

EDUCATION INFORMATION SERVICES

BULLETIN 03-005

December 4, 2003

This bulletin addresses changes to the following documents:

- 1) Revisions to the DOE Information Data Base Requirements -- Volume I: Automated Student Information System 2002-03.
- 2) Revisions to the DOE Information Data Base Volume II: Appendices 2002-03 (edits).
- 3) Revisions to the DOE Information Data Base Requirements -- Volume I: Automated Student Information System 2003-04.
- 4) Revisions to the DOE Information Data Base Volume II: Appendices 2003-04 (edits).
- 5) Revisions to the DOE Information Data Base Student Reporting Formats 2003-04.

<u>Replacement Page</u>	<u>Description of Change</u>
1) 189	Appendix A – Added new code W8A with its definition.
190	Appendix A – Overflow from previous page.
193	Appendix C – Deleted districts 71 and 77.
2) 557	Prior School Status/Student Attendance (17) – Added code W8A as an applicable code.

<u>Replacement Page</u>	<u>Description of Change</u>
3) 9-125	Alternate Assessment Administered – Marked Survey 3.
155-1	Term – Added code Z as an applicable code.
161-1	Test Score Type – Added the new FR code with its definition.
218-14	Appendix L – Added the new Alternative Assessment Report test codes.
4) STUDENT	
88	Exceptional Student Program (15) – Modified the edit by listing a specific date.
184	Student Course Schedule (5C) – Added an exception to the edit.
185	Student Course Schedule (5D) – Modified the edit and example to specify Surveys 2 and 3.
186	Student Course Schedule (5E) – Modified the edit and example to specify Surveys 2 and 3.
187	Student Course Schedule (5F) – Modified the edit and example to specify Surveys 2 and 3.
188	Student Course Schedule (5G) – Modified the edit and example to specify Surveys 2 and 3.
189	Student Course Schedule (5H) – Modified the edit and example to specify Surveys 2 and 3.
190	Student Course Schedule (5I) – Modified the edit and example to specify Surveys 2 and 3.
191	Student Course Schedule (5K) – Modified the edit and example to specify Surveys 2 and 3.
191.1	Student Course Schedule (5L) – Modified the edit and example to specify Surveys 2 and 3.
220	Teacher Course (25) – Modified the edit and example to specify Surveys 2 and 3.
221	Teacher Course (26) – Modified the edit and example to specify Surveys 2 and 3.
222	Teacher Course (27) – Modified the edit and example to specify Surveys 2 and 3.
223	Teacher Course (28) – Modified the edit and example to specify Surveys 2 and 3.

<u>Replacement Page</u>	<u>Description of Change</u>
235	Teacher Course (53) – Added code O as an exception.
316	Student End of Year Status (3J) – Added “vice versa” to the edit.
398	Exceptional Student (22) – Added Survey 3 as an applicable survey.
399	Exceptional Student (23) – Added Survey 3 as an applicable survey.
STAFF	
33	Staff Demographic Information (2G) – Edit deleted.
40.1	Staff Demographic Information (57) – New edit.
5)	
1 of 2	Prior School Status/Student Attendance – For paragraph 5 added verbiage for survey 2 and 3 inclusion.

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02-03

APPENDIX A
ATTENDANCE RECORDKEEPING REQUIRED CODES FOR GRADE PK-12 STUDENTS

ENTRIES INTO FLORIDA
PUBLIC SCHOOLS THIS SCHOOL YEAR

E01 - Any PK-12 student who was enrolled in a **public school** in this school district the previous school year.

E02 - Any PK-12 student whose last school of enrollment was a **public school** outside of this district, or in another state or territory.

E03 - Any PK-12 student whose last school of enrollment was a **private school** in any Florida school district, or another state or territory.

E04 - Any PK-12 student who is enrolling in a public school in this district after having been in **home education** in any Florida school district, or another state or territory.

E09 - Any PK-12 student who has never been enrolled in school or who enters a Florida school from out of the country.

REENTERING INTO
FLORIDA PUBLIC SCHOOLS

R01 - Any PK-12 student who was received from another attendance reporting unit in the same school.

R02 - Any PK-12 student who was received from another school in the same district.

R03 - Any PK-12 student who unexpectedly reenters a school in the same district after withdrawing or being discharged.

WITHDRAWAL FROM FLORIDA PUBLIC
SCHOOLS: GRADE PK-12 STUDENTS

DNE - Any PK-12 student who was expected to attend a school but **did not enter** as expected for unknown reasons.

W01 - Any PK-12 student promoted, retained or transferred to another attendance reporting unit in the same school.

W02 - Any PK-12 student promoted, retained or transferred to another school in the same district.

W2A - Any Student that was withdrawn following an expulsion hearing resulting in a change of placement in lieu of expulsion.

W03 - Any PK-12 student who withdraws to attend another public school in- or out-of-state.

W04 - Any PK-12 student who withdraws to attend a nonpublic school in- or out-of-state.

W05 - Any student over compulsory attendance age who leaves school voluntarily with no intention of returning.

W06 - Any student who graduated from school and met all of the requirements to receive a standard diploma.

W07 - Any student who graduated from school with a special diploma based on option one-mastery of student performance standards.

W08 - Any student who left school with a certificate of completion.

W8A - Any student who met all of the requirements to receive a standard diploma except passing the graduation test and received a certificate of completion and is eligible to take the College Placement Test and be admitted to remedial or credit courses at a state community college as appropriate.

W09 - Any student who left school with a special certificate of completion.



APPENDIX A (Continued)
ATTENDANCE RECORDKEEPING REQUIRED CODES FOR GRADE PK-12 STUDENTS
(Continued)

WITHDRAWAL FROM FLORIDA PUBLIC
SCHOOLS: GRADE PK-12 STUDENTS

WITHDRAWAL FROM FLORIDA PUBLIC
SCHOOLS: GRADE PK-12 STUDENTS

- **W10** - Any PK-12 student in a GED Exit Option Model who passed the GED Tests and the FCAT or HSCT and was awarded a standard high school diploma.
- **WGD** - Any PK-12 student participating in the GED Exit Option Model who passed the GED Tests, but did not pass the FCAT or HSCT and was awarded a State of Florida diploma.
- W11** - Any PK-12 student withdrawn from school due to hardship.
- W12** - Any PK-12 student withdrawn from school due to death.
- W13** - Any PK-12 student withdrawn from school due to court action.
- W14** - Any student who withdraws from school to enter the military.
- W15** - Any PK-12 student who is withdrawn from school due to nonattendance.
- W16** - Any student who withdraws from school to get married.
- W17** - Any student who withdraws from school due to pregnancy.
- W18** - Any student who withdraws from school due to medical reasons.
- W19** - Any exceptional education student who is withdrawn from school following receipt of special education through the age of 21.
- W20** - Any student who withdraws from school due to failing the High School Competency test (HSCT), and who does not receive any of the Certificates of Completion.
- W21** - Any student who is withdrawn from the rolls due to being expelled from school.
- W22** - Any PK-12 student whose whereabouts is unknown.
- W23** - Any PK-12 student who withdraws from school for any reason other than W01 - W22 or W24 - W27.
- W24** - Any PK-12 student who withdraws from school to attend a Home Education program.
- W25** - Any student who withdraws from school who is under compulsory attendance age. (This may not be used for students age six or above.)
- W26** - Any student who leaves to enter the adult program prior to completion of graduation requirements.
- W27** - Any student who graduated from school with a special diploma based on option two-mastery of employment and community competencies.
- WPO** - Any student who is withdrawn from school subsequent to receiving a W07, W08, W09, or W27 during the student's year of high school completion.
- WFW** - Any student who graduated from school with a standard diploma and a FCAT waiver.
- WFT** - Any student who graduated from school with a standard diploma and satisfied the graduation test requirement through an alternate assessment.

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS**

Implementation Date: Fiscal Year 1992-93 July 1, 1992
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**APPENDIX C
DISTRICT NAME TABLE**

<u>District Number</u>	<u>District Name</u>	<u>District Number</u>	<u>District Name</u>
01	Alachua	42	Marion
02	Baker	43	Martin
03	Bay	44	Monroe
04	Bradford	45	Nassau
05	Brevard	46	Okaloosa
06	Broward	47	Okeechobee
07	Calhoun	48	Orange
08	Charlotte	49	Osceola
09	Citrus	50	Palm Beach
10	Clay	51	Pasco
11	Collier	52	Pinellas
12	Columbia	53	Polk
13	Dade	54	Putnam
14	DeSoto	55	St. Johns
15	Dixie	56	St. Lucie
16	Duval	57	Santa Rosa
17	Escambia	58	Sarasota
18	Flagler	59	Seminole
19	Franklin	60	Sumter
20	Gadsden	61	Suwannee
21	Gilchrist	62	Taylor
22	Glades	63	Union
23	Gulf	64	Volusia
24	Hamilton	65	Wakulla
25	Hardee	66	Walton
26	Hendry	67	Washington
27	Hernando	68	School for Deaf/Blind
28	Highlands	69	Dozier/Okeechobee
29	Hillsborough	70	Eckerd Challenge Program
30	Holmes	→ 72	FAU - Lab School
31	Indian River	73	FSU - Lab School
32	Jackson	74	A&M - Lab School
33	Jefferson	75	UF - Lab School
34	Lafayette	76	C.E.S.A. – Correctional
35	Lake	99	Other than Florida Public
36	Lee		School
37	Leon	→ 88	Division of Public Schools
38	Levy		(Academic Scholar Records)
39	Liberty		
40	Madison		
41	Manatee		

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02-03

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE – REJECT RULES

17. Withdrawal Code, PK-12 must be DNE, W01 - W27 (including W2A, W8A, WFW, WFT, WGD and WPO), or may be ZZZ only for survey periods 2 and 3. ←
-record rejected-

Note: See DOE Information Data Base Requirements: Volume I -- Automated Student Information System Manual, Appendix A for acceptable withdrawal codes for grades PK-12 students.

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Withdrawal Code, PK-12 is not valid. The third record would be rejected because a Withdrawal Code, PK-12 of ZZZ is not valid for the Survey Period Code reported.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Withdrawal Code, PK-12
01	012345678X	2	W03
* 01	012345679X	2	W54
* 01	012345670X	5	ZZZ

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Withdrawal Code, PK-12 and resubmit the records.

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03-04

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS**

Implementation Date: Fiscal Year 1998-99 July 1, 1998
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Element Name: Alternate Assessment Administered											
Definition/Domain											
<p>A one-digit alpha indicator used to identify whether or not a student with disabilities is administered an alternate assessment at grades 3-10. The codes to be used are:</p> <table border="0"> <thead> <tr> <th align="left"><u>CODE</u></th> <th align="left"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Yes, an alternate assessment was/will be administered.</td> </tr> <tr> <td>N</td> <td>No assessment administered.</td> </tr> <tr> <td>P</td> <td>Student took partial or total FCAT and an alternate assessment.</td> </tr> <tr> <td>Z</td> <td>Student took statewide FCAT or student is in grade other than 3-10.</td> </tr> </tbody> </table> <p>NOTE: This element is to be used only for students with disabilities. Students identified as gifted only must be coded Z.</p>		<u>CODE</u>	<u>DEFINITION</u>	Y	Yes, an alternate assessment was/will be administered.	N	No assessment administered.	P	Student took partial or total FCAT and an alternate assessment.	Z	Student took statewide FCAT or student is in grade other than 3-10.
<u>CODE</u>	<u>DEFINITION</u>										
Y	Yes, an alternate assessment was/will be administered.										
N	No assessment administered.										
P	Student took partial or total FCAT and an alternate assessment.										
Z	Student took statewide FCAT or student is in grade other than 3-10.										
Length: 1	Grades and Programs Requiring This Data Element:										
Format: Alphabetic	Exceptional Student Education Grades 3-10										
Compatibility Requirement: Compatible											
Use Types: <input checked="" type="checkbox"/> State Report <input checked="" type="checkbox"/> Local Accountability <input checked="" type="checkbox"/> F.A.S.T.E.R.	State Reporting Formats Requiring This Data Element:										
Data Element Number: 102125	Exceptional Student DB9 23x										
	Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 9										
Revised: 10/03	Bulletin 03-005 Volume I Effective: 7/03 Page Number: 9-125										




**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS**

Implementation Date: Fiscal Year 1991-92 July 1, 1991
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Element Name:	Term	Definition/Domain			
The time of the school year during which the student was enrolled in courses.					
<u>CODE</u>	<u>DEFINITION</u>	<u>CODE</u>	<u>DEFINITION</u>	<u>CODE</u>	<u>DEFINITION</u>
1	Semester 1	B	Trimester 1	T*	Interession 1
2	Semester 2	C	Trimester 2	U*	Interession 2
3	Annual	D	Trimester 3	V*	Interession 3
				W*	Interession 4
				X*	Interession 5
4	Summer Session 1				
5	Summer Session 2	S	Combined Summer Session		
6	Quarter 1	E	Quinmester 1	J	Six weeks 1
7	Quarter 2	F	Quinmester 2	K	Six weeks 2
8	Quarter 3	G	Quinmester 3	L	Six weeks 3
9	Quarter 4	H	Quinmester 4	M	Six weeks 4
Y***	Year of Nonenrollment	I	Quinmester 5	N	Six weeks 5
				O	Six weeks 6
				→ Z	Not Applicable
*NOTE: Interessions are to be used only for year-round school recordkeeping.					
***NOTE: Code Y is to be used only for reporting students who have withdrawn between school years.					
Length:	1	Grades and Programs Requiring This Data Element:			
Format:	Alphanumeric	All Programs Grades PK-12			
Compatibility Requirement:	Compatible				
Use Types:		State Reporting Formats Requiring This Data Element:			
<input checked="" type="checkbox"/> State Report		Vocational Student Course Schedule DB9 16x Vocational-Teacher Course DB9 24x Federal/State Compensatory Project Evaluation DB9 18x		Prior School Status/Student Attendance DB9 55x	
<input checked="" type="checkbox"/> Local Accountability		Student Course Transcript Information DB9 39x Dropout Prevention Program Evaluation DB9 11x Student Course Schedule DB9 14x Teacher Course DB9 15x			
<input checked="" type="checkbox"/> F.A.S.T.E.R.					
Data Element Number:	176225	Reported in Survey Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 9			
Revised: 11/03	Bulletin 03-005	Volume I	Effective: 7/03	Page Number: 155-1	

**FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATA BASE REQUIREMENTS
VOLUME I: AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS**

Implementation Date: Fiscal Year 1993-94 July 1, 1993
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Element Name: Test Score Type																																	
Definition/Domain																																	
<p>A two-character code used to indicate the kind of score being submitted.</p> <table border="0"> <thead> <tr> <th align="left"><u>CODE</u></th> <th align="left"><u>DEFINITION</u></th> </tr> </thead> <tbody> <tr> <td>RS</td> <td>Raw Score</td> </tr> <tr> <td>SS</td> <td>Scale Score (Expanded Standard Score)</td> </tr> <tr> <td>NP</td> <td>National Percentile</td> </tr> <tr> <td>NC</td> <td>Normal Curve Equivalent</td> </tr> <tr> <td>GE</td> <td>Grade Equivalent</td> </tr> <tr> <td>LS</td> <td>Local Stanine</td> </tr> <tr> <td>NS</td> <td>National Stanine</td> </tr> <tr> <td>FS</td> <td>Final Score (Score resulting from combined ratings on the Florida Writing Assessment Program)</td> </tr> <tr> <td>PI</td> <td>Objective Performance Index (subscore for FCAT)</td> </tr> <tr> <td>AL</td> <td>Achievement Level</td> </tr> <tr> <td>PF</td> <td>Pass/Fail</td> </tr> <tr> <td>DS</td> <td>Developmental Score</td> </tr> <tr> <td>OS</td> <td>Observed Status (Score resulting from observation in School Readiness Uniform Screening System [SRUSS])</td> </tr> <tr> <td> FR</td> <td>Final Rating</td> </tr> <tr> <td>ZZ</td> <td>Not Applicable</td> </tr> </tbody> </table> <p>NOTE: Codes "RS" or "SS" may be used to report aural/oral language proficiency levels for ESOL testing.</p>		<u>CODE</u>	<u>DEFINITION</u>	RS	Raw Score	SS	Scale Score (Expanded Standard Score)	NP	National Percentile	NC	Normal Curve Equivalent	GE	Grade Equivalent	LS	Local Stanine	NS	National Stanine	FS	Final Score (Score resulting from combined ratings on the Florida Writing Assessment Program)	PI	Objective Performance Index (subscore for FCAT)	AL	Achievement Level	PF	Pass/Fail	DS	Developmental Score	OS	Observed Status (Score resulting from observation in School Readiness Uniform Screening System [SRUSS])	 FR	Final Rating	ZZ	Not Applicable
<u>CODE</u>	<u>DEFINITION</u>																																
RS	Raw Score																																
SS	Scale Score (Expanded Standard Score)																																
NP	National Percentile																																
NC	Normal Curve Equivalent																																
GE	Grade Equivalent																																
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PF	Pass/Fail																																
DS	Developmental Score																																
OS	Observed Status (Score resulting from observation in School Readiness Uniform Screening System [SRUSS])																																
 FR	Final Rating																																
ZZ	Not Applicable																																
Length: 2	Grades and Programs Requiring This Data Element:																																
Format: Alphanumeric	All Programs Grades PK-12																																
Compatibility Requirement: Compatible	Adult Basic Skills Adult Secondary Education Adult Postsecondary Vocational																																
Use Types:	State Reporting Formats Requiring This Data Element:																																
<input checked="" type="checkbox"/> State Report	Limited English Proficient Student Information DB9 10x																																
<input checked="" type="checkbox"/> Local Accountability	Department of Juvenile Justice Student Entry Assessment DB9 53x																																
<input checked="" type="checkbox"/> District Records Transfer	Department of Juvenile Justice Student Exit Assessment DB9 54x																																
Data Element Number: 177425	Reported in Survey Periods: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 8 <input type="checkbox"/> 9																																
Revised: 11/03	Bulletin 03-005 Volume I Effective: 7/03 Page Number: 161-1																																

APPENDIX L (Continued)
TEST SUBJECT CONTENT CODES (Continued)

TEST CODE	TEST SUBJECT CONTENT	8 CHARACTER SUBJECT CODE
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Specific Tests (Continued)

ESI: Early Screening Inventory

ST	Status	ESI KST
SU	Summary Score	ESI KSU

RFS: Ready for School

R1	Standard 1	RFS ST1
R2	Standard 2	RFS ST2
R3	Standard 3	RFS ST3
R4	Standard 4	RFS ST4
R5	Standard 5	RFS ST5
R6	Standard 6	RFS ST6
R7	Standard 7	RFS ST7
R8	Standard 8	RFS ST8
R9	Standard 9	RFS ST9
RT	Standard 10	RFS ST10
RU	Standard 11	RFS ST11
RV	Standard 12	RFS ST12
RX	Standard 13	RFS ST13
RY	Standard 14	RFS ST14

WSS: Work Sampling System

WB	Personal/Social	WSS P/S
WL	Language Literacy	WSS LANG
WD	Math Thinking	WSS MATH
WA	Arts	WSS ARTS
WJ	Physical/Health	WSS PH/H

→ AAR: Alternate Assessment Report

10	Sunshine State Standards/Special Diploma Reading	AAR READ
20	Sunshine State Standards/Special Diploma Mathematics	AAR MATH
50	Sunshine State Standards/Special Diploma Science	AAR SCIN
WT	Sunshine State Standards/Special Diploma Writing	AAR RITE

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03-04

EXCEPTIONAL STUDENT PROGRAM -REJECT RULES

- ➔ 15. If Exceptional Student Placement Status = P and Evaluation Completion Date is greater than or equal to 2/1/94, then Referral Date must be a valid date and less than or equal to the survey date. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Referral Date is a future date.

Student Number Identifier, Florida	Survey Period Code	Fiscal Year	Exceptional Student Placement Status	Evaluation Completion Date	Referral Date
123456789X	3	****	P	01021992	09021991
* 123456790X	3	****	P	09151994	06012099

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Referral Date and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

5C. If FEFP Program Number is 130, Limited English Proficient: Instructional Strategy code must be B, M, or D unless School Number, Current Enrollment equals 3518, 3818 or 7004. -record rejected- ←

EXAMPLE

The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the relationship between the FEFP Program Number and the Limited English Proficient: Instructional Strategy is not valid.

Student Number Identifier, Florida	School Number, Current Enrollment	FEFP Program Number	Limited English Proficient: Instructional Strategy
123456789X	0021	130	B
123456780X	3518	130	Z
* 123456790X	0021	130	Z

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct either the FEFP Program Number or the Limited English Proficient: Instructional Strategy and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

- 5D. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Monday must be Y or N. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Monday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Monday	Survey Period Code
371234566X	1200310	5	Y	2
* 371234568X	1200310	0	Z	2
371234569X	1200310	2	N	2

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Monday and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

- 5E. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Tuesday must be Y or N. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Tuesday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Tuesday	↓ Survey Period Code
371234566X	1200310	5	Y	2
* 371234568X	1200310	0	Z	2
371234569X	1200310	2	N	2

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Tuesday and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

- **5F. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Wednesday must be Y or N. -record rejected-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Wednesday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Wednesday	Survey Period Code
371234566X	1200310	5	Y	2
* 371234568X	1200310	0	Z	2
371234569X	1200310	2	N	2

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Wednesday and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

- **5G. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Thursday must be Y or N. -record rejected-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Thursday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Thursday	Survey Period Code
371234566X	1200310	5	Y	2
* 371234568X	1200310	0	Z	2
371234569X	1200310	2	N	2

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Thursday and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

- 5H. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Friday must be Y or N. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Friday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Friday	Survey Period Code
371234566X	1200310	5	Y	2
* 371234568X	1200310	0	Z	2
371234569X	1200310	2	N	2

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Friday and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

- 5I. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Saturday must be Y or N. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Saturday is invalid.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Saturday	Survey Period Code
371234566X	1200310	5	Y	2
* 371234568X	1200310	0	Z	2
371234569X	1200310	2	N	2

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Saturday and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

➔ **5K. If Survey Period Code is 2 or 3, then at least one Day of Week Scheduled, Monday; Day of Week Scheduled, Tuesday; Day of Week Scheduled, Wednesday; Day of Week Scheduled, Thursday; Day of Week Scheduled, Friday or Day of Week Scheduled, Saturday must be Y unless School Number, Current Enrollment equals 3518, 3818 or 7004. -record rejected-**

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Monday is invalid

Student Number Identifier, Florida	Sch. Num., Curr. Enr	Days Per Week	Day of Week	Day of Week	Day of Week	Day of Week	Day of Week	Day of Week	Survey Period Code
			Schd., Mon.	Schd., Tues.	Schd., Wed.	Schd., Thurs.	Schd., Fri.	Schd., Sat.	
371234566X	0411	5	Y	Y	Y	Y	Y	Y	2
* 371234568X	0411	3	N		N			N	2
371234569X	3518	0	N	N	N	N	N	N	2

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Monday and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

- 5L. If Survey Period Code is 2 or 3, then Day of Week Scheduled, Date Certain must be Y, N or Z. -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because Day of Week Scheduled, Date Certain is blank.

Student Number Identifier, Florida	Course Number	Days Per Week	Day of Week Scheduled, Date Certain	Survey Period Code
371234566X	1200310	5	Y	2
* 371234568X	1200310	0		2
371234569X	1200310	2	N	2

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Day of Week Scheduled, Date Certain and resubmit the record.

TEACHER COURSE - REJECT RULES

- 25. If Survey Period Code is 2 or 3, then Highly Qualified Teacher must be Y, N or Z. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because the Highly Qualified Teacher code is not valid.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Social Security Number	Highly Qualified Teacher	Survey Period Code
01	0321	123456781	Y	2
01	0321	123456782	N	2
* 01	0321	123456783		2

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct Highly Qualified Teacher and resubmit the record.

TEACHER COURSE - REJECT RULES

- 26. If Survey Period Code is 2 or 3, then the first five positions and positions 7-16 of Classroom Identification (FISH) Number must be numeric. Positions 17-21 may be alpha or numeric. If position 6 equal O, positions 17-21 may be symbols. - record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because positions 7-11 of the Classroom Identification (FISH) Number is alphabetic instead of numeric.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Classroom Identification (FISH) Number	↓ Survey Period Code
01	0321	00256A0123400456ABCDE	2
01	0321	00015O000014444412ABC	2
* 01	0321	1236ZABCDR98745HMM21	2

DISTRICT RESPONSIBILITY


If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Classroom Identification (FISH) Number and resubmit the record.

TEACHER COURSE - REJECT RULES

- 27. If Survey Period Code is 2 or 3, then position 6 of the Classroom Identification (FISH) Number must be A, C or O. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because position 6 of the Classroom Identification (FISH) Number is neither A or O.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Classroom Identification (FISH) Number	 Survey Period Code
01	0321	00256A0123400456ABCDE	2
01	0321	00015O000014444412ABC	2
* 01	0321	41236Z8524698745HMM21	2

DISTRICT RESPONSIBILITY


If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Classroom Identification (FISH) Number and resubmit the record.

TEACHER COURSE - REJECT RULES

- 28. If Survey Period Code is 2 or 3, then Scheduling Method must be A, B, C, G, I, P, S, V, W or O. -record rejected-

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Scheduling Method codes are invalid.

District Number, Current Instr./ Service	School Number, Current Instr./ Service	Course Number	Section Number	Period Number	Scheduling Method	 Survey Period Code
01	0321	1002360	00100	0000	A	2
* 01	0321	1002360	00200	1111	D	2
* 01	0321	1002360	00300	1002	R	2

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the data base, the district must correct the Scheduling Method and resubmit the records.

STUDENT END OF YEAR STATUS - REJECT RULES

3J. If Grade Promotion Status = A and Grade Level = 3, Grade Promotion Status: Good Cause Exemption may not be 0 (zero) and vice versa. -record rejected- ←

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the correct relationship between Grade Promotion Status, Grade Level and Grade Promotion Status: Good Cause Exemption does not exist.

District Number, Current Enrollment	Student Number Identifier, Florida	Grade Level	Grade Promotion Status	Grade Promotion Status: Good Cause Exemption
30	301234567X	3	A	2
* 30	301234568X	3	A	0

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the record so that the appropriate relationship exists between Grade Promotion Status and Grade Promotion Status: Good Cause Exemption and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

22. If Survey Period Code = 2 or 3, Alternate Assessment Administered must be Y, N, P, or Z. All other Survey Period Codes must be coded Z. –record rejected- ←

EXAMPLE

The first and third records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The second record would be rejected because the Alternate Assessment Administered code is invalid.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Alternate Assessment Administered
09	591045678X	9	Y
* 09	622345678X	9	K
09	247654321X	9	Z

DISTRICT RESPONSIBLE

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Alternate Assessment Administered code and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

23. For Survey Period Code = 2 or 3, if the Exceptionality, Primary code = L, and the Exceptionality, Other code is Z-filled, then the Alternate Assessment Administered code must be Z. –record rejected- ←

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because the Exceptionality, Primary code = L, the Exceptionality, Other code is Z-filled and the Alternate Assessment Administered code is N.

District Number, Current Enrollment	Student Number Identifier, Florida	Survey Period Code	Exceptionality, Primary	Exceptionality, Other	Alternate Assessment Administered
36	592345678X	9	L	ZZZZZZZZZ	Z
* 36	292345678X	9	L	ZZZZZZZZZ	N

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Alternate Assessment Administered code and resubmit the record.

STAFF DEMOGRAPHIC INFORMATION - REJECT RULES

2G. Deleted 11/03.

STAFF DEMOGRAPHIC INFORMATION -EXCEPTION REPORTS

→ 57. Birth Date must be in the range beginning with 01011900 and ending with 12311988. –exception report-

EXAMPLE

The first record listed below would pass this edit. The second record would cause an error message to be generated because Birth Date is not within the specified range.

District Number	Social Security Number	Survey Period Code	Fiscal Year	Birth Date
04	012352847	2	****	04131960
* 04	025123478	2	****	02031994

**** = Valid fiscal year for data submission.

DISTRICT RESPONSIBILITY

The district should verify the Birth Date and if in error correct the record.

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2003-2004 Prior School Status/Student Attendance

1. Submit this record in reporting survey period 2, 3 and 5 for each PK-12 student who was in membership in any school in the district from the first day of the school year to the last day of the survey period.

2. For Survey 5, submit this record for each PK-12 student who was in membership in any school in the district from the first day of the school year to the last day of the survey period, as well as any student who withdrew between school years. A separate record must be submitted for each school and each entry/reentry for any school of enrollment in the district.

3. 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.

4. Item number 15, Withdrawal Code, PK-12, should be ZZZ for Surveys 2-3 if no withdrawal code is applicable. Every record have a Withdrawal Code for Survey 5.

5. TERM: To indicate the student entered/reentered during the regular school year, use code 3 (annual). To indicate summer school or inter session (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. **For Surveys 2 and 3, Term should equal Z; Days Present, Annual and Days Absent, Annual should be 0-filled.**

6. 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. The following fields should be Z-filled: Entry (Re-Entry) Code, PK-12. The following fields should be 0 filled: Days Present, Annual; Days Absent, Annual; Days Present, Summer Terms; Days Absent, Summer Terms. Entry (Re-Entry) Date must be 0-filled. In addition, use the