EIAS STAFF CHANGES

Please join us in welcoming Todd Clark as the new Education Information and Accountability Services Bureau Chief. Todd is replacing Tammy Duncan who is heading up a new bureau within the division of Accountability, Research and Measurement. Todd served as Bureau Chief for the Bureau of Curriculum and Instruction at the Florida Department of Education before becoming the Director of Race to the Top Assessments for the ARM division in September 2010. Please help us welcome Todd in his new role with EIAS.

Also, we would like to congratulate Kim Ward on her promotion to Staff Database Program Specialist. Kim has extensive experience working with Florida education data on the student side. We are excited for Kim in her new role.

In addition, we welcome Sonja Bridges, a new Program Specialist for Student Database Reporting in the Bureau of Education Information and Accountability Services. Sonja is a former employee of Gadsden County Public Schools and has joined our staff to replace Kim Ward and the districts she served.

DROPOUT PREVENTION PROGRAM DATA FORMAT CAPTURES A WIDE RANGE OF PROGRAM PARTICIPATION DATA AND IS UNDER REPORTED

The Dropout Prevention Program Data format is designed to capture data in Survey 5 for students who participate in Dropout Prevention (DOP) programs and/or students who receive services funded by Title I Parts A and/or D. These programs include Disciplinary, Education Services in Department of Juvenile Justice (DJJ), Alternative to Expulsion, Non-School Institution for Neglected or Delinquent Students, Teenage Parent (TAP), Dropout Retrieval, Educational Alternative and At-Risk programs.

Most students receiving services supported by Title I Parts A and/or D will be reported in the data element Dropout Prevention/Juvenile Justice Programs with code 'N' for Non-School Institution for Neglected or Delinquent Students or code 'W' for At-Risk. However, if students were served in other DOP programs using the Part A or D funds, then this service should also be reported using the applicable program code in which the services were provided. Remember to indicate the use of fund source 'D' in the data element Fund Source for any student who was served with Title I Parts A or D allocations.

All school districts report TAP data, even if there are no other DOP programs operating in the district. Records are submitted for parents, both male and female, who are served in TAP, as well as their PK babies for whom the school district provides services. This format is also designed to capture student records when DJJ programs provide educational services. The district should submit Dropout Prevention records for these students, even if the district does not provide other DOP programs.

A unique student record is reported for each program category, at each school, and for each term (180-day school year and summer) in which the student participates. One student may have multiple records in the Dropout Prevention Program Data format.

We recommend oversight and training of program area managers and data entry staff about the reporting of these data. The presentation used at Florida Association of Management Information Services (FAMIS) can be downloaded and used for this purpose.

REPORT VIRTUAL EDUCATION IN SURVEY 4

During 2013-14 Survey 4, school districts are to report database records for students who were enrolled and instructed in District Virtual Instruction Programs (school number 7001 or 7023), KG-12 Virtual Course Offerings (school number 7006), District Franchise Programs (school number 7004), Virtual Learning Labs (where Location of Student = T) and Virtual Charter Schools. Submit records for all virtual program participants who were enrolled in a virtual program more than 14 days.

Course Grade – School year 2013-14 represents the first year in which the Course Grade is to be reported for all students who participated in a virtual course. This data element is reported in the Student Course Schedule record. In Survey 4 the Course Grade should represent the final grade the student received in the course.

Reporting FTE - For more specific instructions about reporting FTE, please see Appendix D in the *2013-14 FTE General Instructions* at the following link: http://www.fldoe.org/fefp/pdf/1314FTEInstructions.pdf

1) Report the amount of FTE Earned for those students who successfully complete their program of study. A successful completion is defined as follows**:**
   - Kindergarten through grade 5: completing the course with a passing grade or completing the prescribed level of content that counts toward promotion to a higher grade.
   - Grades 6 through 8: course completions with passing grades or credits earned.
   - Grades 9 through 12: credits earned.
2) Report zero FTE Earned for students who were not promoted or did not earn credit (or did not successfully complete) and for those who did not finish the course.
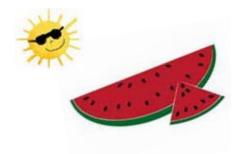
PERSONNEL EVALUATION REPORTING FOR SURVEY 5

Personnel Evaluation information must be reported in Survey 5, 2013-14, which is now reported on the Staff Demographic Information format. The Department recognizes that in some cases final evaluation ratings for the 2013-14 school year may not be available by the August 29th reporting period close date. However, the Department is statutorily required to report aggregate evaluation results by December 1 each year. For that reason the Department seeks updated/corrected data submitted by school districts in time to inform that report. It is expected that all districts will finalize data for all Personnel Evaluation data elements by the end of October 2014. Questions may be directed to Kim Ward at kim.ward@fldoe.org.

DATA ELEMENT DIPLOMA DESIGNATION REPORTED FOR THE FIRST TIME IN 2013-14, SURVEY 5

The Diploma Designation data element is an indicator used to designate a student who has earned a standard high school diploma and met the requirements according to § 1003.4285, F. S., may receive a diploma designation of Merit, Scholar or both. This data element is reported in the Student End of Year Status format.

CHOICE DESIGNATION FOR CLASS SIZE COMPLIANCE CALCULATION

Districts will be able to identify schools that are schools or programs of choice pursuant to § 1002.31, F.S. for maximum class size compliance during the Master School Identification (MSID) update process.

FAMIS CONFERENCE

The Department of Education will be presenting in several sessions at the 2014 FAMIS Conference. The conference will take place June 16-18, 2014, in Tallahassee at Florida State University's Turnbull Conference Center. The DOE's presentations will cover a range of education topics and changes to the student and staff databases. For more information, visit the conference website, http://www.famisonline.org/famis-2014-conference/. For your reference and convenience, conference presentations will be posted on the FAMIS website If you have questions about the conference presentations, directions, lodging, or any other concerns, please contact Arlene Roberts at arlene.roberts@fldoe.org or call 850-245-9072. We hope to see you there!

Have a nice summer!

STUDENT ASSESSMENT— SURVEY 5

Reminder: Districts are to report the AP, AICE and IB test information during the Survey 5 reporting period. Submit student assessment records for students who took one or more Advanced Placement Test (APT), Cambridge Advanced International Certificate of Education (AICE) or International Baccalaureate Program (IBP) exams during the school year. This data will be used this fall in the calculation of high school grades under the high school grading system. For specific reporting information see the notes and chart in the Student Assessment format. Please contact Sonja Bridges if you have questions at sonja.bridges@fldoe.org.

PUBLIC SCHOOLS ADMINISTRATIVE AND INSTRUCTIONAL STAFF TERMINATIONS DATABASE

In accordance with § 1012.21(2)(a)(b), Florida Statutes, concerning the "Computer database of certain persons whose employment was terminated," each district school superintendent shall report to the Department of Education the name of any person terminated under 1012.33(1)(a) or (4)(c) within 10 working days after the date of final action by the district school board on the termination. This is a reminder to all public school districts that the Staff Terminations database is current and active and should be used to continue to adhere to the requirements of the statute. Questions may be directed to Kim Ward at kim.ward@fldoe.org

IMPORTANCE OF FASTER TRANSCRIPTS

The Florida Automated System for Transferring Educational Records (FASTER) is a transmission system of student transcripts which provides school districts the means to exchange transcripts and other student records electronically. These records comprise a public school student's permanent record. The permanent record contains student information such as demographic, Florida student ID, immunization, academic history (course grades, credits earned), exceptional education, migrant, and testing information. We cannot overemphasize the importance of the accuracy of this information, particularly a student's Florida student ID, course grades and credits, and testing information. When a school district neglects to provide this student information on transcripts, it hinders the common goal to provide an excellent education to Florida's students. Districts opting to use FASTER should collaborate to ensure accurate and timely submission of student information through the FASTER system.

RECENT REPORTS AND PUBLICATIONS

We have released several publications in the last three months. They are listed below with their corresponding web links.

- Membership in Programs for Exceptional Students, 2013-14:
  http://www.fldoe.org/eias/eiaspubs/xls/ese1314.xls
- Non-promotions in Florida's Public Schools, 2012-13
  http://www.fldoe.org/eias/eiaspubs/xls/nonpro1213.xls
- Teacher Exit Interview Data, 2012-13
  http://www.fldoe.org/eias/eiaspubs/xls/tch_exit1213.xls

The below publications are expected to be released by the end of June and can be found on the EIAS website (http://www.fldoe.org/eias/eiaspubs/default.asp).

- Absent 21+ Days, 2012-13

- Average Daily Attendance/Average Daily Membership, 2012-13

- Florida Public High School Completers, 2012-13

- Free/Reduced Lunch Eligibility, 2013-14

- Stability Rate, 2012-13

- Staff in Florida's Public Schools, Fall 2013

- Trends in Discipline and the Decline in the Use of Corporal Punishment, 2012-13

IMPORTANT DATES

June 16-20:
   Survey 4, 2013-14: survey week
June 16-18:
   FAMIS Conference
June 30-July 18:
   Survey 4, 2013-14: state processing
July 7:
   Survey 4, 2013-14: due date
July 7-11:
   Survey 1, 2014-15: survey week
July 25:
   Survey 1, 2014-15: due date
July 21-Sep. 12:
   Survey 1, 2014-15: state processing
July 21-Sep. 25:
   Survey 8, 2014-15: state processing

July. 31:
   Survey 3, 2013-14: final update
July 28-Aug 29:
   Survey 5, 2013-14: state processing
Aug. 1:
   Survey 5, 2013-14: due date
Aug 4:
   Survey A, 2014-15: verification file available
Aug. 4-8:
   Survey A, 2014-15: state processing
Aug. 6:
   Survey A, 14-15: verification file submission deadline
Aug 8:
   Survey A, 2014-15: final update
Aug. 31:
   Survey 4, 2013-14: final update