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TECHNICAL ASSISTANCE PAPER

Master School Identification File – 2011-12

Background and Use

The Master School Identification (MSID) file is maintained by the Department of Education (DOE) to ensure the Department provides accurate identification and directory information on each Florida public school in the state. This file contains information for all public PK-12 schools as well as for adult and technical schools operated by district school boards.

Information from this file is used for direct communication to the schools as well as for reporting data for each school. The Master School Identification file is used to edit all records submitted to the Department's Student, Staff and Finance Automated Data Base Systems. The MSID provides the universe for accountability reporting, including annual school grades and adequate yearly progress calculations. It is the basis for reporting to the U.S. Department of Education (USDE) via the Education Data Exchange Network (EDEN) reporting system as well as the Consolidated State Performance Report (CSPR). The federally-assigned identification numbers, which are required for certain grant applications and for assignment of E-rate funds, are provided to the Florida DOE the year following submission of new school information to the USDE.

Accessing the File

Appendix A provides a list of the elements contained in the 2011-12 Master School Identification file.

MSID information for each Florida public school is available on the web at: <http://doeweb-prd.doe.state.fl.us/EDS/MasterSchoolID/>. The data are presented in three sections – 1) addresses, 2) administration and 3) accountability. Three ways are provided for the user to look up a school: 1) by the school name, 2) by the district in which the school is located and 3) by the city/town in which the school is located.

Information about the number of schools by type in each district is located at <http://www.fldoe.org/eias/eiaspubs/default.asp#school>.

The Master School Identification information is also stored at North West Regional Data Center (NWRDC) in a file named DPS.DISTRICT.G4.F25031.Yyyyyy. This file can be

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accessed by district information services staff with access to NWRDC. The format layout is available in DPS.DISTRICT.FORMAT.Yyyyy.

Activating a School

When a school district is planning for the opening of a new school, the district should request a school number from the Department of Education. To do so, the district's MSID contact person should gather the needed information about the school and enter it into the MSID Application Form. See Appendix B for a copy of this form. The completed Application form should be sent via email to Rhonda Forbes at (Rhonda.Forbes@fldoe.org).

When the form is received, the request is put on the agenda to be addressed by the School Approval Committee which meets every other week. Approval by this committee is required for a school to be given "active" status on the MSID file.

The School Approval Committee uses the information on the MSID Application form, the following general guidelines, and other criteria when considering whether a school should be approved for activation.

- A school should have separate student and staff populations and its own principal.
- When a school moves from an old school facility to a new school facility, the school number from the old school facility should follow the student body to the new school facility, thus maintaining the ability to track the school's history.
- When a new facility is filled by a newly-formed student body (usually resulting from re-zoning in the district), a new school number should be assigned.
- When an existing school facility changes its type (such as an existing high school being re-designated as a middle school), a new school number should be assigned.

Submission of the application form for a new school number a year prior to the opening of the school facilitates the assignment of a federal school number which occurs following the annual EDEN submission.

School applications may be submitted to reserve school numbers for future use, for schools expected to open in the next two to three years. The school numbers will be added to the MSID file for the district and coded as inactive future schools (code "F"). Prior to the opening of the school using one of the reserved numbers, the district must submit an up-to-date MSID Application form as described above and request that the school be considered by the School Approval Committee to become an active school.

When a school closes it is coded "C" for closed. This should be communicated to the Department's MSID Contact Person, Rhonda Forbes.

For Student and Staff Data Base reporting, only active school numbers will be accepted. Records with inactive school numbers will be rejected.

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Categorizing Schools

There are many ways schools can be placed into categories (e.g., grade level of students, type of curriculum offered, governing body, type of students served, etc.) and many purposes for categorizing schools (school grading, providing information to the public, reporting to the U.S. Department of Education, funding, etc.). The various school categories used in the MSID are explained below.

Grade Code

The Grade Code is an indication of the grade levels of the students served by the school. For example, a school's Grade Code could indicate that the school serves grades 9-12. A list of the Grade Codes used in the MSID file (and their relation to School Types) is provided in Appendix C.

School Type

School Type is an indication of the level of instruction offered at the school. The School Type is derived directly from the Grade Code reported for the school.

Elementary Schools: Schools providing instruction at one or more grade levels from PK through grade 5. May include schools serving grade 6 if also serving one or more grades PK through 5 (e.g., a K-6 school).

Middle/Junior High Schools: Schools providing instruction in middle school configurations (grades 6-8) and junior high school configurations (grades 7-9). Can also include schools serving a single grade in the 6-8 range (e.g., a 6th grade center).

Senior High Schools: Schools providing instruction at one or more grade levels from 9 to 12. Includes regular high schools and 9th grade centers.

Combination Elementary and Secondary Schools: Schools providing instruction in grade groupings that include more than one of the categories described above (e.g., PK-8, 6-12, K-12, etc.).

Adult Schools: Schools providing adult education instruction.

Primary Service Type

The Primary Service Type indicates the main educational program offered at the school.

Regular Education – regular or basic instruction.

Special Education – modified education programs for students identified as exceptional education students.

Alternative Education – education delivered via an alternative education delivery system to a specially designated student population.

Technical Education – education specifically designed to assist the student in obtaining specific job skills.

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Adult Education – basic or supplemental instruction designed for the adult population.

Superintendent's Office – the school number assigned to the district's administrative offices and used for reporting purposes.

Non-school Entity – no educational program is offered but the school number is used for reporting or similar purposes.

School Function/Setting

This element indicates the special function that the school serves or the special setting in which the instruction is taking place.

The categories of School Function/Setting are adult education, Department of Juvenile Justice (DJJ), home education, jail, hospital, hospital/homebound, Title I migrant non-enrolled students, private/voucher, technical center, university laboratory, and virtual.

Accountability Type

The Accountability Type is the category in which the school is classified for calculation of adequate yearly progress (AYP) and school grades. This school type is assigned by the Department's Office of Evaluation and Reporting. The Accountability Type categories are:

Elementary – Instruction provided and FCAT administered in grades 3, 4 and/or 5.

Middle – Instruction provided and FCAT administered in grades 6, 7 and/or 8.

High – Instruction provided and FCAT administered in grades 9, 10, 11 and/or 12.

Combination – Instruction provided and FCAT administered in a grade combination that spans elementary, middle and/or high school.

Department of Juvenile Justice (DJJ) School – Instruction provided in a school operated for youth in a Department of Juvenile Justice facility. Schools in this category must be on the list of DJJ schools obtained from the Department of Juvenile Justice.

Alternative School for Accountability Purposes

Section 1008.341, F.S., provides alternative schools the option of earning a school improvement rating in lieu of a school grade. SBER 6A-1.099822 more fully defines the provisions of this statute. Schools with a Primary Service Type of Alternative Education are designated by the Bureau of Evaluation and Reporting as alternative schools for accountability purposes.

The following documentation is required for schools to be designated as alternative schools:

- Statement of current mission,
- Indication of whether the students receive all their instruction at the school site; and, if not, examples of their schedules.
- Description of the targeted student population, including how the students are chosen to participate in the program.

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- Explanation of enrollment procedures.
- Indication of whether the program/school has its own principal and staff.
- Verification that a majority of enrolled students are at-risk or low-performing students exhibiting discipline or attendance problems.
- Indication of whether the students will be enrolled for the entire year, and if not, an indication of how many weeks they will be enrolled.

A charter school may be defined as an alternative school if its mission, as currently expressed in its charter application and contract, clearly identifies its intention to operate as an alternative school.

Educational programs operated or contracted by Department of Juvenile Justice facilities and district school board programs that serve students officially enrolled in dropout retrieval programs are not identified for accountability purposes as alternative schools.

Charter School Status

This element indicates schools with recognized charter school status as approved by the District School Board. Charter schools can be regular charter schools under s. 1002.33, F.S., conversion charter schools under s. 1002.33, F.S. charter technical career centers under s. 1002.34, F.S. or a combination of these.

Southern Association of Colleges and Schools

This field indicates whether or not the school is accredited by the Southern Association of Colleges and Schools (SACS), the main accrediting body for schools in Florida.

Title I Status

Title I Status is designated by the school district based upon criteria in the No Child Left Behind legislation. A school's status is reported to the Department's Bureau of Student Assistance and is supplied to the MSID file by that office. Title I schools may operate school-wide programs or targeted assistance programs.

School Grade, Adequate Yearly Progress (AYP) and Improvement Rating

These school ratings are calculated and assigned by the DOE's Bureau of Evaluation and Reporting based on state statutes and federal regulations.

School in Need of Improvement (SINI) Status

Title I schools that have not made Adequate Yearly Progress (AYP) for two consecutive school years are identified as schools in need of improvement (SINI 1). SINI status increases with failure to make AYP in subsequent years. Educational interventions in accordance with federal laws and state implementation plans are required for all schools with SINI status.

Further years of failure to make AYP result in SINI status designations as follows:

- Three consecutive years (SINI 2)
- Four consecutive years (SINI 3),
- Five consecutive years (SINI 4),
- Six consecutive years (SINI 5),

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- Seven consecutive years (SINI 6)
- Eight consecutive years (SINI 7)
- Nine consecutive years (SINI 8)
- Ten consecutive years (SINI 9)

Differentiated Accountability

General Information

The U.S. Department of Education selected Florida to participate in the "Differentiated Accountability Pilot" initiative in 2008. Through Differentiated Accountability, or DA, the state is allowed greater flexibility in providing the needed technical assistance and interventions to the schools with greatest need. Florida's DA plan streamlines the federal and state accountability systems and directs increasing schoolwide interventions and school and district accountability based on Adequate Yearly Progress (AYP) and school grades. This program allows FDOE to operate a new tiered approach to working directly with schools to increase student achievement. The support and assistance provided to each school is individualized depending on the needs of that school. Through DA, schools fall into a matrix of categories based on the level of the school's achievement. The lowest performing schools receive the most support, and under DA, these schools are required to implement the most robust interventions that will help lead to successful school improvement. In order to provide direct support to schools, Florida has created a regional system of support.

DA schools are classified into one of the following categories for 2011-12:

- Prevent I - Schools with AYP Counts from 1 to 3 that have met at least 80% of AYP criteria and belong to one of the following groups: "A", "B", "C" elementary or middle schools; high schools and high school combination schools with FCAT performance points of 435 or higher; ungraded schools.
- Prevent II - Schools with AYP Counts from 1 to 3 that have met less than 80% of AYP criteria and belong to one of the following groups: "A", "B", "C" elementary or middle schools; high schools and high school combination schools with FCAT performance points of 435 or higher; ungraded schools.

"D" elementary or middle schools with AYP counts less than 4.

High schools and high school combination schools with FCAT performance points from 395 to 434 with AYP counts less than 4.

- Correct I - Schools with AYP Counts of 4 or greater, have met at least 80% of AYP criteria and belong to one of the following groups: "A", "B", "C" elementary or middle schools; high schools and high school combination schools with FCAT performance points of 435 or higher; ungraded schools.
- Correct II - Schools with AYP Counts of 4 or greater that have met less than 80% of AYP criteria and belong to one of the following groups: "A", "B", "C" elementary

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or middle schools; high schools and high school combination schools with FCAT performance points of 435 or higher; ungraded schools.

Schools with AYP Counts of 4 or greater that include “D” elementary or middle schools; high schools and high school combination schools with FCAT performance points from 395 to 434.

Schools regardless of AYP Status that meet the following criteria: All “F” elementary or middle schools; high schools and high school combination schools with FCAT performance points less than 395.

- Schools not required to participate in DA Strategies - Schools that have not missed AYP for at least two consecutive years that are: “A”, “B”, “C” elementary or middle schools; high schools and high school combination schools with FCAT performance points of 435 or higher; ungraded schools.
- Intervene - Current “F” elementary or middle schools that have earned at least four “F” grades in the last six school years.

High schools and high school combination schools that have earned less than 395 FCAT performance points and have earned at least four “F” grades in the last six school years (counting the current year’s FCAT performance points less than 395 as one year).

“D” Correct II elementary or middle schools or “F” elementary or middle schools or Correct II high schools and high school combination schools with FCAT performance points less than 435 that meet at least 3 of the following criteria: 1) percentage of non-proficient students in reading has increased compared to the percentage attained five years earlier, 2) percentage of non-proficient students in math has increased compared to the percentage attained five years earlier, 3) 65% or more of the students are not proficient in reading, 4) 65% or more of the students are not proficient in math.

Institutions for Neglected or Delinquent Children

Institutions for neglected or delinquent children are defined in Title I, Parts A and D of the Elementary and Secondary Education Act, as amended by Public Law 107-110 as follows:

- A public or private residential facility, other than a foster home, that is operated for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable State law, due to abandonment, neglect, or death of their parents or guardians [section 1432(4)(A)]; or
- A public or private residential facility for the care of children who have been adjudicated to be delinquent or in need of supervision [section 1432(4)(B)]; or
- A facility in which persons (including persons under 21 years of age) are confined as a result of a conviction for a criminal offense [section 1432(1)].

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Examples of institutions that might meet the definitions in this legislation are juvenile detention centers, children's homes, halfway houses, county jails, marine institutes and wilderness institutes.

Schools should be coded "N" (institution for neglected children) if the school meets the first definition above. Schools meeting the first definition but which are not residential schools should be coded "B".

Schools should be coded "D" (institution for delinquent children) if the school meets the second or third definitions above. Schools meeting the second or third definitions but which are not residential schools should be coded "C".

The category of an institution (neglected or delinquent) should not change from year to year unless there has been an official change in the purpose for which the institution is operated. For example, if an institution is operated for the care of neglected children, but the majority of the children residing in the institution are children adjudicated to be delinquent, the institution should still be reported as an institution for neglected children until its charter or purpose is officially changed to show that it is an institution operated for the care of delinquent children.

In addition, institutions for neglected and delinquent youth are classified into one of the following categories:

- Neglected Programs (NP) - An institution for neglected children and youth is a public or private residential facility, other than a foster home, that is operated primarily for the care of children who have been committed to the institution or voluntarily placed under applicable State law due to abandonment, neglect, or death of their parents or guardians.
- Juvenile Detention (JD) - Detention facilities are shorter-term institutions that provide care to children who require secure custody pending court adjudication, court disposition, or execution of a court order, or care to children after commitment.
- Juvenile Corrections (JC) - An institution for delinquent children and youth is a public or private residential facility other than a foster home that is operated for the care of children and youth who have been adjudicated delinquent or in need of supervision. Include any programs serving adjudicated youth (including non-secure facilities and group homes) in this category.
- Multi-Purpose (MP) - An institution/facility/program that serves more than one programming purpose. For example, the same facility may run both a juvenile correction program and a juvenile detention program.
- Not applicable (NA) – The school is not an institution for neglected or delinquent students.

Magnet Status

Magnet schools and magnet programs offer a specialized curriculum to students outside the school's normal attendance boundaries. These programs may include subjects like performing arts, technology, marine and environmental science, communications and international affairs and business.

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- Magnet School is defined as an elementary, middle/junior, or high school that offers, to all students enrolled in the school, a special curriculum capable of attracting substantial numbers of students of different social, economic, ethnic, and racial backgrounds.
- Magnet Program is an elementary, middle/junior or high school that offers, to a group of students, a special curriculum that is designed to attract substantial numbers of students of different social, economic, ethnic, and racial backgrounds.

Magnet Specialty Areas

Magnet school and program specialty areas include Academically Talented, Criminal Justice, Foreign Language, International Baccalaureate, Medical, Performing Arts, Science/Math, Technology and others.

Magnet Purpose

A magnet school or program is also flagged to indicate whether it was designed to eliminate racial isolation.

In addition to its inclusion in other reports, the information about magnet schools is used by the Bureau of Student Achievement through Language Acquisition to fulfill obligations under the League of United Latin American Citizens (LULAC) et. al. v. State Board of Education Consent Decree, United States District Court for the Southern District of Florida, August 14, 1990.

ROI Type

The Return on Investment (ROI) Type is determined by the Department based on a school's student population, including grade levels taught, type of special student population, etc. This school type is used to categorize schools for Return on Investment reports.

Year Round Schools

Year round schools are schools with a year-round academic calendar, shorter summers and more frequent breaks during the period of instruction (as opposed to a 9-month calendar). The schools are structured in one of the following ways:

- Single-Track (S)
Students and all personnel follow the same instructional and vacation schedule.
- Multi-Track (M)
Divides students and teacher into groups, or tracks, of approximately the same size. Each track is assigned its own schedule. Teachers and students assigned to a particular track follow the same schedule and are in school and on vacation at the same time.
- Not Year Round (N)

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A Business Community (ABC) School Program

A Business Community (ABC) school, as authorized by section 1013.721, Florida Statutes, is a public school that offers instruction to students from Kindergarten through third grade at a business site. The school may offer instruction in any single grade level or for multiple grade levels. The school board provides the appropriate instructional, support and administrative staff and textbooks, materials, and supplies and the host business provides the appropriate types of space for operating the school.

School Addresses

The Master School Identification file contains the school mailing address and the school's location address. The address is maintained with no punctuation and using the abbreviations approved by the U.S. Post Office.

For example, a familiar street name might be listed as any of the following: Martin Luther King Blvd, Martin Luther King Jr Blvd, Dr Martin Luther King Blvd, MLK Blvd, and MLK Jr Blvd. The school address should use the street name presented as it is assigned to that area's street by the U.S. Post Office.

School districts should review each school address prior to submitting the address to the Department to see that it matches the address used by the U.S. Post Office. This can be done by visiting the Post Office website at <http://zip4.usps.com/zip4/welcome.jsp>. This site will also supply the correct zip code plus the four number code.

The Department uses the location address to find the school's latitude and longitude. These coordinates allow plotting of the school's location on a map. The Department also collaborates with the Department of Community Affairs to provide that office with updated school location information. That Department coordinates with the Federal Emergency Management Agency (FEMA), which uses schools as shelters in case of an emergency, such as a hurricane.

Due to the extensive use of the school addresses on the Master School Identification file, school districts should be especially vigilant to send school address changes to the Department's MSID Contact person year round as soon as they are known. The Department's MSID file is perceived to be the one best source for accurate school address information and is used by agencies across the state.

Routing Codes

The Routing Code indicates the place to which the test company is to ship the school's test documents for the Florida Comprehensive Achievement Test (FCAT) and the Comprehensive English Language Learning Assessment (CELLA).

Location District

This is one of Florida's 67 counties – the one in which the school is physically located. For most schools the Location District is the same as the school district to which the school belongs. For schools in special school districts (non-county districts beyond number 67) and for a few other schools, the school district to which the school belongs administratively is not the same as the county in which the school is actually located.

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Office of Funding and Financial Reporting (OFFR) District Number

District number used by the DOE Office of Funding and Financial Reporting.

Facility Number

School facilities are assigned numbers which are stored in the Department's Florida Inventory of School Houses (FISH) file. Up to two facility numbers can be stored on the MSID file for a school to indicate which facility houses the school. The facility number must be submitted on the application for activating a school on the MSID file.

Other School Numbers

The following types of school numbers are also stored on the MSID file.

ETS/CEEB Number

The ETS/CEEB number is the number assigned to high schools by the Educational Testing Service or the College Entrance Examination Board. This number is obtained from these entities for new high schools.

Federal Numbers

Numbers are assigned to school districts and schools by the National Center for Education Statistics (NCES). The district number is seven digits and the school number is five digits long. These numbers are required for submission of certain grant applications to the federal government and for assignment of E-rate funds.

The federal identification numbers are assigned to new schools following the submission of the school's information to the U.S. Department of Education via the Education Data Exchange Network (EDEN) reporting system.

Grants Management Agency Codes

The agency number is a three-character field used by the DOE Grants Management office to identify each grant project recipient. Each of the 67 counties in Florida is denoted as a geographic location and the 1st and 2nd characters are assigned to the counties in alphabetical sequence, beginning with Alachua County (01) and ending with Washington County (67). Other agency numbers are assigned by the Department of Education Comptroller's Office. The 3rd character usually denotes the agency within the county.

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Special Use School Numbers

There are several school numbers that are designated for special use across the state. They are listed below.

- 3518 McKay Scholarship Program
- 7001 Virtual Instruction Program operated through a contract with a provider that is approved by the Department of Education under section 1002.45(2), F.S., The Florida Virtual School or a community college.
- 7004 Florida Virtual School franchise as per section 1002.37(2)(i), F.S.
- 7006 District Virtual Course Offerings as per section 1003.498(2), F.S.
- 7023 Virtual Instruction Program operated by the school district as per section 1002.45(1)(c)4, F.S.
- 9001 Superintendent's Office
- 9994 Private school students served with Title I Part D, Neglected and Delinquent or Part A, Neglected set-aside funds
- 9995 Private school students participating in Title I programs
- 9996 Private school students with disabilities receiving services at the private school.
- 9997 Title I Migrant Non-enrolled Students
- N998 Home School
- N999 Nonpublic School

Contact Information

Questions concerning the Master School Identification file, applications for activation of a new school number and requests for school information from the file should be directed to:

Rhonda Forbes
Program Specialist
Education Information Services
Florida Department of Education
325 West Gaines St., Room 852
Tallahassee, FL 32399-0400

(850) 245-9920
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Appendix A

2011-12 Master School Identification File Elements

Item No.	Size	Name	Description
1	4	*Fiscal Year	The state fiscal year running from July 1 to June 30.
2	2	*District Number	Assigned district number: 01 to 69, and 71-75.
3	12	*District Name	Name of school district - assigned by DOE.
4	4	School Number	Four digit number - assigned by DOE.
5	2	Location District	The Florida district in which the school is physically located (01-67).
6	2	Office of Funding and Financial Reporting District (OFFR)	District number used by the DOE Office of Funding and Financial Reporting (OFFR).
7	3	Grants Management Agency Code	The agency number is a three-character field used by the DOE Grants Management office to identify each grant project recipient.
8	100	Long School Name	Full school name.
9	45	Short School Name	School name abbreviated to 45 characters.
10	1	Activity Code	Indicator of active/inactive status. A = Active C = Closed (historical) F = Future school – currently inactive
11	8	Date Active	The date the school became active. (MMDDYYYY)
12	8	Date Closed	The date the school closed or became temporarily inactive. (MMDDYYYY)
13	4	Projected Opening School Year	School year the school will open, as projected by the school district. Example: 1314 = school will open for the 2013-14 school year.
Physical/Location Address			
14	80	Address	
15	20	City or town	
16	2	State	
17	9	Zip code	Five digit zip plus four
Mailing Address			
18	40	Line 1 address	
19	40	Line 2 address	
20	20	City or town	
21	2	State	
22	9	Zip code	Five digit zip plus four
23	10	Telephone Number	Area code and seven digit number
24	7	Suncom Number	Seven digit Suncom number
25	10	Fax Number	Area code and seven digit number
26	100	School Web Address	School web site address/URL

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Item No.	Size	Name	Description
27	80	Email Address Primary	Email address for general school contact person
28	30	Principal's Last Name	
29	20	Principal's First Name	
30	1	Principal's Middle Initial	
31	1	Principal's Title	1 = Mr. 2 = Ms. 3 = Mrs. 4 = Miss 5 = Dr. 6 = Other/Unknown
32	3	Grade Code	Indication of the grade levels of the students served by the school. 00, 01-88, 90, 99, 100-111. (00 = not yet assigned.)
33	2	*School Type	Indication of level of instruction offered at the school. 00 = Not yet assigned 01 = Elementary 02 = Middle/Jr. High 03 = Senior High 04 = Combination Elementary and Secondary 05 = Adult 07 = Other
34	1	Charter School Status	Indicator of charter school type, if any. R = Regular charter school (under s. 1002.33, F.S.) C = Conversion charter school (under s. 1002.33, F.S.) T= Charter technical career center (under s. 1002.34, F.S.) B= Conversion charter school/charter technical career center (under s. 1002.33 and 1002.34, F.S.) Z = Not a charter school
35	9	Charter School Opening Year	The school year the charter school became active. Example: 2013-2014 school year

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Item No.	Size	Name	Description
36	1	School Function/Setting	The function/setting of the school. B = Adult Education D = Department of Juvenile Justice (DJJ) H = Home Education J = Jail L = Hospital M = Hospital/Homebound N = Title I Migrant Non-enrolled Students P = Private/voucher T = Technical Center U = University Laboratory V = Virtual Z = Not applicable
37	1	*Title 1 Status	Type of Title 1 Basic School Status that applies, if any. S = Title 1 School-wide T = Title 1 Targeted Assistance Z = Not a Title 1 School Populated from a file received from the Bureau of Student Assistance.
38	1	*School in Need of Improvement (SINI) Status	0 = Title 1 school not in need of improvement 1 = Year 1 in Need of Improvement 2 = Year 2 in Need of Improvement 3 = Year 3 in Need of Improvement 4 = Year 4 in Need of Improvement 5 = Year 5 in Need of Improvement 6 = Year 6 in Need of Improvement 7 = Year 7 in Need of Improvement 8 = Year 8 in Need of Improvement 9 = Year 9 in Need of Improvement Z = Not a Title 1 school
39	1	*Differentiated Accountability (DA)	0=Schools not required to participate in DA strategies 1=Prevent I 2=Prevent II 3=Correct I 4=Correct II 5=Intervene
40	1	Primary Service Type	The main educational program offered at the school. R = Regular Education S = Special Education B = Alternative Education V = Technical Education A = Adult O = Superintendent's Office D = Data Reporting (non-school entity)

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Item No.	Size	Name	Description
41	3	*Accountability Type	School type used for school grading. 01 = Elementary 02 = Middle 03 = High 04 = Combination 10 = DJJ 99 = Closed/Inactive/No grades 3-10 00 = Not yet assigned
42	1	Neglected/ Delinquent	School's status regarding neglected and delinquent criteria. N = Neglected, Residential B = Neglected, Non-residential D = Delinquent, Residential C = Delinquent, Non-residential Z = Not applicable
43	2	Neglected/ Delinquent Classification	School's neglected/delinquent classification (NP) Neglected Programs (JD) Juvenile Detention (JC) Juvenile Corrections (MP) Multi-Purpose (NA) Not applicable
44	2	*ROI Type	Return on Investment type 01 = Elementary 02 = Middle/Jr. High 03 = Senior High 21 = ESE (Exceptional Student Education) 22 = DJJ/Alternative 55 = Inactive - Closed 77 = New school not open yet 88 = Do not include in ROI, no cost data 99 = Do not include in ROI, no FTE and no cost data
45	1	Year Round School	Year Round School Type S = Year Round School, Single Track M = Year Round School, Multi-Track N = Not Year Round
46	1	Magnet Status	School's status regarding magnet criteria. S = Magnet School P = Magnet Program Z = Not Applicable

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Item No.	Size	Name	Description
47	1	Magnet Specialty	Type of magnet program at the school. A Academically Talented B Criminal Justice C Foreign Language D International Baccalaureate E Medical F Performing Arts G Science/Math H Technology O Other Z Not a magnet school/program
48	1	Magnet Purpose	Is the magnet school/program designated to eliminate racial isolation? Y Yes N No Z Not a magnet school/program.
49	1	A Business Community (ABC) School Status	Y The school is A Business Community (ABC) School. N The school is not A Business Community (ABC) School.
50	1	SACS Accreditation	Accredited by the Southern Association of Colleges and Schools. Y = Yes, accredited N = No, not accredited Z = Unknown
51	5	Facility Number 1	Number from the FISH file assigned to the school.
52	5	Facility Number 2	A second number from the FISH file assigned to the school.
53	3	Routing Code	Indicates place to which FCAT & CELLA test materials are to be shipped.
54	7	*Federal District Number	Assigned by National Center for Education Statistics (7 digits) – from Common Core of Data file and Education Data Exchange Network.
55	5	*Federal School Number	Assigned by National Center for Education Statistics (5 digits) – from Common Core of Data file and Education Data Exchange Network.
56	6	*ETS/CEEB Number	Number assigned to high schools by the Educational Testing Service (ETS) or College Entrance Examination Board (CEEB).
57	7	Latitude	The first 2 numbers of the code represent the number of degrees from the prime meridian; the last 5 digits represent the fraction of the next degree carried out to five decimal places, with an implied decimal.

*Items populated by the Department of Education.

TAP: Master School Identification File

Item No.	Size	Name	Description
58	7	Longitude	The first position is always a negative sign (-) indicating that the position is west of the Prime Meridian. The first 2 numbers of the code represent the number of degrees from the equator; the last 5 digits represent the fraction of the next degree carried out to five decimal places, with an implied decimal.
59	4	*Previous Year 1	Most recent fiscal year during which the Previous School Number 1 was assigned.
60	4	*Previous School Number 1	School number assigned to the school during a previous fiscal year(s).
61	4	*Previous Year 2	Most recent fiscal year during which the Previous School Number 2 was assigned.
62	4	*Previous School Number 2	School number assigned to the school during a previous fiscal year(s).
63	4	*Previous Year 3	Most recent fiscal year during which the Previous School Number 3 was assigned.
64	4	*Previous School Number 3	School number assigned to the school during a previous fiscal year(s).
65	4	*Associated Subsequent School Number	School number subsequently assigned to the school. For inactive schools only.
66	45	*Comments	Historical or other comments regarding the school.
67	1	*Region Code	Part of the state in which the district/school is located. 0 = Statewide 1 = Panhandle 2 = Crown 3 = East Central 4 = West Central 5 = South
68	2	*Congressional District	The assigned Congressional District for the area in which the school is located.
69	3	*House District	The assigned Florida House of Representatives District for the area in which the school is located.
70	2	*Senate District	The assigned Florida Senate District for the area in which the school is located.
71	1	*School Grade	Grade (A-F) earned based upon the School Accountability Report. N = No grade. P = Points Only – For alternative schools only. Z = School not graded.
72	1	*Improvement Rating	I Improving M Maintaining D Declining Z Not applicable

*Items populated by the Department of Education.

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Item No.	Size	Name	Description
73	1	*AYP Status	Adequate Yearly Progress (AYP) status as per No Child Left Behind. Y = Yes, school met adequate yearly progress requirements. N = No, school did not meet adequate yearly progress requirements. P = Proficient. School did not meet adequate yearly progress requirements but earned an A or B school grade. I = Incomplete. Under investigation or did not test 90 percent of students. Z = No AYP designation.
74	8	*Date Added	Date this record was added to the file.
75	4	*Added User ID	Identification number of person who added this record.
76	8	*Date Changed	Date this record was last changed.
77	4	*Changed User ID	Identification number of person who changed this record most recently.
78	8	*Accountability Date Changed	Date any of the accountability items on this record were last changed.
79	4	*Accountability Changed User ID	Identification number of the person who most recently changed any of the accountability items on this record.

*Items populated by the Department of Education.

TAP: Master School Identification File

Appendix B

Please email this form to:
 Rhonda Forbes
 Education Information and
 Accountability Services
 Florida Department of
 Education
Rhonda.Forbes@fldoe.org

**Florida Department of Education
 Education Information and Accountability Services
 Master School Identification (MSID)
 2011-2012 Application Form**

In order for consideration for changes to be made to a school/program or to have a new school/program considered for addition to the Master School Identification (MSID) File System, please complete the following information.

Note: Activation of a new school/program number is contingent upon approval by Department personnel.

To check a box, double click on the box and click on the button next to “checked.”

Reason for submission of this application form:

District Number/Name:	School Number:	Date School/Program will open: / /
Name of School/Program:		
Mailing Address (street, city and zip code):		
Physical/Location Address (if different from mailing address):		
Phone Number: () -	SunCom: -	Fax Number: () -
School Web Address:		
School Email Address:		
Principal/Administrator's Name: Check one: <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Other/Unknown		
School/Program Facility Number(s): (5 digits)		
Grades Served (check all that apply): <input type="checkbox"/> PK <input type="checkbox"/> KG <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Adult		
Is this a magnet school/program? (check one): <input type="checkbox"/> Magnet School <input type="checkbox"/> Magnet Program <input type="checkbox"/> Not a magnet school/program		
If yes, what magnet specialty? (check one): <input type="checkbox"/> Academically Talented <input type="checkbox"/> Criminal Justice <input type="checkbox"/> Medical <input type="checkbox"/> Foreign Language <input type="checkbox"/> International Baccalaureate <input type="checkbox"/> Performing Arts <input type="checkbox"/> Science/Math <input type="checkbox"/> Technology <input type="checkbox"/> Other		
Is the magnet school/program designated to eliminate racial isolation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the school/program an institution for Neglected or Delinquent children? (check one): <input type="checkbox"/> Neglected-Residential <input type="checkbox"/> Neglected-Non residential <input type="checkbox"/> Delinquent-Residential <input type="checkbox"/> Delinquent-Non residential <input type="checkbox"/> None of these		
For institutions for Neglected or Delinquent children choose one of the following classifications. <input type="checkbox"/> At-risk Program <input type="checkbox"/> Neglected Program <input type="checkbox"/> Multi-Purpose <input type="checkbox"/> Juvenile Detention <input type="checkbox"/> Juvenile Corrections <input type="checkbox"/> Not an institution for Neglected/Delinquent		
Is the school/program accredited by the Southern Association of Colleges and Schools (SACS)? <input type="checkbox"/> Yes <input type="checkbox"/> No		

TAP: Master School Identification File

Page Two	
District Number:	School Number:
Is this a newly granted charter school? <input type="checkbox"/> Yes <input type="checkbox"/> No If this is a new charter school what is the date of the school board approval? / /	
Is this a conversion charter school? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this a reconstituted charter school? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a newly constructed facility? <input type="checkbox"/> Yes <input type="checkbox"/> No If this is not a newly constructed facility, what facility will this school/program occupy?	
Will the district re-zone to populate this school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Which current schools will the new school population come from?	
Are any schools closing as a result of this new school opening? <input type="checkbox"/> Yes <input type="checkbox"/> No If schools are closing, which ones?	
Is this a merger of existing schools? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which schools are merging?	
Does this involve a division of a student population (currently assigned one school number) into two or more student populations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:	
List the projected student enrollment by grade for this school/program: ___ PK ___ 02 ___ 05 ___ 08 ___ 11 ___ KG ___ 03 ___ 06 ___ 09 ___ 12 ___ 01 ___ 04 ___ 07 ___ 10 ___ Adult	
School Function/Setting: (choose one) <input type="checkbox"/> Adult Education <input type="checkbox"/> Department of Juvenile Justice <input type="checkbox"/> Jail <input type="checkbox"/> Hospital <input type="checkbox"/> Technical Center <input type="checkbox"/> Hospital/Homebound <input type="checkbox"/> Virtual <input type="checkbox"/> None of these For Virtual schools, please complete and submit Appendix D.	
Primary Service Type: (choose one) <input type="checkbox"/> Regular Education <input type="checkbox"/> Special Education <input type="checkbox"/> Alternative Education <input type="checkbox"/> Technical Education <input type="checkbox"/> Adult Education	
Is this a Business Community (ABC) school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the school operate as a Year Round School?: <input type="checkbox"/> Year Round, Single track <input type="checkbox"/> Year Round, Multi-Track <input type="checkbox"/> Not a Year Round School	

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Appendix C

Grade Codes and School Types

Grade Code	Grade Combination	School Type	Grade Code	Grade Combination	School Type	Grade Code	Grade Combination	School Type
01	PK	01	36	PK, 3-5	01	71	2-6	01
02	KG	01	37	PK, 9-12	03	72	7	02
03	KG-1	01	38	PK-KG, 3-5	01	73	7-8	02
04	PK-2	01	39	PK-KG, 5-6	01	74	7-9	02
05	KG-2	01	40	1-7	04	75	7-12	03
06	KG-3	01	41	2-3	01	76	6-10	04
07	PK-3	01	42	2-4	01	77	4-12	04
08	PK-5	01	43	3-5	01	78	7-10	03
09	KG, 3-5	01	44	3-6	01	79	8-9	02
10	KG, 3-6	01	45	3-7	04	80	8-12	03
11	KG-4	01	46	3-4	01	81	7-Adult	03
12	PK-KG	01	47	KG-11	04	82	9	03
13	KG, 4-6	01	48	PK-KG, 4-6	01	83	9-10	03
14	PK-12	04	49	PK, 4-5	01	84	9-11	03
15	KG-5	01	50	4	01	85	9-12	03
16	PK-4	01	51	4-5	01	86	10-12	03
17	KG, 5-6	01	52	4-6	01	87	11-12	03
18	KG-6	01	53	4-8	04	88	9-Adult	03
19	KG, 6	01	54	6	02	90	Adult	05
20	KG, 1, 6	01	55	PK, 6-12	04	99	Unassigned	07
21	KG, 6-8	04	56	PK-6	01	100	K-10	04
22	KG-7	04	57	3-8	04	101	1-8	04
23	KG, 7	04	58	5	01	102	2-8	04
24	KG, 7-12	04	59	5-6	02	103	6-11	04
25	KG-8	04	60	5-7	02	104	PK-1	01
26	KG-9	04	61	5-8	02	105	1-12	04
27	PK-8	04	62	7-11	04	106	2-7	04
28	KG-12	04	63	5-12	03	107	4-9	04
29	PK-9	04	64	7-9, 12	03	108	2-12	04
30	2	01	65	Not in use		109	PK-7	04
31	1-2	01	66	6-7	02	110	6-Adult	03
32	1-3	01	67	6-8	02	111	12	03
33	1-4	01	68	6-9	04			
34	1-5	01	69	6-12	03			
35	1-6	01	70	8-10	03			

School Types

Code	Type
01	Elementary
02	Middle/Junior
03	Senior High

Code	Type
04	Combination Elementary and Secondary
05	Adult
07	Other Types

- Retired Grade Codes: 89, 91-98. Retired School Types: 06, 08, 09, 10.
- School type changes: Code 37 changed from 04 to 03 in 2009-10.
- Added Grade Codes: Codes 108, 109, 110 & 111 added in 2011-12.

TAP: Master School Identification File

Appendix D

Virtual School Numbers

When requesting a virtual school number, please select the type of virtual school below. For the Virtual Instruction Program through a contract, also list the provider's name.

District Number: _____ District Name: _____

Date of Request: _____ Staff Person to Contact: _____

___ **Virtual Instruction Program** (School Number 7001) contracted through a provider approved by the Department of Education under section 1002.45(2), F.S. the Florida Virtual School or a community college.

Name of contractor(s) and/or college(s):

___ **Virtual Instruction Program** (School Number 7023) operated by the school district under section 1002.45(1)(c)4, F.S.

___ **Virtual Course Offerings** (School Number 7006) as per section 1003.498, F.S.

___ **Franchise of the Florida Virtual School** (School Number 7004) as per section

___ **Virtual Charter School** as per section 1002.33(1), F.S.