2022-2023
AUTOMATED STUDENT
INFORMATION DATABASE MANUAL

NEW DISTRICT ADDED (#80)

FORM 101- Data Element Change

Data Element #:	**115225**	Author:	**Teresa Sancho**	Date Revised:	**7/18/2022**
	District Number, Current Enrollment				
Subject:	Code			**Year: 2223**	
	Added District #80 for IDEA Public Schools				
DB2/DQ2 Programming Changes Required	Yes/~~No~~				

(Enter revision below with track changes.)

Code	Definition/Example
01 - 68, 71-75, 80	State assigned number for school district or other agency
99	Other than a Florida school

FORM 101- Data Element Change

Data Element #:	115325	Author:	Teresa Sancho	Date Revised:	7/18/2022
Element Name:	**District Number, Current Instruction/Service**				
Subject:	Code			Year: 2223	
Revision Description:	Added District #80 for IDEA Public Schools				
DB2/DQ2 Programming Changes Required	Yes/~~No~~				

(Enter revision below with track changes.)

Code	Definition/Example
00	Use this code only on the Federal/State Indicator Status format in fields District Number, Current Instruction/Service: CAPE (First) and District Number, Current Instruction/Service: CAPE (Second) if these fields do not apply to the student.
01 - 76, 80	State assigned number for school district or other agency, excluding 69.

FORM 101- Data Element Change

Data Element #:	115475	Author:	Teresa Sancho	Date Revised:	7/18/2022
	District Number, Where Incident Occurred				
Subject:	Code			**Year: 2223**	
	Added District #80 for IDEA Public Schools				
DB2/DQ2 Programming Changes Required	Yes/~~No~~				

(Enter revision below with track changes.)

Code	Definition/Example
01 -– 76, 80	State assigned number for school district or other agency, excluding 69.
99	Other than a Florida school

FORM 101- Data Element Change

Data Element #:	115625	Author:	Teresa Sancho	Date Revised:	7/18/2022
	District Number, Where Credit Earned				
Subject:	Code			Year: 2223	
	Added District #80 for IDEA Public Schools				
DB2/DQ2 Programming Changes Required	Yes/~~No~~				

(Enter revision below with track changes.)

Code	Definition/Example
01 - 76, 80	State assigned number for school district or other agency, excluding 69.
99	Florida non-public school or postsecondary school
AA - ZB	Two-character code for foreign country in which the student earned credit.
AL - WY	Two-character code for out-of-state districts in which the student earned credit. See Appendix H: State Codes.

FORM 101- Data Element Change

Data Element #:	115628	Author:	Teresa Sancho	Date Revised:	7/18/2022
	District Number, Where Discipline/Resultant Action Occurred				
Subject:	Code			**Year: 2223**	
	Added District #80 for IDEA Public Schools				
DB2/DQ2 Programming Changes Required	Yes/~~No~~				

(Enter revision below with track changes.)

Code	Definition/Example
01-76, 80	State assigned number for school district or other agency, excluding 69.
99	Other than a Florida school

FORM 101- Data Element Change

Data Element #:	115635	Author:	Teresa Sancho	Date Revised:	7/18/2022
	District Number, Where Tested				
Subject:	Code		**Year: 2223**		
	Added District #80 for IDEA Public Schools				
DB2/DQ2 Programming Changes Required	Yes/~~No~~				

(Enter revision below with track changes.)

Code	Definition/Example
01 - 68	State assigned number for the school district or other agency.
71 - 75, 78, 79, 80	State assigned number for the school district or other agency.
~~78, 79~~	~~State assigned number for the school district or other agency.~~

DROPOUT PREVENTION PROGRAM DATA - REJECT RULES

1. **District Number, Current Enrollment must be numeric and in the range 01 – 68, ~~or~~ 71-75 or 80. -record rejected-**

   EXAMPLE

   The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
01	0021	FL123456789200
* 00	0021	FL123456789300
* 02	0021	FL123456789000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the records.

24.   District Number, Current Instruction/Service must be numeric and in the range 01–68, or 71-75 or 80 and must be correct for the district submitting the data.
-record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Florida Education Identifier
01	0021	FL123456789000
01	0021	FL123456789100
* 00	0021	FL123456789200

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

1.   District Number, Current Instruction/Service must be numeric, in the range 01-68, or 71-75 or 80 and must be correct for the district submitting the data.
 -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Instruction/Service	Florida Education Identifier
01	FL123456789100
01	FL123456789200
*00	FL123456789300
*02	FL123456789000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the records.

ENGLISH LANGUAGE LEARNERS INFORMATION – REJECT RULES

2M. District Number, Current Enrollment must be numeric and in the range 01-68, or 71-75 or 80. -record rejected-

EXAMPLE

The first two records listed below would be written to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123492389200
01	0021	FL123498489200
* 00	0021	FL123496789200

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the record.

EXCEPTIONAL STUDENT - REJECT RULES

1.   District Number, Current Enrollment must be numeric in the range 01-68, or 71-75 or 80 and must be correct for the district submitting the data.   -record rejected-

EXAMPLE

If district 01 is submitting records; District Number, Current Enrollment must be 01 for all records. Of the records listed below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is 02 rather than 01 (the district submitting the record).

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0151	FL123456789100
01	0151	FL123456789200
* 02	0151	FL123456789300

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct District Number, Current Enrollment and resubmit the record.

FEDERAL/STATE COMPENSATORY PROJECT EVALUATION – REJECT RULES

1.   District Number, Current Instruction/Service must be numeric in the range 01-68, ~~or~~ 71-75 or 80 and must be correct for the district submitting the data.
-record rejected-

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

District Number, Current Instruction/Service	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789000
01	0021	FL123456789100
* 02	0021	FL123456789300

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

FEDERAL/STATE INDICATOR STATUS - REJECT RULES

1.   District Number, Current Enrollment must be numeric, in the range 01-68, ~~or~~ 71-75 or 80 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
01	0021	FL123456789200
* 00	0021	FL123456789300
* 02	0021	FL123456789000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the records.

27. **District Number, Current Instruction/Service: CAPE (First) must be numeric, in the range 00-68, ~~or~~ 71-75 or 80. -record rejected-**

    EXAMPLE

    The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third and fourth records would be rejected since the District Number, Current Instruction/Service: CAPE (First) is not in the appropriate range.

District Number, Current Instruction/ Service: CAPE (First)	Florida Education Identifier
01	FL123456789100
00	FL123456789200
* 85	FL123456789300
* 77	FL123456789000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Current Instruction/Service: CAPE (First) and resubmit the records.

28. District Number, Current Instruction/Service: CAPE (Second) must be numeric, in the range 00-68, or 71-75 or 80. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third and fourth records would be rejected since the District Number, Current Instruction/Service: CAPE (Second) is not in the appropriate range.

District Number, Current Instruction/ Service: CAPE (Second)	Florida Education Identifier
01	FL123456789100
00	FL123456789200
* 85	FL123456789300
* 77	FL123456789000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Current Instruction/Service: CAPE (Second) and resubmit the records.

INDUSTRY CERTIFICATION – REJECT RULES

1. District Number, Current Enrollment must be numeric and in the range 01-68, ~~or~~ 71-75 or 80.   -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not within the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0151	FL123456789000
01	0151	FL123456789100
* 00	0151	FL123456789200

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the record.

6. **District Number, Current Instruction/Service must be numeric in the range 01-68, or 71-75 or 80 and must be correct for the district submitting the data. -record rejected-**

    EXAMPLE

    If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0151	FL123456789000
01	0151	FL123456789100
* 02	0151	FL123456789200

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

1.   District Number, Current Enrollment must be numeric, in the range 01-68, ~~or~~ 71-75 or 80 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
01	0021	FL123456789200
* 00	0021	FL123456789300
* 02	0021	FL123456789400

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct District Number, Current Enrollment and resubmit the records.

PRIOR SCHOOL STATUS/STUDENT ATTENDANCE - REJECT RULES

4H. **District Number, Current Instruction/Service must be numeric, in the range 01-68, ~~or~~ 71-75 or 80. -record rejected-**

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Instruction/Service	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
01	0021	FL123456789200
* 00	0021	FL123456789300
* 02	0021	FL123456789400

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the records.

45. **The Educational Choice code must be Z for the following:**
- **District Number, Current Enrollment is 68, ~~or~~ 71-75 or 80.**
- **School Number, Current Enrollment is 7001 (school district virtual instruction program – contracted provider) or 7004 (Florida Virtual School franchise) or 7006 (KG-12 virtual course offerings) or 7023 (school district virtual instruction program – district provider).**
- **School Number, Current Enrollment is 3900 (FES).**
- **School Number, Current Enrollment is N998 (Home Education).**
- **School Number, Current Enrollment is N999 (private school).**
- **School Number, Current Enrollment has a School Function Setting equal to V and a Charter School Status not equal to Z on the Master School Identification file.**
  -record rejected-

EXAMPLE

The first record listed below would be loaded to the database assuming no other reject rule would cause its rejection. The second and third records would be rejected because the Educational Choice code is not appropriate for the District Number, Current Enrollment and School Number, Current Enrollment that was submitted.

District Number, Current Enrollment	School Number Current Enrollment	Educational Choice
06	3900	Z
* 71	0500	B
* 35	7023	A

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Educational Choice code or the School Number, Current Enrollment and resubmit the record.

STUDENT ASSESSMENT –REJECT RULES

1.   District Number, Current Enrollment must be numeric, in the range 01-67, ~~or~~ 71-75 <u>or 80</u> and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, Current Enrollment is not in the appropriate range. The fourth record would be rejected if district 01 submitted the record.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
01	0021	FL123456789200
* 00	0021	FL123456789300
* 02	0021	FL123456789000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the records.

1.   District Number, Current Instruction/Service must be numeric and in the range 01-68, ~~or~~ 71-75 or 80 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is not in the appropriate range.

District Number, Current Instruction/Service	School Number, Current Instruction/Service	Florida Education Identifier
01	0021	FL340945895734
01	0021	FL340945895735
* 00	0021	FL340945895736

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

17.   District Number, Current Enrollment must be numeric and in the range 01-68, or 71-75 or 80. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	Florida Education Identifier
01	FL340945895734
01	FL340945895735
* 00	FL340945895736

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the record.

62. If FTE Earned, College Entrance Examination Board Advanced Placement Test or FTE Earned, College Board Advanced Placement Capstone Diploma is greater than zero, and

- **If District Number, Current Instruction/Service equals 01-68, ~~or~~ 72-75 or 80, then the student must have a Student Course Schedule record with a course number that matches a course identified in the Course Code Directory (AP_)as an Advanced Placement (AP) course in Surveys 2 or 3 of the current school year, or**

- **If District Number, Current Instruction/Service equals 71 and School Number, Current Instruction Service equals 0300 or 0400 or 0801, then the student must have a Student Course Schedule record with a course number that matches a course identified in the Course Code Directory (AP_) as an Advanced Placement (AP) course in Surveys 2, 3 or 4 of the current school year, or**

- **If District Number, Current Instruction is equal to 71 and School Number, Current Instruction/Service equal 0500 or, 0600, then the student must have a Student Course Schedule record with a course number that matches a course identified in the Course Code Directory (AP_) as an Advanced Placement (AP) course in Surveys 1, 2, 3, or 4 of the current school year.**

- **The District Number, Current Instruction/Service, School Number, Current Instruction/Service, Year, and Florida Education Identifier (FLEID) on the Student Additional Funding format must match the Student Course Schedule format record.**

–exception report–

EXAMPLE

The first record listed below would pass this edit. The second record would not pass the edit because the FTE Earned: College Entrance Examination Board (CEEB) Advanced Placement Test is greater than zero and the student does not have a Student Course Schedule record with a course number identified in the Course Code Directory for AP course in Surveys 2 or 3 of the current school year.

Student Additional Funding records

District Number, Current Instruction/ Service	Florida Education Identifier	Survey Period Code	Year	FTE Earned: CEEB AP Test
36	FL340945895734	5	****	0.24
* 36	FL340945895735	5	****	0.24

Student Course Schedule record

District Number, Current Instruction/ Service	Florida Education Identifier	Survey Period Code	Year	Course Number
36	FL340945895734	3	****	0708400

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

DISTRICT RESPONSIBILITY

The district must verify that the student took an Advanced Placement (AP) course. If the student did not take an AP course, then the district must correct the FTE Earned: College Entrance Examination Board Advanced Placement Test **or FTE Earned, College Board Advanced Placement Capstone Diploma** amount on the Student Additional Funding record.

STUDENT COURSE SCHEDULE - REJECT RULES

1.   District Number, Current Enrollment must be numeric and in the range 01-68, ~~or~~ 71-75 or 80. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL340945895734
01	0021	FL340945895735
* 00	0021	FL340945895736

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the record.

STUDENT COURSE SCHEDULE - REJECT RULES

2C. **If Dual Enrollment Indicator = Z and**
- **School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023;**
- **or District Number, Current Instruction/Service = 71;**
- **or if School Number, Current Instruction/Service has a Charter School Status is not Z and School Function/Setting equals V on the Master School Identification file,**
- **or Location of Student equals T; and District Number, Current Instruction equals 01-68, ~~or~~ 72-75 or 80; and School Number, Current Instruction does not equals 7001, 7004, 7006, or 7023;**

then Course Grade may not equal Z. All other schools must equal Z.

EXAMPLE

In the example below, records two and three would be loaded to the database assuming no other reject rule would cause the records to be rejected. Record one would be rejected since it contains an invalid code.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Florida Education Identifier	Course Grade	Dual Enrollment Indicator
* 01	7023	FL340945895734	Z	Z
01	7001	FL340945895735	IP	Z
71	0600	FL340945895736	A-	Z

DISTRICT RESPONSIBILITY

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

STUDENT COURSE SCHEDULE - REJECT RULES

2F. **If Dual Enrollment Indicator = Z, Course Number does not equal 2222222 and**

- **School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023;**
- **or District Number, Current Instruction/Service = 71,**
- **or if School Number, Current Instruction/Service has a Charter School Status is not Z and School Function/Setting equals V on the Master School Identification file,**
- **or Location of Student equals T; and District Number, Current Instruction equals 01-68, ~~or~~ 72-75 or 80; and School Number, Current Instruction does not equal 7001, 7004, 7006, or 7023;**
- **and Course Grade is F, I, IP, N, U, WP, FL, NG, W, or WF;**

then FTE Reported, Course must be .0000. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The fourth record would be rejected because FTE Reported, Course is greater than zero.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Grade	FTE Reported, Course
02	0012	A	0035
54	0301	C	0024
* 63	0021	IP	0025
* 38	0091	F	0067

DISTRICT RESPONSIBILITY

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

STUDENT COURSE SCHEDULE - REJECT RULES

2H. **If Survey Period = 4 and**
- **School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023;**
- **or if District Number, Current Instruction/Service = 71 and School Number, Current Instruction/Service = 0300, 0400 or 0801;**
- **or School Number, Current Instruction/Service has a Charter School Status other than Z and School Function/Setting equals V on the Master School Identification file,**
- **or Location of Student equals T; and District Number, Current Instruction equals 01-68, or 72-75 or 80; and School Number, Current Instruction does not equal 7001, 7004, 7006, or 7023;**

then Course Grade must not equal IP. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because Course Grade equals IP.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Grade	Survey Period Code
02	7001	A	4
71	0400	B	4
* 37	7023	IP	4

DISTRICT RESPONSIBILITY

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

STUDENT COURSE SCHEDULE - REJECT RULES

2I. **If**
- **School Number, Current Instruction/Service = 7001, 7004, 7006 or 7023;**
- **or District Number, Current Instruction/Service = 71;**
- **or if School Number, Current Instruction/Service has a Charter School Status other than Z and School Function/Setting equals V on the Master School Identification file;**
- **or Location of Student equals to T; and District Number, Current Instruction equals 01-68, or 72-75 or 80; and School Number, Current Instruction does not equal 7001, 7004, 7006, nor 7023;**

then Grade Level may not equal PK. –record rejected-

EXAMPLE

In the example below, records two and three would be loaded to the database assuming no other reject rule would cause the records to be rejected. Record one would be rejected since Grade Level = PK.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Florida Education Identifier	Grade Level
* 01	7023	FL340945895734	PK
01	7001	FL340945895735	06
71	0600	FL340945895736	12

DISTRICT RESPONSIBILITY

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

STUDENT COURSE SCHEDULE - REJECT RULES

39. **If Survey Period is 2 or 3, and**
If Dual Enrollment Indicator is not B nor C, and
- **District Number, Current Instruction/Service = 71 and School Number, Current Instruction/Service = 0300, 0400 or 0801; or**
- **if School Number, Current Instruction/Service is**
- **7001 (district virtual instruction program – contracted provider), or**
- **7004 (franchise of Florida Virtual School), or**
- **7006 (KG-12 virtual course offerings), or**
- **7023 (district virtual instruction program – district provider), or**
- **Location of Student = T; and District Number, Current Instruction equals 01-68, ~~or~~ 72-75 or 80; and School Number Current Instruction does not equal 7001, 7004, 7006 or 7023,**

   then FTE Reported, Course must be 0000.

If Survey Period is 2 or 3 and
- **The School Number, Current Instruction/Service has a School Function Setting of V on the Master School Identification file and**
- **The School Number, Current Instruction/Service has a Charter School Status does not equal to Z on the Master School Identification file and**
- **Dual Enrollment Indicator is not "B" nor "C",**

   then FTE Reported, Course must be 0000.

-record rejected-

EXAMPLE

The third and fourth records below would be loaded to the database assuming no other reject rule would cause their rejection. The first and second records below which are marked with an asterisk would be rejected because the FTE Reported, Course is not zero.

Florida Education Identifier	Dist. Number, Current Instruction/ Service	Sch. Number, Current Instruction/ Service	FEFP Program Number	Survey Period	FTE Reported, Course
* FL340945895734	01	7001	101	2	0834
* FL340945895735	01	7001	103	2	0834
FL340945895736	01	7001	102	2	0000
FL340945895737	01	7001	102	2	0000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the School Number, Current Instruction/Service or the FTE Reported, Course and resubmit the records.

STUDENT COURSE SCHEDULE - REJECT RULES

55. **If District Number, Current Instruction is 01-68, 72-75 or 80 and**
- **School Number, Current Instruction is not 7001, 7004, 7006, or 7023 and**
- **if Term equals 4, 5, or S,**

then Survey Period Code must be 1 or 4.

If District Number, Current Instruction is 71 and
- **School Number, Current Instruction equals 0500, 0600 or 0700 and**
- **if Term equals 4, 5, or S,**

then Survey Period Code must be 1, 2, 3 or 4.

If District Number, Current Instruction is 71 and School Number, Current Instruction equals = 0300 or 0400 or 0801,
- **Or If District Number, Current Instruction is 01-68, 72-75 or 80 and if School Number, Current Instruction is 7001, 7004, 7006, or 7023 and**
- **if Term equals 4, 5 or S**

then Survey Period Code must be 4.   -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third and fourth records would be rejected because the Term code is not valid for the Survey Period Code.

District Number, Current Instruction/ Service	Florida Education Identifier	Course Number	Survey Period Code	Term
01	FL340945895734	5100070	1	4
01	FL340945895735	5100070	4	5
* 01	FL340945895736	5100070	2	S
* 01	FL340945895737	5100070	3	S

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Term or Survey Period Code and resubmit the records.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

2.   District Number, Current Enrollment must be numeric and in the range 01-68, ~~or~~ 71-75 or 80 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record (indicated by an asterisk) would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
01	0021	FL123456789200
* 00	0021	FL123456789300

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the record.

STUDENT COURSE TRANSCRIPT INFORMATION - REJECT RULES

5.   The District Number, Where Credit Earned must be numeric in the range of 01-68, 71-75 or 77-~~79~~ 80 for Florida public school districts, 99 for credit earned in Florida non-public schools, alpha codes AK-WY for credit earned out-of-state, or AA-ZB for credit earned out-of-country, or AQ to WQ for credit earned at United States Commonwealth and Territories. (See Appendices G, H and Q of the DOE Information Database Requirements: Volume I--Automated Student Information System Manual for valid Foreign Country, State codes and United States Commonwealth and Territories.) -record rejected-

EXAMPLE

The first and third records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second record would be rejected since the District Number, Where Credit Earned is not in the range 01-75 or 77-79.

District Number, Where Credit Earned	School Number, Where Credit Earned	School Year	Term
01	0151	0203	2
* 81	7542	0203	1
99	N999	0203	4

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, Where Credit Earned entries and resubmit the records.

STUDENT DEMOGRAPHIC – REJECT RULES

2.   District Number, Current Enrollment must be numeric and in the range 01-68, or 71-75 or 80. -record rejected-

EXAMPLE

The first two records listed below would be written to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789200
01	0021	FL123456789300
* 00	0021	FL123456789000

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the record.

48.   If Grade Level = 30 or 31 or if School Number, Current Enrollment is 9992, 9993, 9995, or 9997 then English Language Learners: Home Language Survey Date must be zero-filled.

If School Number, Current Enrollment is not 9992, 9993, 9995, or 9997 and if Grade Level = PK-12, then English Language Learners: Home Language Survey Date must be a valid date and must meet the following criteria.
- **If District Number, Current Instruction is 01-68, ~~or~~ 72-75 or 80 or if both District Number, Current Enrollment and District Number, Current Instruction are 71; and Survey Period is 1-3, the date should be less than or equal to the date certain of survey week.**
- **If District Number, Current Enrollment is not 71; District Number, Current Instruction is 71 and Survey Period is 1-3; then the date must be less than or equal to the date certain plus 90 calendar days.**
- **For Survey Period 4, the date should be less than or equal to June 30 of the reporting year.**
- **For Survey Period 5, the date should be less than or equal to August 31 of the reporting year.**
- **For Survey Period 9, the date should be less than January 1 of the reporting year.**
- **(This edit does not apply to Survey Periods 6 and 8.)**

 -record rejected-

EXAMPLE

The first and fourth records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The second and third records would be rejected because the English Language Learners: Home Language Survey Date is an invalid date or is inappropriately filled with zeros.

Florida Education Identifier	Survey Period Code	Year	Grade Level	ELL: Home Language Survey Date
FL123456789100	2	1112	12	01152010
* FL123456789200	2	1112	PK	06319999
* FL123456789000	2	1112	09	00000000
*FL123456789006	5	1112	31	00000000

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the English Language Learners: Home Language Survey Date and resubmit the records.

STUDENT DISCIPLINE/RESULTANT ACTION – REJECT RULES

1.   District Number, Current Enrollment must be numeric, in the range 01-68, or 71-75 or 80 and must be correct for the district submitting the data.   -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
01	0021	FL123456789200
* 00	0021	FL123456789300

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district should correct the District Number, Current Enrollment and resubmit the record.

25.   District Number, Where Incident Occurred must be numeric, in the range 01-68, or 71-75 or 80. -record rejected-

EXAMPLE

In the records listed below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, Where Incident Occurred is not in the range required.

District Number, Where Incident Occurred	School Number, Where Incident Occurred	Incident, Identifier
01	0271	A0000001
37	0531	A0000002
* 70	0011	D0000003

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Where Incident Occurred and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

1.   District Number, Current Enrollment must be numeric and in the range 01-68, or 71-75 or 80 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not in the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0021	FL123456789100
01	0021	FL123456789200
* 00	0021	FL123456789300

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the record.

SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT - REJECT RULES

1.   District Number, Where Incident Occurred must be numeric, in the range 01-68, or 71-75 or 80 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

If district 01 is submitting records, District Number, **Where Incident Occurred** must be 01 for all records. In the records listed below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because the District Number, **Where Incident Occurred** is 02 rather than 01 (the number of the district submitting the record). The fourth record would be rejected because the District Number, Where Incident Occurred is not in the valid range of numbers.

District Number, Where Incident Occurred	School Number, Where Incident Occurred	Incident, Identifier
01	0271	A0000001
01	0271	A0000002
* 02	0271	D0000003
* 99	0271	AA000004

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the District Number, **Where Incident Occurred** and resubmit the records.

TEACHER COURSE – REJECT RULES

1.   District Number, Current Instruction/Service must be numeric in the range 01-68, ~~or~~ 71-75 or 80 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The record indicated with the asterisk would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Social Security Number
01	0021	012345677
01	0021	012345678
* 02	0021	012345679

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

35.   If District Number, Current Instruction/Service is in the range 01 - 68~~, or~~ 72 - 75 or 80 and

- **if School Number, Current Instruction/Service is not 7001, 7006 7004, or 7023 and**
- **if the School Number, Current Instruction/Service is not one that has a School Function Setting of V and a Charter School Status not equal to Z on the Master School Identification file,**

then Facility Type must not equal 20. -record rejected-

EXAMPLE

In the list below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected because Facility Type equals 20.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Facility Type
06	0021	00
29	7004	20
* 01	0021	20

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Facility Type or the School Number, Current Instruction/Service and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

1.   District Number, Current Enrollment must be numeric and in the range 01-68, ~~or~~ 71-75 or 80. -record rejected-

EXAMPLE

The first two records listed below would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Enrollment is not within the appropriate range.

District Number, Current Enrollment	School Number, Current Enrollment	Florida Education Identifier
01	0151	FL123456789000
01	0151	FL123456789100
* 00	0151	FL123456789200

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Enrollment and resubmit the record.

CAREER AND TECHNICAL STUDENT COURSE SCHEDULE - REJECT RULES

6.   District Number, Current Instruction/Service must be numeric in the range 01-68, or 71-75 or 80 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

If district 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first two records would be loaded to the database assuming no other reject rule would cause their rejection. The third record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the district submitting the record).

District Number, Current Instruction/Service	School Number, Current Enrollment	Florida Education Identifier
01	0151	FL123456789000
01	0151	FL123456789100
* 02	0151	FL123456789200

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

1.   District Number, Current Instruction/Service must be numeric in the range 01-68, ~~or~~ 71-75 or 80 and must be correct for the district submitting the data. -record rejected-

EXAMPLE

If District 01 is submitting records, District Number, Current Instruction/Service must be 01 for all records. In the records listed below, the first record would be loaded to the database assuming no other reject rule would cause its rejection. The second record would be rejected since the District Number, Current Instruction/Service is 02 rather than 01 (the number of the District submitting the record).

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Survey Period Code	School Year	Course Number	Social Security Number
01	0021	5	****	8103100	123456789
* 02	0421	5	****	8103100	123456788

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

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the District Number, Current Instruction/Service and resubmit the record.

CAREER AND TECHNICAL TEACHER COURSE - REJECT RULES

22.   **If District Number, Current Instruction/Service is in the range 01 - 68, ~~or~~ 72 – 75 or 80 and**

- **if School Number, Current Instruction/Service is not 7001, or 7004, 7006, or 7023 and**
- **If not a Virtual Charter School (note: Virtual Charter Schools are identified on MSID by Charter School Status not "Z" and School Function Setting equal to "V")**

then Facility Type must not equal 20. -record rejected-

EXAMPLE

In the list below, the first three records would be loaded to the database assuming no other reject rule would cause their rejection. The fourth record would be rejected because Facility Type equals 20.

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Facility Type
06	0021	00
29	7004	20
35	7001	20
* 01	0021	20

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the database, the district must correct the Facility Type or the School Number, Current Instruction/Service and resubmit the record.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS
2022-23 AUTOMATED STUDENT INFORMATION SYSTEM
APPENDIX C: DISTRICT NAME TABLE

District Number	District Name	Change	Date of Change
01	Alachua		
02	Baker		
03	Bay		
04	Bradford		
05	Brevard		
06	Broward		
07	Calhoun		
08	Charlotte		
09	Citrus		
10	Clay		
11	Collier		
12	Columbia		
13	Miami-Dade		
14	DeSoto		
15	Dixie		
16	Duval		
17	Escambia		
18	Flagler		
19	Franklin		
20	Gadsden		
21	Gilchrist		
22	Glades		
23	Gulf		
24	Hamilton		
25	Hardee		
26	Hendry		
27	Hernando		
28	Highlands		
29	Hillsborough		
30	Holmes		
31	Indian River		
32	Jackson		
33	Jefferson		
34	Lafayette		
35	Lake		
36	Lee		
37	Leon		
38	Levy		
39	Liberty		
40	Madison		
41	Manatee		
42	Marion		
43	Martin		

District Number	District Name	Change	Date of Change
44	Monroe		
45	Nassau		
46	Okaloosa		
47	Okeechobee		
48	Orange		
49	Osceola		
50	Palm Beach		
51	Pasco		
52	Pinellas		
53	Polk		
54	Putnam		
55	St. Johns		
56	St. Lucie		
57	Santa Rosa		
58	Sarasota		
59	Seminole		
60	Sumter		
61	Suwannee		
62	Taylor		
63	Union		
64	Volusia		
65	Wakulla		
66	Walton		
67	Washington		
68	School for Deaf/Blind		
71	Florida Virtual School		
72	FAU - Lab School		
73	FSU - Lab School		
74	FAMU - Lab School		
75	UF - Lab School		
80	IDEA Public Schools	Added	7/18/2022
69	Washington Special (valid prior to 2017-18)		
70	Eckerd Challenge Program (valid prior to 1994-95)		
76	Department of Corrections		
77	Community Colleges		
78	Florida Connections Academy (valid from 2004-05 through 2008-09)		
79	Florida Virtual Academy (valid from 2004-05 through 2008-09)		
88	Division of Public Schools (Academic Scholar Records)		
99	Other than a Florida School		

Last Updated 7/18/2022