



The Bureau of PK-12 Education Information Services serves to improve education by increasing the quality of decisions through the use of data. Bureau functions and services include: assisting school districts in the reporting of accurate information, providing information to customers in order to meet their needs, fulfilling FDOE Information Database requirements, and reviewing and developing data collection procedures.

PK-12 EIS Staff Changes

We would like to congratulate Kenneth Dukes on his promotion to Database Manager for FTE and Class Size Reporting for PK-12 Education Information Services. He replaces Kendra Jahnke who was promoted to the FETPIP office. We are excited for Kenneth in his new role and wish Kendra well.

Districts served by Kenneth should send Student database and other inquiries to ASKEIAS@fldoe.org until a replacement has been hired.

Survey 5 Federal and State Reporting Deadline—October 7, 2016

Data from Survey 5, 2015-16 that will be used for federal and state reporting will be pulled using data processed as of October 7, 2016. In order to avoid problems in federal and state reports, it is suggested that districts make September 30, 2016 their target date for making *final* corrections. Please note even though Survey 5 files received after the close of state processing on August 26, 2016 will be processed every Friday until February 24, 2017, changes processed on or after October 14, 2016, will not be reflected in data used for federal reporting and state accountability.

Key student formats and data elements for federal and state reporting include:

- Student Assessment
- Student Course Transcript Information
- Industry Certification
- Student End of Year Status
- Prior School Status/Student Attendance
- Student Discipline/Resultant Action
- Federal/State Compensatory Project Evaluation
- Federal/State Indicator Status
 - * Homeless Student, PK-12
 - * Homeless Unaccompanied Youth
 - * Homelessness Cause
- Dropout Prevention Program Data
- Exceptional Student
- English Language Learners Information
- Student Demographic Information
 - * Migrant Status Term
 - * Qualifying Arrival Date

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Lunch Status – New Codes for 2016-17

There are three National School Lunch Program Provisions offered in Florida's public schools: Eligibility Status determined by Survey Application, Provision 2 and Community Eligibility Provision (CEP). New codes will be captured in the 2016-17 school year for those schools that determine eligibility status by survey application and for those schools participating in CEP. New codes are highlighted in bold below.

Eligibility Status Determined by Survey Application:

- 0 The student did not apply for free or reduced price meals.
- 1 The student applied for free or reduced price meals but is not eligible.
- 3 The student is eligible for reduced-price meals. (Note: Based upon survey application results or the extension of eligibility to the household due to eligibility of an identified direct certified student.)
- D The student is identified as eligible for free meals based upon the Direct Certification determination or the extension of eligibility to the household due to eligibility of an identified direct certified student. Identified students include students directly certified through SNAP; TANF; the Food Distribution Program on Indian Reservations; children experiencing homelessness who have been identified on the local liaison's list; Head Start participants; identified migrant youth; identified runaways; non-applicants approved by local officials; foster children who are certified through means other than a household application; and those eligible for Medicaid.**
- E The student is identified as eligible for reduced price meals based upon the Direct Certification determination or the extension of eligibility to the household due to eligibility of an identified direct certified student. Identified students include students directly certified through the Medicaid eligibility for reduced price income limits.**
- F The student is eligible for free meals.** (Note: Based upon survey application results or the extension of eligibility to the household due to eligibility of an identified direct certified student.)

Community Eligibility Provision:

- C The student is enrolled in a USDA – approved Community Eligibility Provision (CEP) school and is identified as eligible for free meals based upon the Direct Certification determination or the extension of eligibility to the household due to eligibility of an identified direct certified student. Identified students include students directly certified through SNAP; TANF; the Food Distribution Program on Indian Reservations; children experiencing homelessness who have been identified on the local liaison's list; Head Start participants; identified migrant youth; identified runaways; non-applicants approved by local officials; foster children who are certified through means other than a household application; and those eligible for Medicaid. (Only FL Department of Agriculture and Consumer Services (FDACS) - approved CEP schools use this code.)
- N The student is enrolled in a USDA – Approved Community Eligibility Provision (CEP) school and is NOT identified as eligible for free meals based upon the Direct Certification determination or the extension of eligibility to the household due to eligibility of an identified direct certified Student. (Only FL Department of Agriculture and Consumer Services (FDACS) - approved CEP schools use this code.)
- R The student is enrolled in a USDA- approved Community Eligibility Provision (CEP) school and is identified as eligible for reduced price meals based upon the Direct Certification determination or the extension of eligibility to the household due to eligibility of an identified direct certified student. Identified students include students directly certified through Medicaid eligibility for reduced price income limits. (Only FDACS- approved CEP schools use this code.)**

Provision 2:

- 4 The student is enrolled in the USDA-approved Provision 2 school.

For questions regarding Lunch Status codes, please contact Linda Fleming at 850-245-9919 or Linda.Fleming@fldoe.org.



Florida Education Identifier (FLEID) Update

During the 2014 session, the Florida Legislature mandated that the Florida Department of Education (FDOE) establish a process for assigning a Florida student identification number. In the summer of 2015, the FDOE began processing district submissions of current student records for FLEID assignment. This year, between January & July of 2016, over 1,700,000 district student record submissions have been processed for FLEID assignment and over 750,000 new FLEIDs have been assigned. Local Education Agents have worked diligently with the FLEID team to complete near match resolutions to ensure that records are reconciled for subsequent survey submissions.

Reminder:

As of July 2016, districts are to submit student FLEIDs along with existing identifiers for the 2016-17 student survey submissions. Active student data for the years 2014-15, 2015-16 and 2016-17 are being accepted for both student and staff information. Beginning in 2017-18, the FLEID will become the primary student identifier.

Any questions about FLEID processing may be emailed to FLEIDProject@fldoe.org.

File Submission/Resolution Quick Tips:

1. On file submission, providing the datasets in the required submission format will ensure efficient file processing.
2. FLEID output files that include the assigned FLEIDs are available for 7 business days and are then deleted. Please retrieve files before the deletion window
3. Resolving “near matches” before resubmission of files and new student records will assist in avoiding student resolution duplication.
4. We do not allow transmission of confidential information via e-mail, all files including personally identifiable information should be sent via our secure transfer process.
5. Upcoming: We will be working towards automating key portions of the submission process this year through 2017-18.



Lunch Status Reporting Tips

- A Lunch Status code other than Z is required for all students who are enrolled in a Florida public school. (Code Z should only be applied to private school students who are participating in Title I programs and (optionally) for reporting Survey 6 information.)
- Lunch Status data reported by school districts is monitored using the Florida Department of Agriculture and Consumer Services Division of Food, Nutrition and Wellness data where schools are identified by the type of lunch program they are approved to operate. Should school level data be reported with a Lunch Status code that is not representative of the USDA-approved National School Lunch Program (NSLP) that is offered, then database updates will be required.
- Even if the district's food service office does not oversee a public school's NSLP, accurate Lunch Status codes are required to be reported for all students enrolled in the school. The type of USDA-approved NSLP offered will determine what code is appropriate for schools that are not overseen by the district's food service office. If such a situation exists, the district will manage acquisition of Lunch Status codes for students enrolled in the school by coordinating this effort with the school's appropriate contact.

Personnel Email Address Data Collection for the 2016-17 School Year

In accordance with Section 1012.05(3)(b), Florida Statutes, "By September 15 and February 15 of each school year, each school district shall electronically submit accurate public school e-mail addresses for all instructional and administrative personnel, as identified in s.1012.01(2) and (3), to the Department of Education." The submission period for the September 15th data collection is from August 15, 2016, to September 9, 2016. For further details, please refer to the email notification sent to District MIS and Staff Database Contacts dated August 3, 2016. Questions regarding this data submission may be referred to Sonja Bridges at Sonja.Bridges@fldoe.org or call 850.245.9078.

Personnel Evaluation Reporting for Survey 5, 2016-17

Personnel Evaluation information must be reported in Survey 5, 2015-16 on the Staff Demographic Information format. The department is statutorily required to report aggregate evaluation results by February 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 October 28, 2016. After that date, the department will finalize data to fulfill the statutory requirement to report evaluation results by February 1, 2016. Questions may be directed to Sonja Bridges at Sonja.Bridges@fldoe.org.

Important Dates

September 9:

Survey 6, 2016-17: second count due date

September 16:

Survey 1, 2016-17: end of state processing

Survey 6, 2016-17: end of state processing

September 29:

Survey 8, 2016-17: end of state processing

October 5:

Survey B, 2016-17: due date

October 7:

Survey B, 2016-17: final update/end of state processing

Survey 5, 2015-16: data finalized for federal & state reporting

October 10-14:

Survey 2, 2016-17: survey week

October 17:

Survey 2, 2016-17: begin state processing

October 28:

Survey 2, 2016-17: due date



Master School Identification (MSID) File

This is a reminder to MSID district contacts that throughout the year, as changes occur, please contact Rhonda Forbes via email at Rhonda.Forbes@fldoe.org to convey changes.

The time frames for submission of a MSID application are as follows: 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. To review the State Board of Education rule related to applying for an MSID, click on the following link [State Board rule 6A-1.0016](#).