

**Florida Department of Education
Education Information and Accountability Services/
Educational Data Systems**

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

2001-2002 School Environmental Safety Incident Report

1. Submit this record during reporting period 5 for each incident occurring on school campus, at school-sponsored events, or on school-sponsored transportation at any time of the year and twenty-four hours a day.
2. KEY FIELDS: The key fields for this format are item numbers 1, 2, 3, 4, and 5. If a key field needs to be changed, the record must be deleted and re-submitted as an add.

**FLORIDA DEPARTMENT OF EDUCATION
EDUCATION INFORMATION AND ACCOUNTABILITY SERVICES/
EDUCATIONAL DATA SYSTEMS**

2001-2002 SCHOOL ENVIRONMENTAL SAFETY INCIDENT REPORT

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: April 2001 Effective Date: July 2001 Format No.: 6865 Record Type: 1 of 1 Activity No.: DB9 42B
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Item Number	From-To	Size	Field Char.	Field Description						
1	1-2	2	N/R	District Number, Reporting District The two digit number for the current school district or other agency which is reporting the incident. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> , Appendix C, for acceptable codes.						
2	3-6	4	N/R	School Number, Where Incident Occurred The state assigned four digit school number of the school which indicates the uniqueness of the site. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Number</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">0001-9899</td> <td>District school sites assigned a unique number in the state Master School ID File.</td> </tr> <tr> <td style="padding-left: 20px;">9001</td> <td>Any location that involves county or district sponsored events (e.g.: County Youth Fair, District Football Championship).</td> </tr> </tbody> </table>	<u>Number</u>	<u>Definition</u>	0001-9899	District school sites assigned a unique number in the state Master School ID File.	9001	Any location that involves county or district sponsored events (e.g.: County Youth Fair, District Football Championship).
<u>Number</u>	<u>Definition</u>									
0001-9899	District school sites assigned a unique number in the state Master School ID File.									
9001	Any location that involves county or district sponsored events (e.g.: County Youth Fair, District Football Championship).									
3	7-7	1	A/N	Survey Period Code - Always '5'						
4	8-11	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: 8384						

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5	12-19	8	A/N	Incident, Identifier										
				A unique identifier locally assigned within a district to identify a specific incident or occurrence.										
6	20-27	8	A/N	Incident, Date										
				The date the incident occurred. MMDDYYYY Example: 12011994 = December 1, 1994										
7	28-28	1	A/N	Incident, Location										
				A code indicating where the incident occurred. <table style="margin-left: 40px;"> <tr> <td><u>Code</u></td> <td><u>Definition</u></td> </tr> <tr> <td>1</td> <td>School Grounds / On Campus</td> </tr> <tr> <td>2</td> <td>School Sponsored Activity / Off Campus</td> </tr> <tr> <td>3</td> <td>School Sponsored Transportation</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	1	School Grounds / On Campus	2	School Sponsored Activity / Off Campus	3	School Sponsored Transportation		
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1	School Grounds / On Campus													
2	School Sponsored Activity / Off Campus													
3	School Sponsored Transportation													
8	29-31	3	A	Incident, Type										
				A code to identify the type of incident. See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u> , Appendix P, for acceptable codes and definitions.										
9	32-32	1	A	Incident, Involvement Type										
				A code which identified the type of offender involved in the incident. <table style="margin-left: 40px;"> <tr> <td><u>Code</u></td> <td><u>Definition</u></td> </tr> <tr> <td>S</td> <td>Student</td> </tr> <tr> <td>N</td> <td>Non-student</td> </tr> <tr> <td>B</td> <td>Both Student and Non-student</td> </tr> <tr> <td>U</td> <td>Unknown</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	S	Student	N	Non-student	B	Both Student and Non-student	U	Unknown
<u>Code</u>	<u>Definition</u>													
S	Student													
N	Non-student													
B	Both Student and Non-student													
U	Unknown													
10	33-33	1	A	Incident, Reported to Law Enforcement										
				A code indicating whether or not the incident was reported to law enforcement authorities. <table style="margin-left: 40px;"> <tr> <td><u>Code</u></td> <td><u>Definition</u></td> </tr> <tr> <td>Y</td> <td>Yes</td> </tr> <tr> <td>N</td> <td>No</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	Y	Yes	N	No				
<u>Code</u>	<u>Definition</u>													
Y	Yes													
N	No													

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Item Number	From-To	Size	Field Char.	Field Description						
11	34-34	1	A	Incident, Gang Related						
				A code indicating whether or not the incident was gang related. <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Code</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">No</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	Y	Yes	N	No
<u>Code</u>	<u>Definition</u>									
Y	Yes									
N	No									
12	35-35	1	A	Incident, Alcohol Related						
				A code indicating whether or not the incident was alcohol related. <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Code</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">No</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	Y	Yes	N	No
<u>Code</u>	<u>Definition</u>									
Y	Yes									
N	No									
13	36-36	1	A	Incident, Drug Related						
				A code indicating whether or not the incident was drug related. <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Code</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">No</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	Y	Yes	N	No
<u>Code</u>	<u>Definition</u>									
Y	Yes									
N	No									
14	37-37	1	A	Incident, Hate-Crime Related						
				A code indicating whether or not the incident was hate-crime related. <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Code</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">No</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	Y	Yes	N	No
<u>Code</u>	<u>Definition</u>									
Y	Yes									
N	No									
15	38-38	1	A	Incident, Weapon Related						
				A code indicating whether or not the incident was weapon related. <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Code</u></td> <td style="text-align: center;"><u>Definition</u></td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">N</td> <td style="text-align: center;">No</td> </tr> </table>	<u>Code</u>	<u>Definition</u>	Y	Yes	N	No
<u>Code</u>	<u>Definition</u>									
Y	Yes									
N	No									

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Item Number	From-To	Size	Field Char.	Field Description																
16	39-39	1	A	Weapon, Description																
				<p>A one-character code to indicate the type of weapon used in an incident.</p> <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>F</td> <td>Firearm</td> </tr> <tr> <td>H</td> <td>Handgun</td> </tr> <tr> <td>K</td> <td>Knife</td> </tr> <tr> <td>O</td> <td>Other Weapon</td> </tr> <tr> <td>R</td> <td>Rifle or Shotgun</td> </tr> <tr> <td>U</td> <td>Unknown Weapon</td> </tr> <tr> <td>Z</td> <td>Not Applicable</td> </tr> </tbody> </table> <p>NOTE: See <u>DOE Information Data Base Requirements: Volume I -- Automated Student Information System</u>, Appendix P for additional information concerning weapon description.</p>	<u>Code</u>	<u>Definition</u>	F	Firearm	H	Handgun	K	Knife	O	Other Weapon	R	Rifle or Shotgun	U	Unknown Weapon	Z	Not Applicable
<u>Code</u>	<u>Definition</u>																			
F	Firearm																			
H	Handgun																			
K	Knife																			
O	Other Weapon																			
R	Rifle or Shotgun																			
U	Unknown Weapon																			
Z	Not Applicable																			
17	40-40	1	A	Incident, Context																
				<p>A code identifying the incident context.</p> <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>During School Hours</td> </tr> <tr> <td>2</td> <td>Outside School Hours - School Sponsored Activity</td> </tr> <tr> <td>3</td> <td>Outside School Hours - Non-School Sponsored Activity</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	1	During School Hours	2	Outside School Hours - School Sponsored Activity	3	Outside School Hours - Non-School Sponsored Activity								
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18	41-41	1	A	Transaction Code																
				<p>A code indicating the appropriate action to be taken with respect to the district's data base reporting record.</p> <table style="margin-left: 40px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Add Record</td> </tr> <tr> <td>C</td> <td>Update Record (Change)</td> </tr> <tr> <td>D</td> <td>Delete Record</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	A	Add Record	C	Update Record (Change)	D	Delete Record								
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A	Add Record																			
C	Update Record (Change)																			
D	Delete Record																			
19	42-80	39	A/N	Filler																