

Chapter 1

OVERVIEW

STUDENT, STAFF AND WORKFORCE DEVELOPMENT INFORMATION SYSTEM DATA BASES

The Student, Staff and Workforce Development Information System (WDIS) Data Bases are stored at Northwest Regional Data Center (NWRDC). The data base management system used is IBM's DB2 relational data base management system. Relational in this sense means that the data are stored in rows and columns, like those in a spreadsheet. Related groups of rows and columns are called tables. For the most part, each reporting format submitted by the school districts is loaded into a single DB2 table. A group of these tables forms a DB2 data base.

Surveys/Windows

The Department of Education (DOE) conducts surveys of school district student and staff information at scheduled survey times during the reporting year. Surveys 1-4 are concurrent with the FTE survey weeks specified by the Commissioner of Education. Survey 5 is used to collect end of year information and secondary vocational information. Survey 9 is used to collect information about students in schools for neglected and delinquent youth and information about Title I Supplemental Educational Services.

Staff data is collected in surveys 2 and 3 as point in time information and in survey 5 for end of year and full-year information.

Windows F, W and S are conducted to collect adult general education and postsecondary vocational data through WDIS.

The following list shows each of the surveys in order by the month in which the data are due to the DOE for the reporting year:

Survey 1:	July
Window F:	September
Window G:	September
Survey 2:	October
Survey 9:	December
Survey W:	February
Window X:	February
Survey 3:	February
Survey 4:	June
Window S:	July
Survey 5:	August

Refer to Appendix B, Survey Dates, for the actual dates associated with these surveys for the current reporting year. Not every reporting format is submitted in every survey. Refer to Appendix J, Reporting Format Schedule, for reporting formats that are to be submitted in each survey.

Security and Privacy of Data

The DOE's Bureau of Education Information and Accountability Services (EIAS) and the Educational Data Systems (EDS) section take full advantage of the security capabilities provided by NWRDC and use all of DB2's extensive security features. The DB2 security features include facilities for restricting the types of data access granted to a user (select access, update access, add access, and delete access). Access can also be limited to specified data elements within a file or denied entirely.

Individual, personally identifiable student records collected and maintained by the DOE may be accessed only by authorized individuals as prescribed by Section 1002.22, Florida Statutes, 20 U.S.C. 1232(g), and 34 CFR Part 99. EIAS/EDS is prohibited from disclosing such records to any person not authorized by these laws and regulations.

Access to the data bases themselves is restricted to properly authorized individuals or school districts by user ID and password. School districts are limited to access to their own data. That is, the districts are not allowed to transmit for or access the data for any other district. DB2 does not allow access to any table unless the creator of the table grants permission to that user's ID. The Education Information Services (EIS) Program Director controls and grants all access to the student and staff information data bases according to the DOE's security procedures through the Education Data Center. The EIS Program Director and the Workforce Education and Outcome Information Services (WEOIS) Program Director cooperate in granting access to the WDIS data base.

Reference Documents

The following DOE publications/documents will need to be used when working with this manual:

- *DOE Information Data Base Requirements: Volume I-Automated Student Information*
- *DOE Information Data Base Requirements: Volume II-Automated Staff Information*
- *Student Reporting Formats*
- *Staff Reporting Formats*
- *Student Data Base Edits*
- *Staff Data Base Edits*

Copies of the publications/documents listed above can be accessed at the following web site:

<http://www.firn.edu/doe/eias/dataweb/database.htm>.

WDIS and Secondary Vocational Timelines and Handbooks are located at http://www.fldoe.org/arm/cctcmis/pubs/techs/handbk_main.asp.

In addition to the documents above, the *Course Code Directory and Instructional Personnel Assignments* will be useful. It is located at the following web site: <http://www.firn.edu/doe/curriculum/ccd.htm>. Course code information is also available as a supplemental data base file (see Appendix N for dataset name).