

# MASTER SCHOOL IDENTIFICATION (MSID) APPLICATION GUIDELINES

## TECHNICAL ASSISTANCE DOCUMENT

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**PK-12 Education Information Services**

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### **MSID File Background and Use**

The Master School Identification file is maintained by the Florida Department of Education to ensure that 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 MSID file is used to edit all records submitted to the department's student, staff and Finance Automated Database Systems. The MSID provides the basis for accountability reporting including annual school grades. 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 FDOE the year following submission of new school information to the USDE.

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## *Summary of Changes*

No Changes – 2025-2026.

## **Accessing the File**

Appendix A provides a list of the elements contained in the MSID file.

MSID information for each Florida public school is available on the web at

<https://eds.fldoe.org/EDS/MasterSchoolID/>The data is presented in three sections:

- 1) Addresses
- 2) Administration and
- 3) Accountability

There are three ways for the user to look up a school by:

- 1) School name
- 2) District in which the school is located and
- 3) City/Town in which the school is located

Information about the number of schools by type in each district is located at

<https://www.fldoe.org/accountability/data-sys/edu-info-accountability-services/pk-12-public-school-data-pubs-reports/school/index.stml>

The MSID information is also stored at Northwest Regional Data Center in a file named DPS.DISTRICT.G4.F25031.Yyyyy. This file is accessed by district information services staff with access to NWRDC. The format layout is available as DPS.DISTRICT.FORMAT.Yyyyy.

## **Activating a School**

### **Department Review of a MSID Application for Issuance of a School Number**

In reference to MSID Rule 6A-1.0016, F.A.C., a school district planning for the opening of a new school should request a school number from the department using the MSID Application Form (MSID01). The district should gather the needed information about the school and enter it into the MSID Application Form which is available online at [MSID Application](#).

A hard copy may be obtained by contacting the PK-12 Education Information Services office by email at [MSID@fldoe.org](mailto:MSID@fldoe.org).

The department shall notify the district of any missing information and permit the district 15 calendar days to supplement its application. The department is authorized to request clarifying information at any time from the district.

### **School Approval Committee**

When an application is received, the request is put on the agenda to be reviewed by the School

Approval Committee which meets every other week. This committee submits recommendations to the department for schools to be given “active” status on the MSID file.

The following criteria are reviewed by the committee to determine whether the standard for assignment of an MSID number has been met:

- A school has a principal that is not shared with another school.
- At least 50 percent of a school’s administrative and teaching staff are not shared with another public school. School administrative staff means principals, assistant principals, curriculum coordinators and deans.
- A school has a separate population of students enrolled in the school.
- A school has a separate location and facility not shared with another public school.
- A school is not a school within a school as defined in Section 1003.02(4), Florida Statutes.
- A new or existing facility is populated by a newly formed student body that is created by more than 50 percent from one or more previous school’s population.
- A student body has not relocated from one school facility to another.
- A school is not a program within a school such as Advanced Placement (AP), International Baccalaureate (IB), Exceptional Student Education (ESE) or Career Academy as defined in Section 1003.02(4), F.S.
- A charter school is approved and has an executed contract with the district, and
- Any other factors regarding a school’s student population, administrators, faculty, facility or education programs relevant to the standard for the award of a MSID number as set forth above.

The time frames for submission of an MSID application are:

- Department of Juvenile Justice, adult, hospital/homebound and virtual facilities may submit MSID number applications to the department throughout the calendar year
- All other applications shall be submitted to the department no later than June 1, and no earlier than three (3) calendar years prior to the beginning of the school year that the school is scheduled to open.
- An inactive MSID number shall be considered void if the school does not open within three (3) calendar years of the issuance of a MSID number.
- Only active school numbers will be accepted for student and staff database reporting.
- Records with inactive school numbers will be rejected.
- The request for a new school number requires the approval of the district superintendent.
- The department shall notify the district superintendent in writing of the approval or denial of an application.
- The department shall assign an MSID number when a district demonstrates that the proposed school is fully functioning and operating as a district entity, and that assignment of a MSID number will not undermine school accountability.

The department assigns school numbers based on availability. Specific school numbers are not always available because non-public schools use the same pool of school numbers. A non-public school and public school cannot be assigned the same school number. Guidelines the department uses for issuing MSID numbers, as outlined above can be found in [6A-1.0016\(3\), F.A.C.](#), Department review of MSID application.

The department will review applications for new schools and changes to existing school types. Any change to the information required in Sections A-F of the MSID Application Form (MSID01) requires the district to submit a MSID form with updated information within 30 calendar days of the change.

### **Department Review of Existing MSID Numbers**

The department shall review existing MSID numbers, and when a school no longer meets the criteria set forth in 6A-1.0016(4), F.A.C., the department shall notify the district superintendent in writing. Prior to the revocation of the number, the district shall be afforded a minimum of 30 calendar days to provide information to the department to support maintaining the MSID number assigned to the school. This information shall include a complete MSID Application Form (MSID01). The department is authorized to request information from school districts in order to conduct the review of MSID numbers, and districts shall comply with written requests from the department for information within 30 calendar days. The district superintendent may submit a request to the department for an extension of time. The department shall grant a request for an extension of time, not to exceed 45 days, if the request is submitted in writing and received within 30 days of the department's original request for information. The department shall notify the district superintendent in writing of the approval or denial of an extension. The department shall review all information a district provides in determining whether a school meets the standard set forth in 6A-1.0016(4) F.A.C. Where the district has not provided documentation demonstrating that the school meets the criteria set forth in subsection (4) of the rule, the department shall revoke the school's MSID number and notify the district superintendent in writing.

### **Charter Schools**

Charter school MSID number applications must be submitted to the department by the district within 30 calendar days of the approval of the charter school application by the district. 6A-1.0016(2)(b)1., F.A.C. Each active charter school must have a separate charter contract.

### **Future Schools**

Applications for an MSID number submitted to the department one to three calendar years in advance of the school opening shall remain inactive until the district requests activation. A request for activation shall consist of the submission of an updated MSID Application Form (MSID01), no later than June 1 prior to the beginning of the school year that the school is scheduled to open. 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.

### **Closed Schools**

Sections A, G and H on the MSID Application Form should be used to notify the department of a closed school.

## 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 Type) is provided in Appendix B.

### 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). This school type can also include schools serving a single grade in the 6-8 range (e.g., a 6<sup>th</sup> grade center).
- Senior High Schools: Schools providing instruction at one or more grade levels from 9 to 12; includes regular high schools and 9<sup>th</sup> 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, 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.

- K-12 General Education: regular or basic instruction.
- Special Education, s.1003.01(3)(b), F.S.: modified education programs for students identified as exceptional education students.
- Alternative Education, s.1003.53, F.S.: education delivered via an alternative education delivery system to a specially designated student population.
- Career and Technical Education, s.1004.91, F.S.: education specifically designed to assist the student in obtaining specific job skills.
- Adult Education, s.1004.02 (3), F.S.: basic or supplemental instruction designed for the adult population.

## 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 General Education, s. 1004.02(3), F.S.: Comprehensive instructional programs designed to improve the employability of the state's workforce through adult basic education, adult secondary education, English for Speakers of Other Languages, vocational-preparatory instruction and instruction for adults with disabilities.
- Department of Juvenile Justice (DJJ), s. 1003(11) F.S.: Juvenile justice education programs or schools - programs or schools operating for the purpose of providing educational services to youth in Department of Juvenile Justice programs, for a school year. Juvenile justice provider- Department of Juvenile Justice or a private, public or other governmental organization under contract with the Department of Juvenile Justice that provides treatment, care and custody or educational programs for youth in juvenile justice intervention, detention or commitment programs.
- Home Education, s. 1002.01, F.S.: Home education is the sequentially progressive instruction of a student directed by his or her parent or guardian, in order to satisfy the requirement for compulsory education as defined in Section 1002.01, F.S. Current law does **not** prescribe a curriculum or course of study for home education programs.
- County Jail/State Prison: Educational services offered to juvenile justice students who have not graduated from high school and are detained in a local jail. The services are offered by the local school district. Students must be enrolled in appropriate grades or programs: PK-12, adult, exceptional, career and technical courses.
- Hospital: A homebound or hospitalized student is a student who has a medically diagnosed physical or psychiatric condition which is acute or catastrophic in nature, or a chronic illness, or a repeated intermittent illness due to a persisting medical problem and that confines the student to home or hospital, and restricts activities for an extended period of time. The corresponding definition is found in rule 6A-6.03020, F.A.C.
- Hospital/Homebound: A homebound or hospitalized student is a student who has a medically diagnosed physical or psychiatric condition which is acute or catastrophic in nature, or a chronic illness, or a repeated intermittent illness due to a persisting medical problem and that confines the student to home or hospital, and restricts activities for an extended period of time. The corresponding definition is found Rule 6A-6.03020, F.A.C.
- Title I Migrant Non-Enrolled Students: Students identified as Migrant, ages 0 through 21, who are not enrolled in school and have not graduated from high school.
- Family Empowerment Scholarship Program, Section 1002.394, F.S.: The Family Empowerment Scholarship Program is established to provide children of families in this state which have limited financial resources with educational options to achieve success in their education.
- Career and Technical Education Center, Section 1001.44, F.S.: Education specifically designed to assist the student in obtaining specific job skills.
- Virtual School/Program includes Virtual Instructional Programs (7001 and 7023), Virtual Franchise (7004), District Virtual Course Offerings (7006), Florida Virtual School, and Virtual Charter Schools.



## Accountability Type

The Accountability Type is the category in which the school is classified for calculation of school grades. This school type is assigned by the department's Bureau of Accountability Reporting.

The categories are:

- Elementary: Instruction provided and state assessments administered in grades 3, 4 and/or 5.
- Middle: Instruction provided and state assessments administered in grades 6, 7 and/or 8.
- High: Instruction provided and state assessments administered in grades 9, 10, 11 and/or 12.
- Combination: Instruction provided and state assessments administered in a grade combination that spans elementary, middle and/or high school.
- Department of Juvenile Justice School: Instruction provided in a school operated for youth in a DJJ prevention, day treatment and residential program. Schools in this category must be on the list of DJJ schools obtained from the Bureau of School Improvement and verified through the Department of Juvenile Justice.

## Alternative School for Accountability Purposes

Section 1008.341(3)(a)2, F.S., provides alternative schools with the option of earning a school improvement rating in lieu of a school grade. Rule 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 Accountability Reporting as alternative schools for accountability purposes.

The following documentation is required for both traditional and charter 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.
- Indication of whether this school number will include one or multiple sites.
- Description of the targeted student population including how the students are chosen to participate in the program.
- 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 dropout prevention program(s) to be implemented (e.g., disciplinary, alternative to expulsion, teenage parent, dropout retrieval, educational alternative, supplemental supports, residential DJJ, non-residential DJJ or county jail).
- 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.

### **Accountability ESE Center**

According to Rule 6A-1.099828, F.A.C., an Accountability ESE Center is a school where all students in grades K-12 are reported with a disability. Accountability ESE Center schools are designated by the Bureau of Accountability Reporting as Accountability ESE Centers.

### **Charter School Status**

This field indicates schools with recognized charter school status as approved by the District School Board. Charter schools can be charter schools under s. 1002.33, F.S., conversion charter schools under s. 1002.33(3)(b), F.S., charter technical career centers under s. 1002.34, F.S., conversion/charter technical career centers under s. 1002.34 (4), F.S. or schools of hope under s. 1002.333, F.S.

### **Southern Association of Colleges and Schools**

This field indicates whether or not the school is accredited by the accreditation division of Cognia, Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), 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 Every Student Succeeds Act (ESSA). 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 and Improvement Rating**

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

### **School Improvement (SI) State System of Support**

Florida's School Improvement (SI) system, established and required by section 1008.33, F.S., is a statewide network of strategic support, differentiated by need according to performance data, provided to districts and schools in order to improve leadership capacity, teacher efficacy and student outcomes. Through a data-driven planning and problem-solving process, SI field teams collaborate with district leadership to design, implement, and refine strategic goals, school improvement systems, action plans and professional development based on identified needs.

## SI Regions

SI support network is divided into regions, with each school district assigned to a region based primarily upon its geographic location within the state. Each region is served by a field team of school improvement specialists led by a regional executive director (RED). Regional lines are assessed annually and modified if needed to ensure the ratio of SI-supported schools to SI field staff remains balanced across regions. Currently, there are five SI regions—Northwest, Northeast, Central, Southwest and Southeast—representing the geographical quadrants of the state.

## SI Classification and Tiers of Support

Following the release of school grades, public schools are classified as a SI school annually. This is a school with a school grade of a D or F or a graded school with a graduation rate at or below 67 percent. The system of SI state support and interventions provided are set forth in Florida's approved Every Student Succeed Act (ESSA) and in Florida Rule 6A-1.099811, F.A.C.

Tiers of support are based on a three-tiered system of support that varies in intensity based on school grade history.

**Tier 1:** single D schools or a graded school with a graduation rate at or below

67%. Tier 1 consists of the following supports:

- Completion of a School Improvement Plan (SIP), which targets specific school-based interventions based on a needs assessment.
- Instructional Reviews and monthly visits by our regional teams to support and monitor progress; and
- The district may devise a Memorandum of Understanding (MOU) to assist with the identification, recruitment, and retention of instructional personnel.

**Tier 2:** schools that earn a single grade of F or a school that earns two consecutive grades of D must implement a Turnaround Option Plan (TOP). Districts receive two full school years to implement their initial TOP.

These schools receive tier 1 support as well as the following additional supports for tier 2, if applicable based on the TOP:

- Implementation of a TOP; typically, district-managed turnaround is selected as the first option.
- Verification of successful turnaround experience by the principal and the Value Added Model (VAM) ratings of instructional personnel.
- Quarterly submission of teacher and student progress monitoring data to the Department and
- Bi-weekly visits by our regional teams to support and monitor progress.

**Tier 3:** schools that are unsuccessful at tier 2 and are unable to raise their grade to a C or higher. Due to the continuous school grade failure at the school, the district must then select a different turnaround option: district-managed turnaround, reassignment/closure, charter or external operator/outside entity.

These schools receive tier 1 and tier 2 support, as well as the following additional support for tier 3:

- Implementation of a selected TOP; and,
- Weekly visits/contacts by our regional teams to support and monitor progress and visits by the Chancellor or Vice-Chancellor.

### **SI Turnaround Status**

Additionally, SI schools may be subject to implementing a TOP based on tiers.

- N/A: A Tier 1 school receives a status of “N/A” and is not required to implement a TOP.
- Implementing: A Tier 2 and Tier 3 school receives a status of “Implementing” requires the district to submit a TOP to the State Board of Education for approval and implementation. A school remains in “Implementing” status until the school exits turnaround by earning a school grade of a C or higher.

### **SI Turnaround Year Status**

Turnaround schools may remain in the status for multiple years in a particular tier. Once a turnaround school escalates from Tier 2 to Tier 3, the years reset.

- Year 1: The first school year a school is in a turnaround status within a tier.
- Year 2: The second school year a school is in a turnaround status within a tier.
- Year 3: The third school year a school is in a turnaround status within a tier. To enter into year 3 of the selected TOP status, districts shall seek approval by the State Board of Education to extend implementation of the current TOP.

### **SI Turnaround Implementation Cycle**

Districts with schools with a turnaround status of “Implementing” receive two full school years to implement the initial turnaround option selected by the district. Implementation of the TOP is no longer required once a school earns a school grade of a C or higher.

If the grade does not improve to a C or higher after two years of implementation, a new turnaround option must be selected and implemented in the following year, unless a waiver is requested by the district, and approved by the State Board of Education, to continue implementing the current TOP.

- Cycle 1: The period of time during which a district implements the initial TOP in a school.
- Cycle 2: The period of time following Cycle 1 during which a district implements a second TOP in a school.
- Cycle 3: The period of time following Cycle 2 during which a district implements a third TOP in a school.

### **SI Turnaround Options**

The options available for districts planning turnaround are:

- District-Managed Turnaround: The district manages the implementation of the TOP in the school.
- Reassignment/Closure: The district closes the school, reassigns each student to a school with a grade of a C or higher and reports the progress of each reassigned student to the department for three school years.
- Charter: The district closes and reopens the school as one or more charter schools, each with a governing board that has a demonstrated record of effectiveness.
- External Operator/Outside Entity: The district contracts with an outside entity that has demonstrated record of effectiveness to operate the school.

## **DJJ Education Accountability Ratings, Status and Support**

At the end of each academic year, DJJ schools identified as unsatisfactory will be supported in the subsequent school year by the Bureau of School Improvement and the DJJ Office of Education in the education program evaluation process set forth in State Board of Education Rule 6A-1.099813, F.A.C.

- Year 1 consists of the following supports:
  - Onsite evaluation visit
  - Completion of a School Improvement Plan
  - Ongoing visits and supports by the Bureau of School Improvement and DJJ Office of Education regional education coordinators.
- Years 2 and 3 consists of year 1 supports as well as the submission of a district oversight plan to the Bureau of School Improvement.

## **DJJ Education Program Improvement Year Status**

- Year 1: The first school year a DJJ school is in an education program improvement status.
- Year 2: The second consecutive school year a DJJ school is in an education program improvement status.
- Year 3: The third consecutive school year a DJJ school is in an education program improvement status.

## **DJJ Provision of Education Options**

- District: District provides the educational services and manages the oversight in years 2 and 3 of the education program improvement process.
- Provider: The district contracts with an outside entity to provide the educational services.

## **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, 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.
- 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.

- Magnet School-Wide 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, Advanced Placement, Career Academy, 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, Aug. 14, 1990.

## School or Program of Choice

Pursuant to Section 1002.31, F.S., the average number of students at the school level shall be used as the basis for determining compliance with maximum class size requirements for public schools of choice.

## 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 school" means a school where each student received at least 180 days of instruction. However, rather than attending school for eight or nine consecutive months with consecutive months for vacation or beyond 180-day school year instructional periods, students are offered educational opportunities over an 11 month or 12 month period, with shorter, staggered vacation periods or beyond 180-day school year instructional periods throughout the year. Year-Round School (Y): All students are on an 11-month or 12-month period, with shorter, staggered vacation periods or beyond 180-day school year instructional periods throughout the year.



- Not Year Round (N): All students are on a traditional 10-month school calendar (August-June)

### **900 Hours Annually with less than 25 Hours Weekly**

Pursuant to Section 1011.61 (1)(a)1., F.S., the school has 900 hours of annual instruction going beyond 180 days (not exceeding June 30<sup>th</sup>) with less than 25 hours of instruction occurring weekly.

### **School Addresses**

The MSID 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. Postal Service 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. Postal Service.

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 USPS. This can be done by visiting the USPS 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 MSID file, school districts should be especially vigilant to send school address changes to the department's MSID contact person as soon as they are known throughout the year. 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.

Please include the school's physical address and phone number in the application or reasons why they are not available at the time of the application submission.

### **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.



## **Office of Funding and Financial Reporting (OFFR) District Number**

A district number used by the FDOE Office of Funding and Financial Reporting.

## **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 EDEN reporting system.

## **Grants Management Agency Codes**

The agency number is a three-character field used by the FDOE 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.

## **Classical Schools**

According to HB1285, classical schools are traditional public school or charter school that implements a classical education model that emphasizes the development of students in the principles of moral character and civic virtue through a well-rounded education in the liberal arts and sciences which is based on the classical trivium stages of grammar, logic, and rhetoric.

## **Special Use School Numbers**

There are several school numbers that are designated for special use across the state. These numbers are identified below.

3900 Family Empowerment 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
- 9045 Contracted Residential Services
- 9046 Teen Parent PK Child Care Program
- 9900 Out-of-State School
- 9992 Private school students participating in the Title I, Part C (Migrant) programs.
- 9993 Migrant (Title I, Part C) students serviced in a home education setting.
- 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, Part A programs.
- 9996 Private school students with disabilities receiving services at the private school.
- 9997 Title I Migrant Non-enrolled Students
- N998 Home Education Program
- N999 Non-public Florida School

## Contact Information

Questions and requests concerning the MSID file should be directed to:

Florida Department of Education  
Deputy Commissioner  
Division of Technology and Innovation  
Turlington Building, Suite 852  
325 West Gaines Street Tallahassee,  
Florida 32399

or email at [MSID@fldoe.org](mailto:MSID@fldoe.org)

## Appendix A:

### MSID File Data 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: 01-68, 71-75 and 80-83.
3	12	*District Name	Name of school district - assigned by FDOE.
4	4	*School Number	Four digit number - assigned by FDOE.
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 FDOE Office of Funding and Financial Reporting (OFFR).
7	3	Grants Management Agency Code	The agency number is a three-character field used by the FDOE 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: 1415 = school will open for the 2014-15 school year.
<b>Physical/Location Address</b>			
14	80	Address	
15	20	City or Town	
16	2	State	
17	9	Zip code	Five digit zip plus four
<b>Mailing Address</b>			
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

Item No.	Size	Name	Description
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
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 = Charter school (under s. 1002.33, F.S.) C = Conversion charter school (under s. 1002.33(3)(b), F.S.) T= Charter technical career center (under s. 1002.34, F.S.) B= Conversion /Charter technical career center (under s. 1003.34(4), F.S.) H = Schools of Hope (under s. 1002.333, 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

Item No.	Size	Name	Description
36	1	School Function/Setting	The function/setting of the school. B = Adult General Education D = Department of Juvenile Justice (DJJ) H = Home Education J = County Jail/State Prison L = Hospital M = Hospital/Homebound N = Title I Migrant Non-Enrolled Students P = Family Empowerment Scholarship T = Career and Technical Education Center V = Virtual School/Program 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	2	*School Improvement(SI) Category	0 = Not in SI 17 = School Improvement
39	2	*SI Turnaround Status	NA = No Turnaround Status IM = Implementing
40	1	*SI Turnaround Year Status	0 = Not Applicable 1 = Year 1 2 = Year 2 3 = Year 3
41	1	*SI Turnaround Implementation Cycle	0 = Not Applicable 1 = Cycle 1 2 = Cycle 2 3= Cycle 3  5= Grad Only
42	1	*SI Turnaround Option	0 = Not Applicable 1 = District-Managed Turnaround (DMT) 2 = Reassignment/Closure (RC) 3 = Charter (CH) 4 = External Operator/Outside Entity (EO)
43	1	*SI Region	0 = Southeast 1 = Northwest 2 = Northeast 3 = Central 4 = Southwest

Item No.	Size	Name	Description
44	1	Primary Service Type	The main educational program offered at the school R = K-12 General Education S = Special Education B = Alternative Education V = Career and Technical Education A = Adult General Education O Other
45	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
46	1	Neglected/ Delinquent Status	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
47	2	Neglected/ Delinquent Classification	School's neglected/delinquent classification (NP) Neglected Programs (JD) Juvenile Detention (JC) Juvenile Corrections (NA) Not applicable
48	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
49	1	Year-Round School	Year Round School Type Y = Year Round School N = Not Year Round

Item No.	Size	Name	Description
50	1	900 Hours Annually with less than 25 Hours Weekly	Does the school have 900 hours of annual instruction going beyond 180 days (not exceeding June 30th) with less than 25 hours of instruction occurring weekly. Pursuant to s. 1011.61(1)(a)1., F.S.? Y = Yes N = No
51	1	Magnet Status	School's status regarding magnet criteria. S = Magnet School-Wide P = Magnet Program Z = Not Applicable
52	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 I = Advanced Placement J = Career Academy O = Other Z = Not a magnet school/program
53	1	Magnet Purpose	Is the magnet school/program designated to eliminate racial isolation? Y = Yes N = No Z = Not a magnet school/program.
54	1	School or Program of Choice	Is this a school or program of choice pursuant to s. 1002.31, F.S. for maximum class size compliance purposes? Y = Yes N = No
55	1	SACS CASI Accreditation	Accredited by the Cognia's, Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). Y = Yes, accredited N = No, not accredited Z = Unknown
56	7	*Federal District Number	Assigned by National Center for Education Statistics (7 digits) from Common Core of Data file and Education Data Exchange Network.

Item No.	Size	Name	Description
57	5	*Federal School Number	Assigned by National Center for Education Statistics (5 digits) from Common Core of Data file and Education Data Exchange Network.
58	6	*ETS/CEEB Number	Number assigned to high schools by the Educational Testing Service (ETS) or College Entrance Examination Board (CEEB).
59	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.
60	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.
61	45	*Comments	Historical or other comments regarding the school.
62	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
63	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.
64	1	*Improvement Rating	I = Improving M = Maintaining D = Declining Z = Not applicable
65	1	*Accountability ESE Center	Accountability ESE Center Y = Yes N = No



Item No.	Size	Name	Description
66	1	*DJJ Education Program Improvement Year Status	0 = Not applicable 1 = Year 1 2 = Year 2 3 = Year 3
67	1	*DJJ Provision of Education Options	0 = Not applicable 1 = District 2 = Education Provider
68	8	*Date Added	Date this record was added to the file.
69	4	*Added User ID	Identification number of person who added this record.
70	8	*Date Changed	Date this record was last changed.
71	4	*Changed User ID	Identification number of person who changed this record most recently.
72	8	*Accountability Date Changed	Date any of the accountability items on this record were last changed.
73	4	*Accountability Changed User ID	Identification number of the person who most recently changed any of the accountability items on this record.
74	1	Classical Schools	Is this school considered a classical school by definition? Y = Yes, this is a classical school N = No, not a classical school Z = Unknown

\* = items that are populated by the department

## Appendix B:

### Grade Codes and School Types

## School Grade Codes

Grade Code	Grade Combination	School Type	Grade Code	Grade Combination	School Type	Grade Code	Grade Combination	School Type
01	PK	01	39	PK-KG, 5-6	01	77	4-12	04
02	KG	01	40	1-7	04	78	7-10	03
03	KG-1	01	41	2-3	01	79	8-9	02
04	PK-2	01	42	2-4	01	80	8-12	03
05	KG-2	01	43	3-5	01	81	7-Adult	03
06	KG-3	01	44	3-6	01	82	9	03
07	PK-3	01	45	3-7	04	83	9-10	03
08	PK-5	01	46	3-4	01	84	9-11	03
09	KG, 3-5	01	47	KG-11	04	85	9-12	03
10	KG, 3-6	01	48	PK-KG, 4-6	01	86	10-12	03
11	KG-4	01	49	PK, 4-5	01	87	11-12	03
12	PK-KG	01	50	4	01	88	9-Adult	03
13	KG, 4-6	01	51	4-5	01	90	Adult	05
14	PK-12	04	52	4-6	01	99	Unassigned	07
15	KG-5	01	53	4-8	04	100	KG-10	04
16	PK-4	01	54	6	02	101	1-8	04
17	KG, 5-6	01	55	PK, 6-12	04	102	2-8	04
18	KG-6	01	56	PK-6	01	103	6-11	04
19	KG, 6	01	57	3-8	04	104	PK-1	01
20	KG, 1, 6	01	58	5	01	105	1-12	04
21	KG, 6-8	04	59	5-6	02	106	2-7	04
22	KG-7	04	60	5-7	02	107	4-9	04
23	KG, 7	04	61	5-8	02	108	2-12	04
24	KG, 7-12	04	62	7-11	04	109	PK-7	04
25	KG-8	04	63	5-12	03	110	6-Adult	03
26	KG-9	04	64	7-9, 12	03	111	12	03
27	PK-8	04	65	6, 9-12	03	112	Not in use	
28	KG-12	04	66	6-7	02	113	3-10	04
29	PK-9	04	67	6-8	02	114	3-12	04
30	2	01	68	6-9	04	115	11-Adult	03
31	1-2	01	69	6-12	03	116	5-11	03
32	1-3	01	70	8-10	03	117	12-Adult	03
33	1-4	01	71	2-6	01	118	3-Adult	04
34	1-5	01	72	7	02	119	PK-2, 9-12	03
35	1-6	01	73	7-8	02	120	PK, 6-8	04
36	PK, 3-5	01	74	7-9	02	121	2-5	01
37	PK, 9-12	03	75	7-12	03	122	PK, 9-Adult	03
38	PK-KG, 3-5	01	76	6-10	04			

## 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: Grade Code 37 changed from 04 to 03. (0910)
- Added Grade Codes: Codes 108, 109, 110 and 111. (1112)
- Added Grade Codes: Codes 112, 113, 114, 115, 116 and 117. (1415)
- Added grade codes 118-119. (1516)
- Renumbered grade codes 112-119 due to duplication of 112. (1718)
- Added grade code 120 (1718)
- Added grade code 121
- Changed grade code 112 from “3-10” to “Not in Use”; Renumbered grade codes 113- 121 to previous settings prior to 1718 change
- Updated grade code 65
- Added grade code 122

## Grade Codes and School Types in Grade Combination Order

## School Grade Codes

Grade Combination	School Type	Grade Code	Grade Combination	School type	Grade Code	Grade Combination	School Type	Grade Code
PK	01	01	KG, 3-5	01	09	5-8	02	61
PK-KG	01	12	KG, 3-6	01	10	5-11	03	116
PK-1	01	104	KG, 4-6	01	13	5-12	03	63
PK-2	01	04	KG, 5-6	01	17	6	02	54
PK-3	01	07	KG, 6-8,	04	21	6-7	02	66
PK-4	01	16	KG, 7-12	04	24	6-8	02	67
PK-5	01	08	1-2	01	31	6-9	04	68
PK-6	01	56	1-3	01	32	6-10	04	76
PK-7	04	109	1-4	01	33	6-11	04	103
PK-8	04	27	1-5	01	34	6-12	03	69
PK-9	04	29	1-6	01	35	6, 9-12	03	65
PK-12	04	14	1-7	04	40	7	02	72
PK, 3-5	01	36	1-8	04	101	7-8	02	73
PK, 4-5	01	49	1-12	04	105	7-9	02	74
PK, 6-8	04	120	2	01	30	7-10	03	78
PK, 6-12	04	55	2-3	01	41	7-11	04	62
PK, 9-12	03	37	2-4	01	42	7-12	03	75
PK, 9-Adult	03	122	2-5	01	121	7-9, 12	03	64
PK-KG, 3-5	01	38	2-6	01	71	8-9	02	79
PK-KG, 4-6	01	48	2-7	04	106	8-10	03	70
PK-KG, 5-6	01	39	2-8	04	102	8-12	03	80
PK-2, 9-12	03	119	2-12	04	108	9	03	82
KG	01	02	3-4	01	46	9-10	03	83
KG-1	01	03	3-5	01	43	9-11	03	84
KG-2	01	05	3-6	01	44	9-12	03	85
KG-3	01	06	3-7	04	45	10-12	03	86
KG-4	01	11	3-8	04	57	11-12	03	87
KG-5	01	15	3-10	04	113	12	03	111
KG-6	01	18	3-12	04	114	Adult	05	90
KG-7	04	22	4	01	50	3-Adult	04	118
KG-8	04	25	4-5	01	51	6-Adult	04	110
KG-9	04	26	4-6	01	52	7-Adult	03	81
KG-10	04	100	4-8	04	53	9-Adult	03	88
KG-11	04	47	4-9	04	107	11-Adult	03	115
KG-12	04	28	4-12	04	77	12-Adult	03	117
KG, 1, 6	01	20	5	01	58	Unassigned	07	99
KG, 6	01	19	5-6	02	59	Not in use		112
KG, 7	04	23	5-7	02	60			

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