

**Florida Department of Education
Deputy Commissioner for Planning, Budgeting and Management
Educational Data Systems**

**Comprehensive Management Information System
Automated Student Reporting Format**

1998-99 Dropout Prevention Program Evaluation

1. Submit a separate format by school for each program in which the student was enrolled for any length of time.
2. TERM: To show the student participated in a dropout prevention program during the regular school year, use code 3 (annual). To indicate summer or intersession (for year round schools) participation, use code S (Combined Summer Sessions). If the student participated in dropout prevention programs during the regular school year and summer school/intersessions, send separate records by Term.
3. Dropout Prevention Length of Prescribed Program: The length in school days of the prescribed dropout prevention program must be greater than zero and less than 181. However, a non-adjudicated delinquent student participating in a youth services program may have a prescribed program length of zero.

The length of the prescribed dropout prevention program is the number of days the student is expected to participate in order to benefit substantially.

4. Dropout Prevention Length of Program Participation: The length in school days of the student's actual participation (attendance) in the dropout prevention program being reported. The length of program participation must be greater than zero and less than 181.

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1998-99 Dropout Prevention Program Evaluation (Continued)

5. Dropout Prevention Outcomes: Dropout Prevention Outcomes codes are linked to Dropout Prevention Program Participation codes. This means that only a restricted set of outcome codes are allowable for each program code as shown in Chart #1.
6. Dropout Prevention Placement Reasons: Dropout Prevention Placement Reasons codes are also linked to Dropout Prevention Program codes. Only a restricted set of placement reason codes are allowable for each program code as shown in Chart #1.

Chart #1

Dropout Prevention Program	Program Codes	Dropout Prevention/ Juvenile Justice Placement Reasons	Placement Codes	Dropout Prevention/ Juvenile Justice Outcomes	Outcome Codes
Educational Alternatives	U	Retained in Grade	A	Improvement in Academic Performance	Y
		Academically Unsuccessful	B	Improvement in Attendance	D
		Attendance/Tardiness	C	No Improvement in Academic Performance/ Attendance	N
		Potential Dropout	D		
		Habitual Truancy	N	(Up to two codes apply)	

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1998-99 Dropout Prevention Program Evaluation (Continued)**Chart #1 (Continued)**

Dropout Prevention Program	Program Codes	Dropout Prevention / Juvenile Justice Placement Reasons	Placement Codes	Dropout Prevention / Juvenile Justice Outcomes	Outcome Codes
Disciplinary	A	Suspension(s)	H	Decreased:	
		Alternative Placement	I	Suspensions	S
		Disciplinary Referral(s)	J	Expulsion	E
		Transition from Department of Juvenile Justice	T	Referrals	R
				No Decrease in Disciplinary Action(s)	N
			Continued Progress or Completed Transition Plan	T	
				(Up to three codes apply)	
Teenage Parent	P	Expectant Parent	E	Improvement in Parenting Skills	Y
		Parent	F	Previously Assessed and Reported	P
		Child	G	No Improvement in Parenting Skills	N
				Not Assessed or Not Applicable	Z
				(Only one code applies)	
Education Services in the Department of Children and Families	H	Not Applicable	Z	Continued Academic Progress	P

1998-99 Dropout Prevention Program Evaluation (Continued)**Chart #1 (Continued)**

Dropout Prevention Program	Program Codes	Dropout Prevention/ Juvenile Justice Placement Reasons	Placement Codes	Dropout Prevention/ Juvenile Justice Outcomes	Outcome Codes
Substance Abuse	S	Student Substance Abuse	K	Increased Awareness of Hazards	H
		Family Substance Abuse	L	Decreased Usage	U
				Did Not Increase Awareness or Decrease Substance Abuse	N
				Not Assessed or Not Applicable	Z
				(Up to two codes apply)	
Education Services in the Department of Juvenile Justice Programs	D	Not Applicable	Z	Received Academic Services	A
				Received Vocational Services	V
				Received Academic and Vocational Services	W
				Has Integrated Educational Treatment Plan	X
				Has Integrated Transition Plan	Y
				(Up to three codes apply)	

1998-99 Dropout Prevention Program Evaluation (Continued)

7. Dropout Prevention Enrollment Date: The date the student was first enrolled in each dropout prevention program in which he/she participated within each school. If the student was enrolled in more than one program, enrollment dates may vary. Therefore, track the enrollment date for each program within each school.
8. Dropout Prevention Withdrawal Date: The last date the student was officially withdrawn or dismissed from each dropout prevention program within each school. For a student enrolled in multiple programs, withdrawal dates may vary.
9. Number 10, below is applicable only if the student was a participant in a Teenage Parent Program.
10. Teenage Parent Program -- Birth Weight of Child: This is a yes/no (Y/N) indicator as to whether or not a child born to a female Teenage Parent Program participant weighted at least 5 pounds 8 ounces at delivery. Use code "Z" for circumstances which are not applicable, such as: no child born, not a live birth, multiple births wherein all children cannot be classified the same, student entered the program after the second trimester of her pregnancy, or participant was a father. Track this outcome through the end of the appropriate school term.
11. KEY FIELDS: The key fields for this format are item numbers 3-5, 7, 16, 17 and 18.

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Item Number	From-To	Size	Field Char.	Field Description				
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%; vertical-align: top;"> FIELD CHARACTERISTICS: A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified </td> <td style="width: 30%; vertical-align: top;"> TAPE CHARACTERISTICS: 9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____ </td> <td style="width: 40%; vertical-align: top;"> Date: February 1998 Effective Date: July 1998 Format No.: 6674 Record Type: 1 of 1 Activity No.: DB9 11B </td> </tr> </table>					FIELD CHARACTERISTICS: A = Alphabetic only A/N = Alphanumeric N = Numeric only Z = Zoned Numeric P = Packed decimal R = Right justified leading zeros L = Left justified	TAPE CHARACTERISTICS: 9 Track (odd Parity) 1600 or 6250 BPI, EBCDIC Label Information _____ Record size _____ Block size _____	Date: February 1998 Effective Date: July 1998 Format No.: 6674 Record Type: 1 of 1 Activity No.: DB9 11B	
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1	1-2	2	N/R	District Number, Current Enrollment The two digit number for the current school district or other agency in which the student is officially enrolled for graduation. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> , Appendix C, for acceptable codes.				
2	3-6	4	A/N/R	School Number, Current Enrollment The state assigned four digit school number in which the student is officially enrolled for graduation during the current school year. <table border="0" style="margin-left: 40px;"> <tr> <td style="text-align: center;"><u>Number</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">0001-9899</td> <td>District school sites assigned a unique number in the state Master School ID File.</td> </tr> </table>	<u>Number</u>	<u>Definition</u>	0001-9899	District school sites assigned a unique number in the state Master School ID File.
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3	7-16	10	A/N	Student Number Identifier, Florida A code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult postsecondary vocational students, adult basic skills students and adult secondary education students. <u>If the student has a social security number, the Student Number Identifier, Florida equals the social security number followed by a "X".</u> nnnnnnnnX Example 123456789X (CONTINUED ON NEXT PAGE)				

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				<p>If a student does not have a social security number, the school district should assign a number using the common method statewide.</p> <p><u>First 2 Digits</u> NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida School System.</p> <p><u>Last 8 Digits</u> NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned.</p> <p>See data element number 175625 of the <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u> for more information.</p>
4	17-17	1	A/N	Survey Period Code - Always '5' ←
5	18-21	4	N	School Year
				The school year for which courses, grades and credits are recorded in the student's permanent record or the school year for which data are reported. School year is: YYYY Example: 8788
6	22-27	6	A/N	Filler
7	28-28	1	A	Dropout Prevention/Juvenile Justice Programs
				<p>For students participating in more than one program, record the code for <u>each</u> program at <u>each</u> school in which the student participates. A student participating in a Dropout Prevention Program should be coded as follows:</p> <p>(CONTINUED ON NEXT PAGE)</p>

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				<p><u>Code</u> <u>Definition</u></p> <p>U Educational Alternative Programs: Education programs which are designed to offer variations of traditional instructional programs and strategies for the purpose of increasing the likelihood that students who are unmotivated or unsuccessful in traditional programs remain in school and obtain a high school diploma or its equivalent.</p> <p>A Disciplinary Programs: Programs designed to provide intervention for students who are disruptive in the traditional school environment. Note: This <u>may</u> include in-school suspension programs.</p> <p>P Teenage Parent Programs: Educational programs which are designed to provide a specialized curriculum and other services to meet the needs of students who are pregnant, students who are parents or babies of TAP students.</p> <p>H Programs for Abused, Neglected and Dependent: Educational programs provided to students participating in Department of Children and Families or other youth residential or day services programs, specifically for abused or neglected children.</p> <p>S Substance Abuse Programs: Agency-based or school-based educational programs which are designed to meet the needs of students with drug and alcohol-related programs.</p> <p style="text-align: center;">(CONTINUED ON NEXT PAGE)</p>

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				<p><u>Code</u> <u>Definition</u></p> <p>D Education Services in Department of Juvenile Justice Programs: Educational programs provided to students participating in Department of Juvenile Justice prevention (diversion), detention, commitment programs, and Children in Need of Services (truant, ungovernable, and runaway) programs and other rehabilitation programs.</p>
8	29-31	3	N	Dropout Prevention Length of Prescribed Program
				<p>The length (in school days) of the student's prescribed enrollment within each dropout prevention program at each school. In youth services programs, the length of the prescribed program equals the length of adjudication. If a participant in a Youth Services program is not adjudicated then this data element does not apply.</p> <p><u>Examples:</u></p> <p>180 The student was placed in an Educational Alternatives Program for the full school year (180 days).</p> <p>090 The student was placed in a Teenage Parent Program for the second semester (90 days).</p> <p>014 The student was placed in a Disciplinary Program for 14 days.</p> <p>000 The student was in a youth services program, but not adjudicated.</p>

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9	32-34	3	N	<p>Dropout Prevention Length of Program Participation</p> <p>The length (in school days) of the student's actual participation (attendance) in each dropout prevention program at each school.</p> <p>Example:</p> <p style="padding-left: 40px;">166 The student participated in an Educational Alternative Program for 166 school days.</p>																														
10	35-37	3	A/N	<p>Dropout Prevention/Juvenile Justice Outcomes</p> <p>A set of codes which indicate minimum outcomes on <u>each</u> dropout prevention program at each school as described below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td colspan="2"><u>Educational Alternatives (Dropout Prevention Program Code U)</u></td> </tr> <tr> <td>Y</td> <td>Improvement in academic performance</td> </tr> <tr> <td>D</td> <td>Improvement in attendance</td> </tr> <tr> <td>N</td> <td>No improvement in academic performance/attendance (Up to two codes apply)</td> </tr> <tr> <td colspan="2"><u>Teenage Parent (Dropout Prevention Program Code P)</u></td> </tr> <tr> <td>Y</td> <td>Improvement in parenting skills</td> </tr> <tr> <td>N</td> <td>No improvement in parenting skills</td> </tr> <tr> <td>P</td> <td>Previously assessed and reported</td> </tr> <tr> <td>Z</td> <td>Not assessed or not applicable (Only one code applies)</td> </tr> <tr> <td colspan="2"><u>Disciplinary (Dropout Prevention Program Code A)</u></td> </tr> <tr> <td>E</td> <td>Decrease in number of expulsions</td> </tr> <tr> <td>S</td> <td>Decrease in number of suspensions</td> </tr> <tr> <td>R</td> <td>Decrease in number of disciplinary referrals</td> </tr> <tr> <td>N</td> <td>No decrease in disciplinary action(s)</td> </tr> </tbody> </table> <p>(CONTINUED ON NEXT PAGE)</p>	<u>Code</u>	<u>Definition</u>	<u>Educational Alternatives (Dropout Prevention Program Code U)</u>		Y	Improvement in academic performance	D	Improvement in attendance	N	No improvement in academic performance/attendance (Up to two codes apply)	<u>Teenage Parent (Dropout Prevention Program Code P)</u>		Y	Improvement in parenting skills	N	No improvement in parenting skills	P	Previously assessed and reported	Z	Not assessed or not applicable (Only one code applies)	<u>Disciplinary (Dropout Prevention Program Code A)</u>		E	Decrease in number of expulsions	S	Decrease in number of suspensions	R	Decrease in number of disciplinary referrals	N	No decrease in disciplinary action(s)
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				<p><u>Code</u> <u>Definition</u></p> <p>T Continued progress or completed transition plan (Up to three codes apply)</p> <p><u>Substance Abuse (Dropout Prevention Program Code S)</u></p> <p>H Increased awareness of illegal substance abuse hazards</p> <p>U Decrease in illegal substance usage</p> <p>N Did not increase awareness and/or decrease illegal substance abuse</p> <p>Z Not assessed or not applicable (Up to two codes apply)</p> <p><u>Education Services in the Department of Children and Families (Dropout Prevention Code H)</u></p> <p>P Continued academic progress</p> <p><u>Education Services in Department of Juvenile Justice (DJJ) Programs (Dropout Prevention Code D)</u></p> <p>A Received academic services</p> <p>V Received vocational services</p> <p>W Received academic and vocational services</p> <p>X Has integrated educational treatment plan</p> <p>Y Has integrated transition plan (Up to three codes apply)</p> <p>Note: Students in DJJ programs receiving academic or vocational services, the corresponding code A or V should be selected. Students in DJJ programs receiving academic services and vocational services, the code W should be selected</p>
11	38-42	5	A/N	<p>Dropout Prevention/Juvenile Justice Placement Reasons</p>
				<p>A set of codes which indicate the allowable reasons for the student's placement <u>in each dropout prevention program at each school</u>. Codes consist of one character</p> <p>(CONTINUED ON NEXT PAGE)</p>

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				<p>fields which may occur a maximum of five times. At least one placement reason code is required. Codes for allowable placement reasons in <u>Dropout Prevention Programs</u> are as follows:</p> <p><u>Code</u> <u>Definition</u></p> <p><u>Educational Alternatives</u></p> <p>A Retained in Grade</p> <p>B Academically Unsuccessful</p> <p>C Attendance/Tardiness problems</p> <p>D Potential Dropout</p> <p>N Habitual Truancy</p> <p><u>Teenage Parent</u></p> <p>E Expectant Parent</p> <p>F Parent</p> <p>G Child</p> <p><u>Education Services in the Department of Children and Families Programs (Abused/Neglected/Dependent)</u></p> <p>Z Not applicable</p> <p><u>Education Services in the Department of Juvenile Justice Programs</u></p> <p>Z Not applicable</p> <p><u>Disciplinary</u></p> <p>H Suspension(s)</p> <p>I Alternative Placement</p> <p>J Disciplinary Referral(s)</p> <p>T Transition from Department of Juvenile Justice</p> <p><u>Substance Abuse</u></p> <p>K Student Substance Abuse</p> <p>L Family Substance Abuse</p> <p>Note: For Educational Alternatives, use the code D only when no other placement code can be applied.</p>

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Item Number	From-To	Size	Field Char.	Field Description
12	43-49	7	A/N	Filler
13	50-50	1	A/N	<p>Teenage Parent Program - Birth Weight of Child</p> <p>This is a one-character field which indicates whether or not a child born by a female teenage parent program participant weighed at least 5 pounds 8 ounces at delivery.</p> <p><u>Code</u> <u>Definition</u></p> <p>Y Child weighed at least 5 pounds 8 ounces</p> <p>N Child weighed less than 5 pounds 8 ounces</p> <p>Z Not applicable</p> <p>Note: Use Code 'Z' for circumstances which are not applicable, such as: no child born; not a live birth; multiple births wherein all children cannot be classified the same; when the female participant entered the program <u>after</u> the second trimester; or the participant was a father. Track this outcome through the end of the appropriate school term.</p>
14	51-56	6	A/N	Filler
15	57-57	1	A	<p>Transaction Code</p> <p>A code indicating the appropriate action to be taken with respect to the district's data base reporting records.</p> <p><u>Code</u> <u>Definition</u></p> <p>A Add Record</p> <p>C Update Record (Change)</p> <p>D Delete Record</p>
16	58-59	2	N/R	<p>District Number, Current Instruction/Service</p> <p>The two-digit number for the current school district or other agency which is providing instruction or services. See <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>, Appendix C, for acceptable codes.</p>

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17	60-63	4	N/R	School Number, Current Instruction/Service
				The state assigned four digit school number which provides instruction or services during the current school year. <u>Code</u> <u>Definition</u> 0001-9899 District school sites assigned a unique number in the state Master School I.D. File.
18	64-64	1	A/N	Term
				The time of the school year during which the student was enrolled in courses. <u>Code</u> <u>Definition</u> 3 Annual S Combined Summer Session
19	65-65	1	A	Dropout Prevention GED Exit Option Test Results
				A one-character code to indicate the status of a GED Exit Option Student. <u>Code</u> <u>Definition</u> P The student took the GED test and passed F The student took the GED test and failed Z Not applicable
20	66-73	8	A/N	Dropout Prevention Program Enrollment Date
				The date on which the student was first enrolled in <u>each</u> dropout prevention program within each school in accordance with Rule 6A-6.0521, FAC. For students enrolled in more than one dropout prevention program, track the enrollment date for each program within each school. MMDDYYYY Example: 10051985

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21	74-81	8	A/N	Dropout Prevention Program Withdrawal Date
				The <u>last</u> date on which the student officially withdrew or was dismissed from <u>each</u> dropout prevention program within each school. For students enrolled in more than one dropout prevention program, track the withdrawal date for each program. MMDDYYYY Example: 12201985
22	82-82	1	A	Dropout Prevention Student Support and Assistance Component
				A one character indicator as to whether a student is participating in the Student Support and Assistance Component. <u>Code</u> <u>Definition</u> Y Yes, the student is a participant in the Student Support and Assistance Component. Z Not applicable
23	83-160	78	A/N	Filler