

No. FY 2010-01
July 2009
Education Information
and Accountability
Services



Florida
Department of Education

Contact Information
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TECHNICAL ASSISTANCE PAPER

Master School Identification File – 2009-10

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 vocational-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 Common Core of Data and Education Data Exchange Network (EDEN) reporting systems 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 2009-10 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.firn.edu/doe/eias/eiaspubs/reports.htm>.

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

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can be 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 Common Core of Data submission.

To reserve school numbers for future use, the district may email Rhonda Forbes asking that certain school numbers be set aside for them. If the school numbers are available, they will be added to the MSID file for the district and coded as inactive future schools (code "F"). Prior to the opening of a school using one of the reserved numbers, the district must submit the MSID Application form as described above and request that the school be considered by the School Approval Committee.

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.

Vocational/Technical – 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, area vocational-technical center, university laboratory, and virtual.

School function setting A (alternative to expulsion) has been deleted for 2009-10. All schools previously coded "A" have been re-coded to "Z" (not applicable).

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. The DOE Bureau of Evaluation and Reporting verifies the classification of alternative schools for accountability purposes each year.

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

- Statement of current mission,
- Description of the targeted student population,

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- Explanation of enrollment procedures, and
- Verification that a majority of enrolled students are at-risk or low-performing students exhibiting discipline or attendance problems.

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 eligible for this designation.

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 or conversion charter schools.

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), and
- Seven consecutive years (SINI 6).
- Eight consecutive years (SINI 7)

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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)].

Examples of institutions that might meet the definitions in this legislation are juvenile detention centers, children's homes, halfway houses, girls' or boys' ranches, county jails, boot camps, addiction recovery facilities, 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:

- At-Risk (AR) - Programs that target students who are at risk of academic failure, have a drug or alcohol problem, are pregnant or parenting, have been in contact with the juvenile justice system in the past, are at least 1 year behind the expected age/grade level, have limited English proficiency, are gang members, have dropped out of school in the past, or have a high absenteeism rate at school.
- 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.

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- 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.

- 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.

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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

This element has been added to the MSID file for 2009-10. 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)**

Career Academies

Section 1003.493, Florida Statutes, defines a career and professional academy as “a research-based program that integrates a rigorous academic curriculum with an industry-driven career curriculum.” Such academies are structured in one of the following ways:

- School within a school setting – as part of an existing high school, that provides courses in one occupational cluster, or
- Wall-to-wall/school-wide model – A total school configuration providing multiple academies, each structured around an occupational cluster. Every student in the school is in an academy.

Additional information regarding the goals and characteristics of career academies is located in section 1003.493, F.S.

The MSID file contains the number of career academies at each school and, for schools with one or more academies, the type of structure (school within a school or wall-to-wall/school-wide).

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,

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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.

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

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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

Two other types of school numbers are 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.

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 District Virtual Instruction Program
- 7004 Florida Virtual School franchise
- 9001 Superintendent's Office
- 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) 245-0400
Rhonda.Forbes@fldoe.org

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Appendix A

2009-10 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 76, 78, and 79.
3	12	*District Name	Name of school district - assigned by DOE.
4	4	School Number	Four digit number - assigned by DOE.
5	100	Long School Name	Full school name.
6	45	Short School Name	School name abbreviated to 45 characters.
7	1	Activity Code	Indicator of active/inactive status. A = Active C = Closed (historical) F = Future school – currently inactive
8	8	Date Active	The date the school became active. (MMDDYYYY)
9	8	Date Closed	The date the school closed or became temporarily inactive. (MMDDYYYY)
10	4	Projected Opening School Year	School year the school will open, as projected by the school district. Example: 0708 = school will open for the 2007-08 school year.
Physical/Location Address			
11	80	Address	
12	20	City or town	
13	2	State	
14	9	Zip code	Five digit zip plus four
15	2	Location District	The Florida district in which the school is physically located (01-67).
Mailing Address			
16	40	Line 1 address	
17	40	Line 2 address	
18	20	City or town	
19	2	State	
20	9	Zip code	Five digit zip plus four
21	10	Telephone Number	Area code and seven digit number
22	7	Suncom Number	Seven digit Suncom number
23	10	Fax Number	Area code and seven digit number
24	100	School Web Address	School web site address/URL
25	80	Email Address Primary	Email address for general school contact person
26	80	Email Address Secondary	Email address for second school contact person (optional – for school 9001 only)
27	30	Principal's Last Name	
28	20	Principal's First Name	

*Items populated by the Department of Education.

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Item No.	Size	Name	Description
29	1	Principal's Middle Initial	
30	1	Principal's Title	1 = Mr. 2 = Ms. 3 = Mrs. 4 = Miss 5 = Dr. 6 = Other/Unknown
31	3	Grade Code	Indication of the grade levels of the students served by the school. 00, 01-88, 90, 99, 100-107. (00 = not yet assigned.)
32	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
33	1	Charter School Status	Indicator of charter school type, if any. R = Regular charter school C = Conversion charter school Z = Not a charter school
34	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 = Area Vocational-Technical Center U = University Laboratory V = Virtual Z = Not applicable
35	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.

*Items populated by the Department of Education.

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Item No.	Size	Name	Description
36	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 Z = Not a Title 1 school
37	1	Primary Service Type	The main educational program offered at the school. R = Regular Education S = Special Education B = Alternative Education V = Vocational/Technical A = Adult O = Superintendent's Office D = Data Reporting (non-school entity)
38	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
39	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
40	2	Neglected/Delinquent Classification	School's neglected/delinquent classification (AR) At Risk (NP) Neglected Programs (JD) Juvenile Detention (JC) Juvenile Corrections (MP) Multi-Purpose (NA) Not applicable

*Items populated by the Department of Education.

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Item No.	Size	Name	Description
41	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
42	1	Year Round School	Year Round School Type S = Year Round School, Single Track M = Year Round School, Multi-Track N = Not Year Round
43	1	Magnet Status	School's status regarding magnet criteria. S = Magnet School P = Magnet Program Z = Not Applicable
44	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
45	1	Magnet Purpose	Is the magnet school/program designated to eliminate racial isolation? Y Yes N No Z Not a magnet school/program.
46	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.
47	1	SACS Accreditation	Accredited by the Southern Association of Colleges and Schools. Y = Yes, accredited N = No, not accredited Z = Unknown
48	5	Facility Number 1	Number from the FISH file assigned to the school.

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Item No.	Size	Name	Description
49	5	Facility Number 2	A second number from the FISH file assigned to the school.
50	3	Routing Code	Indicates place to which FCAT & CELLA test materials are to be shipped.
51	7	*Federal District Number	Assigned by National Center for Education Statistics (7 digits) – from Common Core of Data file and Education Data Exchange Network.
52	5	*Federal School Number	Assigned by National Center for Education Statistics (5 digits) – from Common Core of Data file and Education Data Exchange Network.
53	6	*ETS/CEEB Number	Number assigned to high schools by the Educational Testing Service (ETS) or College Entrance Examination Board (CEEB).
54	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.
55	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.
56	4	*Previous Year 1	Most recent fiscal year during which the Previous School Number 1 was assigned.
57	4	*Previous School Number 1	School number assigned to the school during a previous fiscal year(s).
58	4	*Previous Year 2	Most recent fiscal year during which the Previous School Number 2 was assigned.
59	4	*Previous School Number 2	School number assigned to the school during a previous fiscal year(s).
60	4	*Previous Year 3	Most recent fiscal year during which the Previous School Number 3 was assigned.
61	4	*Previous School Number 3	School number assigned to the school during a previous fiscal year(s).
62	4	*Associated Subsequent School Number	School number subsequently assigned to the school. For inactive schools only.
63	45	*Comments	Historical or other comments regarding the school.

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Item No.	Size	Name	Description
64	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
65	2	*Congressional District	The assigned Congressional District for the area in which the school is located.
66	3	*House District	The assigned Florida House of Representatives District for the area in which the school is located.
67	2	*Senate District	The assigned Florida Senate District for the area in which the school is located.
68	1	*Alternative School for Accountability Purposes	Y = Yes N = No Z = Not yet assigned
69	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.
70	1	*Improvement Rating	I Improving M Maintaining D Declining Z Not applicable
71	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.
72	3	Career Academy	The number of career academies in the school.

*Items populated by the Department of Education.

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Item No.	Size	Name	Description
73	1	Career Academy Type	The type of career academy model at the school. A = School within a school B = Wall-to-wall/School-wide Z = Not applicable. There are no career academies at this school.
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.

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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)
 2009-2010 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"/> Area Vocational-Technical Center		
<input type="checkbox"/> Hospital/Homebound	<input type="checkbox"/> Virtual	<input type="checkbox"/> None of these		
Primary Service Type: (choose one)				
<input type="checkbox"/> Regular Education	<input type="checkbox"/> Special Education	<input type="checkbox"/> Alternative Education		
<input type="checkbox"/> Vocational/Technical	<input type="checkbox"/> Adult Education			
How many Career Academies exist at the school?				
Career Academy Type (choose one):				
<input type="checkbox"/> School within a school	<input type="checkbox"/> Wall-to-wall/School-wide	<input type="checkbox"/> No Career Academies		
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			
Routing code (3 digits) indicating where FCAT & CELLA test materials are to be shipped.				

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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			
30	2	01	65	Not in use				
31	1-2	01	66	6-7	02			
32	1-3	01	67	6-8	02			
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 for 2009-10: Code 37 changed from 04 to 03