

**Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems**

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

2001-2002 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), or N998 (home education students taking courses in the district).
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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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: April 2001 Effective Date: July 2001 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
1	1-2	2	N/R	District Number, Current Enrollment 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.
2	3-6	4	A/N/R	School Number, Current Enrollment 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.
3	7-16	10	A/N	Student Number Identifier, Florida A code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students, and postsecondary vocational 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 (CONTINUED ON NEXT PAGE)

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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>
4	17-17	1	A/N	Survey Period Code - Always '5'
5	18-21	4	N	School Year
				<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>
6	22-22	1	A/N	Term
				<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
7	23-28	6	A/N	Filler
8	29-31	3	A/N	Entry (Re-Entry) Code, PK-12 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.
9	32-34	3	N	Days Present, Annual 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.
10	35-37	3	N	Days Absent, Annual 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.
11	38-40	3	N	Days Present, Summer Terms 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.
12	41-43	3	N	Days Absent, Summer Terms 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.
13	44-49	6	A/N	Filler

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