b>	<b>N</b>	<b>School Year</b>
				<p>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:</p> <p>YYYY Example: 8788</p>
<b>6</b>	<b>22-22</b>	<b>1</b>	<b>A/N</b>	<b>Term</b>
				<p>The time of the school year during which the student was enrolled in courses.</p> <p><u>Code</u>    <u>Definition</u></p> <p>3        Annual</p> <p>S        Combined Summer Session</p> <p>Y        Year of Nonenrollment</p>



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Item Number	From-To	Size	Field Char.	Field Description
<b>7</b>	<b>23-28</b>	<b>6</b>	<b>A/N</b>	<b>Filler</b>
<b>8</b>	<b>29-31</b>	<b>3</b>	<b>A/N</b>	<b>Entry (Re-Entry) Code, PK-12</b> A code indicating the status under which the PK-12 student entered school. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> , Appendix A, for acceptable codes for Grade PK-12 students.
<b>9</b>	<b>32-34</b>	<b>3</b>	<b>N</b>	<b>Days Present, Annual</b> 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.
<b>10</b>	<b>35-37</b>	<b>3</b>	<b>N</b>	<b>Days Absent, Annual</b> 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.
<b>11</b>	<b>38-40</b>	<b>3</b>	<b>N</b>	<b>Days Present, Summer Terms</b> 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.
<b>12</b>	<b>41-43</b>	<b>3</b>	<b>N</b>	<b>Days Absent, Summer Terms</b> 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.
<b>13</b>	<b>44-49</b>	<b>6</b>	<b>A/N</b>	<b>Filler</b>

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Item Number	From-To	Size	Field Char.	Field Description
<b>14</b>	<b>50-52</b>	<b>3</b>	<b>A/N</b>	<b>Withdrawal Code, PK-12</b>
				<p>A state defined code indicating the status under which the PK-12 student withdrew from a school or district.</p> <p>Valid codes for PK-12 are:</p> <p style="margin-left: 40px;">→ DNE, W01-W27</p> <p>See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix A, for code definition.</p>
<b>15</b>	<b>53-53</b>	<b>1</b>	<b>A</b>	<b>Transaction Code</b>
				<p>A code indicating the appropriate action to be taken with respect to the district's data base reporting record.</p> <p style="margin-left: 40px;"><u>Code</u>    <u>Definition</u></p> <p style="margin-left: 40px;">A        Add Record</p> <p style="margin-left: 40px;">C        Update Record (Change)</p> <p style="margin-left: 40px;">D        Delete Record</p>
<b>16</b>	<b>54-61</b>	<b>8</b>	<b>A/N</b>	<b>Entry (Re-Entry) Date</b>
				<p>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.</p> <p style="text-align: center;">MMDDYYYY Example: 03121981</p>
<b>17</b>	<b>62-69</b>	<b>8</b>	<b>N</b>	<b>Withdrawal Date</b>
				<p>See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> (Data Element Number 188825) for definition.</p> <p style="text-align: center;">MMDDYYYY    Example: 06051983</p>
<b>18</b>	<b>70-80</b>	<b>11</b>	<b>A/N</b>	<b>Filler</b>