

**THE FOLLOWING CHANGES ARE
FOR FISCAL YEAR
2425
Student Database**

January 17, 2025

2024-2025 Public School Staff Email Addresses

1. In accordance with Section 1012.05(3)(b), Florida Statutes, each school district shall electronically submit accurate public school email addresses for all instructional and administrative personnel to the Florida Department of Education twice each school year.
2. Data collection for the first semester, Survey M, is from ~~August 14, 2023 to September 08, 2023~~ **August 11, 2025 to September 10, 2025.**
 - a. September File: DPSxx.GU.F70507.Y2425M (xx = district number)
- ~~3. Data collection for the second semester, Survey N, is from January 15, 2024 to February 09, 2024.~~
 - ~~a. February File: DPSxx.GU.F70507.Y2425N (xx = district number)~~
- ~~4.3.~~ To make corrections to the F70507 file, the entire file must be re-submitted. The corrected file will overlay the previous data on file.
- ~~5.4.~~ Do not delete the F70507 file from the DQ2 Staff Production system.
- ~~6.5.~~ Files will be processed daily during the Staff Email Address data collection processing period.
 - a. [Note: Duplicate records will be rejected.]
- ~~7.6.~~ SOCIAL SECURITY NUMBER: The social security number must be reported for all staff members employed. Districts must be certain to report the correct social security number for the staff member being reported. The number should be left-justified with a trailing blank. (For contracted or charter school staff for whom the school district does not have a Social Security Number, the district must assign a unique Staff Number Identifier. See Social Security Number data element.)
- ~~8.7.~~ KEY FIELD: The key field for this format is item number 10, Social Security Number.

' * ' Indicate key field. (Click on the link to view or download a .pdf version of the document)

Item No.	From-To	Size	Field Char.	Field Description
1	1-2	2	N/R	District Number
2	3-6	4	N/R	School Number, Primary/Home
3	7-11	5	N	Job Code, Primary

4	12-28	17	A/N/L	Last Name
5	29-31	3	A/N/L	Appendage
6	32-43	12	A/N/L	First Name
7	44-53	10	A/N/L	Middle Name
8	54-103	50	A/N/L	Email Address
9	104-104	1	A	Exempt from Public Records Law, Employee
10	105-114	10	A/N/L	Social Security Number
11	115-128	14	A/N	Florida Education Identifier
12	129-160	32	A/N	Filler/Error Codes

Last Updated: 7/1/2024

SURVEY DATES

2024-2025

STUDENT, PK-12

Survey 1:

Survey Week July 8 – 12, 2024

Due Date: July 26, 2024

State Processing: July 22 – September 6, 2024

Final Update/Amendment Date: September 30, 2024

Survey 6:

Survey Dates: August 16 and August 30, 2024

Due Dates: August 16 and August 30, 2024

State Processing: August 16 - September 6, 2024

Survey 2:

Survey Week: October 7– 11, 2024

Due Date: October 18, 2024

State Processing: October 14 – November 1, 2024

Final Update/Amendment Date: December 15, 2024

Survey 3:

Survey Week: February 3 – 7, 2025

Due Date: February 14, 2025

State Processing: February 10 – 28, 2025

Final Update/Amendment Date: April 15, 2025

Survey 4:

Survey Week: June 16 – 20, 2025

Due Date: July 3, 2025

State Processing: June 23 – July 11, 2025

Final Update/Amendment Date: August 15, 2025

Survey 5:

Due Date: July 25, 2025

State Processing: July 21 – August 8, 2025

Final Update/Amendment Date: October 31, 2025

Survey 9:

Due Date: December 6, 2024

State Processing: November 18, 2024 – January 5, 2025

SURVEY DATES 2024-2025

Survey R:

<u>Reporting Month</u>	<u>Due Date</u>
August 2024	September 6, 2024
September 2024	October 11, 2024
October 2024	November 8, 2024
November 2024	December 6, 2024
December 2024	January 10, 2025
January 2025	February 7, 2025
February 2025	March 7, 2025
March 2025	April 11, 2025
April 2025	May 9, 2025
May 2025	June 6, 2025
June 2025	July 11, 2025
July 2025	August 8, 2025

STAFF, PK-12

Survey M (September - Personnel Email Address):

State Processing: August 12 - September 13, 2024

Survey 2:

Survey Week: October 7– 11, 2024

Due Date: October 18, 2024

State Processing: October 14 – November 1, 2024

Final Update/Amendment Date: December 15, 2024

~~Survey N (February – Personnel Email Address):~~

~~State Processing: January 13 – February 14, 2025~~

Survey 3:

Survey Week: February 3 – 7, 2025

Due Date: February 14, 2025

State Processing: February 10 – 28, 2025

Final Update/Amendment Date: April 15, 2025

Survey 5:

Due Date: July 25, 2025

State Processing: July 21 – August 8, 2025

Final Update/Amendment Date: October 31, 2025

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2024-25

Data Element Number: **101325**

Data Element Name: **Adult Fee Status**

Indicate, using the codes below, the fee status of adult general education and postsecondary career and technical education students.

Code	Definition/Example
1	<p>Fee Waived: Disabled Veteran who does not qualify for 100 percent eligibility tier The student is enrolled in a postsecondary program and receives education assistance under the GI Bill, but does not qualify for the 100 percent eligibility tier federally. These students are eligible to receive a waiver in the amount that is the difference between the portion of tuition and fees authorized by federal law and the full amount of tuition and fees charged by the institution attended (s. 295.011, F.S.).</p>
2	<p>Fee Exempt: Reunited with parent exemption The student, after reaching 14 years of age, spent at least 18 months in out-of-home care and was then reunited with his or her parents who were the subject of the dependency proceeding before reaching 18 years of age, including a student who was reunited under s. 39.8155, F.S. (reinstatement of parental rights). A student is only eligible for this tuition waiver if, in addition to the above-described factors, the student is also Pell-Grant eligible (s. 1009.25(1)(c), F.S.).</p>
3	<p>Fee Exempt: Custody of a relative or non-relative exemption The student is or was the subject of a shelter proceeding, a dependency proceeding, or a termination of parental rights proceeding, and who: is, or was at the time of the reaching 18 years of age, in out-of-home care, rather than in the custody of the Department of Children and Families (DCF) as is provided for in current law; was adopted from DCF after May 5, 1997; or was placed in a permanent guardianship, regardless of whether the caregiver participates or participated in the Relative Caregiver Program under s. 39.5085, F.S., and remains in such guardianship until either the student reaches 18 years of age or, if before reaching 18 years of age, enrolls in an eligible institution. (s. 1009.25(1)(d), F.S.)</p>
9	<p>Fee Waived: Graduation Alternative to Traditional Education (GATE) Program participant The student is a GATE program participant pursuant to s. 1004.933, F.S.</p>
AA	<p>Out-of-State Fee Waived: Out-of-state fees shall be waived for an honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in this state while enrolled in the institution (s.1009.26, F.S.)</p>
B	<p>Fee Waived: Tuition waiver for Purple Heart recipient or another combat decoration superior in precedence Tuition shall be waived when:</p> <ol style="list-style-type: none">1. The student is enrolled full-time, part-time, or in summer school in a program that terminates in an associate or a baccalaureate degree, a college credit certificate or a career certificate.2. The student is currently, or was at the time of the military action that resulted in the awarding of the Purple Heart or other combat decoration superior in precedence, a resident of Florida. <p>The student submits to the career center the DD-214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or another combat decoration superior in precedence. If the DD-214 is not available, other documentation may be acceptable if recognized by the United States Department of Defense or the United States Department of Veterans Affairs as documenting the award. (s. 1009.26, F.S.)</p>

Data Element Number: **101325**

Data Element Name: **Adult Fee Status**

BB Out-of-State Fee Waived: Out-of-state fees shall be waived for a person who is entitled to and uses educational assistance provided by the United States Department of Veterans and who physically resides in this state while enrolled in the institution. (s.1009.26, F.S.)

C Fee Exempt: Co-enrolled adult high school. Any K-12 student who is co-enrolled in the adult high school program (s. 1011.80(10), F.S.).

CC Out-of-State Fee Waived: Out-of-state fee waiver for active duty members of the Armed Forces of the United States who are residing in or stationed outside of the state. (s.1009.26, F.S.)

D Fee Deferred: Fee payment required and deferred when:

1. Financial aid from a federal or state assistance program is delayed in transmissions to a student through circumstances beyond the control of the student, not including failure to make timely applications for such aid (s. 1009.27(1), F.S).

2. A Veteran or other student eligible for benefits under Chapter 30, 31, 32, 34 or 35 of Title 38, U. S. Code, or Chapter 106 of Title 10, U.S. Code is entitled to one deferment each academic year and an additional deferment each time there is a delay in the receipt of benefits for fee payment (s. 1009.27(2), F.S).

3. The district has a written authorization for payment or charges for fees, books and supplies from an approved business, industry, governmental unit, nonprofit organization or civic organization.

4. Fees are delayed because of a district-adopted criterion of need or adopted installment payment schedule.

H Out-of-State Fee Waived: Out-of-state fee waiver for students, including but not limited to students who are undocumented for federal immigration purposes

Out-of-state fees shall be waived when:

1. The student attended a secondary school in this state for 3 consecutive years immediately before graduating from a high school in this state.

2. The student has applied for enrollment in an institution of higher education within 24 months after high school graduation.

3. The student submits an official Florida high school transcript as evidence of attendance and graduation. (s.1009.26, F.S.)

I Fee Exempt: Dependent of deceased or disabled veteran
The student is a dependent of a deceased or disabled veteran pursuant to Section 295.01 through 295.05, F.S.

J Fee Waiver: Dependent of deceased first responder member
The student is a dependent of a deceased first responder member (Sections 112.19(3) F.S., s.112.191(3), F.S. and s. 112.1912(2), F.S.)

First Responders include the following:

1. A law enforcement, correctional, or correctional probation officer as defined in s. 112.19(1), F.S.

2. A firefighter as defined in s. 112.191(1), F.S.

3. An emergency medical technician or a paramedic, as defined in s. 112.1911(1), F.S.

K Fee Exempt: Registered apprenticeship
The student is enrolled in an approved registered apprenticeship program as defined in s. 446.021, F.S. (s. 1009.25(1)(b), F. S.)

Data Element Number: 101325

Data Element Name: Adult Fee Status

M	<p>Fee Exempt: Custody of the Department of Children and Family Services The student is or was at the time he or she reached 18 years of age in the custody of the Department of Children and Family Services or, after spending at least 6 months in the custody of the department after reaching 16 years of age, was placed in a guardianship by the court. Such exemption includes fees associated with enrollment in applied academics for adult education instruction. The exemption remains valid until the student reaches 28 years of age. (s. 1009.25(1)(c), F.S.)</p>
N	<p>Fee Exempt: Welfare transition The student is enrolled in an employment and training program under the welfare transition program to (s. 1009.25(1)(c), F.S.)</p>
O	<p>Fee Exempt: Adoption from DCF. The student is or was at the time he or she reached 18 years of age in the custody of a relative under s. 39.5085, F.S. or s. 39.6225, F.S. or was adopted from the Department of Children and Family Services after May 5, 1997. Such exemption includes fees associated with enrollment in applied academics for adult education instruction. The exemption remains valid until the student reaches 28 years of age. (s. 1009.25(1)(d), F.S.)</p>
P	<p>Fee Exempt: Homeless student Any student who meets the definition of homeless children and youths in section 725 of the McKinney-Vento Homeless Assistance Act, 42 U.S.C. s 11434a(2): "individuals who lack a fixed, regular, and adequate nighttime residence and includes the following four categories: (1) children and youth who share the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to a lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; (2) children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; ; (3) children and youth who are living cars, parks, public settings, abandoned buildings, substandard housing, bus or train stations, or similar settings; or (4) children of migrant or seasonal workers who qualify as homeless because they are living in circumstances described in the first three categories (s. 1009.25(1)(f), F.S.).</p>
Q	<p>Fee Exempt: : Dual enrollment or early admission The student is enrolled in a dual enrollment or early admission program pursuant to s. 1007.27, F.S. or s. 1007.271, F.S. (s. 1009.25(1)(a), F.S.).</p>
R	<p>Fee Required: Fee payment required (see s. 1009.22(3)(a), F.S.). Fee was not waived, deferred or exempted.</p>
T	<p>Fee Waived: Wrongful conviction Tuition and fees waiver for up to 120 hours of instruction for victims of wrongful conviction. s. 961.06(1)(b), F.S.</p>
W	<p>Fee Waived: Eligible fee has been waived for a non-fee exempt student in accordance with s.1009.26, F.S. and the provisions of the General Appropriations Act. Fee payment waived by district school board.</p>
Z	<p>Fee not Required: Enrollment not state fundable –Student is a federal or state inmate (s. 1011.80(7)(b), F.S. as amended in Chapter 2011-063) or other inmate only funded with a federal grant and is therefore not required to pay tuition and fees as specified in s.1009.22, F.S</p>

Note: Effective July 1, 2022, the fee exemptions related to the Department of Children and Families were significantly revised. Effective for Fall reporting, a population that was previously reported under value O must now be reported under value 3. Value 3 also includes an additional exemption that was added during the 2022 legislative session for dependent children placed in permanent guardianship under s. 39.6221, F.S. This table value reflects how the Department of Children and Families measures fee exemptions granted to children placed in custody of relatives or non-relatives.

Data Element Number: **101325**

Data Element Name: **Adult Fee Status**

Length: 2

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: Yes

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Adult General Education Student Course DB9 48x

WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:

Survey F

Survey W

Survey S

Survey G

Survey X

Appendixes:

None

Description of Changes:

12/4/2024	Added new value '9' for GATE program participants.
10/28/2022	Updated note to add clarification for new value 3.
10/28/2022	Data type changed from alphabetic to alphanumeric.
10/28/2022	Added new codes 1, 2 and 3.
10/28/2022	Updated language for codes O and P.
12/3/2019	Updated code definitions for codes J, M and O.
7/1/2017	Updates to code definition
7/1/2017	Removed value V.
7/1/2017	Changed wording in definition of codes AA, BB, CC, H, and I.
7/1/2016	Change the Length of the data element from 1 to 2.
7/1/2016	Removed value A and added values AA, BB and CC.
8/17/2015	Added language to definition of value "A" to meet the requirements of s. 702 Federal Choice Act.
7/1/2014	New codes and definitions and modifications to existing codes.
8/2/2013	Add new value of "Z" to list of codes
6/1/2012	Numerous changes and deletions for code values. For codes D and Q, removed reference to resident status. Deleted codes E, F, G, U and X.

Data Element Number: **101325**

Data Element Name: **Adult Fee Status**

11/2/2011	Updates to values to match changes in Florida Statute: References to 1009.25(2) changed to 1009.25(1). Addition of year "2010" to statutory references in definition of code values of "F" and "G" as they reference statute that was in place in 2010 which still applies to students in the current reporting year. Definitions for code values of "M" and "O" revised to match current statutes. References to "basic skills examination" in definition of code value of "Q" does not appear in the referenced statute.
7/27/2011	Added Code V for adult education students who were "grandfathered in" when it comes to residency status.
6/1/2011	Added note that, beginning July 1, 2011, students enrolled in adult general education must be assessed fees based on a residency for tuition determination.
6/1/2011	For codes R and U, added statutory reference s. 1009.22(3)(a). For code D, 3, removed reference to Rule 6A-6.084(10) F.A.C. . For code D, 4, removed reference to Rule 6A-6.084(11) F.A.C. For codes F and G, added that it is valid only for survey F, 2011-12 for courses which began before July 1, 2011. Deleted codes L and S. Added codes C and O.