DOE INFORMATION DATA BASE REQUIREMENTS:

VOLUME I--AUTOMATED STUDENT INFORMATION SYSTEM

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM
Effective July 1, 2014

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PREFACE

Section 1008.385(2), Florida Statutes, mandates that each school district and the Florida Department of Education develop and implement a comprehensive management information system which is made up of compatible components. See http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1008/Sections/1008.385.html

In order to support the statewide process of implementing compatible local- and state-level automated information systems, the Florida Department of Education has developed the following documents:

> * DOE INFORMATION DATA BASE REQUIREMENTS:
>   VOLUME I--AUTOMATED STUDENT INFORMATION
>   SYSTEM
>
> * DOE INFORMATION DATA BASE REQUIREMENTS:
>   VOLUME II--AUTOMATED STAFF INFORMATION
>   SYSTEM

This document contains the required data elements, functions and timelines which each automated information system component must incorporate within its automated student information system. Further information or questions concerning this document should be addressed to, Education Information Services, Florida Department of Education, 544 Turlington Building, Tallahassee, Florida 32399-0400 or askeias@fldoe.org.

A. AUTOMATED STUDENT INFORMATION SYSTEM REQUIREMENTS

AUTOMATED STUDENT INFORMATION SYSTEM REQUIREMENTS

Section 1008.385(2), F.S., requires the development and implementation of a comprehensive management information system linking all levels of the state education system. Each school district and the Florida Department of Education shall implement an automated information system component containing student information which is compatible with the statewide comprehensive management information system.

The automated student information system functions and timelines implemented by the Florida Department of Education and each school district are as follows:

HISTORY

1. An automated student information system is to be implemented in each school district by June 30, 1987.

    Each school district shall install an automated student information system which includes the data elements prescribed in Section B of this document and which contains the procedures for performing the automated state reporting and records transfer functions defined in subsections 4. and 5. Each system shall provide all district schools with the local automated functions of basic student information recordkeeping, course scheduling, attendance, test recordkeeping and academic grade and credit reporting (report cards, permanent records and postsecondary transcripts). Automated report cards for elementary schools will be optional for each district.

2. State-level automated student information data base design is to be implemented in the Florida Department of Education by July 1, 1987.

    A state-level student data base of information shall be installed for access by state and local education managers and the Legislature. The data base design shall integrate existing department reports previously collected separately from school districts within the automated reporting formats defined in subsection 5., thereby reducing data burden, improving compatibility among data elements, and providing a more comprehensive and flexible data base of information. The Florida Department of Education shall implement strict controls for privacy and security of student records as contained in Section C of this document.

3. Automated state reporting functions are to be implemented by each school district beginning July 1, 1987.

    Current state reporting functions are defined in subsection 5.

4.   Automated state records transfer of postsecondary transcripts, permanent records and selected Category B information is to be implemented by each school district using the procedures described in the Florida Automated System for Transferring Educational Records (F.A.S.T.E.R.) document provided by the Florida Department of Education. See http://www.fldoe.org/faster/.

The Florida Automated System for Transferring Records (F.A.S.T.E.R.) is an electronic mail system customized to meet the student transfer needs of the Florida school districts, colleges and universities. The F.A.S.T.E.R. system is used to request the transfer of student records from districts or postsecondary institutions and to respond to such requests. The sending district or postsecondary institution will transmit student records through the Florida Information Resources Network (FIRN), which will be stored at Northwest Regional Data Center and then forwarded to the requesting district, postsecondary institution, the Florida Department of Education or other approved entity.

Each school district shall implement electronic transfer of records with other school districts and public postsecondary institutions as listed below. The timelines may differ among districts depending on the district's F.A.S.T.E.R. Implementation Plan, but will be no later than June 30, 1993, for students in grades PK-12, Adult Basic and Adult Secondary Education.

December 1, 1991

All school districts must electronically transfer student records using state-defined record formats containing permanent record and appropriate Category B information for students in grades 9 through 12 to Florida public postsecondary institutions and between Florida public school districts.

April 1, 1992

All school districts must electronically transfer student records using state-defined record formats containing permanent record and selected Category B information for students in grades 6 through 8 who transfer between Florida public school districts.

December 1, 1992

All school districts must electronically transfer student records using state-defined record formats containing permanent record and selected Category B information for students in grades PK through 5 who transfer between Florida public school districts.

All school districts must electronically transfer student records using state-defined record formats for transcripts when adult students transfer between Florida public school districts or apply for admission to public postsecondary institutions.

AUTOMATED STATE REPORTING FUNCTIONS

5.   Each school district shall implement the following automated state reporting functions according to the timelines provided.

AUTOMATED STUDENT REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	SURVEY PERIOD								
		JUL 1	AUG 8	SEP 6	OCT 2	DEC 9	JAN 7	FEB 3	JUN 4	AUG 5
Student Demographic Information	DB9 13x	A	S	A	A	S	S	A	A	A
Student Course Schedule	DB9 14x	A			A			A	A	
Teacher Course	DB9 15x	A			A			A	A	
Exceptional Student	DB9 23x	S			S		S	S	S	S
Federal/State Indicator Status	DB9 22x				A		S	A		A
Student End of Year Status	DB9 17x									A
Student Discipline/Resultant Action	DB9 19x				S			S		S
Career and Technical Education Teacher Course	DB9 24x									S
Career and Technical Education Student Course Schedule	DB9 16x									S
Federal/State Compensatory Project Evaluation	DB9 18x									S
Dropout Prevention Program Data	DB9 11x									S
English Language Learners Information	DB9 10x				S		S	S		S
Student Course Transcript Information	DB9 39x									S
School Environmental Safety Incident Report	DB9 42x				S			S		S
Prior School Status/Student Attendance	DB9 55x				A			A		A
Student Transportation	DB9 56x	S			S			S	S	
Title I Supplemental Educational Services	DB9 57x					S		S		S
Student Assessment	DB9 59x									S
Student Additional Funding										S
Industry Certification										S

A = ALL STUDENTS   S = SELECTED STUDENTS   V = VOLUNTARY   X = 'A', 'B' OR 'C' DEPENDING ON THE FISCAL YEAR

(continued on next page)

AUTOMATED STATE REPORTING FUNCTIONS (continued)

AUTOMATED STUDENT REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	SURVEY PERIOD			
		AUGUST A	OCTOBER B	JANUARY C	MARCH D
McKay Prepayment Verification	DB9 61x	S	S	S	S

AUTOMATED STUDENT REPORTING FORMATS	DATA COLLECTION ACTIVITY NUMBER	SURVEY PERIOD		
		Sept/Oct Fand G	Jan/Feb W and X	June/July S
WDIS Adult General Education Test Record	DB9 62x	S	S	S
WDIS Student Demographic Information	DB9 46x	S	S	S
WDIS Career and Technical Education Student Course Schedule	DB9 47x	S	S	S
WDIS Adult General Education Student Course	DB9 48x	S	S	S
WDIS Teacher Course	DB9 49x	S	S	S
WDIS Student End of Term Status	DB9 50x	S	S	S
WDIS Supplemental Information	DB9 60x	S	S	S

A = ALL STUDENTS   S = SELECTED STUDENTS   V = VOLUNTARY

X = WILL BE AN "A", "B", OR "C' DEPENDING ON THE FISCAL YEAR

Survey Dates
2014-2015

<u>Student, PK-12</u>

Survey 1:
> Survey Week July 7-11, 2014
> Due Date: July 25, 2014
> State Processing: July 21-September 12, 2014
> Final Update/Amendment Date: September 30, 2014

Survey 8:
> State Processing: July 21-September 25, 2014

Survey 6:
> Survey Dates: August 29 and September 12, 2014
> Due Dates: August 29 and September 12, 2014
> State Processing: August 29 - September 19, 2014

Survey 2:
> Survey Week: October 13-17, 2014
> Due Date: October 31, 2014
> State Processing: October 20-November 14, 2014
> Final Update/Amendment Date: March 31, 2015

Survey 3:
> Survey Week: February 9-13, 2015
> Due Date: February 27, 2015
> State Processing: February 16-March 13, 2015
> Final Update/Amendment Date: July 31, 2015

Survey 4:
> Survey Week: June 15-19, 2015
> Due Date: July 6, 2015
> State Processing: June 29-July 17, 2015
> Final Update/Amendment Date: August 31, 2015

Survey 5:
> Due date: July 31, 2015
> State processing: July 27 – August 28, 2015
> Final Update/Amendment Date: February 26, 2016

Continued

Student, PK-12 (continued)

Survey 9:

       Due date: December 12, 2014
       State Processing: December 1, 2014 - January 9, 2015
       Final Update/Amendment Date: February 27, 2015

Survey 7:

       Due date: January 5, 2015
       State processing: December 8, 2014 – January 9, 2015

Survey Dates
2014-2015

Student, McKay

Survey A:
Verification file available: August 4, 2014
Submission Deadline: August 6, 2014
Final Update: August 8, 2014
State processing: August 4 – 8, 2014

Survey B:
Verification file available: October 3, 2014
Submission Deadline: October 8, 2014
Final Update: October 10, 2014
State processing: October 3 - 10, 2014

Survey C:
Verification file available: January 5, 2015
Submission Deadline: January 7, 2015
Final Update: January 9, 2015
State processing: January 5 – 9, 2015

Survey D:
Verification file available: March 3, 2015
Submission Deadline: March 5, 2015
Final Update: March 9, 2015
State processing: March 3 - 9, 2015

B.   AUTOMATED STUDENT INFORMATION SYSTEM

DATA ELEMENTS

INTRODUCTION

All automated student data elements included in this volume must be incorporated within each school district's automated student information system. Districts may add additional data elements within their local automated system to meet local needs.

DEFINITION

There is a working definition associated with each data element, along with applicable examples, codes, notes and exceptions.

LENGTH AND DATA TYPE

Length and data type define the technical field characteristics to be maintained in the automated system for each element. Numeric elements must have a number in every position, including leading zeros.

GRADES AND PROGRAMS REQUIRING THIS DATA ELEMENT

The data elements contained in this volume do not apply uniformly to all grade levels or instructional programs within the school districts. Accordingly, each data element description lists the specific grade levels and programs which are applicable to the data element. For example, "Dual Enrollment Indicator" pertains only to grades 9 through 12.

COMPATIBILITY REQUIREMENT

All elements must use the specified length, data type and coding definitions provided whenever:

1) automated state reporting is performed;
2) a permanent record is built for internal district use;
3) interdistrict transfer of automated permanent records occurs; or
4) automated transcripts are sent to postsecondary institutions.

The degree of required compatibility between state and local elements varies. Many elements listed in this document need merely be **compatible**, while others must meet stricter **state standards**.

Compatible elements

For data elements which are designated 'No', for State Standard the coding structures used by the districts, the data element names presented in user documentation, and the length and format of the data fields may be the same as that contained in this volume or they may be completely locally defined depending on the district's student information needs. If local definitions are used, it must be possible to convert the information into the state-required codes, descriptors and formats by calculation, computer procedures or subroutines whenever state formats are required.

District documentation of locally defined elements must reference the state data elements for which they are surrogates.

Even though the state does not require the use of the state-defined codes for these compatible elements, districts are encouraged to keep each of these elements in state format whenever possible to minimize the need for and cost of conversion.

State Standard elements

For data elements which are designated 'Yes' for **State Standard**, the coding structures used by the district, the data element names presented in user documentation, the length and format of the data fields for all external occurrences of information in reports, user documentation and display and entry screens must be the same as those contained in this volume.

Thus, **State Standard** elements must meet these additional requirements:

1)   the state codes **must be used locally exactly as defined** in this document for automated student data elements;

2)   user documentation must list the **State Standard** data element name;

3)   input and output documents and reports must use the state-defined codes; and

4)   local screen displays must use the state-defined codes.

These requirements do not address the **physical storage** of the data on tape, disk or other medium, but only how the data elements are to be presented to users in the paper format or on screen displays. The stricter definition of **State Standard** still allows the district the flexibility to use its own district-defined codes for **physically** storing elements in the student record system while, at the same time, using **State Standard** codes for display, input, reports, and user documentation. For example, a date might be required to appear always to the user as MMDDYYYY or MM/DD/YYYY but could be physically stored as YYDDD with nonusers system documentation recording this fact.

These standards do not require the district to show or print the Student Number Identifier, Florida on screens or reports. A local identification number may be displayed or printed as long as the local identification number can be crosswalked to the Student Number Identifier, Florida for state reporting purposes.

In many of the data element definitions included in this volume, a code has been defined for "not applicable." In cases of very specialized data elements, such as "Disciplinary/Referral Action Code" or "Exceptionality, Primary," it would seem more sensible in terms of the design of the student records system to record information for such specialized elements only for students to whom the element is pertinent. For both **Compatible** and **State Standard** data elements, the codes defined as "not applicable" need not be maintained in the local data records or displayed on local screens. At the time of reporting, if it is determined that a particular characteristic or condition is "not applicable" for an individual student, the value meaning "not applicable" may be programmatically inserted into the reporting structure at that time.

This interpretation should allow segmentation of records: for example, discipline records should be maintained only for those students who have been disciplined by school officials. The data element, "Adult Fee Status", should be maintained only for adult students. This should help reduce the need to store large numbers of characters of "noninformation" in the local data records and thus reduce the need for disk or other data storage space.

Use Types

Use Types define the major purposes for which information is collected, maintained and utilized as follows:

> **State reporting** means the data element is required for a state report and must be forwarded to the Florida Department of Education as per the format descriptions.

> **Local accountability** identifies those data elements which the school district must maintain as an audit trail in support of statutorily required activities. These include **permanent record** data elements as required by Rule 6A-1.0955, FAC and defined as Category A items which school districts must maintain on a permanent basis for each student.

> **FASTER** indicates the data element is included in one or both of the following:

> **Postsecondary transcript** - sent by school districts to state colleges or universities upon request of the student..

> **District records transfer** - forwarding to a requesting school district a prescribed set of data elements pertaining to a student to facilitate an initial and prompt placement of the student in the receiving district's programs. District records transfer includes all permanent record elements plus Category B information deemed to be essential for initial placement of the student.

Migrant Tracking refers to the Migrant Student Information Exchange (MSIX). Section 1308(b) of the Elementary and Secondary Education Act as amended by the NCLB Act of 2001 requires methods for electronically exchanging student records among districts and states for migrant students. MSIX data is used to facilitate the timely enrollment, grade and course placement and credit accrual of migrant students who move from one district or state to another due to their migrant lifestyle.

STATE REPORTING FORMATS REQUIRING THIS DATA ELEMENT

A section is included with this document which specifies the state reporting formats which school districts must utilize in performing automated state reporting functions. Each data element page lists the specific automated state reporting formats which require the data element.

DATA ELEMENT NUMBER:

The data element number is an internal number assigned by the Education Information Services section, to facilitate use of the data base elements. School districts need not maintain this number in their local automated system.

SURVEY PERIODS REQUIRED

See data element "Survey Period Code" for an explanation of these codes. The Survey Periods that pertain are listed for each data element. If the Survey Period has 'Yes' next to it, the data element is fully reported in the survey period indicated. If the Survey Period has 'Default' next to it, the data element must contain the default value when submitted to the Department for the survey period. If the Survey Period has 'Varies' next to it, the data element must be fully reported on at least one format for the survey period and a default value must be reported on at least one additional format for the survey period, as indicated in the notes on the format layouts. If the Survey Period has 'Optional' beside it, the district has the option of sending actual data or the default value for the element for the survey period. For survey periods with "Optional" indicated, the data or default value will be ignored by the Department's system and default values will be loaded to the data base for these elements.

YEAR

The Year indicates the fiscal year for which this version of the data element is applicable. The Year is updated each July 1 for the next fiscal year until the element is no longer active. Only active data elements are included in each year's listing of data elements on the web site.

The Year Implemented indicates that a data element was first required at the beginning of the indicated fiscal year (July 1).

APPENDIXES

Each appendix that applies to the data element is listed. Appendixes provide one or more of the following: the universe of codes that are valid for the element, expanded explanation of the codes that are valid for the data element, background information about the data element and coding structure, additional information relevant to understanding and reporting the element.

DESCRIPTION OF CHANGES

Beginning with 2011-12, each change to the element is listed with the date the change was made, the part of the element that was changed (e.g., definition, codes, required formats, required surveys, etc.) and a detailed description of the change.