

**THE FOLLOWING CHANGES ARE FOR
FISCAL YEAR
1718**

August 24, 2018

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
 AUTOMATED STUDENT INFORMATION SYSTEM
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2017-18

Data Element Number: **173025**

Data Element Name: **School Number, Where Credit Earned**

The four-digit state assigned school number for the school in which the student earned or attempted to earn credit.

Code	Definition/Example
0001-9899	District school sites assigned a unique number in the state Master School ID File; including 7004 (Virtual School Franchise), and excluding 3518.
9900	DPS/MIS reporting number for out-of-state schools.
C901-C928	DPS/MIS reporting number for public community colleges in Florida.
N997	DPS/MIS reporting number for American schools abroad.
N998	DPS/MIS reporting number for home education. FASTER allows either N998 or 9998.
N999	DPS/MIS reporting number for PK-12 nonpublic Florida school or out-of-state school.
P001-P999	DPS/MIS reporting number for eligible postsecondary nonpublic colleges and universities.
U970-U980	DPS/MIS reporting number for public state universities in Florida.

See Appendix F: Florida Public Community College and State University Reporting Numbers and Appendix K: Private Postsecondary Institution Reporting Numbers.

Note: Florida On-Line Middle School (0500) and Florida On-Line High School (0600) must use 71 as the District Number, Where Credit Earned.

Length: 4

Data Type: Alphanumeric

Year Implemented: 9394

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: No

FASTER: Yes

Migrant Tracking: Yes

Required Grades: PK-12

Programs Required:

All Programs

Adult Basic Skills

Data Element Number: **173025**

Data Element Name: **School Number, Where Credit Earned**

Adult Secondary

Adult Postsecondary Career and Technical

Formats Required:

Student Course Transcript Information DB9 39x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

6/1/2011 Use Type

Changed Use Type Migrant Tracking from No to Yes

6/1/2011 Codes

Split N999 and added code 9900 so that out-of-state schools and PK-12 nonpublic in-state schools have separate codes.

**THE FOLLOWING CHANGES ARE FOR
FISCAL YEAR
1819**

August 24, 2018

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
 AUTOMATED STUDENT INFORMATION SYSTEM
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **112525**

Data Element Name: **Day of Week Scheduled, Alternate Date Certain**

“Date Certain” is the Friday of survey week. This code indicates that a student is scheduled in a course/section that meets on an “alternate date certain” of survey week. An alternate date certain is typically used by schools who do not have core courses scheduled on Friday of survey week, for class size consideration.

Code	Definition/Example
N	The student is NOT scheduled in a course/section on an alternate date certain for class size consideration.
Y	The student is scheduled in a course/section on an alternate date certain because no core courses are scheduled on date certain (Friday of survey week) for the entire school.
Z	Not applicable

Note: Code Y should ONLY be used if an entire school would not be included in the class size average calculation because NO core courses meet on Friday/date certain. In that case, choose another representative day and code ‘Y’ for “Day of Week Scheduled, Alternate Date Certain” for all of the courses that meet on that day.

Length: 1

Data Type: Alphabetic

Year Implemented: 0304

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:
All Programs

Formats Required:
Student Course Schedule DB9 14x

Surveys Required:

Survey 2 Yes

Survey 3 Yes

Appendixes:
None

Data Element Number: **112525**

Data Element Name: **Day of Week Scheduled, Alternate Date Certain**

Description of Changes:

7/1/2018	Notes	Added clarifying language to note.
7/1/2018	Codes	Added clarifying language to codeS N and Y.
7/1/2018	Definition	Added clarifying language to data element definition.
7/1/2018	Element Name	Changed the data element name.

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
 AUTOMATED STUDENT INFORMATION SYSTEM
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **108150**

Data Element Name: **Certification/Licensure/Qualification Status**

A code indicating the type of certification, licensure, or qualification status applicable to the teacher's position in the class being reported.

Code	Definition/Example
A	Instructional staff member holding an adjunct teaching certificate issued by the district as per s. 1012.57, F.S.
B	Substitute teacher (out-of-field).
H	Instructional staff member holding a valid Florida Educator's Certificate and teaching in a core academic subject for which qualified status was previously documented pursuant to a High Objective Uniform State Standard of Evaluation (HOUSSE) plan, as per Rule 6A-1.0503, FAC.
I	Instructional staff member holding a valid Florida Educator's Certificate in the field being taught.
L	Instructional staff member licensed to provide specialized student support services directly related to their licensed field.
M	Instructional staff member holding a valid Florida Educator's Certificate and teaching in a field that was the teacher's minor field of study, as per s. 1012.42, F.S. and Rule 6A-1.0503, FAC.
N	Instructional staff member who does not hold a valid Florida Educator's Certificate, a district-issued certificate, or a specialized student Services License but possesses expert skill, talent or knowledge in the particular subject being taught and appointed by the school board to teach out-of-field under Rule 6A-1.0502, FAC.
O	Instructional staff member holding a valid Florida Educator's Certificate appointed by the school board to teach out-of-field under Rule 6A-1.0503, FAC.
P	Instructional staff member with a professional certificate covering grades 6 -12 who holds a master's or higher degree in the area of science, technology, engineering or mathematics teaching a high school course in the subject of the advanced degree, rated highly effective and achieved a passing score on the Florida professional education competency examination per section 1012.56(7)(a)(1-5), F.S.
S	Instructional staff member holding a valid Florida Educator's Certificate and teaching in a field in which the teacher has demonstrated sufficient subject area expertise, as per s. 1012.42, F. S. and Rule 6A-1.0503, FAC.
T	Instructional staff member certified by the district as a nondegreed teacher of career and technical education courses
V	Prekindergarten instructor qualified to teach Voluntary Prekindergarten classes per ss. 1002.63(5), 1002.55(3)(c), and 1002.55(4), F.S.

Data Element Number: **108150**

Data Element Name: **Certification/Licensure/Qualification Status**

Note: Substitute teacher job codes (i.e. 51080, 52080, 53080, 54080, 55080, 59080) should not automatically be assigned the Certification/Licensure/Qualification Status code of B (Substitute Teacher) if the substitute teacher holds a valid certificate or license.

Length: 1

Data Type: Alphanumeric

Year Implemented: 9697

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12, Adult

Programs Required:

All Programs

Adult Postsecondary

Formats Required:

Teacher Course DB9 15x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Appendixes:

None

Description of Changes:

7/1/2018 Notes

Added note regarding substitute teachers that hold a valid certificate or license.

7/1/2018 Codes

Revised existing qualification status code descriptions to provide more clarity. Added new codes T and L.

7/1/2018 Codes

Revised existing qualification status code descriptions to provide more clarity.

7/1/2016 Codes

Added code P

10/5/2011 Codes

Updated the definition for code V. "Certified/licensed" was changed to "qualified."

Data Element Number: **108150**

Data Element Name: **Certification/Licensure/Qualification Status**

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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Year: 2018-19

Data Element Number: **122300**

Data Element Name: **Florida Educators Certificate Number**

The ten-digit number that is either assigned by the Department of Education for a teacher or a district assigned number given in accordance with the assignment codes below:

Code	Definition/Example
0000000000	Employee has no assigned certificate number.
0000999999	A number assigned to a community college or university instructor for reporting purposes.
7777777777	District Issued Certificate Number (i.e. nondegreed teacher of career and technical education courses)
8888888888	Specialized Student Services License Number (directly related to their licensed field, i.e. Licensed Occupational Therapist, Licensed Speech Language Pathologist, Licensed Audiologist, Licensed Occupational Therapy Assistant, Licensed Athletic Trainer, Certified Member of the Florida Registry of Interpreters for the Deaf (FRID), Certified by the National Registry of Interpreters for the Deaf (RID))
9999999999	A number assigned to a teacher providing special education and related services to an exceptional education student with a disability through a contractual arrangement with an approved nonpublic school or community facility in accordance with Rule 6A-6.0361, FAC.
Regular	
000000001- 6001999999	Educator's Certificate License Numbers assigned by the Bureau of Educator Certification of the Department of Education. (Excluding 0000999999)
6002000001- 6002999999	Speech Language License Numbers assigned by the Bureau of Educator Certification of the Department of Education.
6003000001- 6003999999	Athletic Coach License Numbers assigned by the Bureau of Educator Certification of the Department of Education
6004000001- 6004999999	Exchange Teacher License Numbers assigned by the Bureau of Educator Certification of the Department of Education.

All numbers should be right justified.

Note: Substitute teacher job codes (i.e. 51080, 52080, 53080, 54080, 55080, 59080) should not automatically be assigned Florida Educator Certificate Number 0000000000 if the substitute teacher holds a valid certificate or license.

Length: 10
Data Type: Numeric
Year Implemented: 9495
State Standard: Yes

Data Element Number: **122300**

Data Element Name: **Florida Educators Certificate Number**

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: PK-12

Programs Required:

All Programs

Formats Required:

Career and Technical Education Teacher Course DB9 24x

Teacher Course DB9 15x

Surveys Required:

Survey 1 Yes

Survey 2 Yes

Survey 3 Yes

Survey 4 Yes

Survey 5 Yes

Appendixes:

None

Description of Changes:

7/1/2018 Notes

Added note regarding substitute teachers that hold a valid certificate or license.

7/1/2018 Codes

Added codes *7777777777* and *8888888888*

2/12/2018 Codes

New Florida Educator Certification License Numbers assigned by the Versa System from the Bureau of Educator Certification of the Department of Education

FLORIDA DEPARTMENT OF EDUCATION
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Year: 2018-19

Data Element Number: **173025**

Data Element Name: **School Number, Where Credit Earned**

The four-digit state assigned school number for the school in which the student earned or attempted to earn credit.

Code	Definition/Example
0001-9899	District school sites assigned a unique number in the state Master School ID File; including 7004 (Virtual School Franchise), and excluding 3518.
9900	DPS/MIS reporting number for out-of-state schools.
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N999	DPS/MIS reporting number for PK-12 nonpublic Florida school or out-of-state school.
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U970-U980	DPS/MIS reporting number for public state universities in Florida.

See Appendix F: Florida Public Community College and State University Reporting Numbers and Appendix K: Private Postsecondary Institution Reporting Numbers.

Note: Florida On-Line Middle School (0500) and Florida On-Line High School (0600) must use 71 as the District Number, Where Credit Earned.

Length: 4
Data Type: Alphanumeric
Year Implemented: 9394
State Standard: Yes
Use Types:
 State Reporting: Yes
 Local Accountability: No
 FASTER: Yes
 Migrant Tracking: Yes
Required Grades: PK-12
Programs Required:

Data Element Number: **173025**

Data Element Name: **School Number, Where Credit Earned**

All Programs

Adult Basic Skills

Adult Secondary

Adult Postsecondary Career and Technical

Formats Required:

Student Course Transcript Information DB9 39x

Surveys Required:

Survey 5 Yes

Appendixes:

None

Description of Changes:

6/1/2011 Use Type

Changed Use Type Migrant Tracking from No to Yes

6/1/2011 Codes

Split N999 and added code 9900 so that out-of-state schools and PK-12 nonpublic in-state schools have separate codes.

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
 AUTOMATED STUDENT INFORMATION SYSTEM
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2018-19

Data Element Number: **185825**

Data Element Name: **Career and Technical Education Occupational Completion Point**

These codes are used only for career and technical education students to identify the occupational completion points achieved by the student during the term (postsecondary) or year (secondary). See Appendix S.

Code	Definition/Example
A-Y	Select up to six of the appropriate alphabetic code or codes (from the applicable list in the appropriate database handbook) that most closely describes the occupational completion point achievement(s) of the student in the term. Select as many codes as apply, and report them in the order in which they were achieved by the student during the term.
Z	Not applicable, or the student is exiting the program without having achieved at least one CPC in that program. This includes all Continuing Workforce Education. When code "Z" is used, all other positions in the field must be blank.

NOTE: These codes are to be reported on the format that is associated with the type of student for whom the record is being submitted. For example, secondary students are to be reported on the Career and Technical Education Student Course Schedule format.

Length: 6

Data Type: Alphanumeric

Year Implemented: 9596

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 06-12, Adult

Programs Required:

Career and Technical

Workforce Development

Formats Required:

Career and Technical Education Student Course Schedule DB9 16x

WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:

Survey F Yes

Survey W Yes

Survey S Yes

Survey 5 Yes

Data Element Number: **185825**

Data Element Name: **Career and Technical Education Occupational Completion Point**

Appendixes:

Appendix S: Career Education Programs with Occupational Completion Points

Description of Changes:

7/1/2018	Surveys Required	Deleted Surveys G and X as required surveys.
7/1/2018	Appendixes	Added Appendix S: Career Education Programs with Occupational Completion Points
7/1/2018	Formats Required	Deleted WDIS Adult General Education Student Course as a required format.
7/1/2018	Notes	Deleted reference to Adult General Education in the note. Deleted second note regarding out of range scores.
7/1/2018	Codes	Updated code A-Y.
7/1/2018	Definition	Updated the element definition.
7/1/2018	Element Name	Data element name changed from Career and Technical Education /Adult General Education Completion Point Code to Career and Technical Education Occupational Completion Point
7/1/2016	Notes	Add note concerning out of range test scores
5/21/2012	Grades Required	Correction

Data Element Number: **197276**

Data Element Name: **Adult General Education, Literacy Completion Point Code Date Earned**

Description of Changes:

7/13/2018	Notes	Added clarifying to the Note.
7/1/2018	Notes	Updated note to delete reference to the most recent date reported for more than one LCP in the same course.
7/1/2018	Codes	Updated code definition for MMDDYYYY.
7/1/2018	Definition	Updated data element definition to specify that for each literacy completion point reported there must be a date.
12/18/2017	Notes	Add comments to Definition/Example notes: "Date reported may not be after course exit date. LCPs earned after the course exit, should be reported with the next term's enrollment."
7/1/2016		New Element

STUDENT COURSE SCHEDULE - REJECT RULES

2D. If

- Survey Period Code is 1, 2, 3 or 4;
- and Course Number is 8601210, 8601220, 8601230, 8709410, 8709420, 8709430, 8709440, 8709450, 8709460, 8709470, 8709480, 8709490, 8709491, 8709492, 8709493, 9504110, 9504120, 9504130, 9504140, 9504150, or 9504160;
- and District Number, Current Instruction/Service and School Number, Current Instruction/Service exists on the Non-fundable Automotive Service Technology file (F71340),

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

EXAMPLE

The records listed below would be rejected because in each case District Number, Current Instruction/Service and School Number, Current Instruction/Service exists on Non-fundable Automotive Service Technology Program file (F#####).

District Number, Current Instruction/ Service	School Number, Current Instruction/ Service	Course Number	FTE Reported, Course
* 10	0252	8709430	0035
* 12	0011	8709492	0024
* 13	7191	8709493	0005

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 DEMOGRAPHIC – REJECT RULES

15. If Migrant Status Term is B, D, E, S, T, U, V, W or X, then Birth Date must be 090119965 through 083120198 inclusive. (This edit does not apply to Survey Periods 6 and 8.). -record rejected-

EXAMPLE

The first record would be rejected because the Birth Date is not in the acceptable range. The second and third records would be loaded to the database assuming no other reject rule would cause their rejection.

Student Number Identifier, Florida	Survey Period Code	Year	Migrant Status Term	Birth Date
* 0123456789X	5	****	D	09141983
0123456790X	5	****	S	01092003
0123456791X	5	****	B	10191999

**** = 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 Birth Date or the Migrant Status Term and resubmit the record.

TEACHER COURSE - REJECT RULES

NEW EDIT FOR 1819

➔ **2F. If the Team Teacher Training code is not Z and Scheduling Method equals C, then Primary Instructor Indicator code must equal Y. -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 because the Team Teacher Training code is not Z and the Scheduling Method of S is invalid.

District Number	School Number, Current Instr./ Service	Social Security Number	Team Teacher Training	Primary Instructor Indicator	Scheduling Method
01	0321	123456781	A	Y	C
* 01	0321	123456782	B	Y	S
01	0321	123456783	C	Y	C

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 Team Teacher Training code, Scheduling Method or Primary Instructor Indicator code and resubmit the record.

Appendix(es) Updated

2017-18

Student:

- **Appendix I:** Test Name Table

2018-19

Student:

- **Appendix L:** Test Subject Content Codes
- **Appendix Z:** Industry Certification Identifier
- **Appendix FF:** Career and Professional Education Act Career-Themed Courses