

**DOE INFORMATION DATA BASE
REQUIREMENTS:**

**VOLUME I--AUTOMATED STUDENT INFORMATION
SYSTEM**

**STATE OF FLORIDA
DEPARTMENT OF EDUCATION
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM**
Effective July 1, 2003

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PREFACE

Section 1008.385(2), Florida Statutes, mandates that each school district and the Florida Department of Education develop and implement a comprehensive management information system which is made up of compatible components and links all level of the state education system.

In order to support the statewide process of implementing compatible local- and state-level automated information systems, the Florida Department of Education has developed the following documents:

***DOE INFORMATION DATA BASE REQUIREMENTS:
VOLUME I--AUTOMATED STUDENT INFORMATION
SYSTEM**

***DOE INFORMATION DATA BASE REQUIREMENTS:
VOLUME II--AUTOMATED STAFF INFORMATION
SYSTEM**

***DOE INFORMATION DATA BASE REQUIREMENTS:
VOLUME III--AUTOMATED FINANCE INFORMATION
SYSTEM**

This document contains the required data elements, functions and timelines which each automated information system component must incorporate within its automated student information system. Further information or questions concerning this document should be addressed to the Administrator, Education Information Services, Florida Department of Education, 852 Turlington Building, Tallahassee, Florida 32399-0400.

**A. AUTOMATED STUDENT INFORMATION SYSTEM
REQUIREMENTS**

AUTOMATED STUDENT INFORMATION SYSTEM REQUIREMENTS

Section 1008.385(2), F.S., requires the development and implementation of a comprehensive management information system linking all levels of the state education system. Each school district and the Florida Department of Education shall implement an automated information system component containing student information which is compatible with the statewide comprehensive management information system.

The automated student information system functions and timelines implemented by the Florida Department of Education and each school district are as follows:

HISTORY

1. An automated student information system is to be implemented in each school district by June 30, 1987.

Each school district shall install an automated student information system which includes the data elements prescribed in Section B of this document and which contains the procedures for performing the automated state reporting and records transfer functions defined in subsections 4. and 5. Each system shall provide all district schools with the local automated functions of basic student information recordkeeping, course scheduling, attendance, test recordkeeping and academic grade and credit reporting (report cards, permanent records and postsecondary transcripts). Automated report cards for elementary schools will be optional for each district.

2. State-level automated student information data base design is to be implemented in the Florida Department of Education by July 1, 1987.

A state-level student data base of information shall be installed for access by state and local education managers and the Legislature. The data base design shall integrate existing Department reports now collected separately from school districts within the automated reporting formats defined in subsection 5., thereby reducing data burden, improving compatibility among data elements, and providing a more comprehensive and flexible data base of information. The Florida Department of Education shall implement strict controls for privacy and security of student records as contained in Section C of this document.

3. Automated state reporting functions are to be implemented by each school district beginning July 1, 1987.

Current state reporting functions are defined in subsection 5.

4. Automated state records transfer of postsecondary transcripts, permanent records and selected Category B information is to be implemented by each school district using the procedures described in the Florida Automated System for Transferring Educational Records (F.A.S.T.E.R.) document provided by the Florida Department of Education.

The Florida Automated System for Transferring Records (F.A.S.T.E.R.) is an electronic mail system customized to meet the student transfer need of the Florida school districts, community colleges and universities. The F.A.S.T.E.R. system is used to request the transfer of student records from districts or postsecondary institutions and to respond to such requests. The sending district or postsecondary institution will transmit student records through the Florida Information Resources Network (FIRN), which will be stored at Northwest Regional Data Center and then forwarded to the requesting district, postsecondary institution, the Florida Department of Education or other approved entity.

Each school district shall implement electronic transfer of records with other school districts and public postsecondary institutions as listed below. The timelines may differ among districts depending on the district's F.A.S.T.E.R. Implementation Plan, but will be no later than June 30, 1993, for students in grades PK-12, Adult Basic and Adult Secondary Education.

December 1, 1991

All school districts must electronically transfer student records using state-defined record formats containing permanent record and appropriate Category B information for students in grades 9 through 12 to Florida public postsecondary institutions and between Florida public school districts.

April 1, 1992

All school districts must electronically transfer student records using state-defined record formats containing permanent record and selected Category B information for students in grades 6 through 8 who transfer between Florida public school districts.

December 1, 1992

All school districts must electronically transfer student records using state-defined record formats containing permanent record and selected Category B information for students in grades PK through 5 who transfer between Florida public school districts.

All school districts must electronically transfer student records using state-defined record formats for transcripts when adult students transfer between Florida public school districts or apply for admission to public postsecondary institutions.

AUTOMATED STATE REPORTING FUNCTIONS

5. Each school district shall implement the following automated state reporting functions according to the timelines provided.

AUTOMATED STUDENT REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	2003-2004 Survey Period					
		JUL 1	OCT 2	DEC 9	FEB 3	JUN 4	AUG 5
Student Demographic Information	DB9 13x	A	A	S	A	A	A
Student Course Schedule	DB9 14x	A	A	S	A	A	
Teacher Course	DB9 15x	A	A	S	A	A	
Exceptional Student Program	DB9 12x		S		S		S
Exceptional Student	DB9 23x	S	S	S	S	S	S
Federal/State Indicator Status	DB9 22x		S				
Student End of Year Status	DB9 17x						A
Student Discipline/Referral Action	DB9 19x		S		S	S	S
Vocational Teacher Course	DB9 24x						S
Vocational Student Course Schedule	DB9 16x						S
Federal/State Compensatory Project Evaluation	DB9 18x						S
Dropout Prevention Program Evaluation	DB9 11x						S
Limited English Proficient Student Information	DB9 10x		S		S		
Student Dropout/Match Information	DB9 38x		V		V		
Student Course Transcript Information	DB9 39x						S
School Environmental Safety Incident Report	DB9 42x		S		S	S	S
Responsible Instructor – Reading, Writing and Mathematics	DB9 52x				S		
Department of Juvenile Justice Student Entry Assessment	DB9 53x						S
Department of Juvenile Justice Student Exit Assessment	DB9 54x						S
Prior School Status/Student Attendance	DB9 55x		A		A		A

A = ALL STUDENTS

S = SELECTED STUDENTS

V = VOLUNTARY

X = WILL BE AN “A”, “B”, OR “C’ DEPENDING ON THE FISCAL YEAR

AUTOMATED STATE REPORTING FUNCTIONS (continued)

AUTOMATED STUDENT REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	2003-2004 Survey Period		
		September Fall	February Winter	June Summer
WDIS Student Demographic Information	DB9 46x	S	S	S
WDIS Vocational Student Course Schedule	DB9 47x	S	S	S
WDIS Adult General Education Student Course	DB9 48x	S	S	S
WDIS Teacher Course	DB9 49x	S	S	S
WDIS Student End of Term Status	DB9 50x	S	S	S

A = ALL STUDENTS

S = SELECTED STUDENTS

V = VOLUNTARY

X = WILL BE AN "A", "B", OR "C" DEPENDING ON THE FISCAL YEAR

**Survey Dates
2003-2004**

Student, PK-12

Survey 1:

Survey week: July 14 - 18, 2003
Due date: August 1, 2003
State processing: July 28 - September 19, 2003
Final Update/Amendment Date: April 30, 2004

Survey 2:

Survey week: October 13 - 17, 2003
Due date: October 31, 2003
State processing: October 27 - November 14, 2003
Final Update/Amendment Date: July 30, 2004

Survey 3:

Survey week: February 2 - 6, 2004
Due date: February 20, 2004
State processing: February 16 - March 5, 2004
Final Update/Amendment Date: November 19, 2004

Survey 4:

Survey week: June 14 - 18, 2004
Due date: July 2, 2004
State processing: June 28 - July 16, 2004
Final Update/Amendment Date: April 1, 2005

Survey 5:

Due date: August 6, 2004
State processing: August 2 - September 10, 2004
Final Update/Amendment Date: May 6, 2005

Survey 9:

Due date: December 5, 2003
State Processing: December 1, 2003 - January 9, 2004
Final Update/Amendment Date: September 3, 2004

For exceptional reporting in Survey 9, as of date is December 1, 2003 or the date nearest December 1 when an auditable count can be made.

**Survey Dates
2003-2004**

Staff



Survey 2:

Survey week: October 13 - 17, 2003
Due date: October 31, 2003
State processing: October 27 – November 14, 2003
Final Update/Amendment Date: July 30, 2004

Survey 3:

Survey week: February 2 - 6, 2004
Due date: February 20, 2004
State processing: February 16 - March 5, 2004
Final Update/Amendment Date: November 19, 2004

Survey 5:

Due date: August 6, 2004
State processing: August 2 - September 10, 2004
Final Update/Amendment Date: May 6, 2005

**Survey Dates
2003-2004**

WDIS, Postsecondary Vocational and Adult General Education

Window F:

2003-2004 WDIS Summer Term(s) data are reported:
September 8, 2003 to October 24, 2003.
Due Date: September 19, 2003.

Window W:

2002-2003 WDIS Fall Term(s) data are reported:
February 3, 2004 to March 3, 2004.
Due Date: February 13, 2004.

Window S:

2002-2003 WDIS Winter Term(s) data are reported:
June 14, 2004 to July 30, 2004.
Due Date: July 8, 2004.

B. AUTOMATED STUDENT INFORMATION SYSTEM

DATA ELEMENTS

INTRODUCTION

All automated student data elements included in this volume must be incorporated within each school district's automated student information system. Districts may add additional data elements within their local automated system to meet local needs.

The student data elements have been reviewed by the Data Advisory Committee of the School District Council on Comprehensive Management Information Systems. Subsequent updating of this volume will utilize the data base review procedure developed by the Florida Department of Education and the Data Advisory Committee.

DEFINITION/DOMAIN

Definition/Domain provides a working definition associated with the data element, along with applicable examples, codes, notes and exception.

LENGTH AND FORMAT

Length and format define the technical field characteristics to be maintained in the automated system for each element.

GRADES AND PROGRAMS REQUIRING THIS DATA ELEMENT

The automated student data elements contained in this volume will not apply uniformly to all grade levels or instructional programs within the school districts. Accordingly, each data element page lists the specific grade levels and programs which are applicable to the data element. For example, "Diploma Type" on page 56-1 pertains only to grade 12 and Workforce Development Education (adult general education) students.

COMPATIBILITY REQUIREMENT

All elements must use the specified length, format and coding definitions provided whenever:

- 1) automated state reporting is performed;
- 2) a permanent record is built for internal district use;
- 3) interdistrict transfer of automated permanent records occurs; or
- 4) automated transcripts are sent to postsecondary institutions.

The degree of required compatibility between state and local elements varies. Many elements listed in this document need merely be **compatible**, while others must meet stricter **state standards**.

“Compatible” elements:

For data elements which are designated as **Compatible**, the coding structures used by the districts, the data element names presented in user documentation, the length and format of the data fields may be the same as that contained in this volume or they may be completely locally defined depending on the district’s student information needs. If local definitions are used, it must be possible to convert the information into the state-required codes, descriptors and formats by calculation, computer procedures or subroutines whenever state formats are required (see **Compatibility Requirement**).

District documentation of locally defined elements must reference the state data elements for which they are surrogates.

Even though the state does not require the use of the state-defined codes for these **Compatible** elements, districts are encouraged to keep each of these elements in state format whenever possible to minimize the need for and cost of conversion.

“State Standard” elements:

For data elements which are designated as **State Standard**, the coding structures used by the district, the data element names presented in user documentation, the length and format of the data fields for all external occurrences of information in reports, user documentation and display and entry screens must be the same as those contained in this volume.

Thus, **State Standard** elements must meet these additional requirements:

- 1) the state codes **must be used locally exactly as defined** in this document for automated student data elements;
- 2) user documentation must list the **State Standard** data element name;
- 3) input and output documents and reports must use the state-defined codes; and
- 4) local screen displays must use the state-defined codes.

These requirements do not address the **physical storage** of the data on tape, disk or other medium, but only how the data elements are to be presented to users in the paper format or on screen displays. The stricter definition of **State Standard** still allows the district the flexibility to use its own district-defined codes for **physically** storing elements in the student record system while, at the same time, using **State Standard** codes for display, input, reports, and user documentation. For example, a date might be required to appear always to the user as MMDDYYYY or MM/DD/YYYY but could be physically stored as YYDDD with nonusers system documentation recording this fact.

In many of the data element definitions included in this volume, a code has been defined for “not applicable.” In case of very specialized data elements, such as “Disciplinary/Referral Action Code” or “Exceptionality, Primary,” it would seem more sensible in terms of the design of the student records system to record information for such specialized elements only for students to whom the element is pertinent. For both **Compatible** and **State Standard** data elements, the codes defined as “not applicable” need not be maintained in the local data records or displayed on local screens. At the time of reporting, if it is determined that a particular characteristic or condition is “not applicable” for an individual student, the value meaning “not applicable” may be programmatically inserted into the reporting structure at that time.

This interpretation should allow segmentation of records: for example, discipline records should be maintained only for those students who had been disciplined by school officials. The data element, “Adult Fee Status”, should be maintained only for adult students. This should help reduce the need to store large numbers of characters of “noninformation” in the local data records and thus reduce the need for disk or other data storage space.

Use Types

Use Types define the major purposes for which information is collected, maintained and utilized as follows:

State report means the data element is required for an automated state report to be forwarded to the Florida Department of Education.

Postsecondary transcript indicates the data element is to be included in a postsecondary transcript to be sent by school districts to state community colleges or universities upon request of the student.

Local accountability identifies those data elements which the school district must maintain as an audit trail in support of statutorily required activities.

District records transfer involves forwarding to a requesting school district a prescribed set of data elements pertaining to a student to facilitate an initial and prompt placement of the student in the receiving district’s programs. District records transfer will include all permanent record elements plus Category B information deemed to be essential for initial placement of the student.

Permanent record data elements include those Category A items which school districts must maintain on a permanent basis for each student as required by Rule 6A-1.0955, FAC.

STATE REPORTING FORMATS REQUIRING THIS DATA ELEMENT

A section is included with this document which specifies the state reporting formats which school districts must utilize in performing automated state reporting functions. Each data element page lists the specific automated state reporting formats which will require the data element.

DATA ELEMENT NUMBER:

The data element number is an internal number assigned by the Education Information and Accountability Section, to facilitate the data base review activity of the Data Advisory Committee. School districts need not maintain this number in their local automated system.

REPORTED IN SURVEY PERIODS

See data element "Survey Period Code" on page 153.1 for an explanation of this element.

DATES

There are three dates associated with each data element:

Revised;
Implementation Date; and
Effective.

The **Revised** date, located at the bottom left-hand corner of the page, indicates the **month and year of the last change to the data element page**. Revisions may be *minor* (such as corrections to typographical errors or additions of examples for further clarification of the definition) or *substantive* (those affecting state reporting; affecting the population for which the data element is to be maintained; additions, changes or deletions to codes; or complete revisions).

The **Implementation Date** and the associated fiscal year are located in the upper right corner of the data element page. In general, **the date indicates implementation at the beginning of the fiscal year following the date first adopted by the State Board of Education as part of Rule 6A-1.0014, FAC**. If subsequent changes to the data element are *minor*, the Implementation Date will remain the same. If subsequent changes are *substantive*, the Implementation Date will be changed to the beginning of the next fiscal year except where Emergency Rule procedures have been implemented. In those cases, the Implementation Date may be a date in the current fiscal year.

The **Effective** date, located at the bottom of the page, **indicates the beginning month and Fiscal Year that this version of Volume I is in effect**. This date will only change once each year and all pages in the document will reflect the same effective date.